



CITY OF BLOOMINGTON
Parks and Recreation

A-1
7-27-2021

Board of Park Commissioners
Meeting Minutes

Tuesday, June 22, 2021
4:00 p.m. – 5:30 p.m.

Zoom Meeting

CALL TO ORDER - ROLL CALL

The meeting was called to order by Ellen Rodkey at 4.02 p.m.

Board Present: Present: Hellen Rodkey, Israel Herrera and Jim Whitlatch
Absent: Kathleen Mills

A. CONSENT CALENDAR

- A-1. Approval of Minutes of May 20, 2021
- A-2. Approval of Claims Submitted May 21, 2021 – June 21, 2021
- 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 Sassafras Audubon Society for Bird Fest 2021
- A-8. Approval of service agreement with Wildlife Removal Inc. at Griffy Lake boathouse area and parking lot
- A-9. Approval of contract with Bruce Wilds Security for community events
- A-10. Approval of contract with Professional Golfcar
- A-11. Approval of contract with B&L Sheet Metal and Roofing for Buskirk Chumley Theater gutters

Jim Whitlatch made a motion to approve the consent calendar A-1 through A-11. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

B. OTHER BUSINESS

B-1. Review/Approval of Resolution # 21-03 for Virtual Meetings

Daniel Dixon, Assistant City Attorney, The resolution would adopt an Electronic Meetings Policy for the Bloomington Board of Park Commissioners and its subordinate advisory bodies pursuant to newly-enacted state statutes concerning electronic meetings. The Policy would establish the procedures that apply to a member's participation in a meeting by an electronic means of communication, as well as to the participation of the public and city staff members by electronic means of communication. There must be 50% of the members physically present at the meetings, members must make a request to attend by electronic means at least three days in advance of the meeting. The subordinate advisory boards of The Board of Park Commissioners will need to ratify this policy at their next opportunity. This will be adopted as their policy without the need for them to go through a formal process. Staff recommended approval of Resolution #21-03 for Virtual Meetings.

Board Comments: *Jim Whitlatch* commented, 50 percent of members must be physically present. The Board of Park Commissioners consist of four members, two would need to be physically present and the remaining two could attend virtually. Daniel Dixon responded, that is correct. *Jim Whitlatch* inquired if in an emergency, if the three day notice had to be met. Daniel Dixon responded, the intention is for this to be flexible in emergency cases. It is there for staff convince, to give them ample time to make the necessary arrangements for a virtual meeting.

Jim Whitlatch made a motion to approve Resolution #21-03. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

B-2. Review/Approval of Contract with Marshall Security LLC for Switchyard Park

Hsiung Marler, General Manager Switchyard Park, to help prevent late night trespassing, vandalism, etc. at Switchyard Park., staff recommended approval of the contract with Marshall Security. The contractor would provide security patrols, consisting of two certified uniformed security officers wearing body cameras and utilizing a trail appropriate vehicle, at Switchyard Park from 11:00 p.m. to 7:00 a.m. Funding for the project would be from the Switchyard Park General Fund (CARES funding to reimburse for this expense) and would not exceed \$60,588.

