

A-1 February 27, 2024

Minutes

City of Bloomington Board of Park Commissioners

Regular Meeting: Tuesday, January 23, 2023 4:00 – 5:30 p.m.

Council Chambers, 401 N Morton St, Bloomington, IN

CALL TO ORDER - ROLL CALL

The meeting was called to order by Kathleen Mills at 4:03 pm

Present: Kathleen Mills, Ellen Rodkey, Israel Herrera and Jim Whitlatch

A. CONSENT CALENDAR

A-1	Approval of Minutes of December 12, 2023
A-2	Approval of Claims Submitted December 12, 2023 through January 22, 2024
A-3	Approval of Non-Reverting Budget Amendments
A-4	Review of Business Reports
A-5	Review/Approval of Credit Card Refunds
A-6	Approval of Surplus
A-7	Approval of five Recreation Division 2024 Templates and Permits
A-8	Approval of Farmer's Market Contract, Handbook and Exhibits 2024
A-9	Approval of Service Agreement with King Snake Sound
A-10	Approval of Template agreement for A Fair of the Arts 2024
A-11	Approval of Concessions Agreement Template for 2024
A-12	Approval of Service Agreement with Cassady Electric
A-13	Approval of Service Agreement with Production House
A-14	Approval of Service Agreement with Winslow Ranch Marketing
A-15	Approval of Service Agreement with Big Bounce Fun House Rentals
A-16	Approval of Service Agreement with Skip Daley
A-17	Approval of Service Agreement with Izzy's Rentals

Ellen Rodkey made a motion to approve the Consent Calendar. *Jim Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0.

B. PUBLIC HEARINGS/APPEARANCES

B-1	Bravo Award - none
B-2	Parks Partner Award - none
B-3	<p>Staff Introductions - Shawn Kluesner had accepted the position of Master Maintenance Equipment Operator at Cascades Golf Course. Shawn had previously worked at IU Athletics for 4 years, with a background in maintaining sports fields. Shawn had gained experience with golf course maintenance at Indiana University Pfau Golf Course.</p> <p>Greg Goecker had recently moved into a full-time role with Parks and Recreation as the Laborer at Winslow Sports Park, with additional responsibilities at Olcott Park. Greg's twenty year professional career had been focused in the golf course management industry, culminating in the role of Superintendent at a private club in Michigan.</p>

