



A-1
10-23-2018

Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, September 18, 2018
4:00 p.m. – 5:12 p.m.

Council Chambers
401 N. Morton St.

CALL TO ORDER

The meeting was called to order by Ms. Kathleen Mills at 4:00 p.m.

Board Present: Ms. Kathleen Mills, Mr. Les Coyne, Mr. Joseph Hoffman, and Ms. Darcie Fawcett

Staff Present: Ms. Paula McDevitt, Mr. Dave Williams, Ms. Becky Higgins, Mr. John Turnbull, Ms. Julie Ramey, Ms. Kim Clapp, Mr. Mark Marotz, Ms. Leslie Brinson, Mr. Steve Cotter, Ms. Barb Dunbar, Ms. Joanna Sparks, Mr. Bill Ream, Ms. Elizabeth Tompkins, Ms. Amy Shrake, Ms. Crystal Ritter, Ms. Sarah Owen, Mr. Erik Pearson, and Ms. Hannah Buddin, Ms. Sarah Mullin.

A. CONSENT CALENDAR

- A-1. Approval of Minutes of August 21, 2018
- A-2. Approval of Claims Submitted August 21, 2018 through September 18, 2018
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report
- A-5. Approval of Surplus

Mr. Joe Hoffmann made a motion to approve the Consent Calendar. Mr. Les Coyne seconded the motion. Motion unanimously carried.

B. PUBLIC HEARINGS/APPEARANCES

B-1. Appeal of Park Suspension

Mr. Michael Rouker, City Attorney approached the podium. In 2013, this Board passed revised Park's policies, related to the removal and suspension of certain individuals who engage in particular behaviors on park's property. Eleven specific reasons were listed. From time to time, the Bloomington Police Department (BPD) encounters individuals who have to be removed and potentially suspended from the parks. Park suspensions can range from 7 to 365 days, and periodically the police request Parks to sign a suspension order. A process is in place for an individual to appeal a suspension order. This hearing is for our first appeal request.

Officer Brett Rorem approached the podium. The BPD received a call at the Building and Trades Park. An individual, who we've had numerous contact with, was at the park. The individual had threatened two Park staff, and would not allow them to enter the facilities to clean. Park supervisors were called to assist, and were unable to resolve the situation. The individual called staff vulgar names and threatened staff lives.

Mr. Rouker approached the podium. The individual's suspension was for 120 days, the individual was issued written findings of fact, and a notice was served of the date, time and location of this appeal. At this point, the Board will

decide what action to take, move to uphold, overturn, or modify the suspension order that is in place. The Board may proceed without the appellant being present.

Mr. Joe Hoffmann moved for the Board to uphold the Director's decision, based on the findings of fact in the document we have before us. Mr. Les Coyne seconded the motion. Motion unanimously carried.

B-2. Public Comment Period –

Mr. Mike Biggs approached the podium. In Indiana there was a city, like Bloomington, that went non-smoking. This lasted for about six to nine months. This was challenged, there was an injunction and they went back to smoking in buildings. The city presented, that a lot less people died from second hand smoke heart attacks and strokes during the six months smoking was banned. Around the US, 34,000 people still die from second hand smoke heart attacks and 8,000 to second hand smoke strokes. The judge decided to pass the non-smoking throughout the buildings.

We have smoking in all of our parks. In fact, we could have signs that say smoking area, because that is true. All of our parks allow smoking, even if they say no smoking. There are only one or two parks that say no smoking. I ask that you allow them to put up signs that say no smoking, and I will work with our City Representatives to get an ordinance for non-smoking. I ask that you do this first, because I know it can be done faster and easier. You may be able to save lives of the people in the parks exposed to smoking.

There are lots of the parks and lots of areas in the parks that you can't escape if someone starts smoking. It's a hot sunny day, your sitting in a shady area at a table eating with your partner. Someone comes and sits down right next to you, and starts smoking. Even though there are other places to sit, they can sit right by you. You can ask them to stop smoking, because you have a heart disease or your child has asthma, but they can sit right by you. If you put up those signs, I will work to make it a permanent thing through the City Council.

