



A-1

08-29-2023

Board of Park Commissioners  
Regular Meeting  
Minutes

Regular Meeting: Thursday, July 12, 2023 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 4:02pm

Present: Kathleen Mills, Ellen Rodkey, and Jim Whitlatch

Absent: Israel Herrera

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**A. CONSENT CALENDAR**

- A-1. Approval of Minutes of May 8, 2023 Work Session, and May 16, 2023 Regular Meeting
- A-2. Approval of Claims Submitted May 17, 2023 – July 11, 2023
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Review of Credit Card Refund Report
- A-6. Approval of Surplus – None
- A-7. Approval of partnership agreement with Cicada Cinema for Movies in the Park series
- A-8. Approval of contract with BFS for Next Level Trails Grant application services
- A-9. Approval of extension to trail closure application for Duke Energy
- A-10. Approval of contract with I Shine Cleaning, LLC for cleaning services at Banneker Community Center
- A-11. Approval of partnership agreement with Mad 4 My Dog for 2023 Drool in the Pool community event
- A-12. Approval of partnership agreement with Monroe County History Center for October 2023 community event
- A-13. Approval of partnership agreement with Purdue Extension Office of Monroe County for “Food as Medicine” program
- A-14. Approval of contract with Terminex for green pest control services at Banneker Community Center

Ellen Rodkey made a motion to approve Consent Calendar. Jim Whitlatch seconded the motion. Vote take: unanimously carried 3-0

**B. PUBLIC HEARINGS/APPEARANCES**

**B-1. Bravo Award**

Emily Buuck, Community Relations Coordinator presented Steve Bailey with the June Bravo award for the many hours given as Winslow Woods Park Ambassador. Steve removed litter, informed Parks of any needed repairs, and kept an eye out for new vandalism or suspicious behavior. Staff was appreciative of Steve’s dedicated service.

Steve Bailey thanked the City of Bloomington and Park staff for what they provided to the community.

**Board Comments:** *Jim Whitlatch inquired:* if the Park Ambassador reports could be shared with the Board. *Paula McDevitt responded:* Yes, they would be shared.

## **B-2. Parks Partner Award - none**

## **B-3. Staff Introductions**

Casey Hallenbeck, Natural Resources Intern was a third year undergraduate student at the School of Public Health at Indiana University, pursuing a Bachelor of Science in Parks, Recreation, and the Outdoors, and a minor in History. Casey planned to become a certified American Sign Language (SAL) interpreter. Casey was interested in connecting people to the natural world and environment around them, through conservation and preservation efforts.

Bradley Scoggins, had recently been promoted to Cascades Golf Course Superintendent. Brad started his career at Indiana University Golf Course, and had perfected his craft in agronomy over the last ten years. Brad enjoyed a challenge and loved working on golf courses.

Jackson Cowden, had recently been promoted to Cascades Golf Course Programs Coordinator. Over the past 13 years, Jackson had worked as a seasonal Attendant, Supervisor and Staff Assistant at Cascades Golf Course. Jackson looked forward to growing the game of golf at Cascades Golf Course.

## **C. OTHER BUSINESS**

### **C-1. Review/Approval of Encroachment Agreement with 400 W. 7<sup>th</sup> LLC**

Tim Street, Operations and Development Division Director the Johnson Creamery building located at 400 W 7<sup>th</sup> Street, would be redeveloped into a mixed-use building. The developers wished to attach the new building to the B-Line trail. Staff recommended approval of the encroachment agreement with 400 W. 7<sup>th</sup> LLC.

*Ellen Rodkey* made a motion to approve encroachment agreement with 400 W. 7<sup>th</sup> LLC. *Jim Whitlatch* seconded the motion. Vote take: unanimously carried 3-0

### **C-2. Review/Approval of Memorandum of Understanding with Volunteer Groups for the Adult Field Day Event.**

Emily Buuck, Community Relations Coordinator the 2023 Adult Field Day, would require sixteen volunteers across two shifts, from 4:30pm to 10pm. Clubs and Parks wished for Club's members to volunteer at the event in exchange for a shelter rental for a Club event. Only the shelter fee rental would be waived, any add-ons would be the sole responsibility of the Club. Staff recommended approval of the MOU with Volunteer Groups for the Adult Field Day Event.