Board Comments: Ellen Rodkey inquired if this type of security had previously been used at other parks. Hsiung Marler responded, seasonal staff have provided park patrols up until 1:00 a.m., but not at the higher level of security, or the additional hours. Paula McDevitt, Director responded; during the first full season for Switchyard Park, situations and vandalism had increased. Staff felt providing full coverage in the overnight hours, when the acts of vandalism occur, would help. Jim Whitlatch requested; additional information on the patrols. Hsiung Marler responded: a uniformed security detail of two, wearing body cameras, would be present from 11:00 p.m. to 7:00 a.m. The security detail would be in a vehicle with lights similar to those on a police car. The security detail would immediately report any incidents that occur. The security company would use a GPS system, and reports would be provided showing the rounds that were made at the park. Jim Whitlatch inquired; on the type of vehicle that would be used. Hsiung Marler responded; the vehicle would be rated to use on the B-Line Trail. The majority of the locations would be accessible by the trail, a few sites would require the security detail to be out of the vehicle. Jim Whitlatch inquired; if the security detail would remain together and if they would carry any arms. Hsiung Marler responded; the two security staff would remain together and should be unarmed. Israel Herrera inquired; how the security detail would work with the Bloomington Police Department ("BPD"), and how the responsibilities would be differentiated. Hsiung Marler responded; the security detail would work with BPD much the same way staff would. The security detail would monitor the park and report any incidents to the BPD. It would be up to the BPD to determine how to handle those situations, or to make any necessary arrests. Park staff would not be involved those incidents. Israel Herrera inquired; if there would be more than one shift, and if the same personnel would be doing the patrols. Hsiung Marler responded; there would be one shift per night. The patrols would be seven days per week, so different personnel would be patrolling the park. The security details would be trained professionals. Israel Herrera inquired; if additional cameras would deter the vandalism and incidents. Paula McDevitt responded; cameras with access to the footage, are already being used. This would give additional eyes monitoring the park after hours. Hsiung Marler responded; the cameras have not been a deterrent to the acts of vandalism that have been seen. Jim Whitlatch inquired; if the qualification of security detail were adequate. Hsiung Marler responded; there are three security companies in Bloomington. They have all been used for different events in the past, and we have confidence in all three companies.

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

B-3. Review/Approval of contract addendum with Eagle Ridge for Cascades Phase 5

Tim Street, Operations and Development Division Director, in December 2019, Parks and Recreation and Eagle Ridge Civil Engineering Services LLC entered into an agreement for consulting services for the Cascades Trail Phase 5 and Streambank Stabilization project. The review process for receiving a US Army Corps of Engineers 404 Permit for this project designated several historic documentation and coordination steps to be taken. Both parties mutually agreed to addend the original contract to include the necessary additional work, and to reflect the additional charge for the work, not to exceed \$35,000. Staff recommended approval of the addendum. Funding would be from the Bicentennial Bond – Cascades. 980-18-18018B-54510, project code 98 2020B.

Jim Whitlatch made a motion to approve addendum with Eagle Ridge for Cascades Phase 5. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

B-4. Review/Approval of Contract with Jerico Metal Specialties, LLC for Switchyard Park Bridge Panels

Tim Street, Operations and Development Division Director, for public safety and to meet fire codes, staff recommended approval of the contract with Jerico Metal Specialties, LLC. The contractor would provide specialty metal fabricated to repair bridge panel connections points and install two additional safety handrails at Switchyard Park. The project would be funded from the Switchyard Park TIF Funding, and not to exceed \$8,900.

Jim Whitlatch made a motion to approve Contract with Jerico Metal Specialties, LLC. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

B-5. Review/Approval of Contract with Rundell Ernstberger, Assoc. for Bryan Park Trail Improvements

Tim Street, Operations and Development Division Director, to improve the existing asphalt trail along the perimeter of Bryan Park, staff recommended approval of the contract with Rundell, Ernstberger Associates. The contractor would prepare professional design and construction documents for Bryan Park Trail. This project would be funded from the GO Bond GL 977018-18016c-54510, in an amount not to exceed \$18,100.

Board Comments: Ellen Rodkey inquired; if the trail that ran through the middle, by the creek, would be part of the project. Tim Street responded; the east west trail along Sheridan Creek would not be included. The focus would be on the perimeter, where the most degraded trail is located. The north and east sides are in the worst condition. Israel Herrera inquired; what was meant by degraded. Tim Street responded; due to age and the asphalt being located in the shade, it has degraded. Roots from mature trees have pushed up sections of the asphalt. Particular care would be taken with those sections, as to prevent roots from being severed. Boardwalks would be installed at some of those sections, versus the asphalt being replaced. Israel Herrera inquired; if repair would only be done on the north side. Tim Street responded; once the contract is in place it would be used to be more precise on the areas that needed repaired, as many repairs would be done as the budget would allow.

