



A-1

01-24-2023

Board of Park Commissioners  
Regular Meeting  
Minutes

Regular Meeting: Tuesday, December 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 Ellen Rodkey at 4:00pm

Present: Ellen Rodkey, Israel Herrera and James Whitlatch

Absent: Kathleen Mills

**A. CONSENT CALENDAR**

A-1. Approval of Minutes of the November 15, 2022 Regular Meeting

A-2. Approval of Claims Submitted November 15, 2022 – December 16, 2022

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 2023 Community Garden Program Gardener Agreement

A-8. Approval of 2023 Peoples Park Use Application

A-9. Approval of 2023 partnership agreement with Monroe County – Identify and Reduce Invasive Species

A-10. Approval of 2023 service agreement with Republic Services, Inc. for green waste disposal.

A-11. Approval of 2023 partnership agreement with CanopyBloomington

A-12. Approval of contract addendum with Marshall Security to extend contract period to December 31, 2022

*Jim Whitlatch* made a motion to approve the Consent Calendar A-1 through A-12. *Israel Herrera* seconded the motion.

Vote taken: motion unanimously carried 3-0.

**B. Awards and Introductions**

**B-1. Bravo Award**

*Emily Buuck, Community Relations Coordinator* presented Jon and Jennifer Vickers with the December Bravo Award. Jon and Jennifer were loyal environmental stewards, through their attendance at Week Wrangles and as Adopt-a-Greenspace volunteers. They took time to explain to new volunteers or citizens why they cared about the environmental stewardship and what they were doing to help preserve our greenspaces for the future. Staff were extremely grateful for Jon and Jennifer's service to our parks and department.

Jon and Jennifer Vickers thanked the Board for the recognition.

The Board thanked Jon and Jennifer for their service to the department.

**B-2. Parks Partner Award**

*Emily Buuck, Community Relations Coordinator* presented T&T Pet Food and Supply with the December Parks Partner Award. T&T Pet Food and Supply was a locally owned, family-run business that had served the pets of the community for nearly 50 years. Staff were extremely grateful for the support T&T Pet Food and Supply had given during many of Park's 2022 events. The Bloomington Parks Department was proud to recognize T&T Pet Food and Supply with the Parks Partner Award.

**B-3. Staff Introductions**

*JP Ford, Banneker Program Specialist* had recently accepted the Program Specialist position at Banneker Community Center.

JP was responsible for coordinating the Fairview Afterschool program, the Teen Leadership program, and the Banneker Summer Camp. JP had worked for Banneker Community Center as a Rec Leader, and a Building Supervisor prior to receiving the new position. JP had long term goals of establishing a stronger connection between Banneker and the rest of the department, expanding the visibility of Banneker within the community, and reestablishing programming that had been lost due to the pandemic

The Board welcomed JP Ford to the department.

#### **B-4. Staff Recognition**

Tim Street, Operations and Development Division Director recognized two long-term Operations staff members: Denny Robertson and Dave Fox, their years combined totaled 77 years of service.

Denny Robertson served the City of Bloomington for 27 years, including 21 years with Parks and Recreation, before his retirement in September. Denny worked on countless projects that improved Bloomington Parks and Recreation facilities and was always willing to lend his expertise to any challenge that came along.

Dave Fox started with the Parks Department in March of 1972 and incredibly has served the department for more than 50 years in various roles, including as Operations Superintendent and Custodial Working Foreperson. Dave would retire at the end of December. Dave's dedication and work ethic had helped keep our parks clean, safe, and fun for decades.

#### **C. OTHER BUSINESS**

##### **C-1. Review/Approval of 2023 Non Reverting Budget**

Paula McDevitt, Director presented the 2023 Non Reverting Budget. The Non-reverting fund was established as an "enterprise fund", and developed with zero-based budget model. The fund allowed for flexibility to meet customer interest and reduced reliance on the general fund tax base. The Non-reverting budget incorporated input from staff specialists, supervisors, managers and division directors.

Category 1: Personnel - \$554,522 an increase of \$59,295 (11.97%)  
Increase in seasonal wages.

Category 2: Supplies - \$416,594 an increase of \$37,478 (9.89%)  
Increase in institutional supplies, concessions supplies and program and event supplies.

Category 3: Other Services - \$1,093,278 an increase of \$75,950 (7.47%)  
Increase in utilities, temporary contractual employees, repairs and maintenance, and included TLRC revenue bond principal payment.

