



A-1

02-22-2022

Board of Park Commissioners
Meeting Minutes

Tuesday, January 25, 2022
4:00pm – 5:30pm
Meeting

Zoom

CALL TO ORDER - ROLL CALL

The meeting was called to order by Kathleen Mills at 4:01 p.m.

A. CONSENT CALENDAR

- A-1. Approval of Minutes of December 7, 2021
- A-2. Approval of Claims Submitted December 7, 2021 – January 24, 2022
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review/Approval of Business Report
- A-5. Review/Approval of Credit Card Refunds
- A-6. Declaration of Surplus.
- A-7. Approval of (3) service agreements for Community Relations Area
- A-8. Approval of service agreement with Kingsnake Sound for the Performing Arts Series.
- A-9. Approval of service agreement with Skip Daley for Trivia Night events
- A-10. Approval of contract with Aquatic Control, Inc. for pond maintenance at Miller-Showers
- A-11. Approval of service agreement with Crisis Cleaning, Inc.
- A-12. Approval of service agreement with Kevin R. Huntley (Green Earth Recycling & Composting)
- A-13. Approval of Farmers' Market 2022 contract template
- A-14. Approval of Community Garden 2022 contract template

Ellen Rodkey made a motion to approve the consent calendar A-1 through A-14. *Jim Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

B. PUBLIC HEARINGS/APPEARANCES

- B-1. Bravo Award - none
- B-2. Parks Partner Award - none
- B-3. Staff Introductions

Haylie Pryson, Community Events Specialist, accepted position of Community Events Specialist. Haylie was originally from Jackson, Michigan, and completed her undergraduate degree in Secondary Education at Eastern Michigan University. Prior to moving to Bloomington, Haylie lived in Seattle, Washington, where she worked for EarthCorps, a non-profit organization that focused on environmental restoration. Haylie looked forward to getting to know Bloomington and the community.

Board Comments: the Board welcomed Haylie to the department.

C. OTHER BUSINESS

C-1. Election of Board of Park Commissioners Officers

Jim Whitlatch made a motions to nominate Kathleen Mills as President of the Board of Park Commissioners. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried.

Jim Whitlatch made a motion to nominate Ellen Rodkey as Vice President of the Board of Park Commissioners. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried.

Jim Whitlatch made a motion to nominate Israel Herrera as the Plan Commission Representative. *Israel Herrera* seconded the motion. Vote taken: motion was unanimously carried.
Jim Whitlatch made a motion to nominate Kim Clapp as Secretary of the Board of Park Commissioners. *Israel Herrera* seconded the motion. Vote taken: motion was unanimously carried

C-2. Review/Approval of Resolution 22-01 to Appropriate the Parks Non-Reverting Fund

Paula McDevitt, Director, staff recommended approval of Resolution 22-01. Funds would be made available for appropriation in the Parks Non-Reverting Operating funds as result of fees, charges, donations and grants monies collected. Resolution 22-01, was for Fiscal Year January 1 to December 31, 2022, in the amount of \$1,195,155, and would be used for program budgets.

Ellen Rodkey made a motion to approve Resolution 22-01 to appropriate the Parks Non-Reverting Fund. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 4-0

C-3. Review/Approval of Memorandum of Understanding with BCM, LLC to Temporary Storage Trailer on Crestmont Park Property.

Tim Street, Director of Operations and Development, BCM, LLC and the Bloomington Housing Authority (BHA) requested consent, to park a 40-foot construction trailer adjacent to the Crescent Park parking lot on 13th St. The trailer would remain at the location for the duration of a construction project at BHA-owned apartments. Staff recommended approval of the Agreement, which outlined the responsibilities of each party.

Ellen Rodkey made a motion to approve the Memorandum of Understanding with BCM, LLC. *Jim Whitlatch* seconded the motion. Vote taken: motion unanimously carried 4-0

C-4. Review/Approval of Contract with Marshall Security LLC for 2022 Security Services at Various Parks and Trails

Tim Street, Director of Operations and Development, to help decrease incidents in parks and on trails, staff recommended approval of the contract with Marshall Security. The vendor would provide security services at the following primary locations: Switchyard Park between the hours of 6:30pm-5am, provide patrol route at Seminary Park, B-Line Trail, Buildings Trades Park, RCA Park, Butler Park, Crestmont Park, Miller Showers Park, Waldron, Hill and Buskirk Park, and People's Park from the hours of 6am-1am. Exact hours may be subject to change throughout the year based on need. Funding would be from 176-18-G21005, in an amount not to exceed \$278,821.

