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07-12-2023

Board of Park Commissioners  
Work Session  
Minutes

Work Session: Tuesday, May 8, 2023 4:00 – 6:30 p.m.  
#135

City Hall, McCloskey Conference Room

**CALL TO ORDER - ROLL CALL**

The meeting was called to order by Kathleen Mills at 4:00pm

Present: Kathleen Mills, Israel Herrera and Ellen Rodkey

Virtual: Jim Whitlatch

**A-1. Administrative Updates**

- a. Strategic Action Plan update

Paula McDevitt, Director the five year 2021-2025 Master Plan included four overarching goals. A Strategic Action Plan had been developed, and was used as a tool to implement the department's five year Master Plan.

**Items Discussed**

The 2022 and 2023 SAP actions items were reviewed.

Budget Goals and Accreditation

The difference between the different statuses of tasks

- b. Capital Improvement Plan

Paula McDevitt, Director a Capital Improvement Plan (CIP) document had been used for years to track, new projects, improvements, and plan for future projects. The CIP was useful when quick responses were needed for bonding and grant opportunities, as well as locating historical information.

**Items Discussed**

Capital Improvement Plan was reviewed

Document included: location, division, project name, amount, priority, funding, year

Working document

Projects are generated by staff

- c. Organization Assessment

Paula McDevitt, Director Raftelis (consulting firm) had been contracted by the Mayor and Human Resources department to conduct an organizational assessment of all city departments. Raftelis, provided a report that offered recommendations.

**Items Discussed**

Summary of report was reviewed

Last Department to go through assessment  
Human Resources listed in report

d. 2024 Budget

Paula McDevitt, Director - Staff were currently working on updating program descriptions, writing budget goals, setting revenue goals, and drafting expense budgets for staffing, supplies, services and capital improvements.

**Items Discussed**

Budget timeline  
Zero base budget  
ARPA Funding available  
CRED – Community Revitalization Enhancement District.

**B Division Topics**

**B-1. Community Relations/Administration**

a. Seasonal Program Guide

Julie Ramey, Community Relations Manager, 35,000 of the department's seasonal program guide were printed and distributed three times a year

**Items Discussed**

Results from a previous conducted survey revealed 31% learned of Parks programs through the guide, 21% from website, and 18% from social media, 14% Parks Emails, newspaper 0%, radio 0%

Types of survey

Types of communication

32,000 guides directly mailed

Increasing cost of program guide had resulted in considering reducing number of copies, less pages in the guide

b. Social Media and Digital Content Management

Julie Ramey, Community Relations Manager the department's eleven person digital content team oversaw content for nine Facebook channels and 3 Instagram channels.

**Items Discussed**

All social media posts were part of the public record and were archived by the city's archive service.

Digital Channel Management Software used

Briefly reviewed report from software program

Rogue pages

Customer expectations, spam and scams

Only Park events are promoted, unless there was a partnership.

c. Finding an Acquiring Sponsor and Advertisers

Julie Ramey, Community Relations Manager A record number of sponsorships were received in 2022, the revenue had been used to support programs and Parks facilities.

**Items Discussed**

2023 request for sponsor dollars increased, the number of businesses that were willing or able to contribute had declined to date in 2023

90% of 2023 requests had been raised

Some companies provided in-kind donations

Sponsors

- d. Open Door Law Training  
Kim Clapp, Office Manager the City Legal Department hosted Open Door Law training for staff on proper practices for holding meetings. Highlights of training session were reviewed.

**Items discussed:**

Types of meetings  
Timing of notices  
Hybrid meetings  
Public Comment  
Virtual Quorum

- e. Pool Fee Waivers  
Kim Clapp, Office Manager - A 2023 department goal, was to evaluate and possibly improve the 2024 Pool Fee Waiver process which offered unlimited free entrance into the pools for individuals who meet eligibility requirements.

