



A-1  
**4-26-2021**

Board of Park Commissioners  
Meeting Minutes

Tuesday, March 23, 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.

Israel Herrera shared information regarding the Planning Commission. Israel stated, the Planning Commission had been discussing, and receiving public comments on updates and amendments to the Unified Development Ordinance. The Planning Commission would meet again on Thursday, March 25th to discuss Duplexes and Triplexes. Documents were available on the Planning Commission website. Please send any comments or concerns to Israel and he would present them to the Planning Commission.

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

**Staff Present:** Paula McDevitt, Becky Higgins, John Turnbull, Tim Street, Julie Ramey, Kim Clapp, Leslie Brinson, Jess Klein, Rebecca Swift, Joanna Sparks, Steve Cotter, Erin Hatch, Dee Tuttle, Sarah Owen

**A. CONSENT CALENDAR**

- A-1. Approval of Minutes – March 23, 2021
- A-2. Approval of Claims Submitted – February 23, 2021 through March 22, 2021
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus – March Surplus

*Ellen Rodkey* made a motion to approve the consent calendar. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0.

**B. OTHER BUSINESS**

**B-1. Review/Approval of Policies #4050 (Job Postings) and # 4220 (Succession Planning)**

Leslie Brinson, Community Events Manager, the policies that guided the procedures and process for the department were reviewed periodically and updated as needed. Staff recommended approval to update and change policy # 4050 (Job Postings) and add new policy # 4220 (Succession Planning).

**Board Comments:** James Whitlatch inquired: how policy #4050 would be implemented in regards to remote work. Leslie Brinson responded: the policy would be put in place only when staff is unavailable to complete their job duties for a time period, and unable to respond to staff. The policy would not be used if staff worked remotely. Israel Herrera inquired: if Neal-Marshall Black Cultural Center or the IU Latino Faculty Council at Indiana University received the job posting. Kathleen Mills responded: Neal-Marshall Cultural Center was listed. Leslie Brinson responded: staff would research if IU Latino Faculty received the job postings and the possibility of adding them to the list.

*James Whitlatch* made a motion to approve changes to policies #4050 (Job Postings) and add policy #4220 (Succession Planning). *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-2. Review/Approval of Partnership Agreement with IU Health Bloomington**

*Jess Klein, Health & Wellness Coordinator*, in order promote social, physical, emotional, mental, and environmental health, staff recommended renewing the partnership with Indiana University Health Bloomington. The partnership provides community health education, programs, training, marketing, and opportunities to benefit the health and wellness of the community.

Jess Klein introduced Katie Dooley, IU Health Get on Active Living Program Manager. Katie Dooley stated, the program was a childhood obesity prevention program, and the partnership had been in place since August 2010. The Parks Department was one of the founding members, and one of the strongest members of the program. IU would provide obesity prevention to families, while Parks would provide space, transportation, and staff time to assist with the program.

*James Whitlatch* made a motion to approve the partnership with IU Health Bloomington. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-3. Review/Approval of Partnership Agreement with Monroe County Public Library for Story Walk at Rev. Butler Park**

*Leslie Brinson, Community Events Manager*, staff recommended approval of the partnership agreement with Monroe County Public Library. The partnership would continue providing the community with a Story Walk at Reverend Butler Park. Self-guided Story Walks are placed along trails to inspire parents, teacher, and caregivers to take young children outside for physical activity and learning at the same time.

*Ellen Rodkey* made a motion to approve the partnership with Monroe County Public Library for Story Walk at Rev. Butler Park. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-4. Review/Approval of Partnership Agreement with Monroe County Public Library for Park Crawl Program**

*Rebecca Swift, Natural Resources Coordinator* to encourage participants to visit City of Bloomington parks using sustainable modes of transportation, staff recommended approval of a partnership with Monroe County Public Library. The partnership established an event known as the ‘Park Crawl’, a program meant to inspire participants to adopt sustainable life –style choices by incentivizing public transportation and reusable products.