C. OTHER BUSINESS

C-1	<p>Election of 2024 Officers – Kathleen Mills commented: roles would remain the same as they were in 2023. Ellen Rodkey made a motion to elect officers for 2024 in the following positions: Kathleen Mills as President, Ellen Rodkey as Vice President, Jim Whitlatch as liaison to Bloomington Parks Foundation, and Ellen Rodkey as liaison to Planning Commission. Jim Whitlatch seconded motion. Vote taken: motion unanimously carried 4-0.</p> <p>Ellen Rodkey made a motion to elect Kim Clapp as Secretary. Kathleen Mills seconded. Vote taken: motion unanimously carried 4-0.</p>
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C-2	<p>Review/Approval of Resolution 24-01 to appoint the Parks and Recreation Director –Ellen Rodkey made a motion to adopt Resolution 24-01 to confirm the appoint Tim Street as the Director of Bloomington Parks and Recreation Department. Jim Whitlatch seconded the motion. Vote taken: motion unanimously carried 4-0</p>
C-3	<p>Review/Approval of Resolution 24-02 appropriate the 2024 Non-Reverting Budget – Tim Street presented Resolution 24-02. Expenditure amounts for each fund were based on review of 2022 actual expenses, 2023 budgeted expenses and zero base estimates of the 2024 program activity expenses. The 2024 Non-Reverting Budget had been presented to the Board of Park Commissioners at the October 2023 Park Board meeting. Staff recommended the Board of Park Commissioners appropriate the Parks Non-Reverting Operating Fund.</p> <p>Ellen Rodkey made a motion to approve Resolution 24-02 for the appropriation of the 2024 Non-Reverting Operation Fund. Kathleen Mills seconded. Vote taken: motion unanimously carried 4-0</p>
C-4	<p>Review/Approval of Appointments to the Environmental Resource Advisory Council (ERAC) - Rebecca Swift presented appointment recommendations. ERAC was made up of nine members and one ex-officio member. Five positions on the ERAC were up for reappointment. Five applications were received, staff recommended reappointing Denise Gardiner, Jeff Ehman, Bill Jones, Marne Potter, and Angie Shelton to the ERAC. Dave Rollo had been appointed as the Council liaison.</p> <p><i>Ellen Rodkey</i> made a motion to approve the appointments to the Environmental Resource Advisory Council. <i>Jim Whitlatch</i> seconded the motion. Vote taken: motion unanimously carried 4-0.</p>
C-5	<p>Review/Approval of Contract with Sunset Hill Fence Co. for Butler Gardens – Sarah Mullin presented the contract. To enhance the garden, reduce maintenance work, and wildlife pressure, staff wished to have a new fence installed at Butler Park Community Garden. Contractor would remove existing fence, install 600 ft. of 7 ft. chain link fence, a walk gate, a drive gate, galvanized tension wire on top, set all post in concrete and trench and bury 6-8 inches of fence. Staff recommended approval of the contract with Sunset Hill Fence, in an amount not to exceed \$30,000. Funding for the project would be from 176-18-G21005-54310 for \$26,650 and from Garden Non-Reverting fund for \$3,350.</p> <p><i>Ellen Rodkey</i> made a motion to approve the contract with Sunset hill Fence Co. <i>Jim Whitlatch</i> seconded the motion. Vote taken: motion unanimously carried 4-0.</p>
C-6	<p>Review/Approval of Contract Renewal with Green Dragon for Switchyard Park Mowing – Hsiung Marler presented the renewal agreement. In order to continue to provide well maintained parks and facilities for the community to enjoy, staff wished to renew the original 2022 contract with Green Dragon Lawncare for mowing services at Switchyard Park. Staff recommended approval of the contract renewal with Green Dragon Lawncare in an amount not to exceed \$27,720. Cost of services remained the same as in 2022. Funding for services would be from Switchyard Park General Fund.</p> <p>Board Comments: <i>Jim Whitlatch inquired:</i> if the contract was for SYP only, and if staff mowed any areas. <i>Hsiung Marler responded:</i> the contract was only for SYP. There were some small areas in SYP mowed by staff. <i>Tim Street commented:</i> at a later date, two additional mowing contracts would be presented to the Board for other park locations. There were some areas that were mowed by park staff. <i>Kathleen Mills commented:</i> contracted mowing was more economical for the department. <i>Hsiung Marler commented:</i> Due to cost of equipment and staff time, there were substantial savings when contracted mowing was used.</p> <p><i>Ellen Rodkey</i> made a motion to approve the renewal of contract with Green Dragon. <i>Jim Whitlatch</i> seconded the motion. Vote taken: motion unanimously carried 4-0.</p>
C-7	<p>Review/Approval of Contract with Zec Eight for Farmer's Market Master Plan – Leslie Brinson presented the contract. To assist in determining best practices, economic impact of the Bloomington Farmers' Market, staff wished to have a Master Plan created. Contractor would be responsible for Project Initiation and Management, Data Collection, Review and Research, Stakeholder Engagement, and Final Evaluation Deliverable. Staff recommended approval of the contract in an amount not to exceed \$20,000. Funding for project would be from Farmers' Market General Fund.</p> <p>Board Comments: <i>Kathleen Mills commented:</i> the benchmarking would be interesting information. <i>Leslie Brinson responded:</i> to have someone experienced, who had access to the data, and the ability to put it in a report would be beneficial to the Farmers' Market. <i>Ellen Rodkey inquired:</i> if Farmers Market Advisory Council had been part of the selection process. <i>Leslie Brinson responded:</i> they had not been part of the selection process, but many conversations had been held with the FMAC regarding the process. A FMAC member would be on the internal committee with the consultant, and would be in all of those meetings. <i>Ellen Rodkey inquired:</i> on the time line of the results, and how they would align with 2025 Price Schedule. <i>Leslie Brinson responded:</i> staff had requested the final report be made available in September, in time to prepare for the 2025 Price</p>