Board Comments: *Kathleen Mills commented:* she was glad the security had been well received, and the incident reports were down. It was disappointing, that BPRD was responsible. The Bloomington Police Department (BPD) had been stretched thin, but was glad BPRD had been able to afford the security services to provide a safer environment. *Jim Whitlatch inquired:* In 2021, funding had been through the Cares Act. Would BPRD be responsible for the funding in 2022? *Tim Street responded:* 2022 funding, would be from rescue funds. *Jim Whitlatch requested:* explanation of rescue funds. *Tim Street responded:* 2022 funding, would be from the American Rescue Act (ARA). *Jim Whitlatch commented:* The project would not impact the BPRD budget, as ARA were special funds awarded to the City. The City would make some of those funds available to BPRD for the project. *Tim Street responded:* That was correct. It would not take away from BPRD 2022 Budget. *Jim Whitlatch inquired:* on the bidding process for the project. *Tim Street responded:* it was made publicly on the Bloomington.planroom.com site. It was sent directly to those contractors, known to work in the Bloomington area. Two bidders attended the pre-proposal meeting, with Marshall Security being the only vendor to submit a final proposal. *Jim Whitlatch commented:* there would be an overlap in hours at Switchyard Park, and the security patrol at other locations. *Tim Street responded:* that was correct. *Jim Whitlatch inquired:* why only core downtown parks were receiving security patrol. *Tim Street responded:* the core downtown parks, were identified as parks where a higher number of incidents occurred. BPRD wanted to have a security presents in those parks, and for BPRD custodial staff. If necessary, BPRD could request Marshall Security to go outside of the standard patrol route. *Jim Whitlatch commented:* he was glad funds would not be taken from BPRD direct funds. It was a necessary service that had to be provided. He hoped the Board and BPRD would continue to work with the City and BPD, to get the needed security coverage at park facilities in the future. Continued evaluation would be needed, to determine what BPRD would need to do if

support was not received. Kathleen Mills inquired: if Marshall Security coordinated with BPD. Tim Street responded: Yes, the security officers were unarmed, and would notify BPD if needed. Israel Herrera commented, the schedule at Switchyard Park and other sites were different. Tim Street commented: that was correct. The security route between the parks and trails were during the day, and longer than that at Switchyard Park. BPRD found, it was helpful to have patrols during those hours for issues, and to be available to assist people. Israel Herrera inquired: how missed shifts would be handled. Hsiung Marler responded: Marshall Security would inform BPRD of any absences. Missed shifts rarely occurred. Israel Herrera inquired: the number of incident reports had decreased, why and what type of incidents still occurred. Tim Street responded: at the beginning everything had been reported, and there had been a learning curve to figure out what information needed to be reported. People were better aware of afterhour rules of the parks, and had caused a decline in the number of trespassing incidents. Hsiung Marler responded: the presence of security patrols had caused an overall decline in incidents. Israel Herrera inquired: on shifts, and diversity of Marshall Security officers. Tim Street responded: there would be two shifts per night. Marshall Security had filed an Affirmative Action Plan with the City. As the security officers were not BPRD staff, the department did not have detailed information on Marshall Security employees. From interaction with security offices, there appeared to be a diversity in their staffing. Ellen Rodkey commented: the topic required further discussion, and additional research of how other communities addressed these issues.

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

C-5. Review/Approval of contract with Arsee Engineering, Inc. for Waldron, Hill, Buskirk stage repair design

Tim Street, Director of Operations and Development, due to cracking on the concrete masonry unit columns, the Waldron, Hill, and Buskirk stage needed repairs. Staff recommended approval of the contract with Arsee Engineering, to engineer, design, and create constructions document for the repair project. Funding would be from Cell Tower General Fund, in an amount not to exceed \$7,500.

Board Comments: Kathleen Mills inquired: if the damage had been caused by the construction in that area. Tim Street responded: The engineer that inspected the area, did not feel it was the caused by the construction.

Jim Whitlatch made a motion to approve the contact with Arsee Engineering. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 4-0

C-6. Review/Approval of Memorandum of Agreement with Engineering Department for Bridge Inspections

Tim Street, Director of Operations and Development, in order to maintain bridges in good condition, staff wished to have four small structures inspected. Staff recommend approval of the MOU with the Engineering Department, to have Beam, Longest and Neff, L.L.C. perform inspections for the project. Funding would be from the Operations General Fund, in an amount not to exceed \$10,133.32.

Board Comments: Israel Herrera inquired: on the number of bridges to be inspected. Tim Street responded: four bridges were to be inspected. They were selected, as they were major high traffic bridges, and much larger in scale. Staff wished to set up inspection of BPRD bridges on a rotating basis.

