



Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, November 28, 2017
4:00 p.m. – 5:30 p.m.

Council Chambers
401 N. Morton

CALL TO ORDER

The meeting was called to order by Ms. Kathleen Mills at 4:02 p.m.

Board Present: Mr. Joe Hoffman, Ms. Kathleen Mills and Ms. Darcie Fawcett

Staff Present: Paula McDevitt, Dave Williams, John Turnbull, Becky Higgins, Julie Ramey, Kim Clapp, Mark Marotz, Sarah Owen, Leslie Brinson, Hannah Brock, Lee Huss, Elizabeth Tompkins, Crystal Ritter, and Barb Dunbar

A. PUBLIC HEARINGS/APPEARANCES

A. CONSENT CALENDAR

- A-1. Approval of Minutes of October 24, 2017 Meeting
- A-2. Approval of Claims Submitted October 21, 2017 through November 17, 2017
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus

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

B. PUBLIC HEARINGS/APPEARANCES

B-1. Public Comment Period – None

B-2. Bravo Award – Bloomington Rotary Club

Ms. Sarah Owen, Community Relations Coordinator, Bloomington Parks and Recreation Department (BPRD) would like to recognize the Bloomington Rotary Club for both their financial and hands-on assistance with a tree planting project in Crestmont Park. The Rotary Club purchased and generously donated, 25 of the 34 trees planted during this project. The Club's volunteer crew was hardworking and efficient. With their assistance, the tree planting was completed ahead of schedule.

BPRD has a longstanding relationship with the Bloomington Rotary Club, and would like to present them with the November BRAVO Award. BPRD appreciates the Club's efforts in improving the quality of life in the community, and congratulates the Club on their 2018 centennial celebration. Ms. Owen invited the Rotary Club's representatives to the podium, Mr. Loren Snyder, Ms. Ann Connors and Ms. Kim Gray.

Mr. Loren Snyder approached the podium and thank the department for the recognition. The Club has more trees to plant. Approximately 120 throughout the year, representing the 120 members of the club. Ultimately the Rotary Club wants to plant 1.2 million trees throughout the world, as part of Ian Riseley, Rotary International President's goal. Hopeful Mr. Riseley will be in Bloomington to plant the 120th tree to recognize our club's centennial. The Board thanked the Rotary Club for their support of BPRD.

B-3. Parks Partner Award – None

Ms. Sarah Owen, Community Relations Coordinator, Bloomington Parks and Recreation would like to recognize CFC, INC. as the recipient of the Fall-Winter 2017 Park Partner Award. The Park Partner Award is a component of the Department's sponsorship program, and recognizes our most outstanding collaborators.

CFC has a long history of supporting the BPRD in a multitude of ways. The company has sponsored children's events, local artists' events, tree planting projects and the Farmers' Market. CFC has been a vital part of the Bloomington Parks Foundation, supporting scholarships for youth and generously hosting BPF events.

BPR is profoundly grateful for all of CFC's support, and truly appreciate the long term partnership with them. We are delighted to present CFC, Inc. with the Park Partner Award. Ms. Owen invited CFC representative Mr. Jim Murphy to the podium.

Mr. Jim Murphy approached the podium and thanked the Board for this honor. CFC loves the BPRD, we've been partners for many years, from planting trees to sponsoring scholarships, and the Farmers Market. Many years ago we co-sponsored a landscape area at Twin Lakes Recreation Center with PSI Energy. The Board of Park Commissioners, Ms. McDevitt and her staff do a wonderful job. On behalf of the CFC employees we appreciate this award.

The Board thanked Mr. Murphy for his and CFC's support and contributions to the Department.

B-4. Staff Introduction - None

C. OTHER BUSINESS

C-1. Review/Approval of the 2018 Proposed Non-Reverting Fund Budget Request

Ms. Paula McDevitt, Administrator, the Non-Reverting Fund was established as an "enterprise fund" and is developed with a zero-based budget model. The fund allows flexibility to meet customer interest and reduces reliance on the General Fund tax base. The fund incorporates input from staff specialist, supervisors, coordinators, managers and division directors.

Ms. McDevitt presented 2018 Non-Reverting Budget.

