



A-1 November 12, 2024  
City of Bloomington Board of Park Commissioners  
Regular Meeting: Tuesday, October 15, 2024 4:00 – 5:30 p.m.  
Council Chambers, 401 N Morton St, Bloomington, IN  
Virtual - Zoom

### CALL TO ORDER - ROLL CALL

The meeting was called to order by Kathleen Mills at 4:05pm  
Present: Kathleen Mills, Israel Herrera, and Jim Whitlatch  
Absent: Ellen Rodkey

### A. CONSENT CALENDAR

A-1	Approval of Minutes of September 12, 2024 Regular Meeting and Special Meeting
A-2	Approval of Claims Submitted September 12, 2024 through October 14, 2024
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 Service Agreement with Plymate for TLRC 2025 Services
A-8	Approval of Service Agreement with Rentokil for TLRC 2025 Services
A-9	Approval of Service Agreement with Elevated for TLRC 2025 Services
A-10	Approval of Template Agreement for Holiday Market Exhibitors 2024
A-11	Approval of Agreement with Oscar's Contracting for RCA Shelter Gutter Installation
A-12	Approval of Partnership with Indiana DNR for Community Urban Forestry
A-13	Approval of B-Line Detour for 1 <sup>st</sup> St and Hopewell Projects
<i>Tim Street, Director commented:</i> a Non-Reverting \$25,000 budget amendment was included in the consent calendar. Funds would be used for temporary pickleball courts for Hopewell Commons for positive use of the park.	
<i>Jim Whitlatch made a motion to approve the Consent Calendar. Israel Herrera seconded the motion. Vote taken: motion unanimously carried 3-0.</i>	

### B. PUBLIC HEARINGS/APPEARANCES

B-1	<p><u>Emily Buuck Community Relations Coordinator</u> presented Ted Kunkel the October Bravo Award. Ted had been a reliable Leonard Springs Nature Days Group Leader, leading the sixth-graders safely around the park to all of the different stations. Ted's attendance of almost every single Nature Days was appreciated as due to the time of day, it's the most difficult for volunteers. Staff was appreciative of Ted and his consistent volunteerism.</p> <p>The Board thank Ted Kunkel for his volunteer hours with Nature Days.</p>
B-2	<p><u>Cody Martin</u> recently accepted the position of Sports/Facility Coordinator. Cody was previously the athletic director and taught physical education and health classes at Medora Community School Corporation. Cody's sports experience was quite diverse, from basketball to football, intramural sports programs and was heavily involved in the Boys and Girls Club. Cody was excited to be joining the City of Bloomington Parks and Recreation team.</p>
B-3	<p><u>Parker Harrington</u> recently accepted the position of Laborer at Winslow Sports Park and Olcott Park. Parker was a graduate from Oakland City University with a degree in Sports Administration. Parker was excited to begin assisting Parks Department in providing safe and accommodating recreational opportunities to residents and visitors. As a former youth sports participant, and current outdoor enthusiast, Parker valued the opportunities the parks provided to the community.</p>
B-4	<p><u>Heidi Shoemaker</u> recently accepted the position of Natural Resources Coordinator. Heidi graduated from Purdue University with a degree in Wildlife Science. Heidi had been an educator at a zoo, a naturalist in a public elementary school, and had worked as an environmental educator for 4 different parks departments. Heidi looked forward to continuing the important work of inspiring the next generation of naturalist, and to help build a community that cares for natural spaces and public lands.</p>

### C. OTHER BUSINESS

C-1	<p><u>Satoshi Kido, Sports Division Director</u> presented the contract with Building Associates, Inc. To better serve the community staff wished to have ADA standard accessible doors installed at Allison Jukebox Community Center, Banneker Community Center, and Frank Southern Ice Arena. Contractor would replace five doors at the three</p>
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Board packets/reports are available to the public by contacting the Department at 349-3700.

