



**A-1**  
**2-23-2021**

Board of Park Commissioners  
Meeting Minutes

Tuesday, January 26, 2021  
4:00 p.m. – 5:30 p.m.

Zoom Meeting

**CALL TO ORDER**

The meeting was called to order by Kathleen Mills at 4:02 p.m.

**Board Present:** Kathleen Mills, Israel Herrera and Ellen Rodkey

**Staff Present:** Paula McDevitt, Becky Higgins, John Turnbull, Tim Street, Julie Ramey, Kim Clapp, Crystal Ritter, Sarah Mullin, Leslie Brinson, Bill Ream, Joanna Sparks, Barb Dunbar, Rebecca Swift, Cory Hawkins, Mark Sterner and Daren Eads

**A. CONSENT CALENDAR**

- A-1. Approval of Minutes – December 8, 2020 and December 17, 2020
- A-2. Approval of Claims Submitted – December 17, 2020 through January 25, 2020
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus

*Ellen Rodkey* made a motion to approve the consent calendar. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

**B. OTHER BUSINESS**

**B-1 Election of Officers**

Kathleen Mills was nominated as President of the Board of Park Commissioners. The nomination was unanimously carried.

Ellen Rodkey was nominated as Vice President of the Board of Park Commissioners. The nomination was unanimously carried.

Israel Herrera was nominated as Plan Commission Representative. The nomination was unanimously carried.

**B-2 Review/Approval of Resolution 21-01 to Appropriate the Parks Non-Reverting Fund**

*Paula McDevitt, Director*, the Department recommends the approval of Resolution 21-01, 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, 2021 to December 31, 2021 in the amount of \$2,173,314 and will be used for program budgets.

*Ellen Rodkey* made a motion to approve Resolution 20-01 to appropriate the Parks Non-Reverting Fund. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

**Board Comments:** *Kathleen Mills inquired:* if Frank Southern Center will be reopened. *Paula McDevitt responded:* staff is currently working with the Monroe County Health Department to make a final decision on the re-opening that facility.

### **B-3 Review/Approval of MOU with Bloomington Parks Foundation**

Paula McDevitt, Director, the Bloomington Parks Foundation (BPF) received a private donation to be used to develop the Goat Farm property, owned by the Bloomington Parks and Recreation Department (BPRD). BPF will oversee the funds and distribution of fund to BPRD. BPRD is authorized to plan, develop and complete the Goat Farm property. The project is not to exceed \$650,000. Staff recommended approval of the MOU.

Chris Quakenbush, President Bloomington Park Foundation said the Bloomington Parks Foundation is honored to work collaboratively with the Parks Department, and the donors to develop this property and the addition that it will be to Bloomington.

Jim Murphy, Past President Bloomington Parks Foundation the Bloomington Parks Foundation is here to support the Bloomington Parks Department and the City of Bloomington. The Foundation was organized in 1967, and the mission is to represent the Parks Department and help support and receive gifts on behalf of donors. Sherman and Meredith Rogers, on behalf of the Rogers family, has donated \$650,000 to develop the Goat Farm into a passive recreation area. On behalf of the Bloomington Parks Foundation, and the Bloomington Parks Department, he thanked the Rogers Family for this amazing gift that will allow families and future generations to enjoy this wonderful park. He asked for the Park Board to support for the MOU.

*Ellen Rodkey* made a motion to approve the MOU with Bloomington Parks Foundation. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

### **B-4 Review/Approval of Contract with Madder Design LLC for Goat Farm**

Paula McDevitt, Director, BPRD wishes to develop a passive recreation area at the Goat Farm property. The Department requires the services of a professional contractor for landscaping architecture services, to complete Design and Construction Documents for the project. The property is to be renamed Rogers Family Park. Staff recommended approval of the contract with Madder Design, in an amount not to exceed \$61,100. Funding for the contract will be from the Bloomington Parks Foundation.

*Ellen Rodkey* made a motion to approve the contract with Madder Design LLC. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

### **C-5 Review/Approval of Contract with King Snake**

Crystal Ritter, Community Events Coordinator the Department wishes provide the community with fun and entertaining events in 2021. The Department requires the services of a consultant to provided engineering services, set-up and tear-down of sound equipment, and sound equipment rental. Staff recommended approval of the contract with KingSnake Sound Company, in an amount not to exceed \$2,000. Funding source will be from Community Events General and Non-Reverting funds.

*Ellen Rodkey* made a motion to approve the contract with KingSnake Sound Company. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

### **B-6. Review/Approval of Mobile Stage Rental Application**

Crystal Ritter, Community Events Coordinator, staff recommended approval of the 2021 Mobile Staging Rental agreement. The agreement covers policies and fees associated with the rental of mobile stage and moveable risers, within the city limits.