Jim Whitlatch made a motion to approve contract with Rundell Ernstberger, Assoc. for Bryan Park Trail improvements. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

B-6. Review/Approval of Contract with Mader Design for Waldron, Hill and Buskirk Park Playground

Tim Street, Operations and Development Division Director, in order to replace the playground that was removed during the Hidden River utilities project, staff recommended approval of the contract with Mader Design. The contractor would create a design site plan for the replacement playground at Waldron, Hill and Buskirk Park. City Bloomington Utilities would provide \$160,000 for the project. The expense would be reimbursed from those funds, in an amount not to exceed \$9,500.

Jim Whitlatch made a motion to approve contract with Mader Design for Waldron, Hill and Buskirk Park playground. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0.

B-7. Review/Approval of Partnership Agreement with EarthKeepers

Tim Street, Operations and Development Division Director, to help achieve the city's Climate Action goals and promote sustainability, staff recommended approval of the partnership with EarthKeepers. The agreement would outline a program partnership, which would provide an opportunity for EarthKeepers to operate two compost drop-off stations in BPRD parks. One drop-off bin will be located at each of the following sites: Bryan Park and Switchyard Park.

Board Comments: Israel Herrera inquired; if this would be permanent, or just through December 31, 2022. Tim Street responded; it would be reassessed around December 31, 2022, at that time a decision would be made to renew or end the partnership. Israel Herrera inquired; how many individuals would be involved. Tim Street responded, he did not know how many would be involved, there are quite a few of the receptacles around Bloomington. Israel Herrera inquired; how often the bins would be changed. Tim Street responded; EarthKeepers would use an app that tells when the bins are full, EarthKeepers would also physically check the bins on a weekly basis. Jim Whitlatch inquired; what type of compost would be placed in the bins. Tim Street responded; food scrapes and those types of items. Participants would be given a complete list of what is allowed to be placed in the bins. Jim Whitlatch inquired; if this would draw pests or rodents. Tim Street responded; if that would occur, the partnership would be reevaluated. The bins are enclosed, and should keep animals out. A bin is located at Blooming Foods, and they have not had any issues as far as we know.

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

B-8. Review/Approval of MOU with Indiana University for Griffy Lake Land Parcel

Steve Cotter, Natural Resource Manager, Bloomington Parks and Recreation Department and Indiana University are working to determine ownership of a fourteen-acre parcel of land that would be on the southeast corner of the Griffy Loop Trail project. To avoid any delay of the project, staff recommended approval of the MOU that would allow BPRD to build, repair and maintain the trail and would allow IU access to the property.

Board Comments: Jim Whitlatch inquired; to the cost of the trail. Steve Cotter responded; it is estimated at 1.5 million. Jim Whitlatch commented; there was concern of building the trail and then not being allowed to use it if it is not parks

property. Steve Cotter responded; the area the trail that will pass through is relatively short, and the cost is very minimal in that area. Most of that area will consist of a two to three foot wide dirt trail. Most of the expense will be spent on park land. Parks has a very good relationship with I.U. and don't expect any issues. The vast majority of the trail will be outside of this area.

Jim Whitlatch made a motion to approve MOU with Indiana University for Griffy Lake Land Parcel. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

B-9. Review/Approval for Appointments to the Farmers' Market Advisory Council ("FMAC")

Clarence Boone, Farmers' Market Coordinator, notices for the following the Farmers' Market Advisory Council vacancies were distributed: two Food and Beverage Artisan representatives, one farm vendor, and one customer service representative. One Food and Beverage Artisan application was received, and two customer representative applications were received. Staff recommended appointment of Nelia Hostetter, Sweet Clair Bakery as a Food and Beverage Artisan representative, and Cathy Bayt as a customer service representative.

Board Comments: Israel Herrera inquired; who was the chair of the FMAC. Leslie Brinson responded; Cortland Carrington. Israel Herrera requested; additional information on vacancies left after the meeting and on FMAC. Leslie Brinson responded; there would not be any customers service vacancies, there would be one Food and Beverage Artisan vacancy and one farm vendor vacancy. FMAC does not have a vice-chair. Israel Herrera inquired; how vacancies were posted, and when the FMAC meets. Leslie Brinson responded; customer service vacancies are posted in newsletter, Parks website, and Facebook. Farm vendor and Food and Beverage Artisan vacancies are posted in the vendor newsletter and direct asks. Parks Department staff handles all of the social medial. The FMAC meets the third Monday of each month.

