



A-1

12-13-2016

Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, November 15, 2016
4:00 – 5:30 p.m.

Council Chambers
401 N. Morton

CALL TO ORDER

The meeting was called to order by Les Coyne at 4:01 p.m.

Board Present: Les Coyne, Joe Hoffman, Kathleen Mills and Darcie Fawcett

Staff Present: Paula McDevitt, Dave Williams, Becky Higgins, Kim Clapp, Nikki Wooten, Leslie Brinson, Elizabeth Tompkins, Steve Cotter, Jon Behrman, Hsiung Marler, Greg Jacobs, and Ellen Campbell

A. CONSENT CALENDAR

- A-1. Approval of Minutes of October 25, 2016 Meeting
- A-2. Approval of Claims Submitted October 25, 2016 thru November 14, 2016
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Surplus Property

Board stated a new item has been added to the consent calendar. Declaration of Surplus, this form will be completed by staff when surplus property needs to be removed from BPRD inventory.

Mr. Joe Hoffman made a motion to approve the Consent Calendar. Ms. Kathleen Mills seconded the motion. Motion unanimously carried.

B. PUBLIC HEARINGS/APPEARANCES

B-1. Public Comment Period

Mr. Dave Slaybuam approached the podium. “We have noticed there is a difference, as the police have stepped up their enforcement of good behavior rules. That, every year for the last four years approximately 20% of the arrest are in the downtown parks or on the B-Line Trail. It’s not the parks fault but it still happens. We need to address that the parks are for everyone and are not for crime. We continually have to spend money from the police department, ambulance department and fire department to take care of these crimes”.

The Board stated the BPRD and the BPD are working closely together on this issue. The BPRD has developed many programs, such as the trail ambassador and park ambassador programs to help deter crime. The City continues to address this matter.

B-2. Bravo Award – Lake Effect Lighting and Sound

Ms. Nikki McEachern, Community Relations Coordinator, the Bloomington Parks and Recreation Department would like to recognize Lake Effect Lighting and Sound for their services to the Skate and Scare event at the Frank Southern

Ice Arena. For the past four years, Jerry L. Gatlin Jr., Spence Taylor, and Curtis Taylor have collaborated to enhance this event with special lighting effects. They contribute far more than the basic services purchased for the event. This group spends more than 40 man hours on and off site preparing for the event each year. They are a creative and enthusiastic team that help create a memorable event. Ms. McEachern presented the November Bravo Award to Lake Effect Lighting and Sound and invited Mr. Curtis Taylor to the podium.

Mr. Curtis Taylor approached the podium. Mr. Taylor thanked the Board for giving Lake Effect Lighting the opportunity to assist with this event. We do this as a labor of love but appreciate the acknowledgement. We hope to continue this for years to come.

The Board thank Lake Effect Lighting for their service to the department and community.

B-3. Parks Partner Award – None

B-4. Staff Introduction - None

C. OTHER BUSINESS

The Mr. Joe Hoffman nominated Ms. Kathleen Mills as Vice President of the Board of Park Commissioners. Ms. Darcy Fawcett seconded the motion. The motion was unanimously carried.

*** Review/Approval of Director Appointment Resolution 16-13**

The Board recognized Ms. Paula McDevitt. Ms. McDevitt was appointed the Director of Bloomington Parks and Recreation Department.

Mr. Joe Hoffman made a motion to approve Resolution 16-13 the Appointment of Ms. Paula McDevitt as Director of Bloomington Parks and Recreation Department. Ms. Mills seconded the motion. The motion was unanimously carried.

C-1. Review/Approval of Contract Award Interpretive Ideas Interpretive Plan for Switchyard Park

Mr. Dave Williams, Operations and Development Director, to assist park users in understanding the historical use of the Switchyard Park property, the department wishes to complete an Interpretive Sign Plan. Interpretive Ideas would be used as a consulting firm to develop an interpretive theme, conduct historical research and identify the number and location of interpretive signs on the Switchyard Park property. This would be the first phase of the project. Upon completion and approval of the design plan, the department would enter into the second phase of contract services with Interpretive Ideas. The second phase would include the production of camera ready art and specification of signs and materials. The finalized plan would be forwarded to the Switchyard Park primary consultant for inclusion in the park construction drawings. Staff recommends the approval of a contract for \$2,227.00 to Interpretive Ideas.

Mr. Joe Hoffman made a motion to approve the contract with Interpretive Ideas for and Interpretive Plan for the Switchyard Park. Ms. Mills seconded the motion. The motion was unanimously carried. _

C-2 Review/Approval of Contract with STR Building Resources LLC

Ms. Paula McDevitt, Director, the Twin Lakes Recreation Center is experiencing a chronic water penetration, in two areas of the building. STR Building Resources is to inspect and assess the building's exterior. STR Building Resources will provide an evaluation of the building, including recommendations for the repair process. This company has previously been used by the department and is in good standings. Staff recommends the approval of a contract with STR Building Resources for \$1,250.00

Mr. Joe Hoffman made a motion to approve the contract with STR Building Resources LLC for the evaluation of the Twin Lakes Recreation Center. Ms. Mills seconded the motion. The motion was unanimously carried.

