



CITY OF BLOOMINGTON
Parks and Recreation

A-1

01-25-2022

Board of Park Commissioners
Meeting Minutes

Tuesday, December 7, 2021

4:00pm – 5:30pm

Zoom Meeting

CALL TO ORDER - ROLL CALL

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

A. CONSENT CALENDAR

- A-1. Approval of Minutes of the November 16, 2021 Regular Meeting
- A-2. Approval of Claims Submitted November 15, 2021 - December 6, 2021
- 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 service agreements with JB's Salvage for green waste dumpster at Parks Operations Center and Switchyard Park
- A-8. Approval of contract with Kevin Potter Civil Engineering for Goat Farm barn inspection
- A-9. Approval of 2022 partnership agreement with Monroe County Identify and Remove Invasive Species (MC-IRIS)
- A-10. Approval of 2022 service agreements for Operations Division
- A-11. Approval of 2022 Concession Agreement template
- A-12. Approval of 2022 application for mobile stage rentals
- A-13. Approval of 2022 contract rental with the Stables Events, LLC (Izzy Rental) for Community Events
- A-14. Approval of 2022 Application for Use of Peoples Park

Ellen Rodkey made a motion to approve the consent calendar A-1 through A-14. *Jim Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

B. Awards and Introductions

B-1. Bravo Award - Philip "Pip" Chamberlain

Sarah Owen, Community Relations Coordinator Bloomington Parks and Recreation Department (BPRD) recognized Pip Chamberlain as the recipient of the December Bravo Award, for the volunteer hours Pip provided to the Bloomington Youth Basketball (BYB) program. Over the past decade, Pip had coached 22 teams and committed hundreds of hours of personal time to the BYB program. BPRD is grateful for his continued service to the Bloomington Youth Basketball program.

Pip Chamberlain was honored to receive the award. Pip stated one of the neat things about coaching was the impact that could make with kids, and also the chance to meet the great people in the community, and working with Bloomington Park and Recreation staff. Volunteer coaching was the best thing he had done.

Board Comments: the Board thanked Pip Chamberlain for his support, and volunteer hours.

B-2. Parks Partner Award - IU Credit Union

Sarah Owen, Community Relations Coordinator Bloomington Parks and Recreation Department (BPRD) recognized IU Credit Union as the recipient of the December Parks Partner Award. Over the past 20 years, IU Credit Union had been a generous supporter of BPRD through advertising, sponsorships, and distribution points for BPRD Program Guides. Their

generosity of supporting local organizations, events, and culture is greatly appreciated. BPRD was thankful to IU Credit Union for their long time support.

Board Comments: the Board thanked IU Credit Union for their support.

B-3. Staff Introductions (none)

C. OTHER BUSINESS

C-1. Review/Approval of 2022 Non Reverting Budget

Paula McDevitt, Director the Non-reverting Budget was established as an “enterprise fund”. It was developed with a zero-based budget model, and allows flexibility to meet customer interest. The Non-reverting Budget reduces the reliance on the General Fund tax base, and incorporates input from staff specialist, supervisors, managers and division directors.

Paula McDevitt presented the 2022 Parks Non-Reverting Budget

Category 1: Personnel – Decrease of \$136,733 (21.64%)

- Decrease in regular full-time wages - \$47,820
 - Full time position transferred into 2022 General Fund
- Decrease in seasonal positions cost
- Decrease in corresponding positions listed above
 - FICA \$8,322
 - Perf \$6,795
 - Health/Life Insurance \$12,867

Category 2: Supplies – Increase \$3,379 (0.90%)

- Increase in Agricultural Supplies
- Increase in Building Material Supplies
- Increase in Other Supplies

Category 3: Other Services – Decrease of \$108,167 (9.61%)

- Decrease in following expense lines:
 - Travel
 - Electrical Services
 - Building Rentals
 - Machinery and Equipment Repairs
 - Bank Charges
 - Dues/Subscriptions
 - Temporary Contractual Employees

- Twin Lakes Recreation Center revenue bond payment
 - Principal \$380,000
 - Interest \$94,212

Total Non-Reverting Request - \$1,891,761

- Decrease of \$241,521 (% 11.32)

Non-Reverting Fund Anticipated Net (\$342,556)

- Projected Revenue \$1,594,115
- Projected Expenses (\$1,891,671)*

*Twin Lakes Recreation Center bond payment reflected in expenses.

| | |
|------------------------------------------|--------------------|
| NR Cash Balance January 1, 2021 | \$1,031,971 |
| NR Cash Balance November 30, 2021 | \$807,361 |

Staff recommends approval of the 2022 Non-Reverting Budget request.

