



Board of Park Commissioners  
Meeting Minutes

Thursday, May 20, 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:** Present: Kathleen Mills, Ellen Rodkey and Israel Herrera  
Absent: Jim Whitlatch

**Staff Present:** Paula McDevitt, Becky Higgins, John Turnbull, Tim Street, Julie Ramey, Kim Clapp, Leslie Brinson, Clarence Boone, Crystal Ritter, Rebecca Swift, Erin Hatch.

**Board Comments:** *Kathleen Mills stated;* in order to make meetings more efficient and save time, standard reoccurring partnerships and smaller contracts have been moved to the consent calendar. City Legal reviewed and approved the change.

**A. CONSENT CALENDAR**

- A-1. Approval of Minutes of April 27, 2021
- A-2. Approval of Claims Submitted April 26, 2021 through May 19, 2021
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus
- A-6. Approval of contract with B-Tech for sprinkler flow switch repair at Buskirk-Chumley Theater
- A-7. Approval of 2021 contract template for A Fair of the Arts
- A-8. Approval of partnership with Monroe County History Museum for fall 2021 program
- A-9. Approval of contract with Izzy's Rental for port-a-lets at community events
- A-10. Approval of partnership agreement with Summer Star Foundation for Banneker Nature Days
- A-11. Approval of partnership agreement with Monroe County United Ministries for use of Mills Pool

*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. Review/Approval of Contract with Chef for Hire**

*Erik Pearson, Program/Facility Coordinator,* staff recommended approval of the contract with Chef for Hire. The contract would give staff the ability to provide 80 to 100 participants with meals during the Banneker Camp summer program. Banneker would be reimbursed the cost of the meals through the USDA Summer Food Service Program. Funding would be from a Banneker Non-Reverting grant line, in an amount not to exceed \$35,000.

**Board Comments:** *Kathleen Mills inquired;* if the amount of meals received could be adjusted, based on the number of participants. *Erik Pearson responded;* typically an order is submitted each week, giving an opportunity to estimate the number of meals needed.

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

**B-2.Review/Approval of Service Agreement with Harrel-Fish, Inc. (HFI) for Banneker and Alison Jukebox Building**

*Erik Pearson, Program/Facility Coordinator,* in order to keep facilities in good working condition, staff recommended approval of the contract with HFI. The contractor would provide preventative maintenance and necessary repairs to the heating ventilation and cooling components at Banneker Community Center and Alison-Jukebox Community Centers. Total amount not to exceed \$5,000.

*Ellen Rodkey* made a motion to approve the service agreement with Harrel-Fish, Inc. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

**B-3.Review/Approval of Contract with Bartlett Trees for EAB Treatment**

*Erin Hatch, Urban Forester,* to continue to protect the city's remaining ash trees, staff recommended approval of the contract with Bartlett Trees. The contractor would conduct systemic root flare injections to suppress Emerald Ash Borer in Park and Street trees for a total of 980 diameter inches. Total amount not to exceed \$9,310, project would be funded through Urban Forestry General Fund.

**Board Comments:** *Kathleen Mills inquired;* had the previous treatments been successful. *Erin Hatch responded;* when the tree canopy was evaluated, the trees had been consistently treated had a much healthier canopy compared to those that had not been treated.

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

**B-4.Review/Approval of Contract with Scenic Design for Lower Cascades Creek Erosion and Accessible Trail**

*Tim Street, Operations and Development Division Director* to complete the Streambank Stabilization Project at Lower Cascades and Cascades Trail Phase 5, staff recommended approval of the contract with Scenic Design. The streambank stabilization will include the area from the waterfall parking lot area in Lower Cascades to the pedestrian bridge connecting the south playground parking lot and the west side of the creek. A new accessible boardwalk and viewing platform is to be installed at the waterfall. The trail from the southern end of the Sycamore Shelter parking lot to a new trail roundabout and bridge at the Waterfall Parking Lot will be completed. Total amount not to exceed \$1,829,118, and will be funded from three funding sources. The General Obligation Bond, Bicentennial Bond and RDC North Kinzer Project.

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

**B-5.Review/Approval of Contract with Rundell Ernstberger Assoc. for Lower Cascades Project Inspection**

*Tim Street, Operations and Development Division Director* in order to provide construction inspection services on the Cascades Trail Phase 5 and Streambank Stabilization Project, staff recommended approval of the contract with Rundell Ernstberger Assoc. Construction inspection was not included in the scope of work with Eagle Ridge Civil Engineering when the design contract was approved. To ensure the work is done to specifications, staff wished to have a professional inspector on-site between 10 and 20 hours each week. Funding not to exceed \$52,200 and would be funded from the Bicentennial Bond for Cascades

**C. REPORTS**

- C-1. Administration Division - No Report
- C-2. Recreation Division - No Report
- C-3. Sports Division

**2021 Pool Operations Season**

*John Turnbull, Sports Division Director,* presented an update on the 2021 Pool Operations Season. The pools would open on Memorial Day weekend, and all guidelines of the Monroe County Health Department would be followed. Staff, for their protection, would continue to wear masks indoors. Cleaning procedures would be followed and new signage regarding masks would be posted.

