



Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, July 23, 2019
4:00 p.m. – 5:30 p.m.

Council Chambers
401 N. Morton St.

CALL TO ORDER

The meeting was called to order by Les Coyne at 4:01p.m.

Board Present: Les Coyne, Kathleen Mills, Joseph Hoffmann and Lisa Thatcher

Staff Present: Paula McDevitt, John Turnbull, Becky Higgins, Julie Ramey, Mark Sterner, Steve Cotter, Kim Clapp, Leslie Brinson, Bill Reams, and Jess Klein

A. CONSENT CALENDAR

- A-1. Approval of Minutes of June 25, 2019 meeting
- A-2. Approval of Claims Submitted June 22, 2019 through July 22, 2019
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus

Kathleen Mills made a motion to approve the consent calendar. *Lisa Thatcher* seconded the motion. *Les Coyne* any public comments or questions, seeing none. Motion unanimously carried.

B. PUBLIC HEARINGS/APPEARANCES

B-1. Public Comment Period – None

B-2. Bravo Award

Sarah Owen Community Relations Coordinator Bloomington Parks and Recreation Department would like to recognize Hanapin Marketing LLC staff with the July Bravo Award. For the past three years, Hanapin Marketing staff have taken time out of their busy schedule for an annual lake and shoreline cleanup at Griffy Lake. Their effort help keep the area looking beautiful for all those who visit, and safer for the wildlife. We are grateful for Hanapin Marketing's commitment to helping keep Griffy Lake picturesque. Sarah invited Becky Throckmorton to the podium.

Becky Throckmorton, Hanapin Marketing representative approached the podium. Hanapin Marketing appreciates this award. Our crew loves the Griffy Lake clean up, it's the highlight of our year. Everyone looks forward to it, and last year made a competition to see who could get the most trash. We love to be able to serve the community, and being part of Bloomington.

The Board commented, Hanapin Marketing is a model of responsibility in terms of community volunteering. Thank you.

B-3. Parks Partner Award – None

B-4. Staff Introduction –

Rebecca Jania has recently accepted the position of Natural Resources Coordinator. Rebecca is graduated from Indiana University's O'Neil School of Public and Environmental Affairs with a Master's degree in conservation and ecology. Rebecca has previously worked for Eco Logic, LLC as a Field Supervisor. The department is familiar with Rebecca, while at IU, she held a seasonal position as a Natural Resources Education Specialist. Rebecca feels fortunate to be able to provide opportunities for people to connect with nature.

C. OTHER BUSINESS

C-1. Review/Approval of Contract Addendum with Rundell, Ernsberger and Associates

Paula McDevitt, Director as part of the 2018 Bicentennial Bond Projects, the Department wishes to develop gateways at four locations identified as major entrances into the City. The Department requires the services of a professional consultant to complete conceptual design work on the Gateway projects, possibly located at Arlington Bridge, Bloomfield Rd. between Basswood Dr. and Weimer Rd, SR 46/E 3rd Street and Knightridge Rd, and traffic island north of Miller Showers Park between College Ave. and Walnut St. This project will include representatives from Public Works, Planning, and Parks departments. Staff recommends approval of this contract with Rundell, Ernsberger and Associates in the amount not to exceed \$45,800. Funding is through the 2019 Bicentennial Bond funds (180-18-18018C)

Kathleen Mills motioned to approve the contract addendum with Rundell, Ernsberger and Assoc. *Lisa Thatcher* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

C-2 Review/Approval of Alcohol Permit for Garlic Fest

Crystal Ritter, Community Relations Coordinator staff recommends the approval of the permit application to sell beer/wine at the 2019 Garlic Fest and Community Art Fair to be held on August 31st and September 1st at the Waldron, Hill and Buskirk Park. Event organizers are prepared to adhere to all local and state laws along with any rules and regulations from Bloomington Parks and Recreation. Appropriate security will be provided for the event and for the sale of alcohol. Once obtained and prior to the event, the organizers will provide BPRD with a copy of their temporary beer/wine permit from the State of Indiana, Alcohol & Tobacco Commission. Organizers will be assessed an alcohol permit fee of \$200 or ten percent of gross, whichever is greater. This is the eighth year for the event, and organizers are in good standings with BPRD.

Kathleen Mills motioned to approve the alcohol permit for Garlic Fest. *Lisa Thatcher* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried

C-3 Review/Approval of Banneker Advisory Council

Erik Pearson, Facility Program Coordinator staff recommends appointing the following fourteen individuals to re-establish the Banneker Community Center Advisory Council: Heather Addison, Richelle Brown, Autumn Brunelle, Seth Debro, Victoria Englert, Ruthette Hash, LeAnna Level, Amy Oakley, Stacy Sedory, Mathew Shockney, Joy Roberts, Muhammad Saahir, Itia Saahir, and Martha Chamberlain.