C-3. Review/Approval of Partnership Agreement with Rose Hill Cemetery Roofing Projects.

Ms. Joanna Sparks, City Landscaper, due to age, storm damage and water leaks, the roof systems at Rose Hill Maintenance Shop and Rose Hill Office Garage are in need of replacement. In order to match the Rose Hill Office, Certain Teed Ltd. Lifetime Dimensional Shingles is the recommended replacement material for the Rose Hill Office Garage. The Rose Hill Maintenance Shop will be replaced with 29-gauge rib metal roofing that will be reflective in color. Three bids were solicited, with Steve's Roofing & Sheet Metal being the lowest bidder. The vendor has previously provides quality service and is in good standing. The staff recommends the approval of a contract with Steve's Roofing & Sheet Metal for the amount of \$9,300.

Mr. Hoffman made a motion to approve the contract with Steve's Roofing & Sheet Metal for Roofing Projects at Rose Hill Cemetery. Ms. Mills seconded the motion. The motion was unanimously carried.

C-4. Review/Approval of Contract for Prairie Site Preparation at the Goat Farm Park

Mr. Steve Cotter, Natural Resources Manager, in response to the decline in pollinator insects population, the Bloomington Environmental Commission requested BPRD consider establishing a large block of habitat in a local park. Staff identified the northern 5 acres of the open field at the Goat Farm as a prime location for a prairie. A public meeting was held with positive feedback. The department will receive assistance with this project, through the US Fish and Wildlife Service with their provision of seed, as well as the Indiana Department of Natural Resources Fish and Wildlife Division providing herbicide. The staff recommends approval of a contract with ECO Logic LLC for \$2,403.75 for the preparation of the prairie site.

Mr. Hoffman made a motion to approve the contract with ECO Logic LLC for the Preparation of Prairie Site at The Goat Farm. Ms. Mills seconded the motion. The motion was unanimously carried.

C-5. Review/Approval of Contract for Invasive Plant Control at Millers-Shower Park

Mr. Steve Cotter, Natural Resources Manager, the invasive plant species is threatening the integrity of the plant community in Millers-Shower Park. This contract would provide a remedy to the infestation through the use of selective herbicides to reduce competition from invasive species. Staff recommends the approval of a contract with ECO Logic LLC of \$3,972.75 for invasive plant control.

The Board inquired if this process would solve the issue of if assistance from an expert panel would be beneficial.

Mr. Cotter believes it will take ongoing maintenance. Staff originally felt the native plants would be able to take over after a few years, this has not been the case. The invasive plant seeds are brought in by birds and other creature, and the climate change has been a factor in the invasive plants growth. Staff is working with several departments at Indiana University on their Grand Challenge Proposal – Preparing for Change which will look at similar issues. The Environmental Resource Advisor Council may also be able to provide assistance.

Mr. Hoffman made a motion to approve the contract with ECO Logic LLC for Invasive Plant Control at Millers-Showers Park. Ms. Mills seconded the motion. The motion was unanimously carried.

C-5 Review/Approval of Updates to Mobile Stage, Special Events and Alcohol Permits.

Greg Jacobs, Community Events Coordinator staff recommends the approval of the 2017 applications for special event permit, B-Line special event permit, mobile stage rentals, and alcohol guidelines. There have been no significant changes made to these forms.

Mr. Hoffman made a motion to approve the Updates to Mobile Stage, Special Events and Alcohol Permits Applications. Ms. Mills seconded the motion. The motion was unanimously carried.

C-6 Proposal to Add Food Trucks and/or Push Carts to Market.

Ms. Marcia Veldman, Program Coordinator, over the last three years, there has been a significant increase in food sales at the Market. Staff has observed long lines and limited food choices at the end of the market, diminishing the customers' experience. Due to limited space, as well as limited availability of water and electricity, additional booths

cannot be added. Staff recommends adding a maximum of three food trucks and/or push carts to the Prepared Food Vendor (PFV) sales, at the Market from May-September. A similar process would be used to select the food trucks vendors as was used for the other PFV. Food trucks and push cart vendors would be required to meet the high standards for quality of food. There are three parking spaces located in 8th street and would not require any street closings.

The Board inquired what the current City regulations are for food trucks and would the regulations need to be changed.

Ms. Veldman stated at this time there is a one block radius around the Market where food trucks cannot sell during market hours. Staff has been in communication with Jason Carnes with Economic & Sustainable Development, he supports this addition. The market can contract with food trucks with no changes required to City regulations. Park staff will need to present this proposal to Public Works due to the parking meters.

Mr. Hoffman made a motion to approve the Addition of Food Trucks and/or Push Carts to Market on an experimental basis. Ms. Mills seconded the motion. The motion was unanimously carried.