	<p>locations. Project would include but not limited to new exit devices, auto operators, electrical, and paint touch up. Staff recommended approval of the contract with Building Associates, in an amount not to exceed \$88,672. Funding for the project would be from the ARPA fund.</p> <p><b>Board Comments</b> <u>Kathleen Mills inquired:</u> on type of doors currently at the facilities. <u>Kido responded:</u> the current doors were getting older, and were not accessible doors.</p> <p><i>Jim Whitlatch made a motion to approve the contract with Building Associates, Inc. Israel Herrera seconded the motion. Vote taken: motion unanimously carried 3-0.</i></p>
C-2	<p><u>Satoshi Kido, Sports Division Director</u> presented the Rental Agreement with CTM Services. Due mechanical issues, the Zamboni had been sent to fleet for repairs. In order to open Franks Southern Ice Area to the public on the scheduled date, there had been a need to enter into a lease agreement for a Zamboni. Staff recommended approval of the emergency rental agreement with CMT Services, Inc., in an amount not to exceed \$21,660.</p> <p><b>Board Comments</b> <u>Kathleen Mills inquired:</u> on the fees, and length of time needed. <u>Kido responded:</u> they were monthly fees, and would go through March 2025.</p> <p><i>Jim Whitlatch made a motion to approve the emergency rental agreement with CTM Services. Israel Herrera seconded the motion. Vote taken: motion unanimously carried 3-0.</i></p>
C-3	<p><u>Satoshi Kido, Sports Division Director</u> presented the agreement with RenoSys. In order to provide a well maintained facility and due to age and condition, staff wished to have the pool liner replaced at Bryan Park Pool. Staff recommended approval of the contract with RenoSys, in an amount not to exceed \$143,000. Funding for the project was planned to be from Capital Bond being issued for 2025 projects.</p> <p><b>Board Comments</b> <u>Israel Herrera inquired:</u> if the liner would be installed in time for the 2025 pool season. <u>Kido responded:</u> yes. <u>Jim Whitlatch inquired:</u> life expectancy of a pool liner, and would a new liner make the pool shallower. <u>Kido responded:</u> a normal life span was 15 to 20 years. Depth would remain the same. Mill liner pool was in good shape.</p> <p><i>Jim Whitlatch made a motion to approve the agreement with RenoSys. Israel Herrera seconded the motion. Vote taken: motion unanimously carried 3-0.</i></p>
C-4	<p><u>Sarah Mullin, Community Events Specialist</u> presented the agreement with Clark's Concrete. To maintain safe facilities, staff wished to have the stairs and handrails replaced at Butler Park Community Garden, in accordance with ADA Accessibility Guidelines. Staff recommended approval of the contract with Clark's Concrete, in an amount not to exceed \$10,000. Funding source for the project would be 2024 ARPA funds.</p> <p><i>Jim Whitlatch made a motion to approve the contract with Clark's Concrete. Israel Herrera seconded the motion. Vote taken: motion unanimously carried 3-0.</i></p>
C-5	<p><u>Rebecca Swift, Operations and Business Development Director</u> presented the Memorandum of Understanding (MOU) with Bloomington Disc Golf Club. The MOU was meant to support the use and ongoing maintenance of the disc golf course at Crestmont Park, and listed the responsibilities of each partner. In order to continue to provide the community with a well maintained disc golf course, staff recommended approval of the MOU.</p> <p><b>Board Comments</b> <u>Kathleen Mills commented:</u> nothing had changed, just put it in writing. <u>Rebecca responded:</u> correct. <u>Jim Whitlatch inquired:</u> if there were any other disc golf course within the city. <u>Rebecca responded:</u> there were others in the county, Crestmont was the only disc golf course in a city park.</p> <p>The Board received supportive public comments on the disc golf course at Crestmont Park.</p> <p><i>Jim Whitlatch made a motion to approve the Memorandum of Understanding with Bloomington Disc Golf Club. Israel Herrera seconded the motion. Vote taken: motion unanimously carried 3-0.</i></p>
C-6	<p><u>Tim Street, Director</u> presented the Addendum with Reed and Sons for Gateway. Due to unsuitable soils being found at the Bicentennial Gateway site, staff wished to change aspects of the scope of work in the original July 2023 agreement with Reed and Sons. Both parties mutually agreed to the change orders, in an additional amount not to exceed \$11,588.41. The Bicentennial Bond fund would provide funding for the changes.</p> <p><i>Jim Whitlatch made a motion to approve the Addendum with Reed and Sons. Israel Herrera seconded the motion. Vote taken: motion unanimously carried 3-0.</i></p>