*James Whitlatch* made a motion to approve the partnership with Monroe County Library for Park Crawl Program. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-5. Review/Approval of Contract with EZ-Dock of Mid America, LLC**

*Rebecca Swift, Natural Resources Coordinator*, to make it easier for users to enter and exit watercrafts, staff recommended approval of the contract with EZ-Doc of Mid-America for the purchase of an easy-to-use boat launch. EZ-Doc Mid-America would deliver and install the necessary equipment for the project. Funding would be from the Natural Resources General Fund, in an amount not to exceed \$4,445.

**Board Comments:** *Jim Whitlatch inquired* if the cost would be for service or purchase of the dock. *Rebecca Swift responded:* the total cost would be for the purchase, installation and delivery of the dock. *James Whitlatch inquired:* if the dock would need to be removed in the winter. *Rebecca Swift responded:* the floating dock would not need to be removed from the water.

*James Whitlatch* made a motion to approve the contract with EZ-Dock of Mid America. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-6. Review/Approval of Contract with B-Tech Fire and Security for Repairs to Buskirk Chumley Theater**

*Tim Street, Operations and Development Division Director*; staff recommend approval of the contract with B-Tech Fire and Security for necessary repairs to the Buskirk-Chumley Theater (BCT). B-Tech Fire and Security would replace the

covers on nine sprinkler heads, and repair and reconnect one sprinkler head at the BCT. The project would be funded from Operation General Fund, in an amount not to exceed \$6,550.

**Board Comments:** James Whitlatch inquired: if the entire system had been inspected, and if the system was checked on a regular basis. Tim Street responded: the Buskirk Chumley Theater leadership manages annual and periodic checks of the system that would incorporate any other fire inspection elements. Kathleen Mills stated: if any additional issues were discovered, they would be handled in a separate agreement. Tim Street confirmed: that was correct. Israel Herrera inquired: if the number of sprinkler head repairs were uncommon, and how did one get disconnected. Tim Street responded: Out of approximately 80 sprinkler heads, 9 of the covers had fallen off. It is unsure how or why one was disconnected, but it would be a simple repair.

Ellen Rodkey made a motion to approve the contract with B-Tech Fire and Security. James Whitlatch seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-7. Review/Approval of Impact Memo with American Structurepoint, Inc. for Clear Creek Trail Access**

Tim Street, Operations and Development Division Director: the Monroe County plan to connect Fullerton Pike and Gordon Pike would span the Clear Creek Trail. Because the trail was designated a (f) resource as a publicly owned park, Structurepoint must obtain the Parks Department's approval that their actions would have *de minimis* impact on the trail. Staff recommended approval of the "*de minimis*" memo with American Structurepoint, Inc.

James Whitlatch made a motion to approve the Impact Memo with American Structurepoint. Ellen Rodkey seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-8. Review/Approval of Service Agreement with Bledsoe Riggert Cooper James for Boundary Survey Work**

Joanna Sparks, City Landscaper, staff recommended approval of a service agreement with Bledsoe Riggert Cooper James for survey services on and as needed basis. Funding would be from Landscaping and Operations General Funds, in an amount not to exceed \$9,990.

**Board Comments:** Kathleen Mills inquired: if the vendor had previously provide services to the department. Joanna Sparks responded: the vendor had worked on previous projects, and staff has been satisfied with their work.

Staff report document for agenda item B-8 was numbered as C-8. It was noted to change document from C-8 to B-8 to coincide with the March 23, 2021 Park Board agenda.

Ellen Rodkey made a motion to approve the service agreement with Bledsoe Riggert Cooper James. Israel Herrera seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-9. Review/Approval of Contract with Habitat Solutions for Controlled Burn at Griffy Lake Nature Preserve**

Steve Cotter, Natural Resource Manager, to reduce the risk of fire and improve habitat for native vegetation and wildlife, staff recommended approval of the Habitat Solutions contract. Habitat Solutions would oversee a prescribed burn of approximately 7 acres on the north side of Griffy Lake. The project would be funded from the Natural Resources General Fund, in an amount not to exceed \$5,000.

