



A-1

10-16-2022

Board of Park Commissioners
Regular Meeting
Minutes

Regular Meeting: Tuesday, September 27, 2022 4:00pm – 5:30pm

Council Chambers
401 North Morton

CALL TO ORDER - ROLL CALL

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

Present: Kathleen Mills, Ellen Rodkey, Israel Herrera

Virtual via Zoom: Jim Whitlatch

A. CONSENT CALENDAR

A-1. Approval of Minutes of August 16, 2022

A-2. Approval of Claims Submitted August 16, 2022 – September 26, 2022

A-3. Approval of Non-Reverting Budget Amendments

A-4. Review of Business Report

A-5. Review/Approval of Credit Card Refunds

A-6. Approval of Surplus

A-7. Approval of contract with Value Fence Company at Bryan Park tennis courts

A-8. Approval of addendum with Catalent for parking at Twin Lakes Sports Park

A-9. Approval of contract with Commercial Service for water line installation at Switchyard Park

A-10. Approval of contract with J.R. Ellington Tree Expert Co for a hazardous tree removal

A-11. Approval of contract with McCormick Mobile Home Service to relocated garden shed

A-12. Approval of contract with Bruce Welding for emergency repairs at Leonard Springs Nature Park

A-13. Approval of contract with Bluestone Tree for hazardous tree removal at Leonard Springs Nature Park

A-14. Approval of contract with Eco Logic, LLC for invasive vegetation management at Griffy Lake Nature Preserve

A-15. Review of partnership with Summer Star Foundation for Griffy Lake Nature Days

A-16. Review addendum with Tennis Tech for court surface finishing

A-17. Approval of agreement with City of Bloomington Utilities for grease treatment and disposal at Switch Yard Park

Jim Whitlatch made a motion to remove agenda item A-16 Review addendum with Tennis Tech for court surface refinishing from the Consent Calendar. *Ellen Rodkey* seconded the motion. Item A-16 was removed from the consent calendar.

Ellen Rodkey made a motion to approve the consent calendar A-1 through A-15 and A-17. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 4-0.

A-16. Review/Approval of Addendum with Tennis Tech for Court Surface Finishing

Satoshi Kido, Sports Director staff wished to addend the original agreement with Tennis Tech to add lining for four pickle ball courts on the existing two tennis courts at Park Ridge East. The additional scope of work would increase the original cost \$800. Total cost of project was not to exceed \$25,485, and would be funded from Adult Sports General Fund. Community feedback was received at a public meeting held on Tuesday, September 13, tennis players and pickle

ball players agreed to the additional lining for four pickle ball courts.

Board Comments: *Ellen Rodkey inquired:* if original setup would change from two tennis courts and one basketball court, to four pickle ball courts and one basketball court, with no tennis courts. *Satoshi Kido responded:* the two tennis courts would be lined for two tennis courts and four pickle ball courts. Tennis and pickle ball could be played on the same courts. One basketball court would remain. Staff would like to create a pilot project at the Park Ridge East location, to collect data to find out who played, times played, and if tennis or pickle ball was played to determine how the courts were being used, and the functionality of courts being lined for both sports. *Jim Whitlatch inquired:* how would it function switching between the two sports. How would it be determined what sport would be played. *Satoshi Kido responded:* that would be up to the community players to determine how the court would be used during any given time frame. It would not be monitored by staff. *Jim Whitlatch inquired:* if there were any additional tennis courts on that side of town, and if there were any other combination courts in the parks system. *Satoshi Kido responded:* just the two tennis courts at Park Ridge East were located on that side of town. *Paula McDevitt commented:* during the community meeting, both user groups wanted to work out a system for both sports. The proposal was for two multiuse courts, which would be a new type of court within the park system. The pilot would have portable and moveable nets, so both sports could be played at different times. *Jim Whitlatch commented:* he was against converting both courts to multiuse courts, possibly converting one but not both. Since there were only two tennis courts on that side of town, Park Ridge East may not be the best location for a pilot program. *Kathleen Mills inquired:* would it be confusing having lining for two different sports on one court. *Satoshi Kido responded:* the lining could be in two different colors. *Ellen Rodkey inquired:* if Tennis Tech had previously lined multiuse courts for other customers. *Satoshi Kido responded:* yes. *Ellen Rodkey commented:* she supported the pilot project. *Jim Whitlatch inquired:* if there was a reason why only one court wasn't being lined as a multiuse court. *Satoshi Kido responded:* staff was trying to determine what was best for the community, and how the multiuse courts could be used for both sports. *Ellen Rodkey inquired:* if it would be more cost efficient to have both courts lined as multiuse at one time, instead of having the second court relined at a later date. *Satoshi Kido responded:* that was correct. *Jim Whitlatch inquired:* how data would be collected. *Satoshi Kido responded:* staff was considering different options to determine best practice. *Paula McDevitt commented:* during the community meeting a group showed interested in organizing a Bloomington Pickle Ball Club and they would be willing to work with us on the pilot project.