Projected Revenue - \$1,704,839  
Projected Expense – 2,064,394 (Twin Lakes Recreation Center bond payment reflected in expenses)  
Anticipated Net – (\$359,555)  
Current NR Balance - \$1,104,649

Staff recommended approval of the proposed 2023 Non-reverting Budget request of \$2,064,394 an increase of \$172,723.

**Board Comments:** *Jim Whitlatch inquired:* the short fall for the year was smaller than what it had been in previous years. *Paula McDevitt responded:* yes. We are still recovering from COVID. *Jim Whitlatch inquired:* if the revenue bond was what caused the short fall. *Paula McDevitt responded:* that was correct. The bond had been refinanced and would be paid off in 2029. *Jim Whitlatch inquired:* were expenses and inflation considered when setting fees. *Paula McDevitt responded:* staff work on building General Fund and Non-reverting budgets at the same time, and considered expenses when setting fees.

*Jim Whitlatch* made a motion to approve the 2023 Non-reverting Budget. Israel Herrera seconded the motion. Vote taken: motion unanimously carried 3-0.

##### **C-2. Review/Approval of Contract Addendum for Rogers Family Park Art Contract**

Holly Warren, Assistant Director for the Arts Economic and Sustainable Development in September 2022, an agreement was entered into by Parks and Recreations Department and Jonathan Racek for the design, fabrication and installation of the

proposed sculpture Fleet/ing. Due to the increase in cost of concrete and the addition of LED lights, both parties were in agreement to amend the scope of work, and to increase total cost of project to \$32,844.50. The additional cost would be funded from the arts budget, account 101-01-04000-53990. Staff recommended approval of the Addendum to the Rogers Family Park Art Contract.

*Jim Whitlatch* made a motion to approve the addendum for Rogers Family Park Art contract. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

### **C-3. Review/Approval of Contract Addendum with Green Dragon Lawncare for Switchyard Park**

*Hsiung Marler, Switchyard Park General Manager* in March of 2022, Bloomington Parks and Recreation Department entered into an agreement with Green Dragon Lawncare Inc. to mow specific areas at Switchyard Park. Both parties wished to extend the agreement through 2023, at the same rate and structure. Staff recommended approval of the Addendum to the Green Dragon Lawncare contract for Switchyard Park. Funding would be from the Switchyard Park General Fund, in an amount not to exceed \$27,720. Average mowing cycles were 26 to 30 throughout the year.

**Board Comments:** *Jim Whitlatch inquired:* what had been the amount paid out in 2022. *Hsiung Marler responded:* he did not have that information with him, but there had been approximately 28 mowing cycles. *Ellen Rodkey inquired:* when did the mowing season begin. *Hsiung Marler responded:* it depended on weather, but normally in April. *Israel Herrera inquired:* what happened if the work is unsatisfactory. *Hsiung Marler responded:* there were items built into the contract, certain criteria the vendor had to meet, if not met they could be held accountable. The contract would be extend through 2023, then the mowing project would go to bid for 2024.

*Jim Whitlatch* made a motion to approve the addendum to the Green Dragon Lawncare contract. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

### **C-4. Review/Approval of Contract with Harrell-Fish Inc. for Preventative Maintenance at Switchyard**

*Hsiung Marler, Switchyard Park General Manager* in March of 2022, Bloomington Parks and Recreation Department entered into an agreement with Harrell-Fish Inc. for preventive maintenance of facilities at Switchyard Park. Both parties wished to extend the agreement through 2023, at the same rate and structure. Funding would be through Switchyard Park General Fund, in an amount not to exceed \$17,572. Staff recommends approval of the Addendum to the Harrell-Fish Inc. Contract.

**Board Comments:** *Ellen Rodkey inquired:* on the vendor's ability to manage the spray pad. *Hsiung Marler responded:* the startup and closing of the spray pad were critical times, the vendor had handled these well. Having HFI's assistance had been a tremendous help in operating the spray pad.