Board Comments: the Board thanked Paula McDevitt for the stewardship of the fund, and the work that went into preparing the 2022 Budget.

Jim Whitlatch made a motion to approve the 2022 Non-Reverting Budget as proposed. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0

C-2. Review/Approval of Contract Addendum with Marshall Security, LLC for Switchyard Park

Hsiung Marler, Switchyard Park General Manager in June of 2021, the Department entered into a Contract with Marshall Security and Private Investing for security services at Switchyard Park. Staff wished to extend the contract January 1, 2022 through January 31, 2022. Both parties mutually agreed to addend the Agreement to reflect the additional services. Additional compensation not to exceed \$7,161, and would be funded from the Switchyard Park General Fund.

Board Comments: *Ellen Rodkey inquired:* if daytime hours were included in the Addendum. *Hsiung Marler* responded: the Addendum was for Switchyard Park only, the daytime hours were for trails, and in a different contract. *Jim Whitlatch inquired:* if the 2022 Comprehensive Plan would be opened for bids. *Hsiung Marler* responded: it would be opened up to bids. The 2022 Comprehensive Plan would include both Switchyard Park and trails. *Tim Street, Operations and Development Division Director* responded: The Addendum was to prevent security from lapsing at Switchyard Park. While the City Budget was being resolved an RFT had been put together, time ran to execute the RFP in review proposals.

Jim Whitlatch made a motion to approve the Contract Addendum with Marshall Security, LLC. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0

C-3. Review/Approval of Service Agreement with Bluestone Tree, LLC for Pruning Services

Erin Hatch, Urban Forester to maintain healthy trees, staff recommended approval of the contract with Bluestone Tree, in an amount not to exceed \$10,561.50. The contractor would perform mature tree pruning on various City trees along East Hickory Drive, and South Olcott Avenue. Funding for the project would be from the Urban Forestry General Fund.

Ellen Rodkey made a motion to approve the Service Agreement with Bluestone Tree, *Jim Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

C-4. Review/Approval of Contract with Eagle Ridge Civil Engineering for Sherwood Oaks Floodplain Permit

Tim Street, Operations and Development Division Director to correct drainage issues, make path repairs and replace aging culverts, the Department wished to obtain appropriate environmental permits to perform maintenance work in the floodplain of Jackson Creek at Sherwood Oaks Park. Staff recommended approval of the contract with Eagle Ridge Civil Engineering, in an amount not to exceed \$9,682.00. Contractor would provide survey data, site reconnaissance, permit coordination and project administration and management tasks. The project would be funded from the Operations General Fund.

Jim Whitlatch made a motion to approve the Contract with Eagle Ridge Civil Engineering. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0

C-5. Review/Approval of Contract Addendum with Scenic Construction Services, Inc.

Tim Street, Operations and Development Division Director in May of 2021, the Department and Scenic Construction Services entered into an Agreement for the construction of Cascades Trail Phase 5 and Streambank Stabilization project. Based on available funding and project needs, several change orders had been identified. Both parties mutually agreed to addend the Agreement to reflect the additional changes and services. Additional compensation amount not to exceed \$53,318.00. Funding would be from the Bicentennial Bond funds allocated to the project: 930-18-18018B-5510. Project 980 220B.

Ellen Rodkey made a motion to approve the Contract Addendum with Scenic Construction Services. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 4-0

C-6. Review/Approval of Contract Renewal with Green Dragon Lawn Care for Mowing and Trimming Services at Twenty (20) Primary Locations

Joanna Sparks, City Landscaper, the Department wished to provide well maintained parks and facilities for the community to enjoy. The Department required the services of a professional consultant to provide mowing and trimming services at 20 locations throughout the 2022 season. Staff recommended renewal of the contract with Green Dragon Lawn Care, in an

amount not to exceed \$82,030. Funding would be from Operations General Fund.

