



A-1

12-13-2022

Board of Park Commissioners
Regular Meeting
Minutes

Regular Meeting: Tuesday, November 15, 2022 4:00 – 5:30 p.m.

Council Chambers
401 North Morton

CALL TO ORDER - ROLL CALL

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

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

A. CONSENT CALENDAR

- A-1. Approval of Minutes of October 18, 2022 Regular Meeting
- A-2. Approval of Claims Submitted October 18, 2022 – November 14, 2022
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Reports
- A-5. Review/Approval of October Credit Card Refunds
- A-6. Approval of Surplus
- A-7. Approval of 2023 service agreements in Sports Division
- A-8. Approval of contract for rentals with Big Bounce Fun House Rentals
- A-9. Approval of program partnership agreement with Bloomington Community Orchard
- A-10. Approval of 2023 service agreements in Operations Division
- A-11. Approval of contract with VET Environmental Engineering for air quality testing at Switchyard Maintenance Building

Board Comments: Kathleen Mills inquired: if there was an issue with the air quality at the Switchyard Maintenance Building that had formerly been used as a print shop. Tim Street responded: it was strictly precautionary, there had been no indications of any issues. Staff was not housed at that location.

Ellen Rodkey made a motion to approve the Consent Calendar A-1 through A-11. *Jim Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0.

B. Awards and Introductions

B-1. Bravo Award

Emily Buuck, Community Relations Coordinator presented Susie Sullivan with the November Bravo Award for the volunteer hours given to Leonard Springs Nature Days. Susie specialized in the Wetland Station and taught 6th grade students from MCCSC schools about the wetland ecosystem at Leonard Springs. Susie had volunteered consistently with the program since 2019. Susie's contributions and dedication to the program were greatly appreciated.

The Board thanked Susie Sullivan for the time and efforts given to the program.

B-2. Parks Partner Award – None

B-3. Staff Introductions – None

C. OTHER BUSINESS

C-1. Review/Approval of 2023 Price Schedule

Kim Clapp, Office Manager: the 2023 Price Schedule Draft had been presented to the Board for review at the October 18, 2022 meeting. One addition had been made since that time. On page 21, under Non-Reverting Miscellaneous, the line “Damage Deposit (rentals) 125 - 500” had been added. No other revisions or additions had been made. Staff recommended approval of the 2023 Price Schedule.

Ellen Rodkey made a motion to approve the 2023 Price Schedule. *Jim Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0.

C-2. Review/Approval of Contract with Universal Sign, Inc. for Trail Branding Sign Fabrication and Installation

Barb Dunbar, Operations Coordinator to promote consistency and user recognition within the City Parks trail system, BPRD wished to have trail signage added along six trails. Contractor would fabricate and install approximately 26 signs, locate utilities prior to installation of new sign placement, and acquire any local permits that would apply. Staff recommended approval of the contract with Universal Sign, Inc. in an amount that would not exceed \$23,191. Funding would be from ARPA Funds and Operations General Fund.

Ellen Rodkey made a motion to approve the contract with Universal Signs, Inc. *Jim Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0.

C-3. Review/Approval of Service Agreement with The Stable Events (Izzy’s Rental) for Port-A-Let Rentals and Cleaning Services at Multiple 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 \$12,000. 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.

Ellen Rodkey made a motion to approve the service agreement with The Stable Events (Izzy’s Rental). *Jim Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0.

C-4. Review/Approval of Service Agreement with Woods Electrical Contractors, Inc. Electrical Repairs, Adjustments and/or Replacements

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.

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

C-5. Review/Approval of Contract with Habitat Solutions to Conduct a Prescribed 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 9.5 acres on the north side of Griffy Lake, near the dam. The contract also included the removal of beech and maple trees in the burn unit. The project would be funded from the Natural Resources General Fund, in an amount not to exceed \$9,500.

Board Comments: Jim Whitlatch inquired: what was the difference between this burn, and the one that was postponed. Steve Cotter responded: they were two different parcels within Griffy Lake Nature Preserve. Jim Whitlatch inquired: if the two contracts were with the same company. Steve Cotter responded: yes, it is the same company. Habitat Solutions had performed a burn in 2020. Staff goal is to have one performed one in 2022 and one in 2023.

Tim Street, Operations and Development Division Director: due to oversight, the Controller had not yet approved this contract and the Park Board approval will be on the contingency of receiving the Controller’s approval.

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

C-6. Review/Approval of Contract with 4 U Lawn and Landscape for Rose Hill Concrete Installation

Tim Street, Operations and Development Division Director BPRD wished to complete the infrastructure for the scatter garden at Rose Hill Cemetery. Staff recommended approval of a contract with 4 U Lawn and Landscape, in an amount not to exceed \$9,175. Vendor would install approximately 500 square feet of concrete and curbing at the site. Funding would be from 977-18-18016A-54510 (interest from 2016 GO Bonds, Series A) and Cemeteries General Fund.

Ellen Rodkey made a motion to approve the contract with 4 U Lawn and Landscape. *Jim Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0.

