



CITY OF BLOOMINGTON  
parks and recreation

A-1

09-22-2020

Board of Park Commissioners  
Regular Meeting  
Minutes

Tuesday, August 18, 2020  
4:00 p.m. – 5:30 p.m.

Zoom Meeting

**CALL TO ORDER**

The meeting was called to order by Kathleen Mills at 4:00 p.m.

**Board Present:** Kathleen Mills, Israel Herrera and Ellen Rodkey

**Staff Present:** Paula McDevitt, Dave Williams, Becky Higgins, John Turnbull, Julie Ramey, Kim Clapp, Megan Stark, Erin Hatch, Leslie Brinson, Rebecca Jania.

**A. CONSENT CALENDAR**

- A-1. Approval of Minutes of July 28, 2020 meeting
- A-2. Approval of Claims Submitted July 27, 2020 through August 17, 2020
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus

*Ellen Rodkey* made a motion to approve the consent calendar. *Israel Herrera* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Vote taken: motion unanimously carried 3-0.

**B. PUBLIC HEARINGS/APPEARANCES - None**

**B-1. Public Comment Period - None**

**B-2. Bravo Award – None**

**B-3. Parks Partner Award – None**

**B-4. Staff Introductions – None**

**C. OTHER BUSINESS**

**C-1 Review/Approval of 2021 Parks General Fund**

*Paula McDevitt, Director* presented the 2021 General Fund Budget Request and Goals

The Parks and Recreation Department strives to provide the highest quality parks, recreation services and greenspaces to enhance the quality of life in our community. With a staff of 53 full time and 454 seasonal, the Department maintains 2,342 acres of property, 22 play courts, 10 ballfields, 27 hole golf course, 34 parks, 28 playgrounds, 1 ice arena, 2 outdoor pools, 1 spray pad, 38 miles of trails, 3 community centers, 2 skate parks and provides many programs.

Category 1 – Personnel \$5,735,010 an increase of \$116,658, or 2%

Line 111 (Salaries and Wages – Regular)

Non Union full time employees: 2% increase

AFSCME union employees: 2.5 Increase

Line 112 (Salaries and Wages – Temporary)

Increased annually per the consumer price index

2021 hourly rates range from 13.29/hour (living wage) to \$15.23/hour

Category 2 – Supplies a\$543,278 a decrease of \$34,336, or 6%

Line 224 (Fuel & Oil)

Decrease of 12,965 (Adult Sports, Cemeteries, Urban Forestry, Golf Services and Community Events) Line 234 (Other Repairs/Maintenance)

Decrease of \$5,800 (Golf Services, Frank Southern Center and Natural Resources)

Line 242 (Other Supplies)

Decrease \$11,666 (Natural Resources, Community Events, Adult Sports, Banneker and Switchyard Park)

Line 243 (Uniforms)

Decrease \$1,282 (Bryan Park Pool, Mills Pool, Banneker and Switchyard Park)

Category 3 – Other Services \$2,082,105 decrease of \$93,684, or 4%

Line 317 (Management Fees, Consultants and Workshops)

Decrease \$49,700 (Administration)

Line 323 (Travel)

Decrease \$3,475 (Administration, Operations)

Line 331 (Printing)

Decrease \$9,260 (Marketing)

Line 332 (Advertising)

Decrease \$13,170 (Marketing)

Line 353 (Water)

Decrease \$26,753 (Golf Course, Operations, Youth Sports, Community Sports Service)

Total 2021 General Budget Request \$8,360,393, a decrease of \$164,361 or 2%.