**Board Comments:** Jim Whitlatch stated: he supported the idea of the burn. James Whitlatch requested: additional information on Habitat Solutions, and inquired how near the burn would be to residential homes, and other property. Steve Cotter responded: Habitat Solutions had been around for quite a few years, and was highly recommended by others. Habitat Solution conducted Parks last burn, and staff had been satisfied with the excellent work provided. The Bloomington Fire Department would be on site to assist with fire control. The burn would be approximately ½ mile from the nearest home. The exact distance would be determined at a later date, and residents would be notified prior to the burn. James Whitlatch commented: while it was standard practice for Parks contracts to require a million dollar general liability insurance, he recommended a higher amount of insurance be considered for this type of project in the future. Steve Cotter responded: he would reach out to the Risk. Steve Cotter stated: if the conditions were not favorable, the burn would be cancelled. Kathleen Mills inquired: if signs would be posted, and how long would the burn last. Steve Cotter responded: the burn would be a one day event, and include an inspection of the burn area on the

following day. Signs would be posted, information would be posted on the website and on Facebook. Staff would be on site to make sure no one inadvertently wandered into the prescribed burn unit.

Staff report document for agenda item B-9 was numbered as C-9. It was noted to change document from C-9 to B-9 to coincide with the March 23, 2021 Park Board agenda.

*Ellen Rodkey* made a motion to approve the contract with Habitat Solutions. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-10. Review/Approval of contract with Eco Logic, LLC for Vegetation Monitoring at Griffy Lake Nature Preserve**

*Steve Cotter, Natural Resource Manager*, to monitor the health of plant communities at Griffy Lake Nature Preserve, staff recommended approval of a contract with Eco Logic, LLC. The consultant would collect data for the next three years on 12 transects, monitor browse on herbaceous and woody vegetation. To determine whether there had been a decline, increase, or no statistical change in the amount of deer browse at Griffy Lake, the results would be compared to previous years' data. The project would be funded from Natural Resources Non-Reverting Fund, in an amount not to exceed \$28,810.

**Board Comments:** *Kathleen Mills inquired:* on the slight price increases over the three year period. *Steve Cotter responded:* believed it was for the cost of inflation.

*James Whitlatch* made a motion to approve the contract with ECO Logic, LLC for Vegetation Monitoring at Griffy Lake. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-11. Review/Approval of MOU with City of Bloomington Utilities (CBU) for Hidden River Project in Waldron Hill Buskirk Park**

*Tim Street, Operations and Development Division Director*, CBU's plan to reconstruct a segment of the Hidden River stormwater infrastructure would run through the Waldron Hill Buskirk Park. The project required the existing playground to be removed. CBU agreed to reimburse the Parks Department \$160,000 for the installation of a new playground upon completion of the work. Staff recommended approval of the MOU with CBU.

**Board Comments:** *Kathleen Mills inquired:* if the trees removed would be replaced. *Tim Street responded:* there was a plan to replace the trees. *James Whitlatch inquired:* if the \$160,000 was an estimate for the total playground replacement. *Tim Street responded:* the estimate was previously proved to CBU to fund a new playground in same footprint. Cost may vary due to products and supplies selected. *Israel Herrera inquired:* if the new playground would be installed at the same site, and if the swing bays would be replaced. *Tim Street responded:* staff reviewed the area, and determined the original site was the best location for a playground. The swing bays would be replaced.

*James Whitlatch* made a motion to approve the MOU with City of Bloomington Utilities. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-12. Review/Approval of Partnership Agreement with Middle Way House for Wrapped in Love Event**

*Erin Hatch, Urban Forester* staff recommended approval of a partnership agreement with Middle Way House. The partnership would continue to allow Middle Way House the limited use of 55 city trees as part of the Wrapped in Love campaign. The fundraising campaign would raise awareness and funds for supportive services for survivors of domestic violence, sexual violence, and human trafficking.

**Board Comments:** *Kathleen Mills inquired:* if the trees would be hurt in any way. *Erin Hatch responded:* they would not. *Israel Herrera inquired:* if the same locations would be used. *Erin Hatch responded:* the same locations would be used.

*Ellen Rodkey* made a motion to approve the partnership with Middle Way House. *James Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-13. Review/Approval of reappointment to the Tree Commission**

Erin Hatch, Urban Forester, staff recommended the re-appointment of Kerry Bridges, Board Certified Master Arborist with International Society of Arboriculture to the City of Bloomington's Tree Commission. Kerry would be able to provide a wealth of specific arboricultural knowledge to the Tree Commission.