#### D. REPORTS

D-1	<p>Leslie Brinson, General Manager Recreation Division presented an update on the Bloomington Community Farmer's Market 50<sup>th</sup> Anniversary Master Plan Report. The Community Farmers Market contracted with Zec Eight Insights in February 2024 to conducted evaluation study of the Farmers' Market. Austin Hochstetler, presented process and recommendations.</p>
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	<p><b>Evaluation &amp; Study</b></p> <p>Why is this being done</p> <ul style="list-style-type: none"> <li>▪ It's the 50 anniversary</li> <li>▪ Post-Covid era</li> <li>▪ Recent Market Trends</li> <li>▪ Opportunity to review structures, procedures and policies</li> </ul> <p>How was it done</p> <ul style="list-style-type: none"> <li>▪ Background data review</li> <li>▪ Benchmarking</li> <li>▪ External engagement</li> </ul> <p><b>Findings</b></p> <p>Benchmarking</p> <ul style="list-style-type: none"> <li>▪ Farm, food and beverage, and artisans are most common vendors</li> <li>▪ Seniority is popular booth assignment process</li> <li>▪ Cost recover targets vary</li> <li>▪ Economic impact data largely not collected</li> <li>▪ Full-time vending discounts largely used</li> </ul> <p>External engagement</p> <ul style="list-style-type: none"> <li>▪ Advisory Council</li> <li>▪ Vendors – 34 in person</li> <li>▪ 14 Virtual</li> <li>▪ Many declined opportunity for input</li> <li>▪ Previous Market Manager</li> <li>▪ Customer survey</li> </ul> <p>What was discussed</p> <ul style="list-style-type: none"> <li>▪ What do you like most about BCFM that needed to build upon</li> <li>▪ What opportunities exist for improvement in your opinion</li> <li>▪ What roles(s) do you see the BCFM playing within the community</li> <li>▪ Where else do you participate</li> <li>▪ If you could change one thing about BCFM, what would it be</li> </ul> <p><b>Final Recommendations</b></p> <p>Foundational</p> <ul style="list-style-type: none"> <li>▪ Market to vendor communication</li> <li>▪ Market staff training, presence, and positioning</li> <li>▪ Facilitating accountability</li> <li>▪ Addressing the past</li> <li>▪ Clarify Advisory Council's role</li> <li>▪ Points system allocation</li> <li>▪ Continue to address fees</li> <li>▪ Re-examine site layout, functionality, and hours</li> </ul> <p>Visionary</p> <ul style="list-style-type: none"> <li>▪ Become a catalyst for a broader local food economy</li> <li>▪ Create broader awareness</li> <li>▪ New technology integration</li> <li>▪ Create more research-oriented opportunities</li> <li>▪ Host an annual end-of-year banquet</li> </ul> <p>Final Thoughts</p> <ul style="list-style-type: none"> <li>▪ BCFM is well-supported by avid users</li> <li>▪ The Market is regaining strength and appears to be trending in the right direction</li> <li>▪ There are implementable actions that can be taken immediately and there are other wholesale changes that could be made, but may not be necessary</li> <li>▪ A Farmers' Market is a specialized "program" in a Parks and Recreation Department in which businesses are directly supported and/or facilitated (among other things)</li> </ul> <p><u>Leslie Brinson commented</u> – next steps would be having staff discussions, meeting with the Advisory Council, then based on recommendation create a 1-year, 3-year, 5-year plan for the Market.</p>
D-2	<p><u>Tim Street Director presented</u> an update on Financial Sustainability and Master Plan Report</p> <p>Staff will be working on a Financial Sustainability. Tim and Becky Higgins attended a Financial Sustainability class. Many great projects have been added over the last five years, other facilities are aging. Need to insure long term financial substantial. There are several items staff will be working on over the winter months.</p> <p><b>Action steps</b></p> <ul style="list-style-type: none"> <li>▪ Update policies</li> <li>▪ Create service categories</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Solicit and contract for Master Plan</li> <li>▪ Internal data analysis</li> <li>▪ Complete financial Sustainability training</li> <li>▪ Complete &amp; Execute Master Plan</li> </ul> <p><b>Policies</b></p> <ul style="list-style-type: none"> <li>▪ Update Policies <ul style="list-style-type: none"> <li>a. Behavior Policies</li> <li>b. Sponsorship and Advertising policies</li> </ul> </li> <li>▪ Create Financial Sustainability Policy <ul style="list-style-type: none"> <li>a. Capital Investment (incl. Property Acq. &amp; Divestment)</li> <li>b. Social Equity</li> <li>c. Partnership Policy</li> </ul> </li> </ul> <p><b>Create Service Categories for Cost Recovery</b></p> <ul style="list-style-type: none"> <li>▪ Currently set as service areas (listed highest to lowest cost recover): <ul style="list-style-type: none"> <li>a. TLRC</li> <li>b. Cascades Golf</li> <li>c. Frank Southern Center</li> <li>d. Aquatics- Bryan Pool</li> <li>e. Mills – Pool</li> <li>f. Community Events</li> </ul> </li> <li>▪ Future organize by service categories (listed highest to lowest) <ul style="list-style-type: none"> <li>a. Retail/Concessions</li> <li>b. Rentals</li> <li>c. Pop-up Events</li> <li>d. Educational Events</li> <li>e. Community Events</li> <li>f. Public &amp; Opens Space</li> </ul> </li> </ul> <p><b>Solicit and Contract Master Plan</b></p> <ul style="list-style-type: none"> <li>▪ Community needs versus wants <ul style="list-style-type: none"> <li>a. Statistically representative surveying</li> <li>b. Equitable Engagement with user groups</li> </ul> </li> <li>▪ Program and Facility Evaluation</li> </ul> <p><b>Internal Data Gathering</b></p> <ul style="list-style-type: none"> <li>▪ Placer.ai park use data – 5-year use and trends</li> <li>▪ 5+ year capital investment analysis</li> <li>▪ 5+ year revenue source analysis</li> <li>▪ Review of existing programs, sports, etc.</li> </ul> <p><b>Complete Financial Sustainability Training</b></p> <ul style="list-style-type: none"> <li>▪ Host our own Financial Sustainability Training for a group of staff (and others) on April 9-11 at Switchyard Park</li> </ul> <p><b>Execute Master Plan</b></p> <ul style="list-style-type: none"> <li>▪ Complete a contract for the new Master Plan in December or January and adopt new Master Plan by Q3 2025</li> <li>▪ Update programs and pricing for financial sustainability and per new policies</li> </ul>
Tim Street, Director gave department update. Next Park Board meeting will be held on November 12th	

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

*Kathleen Mills opened the floor to public comments.*

**No comments were received**

Tim Street, Director gave department update. Next Park Board meeting will be held on November 12th

#### **ADJOURNMENT**

Meeting was adjourned at 5:00pm

Respectfully Submitted,



Kim Clapp,  
Secretary Board of Park Commissioners