Mr. William's and I discussed this topic. Whether there are signs or not, people will call the police if someone starts smoking next to them. There is no way to avoid it in the park, and it gets very contentious. People don't like a deadly toxin directed at them, even though we know people are addicted. Our friends that smoke, when we hang around them, do it in a way that it is not coming right at you. They are very polite about it. This is a very big issue whether we have signs or not. I appreciate you looking at all the possible solutions.

The Board thanked Mr. Biggs. This is a topic that has been discussed at prior meetings. The department is working on this item.

Ms. Paula McDevitt, Administrator responded, staff is taking a look at what other departments are doing across the state, and taking a look at the city ordinance. We appreciate the comments and feedback.

The Board inquired what the next steps would be.

Ms. McDevitt responded, a report would be presented, with example of signage, and wording with the new or revised smoking ordinance.

B-3. Bravo Award – None

B-4. Parks Partner Award – None

B-5. Staff Introduction –

Mr. Raphael Tingle is a first year Master's student pursuing a Master's of Public Affairs at the School of Public and Environmental Affairs (SPEA) at Indiana University. Mr. Tingley completed his undergraduate degree at UC Santa Cruz in California, with a major in Political Science and minor in history. In North Caroline, Mr. Tingley was working at an environmental nonprofit focusing on the dangers of indoor pollutants such as highly fluorinated chemicals and brominated flame retardants. Mr. Tingle looks forward to using his SPEA fellowship to learn more about how city policy can have a positive impact on the sustainable growth and maintenance of our shared green spaces.

C. OTHER BUSINESS

C-1. Review/Approval of Appointment to the Environmental Resources Advisory Council

Ms. Elizabeth Tompkins, Natural Resources Coordinator, staff recommends the appointment of Mr. Dan Myers, to the Environmental Resources Advisory Council. Staff believes his background as a Water Resources Specialist and education in Fisheries and Wildlife Management and Biology (Aquatic Sciences Emphasis), and Professional Certificate in Watershed Management will provide a valuable perspective for the advisory council.

Mr. Joe Hoffmann made a motion to approve the appointment to the Environmental Resources Advisory Council. Mr. Les Coyne seconded the motion. Motion unanimously carried.

The Board inquired, if this was the only application received.

Ms. Tompkins responded, yes.

C 2. Review/Approval of Addendum to the Special Olympics Partnership Agreement

Ms. Becky Higgins, Recreation Director, on May 1, 2018 the Board approved an Agreement with the Special Olympics Indiana Monroe County (SOIN-MC), to support athletic opportunities for community members with developmental disabilities. Staff recommends the approval of this Addendum, as the burden to provide insurance at the requested level, was determined to make the program not affordable for SOIN-MC. Both parties agree to the following change: to modify Article 9 of the Agreement to remove “even if caused by the negligence of releases”. All other terms of the Agreement are still intact.

Mr. Joe Hoffmann made a motion to approve the addendum to the Special Olympics Partnership Agreement. Mr. Les Coyne seconded the motion. Motion unanimously carried.

C-3 Review/Approval of Partnership Agreement with Monroe County Fairgrounds and Wonderlab for the Bloomington Pumpkin Launch

Mr. Bill Ream, Community Events Coordinator, the Department, Monroe County Fairgrounds and Wonderlab desire to cooperate in the provision of a community event called the Bloomington Pumpkin Launch for the general public. This Agreement outlines services provided by each partners. The event will be held at the Monroe County Fairground on Saturday, October 27th, from 11:00am – 4:00pm, and is designed to create an affordable and family-friendly fun way for the community to celebrate autumn.

Mr. Joe Hoffmann made a motion to approve the partnership agreement with Monroe County Fairgrounds and Wonderlab for the Bloomington Pumpkin Launch. Mr. Les Coyne seconded the motion. Motion unanimously carried.

C-4 Review/Approval of Vendor Contract Template for Holiday Market Artist

Ms. Crystal Ritter, Community Events Coordinator staff recommends the approval of the 2018 Holiday Market Exhibitor Agreement for the 2018 Holiday Market. This Agreement outlines the expectations and policies for both parties. The event will be held the Saturday, following the Thanksgiving Holiday. There have been no significant changes made to the contract.

Mr. Joe Hoffmann made a motion to approve the contract template for the Holiday Market artist. Mr. Les Coyne seconded the motion. Motion unanimously carried.