James Whitlatch made a motion to approve the re-appointment of Kerry Bridges to the City of Bloomington's Tree Commission. Ellen Rodkey seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-14. Review/Approval of Notices of Violation Process for Illegal Street Tree Removals**

Tim Street, Operations and Development Division Director, the intent of Municipal Code 12.24-TREES AND FLORA is to establish the responsibilities of the city and its residents toward flora and trees subject to these provisions and to assure those regulation and policies maintain and increase the tree canopy within the city. Staff recommended review of the proposed Notice of Violation process and template for illegal street tree removals. Additionally, staff requested the Board of Park Commissioners officially recognize the Bloomington Parks and Recreation Department as its designee, according to Bloomington Municipal Code 12.24.110(1) for the issuance of "Notice of Violations" to responsible parties.

**Board Comments:** Kathleen Mills inquired; what would corrective actions be. Tim Street responded; there would be a range of options. Corrective actions could be replacement of the tree, removal of the stump, a fine, or an official warning. The intent was not meant to be punitive with an individual, but educate people that trees in the right away belong to everyone. Consultation with the Urban Forester is required, private landowners cannot take action on their own in regards to public trees. Kathleen Mills inquired; if the two recent incidents of trees being removed, were in the public right away. Tim Street responded; they were in the public right away. Ellen Rodkey inquired; how was the department notified that the trees had been removed. Tim Street responded; individuals from the community notified the department. Ellen Rodkey inquired; if a permit process was in place, requiring professional to get approval before removing trees. Erin Hatch responded; a tree work permit was in place, and was noted in the tree ordinance. The permit was on the Parks website. James Whitlatch inquired; on the location of the two trees that were removed from public right away. Erin Hatch responded; one was located within a clearly delineated city tree plot. The second tree was within the city right away, but the location could have been perceived as part of the front lawn. Ellen Rodkey inquired; if someone would plant a tree in the city right away, would it be considered a city tree. Ellen Hatch responded; yes, it would become a city tree. Ellen Rodkey commented; someone could have planted a tree and removed it, because they thought it was their tree. Israel Herrera inquired; if there would be punitive damages or just notification. Tim Street responded; in the two recent cases, staff would like to request replacement of the trees. Erin Hatch would complete a Notification of Violation, and determine replacement value of the trees. The Notification of Violation would be presented to legal counsel, before being sent out. Any appeals to Notifications of Violations would be presented to the Board. Israel Herrera inquired; if an individual could be fined for removing a city tree. Tim Street confirmed; yes, that would be an option. The city allows up to a \$2,500 fine. James Whitlatch inquired; what efforts would be taken to educate the public and professional vendors that they are not allowed to deal with trees in the city right away. Erin Hatch responded; the preventative side would be education. The work permit is listed on the Parks website and it is written in the ordinance. Staff would work on spreading the information, and disseminating it to tree work contractors through email, to HOA and to Neighborhood Associations. Staff would update the tree work permit to make it more user friendly. Social media may be used as an educational tool. The permit has been on the website and in the code, but staff has not sent out notices to people. Typically people would find out when they call and ask. James Whitlatch commented; a tree plot is identifiable, but trees in front lawns are difficult to determine if they are city or private trees. How would individuals know this, and how would they be educated. Reaching out to and educating the vendors would seem like the best option. The education aspect of this still needs to be considered. Erin Hatch responded; the Tree Keeper inventory could help individuals determine if a tree was city owned. The Tree Keeper delineates most trees that are in the right away, otherwise it would be up to the individuals to understand their property lines, or to reach out to park staff for assistance. Israel Herrera inquired; what was meant by official warning. Tim Street responded; similar to receiving a traffic warning, instead of receiving a ticket. It would be a written notice that an individual has been warned, but no corrective action or fine was being sought as a result. Israel Herrera inquired; if an individual received an official warning and removed a second tree, would a fine be issued. Tim Street responded; that would be possible, and considered. That could include the vendors as well. It would be difficult to reach the smaller vendors, an official warning may be a good tool to use. Israel Herrera inquired; if vendors were required to report work to the department, or was it optional to them. Tim Street responded; vendors would not be able to remove a city tree without consultation. If there was doubt, they would be responsible for checking with the Urban Forester. James Whitlatch asked for clarification; on what the Board was being asked to do, and if the process presented was new. Paula McDevitt, Director responded; staff had been notified of two recent events, where individuals had

removed city trees. The code had been in place for a long time, but the department had never been in the position to have to implement it. Staff was informing the Board of the code and what the process would be for Notice of Violation. James Whitlatch recommended; educating the public and vendors as part of the process.