*Ellen Rodkey* made a motion to approve the Mobile Stage Rental Agreement. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

### **B-7. Review/Approval of 2021 Community Garden Program Template**

Sarah Mullin, Community Garden Specialist, staff recommended approval of the 2021 Community Garden agreement. The agreement outlined the responsibilities of any person who would rent a garden plot in 2021, at Switchyard Park, Butler Park or Winslow Woods. Changes to the 2021 contract included designating all plots for organic growing practices only, removing tillage from all plots, and allowing staff to enter gardens to remove invasive or seedling weeds.

**Board Comments:** *Kathleen Mills inquired:* if the plots were previously designated organic or not organic. *Sarah Mullin responded:* that was correct. The changes should make rules easier to follow, and makes the gardens healthier

*Ellen Rodkey* made a motion to approve the 2021 Community Garden Agreement. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

#### **B-8. Review/Approval of 2021 Food and Beverage Artisans and Food Truck Artisans Contact Template**

*Leslie Brinson, Community Events Manager* BPRD wishes to allow Food and Beverage Artisans to operate a stand at the Bloomington Community Farmers' Market. Staff recommended approval of the updated Food and Beverage Artisans and Food Truck/Push Cart agreement for the 2021 season. The agreement outlined the responsibilities of the vendors, and the responsibilities of the Department.

*Ellen Rodkey* made a motion to approve the 2021 Food and Beverage Artisans and Food Truck Artisans Contract Template. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

#### **B-9 Review/Approval of 2021 Farm Vendor Contract Template, Handbook and Exhibits**

*Leslie Brinson, Community Events Manager*, BPRD wishes to provide the community with a location to purchase locally grown produce. Staff recommended approval of the updated farm vendor contract, handbook and exhibits for the 2021 Bloomington Community Farmers' Market season. Changes were discussed with the Farmers' Market Advisory Council, and all documents were reviewed by Legal.

**Board Comments:** *Kathleen Mills requested:* clarification on the new complaint process. *Leslie Brinson responded:* the newly established complaint process for the vendors. *Ellen Rodkey inquired:* when applications were opened for 2021, and if many had been received. *Leslie Brinson responded:* the application process was opened on January 19, 2021 and currently eleven application had been received. *Ellen Rodkey inquired:* if the same handbook was used for day vendors, and if day stall increased in 2020 instead of vendors committing to the whole season. *Leslie Brinson responded:* The same handbook is used for both daily and season vendors. The majority of vendors commit to the whole season.

*Ellen Rodkey* made a motion to approve the 2021 Farm Vendor Contract Template, Handbook and Exhibits. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

#### **B-10 Review/Approval of 2021 Concessions Agreement for Community Events**

*Bill Ream, Community Events Coordinator*, BPRD wishes to invite food vendors to sell their products onsite, at various events and programs throughout 2021. Staff recommended approval of the 2021 Concessions Agreement. There were no major changes to the agreement for 2021.

*Ellen Rodkey* made a motion to approve the 2021 Concessions Agreement Template. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

#### **B-11 Review/Approval of JB Salvage Service Agreement**

*Joanna Sparks, City Landscaper*. BPRD wishes to dispose of green waste at a local composting facility. The BPRD 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 Switchyard Park Maintenance Building. Staff recommended the approval of this service agreement with JB Salvage, all fees and expenses are not to exceed \$5,000, funds will be from Landscaping General Fund.

*Ellen Rodkey* made a motion to approve the contract with JB Salvage. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

#### **C-12 Review/Approval of Partnership Agreement with Monroe County – Identify and Reduce Invasive Species**

*Joanna Sparks, City Landscaper*, BPRD wishes to renew the partnership with Monroe County – Identify and Reduce Invasive Species (MC-IRIS), to continue offering invasive plant awareness and training to the community. The purpose of

this agreement is to continue a partnership which will provide for collaborative programming and a sharing of resources to better serve the community. Staff recommended approval of the partnership.

*Ellen Rodkey* made a motion to approve the partnership with Monroe County – Identify and Reduce Invasive Species. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

#### **B-13 Review/Approval of Contract with Cassidy Electric Contractors Inc.**

*Barb Dunbar, Operations Coordinator*, due to age and vandalism, BPRD wishes to replace the trail lighting at Winslow Woods Sports Park. The new lighting will be updated to LED and will be more aesthetically pleasing. Staff recommended approval of the contract with Cassidy Electric in an amount not to exceed \$28,000. Funding for this project is from the General Obligation Bond: Series: GL977-18-18016b-54510 Project: 9112021a.

**Board Comments:** *Israel Herrera inquired*; due to the vandalism, if installing security cameras had been considered. *Barb Dunbar responded*; due to the area being heavily wooded, the use of security cameras would be difficult and may not be beneficial. *Paula McDevitt responded*; putting in new lights and encouraging the public to use the trail would help deter the vandalism.

*Ellen Rodkey* made a motion to approve the contract with Cassidy Electric Contractors Inc. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

#### **B-14 Review/Approval of Appointments to Environmental Resources Advisory Council**

*Rebecca Swift, Natural Resource Coordinator* staff recommends approval of David Parkhurst, Cathy Meyer, Daniel Myers, Melissa Laney-Clark, and Autumn Brunell 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. Common Council has appointed Matt Flaherty as Council Liaison.