C-5 Review/Approval of Vendor Contract Template for Holiday Market Local Product

Ms. Sarah Mullin, Market Master Specialist staff recommends the approval of the 2018 Holiday Market Local Product Vendor Agreement for the 2018 Holiday Market. This agreement outlines the expectations and policies for both parties. The event will be held the Saturday, following the Thanksgiving Holiday.

Mr. Joe Hoffmann made a motion to approve the contract template for the Holiday Market local product. Mr. Les Coyne seconded the motion. Motion unanimously carried.

C-6 Review/Approval of Contract for Holiday Market Carriage Rides

Ms. Leslie Brinson, Community Events Manager, the Department wishes to offer affordable carriage rides to the community at the Holiday Market. The Department is in need of a vendor to provide two horse-drawn carriages for five hours of carriage rides on Saturday, November 24th. Staff recommends the approval of this contract with Newsom's Carriage & Sleigh, all fees and expenses are not to exceed \$1,300.00.

Mr. Joe Hoffmann made a motion to approve the contract for Holiday Market carriage rides. Mr. Les Coyne seconded the motion. Motion unanimously carried.

C-7 Review/Approval of Partnership Agreement with Jumpstart Sports

Mr. Erik Pearson, Program/Facility Coordinator, the Department wishes to offer preschool sports programs and summer sports camps that are necessary for the positive development and well-being of the community. By combining resources, the Partnership will result in increasing the quality of preschool sports programs offered to the community. Allowing more Bloomington families to participate in programs that focus on introducing sports to children in an instruction based, fun environment. Staff recommends the approval of this Partnership with Jumpstart Sports.

Mr. Joe Hoffmann made a motion to approve the partnership agreement with Jumpstart Sports. Mr. Les Coyne seconded the motion. Motion unanimously carried.

C-8 Review/Approval of Partnership Agreement with Bloomington Soccer, LLC

Mr. Mark Sterner, General Manager, Twin Lakes Recreation Center, the Department wishes to provide an opportunity for the community to participate in specialized recreation programs that are designed to meet the needs of youth and adults in the community, to promote health and well-being. By combining the resources of both parties, the community will be offered an affordable and effective program designed to provide developmental soccer programs, and recreational soccer leagues. Staff recommends the approval of this Partnership with Bloomington Soccer, LLC.

Mr. Joe Hoffmann made a motion to approve the partnership agreement with Bloomington Soccer, LLC. Mr. Les Coyne seconded the motion. Motion unanimously carried.

C-9 Review/Approval of Contract with Bluestone, LLC for Tree Removal

Mr. John Turnbull, Division Director Sports, the department wishes to have dead trees, and trees compromising tree and green health removed at Cascades Golf Course. The department requires the services of a professional consultant in order to perform the tree removals. Due to time and risk factors Park staff is unable to complete this project. Two quotes were received, with Bluestone, LLC being the lowest. Staff recommends the approval of this contract in the amount of \$11,800.

Mr. Joe Hoffmann made a motion to approve the contract with Bluestone, LLC. Mr. Les Coyne seconded the motion. Motion unanimously carried.

C-10 Review/Approval of Reinstatement of the Cascades Golf Course Advisory Council

Mr. John Turnbull, Division Director Sports, due to several large projects and changes at Cascades Golf Course, the department wishes to reinstate the Golf Advisory Council. The golf advisory council was formulated in 1990's, due to lack of participation and need, the council was disbanded in 2004. Due to the size and number of projects, the advisory council could be engaged for approximately 3-6 years. Staff believes input from customers and citizens would be beneficial to the future of Cascades Golf Course.

Mr. Joe Hoffmann made a motion to approve the reinstatement of the Cascades Golf Course Advisory Council. Mr. Les Coyne seconded the motion. Motion unanimously carried.

C-11 Review/Approval of Fee Waiver for Parks Foundation Golf Outing

Mr. John Turnbull, Sports Director, staff recommends the waiving of cart and green fees for the 23rd Annual Parks and Recreation Foundation Don Brineman Golf Scramble, to be held on Wednesday, October 3, 2018. This event is the primary fund raiser for the Bloomington Parks Foundation which supports the Lloyd Olcott Youth Endowment Fund. This tournament generally raises between \$7,000 and \$10,000 in scholarship funding. Providing assistance to community youth with financial needs, giving them the opportunity to participate in some Parks programs.