James Whitlatch made a motion to approve the Notices of Violation process for the illegal street tree removals. Ellen Rodkey seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-15. Review/Approval of Partnership Agreement with Centerstone for Seasonal Crews**

Joanna Sparks, City Landscaper staff recommended approving the partnership with Centerstone for maintenance crews at parks, landscaping areas, playgrounds and golf course. The partnership would continue to provide Centerstone clients an opportunity to work for Centerstone in Bloomington Parks and Recreation Departments parks and golf course. The project would not exceed \$129,625. Funding of \$79,625 would be from Operation, Landscaping, and Golf Course General Funds, and \$50,000 from Recover Forward Funds.

**Board Comments:** Kathleen Mills inquired; if all funds would go towards crew salaries, or if there would be other costs associated with the program. Joanna Sparks responded; salary and FICA would be paid from these funds. Protective gear and other supplies would be provided from individual Park funds. Kathleen Mills inquired; how crews would be transported to work sites. Joanna Sparks responded; Centerstone would be responsible for providing transportation and would provide onsite supervisors to work with the crews.

Staff report document for agenda item B-15 was numbered as C-15. It was noted to change document from C-15 to B-15 to coincide with the March 23, 2021 Park Board agenda.

James Whitlatch made a motion to approve the agreement with Centerstone for seasonal crews. Ellen Rodkey seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-16. Review/Approval of contract with Eco Logic, LLC for services at Switchyard Park**

Joanna Sparks, City Landscaper, to help maintain parks, staff recommended approval of the contract with Eco Logic, LLC. The vendor would provide invasive plant management and native planting maintenance at Switchyard Park. The project would be funded from the Landscaping General Fund, in an amount not to exceed \$26,730.

**Board Comments:** Israel Herrera inquired; if Eco Logic was the same company that provided plant management at Griffy Lake. Joanna Sparks responded; that was correct.

James Whitlatch made a motion to approve the contract with Eco Logic, LLC for services at Switchyard Park. Ellen Rodkey seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-17. Review/Approval of partnership agreement with BHSN/EDH high school golf team**

John Turnbull, Sports Division Director, staff recommended approval of an agreement with Bloomington High School North and Edgewood High School, which would continue to provide access for High Schools' golf teams at Cascades Golf Course for practices and team competitions.

**Board Comments:** Kathleen Mills inquired; how time used would be determined. John Turnbull responded; tee times would be reserved in advance. Kathleen Mills inquired; if school tournaments would be played at Cascades. John Turnbull responded; tournaments would be played. Israel Herrera inquired; why the boys' rates would be higher. John Turnbull responded; the boys' season would be longer.

James Whitlatch made a motion to approve the partnership with Bloomington High School North and Edgewood High School. Ellen Rodkey seconded the motion. Vote taken: motion unanimously carried 4-0.

#### **B-18. Review/Approval of contract with Tennis Technology RCA tennis pickleball/court project**

Item was removed from the agenda.

#### **B-19. Review/Approval of partnership agreement with Bloomington Junior League Baseball Association (BJLBA)**

Dee Tuttle, Sports Facility/Program Manager, staff recommended approval of the partnership with Bloomington Junior League Baseball Association. The agreement would continue to offer the Bloomington/Monroe community an affordable, effective and diverse youth baseball program, for ages 5 to 12 year olds. Projected revenue would be approximately \$35,000.

*James Whitlatch* made a motion to approve the agreement with Bloomington Junior League Baseball Association. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0.

**B-20. Review/Approval of Partnership Agreement with Bloomington Junior League Association for Winslow North Concessions operations**

Dee Tuttle, Sports Facility/Program Manager staff recommended approval of the partnership with Bloomington Junior League Baseball Association (BJLBA). The agreement would continue to allow BJLBA to operate the concessions area at Winslow Sports Complex. BJLBA would use profits to offset program costs and other related expenses.