Public comments were received in favor of the pilot project.

Jim Whitlatch made a motion to table agenda item A-16 Review addendum with Tennis Tech for court surface refinishing. No second was made.

Ellen Rodkey made a motion to approve A-16 Review addendum with Tennis Tech for court surface refinishing. *Israel Herrera* seconded the motion. Vote taken: motion carried 3-1.

B. PUBLIC HEARINGS/APPEARANCES

B-1. Brava Award

Emily Buuck, Community Relations Coordinator presented Margaret Dalle-Ave with the September BRAVA Award. Margaret was a dedicated environmental conservationist, and was involved with the City of Bloomington Parks and Recreation Adopt-a-Greenspace program, and a regular weekly attendee of the Weed Wrangles. Staff appreciated her valuable encouragement and support.

Margaret Dalle-Ave, thanked the Board of Park Commissioners, the Department and staff.

The Board thanked Margaret Dalle-Ave for the time provided as a volunteer.

B-2. Parks Partner Award – none

B-3. Staff Introductions

Haskell Smith, Urban Forester had recently accepted the position of Urban Forester. In April of 2014, Haskell began working for the Parks and Recreation Department as a seasonal employee. Since that time Haskell had grown in his professional career, becoming a Certified Arborist in 2018 and achieving Tree Risk Assessment Qualifications in 2021. Haskell looked to continue broadening his horizons in the field of arboriculture.

Michele Wilson, Customer Service Representative had recently accepted the position of Customer Service

Representative at the Showers office. In 1993, Michele had graduated from Indiana University with a BA in Journalism and Fine Arts. Michele had been a special education paraprofessional at Monroe County Community Schools for the past 15 years. Michele was excited to be working with the board, the parks and recreation department and the Bloomington community.

Kevin Terrell, Program/Facility Coordinator had recently accepted the position of Program Facility Coordinator for Banneker Community Center. Kevin had a wide variety of work experiences to bring to the position. Kevin had managed local businesses, worked for the U.S. Navy as a civilian contractor and had spent the last 12 years in a variety of educational roles, including working in elementary schools and running a large afterschool program. Kevin was thrilled to be in the new position, and hoped to make a positive difference in the lives of all the people in the Banneker community.

C. OTHER BUSINESS

C-1. Review/Approval of Contract with Jonathan Racek for Rogers Family Park Art Installation

Chaz Mottinger, Special Projects Manager for the Economic & Sustainable Development the City wished to highlight the role of public art in the community with the addition of a public art work in the Rogers Family Park. The City required the services of a professional Artist to design, fabricate and install art at the location. Jonathan Racek was a recognized artist whose work and reputation made Jonathan uniquely qualified to create the proposed sculpture Fleet/ing. Staff recommended approval of the contract, in an amount not to exceed \$25,000. Funding would be from reimbursement from a Parks Foundation Grant.

Jim Whitlatch made a motion to approve the contract with Jonathan Racek. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0.

C-2. Review/Approval of 2023 General Fund Budget Request

Paula McDevitt, Administrator staff recommended approval of the 2023 City of Bloomington Parks and Recreation General Fund Budget request.

Overview

The 2023 budget was developed using a “zero based” budget model. This model assessed the costs of every department service using no previous budget history and building a budget based on the needs for each service delivered.

Challenges

- Increase in cost of supplies, services and supply chain delays.
- Recruiting and hiring seasonal employees.
- Vandalism and incidents in parks.

2023 Budget Request

Category 1 – Personnel \$6,799,774 an increase of \$503,503 or 8%

Line 110 (Salaries and Wages – Regular)

Proposed five new positions: Sports Service Specialist, Switchyard Park Foreperson, Ops Laborer, Urban Greenspace/Labor- Vegetation Management, and Urban Greenspace – Landscaping

Line 112 (Salaries and Wages – Temporary)

Increased annual per the consumer price index. 2023 hourly rates ranged from \$15.29/hour to \$17.23/hour

Category 2 – Supplies \$888,785 an increase of \$258,276 or 41%

Examples of Cost of goods/supplies:

- Graffiti removal supplies
- Playground surfacing materials
- Fuel
- New shelter at Building trades Park
- Split rail fence repairs at RCA Park
- Drainage project at Sherwood Oaks Park
- Drinking fountains
- Wildlife resistant waste receptacles

Category 3 – Other Services \$3,260,046 an increase of \$133,950 or 4%

Example of increases were for:

- Green infrastructure erosion control plan for Park Ridge East Park
- Attending Rec Trac training with Vermont Systems
- Utility cost increase
- Propane at new Golf Services maintenance building
- Facility repairs FSC
- Start up and close down cost with FSC compressor
- Garage door maintenance at Switchyard Park
- Service cost at Switchyard Park

Category 4 – American Rescue Plan Act \$1,071,100 and increase of \$344,600 or 45%

The 2023 ARPA budget is capital projects, battery operated equipment and vehicle purchases. Examples were:

- Replacement of Bryan Park 5-12 playground
- Asphalt Repairs
- Replacement of hand gas powered equipment to battery operated equipment
- Purchase of (2) zero-urn battery powered mowers
- (2) Electric mini-trucks for Landscaping and at least 1 hybrid truck
- Resurfacing remaining interior driveways at Rose Hill Cemetery
- Replace 3 HVAC systems at Banneker Community Center
- Install sound equipment at Switchyard Park
- Replace 1977 van with electric cargo van

Budget Summary

Total 2023 General Budget Request \$12,813,705, and increase of \$1,230,556 or 11%

Conclusion

The 2023 Parks and Recreation Department budget reflects funding that aligns with the Master Plan Goals 2021-2025:

- Maintain and enhance the assets and natural resources of the Department.
- Reinforce activities and programs to positively impact public health, sustainability, and climate.
- Prioritize diversity, equity, and inclusion.
- Develop administrative and staffing capacity.

Board Comments: *Jim Whitlatch inquired:* if increases in staff salaries were included. *Paula McDevitt stated:* that was included. *Ellen Rodkey inquired:* if the Switchyard Park audio system was what had been approved by the Board early in the year. *Paula McDevitt responded:* what had been approved was for the sound proofing material in the Pavilion, what was in the budget was hang audio equipment that was already owned at the stage. *Kathleen Mills commented:* if there was concern with the LED signs and vandalism. *Paula McDevitt stated:* Parks played a big part in the City's Climate Action Plan, electrical equipment and the LED signs were part of investing in that plan. *Ellen Rodkey inquired:* if Switchyard Park would always have its own budget. *Paula McDevitt responded:* the budget was done in this manner so the true cost of an area can be tracked. Due to the substantial size of Switchyard Park, it was anticipated it would always have a separate budget. *Israel Herrera inquired:* if there was a specific area that was experiencing difficulty in hiring staff. *Paula McDevitt stated:* in all areas, with the exception of the pools.

Ellen Rodkey made a motion to approve the 2023 General Fund Budget request. *Israel Herrera* seconded the motion. Vote taken: motion carried 3 ayes - 0 noes - 1 abstain.

C-3. Review/Approval of Contract Template for 2022 Holiday Market Local Product Vendors

Clarence Boone, Program Coordinator – Farmers' Market staff recommended the approval of the 2022 Holiday Market Local Product Vendor Agreement for the 2022 Holiday Market. The agreement outlined the expectations and policies for both parties. The event would be held Saturday, November 26th. No significant changes were made to the template agreement.

Ellen Rodkey made a motion to approve the contract template for the 2022 Holiday Market Local Product Vendors. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 4-0.

C-4. Review/Approval of Contract Template for 2022 Holiday Market Artists

Crystal Ritter, Community Events Coordinator staff recommended the approval of the 2022 Holiday Market Exhibitor Agreement for Artist for the 2022 Holiday Market. The Agreement outlined the expectations and policies for both parties. The event would be held Saturday, November 26th at City Hall. No significant changes were made to the template agreement.

Ellen Rodkey made a motion to approve the contract template for the 2022 Holiday Market Artists. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 4-0.

C-5. Review/Approval of Fee Waiver for Parks Foundation Golf Outing on October 5, 2022

Satoshi Kido, Sports Division Director staff recommended the waiving of cart and green fees for the 30th Annual Parks and Recreation Foundation Don Brineman Golf Scramble, to be held Wednesday, October 5th, 2022. The event was the primary fundraiser for the Bloomington Parks Foundation which supported the Lloyd Olcott Youth Endowment Fund. The tournament generally raised between \$5,000 and 9,000 in scholarship funding. Providing assistance to community youth with financial needs.

Ellen Rodkey made a motion to approve the fee waiver for the Parks Foundation Golf Outing. *Israel Herrera* seconded the motion. Vote taken: motion carried 3 ayes - 0 noes - 1 abstain.

C-6. Review/Approval of Agreement with Ohio Valley Sports Productions, LLC for Field Project at Twin Lakes Sports Park

Satoshi Kido, Sports Division Director staff wished to provide an opportunity for the Bloomington/Monroe County community to participate in specialized recreation programs designed to meet the needs of youth in the community and to promote health and well-being through participation in cooperative and competitive recreation programs. There was a need to expand opportunities for recreational youth baseball, and Parks and Recreation desired to partner with Ohio Valley Sports Productions, LLC to cooperate in the creation of facilities suitable for use in USSSA baseball leagues by cutting back the infield lips at 4 ballfields at Twin Lakes Sports Park. Staff recommended approval of the partnership with Ohio Valley Sports Productions.