*Jim Whitlatch* made a motion to approve the addendum to the Harrell-Fish contract. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

### **C-5. Review/Approval of Golf Cart Lease Agreement with Midwest Golf & Turf - ClubCar**

*Satoshi Kido, Sports Division Director* to maintain a fleet of golf cars in good working condition, BPRD wished to enter into a Lease/Purchase Agreement with Midwest Golf & Turf – ClubCar. 75 golf cars and 2 service vehicles would be included in the four or five year lease/purchase agreement. The Controller's office would negotiate the lease terms. Midwest Golf & Turf – ClubCar came in with the lowest bid of \$254,527. Staff recommended approval of the agreement.

**Board Comments:** *Ellen Rodkey inquired:* if the agreement had the option to purchase. *Satoshi Kido responded:* that was correct. At the end of the contract the department would own the golf cars, and could use them as trade in. *Ellen Rodkey inquired:* had the department previously used Midwest Golf & Turf. *Satoshi Kido responded:* no, they would be a new vendor for the BPRD. *Jim Whitlatch inquired:* on the difference between the two bids. *Satoshi Kido responded:* golf car shortage, with a high demand. Golf had become very popular, and companies could ask high prices and find buyers. *Israel Herrera inquired:* BPRD would work with Midwest Golf for four or five years, then the process would start over. *Satoshi Kido responded:* that was correct.

*Jim Whitlatch* made a motion to approve the lease agreement with Midwest Golf & Turf-ClubCar. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

### **C-6. Review/Approval of Service Agreement with Bluestone Tree, LLC for Tree Removals and Pruning Services**

Haskell Smith, Urban Forester to prevent undue harm or property damage, BPRD wished to have the ability to expedite services for time-sensitive hazardous trees and limb removal. Staff recommended approval of the contract with Bluestone Tree, LLS for tree removal and pruning services. Funding source would be Urban Forestry General Fund, in an amount not to exceed \$18,000.

**Board Comments:** *Ellen Rodkey inquired:* if more trees had been removed in 2022 compared to previous years. *Haskell Smith responded:* an average amount had been removed. Some years had been higher due to the Emerald Ash Boar. The numbered removed had started to tail off. *Jim Whitlatch inquired:* how was it determined is a tree was hazardous. *Haskell Smith responded:* BPRD receives U-Reports, and he was often in the field, and was Indiana State Arborist Risk Assessment Qualified.

*Jim Whitlatch* made a motion to approve the contract with Bluestone Tree, LLC. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

#### **C-7. Review/Approval of MOU with Duke Energy for Reliability Project**

Tim Street, Operations and Development Division Director Staff recommended approval of a MOU with Duke Energy Incorporated for the upcoming phase of the “Duke Reliability Project” that would connect the transmission lines between the substation on Rogers across from Switchyard Park to the substation at 11<sup>th</sup> and Fairview. Duke Energy agreed to compensate the City \$49,000 for the loss of approximately 126 city-owned street trees. The funds would be used for street trees with a priority focus on replanting as many as possible along the corridor after the conclusion of the project. The MOU additionally outlined steps Duke Energy would take to coordinate with the City, including the Board of Park Commissioners and Board of Public Works, for closures and other impacts

**Board Comments:** *Ellen Rodkey inquired:* if BPRD had provided the estimated cost of tree replacement. *Tim Street responded:* yes, the Urban Forester had worked with Duke to identify which trees would be removed. The value of the trees had been determined by type and the diameter of the trees. *Jim Whitlatch inquired:* who would be responsible for the planting of the replacement trees. *Tim Street responded:* that would fall under the responsibilities of the Urban Forester. It would be determined at a later date if the project would be done in-hours or contracted out.

*Jim Whitlatch* made a motion to approve the MOU with Duke Energy for the Reliability Project. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

#### **C-8. Review/Approval of 2023 Contract with Marshall Security for Security Services at Various Park Properties**

Tim Street, Operations and Development Director BPRD wished to continue to provide professional security services in parks and along trails. Vendor would provide one unarmed uniformed security office to patrol Switchyard Park daily from 5pm to 10pm and 2am to 5am. Vendor would provide one unarmed uniformed security officer to patrol identified parks and trails daily from 6am to 10pm. Vendor would provide two unarmed uniformed security officers to patrol together identified parks and trails from 10pm to 2am. Staff recommended approval of the contract with Marshalls Security Service. Funding source would be from Operations and Switchyard Parks General Funds, in an amount not to exceed \$297,840.