Banneker Community Center has been an integral part of this community for decades, and will look to the BCCAC to help determine how Banneker can best serve the community in the future, and how to remain a cultural hub that aims to inspire individuals to maximize their full potential. The Council will be subdivided into three groups, Advocacy and Outreach, Programming and Policy Development, and Funding/Grant Opportunities that will work on various projects throughout each year.

Lisa Thatcher commented, I am glad to see this being re-established and at such a large size. People won't be spread too thin and can focus on these different areas.

Kathleen Mills motioned to approve the appointments to Banneker Community Center Advisory Council. *Lisa Thatcher* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

C-4 Review/Approval of Service Agreement with Koorsen Environmental Services

Daren Eads, Facility Coordinator the Department wishes to keep facilities in good working conditions, and requires the services of a professional consultant to provide cleaning, inspection and repair of exhaust hoods at department's sports facilities. Staff recommends approval of the contract with Koorsen Environmental Services in an amount not to exceed \$600. Funding is through the Twin Lakes Recreation Center Concessions Non-reverting fund (201-18-185006-53630).

Kathleen Mills motioned to approve the contract with Koorsen Environmental Services. *Lisa Thatcher* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

C-5 Review/Approval of Cascades Clubhouse/Conference Room Rental Fees

John Turnbull, Sports Director staff recommends approval of the following rental prices for Cascades new clubhouse: Banquet Room (1,600 sq. ft.) \$400 per day, \$50 per hour, and \$100 per day with a golf outing
Conference Room (152 sq. ft.) \$150 per day or \$25 per hour.

The Board inquired if the occupancy loads have been established. What are the catering possibilities? What is the estimated completion date?

John Turnbull responded the occupancy loads have been established, and are listed on the drawings. There is a warming kitchen available for catering. The areas will serve well for meetings, weddings, and family celebration. Project completion is estimated for the end of August.

Paula McDevitt commented this facility is being marketed in the Fall Program Guide. One full page is dedicated to this rental opportunity. The department will be ready for fall events.

Kathleen Mills motioned to approve the price schedule for Cascades Clubhouse. *Lisa Thatcher* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

C-6 Review/Approval of Contract with Harrell-Fish (HFI) for Frank Southern Center

Hsiung Marler, General Manager Switchyard Park due to age and design, the Department wishes to upgrade and unclog the snow pit at Frank Southern Ice Arena. The Department requires the services of a professional consultant to provide plumbing, masonry, and electrical work necessary to complete the improvement project. Staff recommends the approval of this contract with Harrell-Fish, in an amount not to exceed \$7,390. The funding is through the Frank Southern Ice Arena General Fund (200-18-182500-53630).

Les Coyne commented this has been a problem over the past years.

Hsiung Marler responded it has gotten worse over the years, as the drain pipes have deteriorated in the concrete. The initial design was a flat system, there will now be an angle in the concrete going right to the drain pipe. There will also be a filter system added, similar to that at pools, preventing the pipes from being clogged with fibers and other objects.

Kathleen Mills motioned to approve the contract with Harrell-Fish. *Lisa Thatcher* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

C-7 Review/Approval of Contract Addendum with Mader Design for Griffy Lake Pier

Steve Cotter, Natural Resource Manager on January 22, 2019 the Department and Mader Design entered into an Agreement for design services for an accessible fishing pier at Griffy Lake. To determine the depth of sediment that will need to be removed, the Department wishes to add a geotechnical investigation and analysis of 3 soil borings near the location of the proposed fishing pier at Griffy Lake to the Scope of Service. Both parties agree to amend Article 4 of the Agreement to increase the compensation for all fees and expenses in an amount not to exceed \$69,580, this is an increase of \$5,830. All other terms of the Agreement will stay intact. Mader Design will work with Patriot Engineering and Environmental Inc. for the boring. Staff recommends the approval of this contract addendum.

Kathleen Mills motioned to approve the contract addendum with Mader Design. *Lisa Thatcher* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

C-8 Review/Approval of Contract with J.R. Ellington Tree Experts

Lee Huss, Urban Forester the Department wishes to remove several dead trees in various location in the City. The Department requires the services of a professional contractor to drop one dead Ash and clump Cherry trees at Davis Street, remove and clean up one dead Ash tree at 909 N. Woodbine Ave., drop two dead Ash trees at Cascades Golf Course, remove clump of four dead Ash trees on Clear Creek Trail near victor Pike, and remove 2 dead Ash trees at Banta St. Staff recommend the approval of this contract with J.R. Ellington Tree Experts in an amount not to exceed \$11,100. The funding is through Urban Forestry General Fund (200-18-189503-53990).

Les Coyne inquired if it is hard to find contractors for this type of work.