**Board comments:** *Israel Herrera inquired, if bi-lingual programs and concerts will be offered to the community. Paula McDevitt responded, staff is networking with community groups to reach out to all groups and communicate there is the opportunity to perform throughout the whole parks system. Israel Herrera inquired if the Department was collaborating with any Language Department. Paula responded, she would research and respond back at a later date. Israel Herrera inquired on the fall program status. Paula responded, staff have been very flexible with the fall programs. While some programs have been cancelled, many remain available for the public to participate in. Our communication with the public, is to stay in contact with us, check our website. While we plan these events, we are flexible with either cancelling, reducing the number of participants, or put any necessary protocols in place. Israel Herrera inquired if the scholarships allocated for programs cancelled this semester will be available later. Paula McDevitt responded, this has been a topic of discussion with the Bloomington Parks Foundation. There has been additional marketing to promote the availability of these funds. The funds will be available. Israel Herrera inquired besides Facebook, how is the program information provided to the public. Paula McDevitt responded, survey results show most people get the information from the program guide, which we continue to print and distribute. Information is also available through our website, Facebook, Instagram, press releases, newsletters, flyers and posters. There is a variety of ways the information is distributed. The Community Relations area has an extensive marketing plan for each program. Ellen Rodkey inquired, if there is a policy in place regarding raises. Paula McDevitt responded, Human Resources presented raises to the Council, and that will be voted on. Seasonal wages are increased per the Consumer Price Index. That is something we monitor and we purpose into our budget. Ellen Rodkey inquired, if the Master Plan would include 2021, and if that would impact the 2021 goals. Paula McDevitt respond, the Master Plan will be part of the Master Plan. We do not anticipate any changes to the 2021 Goals. Due to COVID-19 the Master Plan will most likely center on recovery. Kathleen Mills commented, it was nice to see sixty virtual programs had been provided during COVID-19. The*

*Department has always done a good job on using the surveys to respond to what the community wants. The Department is good stewards of the money.*

*Ellen Rodkey* made a motion to approve the 2021 Park General Fund Budget. *Israel Herrera* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Vote taken: motion unanimously carried 3-0.

### **C-2 Review/Approval of Administrative Policies for Reaccreditation.**

*Leslie Brinson, Recreation Manager* the Department wishes to update the following polices;

Policy 1050: Board Meeting – updated to include current process for posting Park Board Packet information.

Policy 1060: Department Description – updated to include new property and facilities as well as exact addresses and property names.

Policy 3010: Strategic Plan – removed the dates of past Strategic Plans and old storage information.

Policy 3020: Comprehensive Plan – updated with new Comprehensive Plan dates and consultants. Storage location removed.

*Ellen Rodkey* made a motion to approve the updates to Administrative Policies. *Israel Herrera* seconded the motion. *Kathleen Mills* any public comments or questions. *Julie Raney* read a Facebook comment: *the Bloomington Parks and Recreation Department is world class, and always delivers such a great value for the community. From Geoff McKim.* Vote taken: motion unanimously carried 3-0.

### **C-3 Review/Approval of Service Agreement with Bledsoe, Riggert, Cooper and James for Property Survey Services**

*Dave Williams, Operations Director* the Department frequently requires verification of boundary lines and has need of topographic survey information. The Department requires the services of a professional consultant to provide survey services on an as needed basis. Staff recommends approval of this contract with Bledsoe, Riggert, Cooper and James, in an amount not to exceed \$8,000. Funding will be from Operations General Fund.

*Ellen Rodkey* made a motion to approve the service agreement with Bledsoe, Riggert, Cooper and James. *Israel Herrera* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Vote taken: motion unanimously carried 3-0.

### **C-4 Review/Approval of Contract Addendum with Rundell Ernstberger Associates**

*Dave Williams, Operations Director* the Department wishes to extend the Rundell Ernstberger Associates construction inspection services through September 2020. While most areas of the Switchyard Park construction project have been approved as “Substantially Complete”, numerous “punch list” items remain that must be addressed before the general contractor will receive “Final Completion” approval. Additional compensation for these additional services, shall not exceed \$94,100. Both parties agree to these changes. Staff recommends approval of this Addendum #5, with Rundell Ernstberger Associates.

**Board comments:** *Israel Herrera* inquired, *on the end date.* *Dave Williams* responded, this will extend the contract through the end of September. *Israel Herrera* inquired, *on the bunch list items.* *Dave Williams* responded, it is numerous and divided by area. It can be painting, plants that need replaced, and a light pole may be scratched, mechanical issues. *Israel Herrera* inquired *if more work was required on the splash pad.* *Dave Williams* responded, more work will be done on the splash pad as it is a complex system. There is a one year warranty on most items at Switchyard Park.

*Ellen Rodkey* made a motion to approve the contract addendum with Rundell Ernstberger Associates. *Israel Herrera* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Vote taken: motion unanimously carried 3-0.