Jim Whitlatch made a motion to approve Farmers' Market Advisory Council appointments. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

B-10. Review/Approval Partnership Agreement with Cardinal Stage Company and City of ESD

Crystal Ritter, Community Events Coordinator, to support Bloomington's theater community and provide free programing to Bloomington residents, staff recommended approval of the partnership with Cardinal Stage Company and City of Bloomington Economic and Sustainable Development Department (ESD). The partnership would allow CSC to provide safe and accessible programing to the community at Bryan Park and allow for use of BPRD's mobile stage. ESD would reimburse BPRD for staffing expenses for use of the mobile stage.

Board Comments: Israel Herrera inquired; if a time had been established for the July 16th performance, how many groups would be involved, if the performance would be only in English. He requested additional information be sent to him. Crystal Ritter responded; a time has not been determined, Cardinal Stage Company was currently the only group participating, the performance would only be in English. Crystal would reach out to Cardinal Stage Company and inquire on more diversity. Crystal would send Israel additional information on the program.

Jim Whitlatch made a motion to approve the partnership with Cardinal Stage Company and Bloomington Economic and sustainable Development Department. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

B-11. Review/Approval of Partnership Addendum with Centerstone of Indiana, INC

Becky Higgins, Recreation Services Director, in March 2021 the BPRD and Centerstone of Indiana, Inc. ("CS") entered into an agreement to provide an opportunity for CS clients to work for CS in BPRD parks. Both parties mutually agreed to addend the original agreement by expanding the program to include additional staffing at Switchyard Park, and increase amount of contract to cover the additional expense. Additional funding would be from the Switchyard Park Non-Reverting Fund, in an amount not to exceed \$70,046. Expense would be reimbursed from CARE funds. Staff recommended approval of the addendum.

Jim Whitlatch made a motion to approve the addendum with Centerstone of Indiana, Inc. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

B-12. Review/Approval of Partnership Agreement with I. U. and DBI for the Independence Day Parade

Bill Ream, Community Events Coordinator, in order to provide Independence Day festivities for the community, staff recommended approval of the partnership with Indiana University ("I.U".) and Downtown Bloomington, Inc. ("DBI").

Due to Covid-19 the Independence Day Parade format would change to a Reverse Parade, where the entries would be stationary and the spectators would drive through the parade route. The event would be held at the Purple Lot of I.U. Memorial Stadium. After expenses, revenue from parade entry fees would be split 50/50 with DBI. Revenue split would be paid from Community Events Non-Reverting Fund.

The Board of Park Commissioners received public comments regarding the parade.

Jim Whitlatch made a motion to approve the partnership agreement with IU and Downtown Bloomington, Inc. for the Independence Day Parade. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

B-13. Review/Approval of partnership agreement with Bloomington PRIDE

Crystal Ritter, Community Events Coordinator, in order to provide a new and engaging program for the Bloomington community, staff recommended approval of the partnership with PRIDE. The partnership would allow PRIDE to show the film *Hearts Beat Loud (2018)* in celebration of Pride Month at Switchyard Park, this was scheduled on June 25, 2021, but would be scheduled to a later date.

Jim Whitlatch made a motion to approve the partnership agreement with Bloomington Pride. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

B-14. Review/Approval of Contract with Bluestone for Mature Tree Pruning

Tim Street, Operations and Development Division Director, in order to maintain healthy mature trees and clearance of street and sidewalk side traffic, staff recommended approval of the contract with Bluestone. The contractor would prune various mature street trees along E Wexley Rd., E Kensington Pl., S Stratford Dr., and E Winston St. All brush, logs, and debris generated would be cleaned up and disposed of by contractor. Funding for project would be from Urban Forestry General Fund, in an amount not to exceed \$15,000.