	<p>Schedule and approval of 2025 forms.</p> <p><i>Ellen Rodkey</i> made a motion to approve the contract with Zec Eight. <i>Jim Whitlatch</i> seconded the motion. Vote taken: motion unanimously carried 4-0.</p>
C-8	<p>Review/Approval of Contract with Eco Logic for Vegetation Management – Joanne Sparks, Urban Greenspace Manager presented contract. In order to continue to manage eco systems in parks, staff wished to have Eco Logic perform follow up vegetation management actives at Miller- Showers Park, Switchyard Park and Wapehani Mountain Bike Park. Staff recommended approval of contract with Eco Logic in and amount not to exceed \$53,011.05. Funding for project would be from Landscaping General Fund.</p> <p><i>Ellen Rodkey</i> made a motion to approve the contract with Eco Logic. <i>Jim Whitlatch</i> seconded the motion. Vote taken: motion unanimously carried 4-0.</p>
C-9	<p>Review/Approval of Encroachment Agreement for 229 W 1st St. – Tim Street, Director present agreement. The former Sinclair Oil building was to be redeveloped into a restaurant. The property owners had requested to make two connections to the B-Line Trail along the western edge of the property, located at 229 W. 1st Street. The encroachment agreement dictated the property owners would maintain responsibility for the encroachments, and the city could dictate their removal if deemed necessary. Staff recommended approval of the encroachment agreement with BROWNFIELDS 4 LLC.</p> <p>Park Board Comments: <i>Ellen Rodkey commented:</i> the proposal had been presented to the Planning Commission, and everyone had been excited about the opportunity to redevelop that site.</p> <p><i>Ellen Rodkey</i> made a motion to approve the Consent Calendar. <i>Jim Whitlatch</i> seconded the motion. Vote taken: motion unanimously carried 4-0.</p>
C-10	<p>Review/Approval of MOU with City Bloomington Utilities (CBU) for Miller Showers Park dredging – Tim Street, Director presented the MOU. CBU and the Parks and Recreation Department wished to have accumulated siltation removed from the detention ponds at Miller Showers Park. The MOU outlined the responsibilities of both parties. Staff recommended approval of the MOU with CBU.</p> <p>Board Comments: <i>Jim Whitlatch inquired:</i> if the detention ponds had been dredged before, and how it would affect the aquatic plants. <i>Tim Street responded:</i> we believe it was the first time. If necessary Parks and CBU would work together if there were any plant issues caused by the dredging. There has been a lot of benefits to wildlife and the community from the development of the detention ponds.</p> <p><i>Ellen Rodkey</i> made a motion to approve the MOU with City Bloomington Utilities. <i>Jim Whitlatch</i> seconded the motion. Vote taken: motion unanimously carried 4-0.</p>
C-11	<p>Review/Approval of Contract with Bledsoe, Riggert, Cooper, and James, Inc. (BRCJ) for Building Trades Park Surveying – Tim Street, Director presented the contract. BPRD wished to plan accessibility repairs at Building Trades Park. The project required the services of a professional surveyor to update the site survey of the park to be used to guide final design decisions and construction documents. Staff recommended approval of the contract in an amount not to exceed \$4,500. Funding for the project would be from ARPA funds176-18-G21005-54510.</p> <p><i>Ellen Rodkey</i> made a motion to approve the contract with Bledsoe, Riggert, Cooper, and James. <i>Jim Whitlatch</i> seconded the motion. Vote taken: motion unanimously carried 4-0.</p>
C-12	<p>Review/Approval of Contract Addendum with REA for Bicentennial Gateway Design - Tim Street, Director presented addendum. In May of 2022, the City of Bloomington Parks and Recreation Department entered into an agreement with Rundell Ernstberger associates, Inc. for design services related to the Bicentennial Gateway project. In response to public feedback, the project had been paused in fall of 2023 so an alternative design could be considered. The addendum would allow REA to modify site plans so change orders could be prepared by contracted vendor. A public art component would be added to the site. Both parties agreed to the changes made to the original agreement. Additional cost to project would not exceed \$42,300. Funding for additional services would be from the Bicentennial Bond Series C-90-18-18018C-54510.</p> <p><i>Kathleen commented:</i> more than 200 comments had been received from the community on the project. It was an interesting proposal. <i>Ellen Rodkey inquired:</i> what the time line for the Bloomington Art Council (BAC) to begin requesting proposals. Tim responded: those details would be released by the BAC. Parks needed to start by working with REA make sure the design was modify to include the space for the art piece. To work with BAC to make sure we have the dimensions incorporated, so those could be included in BAC call for proposals.</p>

	<p>The Board received comments regarding the project.</p> <p><i>Ellen Rodkey</i> made a motion to approve the Addendum with REA. <i>Jim Whitlatch</i> seconded the motion. Vote taken: motion unanimously carried 4-0.</p>
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D. REPORTS

D-1	<p>Tree Commission 2023 Report</p> <p>Haskell Smith, Urban Forester and Neil Tong, Tree Commission Interim Chair presented the 2023 report.</p> <p>The Tree Commission was made up of seven members, one liaison from IU, and one liaison from the Environmental Commission.</p> <p>The tree commission met 12 times over the year. It had been a successful year, and they had accomplished many items. A revamp of the approved and prohibited species list of the unified development ordinance, a total reconstruction of the fifth addition of the Tree Care Manual. Provided consultation and guidance on several planning an engineering projects. Had assist with many outreach events, and a member had applied for an IDNR Community and Forestry Grant. They were still waiting for the results of the grant.</p>
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E. PUBLIC COMMENT

Kathleen Mills opened the floor for public comment. No comments were received.

Tim Street, Director the next meeting would be held the fourth Tuesday of February.

ADJOURNMENT

Meeting was adjourned at 4:55pm

Respectfully Submitted,



Kim Clapp,
Secretary Board of Park Commissioners