Category 1 – Personnel increase of \$44,652 (9%)

Increase in full time (\$2,759) and seasonal (\$40,062) wages

Category 2 – Supplies – decreased \$8,202 (2%)

Decrease in agricultural supplies (golf \$3,000), other repairs/maintenance (Farmers' Market \$1,000) and other supplies (Twin Lakes Recreation Center and 50+ Expo \$3,400)

Category 3 – Other Services – increase of \$112,414 (10%)

Instruction (Community Events \$1,607) Printing (Kid City, TLRC, and Community Gardens \$7,305)

Principle (TLRC Revenue Bond \$240,000) Interest (TLRC Revenue Bond \$106,689)

The Park Commissioners approved Resolution 17-05 to refund the 2009 Bonds, which is expected to have a gross savings of \$350,000. The net present value of those savings is \$290,000. Total Non-reverting fund request is \$2,153,490 which is an increase of \$148,864. Projected revenue is \$2,011,610 resulting in a deficit of \$141,880. Non-reverting balance as of 1/1/17 was 2,352,227, balance as of 11/14/17 is \$2,066,133. All Twin Lakes Recreation Center bond payments have been made.

The Board commented it seems we are doing okay, but we are facing some slippage in meeting cost that comes out of the Non-reverting fund. The situation will not create any problems in the next couple years, but could create issues farther down the road. We know the membership dollars are not going back to the 2010 numbers, plus there is the loss of fitness revenue.

Ms. McDevitt responded, optimistically we would like to see the membership number increase. It is a tough

market. Staff is currently researching memberships and looking at target markets. Where do the current members come from and where did the members previously come from, and create a strategy around that information. Looking at how to be more creative with the spaces in the facilities. How to possibly bring in other activities to generate additional revenue. Zeroing in on the membership and see where we can grow the market.

The Board commented, these are all good ideas. We just need to be cautious, as it is the Non-reverting fund that allows us to deal with unexpected expenses and low revenue years. Obviously if the balance dropped another \$300,000 next year, it doesn't take long for the 2 million to become problematic. Especially since we have a bond issue and payments that need to be made. We have to make sure we protect the General Fund. If we have another year like the past year, and the balance goes down another few hundred thousand. It would be prudent on our part, to look at ways to grow revenue or cut cost, and probably cutting cost would be the way we would have to go.

Ms. McDevitt responded we spend a significant amount of time studying the data, revenue and expenses. Staff at Twin Lakes Recreation Center does a really good job of containing their cost.

The Board commented, if we do not see the revenue side going back up, there may come a time we have to look at cutting cost department wide. The decreases are not huge, but is something we need to monitor, and why these reports are so important. Will the Non-reverting fund be used to cover the expense of the solar panels, and is this cost reflected in the 2018 budget?

Ms. McDevitt invited Mr. Jeffrey Underwood, City Controller to the podium.

Mr. Underwood responded we are currently engaged in an energy saving contract audit. The first phase is the solar project. Under Indiana statute, those projects must have a positive cash flow over a 20 year period. Typically what happens, is the saving ramps up over time. You will have some net deficient in the earlier years. We are closing with Bank of America on all of our solar projects. Approximately fourteen million dollars total, and the BPRD is a big part of the project. The first payment has been delayed until November 2018. The payments were pushed out as far as possible, since the budgets were completed well before the cost was known. We are trying to minimize the Parks portion, from the facilities that are within TIF districts. It is anticipated, facilities that fall within the TIF areas, the payments will be made from those funds. In addition, we have been working on the capital side to reduce long term operational cost. Obviously with TLRC, there is a huge foot print and high energy usage. TLRC's roof has been replaced and solar panels installed. We are looking at other cost saving projects, not only at TLRC, but at other Parks facilities. Focusing on projects that make since from a payback stand point. Reducing the footprint, because utilities are one of the biggest cost.

The Board inquired, what the payment will be in 2018, so we can anticipate how low the Non-reverting fund will be reduced.

Mr. Underwood responded, I do not have that number at this time. The numbers are being finalizing. We will be able to present the amortization schedule for the full 20 years at the next Board meeting. As well as a cash roll-up, that looks at the accumulative pay back.

The Board commented, we are in favor of the energy saving, knowing it will be revenue positive in the long run. The Non-reverting fund is our rainy-day fund. It is what allows us to be confident in going forward with programs like the purchase of Twin Lakes Recreation Center. Having the NR fund, means we know the tax payers will not be responsible for paying those bills back. We are just trying to get a handle on how much the fund will be depleted, before it starts to grow back as the energy savings goes on line.