**Board Comments:** *Kathleen Mills inquired:* if other items besides the shelter rental fee being waived had been considered. *Emily Buuck responded:* additional ideas had been discussed, the shelter rental seemed to be the best item to offer.

*Ellen Rodkey* made a motion to approve MOU with Volunteer Groups for Adult Field Day Event. *Jim Whitlatch* seconded the motion. Vote take: unanimously carried 3-0

### **C-3. Review/Approval of Contract with Southside Rental for Rental of Tents, Stages, Tables and Chairs for Various Community Events**

Bill Ream, Community Events Coordinator staff wished to provide entertaining events for the community, and required the rental services of a professional vendor. The vendor would provide delivery and setup of rental equipment at various community events. Staff recommended approval of the contract with Southside Rental in an amount not to exceed \$6,000. Funding would be from Community Events Non-Reverting and General Funds.

**Board Comments:** *Kathleen Mills inquired:* if the 4<sup>th</sup> of July request would be for 2024. *Bill Ream responded:* the contract had been scheduled to be on the June agenda, that meeting had been cancelled which caused the contract to be moved to the July meeting.

*Ellen Rodkey* made a motion to approve the contract with Southside Rental. *Jim Whitlatch* seconded the motion. Vote take: unanimously carried 3-0

### **C-4. Review/Approval of Contract Addendum with Aztec Engineering for Power Line Trail and Rogers St Sidewalk Project**

Tim Street, Operations and Development Division Director the Parks and Recreation Department entered into a contract with Aztec Engineering Group in July 2020, to investigate and design a new terrain trail along Duke Energy power line easement. The Department wished to extend the timeline and completion date, and capture additional costs in the

contract related to changes and delays in the project that had surfaced related to Duke Energy power transmission and distribution infrastructure. Both parties were in agreement to the requested changes to the original agreement. Staff recommended approval of the contract addendum, in an additional amount of \$80,100. Funding would be from Bicentennial Bond Series A, and from 2022 Parks Bond.

*Ellen Rodkey* made a motion to approve contract addendum with Aztec Engineering. *Jim Whitlatch* seconded the motion. Vote take: unanimously carried 3-0

#### **C-5. Review/Approval of Contract with E&B Paving for Infrastructure Repairs at Various Park Properties**

*Tim Street, Operations and Development Division Director* due to time and usage, improvements were needed to a number of sites within the Department. Staff wished to retain Contractors services for various infrastructure improvements. Contactor would provide all materials, labor, and equipment necessary to complete work at various parks and trail facilities located in Bloomington, IN. Staff recommended approval of the contract with E&B Paving in an amount not to exceed \$407,400. Funding would be from Parks ARPA funds, Parks General Fund and Engineering Account.

*Ellen Rodkey* made a motion to approve contract with E&B Paving. *Jim Whitlatch* seconded the motion. Vote take: unanimously carried 3-0

#### **C-6. Review/Approval of Contract with Mader Design for Building Trades Park Master Plan**

*Tim Street, Operations and Development Division Director* to help determine the future of Buildings Trades Park, and the best way the park would serve the surrounding neighborhoods, staff wished to have a new master plan created. The services of a professional landscape designer were required to create concepts, organize public feedback, and create the master plan. Staff recommended approval of the contract with Mader Design, in an amount not to exceed \$36,500. Funding would be from Operations General Fund.

**Board Comments:** *Ellen Rodkey inquired:* what contractor developed the Hopewell design, and had the Hopewell design been completed. *Tim Street responded:* Rundell Ernstberger developed the Hopewell Design. Phase 1 East of the Hopewell design had been completed. Phase 1 West was still in progress. The Hopewell Design would be shared with Mader Design.

*Ellen Rodkey* made a motion to approve contract with Mader Design. *Jim Whitlatch* seconded the motion. Vote take: unanimously carried 3-0

#### **C-7. Review/Approval of Lease Extension with The Project School for 349 S. Walnut St.**

*Tim Street, Operations and Development Division Director* The Project School requested the City renew their lease at 349 S. Walnut. The lease would be extended for an additional five year term, beginning July 1, 2024 and ending June 30, 2029. Staff recommended approval of the lease extension.