**Items Discussed**

Number of waivers had increased, number of adults, children and individuals were reviewed  
Current processes were reviewed  
Survey sent to twelve Indiana parks departments to see how similar programs were managed.  
Results of survey were discussed.  
Different processes were discussed  
Additional data throughout the summer was requested

**B-2. Operations Division**

- a. Parks Encampment, Vandalism and Security  
Tim Street, Operations and Development Division Director - staff continued to address the effects of vandalism and misuse of public property in Parks.

**Items Discussed**

Marshall Security contracted to patrol key downtown parks and facilities year round  
The amount of documented needles collected had fallen.  
Locations of where needles were found  
Syringe program  
Amount of graffiti had increased in parks.  
Graffiti cleanup cost had increased  
Graffiti was everywhere throughout parks and trails  
Type of graffiti – mostly drawings and some hate speech.  
Man hours cost for cleanup unknown – would look back and track  
Process for cleanup discussed  
Encampments cleanup – 17 since 2019  
Most recent encampment took 90 labor hours to cleanup - \$2,700+ in cleanup fees for one site  
Encampments caused damage to parks  
Seminary Park

- b. Project Update  
Tim Street, Operations and Development Division Director over the year, Parks Department had completed a number of capital projects, many projects were still in progress. Projects were reviewed.

**Items Discussed**

*Projects completed reviewed.*

Four trails or trail phases completed

Stage repairs and playground replacement at Waldron, Hill and Buskirk

Tree plantings

Seminary light installation

*Ongoing projects reviewed*

Rogers Family Park

Bicentennial Gateway Project

Phase 2 Griffy Loop Trail

Rose Hill Cemetery Scatter Garden

RCA Shelter Replacement

Bryan Park 5-12 year old playground replacement

*Other projects reviewed*

Urban Forestry Projects

Griffy Lake Projects.

Park Infrastructure Repairs

EAM Software purchase

B-Line North Extension

Leonard Springs – potential small parcel acquisition for parking

Southeast park fitness station

Power Line Trail & Rogers St. sidewalk

Building Trades Master Plan

c. Hopewell

Tim Street, Operations and Development Division Director the department would be responsible for maintaining the public infrastructure of a 1-acre public park within the new Hopewell neighborhood.

**Items Discussed**

Project was reviewed

Discussion regarding fee support for the operation of the new park was ongoing.

**B-3. Recreation Division**

a. Farmers' Market pricing structure

b. Banneker Community Center general update

Due to time restriction and wanting to discuss Sports Division agenda items the Park Board would review slide deck on the Recreation Division items.

**B-4. Sports Division**

a. Soccer

Satoshi Kido, Sports Division Director - Sports Division Staff met with Bloomington Football Club soccer parents who had expressed concerns regarding the lack of soccer fields within the city limits.

Items discussed:

Winslow Sports Complex Field 5 was a baseball field converted to a multi-purpose field

Senior Baseball partnership – using Field 6

All partnership groups at Winslow Sports Complex pay the same field rental fee - \$16/hr.

Other soccer field locations – Karst Park is a community park – Monroe County Parks and Recreation

manages and would work to schedule any user group requesting fields. There was capacity at Karst Park

Bryan Park – soccer goals to be purchased if reversion funding were approved on May 17, 2023 by City Council. Department purchase goals? What was cost? Make it more of community field.

Focus was to manage the 2023 BFC partnership and evaluated the partnership in the off season

BFC was a private business versus a 501(c) 3

BFC requests for 2023

Fencing in Olcott field – too many other user groups, other parks were not fenced in; open green space for community use

Storage key to storage area at Winslow Sports Complex – Field 5

Maintain restrooms to an acceptable standard at Winslow Sports Complex Field 5/6

Field conditions - Parks staff was responsible for determining turf conditions.

b. Pickle Ball

Park Board would review the slide deck on this item.

Presentation slides would be shared with the Park Board.

### **Adjournment**

Meeting adjourned at 6:30pm.

Respectfully Submitted,



Kim Clapp,

Secretary Board of Park Commissioners