



**A-1**  
**09-17-19**

Board of Park Commissioners  
Regular Meeting  
Minutes

Tuesday, August 20, 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 4:04p.m.

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

**Staff Present:** Paula McDevitt, Dave Williams, John Turnbull, Julie Ramey, Mark Sterner, Mark Marotz, Lee Huss, Steve Cotter, Leslie Brinson, Kim Clapp, and Sarah Owen,

**A. CONSENT CALENDAR**

- A-1. Approval of Minutes of July 23, 2019 meeting
- A-2. Approval of Claims Submitted July 23, 2019 through August 19, 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 - None**

**B-3. Parks Partner Award**

*Sarah Owen Community Relations Coordinator* Bloomington Parks and Recreation Department would like to recognize the Bloomington Board of REALTORS (BBR) as the recipient of the Parks Partner Award. BBR has been a professional trade organization that has been part of the community for over 70 years. For the past three years, BBR has served as the title sponsor of the annual Fourth of July parade, which draws approximately 8,000 spectators. The Fourth of July Parade would not be possible without the generous support of the Bloomington Board of REALTORS. The Department appreciates their support, and is proud to present them with the Parks Partner Award.

*Lisa Bunkhouse, Bloomington Board of REALTORS representative approached the podium.* Bloomington Board of REALTORS really enjoys our partnership with the Park Board and really loves being able to support our community. Part of the realtor pledge is to support the community, and we are happy to do so by sponsoring the 4<sup>th</sup> of July parade.

The Board thanked the Bloomington Board of REALTORS for their support.

**B-4. Staff Introduction** – None

**C. OTHER BUSINESS**

**C-1. Review/Approval of Partnership with Indiana University Recreation, Parks and Tourism Studies**

Paula McDevitt, Director the Department wishes to renew the Partnership Agreement with Indiana University Department of Recreation, Parks and Tourism Studies/School of Public Health. This Agreement provides a variety of services to RPTS faculty, staff and students. In return, Parks and Recreation Department's staff is provided with opportunities with the end results benefitting the community. Staff is pleased to continue this long standing relationship.

*Kathleen Mills* motioned to approve the partnership agreement with IU Recreation, Parks and Tourism Studies. *Lisa Thatcher* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

**C-2 Review/Approval of 2020 Parks General Fund Budget**

Paula McDevitt, Director presented the 2020 General Fund Budget

Department Overview

- 2,342 acres of property
- 6.9 million in Park Bond projects at 24 sites
- 34 million buildout of Switchyard Park
- 52.88 Full time staff – 36.88 non-union/16 union
- 421 seasonal staff employed in 2018
- 32 parks
- 27 playgrounds
- 37.6 miles of trails
- More than 300 sports & recreation programs annually
- CAPRA Accredited - re-accredited in 2016
- Gold Medal Award – 2018 Class III
- Zero base budget

2020 general fund budget request

Budget Allocation	2017 Actual	2018 Actual	2019 Budget	2020 Budget	Change (\$)	Change (%)
100 - Personnel Services	4,550,584	4,885,473	5,264,690	5,618,351	353,661	7%
200 - Supplies	468,103	508,622	591,040	577,614	-13,427	-2%
300 - Other Services	1,638,552	1,805,368	2,062,856	2,175,789	112,933	5%
400 - Capital Outlays	157,000	205,171	284,200	153,000	-131,200	-46%
<b>Total</b>	<b>6,814,238</b>	<b>7,404,634</b>	<b>8,202,786</b>	<b>8,524,754</b>	<b>321,968</b>	<b>4%</b>

Category 1 - Personnel request is \$5,618,351, which is an increase of \$353,661 or 7%.

Significant changes are listed below:

- Line 111 - (Salaries and Wages - Regular) increases \$208,934, for annual % increase for full-time staff and two new positions, Working Foreperson at Switchyard Park and Working Foreperson in Landscaping.
- Line 112 - (Salaries and Wages - Temporary) increases \$48,944 for year two implementation of living wage rates for all seasonal employees. Seasonal wages range from \$13.26 - \$15.15/hour.

Category 2 - Supplies request is \$577,614 a decrease of \$13,427 or -2%

Category 3 - Other Services & Charges request is \$2,175,789, an increase of \$112,933 or 5%. Significant changes are listed below:

- Line 323 (Travel) increases \$5,375 for additional conference travel expenses for certification and learning opportunities for staff.
- Line 353 (Water and Sewer) increases \$79,723 for CBU rate increases.
- Line 361 (Building Repairs) increases \$13,824 for contractual repairs at BCT and repairs at Operations buildings.
- Line 384 (Lease Payments) increases \$103,168 golf carts and solar panel lease payments.

Category 4 - Capital Outlays request is \$153,000, a decrease of \$131,200 or -46%. Significant changes are listed below:

- Line 442 (Purchase of Equipment) - Operations (Hurricane Bio-Vac and Wide Track Dingo w/ attachments) and Golf Services (Golf Turf Sprayer and Turf Roller)

*Lisa Thatcher* motioned to approve the 2020 Parks General Fund. *Kathleen Mills* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried

### **C-3 Review/Approval of Contract with Crider and Crider 3<sup>rd</sup> Street Park**

Dave Williams, Director of Operations the Department wishes to have rehabilitation work done at Waldron, Hill, Buskirk Park. The Department requires the services of a professional consultant to perform general site demolition of existing pavement, steps, trees and general lawn area, and complete rehabilitation project which includes but not limited to: pervious concrete pavers, concrete pavement, concrete steps, check walls, hand rail, install lighting, electrical work, general earthwork, installation of new trees and turf. Staff recommends approval of this contract with Crider and Crider in the amount of \$299,935. Funding is through G.O. Bond Series C- GL977-18-1801c-54510 and consolidated TIF Bond. The \$32,000 from TIF Bond is designated to reconstruct an ADA compliance front door entrance to the Alison Jukebox Center.