**Board Comments:** *Kathleen Mills thanked John for the update.*

**C-4. Operations Division**

**Lower Cascades Road Project Update**

*Paula McDevitt, Director,* presented an update on the Lower Cascades Road Project. The Department maintains a Capital Improvement Plan, in 2018 a contract was signed with Eco Ridge Civil Engineers to update the 2009 plan for the area. The plan looked at the park, the roadway, ADA access, and the creek status and trail accessibility. The Scenic Design contract presented for the

Streambank Stabilization Project, and Cascades Trail Phase 5 resulted from the study.

The study also addressed a section of the roadway that ran through the park. Three options were outlined; option one would be full closure of that section of the road, option two would be partial restriction of the road by shutting down one lane for bikes and pedestrians, and option three would be to leave the road open and build a side path. After the information from the study was reviewed, and consideration taken on the amount of connective trails in the area, the Lower Cascades Road Conversion Pilot Project was recommended to the Board of Park Commissioners in 2020.

The Board of Public Works had authority over the road, but as the road ran through the park, the Park Board was presented with the pilot project. Dave Williams, the previous Director of Operations and Development, supported the pilot project that was launched March 13, 2020. The launch of the pilot project coincided with the beginning of the COVID-19 pandemic, which caused people to seek outside opportunities. The pilot project offered a new experience for those people.

The Park's website along with signage in the area, provided the community with information regarding the pilot project. Residents and users were given the opportunity to provide feedback on the project through online surveys. Staff attended meetings and received feedback from those groups. The data collected during the pilot project was reviewed and resulting in the finding; some residents felt this was not the best time for the pilot project, as traffic and usage were not the norm during the pandemic. The remarks were taken into consideration and the project was extended from September 2020 to June 30, 2021. The findings revealed, citizens felt the surveys gave an opportunity to provide input on the experience, but not on the impact of the project. The remarks were taken into consideration and an impact survey was added to the website.

Planning and Transportation assisted with feedback on traffic congestion at Kinzer Ave. and the bypass, Walnut St. and the bypass and residential travel difficulties on game days. Good data had been gathered, both in favor of the project and opposed to the project. A recommendation would be brought to the Park Board at the June 22, 2021 meeting. Paula encouraged residents to try the pilot project and provide feedback. Paula shared a map of the pilot project with the Board.

#### **Environmental Resources Advisory Council 2020 Annual Report**

Rebecca Swift, Natural Resource Coordinator introduced Daniel Myers ERAC Co-Chair.

Daniel Myers presented the 2020 Environmental Resources Advisory Council Annual Report Highlights.

In 2020 ERAC switched to virtual meetings.

Park usage increased and sustaining the environmental resources became more important.

ERAC provided feedback on a number of new projects.

Feedback was provided on the Outer Spatial App.

Provided feedback on a platform in development with Image Matters an online interpretive park trails.

ERAC provided input on native plant and tree installations at Switchyard Park and Schmaltz Farm.

ERAC was updated on the Griffy Lake Master Plan, and the biodiversity inventory.

ERAC will continue to look at animal and plant survey results as they become available.

ERAC provided input on the Griffy Lake Deer Management.

Provided input on the Community Hunting Access Program, as it's necessary to allow the native plants and nature preserve to recover.

Provided feedback on the Griffy Lake Loop Trail and Accessible Fishing Pier Projects which are important to ensure the safety of users.

ERAC discussed erosion and prevention along the trail.

ERAC discussed wetland mitigation for the small part of the lake that would need to be filled in.

ERAC was updated on the trail projects at RCA Park Trail Improvement and the work being done at Lower Cascades.

ERAC was updated on management of invasive species along the Rail Trail.

ERAC was updated on the education, outreach programs and virtual programming.

ERAC looked forward to being involved in the future.

Daniel Myers thanked the Board for their time.

**Board Comments:** *thanked Dan for the update, and the support of the Environmental Resources Advisory Council.*

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

D-1. Bravo Award - No Report

D-2. Parks Partner Award - No Report

D-3. Staff Introductions

Amanda D'Agostino, Community Events Intern will graduate December from Indiana University with a Bachelor of Science in Recreation with a focus on parks and recreation. As a non-traditional adult student, Amanda started college with a clear vision – to do what she could, where she could in order to better the community. Amanda will be working as the Community Events Intern for Leslie Brinson, Community Relations Intern with Julie Ramey, as well as assisting Paula McDevitt with administrative duties such as budgeting and strategic planning. During her internship, she will be working on specific projects assigned by her supervisors. She was honored to be able to learn from the department and with the help of her three supervisors, figure out how she can use her

assets to provide recreational activities for all.

D-4. Public Comment

The Board received public comments regarding the Winslow Playground.

Paula McDevitt, Director, congratulated Tim Street on becoming a Certified Parks and Recreational Professional.

**ADJOURNMENT**

Meeting adjourned at 4:49 p.m.

Respectfully Submitted,

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

---

Kim Clapp  
Secretary Board of Park Commissioners