Mr. Underwood responded to give you a comparison of the rest of the City. The cash balance BPRD has, is a one-to-one coverage. The City's General fund, the largest operating account, has a coverage of four months. BPRD Non-reverting fund, is the best fund the City has for coverage. The Government with Finance Officer Association recommends a 2 months coverage. We are very pleased with the BPRD fund, and would like to see it remain at the current balance. The City's General Fund does not have that kind of reserve, and it is very important to protect the general fund. We will do everything we can to help maintain the BPRD Non-reverting balance.

The Board commented, at the moment, where we are is fine. Even if there is a slight decrease next year, due to the solar project and trying to turn the numbers around at TLRC. In a year from now, if the balance is down another 1.6 or more, we will have to take a hard look at what to do. That is a trend we do not want to see continue.

The Board inquired, if TLRC has explored partnership arrangements? Some individuals have memberships through their health insurance.

Ms. McDevitt responded, staff will be identifying all of the target markets and fold that in with the process.

Ms. Darcie Fawcett motioned to approve the 2018 Non-Reverting Fund Budget. Mr. Joe Hoffman seconded the motion. The motion was unanimously carried.

C 2. Review/Approval of Mobile Stage, Special Events and Alcohol Permits

Ms. Crystal Ritter, Community Events Coordinator, staff recommends the approval of the 2018 applications for special event permits, B-Line special event permit, mobile stage rental and alcohol guidelines. Updates to the applications and permits include: the Legal Department requested removing the requirement for liability insurance on the B-line and special event permit applications. Updates were made to names of staff and contact information. Updates were made to the contracts for parade permits and approval, as the Economic and Sustainable Development Department now handles these and not Public Works. Updates to prices as approved in the 2018 Price Schedule.

Ms. Darcie Fawcett motioned to approve the 2018 Mobil Stage, Special Events and Alcohol Permits. Mr. Joe Hoffman seconded the motion. The motion was unanimously carried.

C-3 Review/Approval of Mid-Service Contract with Snider Recreation, Inc.

Ms. Barb Dunbar, Operations Coordinator, due to age, the Department wishes to replace a fitness station located at Bryan Park. The Department requires the services of a qualified vendor to order equipment, install concrete footers, install and surface mount the equipment to the footers, add 2" of crusted stone and provide dumpsters and dispose of packing materials. Staff recommends the approval of this contract with Snider Recreation, Inc. in the amount of \$31,760.00. This project will be funded by the Bloomington Parks Foundation, which received a generous donation in the memory of Dr. Donald Martin.

Ms. Darcie Fawcett motioned to approve the contract with Snider Recreation, Inc. Mr. Joe Hoffman seconded the motion. The motion was unanimously carried.

C-4 Review/Approval of Eleven Service Agreements.

Ms. Barb Dunbar, Operations Coordinator, the Department wishes to manage emergency and/or standard repairs, services and maintenance, while meeting all public work project requirements. The Department requires the services of qualified vendors to provide routine/emergency repair, routine/emergency maintenance of existing structures, buildings or real property. Staff recommends the approval of service agreements with Big Dipper, Bruce's Welding, Cassidy Electrical, Harrell Fish, J&S Locksmith, Professional Contracting, Woods Electric, Izzy's Rental (2), and Monroe Tuff-Jon (2).

Board inquired why there were two agreements with Monroe Tuff-Jon and Izzy's.

Ms. Dunbar responded, one agreement is for the rental of port-a-lets and the second agreement is for the cleaning and pumping of permanent fixtures and/or Park owned port-a-lets. We are slowly purchasing the port-a-lets. Parks will eventually own all the port-a-lets, which will create a financial saving.

Ms. Darcie Fawcett motioned to approve the eleven service agreements for Operations Division for 2018. Mr. Joe Hoffman seconded the motion. The motion was unanimously carried.

C-5 Review/Approval of Contract for Winter Hazardous Tree Removals

Mr. Lee Huss, Urban Forester, the Department wishes to remove thirteen hazardous trees in public areas around the City. Due to the location of nearby electric services and private infrastructure, the Department requires the services of a professional consultant in order to remove seven Ash trees, 3 Silver Maples, 3 Sugar Maples and prune one Red Maple tree. Staff recommends the approval of the contract with Bluestone Tree Services, LLC in the amount of \$18,000.

Ms. Darcie Fawcett motioned to approve the contract with Bluestone Tree Service, LLC. Mr. Joe Hoffman seconded the motion. The motion was unanimously carried.