The Board inquired - if the pavers would be terraced at the sloping area.

Dave responded - the pavers will go to the toe of the slope, and will not go up the incline.

*Lisa Thatcher* motioned to approve the contract with Crider and Crider for 3<sup>rd</sup> Street Park. *Kathleen Mills* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

### **C-4 Review/Approval of Contract with Cassidy Electrical Contractors**

Dave Williams, Director of Operations due to community requests for additional lighting, the Department wishes to install LED lighting in Reverend Ernest D. Butler Park. The Department requires the services of a professional consultant to trench new wire, install 8 LED Flood lights, install astronomical time clock, install LED rated photocell, and install rigid conduit. Staff recommends approval of this contract with Cassidy Electric in the amount of \$6,800. Funding is through the Operations Division 2019 General Fund.

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

### **C-5 Review/Approval of Switchyard Park Rental Agreement template**

Leslie Brinson, Community Events Manager in 2020 the Switchyard Park Pavilion will be available for rental. The Department wishes to make clear all parties' responsibilities of the Renter and Parks and Recreation, and requires a rental agreement form. Staff recommends approval of the 2020 Switchyard Park Pavilion Rental Agreement template.

*Lisa Thatcher* motioned to approve the Switchyard Park Rental Agreement template. *Kathleen Mills* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

#### **C-6 Review/Approval of Agreement with Monroe County Fair Association**

Leslie Brinson, Community Events Manager the Department wishes to provide the community with a fun fall event, known as the Bloomington Pumpkin Launch. To meet site needs, the Department wishes to rent facilities and grounds at the Monroe County Fairgrounds. Staff recommends approval of this agreement with Monroe County Fair Association in the amount of \$1,550, which includes an \$800 refundable damage deposit. This year's rental fees will be a flat rate, instead of a percentage of revenue fees. Funding will be through Community Events Non-Reverting Fund.

*Lisa Thatcher* motioned to approve the agreement with Monroe County Fair Association. *Kathleen Mills* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

#### **C-7 Review/Approval of Contract with Woods Electrical Inc.**

Leslie Brinson, Community Events Manager as part of the Department's partnership agreement with Endwright East Community Center, the Department is required to provide some basic electrical needs. The Department requires the services of a professional consultant to install 5 receptacles, repair 2 existing receptacles and replace 3 exit lights at the community center located in the College Mall. Staff recommends approval of this contract with Woods Electric, in an amount not to exceed \$1,125. Funding is through Administration Non-Reverting Fund.

*Kathleen Mills* motioned to approve the contract with Woods Electrical Inc. *Kathleen Mills* seconded the motion. *Les Coyne* any public comments or questions, seeing none. The motion was unanimously carried.

#### **C-8 Review/Approval of Contract with Becker Arena Products Inc.**

John Turnbull, Director of Sports the Department wishes to have the rink dasher board glass repaired and secured at Frank Southern Ice Arena. The Department requires the services of a professional consultant to provide an experienced, qualified employee to work, supervise, and monitor work of the Parks staff. Twenty-eight aluminum extrusion blocks will be installed at specified intervals to support the dasher glass panels, as well as 1" clear H cushion spacers will be installed between each piece of glass. Staff recommends approval of this contract with Becker Arena Products, in the amount of \$6,918. Funding is through Franks Southern Centers General Fund.

The Board inquired – if “do not lean on glass” signs need to be posted.

John Turnbull responded – additional signage, as well as increasing security during large events should help prevent future issues.

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

#### **C-9 Review/Approval of Partnership Agreement with David Prall, Bloomington Soccer, LLC.**

Mark Sterner, General Manager Twin Lakes Recreation Center the Department wishes to provide an opportunity for the community to participate in specialized recreation programs that are designed to meet the needs of youth and adults in the community, to promote health and well-being. By combining the resources of both parties, the community will be offered an affordable and effective program designed to provide developmental soccer programs, and recreational soccer leagues. Staff recommends the approval of this Partnership with Bloomington Soccer, LLC.

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

#### **C-10 Review/Approval of Contract with Bluestone Tree, LLC**

Lee Huss, Urban Forester the Department wishes to have dead or hazardous public trees removed at six locations. The Department requires the services of a professional consultant to remove trees, removal of debris, and stumps cut low at the following locations: 1 Ash tree - 900 block of West Allen St., 1 dead Ash tree and 1 declining Ash tree - north of Bryan Park Pool, 1 Elm tree - 612 North Summit St., 1 Sycamore tree - Fess and Cottage Grove, 1 Sycamore tree – Club House Dr. and N. Old 37, and 2 Black Locust trees – 1122 W. 11<sup>th</sup> St. Staff recommends approval of this contract with Bluestone Tree in an amount of \$17,050. Funding is through Urban Forestry General Fund.

The Board inquired – if the 90’ trees are declining.

Lee Huss responded – yes, they are in hazardous condition. Industry standards are followed when tagging hazardous trees for removal.

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

#### **D REPORTS**

D-1 Administration Division – No Report

D-2. Recreation Division – No Report

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 September 17th. The 2020 General Fund budget will be presented at the Bloomington City Budget Hearings on August 21, 2019. The Budget meeting begins at 6:00pm.

#### **ADJOURNMENT**

Meeting adjourned at 5:06 p.m.

Respectfully Submitted,



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Kim Clapp

Secretary Board of Park Commissioners