



A-1
02-25-2020

Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, January 28, 2020
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 4:06 p.m.

Board Present: Les Coyne, Kathleen Mills and Israel Herrera

Staff Present: Paula McDevitt, Dave Williams, John Turnbull, Becky Higgins, Julie Ramey, Erin Hatch, Leslie Brinson, Mark Marotz, Mark Sterner, Kim Clapp, Joanna Sparks, Jess Klein, Crystal Ritter, Sarah Mullin, Scott Pedersen, Rebecca Jania, and Sarah Owen,

A. CONSENT CALENDAR

A-1. Approval of Minutes of December 5, 2019, December 10, 2019 and January 9, 2020 meetings

A-2. Approval of Claims Submitted December 10, 2019 through January 27, 2020

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. Les Coyne seconded the motion. *Les Coyne* any public comments or questions, seeing none. Motion unanimously carried.

B. PUBLIC HEARINGS/APPEARANCES - None

B-1. Appeal of Park Suspension - None

B-2. Public Comment Period - None

B-3. Bravo Award – Eunice Pak & Seojin Kwon

Sarah Owen, Community Relations Coordinator the Department would like to recognize Eunice Pak, and Seojin Kwon with the January Bravo Award. Eunice and Seojin began volunteering in 2018 at the annual Skate and Scare Event. Since then, they have each contributed more than 40 volunteer hours, at a variety of events. Eunice and Seojin are both students at Bloomington High School, and have devoted many afternoons and weekends to park events. The Department is grateful to Eunice and Seojin for their time and efforts, the Department is proud to recognize them with this month's Bravo award.

The Board thanked Eunice Pak and Seojin Kwon for their service

B-4. Parks Partner Award – None

B-5. Staff Introduction –

Erin Hatch approached the podium. Erin recently accepted the position of Urban Forester with the City of Bloomington. Erin holds a Bachelor of Science in Ecology and Evolutionary Biology, a Masters of Public Affairs, and a Master of Environmental Science: Water Resources, Ecology and Conservation. Erin’s employment experience includes time with the Friends of the Urban Forest in San Francisco: serving as the Replacement and Community Planting Manger.

Sonja Pope approached the podium. Sonja will be working as an intern in Health and Wellness, and Community Events. Sonja is currently a candidate for a Master of Public Health degree specializing in Parks and Recreation at Indiana University, graduating in July 2020. Sonja believes this internship will allow her to gain an in-depth perspective on how a successful parks and recreation department operates, and enhances the health of its local community. Sonja is thankful for the opportunity to be part of the team, and is committed to the department’s efforts in making Bloomington a better place to live, work and grow.

B-6 Staff Recognition – None

C.OTHER BUSINESS

C-1 Election of officers

Les Coyne nominated Kathleen Mills as President of the Board of Park Commissioners. Israel Herrera seconded the nomination. The nomination was unanimously carried.

Les Coyne was nominated Les Coyne as Vice President of the Board of Park Commissioners. Israel Herrera seconded the nomination. The nomination was unanimously carried.

Les Coyne nominated Kim Clapp as the Secretary to the Board of Park Commissioners. Israel Herrera seconded the nomination. The nomination was unanimously carried.

C-2 Review/Approval of Resolution 20-01 to Appropriate the Parks Non-Reverting Fund

Paula McDevitt, Director, the Department recommends the approval of Resolution 20-01, funds will be made available for appropriation in the Parks Non-Reverting Operating funds as result of fees, charges, donations and grants monies collected. This if for Fiscal Year January 1, 2020 to December 31, 2020 in the amount of \$2,248,265 and will be used for program budgets.

Les Coyne made a motion to approve the Resolution 20-01 to appropriate the Parks Non-Reverting Fund. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried.

C-3 Review/Approval of Food and Beverage Artisan 2020 Fees

Becky Higgins, Division Director of Recreation the revenues from the Food and Beverage Artisans 10% fee of gross sales, were designed to help meet the Farmers’ Market cost recovery rate of 100%, which was previously set by the Board of Park Commissioners. The Food and Beverage Artisans requested fees be lowered in order to be more equitable with farm vendor fees. The Farmers’ Market Advisory Council recommend the Food and Beverage Artisan fees be lowered to 5% gross sales. Due to these discussions, at the December 10, 2019 meeting the Park Board tabled approval of the 2020 fees for Food and Beverage Artisans for further discussions, and budget review. Staff reviewed information from the 2016 - 2019 Farmers’ Market budgets and determined if both direct and indirect costs were used, cost recovery rates for each year were lower than the 100% goal. The projected 2020 Farmers’ Market budget will operate at a deficit of \$38,156, with a recovery rate of 76%. Staff recommends approval of the 10% gross sales fee for Food and Beverage Artisans for the 2020 Market. In preparation for 2021 Farmers’ Market season, staff will review both farm vendor and Food & Beverage Artisan fees in the effort to make these fees more equitable. Staff will continue to review cost yearly. Staff request the Board of Park Commissioners review and evaluate the current cost recovery rate of 100% for future market seasons.