Mr. Joe Hoffmann made a motion to approve the fee waiver for Parks Foundation Golf Outing. Mr. Les Coyne seconded the motion. Motion unanimously carried.

C-12 Review/Approval of Contract with Bledsoe Riggert Cooper James

Ms. Joanna Sparks, City Landscaper, to allow for accurate planning of future activities, the department wishes to perform a boundary survey at White Oak Cemetery. The department requires the services of a professional contractor to perform and verify property boundaries on all sides of White Oak Cemetery. Staff recommends the approval of this contract with Bledsoe Riggert Cooper James in the amount of \$3,500.

Mr. Joe Hoffmann made a motion to approve the contract with Bledsoe Riggert Cooper James. Mr. Les Coyne seconded the motion. Motion unanimously carried.

C-13 Review/Approval of Contract with ECO Logic, LLC

Ms. Joanna Sparks, to create an esthetically pleasing site for the community, and a healthy environment for plant pollinators, the department wishes to create a Vegetation Management Plan for Miller-Showers Park. The department requires the services of a professional consultant to create a 5 year management plan for the native plantings at Miller Showers Park. Staff recommends this contract with Eco Logic, LLC in the amount of \$4,185.00.

The Board requested, for ECO Logic to create a statement, regarding the purpose of this area.

Ms. Sparks responded, the request would be made. This area is a native landscape full of life, and a vessel to capture storm water from that sector of Bloomington. The storm water is rich in nutrients, and is used by the staff to water landscaping and turf throughout the city.

Mr. Joe Hoffmann made a motion to approve the contract with ECO Logic, LLC. Mr. Les Coyne seconded the motion. Motion unanimously carried.

C-14 Review/Approval of Contract with Monroe/Owen Appraisal, Inc.

Mr. Steve Cotter, Natural Resources Manager, a land owner has generously offered to donate a 20-acre property adjacent to Griffy Lake Nature Preserve. The department wishes to determine the property value, and requires the services of a professional consultant to appraise real estate property located at 3255 N Russell Road, Parcel #53-01-22-200-000.000-004. Staff recommends the approval of this contract with Monroe/Owen Appraisal, Inc. in the amount of \$600.00.

Mr. Joe Hoffmann made a motion to approve the contract with Monroe/Owen Appraisal, Inc. Mr. Les Coyne seconded the motion. Motion unanimously carried.

D REPORTS

D-1. Administrative Division

Ms. Paula McDevitt, Administrator in April 2018 the Board signed a contract with PROS Consulting Inc. to conduct an organization development plan for the department. Mr. Austin Hochstetler, PROS Consulting, Inc., is here to present the final report.

Mr. Austin Hochstetler, PROS Consulting Inc. approached the podium.

Mr. Hochstetler presented the Organization Review Final Report.

Goals

To develop an organization development plan that includes a systematic process to collect and evaluate information regarding the Department's internal capacity. The plan will focus on organizational structure, functionality, capacity, and effectiveness as it relates to responsibilities within the organization. With the impending development of Switchyard Park, our goal is to support this new system addition by building a functional and strategic structure.

Project Goals

- To examine national and local recreation trends and how they apply to Switchyard Park and overall to the Department.
- To examine the Department's capacity as a whole, and implication that capacity has for Switchyard Park.
- To develop a program plan for Switchyard Park, for informal and formal use.

- To establish a sustainable framework that will withstand future budget parameters.

Process

Staffing Trends

- Staffing has remained level since 1993
- Since 2015 alone ~ 30 miles of parks and trails have been added, ~15,600ft² of landscape beds added, and numerous sidewalks and side paths added for snow removal.

Programming Trends

- Community events are popular
- Overall participation has increased over the last three years.

SWOT Analysis

Strength

- Knowledgeable staff
- Longevity and institutional knowledge
- Strong park visitation/usage
- Community understands what the Department is trying to do.