Lee Huss responded it is difficult to find contractors with the amount of insurance, and type of equipment needed. The Department has a large contract with Bluestone, which is about to be completed. Ellington prides themselves with quick response time, and that is what is needed for this type of scenario. It takes approximately seven years for the insect to run its course, we should be coming up to the end.

Kathleen Mills motioned to approve the contract with J.R. Ellington Tree Experts. *Lisa Thatcher* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

C-9 Review/Approval of Contract Miller Welding, LLC.

Joanna Sparks, City Landscaper to improve the aesthetics at the entrance of Rose Hill Cemetery, the Department wishes to replace the existing metal pipe entrance sign. The Department requires the services of a professional consultant to weld and fabricate a 21' wide aluminum arch with 4"x4" aluminum posts. Staff recommends the approval of this contract with Miller Welding, LLC in an amount not to exceed \$10,600. The funding is through a Redevelopment Commission Neighborhood Improvement Grant (101-15-151000-53960).

Les Coyne inquired if the contact includes installation.

Joanna responded Park staff will demo the existing arch, and Miller Welding will install the new entrance sign.

Kathleen Mills motioned to approve the contract with Miller Welding, LLC. *Lisa Thatcher* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

C-10 Review/Approval of Contract with Bramwell-McKay Masonry

Joanna Sparks, City Landscaper due to age, chipping and cracking, the Department wishes to replace the six existing concrete caps at the entrance of Rose Hill Cemetery. The Department requires the services of a professional consultant to remove existing caps, and replace with new concrete caps using reinforced concrete. Staff recommends approval of this contract with Bramwell-McKay Masonry in an amount not to exceed \$8,850. The funding is through a Redevelopment Commission Neighborhood Improvement Grant (101-15-151000-53960).

Lisa Thatcher inquired if we have previously used the vendor.

Joanna Sparks responded this is the first time Parks has used the services of Bramwell-McKay Masonry.

Kathleen Mills motioned to approve the contract with Bramwell-McKay Masonry. *Lisa Thatcher* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

C-11 Review/Approval of Contract with Ronnie G. Purcell for Monument Repairs

Joanna Sparks, City Landscaper due to age and earth settling, the Department wishes to repair headstones at Rose Hill and White Oak Cemeteries. The Department requires the services of a professional consultant to perform headstone, family pen, and/or monument repairs. This includes foundation resetting, leveling, mortaring, etc. in the Old Spencer and Spencer Additions of Rose Hill Cemetery, and the original section of White Oak Cemetery. Staff recommends approval of this contract with Ronnie G. Purcell in an amount not to exceed \$4,700. The funding is through Cemetery General Fund (200-18-189501-53990).

Kathleen Mills motioned to approve the contract with Ronnie G. Purcell. *Lisa Thatcher* seconded the motion. *Les Coyne*

any public comments or questions, seeing none. The motion was unanimously carried.

C-12 Review/Approval of Utility Easement for Switchyard Park

Joanna Sparks, City Landscaper the Department wishes to allow utility easements at Switchyard Park. Smithville and City of Bloomington Utilities will use a shared easement for fiber optic cable and water and sanitary sewer piping. Vectren will have a separate easement for natural gas service. Staff recommends approval of the utility easements. All parties have reviewed the documents and approved the easement language and legal descriptions.

John Zant, Rundell Ernstberger Associates Site Civil Engineer approached the podium. You would think on 53 acres there is enough real-estate to do whatever you want. The utility easements we are asking for, now that they have relocated and found in some cases, will protect them in the future to stay on Switchyard Park property. This L shape corridor will protect them. We tried to make the corridor as narrow as possible, and still provide the necessary separation distance. The utility work is still on going, but is 60 percent completed.

Kathleen Mills motioned to approve the Utility Easement for Switchyard Park. Lisa Thatcher seconded the motion. Les Coyne any public comments or questions, seeing none. The motion was unanimously carried.

D REPORTS

D-1 Administration Division – City of Bloomington Drone Policy

Rick Dietz, Director Information & Technology Services approached the podium. Over the last two years, the City has operated drones to primarily monitor traffic issues. During that time frame, we have found there are a lot of other use cases throughout city government where these devices would be useful. Many of these uses overlap departments, such as image capture, monitoring facilities, and aerial video for promotional use. Some departments would have very specific uses, such as fire and police. One of the things that was decided we needed to do, was establish a policy framework under which these types of uses would be governed.

This policy is being shared with you as a governing body for a city department. With the knowledge, that potential a number of the staff members of Parks and Recreation Department may be utilizing the data, video, or imagery that is gathered by these devices, or operating these devices under this policy framework.

This policy was developed by over a dozen representatives for various departments, and pulled in best practices language from a number of other cities. It is designed to put reasonable constraints around the use, as well as protection for the public. The document outlines anticipated use cases, and the requirements placed on City staff operating the vehicles. The policy largely mirror the FFA requirements, which govern any type of commercial or professional use of UAV or drones. These policies do not apply to the individual hobbyist in the community, but apply to City staff, using City UAVs, for City purposes.