*James Whitlatch* made a motion to approve the agreement with Bloomington Junior League Association for use of Winslow North Concessions operations. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0.

**B-21. Review/Approval of partnership agreement with Monroe County Senior League Baseball Association (MCSLBA)**

Dee Tuttle, Sports Facility/Program Manager staff recommended approval of partnership with Monroe County Senior League Baseball Association. The agreement would continue to offer the Bloomington/Monroe community an affordable, effective and diverse youth baseball program, for ages 13 to 19 year olds. Projected revenue is approximately \$4,000.

*James Whitlatch* made a motion to approve the agreement with Monroe County Senior League Baseball Association. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0.

**B-22. Review/Approval of Partnership Agreement with Bloomington Football Club**

Dee Tuttle, Sports Facility/Program Manager staff recommended approval of partnership with Bloomington Football Club. The agreement would continue to offer the Bloomington/Monroe community an affordable and effective youth soccer program, designed to introduce beginner participants to the program, as well as to provide for skill advancement. Projected revenue is approximately \$12,000.

Dee Tuttle introduced Jeremy Sweet, Director of Bloomington Football Club. Jeremy stated, he was thankful for the opportunity to work with the Parks Department, and appreciated the efforts of Park staff. There were 150 youth enrolled in the program. The program was growing and additional space would be required in the future. There was a lack of indoor space during the winter months.

**Board Comments:** *Israel Herrera inquired;* if the \$12,000 would be for a spring, summer and fall program. *Dee Tuttle responded;* that was correct. *Israel Herrera inquired;* if the program would only be through the week. *Dee Tuttle responded,* that was correct. *Israel Herrera inquired;* if scholarships would be available. *Jeremy Sweet responded;* scholarships opportunities would be available, and sibling discounts would be offered.

Staff report document for agenda item B-22 was numbered as C-22. It was noted to change document from C-22 to B-22 to coincide with the March 23, 2021 Park Board agenda.

*Israel Herrera* made a motion to approve the partnership agreement with Bloomington Football Club. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0.

**B-23. Review/Approval of Credit Card Refund Approval Process**

Kim Clapp, Office Manager staff recommended approval of including the reporting of credit card refunds to section A. Consent Calendar of the Park Board Agenda. The report would give the Board of Park Commissioners an opportunity to review and approve credit card refunds processed by the department through RecTrac.

*James Whitlatch* made a motion to approve the addition of a credit card report to Section A of the Consent Calendar. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0.

### **C. REPORTS**

- C-1. Operation Division - Jackson Creek Trail Phase II- Removed from agenda  
OuterSpatial Mobile Application – Removed from agenda
- C-2. Recreation Division - no report
- C-3. Sports Division - no report
- C-4. Administration Division - Review of 2020 Annual Report - Removed from agenda

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

#### **D-1. Bravo Award - Mary Jean Cappiello**

*Sarah Owen, Community Relations Coordinator* staff recognized Mary Jean Cappiello for the multiple years she volunteered with the Park Ambassador program. Park Ambassadors interact with other park users, answer questions about park amenities, help remind park users of ordinances and proper usage of park property, and report any needed maintenances issues to park staff. Mary Jean served as the Olcott Park Ambassador since 2017, and had recorded over 120 hours of service. Staff presented the March Bravo Award to Mary Jean Cappiello.

#### **D-2. Parks Partner Award - Sterling Real Estate, Inc.**

*Sarah Owen, Community Relations Coordinator* staff recognized Sterling Real Estate, Inc. for the generously support given to the summer Performing Arts series over the four previous years, and again in 2021. Staff was grateful for the ongoing support, and presented Sterling Real Estate, Inc. with the March Parks Partner Award.

Sarah Owen introduced Trish Sterling. Trish Sterling thanked the Board for the recognition, and thanked the Department for what they provide to the town.

#### **D-3. Staff Recognition - None**

#### **D-4. Public Comment Period - None**

*Paula McDevitt, Director commente;* the next Board of Park Commissioner meeting would be held on Tuesday, April 27, 2021.

### **ADJOURNMENT**

Meeting adjourned at 6:02 p.m.

Respectfully Submitted,



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Kim Clapp  
Secretary Board of Park Commissioners