Ellen Rodkey made a motion to approve the Memorandum of Agreement with Engineering Department for bridge inspections. *Israel Herrera* seconded the motion. Vote taken: motion unanimously carried 4-0

C-7. Review/Approval of Contract with River Town Construction, LLC for Concrete Work

Tim Street, Director of Operations and Development, the Department wished to install new concrete sidewalk, ramps, and curbing at Waldron, Hill, and Buskirk Park. Staff recommended approval of the contract with RiverTown Construction, to provide services for sidewalk restoration, and curbing. Funding would be from the interest on General Obligation Bond Series C funds (GL977-18-1801c-54510), in an amount not to exceed \$22,895.

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

C-8. Review/Approval of contract with Spectrum LLC for Griffy Loop Trail

Steve Cotter, Natural Resources Manager, to increase safety and accessibility, while reducing soil erosion and maintenance requirements, the Department wished to update the Griffy Lake Nature Preserve Master Plan. Contactor would evaluate existing Griffy Lake Nature Preserve trail system, and provide conceptual mapping of recommended trail routes, reroutes, and closures. Along the southern shoreline near the dam, the contractor would construct a pilot trail section. Staff recommended approval of contract with Spectrum LLC. Project would be funded from the Parks Bicentennial Bonds (Series B-980-18-18018B-54510), in an amount not to exceed \$16,000.

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

C-9. Review/Approval of Appointments to the Environmental Resources Advisory Council (ERAC)

Rebecca Swift, Natural Resources Coordinator, staff recommended approval of Environmental Resources Advisory Council appoints; Denise Gardiner, Jeff Ehman, Bill Jones, and Angie Shelton. ERAC was an advisory board for the Bloomington Parks and Recreation regarding all policy matters pertaining to operation of city natural areas/and/or facilities.

Board Comments: Jim Whitlatch requested: application be sent to the Board members. Kim Clapp responded: they would be emailed. Israel Herrera inquired: on the backgrounds of the Advisory Council, and who selected the members. Rebecca Swift responded: there was representation from different groups, such as professors from IU, teachers from local schools, the Environmental Commission, education instructors from Monroe County Parks, as well as community members. Park staff selected the members. Contractors for projects provide presentations to the Advisory Council, which allowed for Q&A. ERAC Advisory Council had a lot of expertise in these fields, and were able to provide valuable input and feedback on projects. Israel Herrera inquired: who was the Council Liaison. Rebecca Swift responded: Matt Flaherty was the Council Liaison, and did not have voting rights. Council Liaison role was to report back to the Common Council.

Jim Whitlatch made a motion to approve the appointments to the Environmental Resources Advisory Council. *Ellen Rodkey* seconded the motion. Vote taken: motion unanimously carried 4-0

C-10. Review/Approval of Contract with Bluestone Tree, LLC for Tree Removals and Pruning Services

Erin Hatch, Urban Forester, staff recommended approval of contract with Bluestone Tree, LLC, to conduct tree removal and pruning in emergency situations, on an as needed basis. Work performed would be beyond the capabilities of in-house tree crews. Funding would be from the Urban Forestry General Fund, in an amount not to exceed \$30,000.

Board Comments: Kathleen Mills inquired: if Bluestone Tree had been on standby in previous years, and how was the vendor chosen. Ellen Hatch responded: yes, they had previously been on standby. Bluestone Tress was selected, due to having high end equipment that other companies do not have. Individual jobs go through a bidding process.

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

C-11. Review/Approval of Addendum to the Contract with Davey Resources Group, Inc. for Tree Pruning

Erin Hatch, Urban Forester, in April of 2021, the Department entered into an Contract with Davey Resources Group, for young tree pruning of city trees. Due to some trees needed to be pruned in the winter dormant season, staff wished to extend the contract completion date from December 31, 2021 to March 31, 2022. Both parties mutually agreed, to addend the Agreement to reflect the new completion date. No other changes to

original agreement were made. Staff recommended approval of the Addendum with Davey Resources Group.

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

C-12. Review/Approval of Contract with Eco Logic, LLC for Vegetation Management at Miller Showers Park

Joanna Sparks, City Landscaper, to improve ‘curb appeal’, improve/expand habitat for pollinators, birds, turtles and other animals, the Department wished to implement Year 4, of the 10 Year Vegetation Management Plan at Miller-Showers Park. Staff recommended approval of the contract with Eco Logic, LLC, to perform invasive vegetation management, and native plant maintenance at the site. Project would be funded from Landscaping General Fund, in an amount not to exceed \$8,926.

Board Comments: *Kathleen Mills commented:* this was a challenging site to manage, and much improvement had been made to location.

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

C-13. Review/Approval of Contract with Airtime Studios for the Installation of Sound Panels at Switchyard Park Pavilion

Hsiung Marler, Switchyard Park General Manage, due to user feedback, and the desire to improve the sound at the Switchyard Park Pavilion, staff wished to have acoustic material installed. Contractor would install approximately 1,280 sq. ft. of acoustic material, provided by Auralex Acoustics. Cost included all additional installation materials and lift rental. Staff recommended approval of the contract with Airtime Studios, in an amount not to exceed \$6,336. Funding would be from Switchyard Park TIF Funds.