The Board received comments from citizens, who voiced concerns on the 2020 Food and Beverage Artisan fees of 10%.

Les Coyne commented, he supports the 2020 Food and Beverage Artisans fees as presented. For the market’s long range success, we need to take next year to review the entire fee structure of the market and develop an outcome on how to respond to all market issues.

Israel Herrera commented, this is a very important issue, and he requires additional time before making a decision.

Kathleen Mills commented, the 2020 Food and Beverage Artisans fee needs additional consideration. The fee issue has been raised for some time, and a solution has still not been reached.

Les Coyne made a motion to approve the Food and Beverage Artisan 2020 Fee. Les Coyne voted yes. Kathleen Mills voted no. Israel Herrera abstained. Motion was not carried.

C-4 Review/Approval of grant partnership agreement with Area 10 Agency on Aging

Becky Higgins, Division Director of Recreation the Department wishes to continue the partnership with Area 10 Agency on Aging. This agreement is to outline a program to provide recreations services for senior citizens at the Endwright East Active Living Community Center. The goal of Endwright East is to provide supportive community space for older adults with quality programming and social engagement. Staff recommends approval of this partnership. Funding for operations will be provided through Parks Administration Non-Reverting budget, in the amount of \$20,000.

Les Coyne made a motion to approve the partnership with Area 10 Agency on Aging. Kathleen Mills seconded the motion. Kathleen Mills any public comments or questions, seeing none. Motion was unanimously carried.

C-5 Review/Approval of partnership agreement with Monroe County Health Department

Jess Klein, Health and Wellness Coordinator the Department wishes of provide safe recreational spaces in the community. The Department and Monroe County Health Department wish to enter into a pilot program for the safe disposal of syringes in public park spaces. The purpose of this agreement is to outline a program partnership, which will include the installation of sharps containers at Seminary Park, Butler Park, and Building Trades Park, along with relevant logistics and joint public relations strategy for sharing the program. Staff recommends approval of this partnership

Les Coyne made a motion to approve the partnership with Monroe County Health Department. Kathleen Mills seconded the motion. Kathleen Mills any public comments or questions, seeing none. Motion was unanimously carried

C-6 Review/Approval of historical marker placement in Peoples Park

Paula McDevitt, Director the Indiana Historical Bureau (IHB) has approved the Greater Bloomington Chamber of Commerce application for placement of the Black Market historical marker. The Chamber has requested the marker be installed at Peoples Park, to acknowledge the significance of the location were Clarence “Rollo” Turner opened the Black Market in 1968. The entire store was destroyed by firebomb on December 26th, 1968, by Ku Klux Klan members. Staff recommends approval of the placement of this historical marker. Paula McDevitt invited Erin Predmore, President and CEO of Greater Bloomington Chamber of Commerce to the podium.

Erin Predmore approached the podium. The Greater Bloomington Chamber is excited to acknowledge one of our black owned businesses in the community, and to give voice to those who were there early on. We have been working all year trying to expand our connection with the black business community, and this is one of the projects that came out of it that we are excited to support.

Les Coyne made a motion to approve the historical marker placement in Peoples Park. Kathleen Mills seconded the motion. Kathleen Mills any public comments or questions, seeing none. Motion was unanimously carried

C-7 Review/Approval of contract addendum with Buskirk Chumley Theater Management

Paula McDevitt, Director on December 11, 2018 the Department entered into a partnership with BCT Management Inc., to manage the 2019 Buskirk-Chumley Theater season. In the original agreement, the duration of agreement was January 1, 2019 through December 31, 2019. Due to schedules and 2019 events, the 2020 partnership agreement is currently under negotiations. The Department wishes to extend the original contract through March 1, 2020. Both parties mutually agree to the change. Staff recommends approval of this addendum. Paula McDevitt invited Rebecca Stanze, Interim Director.