### **C-5 Review/Approval of Contract with Cartvertising Indiana Media for Twin Lakes Recreation Center**

*Megan Stark, Membership Coordinator* Twin Lakes Recreation Center wishes to place facility advertising on shopping carts at the Kroger North location. The Department requires the services of a professional consultant to provide initial design and artwork to install on 50% of the shopping carts. Staff recommends approval of this contract with Cartvertising Indiana Media. Funding will be from Twin Lakes Recreation Non-reverting fund.

**Board comments:** *Israel Herrera inquired, if there were any plans to change the location of the advertising.* Megan Stark responded, the demographics are looked at each year, and it was determined this is the best site due to distance, route and locations of other fitness centers. *Ellen Rodkey commented, the amount on the staff report is different from that on the contract.* Megan Stark stated, the \$5,199.00 listed on the contract is the correct amount.

*Ellen Rodkey* made a motion to approve the contract in the amount of \$5,199.00 with Cartvertising Indiana Media. *Israel Herrera* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Vote taken: motion unanimously carried 3-0.

#### **C-6. Review/Approval of Contract with Dynasty Painting**

*John Turnbull, Director of Sports* the Department wishes to keep facilities in good working condition. The Department requires the services of a profession consultant to prep and paint the stairs and railings at Twin Lakes softball Park. Staff recommends approval of this contract with Dynasty Painting, in an amount not to exceed \$4,500. Funding for this project will be from Adult Sports General Fund.

**Board Comments:** *Ellen Rodkey inquired, how often the area was repainted.* Scott Pedersen responded, every three to five years. *Israel Herrera inquired if the contractor was local.* It was determined from the address on the contract, it is a Bloomington based company.

*Ellen Rodkey* made a motion to approve the contract with Dynasty Painting. *Israel Herrera* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Vote taken: motion unanimously carried 3-0.

#### **C-7. Review/Approval of Contract Addendum with Tennis Technology**

*John Turnbull, Director of Sports* on July 28, 2020 the Department entered into a contract with Tennis Technology to line and coat Bryan Park Tennis courts. The Department wishes to extend the scope of service, to include leveling seven spots at Sherwood Oaks tennis courts. Both parties agree to these changes to the original contract. Additional compensation for these services will not exceed \$1,800. Funding for the project is from the general obligation bond 977-18-18016C-54510.

**Board comments:** *Ellen Rodkey inquired on the date of the project, and if the court would be closed.* John Turnbull responded, it would be in September. The project would take two days, and the court would be closed during that time.

*Ellen Rodkey* made a motion to approve the contract addendum with Tennis Technology. *Israel Herrera* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Vote taken: motion unanimously carried 3-0.

#### **C-8. Review/Approval of Partnership with Bloomington Community Orchard**

*Erin Hatch, Urban Forester* the Department wishes to continue the partnership with Bloomington Community Orchard. The purpose of this agreement is to outline a program partnership to create and manage the Orchard as a community orchard at Winslow Woods Park that will provide fruit-growing and sharing experiences for community members, produce food to be distributed to community members, and provide a venue for free educational classes. The Orchard is public-owned, volunteer-maintained fruit park. The Orchard will comprise an area approximately once acre in size, located south of the Willie Streeter Community Gardens and playground in Winslow Woods Park. Staff recommends approval of this partnership.

**Board comments:** *Israel Herrera inquired on how this works.* Erin Hatch responded, this will allow the Community Orchard, which is a separate non-profit, to continue to use the property, the land that they've been operating on, and to continue to offer educational classes. The classes have been offered in our program guide. *Ellen Rodkey inquired, how often this agreement was reviewed.* Erin Hatch responded, every two years. *Israel Herrera inquired, on the number of class participants.* Erin Hatch responded, the contract does state they will provide class participation numbers. That is something we can get in the future. *Israel Herrera inquired, on starting date.* Erin Hatch responded, as soon as the contract is approved.

*Ellen Rodkey* made a motion to approve the partnership with Bloomington Community Orchard. *Israel Herrera* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Vote taken: motion unanimously carried 3-0.

### **C-9 Review/Approval of Service Agreement with Bluestone Tree, LLC**

*Erin Hatch, Urban Forester* the Department wishes to maintain healthy, safe trees. The Department requires the services of a professional consultant to provide tree removal serves and tree pruning services, on various Parks and City trees located within the public right-of-way on an as needed basis. Each individual project specifications will be communicated with the Contractor. Staff recommends approval of this contract with Bluestone Tree, LLC in an amount not to exceed \$20,000. Funding will be from the Urban Forestry General Fund.