Board Comments: *Kathleen Mills inquired:* if this had been discussed during the planning stage of the pavilion. *Paula McDevitt responded:* as with any new building, until it is used it is unknown how it will react. While this was on the radar, it quickly rose to top from the feedback that was received. BPRD was happy the funding was available, to make the needed improvements that would improve the sound for future events. *Israel Herrera inquired:* if materials were a separate purchase. *Hsiung Marler responded:* yes, materials were a separate purchase, and not included in the contract. Auralex Acoustics sound engineers had tested the site, and recommended product and reverb time. Auralex Acoustics did not install product.

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

D. REPORTS

D-1. Operations Division - Bicentennial Bond Tree Project Update

Erin Hatch, Urban Forester presented update to the Bicentennial Bond Project

- In 2018, Bicentennial bond projects were issued by Mayor Hamilton for \$800,000 for tree planting.
- Trees were to be planted along streets and in public right-of-ways across the city.
- In 2019, Davey Resource Group identified potential vacant planting sites.
- In 2021, four project areas were identified through existing canopy, potential canopy, median income, and percent of non-white population.
- Canopy and tree information was obtained from the 2019 Davey Recourse Inventory and Summary Reports.
- Socio-economic and demographic information was obtained from most current U.S. Census American Community Survey information.
- Using information gathered, planting project would be approached through the lens of environmental justice and equity.
- The approached recognized the nationwide trend of unequitable distribution of urban forest canopy.
- Selection of project areas was corroborated by the American Forest’s Tree Equity Score map.

- Urban Forestry program planned to begin planting in 2022.
- Approximately 304 sites were identified across the four project areas for potential planting.
- Number of sites could change, after the evaluation of underground utilities and other infrastructure.
- Planting would be conducted through selection of a qualified contractor.
- Contractor would provide planting, and limited aftercare.
- Guidance on species selection would be provide to the contractor.
- Outreach was planned for neighborhoods included in the project.
- Outreach would be through neighborhood associations, postcard notifications to the neighborhoods, any relevant press releases, and webpage.
- Feedback would be solicited from individuals, utilizing an online feedback form.

Board Comments: Kathleen Mills inquired: if planting would begin in spring of 2022. Erin Hatch responded: BPRD hoped to have the bulk of the planting completed in the spring, some fall planting would take place. Staff hoped to be able to bring a contact to the Board in February. Israel Herrera inquired: how would the public be notified of the informational meetings. Erin Hatch responded: staff would conduct targeting outreach to neighborhood associations through email, Next Door postings, staff would schedule virtual informational meetings for community to attend, giving people an opportunity to provide feedback. The feedback form would be returned to Erin Hatch, for review. The Park Board would review/approval the vendor contract in February. The feedback would be for individual feedback, not for group petitions. Jim Whitlatch inquired, how the social-economical decision was made. Erin Hatch responded: Davey Resource Group analyzed in a variety of ways, but social economic factors were not part of the process. They evaluated for zoning, watershed, and environmental condition. The selection of the four project areas were determined from GIS analysis using Davey Resource canopy information, along with American Community Survey census information. The results matched up with American Forest's, which was a national non-profit, who did an analysis of Bloomington for their tree equity score. The project areas aligned, with what American Forest's Tree Equity Score map had suggested. Jim Whitlatch recommended: being cautious when making these types of decisions. To continue public education on public right-of-way. What steps did an individual need to follow, to plant a tree in front of their home? Erin Hatch responded: If an individual wanted to plant, prune or remove a tree in a right-of-way, they would need a tree work permit. A list of approved trees for planting had been created. The list prevented the planting of invasive species, and to make sure the type of tree planted was appropriate for the site. Individuals could plant at their own expense, with City approval.

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

E. PUBLIC COMMENT

None

Paula McDevitt, Director, thanked Ellen Rodkey for renewing a four year term with the Park Board. Paula thanked the Board, for their time and efforts given to the Department. The next Park Board Meeting would be held on February 22nd. Status of the Governors Order would determine if the February meeting would virtual or hybrid. Israel Herrera requested: clarification on hybrid meetings. Paula McDevitt responded: once public meetings were allowed, Park Board meetings would be hybrid. Park Board members would attend in person, unless prevented by travel or unforeseen circumstances. In those situations, Board members could attend virtually.

ADJOURNMENT

Meeting adjourned at 5:24 p.m.

Respectfully Submitted,



 Kim Clapp,
 Secretary Board of Park Commissioner