Kathleen Mills commented the authorized use cases are appreciated, so it's not a blanket where drones are everywhere and can do anything.

Lisa Thatcher commented I hope that a lot of this is going to be made readily available to the public, especially with parameters, constraints, what protections are put in place for the public, and where are the best practices coming from. This has a lot of use, but this is an area where marginalized communities can feel threatened. I hope use is going to be transparent and that information is readily given out to the public, so they know the areas of use are permitted, and how they are going to be used by the different departments.

Rick Dietz responded the closest city policy to this, is San Francisco that has a Silicon Valley type of innovation. They have been using devices like this for quite some time, but are also a very progressive city that is protective of privacy. We thought the structure of that policy was a good fit for Bloomington. There are a number of other influences in this policy as well.

In terms of protection, that is the purpose of having a policy. We had use cases, and did put them to use for promotional video, and traffic monitoring. We recognized that we needed to have a government framework, which is the purpose of this document which is being presented today.

The Board thanked Rick Dietz for the information.

D-2. Recreation Division – Farmers Market Advisory Council Update Report

Leslie Brinson, Community Events Manager approached the podium. The Farmers' Market Advisory Council met on July 15, 2019. There was not a quorum present so they were unable to put forward any recommendations at that time. The meeting was recorded and is available for public viewing at catstv.net. Approximately 15 people from the public were present at the meeting, including vendors and customers. There was an interactive discussion regarding Schooner Creek Farm and there was a strong feeling that Schooner Creek is not wanted at the market. Ideas and suggestions were generated for ways to make the market more inclusive. The FMAC hopes to focus on efforts that will broaden the customer base at the market and will move forward those ideas on for the Parks Board's consideration at a future date. The FMAC meets again on August 19th in the Parks Conference Room. Anyone is welcome to attend.

Joe Hoffmann inquired if there have been any changes made at the Market. Any signage that specifically address inclusivity?

Leslie Brinson responded the welcome signage has been increased at all entrances into the Market, and we continue to work on signage. We are continuing to work with Bloomington Police Department to create a safe environment. We are working with groups to schedule and highlight appropriate activities. The Farm vendors created an inclusivity sign that we have reviewed, approved, copied, and helped promote.

The Board inquired if there were public comments.

Cassandra Caswell approached the podium. At the Farmers Market Advisory Council meeting, increasing signage to let the public know where they can leave feedback for the Market was discussed. As well as putting a little box in City Hall in the vestibule. Another item, was to create a way to voice anonymous comments, particularly with regards to people that have been discriminated against by Schooner Creek Farm. Have these items been addressed?

Lisa Thatcher commented the U-report system was also discussed at the FMAC meeting. Could it be made available as an app again, and can it be submitted in an anonymous way? Also a way to let people know, only so much can be done for an anonymous comment. If you say something happened and we don't know who you are, nothing can be done without that contact information. This hasn't been brought to the Board but should be achievable.

Joe Hoffman commented we ought to do whatever we can to facilitate both anonymous and identifiable comments. Having both an electronic version and physical version box would be advisable. It is important to know, if anything were to happen that would be a basis for Board action or action in terms of vendor contract, it would have to come from someone who is willing to be identified and to essentially testify at some point. We have to provide both options and be very clear. These are all things that we ought to be doing.

Cassandra Caswell approached the podium. It was also discussed at the FMAC meeting, to have the contact information of the Market Master posted throughout the Market. What is the status of this item?

Leslie Brinson responded the comment box and the Farmers Market Master contact information should both be items easily put into place. Staff will be working on both items as quickly as possible.

Lisa Thatcher commented when the FMAC is able to come back together as a whole again and work on it more. People were really interested in the Diversity and Broadening Inclusion sub-committee continuing on. It came together so there could be some kind of a quick action. It would be great to hear if that sub-committee is able to continue on. There were so many people who had really great things to contribute from the community coming in, and being able to create a dialogue space to get more information out there. Another item brought up was how many of council members will be coming up for retirement, they are encouraging the public to become involved.

Kathleen Mills commented looking at all of comments people made, and sensing people obvious frustration that they wanted to be doing something. Applying for a seat on the Farmers Market Advisor Council would be a great concrete way to be able to do something, and to get involved. Especially if there are going to be some opened seats.

D-3 Operations Division – No Report

D-4 Sports Division – No Report

Paula McDevitt, Administrator the next Board of Park Commissioners meeting will be held August 20th. The 2020 General fund and 2020 Non-Reverting fund will be presented at the August meeting.

ADJOURNMENT

Meeting adjourned at 5:03 p.m.

Respectfully Submitted,



Kim Clapp
Secretary Board of Park Commissioners