**Board Comments:** *Jim Whitlatch inquired:* if the lease was a triple net lease. *Tim Street responded:* yes. *Jim Whitlatch inquired:* if the lease was at fair market value. *Paula McDevitt responded:* yes, it was at fair market value. The original lease was established in 2009. The lease payments received went into the Non-Reverting fund and helped pay the Twin Lakes Recreation Center bond payment. *Jim Whitlatch inquired:* were there any other plans for that property. *Paula McDevitt responded:* not at the present time. Use of the property was revisited every five years.

*Ellen Rodkey* made a motion to approve lease extension with The Project School. *Jim Whitlatch* seconded the motion. Vote take: unanimously carried 3-0

#### **C-8. Review/Approval of Contract with Commercial Service of Bloomington, Inc. Dog Wash Station**

*Hsiung M Marler, Switchyard Park General Manager* for convenience of dog owners, staff wished to have a rinse station installed at Switchyard Park dog park. Staff recommended approval of contract with Commercial Services in an amount not to exceed, \$11,260. Funding would be from 176-18-G21005-54310 (ARPA)

**Board Comments:** *Ellen Rodkey inquired:* if there were concerns of vandalism for the project. *Hsiung Marler responded:* research had been conducted, and the selected fixture had been recommended by other Parks. The fixture worked off a push button timer, and the water could not be left on.

Ellen Rodkey made a motion to approve contract with Commercial Service. *Jim Whitlatch* seconded the motion. Vote take: unanimously carried 3-0

#### **C-9. Review/Approval of Appointment for Farmer' Market Advisory Council**

Clarence Boone, Farmers' Market Coordinator staff recommended approval of Andy Christian Manansala appointment to the Farmers' Market Advisory Council. Andy would fill the vacant food and beverage position.

Ellen Rodkey made a motion to approve the appointment of Andy Christian Manansala to the Farmers' Market. *Jim Whitlatch* seconded the motion. Vote take: unanimously carried 3-0

#### **C-10. Review/Approval of Partnership with Indiana Arborist Association (IAA) for High Level Tree Related Training**

Haskell Smith, Urban Forester Bloomington Parks and Recreation Department and Indiana Arborist Association wished to provide tree related educational classes, training or workshops in the Bloomington area. Parks would provide the location of the trainings and IAA would provide the training. Staff recommended approval of the partnership with IAA.

**Board Comments:** *Jim Whitlatch inquired:* how the classes would be advertised, and where would they be held. *Haskell Smith responded:* the program would be promoted by both parties, the first class would be held at Cascades Golf Course. *Jim Whitlatch inquired:* if the program would be for the general public or professionals. *Haskell Smith responded:* the program would be aimed more for professionals. The tree steward program would be returning for the general public.

Ellen Rodkey made a motion to approve the Partnership with Indiana Arborist Association. *Jim Whitlatch* seconded the motion. Vote take: unanimously carried 3-0

#### **D. REPORTS**

**D-1. Recreation Division – none**

**D-2. Operations Division – none**

**D-3. Sports Division – none**

**D-4. Administration Division – none**

#### **E. PUBLIC COMMENT**

E-1. Kathleen Mills opened the floor to public comments.

The Board received comments from a representative for the Canopy Bloomington Board.

Paula McDevitt, Administrator commented: the next Board of Park Commissioners special meeting would be held on Thursday, July 27<sup>th</sup>, with a work session immediately following. The ribbon cutting for Rogers Family Park would be held on Friday, August 4<sup>th</sup>. The Board of Park Commissioners regular scheduled meeting would be held on Tuesday, August 22<sup>nd</sup>. The 2024 Parks Budget would be presented on Wednesday, August 30<sup>th</sup>.

#### **ADJOURNMENT**

Meeting adjourned at 4:43pm

Respectfully Submitted,



Kim Clapp,  
Secretary Board of Park Commissioners