Weakness

- Challenges communicating outside the Division-unfamiliarity
- Challenges working within the Department-unfamiliarity
- Seasonal retention and staffing for future growth
- Maintaining facility standards

Opportunity

- Maintenance
- Programing
- Marketing
- Special use permits and special event coordination
- Succession planning
- Competition among other Bloomington Parks and Recreation facilities
- Consistent standards, branding, and marketing

Threat

- User behavior changes
- City processes
- Job management
- Budget impacts

Lines of Service (staff time spent)

- 9% - General parks maintenance
- 9% - Windshield time/travel
- 8% - Meetings/training/misc.
- 7% - City urban forestry
- 6% - Personnel management
- 6% - Parks urban forestry
- 6% - Repair/vandalism/graffiti

Key Findings

Facility/Amenity Matrix – Staffing Model

- 1 Full-time General Manager-Operations
- 2 Full-time Working Foremen-Operations
- 2 Full-time Laborer II – One for Operations, One for Urban Forestry
- 5 Part-time Seasonal Workers – Operations and Urban Forestry

Financial Model Assumptions

- Primary Programs are reservations/permits, programs, and special events
- Five full-time employees will be required for operations of the Switchyard Park
- 2,880 man-hours of part-time staffing will supplement full-time staff

- A third-party contractor will be responsible for the routine landscaping bed and mowing maintenance in the park at an annual cost of \$1.50 per ft² for landscaping beds and \$3,000/acre for mowing. In lieu of a third-party contractor, the Department will need to request an additional full-time employee for landscaping functions.
- Operational partnerships were not considered as part of the pro forma development.

Pro Forma

- Revenue – 1st yr. – \$303,907/ 2nd yr. – \$316,063/ 3rd yr. – \$328,706/ 4th yr. – \$341,854/ 5th yr. – \$533,528/ 6th yr. – \$369,749
- Expenditures – 1st yr. – \$838,321/ 2nd yr. – \$855,078/ 3rd yr. – \$872,179/ 4th yr. – \$889,623/ 5th yr. \$907,415/ 6th yr. – \$925,564
- Annual Net Gain/Loss – 1st yr. – (\$534,405)/ 2nd yr. – (\$539,015)/ 3rd yr. – (\$543,747)/ 4th yr. – (\$547,769) 5th yr. – (\$551,887)/ 6th yr. – (\$555,814)
- Total Cost Recovery – 1st yr. – 36%/ 2nd yr. – 37%/ 3rd yr. – 38%/ 4th yr. – 38%/ 5th yr. – 39%/ 6th yr. – 40%

Discussion/Implementation

Observations and Recommendations

- Stretched operation staffing base
- Internal capacity can be increased via staff competency development (especially for sports administration, and recreation divisions)
- Additional staffing is required to maximize Switchyard Park's financial potential
- Streamline activities that exhibit overlap between divisions.
- Continually analyze national, regional, and local trends for applicability to Switchyard Park and the system in general
- Create more opportunities for Department – wide gatherings.
- Create a strategic marketing plan for the Department that includes working with ITS
- Plan for increased budget impacts with the impending Switchyard Park
- Have open dialogue with staff regarding the operational scheduling (potential) impacts due to Switchyard Park
- Leverage the Organizational development Plan to tell the story of existing conditions and implications of park development

The Board inquired, at the national level and regional level, two of the top three trends were community gathering opportunities. The way parks has provided this in the past is fading, how do we replace these type of gatherings? What is a social recreation event? We should be more conscious and explicate of community gathering opportunities being a goal of the department.

Mr. Hochstetler responded, there is a lot of similar terminology. Most agencies delineate the two by, special events having a fee attached, movies or concerts. Social events are spaces where people can gather for free, like a beer garden, or farmers market.

D-2 Recreations Division – None

D-3 Operations Division – Aquatic Vegetation Management Report

Leif Willey, Lake and Special Project Supervisor approached the podium and presented the Plan Review & Update

LARE Review

- State funds received from fee on boat registration
- Administered by IDNR/Division Fish & Wildlife/Lake & Rive Enhancement Program (LARE)
 - Watershed/shoreline improvements
 - Dredging
 - Log Jam Removal
 - Invasive plant control
- Must be a public waterbody
- Must have a sponsor and typically a % match involved with grants
- \$11,600 Grant for 2018
 - Treatment, surveys, AVMP update