C-7. Review/Approval of Policy #6090 – Safety and Security (revised)

Tim Street, Operations and Development Division Director: staff recommended approval of revised policy 6090 – Safety & Security. Revisions included the removal of a former security training program partnership between BPRD and IUPD, and was updated to reflect the policies applied to “hired or contracted” security personnel.

Board Comments: Jim Whitlatch commented: more time and discussions needed to take place on safety and security to develop a long range strategy. What was the history on the IU Cadet program? Paula McDevitt, Director responded: at one time there had been an IU security training program partnership. IU no longer had the resources to continue that partnership program, and that was why it had been taken out of the policy. Israel Herrera inquired: what was the difference between hired and contracted. Tim Street responded: hired is Park’s staff, contracted would be an outside company contracted to provide security service.

Ellen Rodkey made a motion to approve the revisions to Policy #6090 – Safety and Security. *Jim Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0.

C-8. Review/Approval of Policy #13210 – Multi-Use Trails Design & Operations

Tim Street, Operations and Development Division Director: staff recommended approval of new policy 13210 – Multi-Use Trail Design & Operations. The new policy reflected the Parks department’s obligation and commitment to using professional engineers in the design of trails, as well as collaborating with the City Engineer (or their designee) on trail closures. The new policy specified when trail closures would be brought before the Board of Park Commissioners for approval.

Board Comments: Kathleen Mills inquired: if there had previously been a policy for closing trails. Tim Street responded: there had not been an official policy, but most likely had been an internal practice. Kathleen Mills inquired: when the B-Line had previously been closed due to the Johnson Creamery Smokestack, had the department been told it was an emergency situation and the trail had to be immediately closed due to safety. Tim Street responded: that was correct. Jim Whitlatch commented: felt the policy should state, Parks would consult with City Engineer, not collaborate with City Engineer. The Board of Park Commissioners should make the final decision, with the input of the City Engineers recommendations. Kathleen Mills commented: clarification needed to be made on who had the final decision to close a trail. Tim Street commented: those were valid points, and staff could have further discussion on the concern. It was important to honor the expertise that comes from the Engineering Department. Jim Whitlatch commented: the advice of the Engineering Department should be taken into consideration, and they should be consulted. Ellen Rodkey commented: there was some discrepancy in the document, as some areas stated collaboration and other areas stated consultation. There needed to be more consistency.

The Board accepted public comment on concerns of policy #13210.

Ellen Rodkey made a motion to table Policy #13210 – Multi-Use Trails Design & Operations. *Jim Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0.

C-9. Review/Approval of policy #13220 – Multi-Use Trails Rules & Signage

Tim Street, Operations and Development Division Director: staff recommended approval of new policy 13220 – Multi-Use Trail Etiquette & Signage. The new policy reflected updated trail policies regarding motorized vehicles, including e-Bikes and similar vehicles (allowing them to be used at speeds of up to 20 mph). The updated trail rules were vetted through various City departments and incorporated feedback from the Bike and Pedestrian Safety Commission.

Board Comments: Kathleen Mills inquired: was similar vehicles a reference to rented scooters, and could they go over 20mph. Tim Street responded: it was a reference to rented scooters, for the most part they could not go above 20mph. There were three different classes of e-bikes that were recognized. Class 3 could go above 20mph, but there have been few of these seen in the area. Staff wanted to establish a safety policy to guide as e-bikes become more prevalent. Ellen Rodkey inquired: if benchmarking has been done, and felt e-bikes could present future problems. Tim Street responded: at the state level e-bikes have been accepted on trails. Jim Whitlatch inquired: a class 3 e-bike could be used on the trail, but couldn't run faster than the 20mph. Tim Street responded: that was correct.

Ellen Rodkey made a motion to approve Policy #13220 – Multi-Use Trails Rules & Signage. Jim Whitlatch seconded the motion. Vote taken: motion unanimously carried 4-0.

C-10. Review/Approval of Service Agreement with Commercial Services for HVAC Preventive Maintenance at Twin Lakes Recreation Center

Daren Eads, Sports Facility Coordinator BPRD wished to keep Twin Lakes Recreation Center (TLRC) in good working condition. Staff recommend approval of the contract with Commercial Services, in an amount not to exceed \$9,268.75. Vendor would provide HVAC preventive maintenance services at TLRC in 2023. Funding would be from TLRC Non-Reverting Fund.

Jim Whitlatch inquired: if the dollar amount was why the contract had not been included in the Consent Calendar. Daren Eads responded: that was correct.

Ellen Rodkey made a motion to approve the service agreement with Commercial Services. Jim Whitlatch seconded the motion. Vote taken: motion unanimously carried 4-0.

D.1 REPORTS

D-1. Operations Division - none

D-2. Recreation Division - none

D-3. Sports Division - none

D-4. Administration Division - none

E. PUBLIC HEARINGS/APPEARANCES

E-1. Kathleen Mills opened the floor to public comments – none were received

Tim Street commented: the Waldron, Hill, Buskirk Park playground was opened for use. The Board of Park Commissioners next meeting would be held on Tuesday, December 13, 2022.

ADJOURNMENT

Meeting adjourned at 4:53pm.

Respectfully Submitted,



Kim Clapp,
Secretary Board of Park Commissioners