Rebecca Stanze approached the podium. Rebecca thanked the Park Board for the partnership between the organizations. The theater had a busy year last year of 246 days of use. The 246 didn't include all the community type of events that are not counted as official events, which brings an amazing diversity of programing to the theater, and downtown Bloomington. The beginning of the year is a great time to reflect on what was accomplished through the partnership.

Les Coyne made a motion to approve the addendum with Buskirk Chumley Threater Management. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried.

C-8 Review/Approval of service agreement with JB Salvage for green waste services

Joanna Sparks, City Landscaper the Department wishes to dispose of green waste at a local composting facility. The Department requires the services of a qualified vendor to provide a 30 cubic yard dumpster for collection and to dispose of the green waste on an “as needed” basis. The dumpster will be located at the Operations Center on Adams Street. Staff recommends the approval of this service agreement with JB Salvage, all fees and expenses are not to exceed \$2,500, funds will be from Landscaping General Fund.

Les Coyne made a motion to approve the service agreement with JB Salvage. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried

C-9 Review/Approval of contract with Value Fence Company

Dave William, Division Operations Director the Department wishes to establish the boundaries of Building and Trades Parks. The Department requires the services of a professional consultant to remove split rail fencing and replace with chain link fencing along Howe Street, and install chain link fence from the northeast corner of the park to the southeast corner of the park. Staff recommends approval of this contract with Value Fence Company in an amount not to exceed \$8,215. Funding for this project is from TIF fund 439-15-159002-53990.

Les Coyne made a motion to approve the contract with Value Fence Company. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried

C-10 Review/Approval of contract with Lambert Consulting

Julie Ramey, Community Relations Manager the Department wishes to continue to promote the Cascades Golf Course through social media marketing. The Department requires the services of a professional consultant in order to perform comprehensive management of the Cascades Golf Course Facebook page. Consultant will provide monthly reports with page analytics, and will coordinate page content with Cascades Golf Course and Community Relations staff. Staff recommends approval of this service agreement with Lambert Consulting, in an amount not to exceed \$3,600. Funding for the contract will come from Community Relations General Fund.

Les Coyne made a motion to approve the contract with Lambert Consulting. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried

C-11 Review/Approval of contract addendum with Scenic Construction for RCA Trail Rehab

Dave Williams, Division Director Operations April 4, 2019 the Department entered into an agreement with Scenic Construction Services, Inc. to provide construction services at the RCA Community Park, including demolition of existing trail and board walks, tree removal, construction of new trails and boardwalks, and related site improvements. In the original agreement, all work was to be completed by December 27, 2019. Due to scheduling issues, the Department wishes to amend the agreement to continue until October 31, 2020. Both parties mutually agree to the change. Staff recommends approval of this addendum.

Les Coyne made a motion to approve the addendum with Scenic Construction for REA Trail Rehab. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried

C-12 Review/Approval of contract addendum with Mader Design for RCA Park Trail Rehab

Dave Williams, Division Director Operations on April 24, 2018 the Department and Mader Design entered into an agreement for design services at RCA Park for reconstruction of the south loop trail, and rehabilitation of north loop trail. In the original agreement, all work was to be completed by December 31, 2019. Due to scheduling issues, the Department wishes to amend the agreement to continue until October 31, 2020. Both parties mutually agree to the change. Staff recommends approval of this addendum.

Les Coyne made a motion to approve the addendum with Mader Design for RCA Trail Rehab. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried

C-13 Review/Approval of the 2020 Performing Arts Series performance agreement

Crystal Ritter, Community Relations Coordinator the Department wishes provide the community with free concerts in the parks through the Performing Arts Series. Staff recommends the approval of the template agreement for the 2020 Performing Arts Series Performance Artist Agreement. This agreement outlines the policies and expectations of the performing artists as well as that of the Parks and Recreation Department. To encompass a variety of art and entertainment forms, the agreement has been reworded, and the name of agreement changed to “Performance and Entertainment Agreement”.

Les Coyne made a motion to approve the 2020 Performance and Entertainment Agreement. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried

C-14 Review/Approval of partnership agreement with Hilltop Garden

Sarah Mullin, Community Gardens Specialist the Department wishes to continue the partnership with Hilltop Garden at Indiana University. The purpose of this Agreement is to outline a program partnership to provide and promote garden programs, and classes for the general public, and to expand gardening class offerings to incorporate more hands-on experience to the community. Staff recommends the approval of the 2020 Partnership.