Ellen Rodkey made a motion to approve the agreement with Ohio Valley Sports Production, LLC. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 4-0.

C-7. Review/Approval Volunteer Recruitment and Volunteer Background Check Policy Update

Emily Buuck, Community Relations Coordinator staff recommended approval of the updates to:

14010 – Volunteers Policy primarily covers how volunteers will be recruited, managed, and recognized. It also discusses their various responsibilities as volunteers. The updates to this policy were almost entirely language based – updating the name of the volunteer database, updating the supervising role to Community Relations Coordinator, as opposed to Special Services Coordinator, and the like.

14020 – Court Mandated Community Service and Background Checks for volunteers was updated to reflect the current language and job titles of the Department, as well as to specify examples of program categories requiring background checks.

Both policies had been reviewed by the City's Legal Department.

Ellen Rodkey made a motion to approve the updates to the Volunteer Recruitment and Volunteer Background Check Policies. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 4-0.

C-8. Review/Approval of Noise Permit Application

Hsiung Marler, Switchyard Park General Manager Staff recommended acknowledgement of the Office of the Mayor's Executive Order regarding Noise Permits and approval of Parks and Recreation Department's process to review and approve Noise Permits in compliance with the executive order. All external Noise Permits for events on Parks properties, would be reviewed and approved by staff. All internal Noise Permits for events on Parks properties would be presented to the Board of Park Commissioners for approval.

Ellen Rodkey made a motion to approve the Noise Permit application and process. *Israel Herrera* seconded the motion.

Vote taken: motion unanimously carried 4-0.

C-9. Review/Approval of Contract with Miller Welding, LLC for Fencing Project at the Rose Hill Scatter Garden

Barb Dunbar, Operations Coordinator to discourage foot traffic into the area, staff wished to enclose the Rose Hill Scatter Garden. The services of a professional contracted were required to install approximately 70 linear feet of 30” tall fencing at the site. A gate on the west end would allow the monument lettering company to enter the area as needed. Staff recommended approval of the contract with Miller Welding, LLC in an amount not to exceed \$12,000. Funding source would be from Cemeteries General Fund.

Ellen Rodkey made a motion to approve the contract with Miller Welding, LLC. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 4-0.

C-10. Review/Approval of Contract with Woods Electrical Contractors Inc. for Electrical Enclosure at Miller Showers Park

Barb Dunbar, Operations Coordinator due to heavy damage from an auto accident, an electrical box at Millers Showers Park needed replaced. Staff recommend approval of the contract with Woods Electrical Contractor Inc. to replace existing electrical box/enclosure and transfer all existing electrical panelboard and lighting controllers. Total project was not to exceed \$7,985 and funding source would be from 176-18-G21005 (Parks AROA fund).

Ellen Rodkey made a motion to approve the contract with Woods Electrical Contractors Inc. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 4-0.

C-11. Review/Approval of Partnership Agreement with 4 Good Reasons Roofing for Rogers Rd. Sare Road Adopt-A-Roundabout

Joanna Sparks, City Landscaper the Partnership between the City of Bloomington Parks and Recreation and 4 Good Reasons Roofing was to provide a means of improving, beautifying, and maintaining the roundabout located at the intersection of Sare Road and Rogers Road. Staff recommend approval of the Agreement that outlined the expectations and policies for both parties.

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

D. REPORTS

D-1. Administration Division - none

D-2. Recreation Division - none

D-3. Operations Division

Tim Street, Operations and Development Division Director presented an update on the Bicentennial Gateway Project. In 2018, the City issued a series of “Bicentennial Bonds” that included \$1.25 million for the development and installation of signature gateways at various high-visibility entrance points to Bloomington. The original designs created by Rundell Ernstberger & Associates (REA) included four gateways. A contract addendum with an updated scope of work was approved in early 2022 to condense the design to two gateways: one on the north end of Miller Showers Park and one on the pedestrian bridge over state highway 46.

The City was currently reviewing ideas from REA for the two gateway sites from aesthetic, safety, cost, and maintenance perspectives. The plan was to issue a press release with renderings that would launch a public feedback phase both online and via an in-person open house at City Hall this fall.

D-4. Sports Division - none

E. PUBLIC COMMENT

E-1. Kathleen Mills opened the floor to public comments – The Board received public comments regarding Peoples Park.

Paula McDevitt, Director the next Park Board meeting will be held on Tuesday, October 18, 2022

ADJOURNMENT

Meeting adjourned at 5:21 p.m.

Respectfully Submitted,

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

Kim Clapp,
Secretary Board of Park Commissioners