C-6 Review/Approval of Contract with City Glass of Bloomington

Mr. John Turnbull, Division Director Sports, due to age and condition, the Department wishes to replace a handicap restroom door at Winslow Sports Complex. The Department requires the services of a professional consultant to demolish existing door and frame, install fiberglass reinforced polyester face door, and install hardware. This project was previously awarded to Neidigh and then to Tommy D's, neither company signed their contract. Staff recommends the approval of the contract with City Glass of Bloomington in the amount of \$4,025.00. This is a General Fund project.

Ms. Darcie Fawcett motioned to approve the contract with City Glass of Bloomington. Mr. Joe Hoffman seconded the motion. The motion was unanimously carried.

C-7 Review/Approval of Contract with C&H Lawn & Landscaping Addendum

Mr. John Turnbull, Division Director Sports, it was discovered during the installation of the Winslow irrigation project, additional irrigation is required to adequately water the infield at Winslow Sports Park. Staff recommends approval of this addendum of \$8,249 to the original contract for \$89,986.60 with C&H Lawn & Landscaping.

The Board inquired if this had been included in the original drawings, would the cost have been about the same.

Mr. Turnbull responded, there is no way of knowing. Normally, it is more cost effective to have everything included in the original bid. This company was the low bidder by 25%. They are half way through the project and we are very satisfied with the work they are doing.

Ms. Darcie Fawcett motioned to approve the addendum with C&H Lawn Landscaping. Mr. Joe Hoffman seconded the motion. The motion was unanimously carried.

C-8 Review/Approval of Contract for Services with Clark Excavating

Mr. John Turnbull, Division Director Sports, for the new irrigation system at Winslow Sports Park to work optimally, a greater water flow is required. The Department requires the services of a professional consultant to perform increasing the irrigation main water feed from a 2" to a 3" feed. Quotes were solicited, all contractors with the exception of Clark Excavating stated they were overcommitted. Staff recommends approval of this contract with Clark Excavating in the amount of \$7,000. This project is funded from the Parks Bond 977-18-180000-54510 series B.

The Board commented, due to the booming construction occurring in the City, it is becoming more difficult to find contractors. It may be beneficial to take every opportunity, and try get on contractors list well in advance of projects.

Ms. Darcie Fawcett motioned to approve the contract with Clark Excavating. Mr. Joe Hoffman seconded the motion. The motion was unanimously carried.

C-9 Review/Approval of Agreement with Bruce Wilds Security for Griffy Lake Nature Preserve Deer Cull

Mr. Steve Cotter, Natural Resources Manager the Department wishes to secure designated areas of Griffy Lake Nature Preserve during the deer cull. The Department requires the services of a professional consultant to provide security during the project, including patrolling the perimeter of the park and informing the public of the park closure. Staff recommends approval of this contract with Bruce Wilds Security in the amount of \$4,650.00.

The Board inquired is this the same company previously used?

Mr. Cotter responded, yes. It is the same company, and one the Department has used on numerous occasions.

The Board commented this is at the same time as the State Parks deer cull. Brown County State Park was not on this year's list. So they must have felt, they have achieved the equilibrium they were seeking.

Mr. Cotter responded, they were not on the list. Brown County State Park has a system, where they determine yearly if another cull is necessary. Apparently it was not needed this year.

The Board commented, this is where we are heading. This will become something we monitor, and decide on an annual basis whether we will try it again.

Mr. Cotter responded, yes, that is correct.

The Board inquired, will this take place in January?

Mr. Cotter responded, it will be earlier than January.

Ms. Darcie Fawcett motioned to approve the contract with Bruce Wilds Security. Mr. Joe Hoffman seconded the motion. The motion was unanimously carried.

C-10 Review/Approval of 2018 Price Schedule

Ms. Paula McDevitt, Administrator staff is seeking final approval of the 2018 Price Schedule. This document was presented to the Board for review at the October meeting. Staff is available to answer any questions regarding price changes.

Ms. Darcie Fawcett motioned to approve the 2018 Price Schedule. Mr. Joe Hoffman seconded the motion. The motion was unanimously carried.

D REPORTS

D-1. Operations Division – No Report

D-2. Recreation Division – No Report

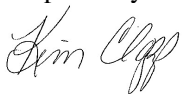
D-3. Sports Division – No Report

D-4 Administrative Division – No Report

ADJOURNMENT

Meeting adjourned at 4:51 p.m.

Respectfully Submitted,



Kim Clapp, Secretary Board of Park Commissioners