Board Comments: *Kathleen Mills commented:* due to cost of equipment and maintenance, it was cheaper to outsource a portion of the mowing. *Joanna Sparks responded:* that was correct.

Jim Whitlatch made a motion to approve the Contract Renewal with Green Dragon for 20 Primary Locations. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 4-0

C-7. Review/Approval of Contract Renewal with Green Dragon Lawn Care, Inc for Mowing and Trimming Services at Alternate Locations

Joanna Sparks, City Landscaper BPRD required the services of a professional consultant to provide mowing and trimming services at 16 alternate locations throughout the 2022 season. Staff recommended renewal of the contract with Green Dragon Lawn Care, in an amount not to exceed \$34,970. Funding would be from Operations General Fund.

Jim Whitlatch made a motion to approve the Contract Renewal with Green Dragon Lawn Care for Alternate Locations. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0

C-8. Review/Approval of Contract Addendum with Habitat Solutions for Prescribed Burn at Griffy Lake Nature Preserve

Steve Cotter, Natural Resource Manager around March of 2021, the Department entered into an Agreement with Habitat Solutions Wildlife and Forest Management for a prescribed burn at Griffy Lake Nature Preserve. Conditions were not optimal in the spring and fall of 2021 to conduct the prescribed burn. Staff wished to amend the completion date to December 31, 2022. Both parties mutually agreed to amend the completion date. All other original terms of the Agreement would remain in full force and effect.

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

C-9. Review/Approval of 2022 Service Agreement with The Stables Events (Izzy's Rentals) for Service/Cleaning of Port-a-Lets at Eleven (11) Locations

Barb Dunbar, Operations Coordinator BPRD wished to maintain portable toilets in good working condition. Staff recommended approval of the Service Agreement with The Stable Events (Izzy's Rentals) in an amount not to exceed \$11,000. Vendor would provide cleaning/pumping services for eleven Department owned portable toilets, and provide rental, service, and cleaning at one location. Funding would be from Operations General Fund.

Jim Whitlatch made a motion to approve the Service Agreement with The Stables Events (Izzy's Rentals). *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0

C-10. Review/Approval of 2022 Service Agreement with Woods Electrical Contractors, Inc. for Services at Park Properties

Barb Dunbar, Operations Coordinator BPRD wished to keep parks and facilities in good working condition. Staff recommend approval of the contract with Woods Electrical Contractors, in an amount not to exceed \$8,000. Vendor would provide general repairs/adjustments and/or replacement of electrical components on an as needed basis. Funding would be from Operations General Fund, Sports General Fund and Sports Non-Reverting Fund.

Jim Whitlatch made a motion to approve the Service Agreement with Woods Electrical Contractors. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0

D. REPORTS

- D-1. Operations Division - no report
- D-2. Recreation Division - no report
- D-3. Sports Division - no report
- D-4. Administration Division - no report

E. PUBLIC HEARINGS/APPEARANCES

- E-1. Public Comment - None

Paula McDevitt, Director thanked the Park Board for their service in 2021. The next Board of Park Commissioners meeting would be held on Tuesday, January 25, 2022.

ADJOURNMENT

Meeting adjourned at 4:49 p.m.

Respectfully Submitted,



Kim Clapp,
Secretary Board of Park Commissioners

Statement on public meetings during public health emergency: As a result of Executive Orders issued by the Governor, the Council and its committees may adjust normal meeting procedures to adhere to guidance provided by state officials. These adjustments may include:

- *allowing members of the Council or its committees to participate in meetings electronically;*
- *posting notices and agendas for meetings solely by electronic means;*
- *using electronic meeting platforms to allow for remote public attendance and participation (when possible);*
- *encouraging the public to watch meetings via Community Access Television Services broadcast, and encouraging remote submissions of public comment (via email, to mcdevitp@bloomington.in.gov).*