Jim Whitlatch made a motion to approve the contract with Bluestone for mature tree pruning. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

B-15. Review/Approval of Contract with Bledsoe, Riggert, Cooper James for Boundary Surveying

Tim Street, Operations and Development Division Director, in order to define property boundaries adjacent to City of Bloomington properties, staff recommended approval of the contract with Bledsoe, Riggert, Cooper James. The contractor would survey and mark the following locations: southern section of RCA Park behind Countryside Lane and N Walnut St. behind Slopes Dr. Funding for the project would be from the Urban Forestry General Fund in an amount not to exceed \$5,100.

Jim Whitlatch made a motion to approve the contract with Bledsoe, Riggert, Cooper James for boundary surveying. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

B-16. Review/Approval of Contract with Eco Logic for Switchyard Park Wetland Monitoring

Joanna Sparks, City Landscaper, in order to meet the US Army Corp of Engineers and Indiana Department of Environmental Management requirement of a 3-5 year monitoring period at Switchyard Park, staff recommended approval of the contract with Eco Logic. Contractor would perform wetland and stream mitigation monitoring and provide annual report. The Success Criteria would be evaluated for vegetation, soils and hydrology. Funding would be from the Landscaping General Fund in an amount not to exceed \$9,885.

Jim Whitlatch made a motion to approve the contract with Eco Logic for Switchyard Park. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

B-17. Review/Approval of Recommended Use of N. Old State Road 37 in Lower Cascades Park

Paula McDevitt, Director, on June 30, 2021 the Lower Cascades pilot project would be concluded. The Department is committed to provide experiences in parks, for the whole community, something for everyone.

Staff recommended the following for the use of N. Old State Road 37 in Lower Cascades;

- Reopen the road

- Pave and stripe the road
- Install traffic calming devices
- Install 20 mile an hour speed limit signs
- Trucks would not be allowed to use the road
- Install limestone bollards to prevent vehicle access across the spillway section of the creek
- Convert the gravel lot into green space
- Convert the parking spaces in the southern parking lot on the southern end of the playground parking lot, to all accessible parking spaces, including the 15 minute loading and unloading spaces.
- Install lighting in key locations throughout the park.

Due to the project being a street project, the Board of Public Works would request approval to continue the temporary closure to implement the road improvements. The road would be a construction zone and during that time would be closed to all traffic. The 180 emergency closure would be used, staff would work diligently, and as quickly as possible to complete the project.

The pilot project started in March 2020, due to COVID-19 and community input, the project was extended through June 2021. Surveys were conducted to receive feedback from the community, and meetings were attended. A lot of input was received, both for and against the road closure. People were enjoying walking and bike riding through the park, but the park experience was taken away from other people due to mobility issues. The recommendation to reopen the road was based on the survey responses and on “something for everyone”. The improvement to the road would allow everyone, and the bigger broader community to enjoy the park.

Board Comments: *Jim Whitlatch inquired; who would be responsible for the new design of the road.* Paula McDevitt responded; Public Works would be responsible, but Parks would be included in the conversations with Planning and Transportation as well as the Engineering Department. *Israel Herrera inquired; if the recent flood had caused damage to the area.* Paula McDevitt responded; two trees were lost at Lower Cascades Park, and sections to the road had sustained damage. Emergency vehicles would be able to enter from the south end to continue to monitor the park.

The Board of Park Commissioners received public comments regarding the recommended use of N. Old State Road 37 in Lower Cascades.

Jim Whitlatch made a motion to approve the recommended use of N. Old State Road 37 in Lower Cascades Park. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 3-0

C. REPORTS

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|------|-------------------------|---|------|
| C-1. | Recreation Division | - | None |
| C-2. | Operations Division | - | None |
| C-3. | Sports Division | - | None |
| C-4. | Administration Division | - | None |

D. PUBLIC HEARINGS/APPEARANCES

- | | | | |
|------|-----------------------|---|---------------------|
| D-1. | Bravo Award | – | Removed from agenda |
| D-2. | Parks Partner Award | – | Removed from agenda |
| D-3. | Staff Introductions | – | None |
| D-4. | Public Comment Period | – | None |

ADJOURNMENT

Meeting adjourned at 5:37 p.m.

Respectfully Submitted,



Kim Clapp
Secretary Board of Park Commissioners