Aquatic Plant Ecology Review

- Most aquatic plants occur naturally in lakes
 - Seed or fragment introduction
 - Sunlight
 - Proper Substrate
 - Nutrients
- Most aquatic plants are beneficial to your lake
 - Reduce erosion
 - Cover for fish and invertebrates
 - Improve water quality/clarity
 - Food for waterfowl
- Type of plants in lake often determined by water quality/clarity
- Some species can lead to nuisance conditions or create ecological problems

Eurasian watermilfoil (EWM) *Myriophyllum spicatum*

- Invasive non-native submersed plant
- Competes with native species for space and light
- Spreads through fragmentation
- Can be detrimental to lake ecosystem

Brazilian elodea *Egeria densa*

- Invasive non-native submersed plant
- Forms dense monocultures which can impede boating, fishing, and limit native growth
- Only reproduction in US through vegetative fragments
- Eradicated from Griffy in 2010

Griffy Lake Plant Management History

- Milfoil weevils stocked in early 2000's
- Brazilian elodea eradication treatments 2006 & 2007
 - Signage posted at ramp
 - Education effort
- Curlyleaf pondweed treatments in 2008
- Eurasian watermilfoil treatments in 2009
- Dredging and lake lowering 2010
 - No EWM treatments 2010-2015

Griffy Lake Vegetation Management 2018

- LARE
 - Awarded IDNR LARE grant of \$2,800 for surveying and plan update
 - Two plant surveys
 - Spring Invasive
 - Late summer T2 and Invasive
 - Updated plan finalized by March 1, 2019
 - Will allow for eligibility for plant management grant in 2019, if needed
 - Spring survey (April 24)
 - 20.6 acres of Eurasian watermilfoil mapped
 - Good clarity for a southern IN reservoir

Summer 2018 Survey (Tier 2)

- Completed July 31st
- EWM covering 8 acres and present at 8% of Tier 2 survey sites
 - 10% or less is goal
- Coontail most frequently collected species
 - 40% frequency of occurrence
- Sechi of 5.5 ft.
 - Lower than normal
 - Poor weather conditions during survey

Recommended Future Actions

- Continue with surveys

- Invasive survey spring & summer (potentially LARE funded)
 - Summer survey 1 month after treatment
- Tier 2 late summer (potentially LARE funded)
- Spring invasive EWM treatment with selective/systemic EPA approved aquatic herbicide**
 - Earlier treatment helps selectivity
 - Cost can vary from \$200-\$500+/acre depending on herbicide selected
- Continue with public meetings and plan updates (potentially LARE funded)
- Continue to work to improve shoreline stabilization and watershed improvements (potentially LARE funded)
- Monitor boats entering and leaving lake

Recommended Future Actions**

- Currently limited to use of Navigate granular 2,4-D Herbicide
 - City has restrictions on herbicides that can be used
 - Caution signal word
 - Has been effective, but results could be better and lower cost
- 2018 registration of ProcellaCOR (Research and registration process began 2010)
 - Highly selective, effective milfoil herbicide
 - Use rates 100x – 1000x lower than current standards milfoil treatments
 - Reduces exposure
 - Caution Signal word
 - USEPA Ecological Risk Assessment – confirmed reduces risk classification
 - No risk concerns for non-target wildlife
 - Practically non-toxic to birds, bees, reptiles, amphibians, mollusks, mammals
 - 1-2 day half-life

ProcellaCOR

- Evaluated in several sites this past year
 - Lake Lemon (DNR permit), White River (IDNR and IDEM permit), numerous private pods
- Excellent control of EWM
 - Low use rates 1-3 PDU per treatment acre-foot (2-6ppb)
 - Prescription Dose Unit (3.2 fl. Oz)
 - Applying Navigate at 2ppm
 - Exceptional selectivity
- Cost
 - Similar to or cheaper than Navigate application
 - Less product needed, less labor involved

Remaining LARE Program Steps

- Permit meeting with biologist (2018)?
 - Done over email in the past
- Draft Aquatic Vegetation Management Plan due Nov. 15
- Submit grant application by Jan. 15
- Submit permit application by Feb. 1
- LARE awards grants in late Feb/early March
- Send out bid requests in March
- Decide on contractor by late March/early April

D-4 Sports – None

ADJOURNMENT

Meeting adjourned at 5:30 p.m.

Respectfully Submitted,



Kim Clapp, Secretary Board of Park Commissioners