C-7 Review/Approval of 2017 Price Schedule

Ms. Paula McDevitt, Director at the October Board of Park Commissioners meeting, staff presented the 2017 Price Schedule. Staff evaluates programs annually to determine program life cycle, and the need to adjust pricing. Since the last meeting, after additional review, there is one additional request for a price change. The sports division is requesting to increase the Adult Volleyball League from \$80.00 - \$150.00 to \$80.00 - \$200.00

Mr. Hoffman made a motion to approve the 2017 Price Schedule. Ms. Mills seconded the motion. The motion was unanimously carried.

C-8 Review of Integrated Pest Management Plan

Steve Cotter, Natural Resources Manager, in 2015 a Pesticide Use Policy was created for the department and has guided the development of Integrated Pest Management (IPM) draft. An IPM is a decision making process that selects, integrates and implements pest control strategies to prevent or control pest populations. The plan relies heavily on the use of site specific information about environmental conditions, human interactions and activities and pest biology. To aid in creating the pest plan for the community, staff has reviewed IPM plans from around the nation.

The mission of the Integrated Pest Management (IP) Plan is to sustain the beauty, recreation potential, and ecological diversity of the City's parks and a recreation assets in a safe and responsible manner. The creation of a pesticide use policy will take into account the health and safety of the public and Department staff, and the impact to the environment in an effort to minimize the use of pesticides in City Parks.

Summary of IPM goals;

- Minimize use of pesticides
- Minimize the risk to human health and the environment
- Maintain landscaped areas reasonably free of weeds
- Provide healthy, high-quality areas that support native biodiversity
- Provide a model of responsible environmental stewardship
- Conduct ongoing staff training
- Establish consistent, comprehensive, and transparent documentation of pest activities and control
- Identify staff positions authorized to use pesticides
- Create a consistent public notification procedure to inform and educate the public

The plan will include; threshold of treatment, approve list of products, preventive practices, exemptions, notification procedure, record keeping, storage, property management information, plan review and public input process, staff training, and plan evaluation process as well as additional information.

The plan presented today is a draft, staff will be seeking approval at the December meeting.

Mr. Cotter recognized the following individuals for their important and thoughtful contributions to this document; Joanna Sparks, City Landscaper, J.D. Boruff, Operations Superintendent, Jon Behrman, Natural Resources Laborer, Cara Murray, Vegetation Specialist, Heidi Klotz, SPEA Service Corps Fellow and John Carter, former Park Board Commissioner.

The Board thanked Mr. Cotter and the staff for their dedication and hard work.

D. Reports

D-1. Operations Division – No Report

D-2. Recreation Division – Banneker Program Update

Erik Pearson, Program Specialist Banneker Community Center, gave an update of the 2016 Banneker programs.

Summer Food Service Program

Sponsored by the Department of Education and the USDA.

Federally funded grant filtered through state agencies, received reimbursement for each meal served
13th year participating in the Summer Food Services

Day Program – Clubs and Activities

Morning activities - cards, games, art, gym games

Drop Everything and Read – Collaboration with MCPL for Summer Reading Program

Themed Weeks – with activities based off the theme Olympic, Stars & Stripes, and game shows

Clubs and Field Trips – Chess, Nature Club, Arts/Crafts, Running Club, Animation Club, Hoosier Heights, Exotic Feline Rescue Center, Cascades Park, Olcott Park, Bowling Alley, Mother Hubbard's Cupboard.

Summer 2016 Numbers

Total number of individual participants – 145

Daily attendance average – 68

Core participant attendance average – 54 participants attended >60% of available days

Meals served – Lunch 2,867 – Breakfast 1,534

After School Program at the View

Current number of participants – 50

Current number of Volunteers – 68

Total Volunteer hours as of 10/28 – 495.5

Average hours of 1-on-1 tutoring per student as of 10/23 – 10

New Programs at Banneker

Monthly Family Events – Banneker Drive-In – 43, Not so Scary Story Time – 61, Fall Fun – 61, It's a Gingerbread Party

Night Owls – Monthly teen weekend events averaging 48 participants through October

The Board inquired how these programs were advertised.

Mr. Pearson stated the monthly family events are listed in the Parks program guide and the Pre-School Living and Learning flyer. Flyers have been sent out to Banneker's afterschool program participants. This is an area that staff has discussed and is looking at ways to advertise in the future.

Ms. Devitt stated these programs are advertised on the MCCSC website. They have a community bulletin board, this is the new format rather than passing out flyers. Providing another resource for the community. Our Kid's Craze Page

and Day Camp information is located on this page. They advertise on this bulletin board for all community organizations.

D-3. Sports Division – No Report

D-4 Administrative Division – No Report

ADJOURNMENT

Meeting adjourned at 5:12 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Kim Clapp".

Kim Clapp,
Secretary Board of Park Commissioners