**Board Comments:** *Ellen Rodkey inquired:* if BPRD relied on the Bloomington Policy Department (BPD) during holidays, when security services did not patrol the sites. *Tim Street responded:* yes, that was correct. *Israel Herrera inquired:* if any changes had been made from last year. *Tim Street responded:* the times, locations and coverage were very similar to 2022. The only difference was the way Operations and Switchyard Park were working together on the project.

*Jim Whitlatch* made a motion to approve the contract with Marshall Security. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

#### **D. REPORTS**

##### **D-1. Operations Division**

Tim Street, Operations and Development Director provided an update on the Bicentennial Gateway design. Due to COVID the Bicentennial Gateway project had been put on hold. Rundell Ernstberger & Associates (REA) had recently submitted two ideas for the gateway sites: Arlington Pedestrian Bridge and the northern tip at Millers Showers Park. Designs included aesthetic, safety, cost and maintenance perspectives.

*Kevin Sweetland, Designer Rundell Ernstberger & Associates* gave an overview of the two designs. The proposal for the North Gateway site:

- Located in northern tip of Millers Showers Park
- Remove invasive trees
- Extend sidewalks
- Plant street trees along portions of the sidewalks
- Rebuild the traffic island on the south side of the plan
- Main element would be an internally lit perforated corten steel monolith
- The stand-out polished aluminum lettering “BLOOMINGTON” would be on the monolith
- Integrated limestone blocks and landscape elements would be at the base of the monolith

The proposal for the Arlington Pedestrian Bridge:

- The bridge spanned the bypass at Arlington Elementary School
- Landscaping would be on either side of the bridge to bookend the sign
- Landscaping would be 100% native plants, variety of trees, shrubs, grass and perennials
- Indiana Department of Transportation (INDOT) would have input on the project
- Limestone boulders and stone were proposed at the foot of the bridge
- Lettering “BLOOMINGTON” would be affixed to the existing chain length structure
- The letters would have some depth to them, boxed on the inside of the structure which would house lighting and electrical elements. A corten steel plate on the outside of the chain length structure.
- The letters would be outlined in a thin ribbon of light to show up at night

**Board Comments:** *Jim Whitlatch inquired:* how did the patina of corten steel change over time. *Kevin Sweetland responded:* there would not be much change, corten steel had a reddish color. *Jim Whitlatch inquired:* would the structural condition of Arlington Pedestrian Bridge be able to support the sign. *Kevin Sweetland responded:* the project was currently in the schematic design phase, the next step would be design development and construction documents. Structural analysis would be done during that phase. The plan did not include replacement of the fencing. If necessary, that would be considered at a later date. *Ellen Rodkey inquired:* whose jurisdiction was the bridge under. *Kevin Sweetland responded:* INDOT. *Ellen Rodkey inquired:* if INDOT could say no to the project. *Kevin Sweetland responded:* INDOT supported the project, and there was good working relationship with INDOT. If a structural issue was discovered with the bridge, INDOT could say no. *Jim Whitlatch inquired:* at one point four Gateway sites had been discussed, but due to budgets only two could be done, and it was determined these were the two best sites. *Paula McDevitt responded:* that was correct. *Israel Herrera inquired:* if the sign would be seen from only one side of the bridge. *Kevin Sweetland responded:* the sign would be located on the west side of the bridge, and would only be seen coming from that direction. *Israel Herrera inquired:* on the difference in the lighting between the two sites. *Kevin Sweetland responded:* the difference was scale. Color changing LED lights could be installed. Color would not change from moment to moment, but could be programmed. *Israel Herrera inquired:* there would be the possibility of changing colors for a national event. *Kevin Sweetland responded:* that could be a possibility. *Israel Herrera inquired:* who would be responsible for making that decision. *Kevin Sweetland responded:* that would be up to the Parks Department or other City officials. *Paula McDevitt responded:* that had been done at other locations in the city. The controls would be handled through Parks. *Ellen Rodkey inquired:* what could be expected after the public comment period. *Tim Street responded:* public feedback would go through early January. Information received would be compiled and sent to REA. In early 2023, the project would move into the design development and construction document phase, working towards a bid.

D-2. Recreation Division - none  
D-3. Sports Division - none  
D-4. Administration Division - none

## **E. PUBLIC HEARINGS/APPEARANCES**

E-1. Public Comment

## **ADJOURNMENT**

Meeting adjourned at 4:52pm.

Respectfully Submitted,



Kim Clapp,  
Secretary Board of Park Commissioner