*Ellen Rodkey* made a motion to approve the service agreement with Bluestone Tree, LLC. *Israel Herrera* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Vote taken: motion unanimously carried 3-0.

### **C-10 Review/Approval of Partnership Agreement with Summer Star Foundation for Griffy Lake Nature Days**

*Rebecca Jania, Natural Resources Coordinator*, the Department wishes to continue the partnership with Summer Star foundation for the Griffy Lake Nature Days. This Agreement outlines a partnership which will combine resources from each party, to provide environmental educational programming to fourth graders, in the Monroe County Public Schools. The goal of this program is to provide outdoor education experiences that connect children to nature in ways that increase their knowledge, interest and respect for the environment and natural spaces. Due to COVID-19, the program will be held at the thirteen schools, and virtual lessons will be offered that include activity packets to encourage students to participate in field research around their communities. Staff recommends the approval of this Partnership with Summer STAR Foundation.

*Ellen Rodkey* made a motion to approve the partnership agreement with Summer Star Foundation. *Israel Herrera* seconded the motion. *Kathleen Mills* any public comments or questions, seeing none. Vote taken: motion unanimously carried 3-0.

## **D Reports**

### **D-1 Administration Division 2019 Annual Report Draft**

*Julie Ramey, Community Relations Manager* staff request the review of the Bloomington Parks and Recreation Department 2019 Annual report draft. Each year, the annual report serves as a record of major projects and innovations, and provides participation numbers and unaudited financial data for stakeholder and members of the public. COVID-19 resulted in the delay of the production of the 2019 report.

### **Lower Cascades Road Conversion Pilot Project Update**

*Paula McDevitt, Director* presented update on the project.

On March 13, 2020, a 0.6 mile section of Lower Cascades Park Road was closed for a pilot trail program. March through July 28<sup>th</sup> a survey was offered for the community to provide feedback. A total of 282 surveys were returned. Returned surveys will be accepted throughout the pilot program, with results being posted monthly on our website.

The following is the July results, from three of the questions included on the survey:

Likelihood of returning during pilot – 75% definitely returning – 1% probably not returning - 11% might return – 1% probably not returning and 11% not returning

Degree of safety felt throughout the pilot – 61% very safe – 22% somewhat safe and 17% Okay.

Sentiment about continuation of road closure – 61% do want – 16% mostly do not want and 23% do not want.

The surveys include a section for public comments.

There was concern, this pilot was being conducted during COVID-19, and the data being collected may not be accurate due to the pandemic. There was also concern, the survey did not include questions for drivers. The Department has listened to the comments, and will go before the Board of Public Works to request the pilot program be extended through June 2021. A second survey is under consideration to capture feedback from drivers.

**Board comments:** *Kathleen Mills inquired, if people have to park farther away from the baseball fields. Paula McDevitt responded, that portion of the road is opened, and the ballfields can be accessed. Kathleen Mills inquired, if the public felt unsafe due to the area being secluded, has any thought been given to have a resource officer at that location. Paula McDevitt responded, it is a concern. Those are comments received at other locations. There is a stationary operations crew member at this location, from March through October, who does a wonderful job. So there is a staff presence in this area. The improvements planned for the creek will encourage more inter action, which will assist with safety issues. Ellen Rodkey stated she has received feedback regarding issues with signage, but that appears to have been resolved.*

Paula McDevitt, Director a special Park Board meeting will be scheduled for the beginning of September. The agenda items will include an addendum to the Centerstone agreement, and Jess Klein, Health and Wellness Coordinator will present a partnership for public health outreach in the parks.

The Masterplan interviews will be conducted in the near future.

The Park's budget hearing is scheduled for August 19<sup>th</sup>, and the next regular Park Board meeting will be held on September 22, 2020.

**D-2 Recreation Division – None**

**D-3 Operations Division – None**

**D-4 Administration Division - None**

**ADJOURNMENT**

Meeting adjourned at 5:52 p.m.

Respectfully Submitted,



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Kim Clapp

Secretary Board of Park Commissioners