Les Coyne made a motion to approve the partnership agreement with Hilltop Garden at Indiana University. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried

C-15 Review/Approval of contract agreement for Community Garden program

Sarah Mullin, Community Gardens Specialist the Community Garden Agreement outlines the responsibilities of any person renting one of the 241 community garden plots in 2020. The following changes have been made: closing 14 additional plots at Willie Streeter garden for remediation due to aggressive spreading of invasive weeds. Extended the season extension area of the Willier Streeter garden. Adjustments were made to the maintenance request deadlines to more effectively address garden maintenance issues. Staff recommends approval of the 2020 Community Garden Agreement template.

Les Coyne made a motion to approve the 2020 Community Garden Agreement. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried

C-16 Review/Approval of FBA and Food Truck contract template

Leslie Brinson, Community Events Manager item C-16 was removed from the agenda.

C-17 Review/Approval of Farmers’ Market Advisory Council bylaw updates

Leslie Brinson, Community Events Manager staff recommends approval of the following updates to the Farmers’ Market Advisory Council Policy: addition of two members representing the Food and Beverage Artisans. Extend the current Farmer’s Market Advisory Council terms by one month, allowing a start date of April for all new members. Update to the language regarding the appeal process to the Advisory Council as well as the Park Board. This policy was last updated in April 2012.

Les Coyne made a motion to approve the updates to the Farmers’ Market Advisory Council. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried

C-18 Review/Approval of USA Softball purchase

Scott Pedersen, Sports Coordinator staff recommends the approval of the annual purchase of softballs through USA Softball of Indiana (formerly Indiana ASA) based upon the quoted quantities and prices. The 2020 quote for 285 dozen softballs came in at \$12,915. Due to manufacturing issues, we recommend replacing the 11” Composite ball with the 11” Synthetic version. Purchasing softball through the USA Softball of Indiana purchasing agreement with Worth/Rawlings will provide a substantial savings of purchasing through retailers.

Les Coyne made a motion to approve the purchase of the 2020 softball purchase. *Salvage*. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried

C-19 Review/Approval of appointments to the Environmental Resources Advisory Council

Rebecca Jania, Natural Resource Coordinator staff recommends reappointment of Jeff Ehman, Angie Shelton, Denise Gardiner, and Bill Jones to the Environmental resources Advisory Council (ERAC). The council is made up of 9 members and one ex-officio member, and acts as an advisory board for the department in all policy matters pertaining to operations of city natural areas/and or facilities. The Common Council has appointed Sue Sgambelluri as the new Council Liaison.

Les Coyne made a motion to approve the reappointments to the Environmental Resources Advisory Council. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried.

C-20 Review/Approval of contract with Milestone Contractors L.P

John Turnbull, Division Director Sports due to the condition of the asphalt from mineral deposits, the Department wishes to overlay pave the parking lot at Twin Lakes Softball. The Department requires the services of a professional consultant to clean and prepare, tack coat, pavement overlay, mark parking, and create a swale to try to mitigate the water runoff. Staff recommends approval of the contract with Milestone Contractors L.P. in an amount not to exceed \$77,900. Funding for the project is from General Obligation Bond 977-18-18016E-54510.

Les Coyne made a motion to approve the contract for Milestone Contractors L.P. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried

C-21 Review/Approval of service agreement with Gilles Sales & Service

Mark Sterner, General Manager Twin Lakes Recreation Center the Department wishes to keep fitness equipment in good working condition. The Department require the services of a professional contractor to provide preventative maintenance and repairs to the fitness and cardio equipment at the Twin Lakes recreation Center. Staff recommends approval of this contract in an amount not to exceed \$5,000. Funding will be from Twin Lake Recreation Center Non-Reverting fund.

Les Coyne made a motion to approve the service agreement with Gilles Home Sales & Service. *Kathleen Mills* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Motion was unanimously carried.

Paula McDevitt, welcomed new Board Member, Israel Herrera. The next Board of Park Commissioners meeting will be held Tuesday, February 25, 2020.

D REPORTS

D-1 Operations – No Report

D-2. Recreation Division – No Report

D-3 Operations Division – No Report

D-4 Administration – No Report

ADJOURNMENT

Meeting adjourned at 5:56 p.m.

Respectfully Submitted,



Kim Clapp
Secretary Board of Park Commissioners