**Board Comments:** *Israel Herrera inquired*; if the five seats were opened to the community. *Rebecca Swift responded*; it is open to community members, eleven applications were received.

*Ellen Rodkey* made a motion to approval of the appointments to the Environmental Resources Advisory Council. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

#### **B-15 Review/Approval of Partnership Agreement with Plant Truck Project**

*Cory Hawkins, Program Specialist*, BPRD wishes to develop and maintain the backyard garden space at Banneker Community Center, as well as gardening and nutrition education programs and services. This partnership will assist in meeting the goals associated with the NRPA Nutrition Hub grant. Staff recommended approval of this partnership with The Plant Truck Project. Funding is through the NRPA Nutrition Hub Grant, and is not to exceed \$15,000.

**Board Comments:** *Kathleen* inquired; if this is to provide more opportunity to those already using Banneker. *Cory Hawkins responded*; that is who we are hoping to reach immediately. An additional piece to the NRPA grant, is a community survey. We will be working with Indiana University to develop a comprehensive survey that will go out to residents within a thirty minute walk of Banneker Community Center. To learn what the needs and wants of that local community are, and to reach more individuals as it pertains to a nutrition hub.

*Ellen Rodkey* made a motion to approval of the partnership with The Plant Truck Project. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

#### **B-16 Review/Approval of Service Agreement with Gilles Homes Sales and 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 recommended approval of the contract with Gilles Homes Sales and Service, in an amount not to exceed \$5,000. Funding will be from Twin Lake Recreation Center Non-Reverting fund.

*Ellen Rodkey* made a motion to approval of the contact with Gilles Homes Sales and Services. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

#### **B-17 Review/Approval of Service Agreement with HFI for TLRC Maintenance**

*Daren Eads, Sports Facility Coordinator*, BPRD wishes to keep the Twin Lakes Recreation Center facility in a well maintained working condition. BPRD requires the services of professional contractor to provide HVAC maintenance services for emergency or standard repairs and /or service as the need arises at this location. Staff recommended approval of the contract with Harrell-Fish, Inc., in an amount not to exceed \$7,620. Funding is through Twin Lakes Recreation Non-Reverting fund.

*Ellen Rodkey* made a motion to approval of the contact with Harrell-Fish, Inc. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

#### **C Reports**

**C-1 Operations Division – None**

**C-2 Recreation Division – None**

**C-3 Sports Division – None**

**C-4 Administration Division – None**

#### **D. PUBLIC HEARINGS/APPEARANCES**

**D-1. Bravo Award – None**

**D-2 Spotlight Award – None**

**D-3 Staff Introductions**

*Tim Street, Operations and Development Division Director*. Tim accepted the BPRD Operations and Development Director Position. Tim spent the last ten years at Bradford Woods, IU's outdoor center in Martinsville. Tim served as the Associate Director for most of those years, with responsibilities for programing, and facilities on the 2,500-acre campus. Tim received his Master's in Public Affairs from the Indianan University O'Neill (SPEA) School, where he focused on public and non-profit management. Tim has also been an instructor for Indiana University Outdoor Adventures for the last 10+ years. Tim said he is thrilled to join the Parks and Recreation Department and looks forward to working with the board and working with the community.

*Roniah Hardy, Health/Wellness Intern*. Roniah is a 21<sup>st</sup> Center Scholar and Groups Scholar. She is a senior at Indiana University graduating in the spring of 2021, majoring in Fitness and Wellness. She is passionate about health and helping the people in the community. Throughout her time at IU, she has been a part of programs that promote physical activity. She would rather take proactive approach to health. She is thankful for this intern position, and hopes to learn the behind the scenes of public health program planning.

**Board Comments:** *Israel Herrera* congratulated the Department for receiving the 2020 Indian DNR Gold Leaf Award for the work at Switchyard Park. *Paula McDevitt* thanked Julie Ramey, Erin Hatch and staff for their work on this project.

**D-4 Public Comment Period** – the Board accepted public comments.

*Susan Sandberg, City Council at Large*, thanked the Board, Paula McDevitt and staff for the incredible work that they do. She said it has been a tough year, with many controversies and issues. It's been a rugged year with the pandemic. She said as a member of the City Council, she appreciates them, and to keep up the great work.

**Board Comments:** *The Board thanked Council Member Susan Sandberg for her comments, and the department for their work.*

*Paula McDevitt, Director* thanked Council Member Susan Sandberg for her kind words and support, and thanked the Board for their continued support. She congratulated Ellen Rodkey on her Young Professional in Bloomington profile

in the Bloomington Business Journal. She said the BPRD was notified by National Recreation Park Association, the reaccreditation will be virtual during the week of June 7<sup>th</sup> through the 11<sup>th</sup>.

**ADJOURNMENT**

Meeting adjourned at 5:22 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Kim Clapp".

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Kim Clapp

Secretary Board of Park Commissioners