



**CITY OF BLOOMINGTON
parks and recreation**

AGENDA

City of Bloomington Board of Park Commissioners
Regular Meeting: Tuesday, February 22, 2011 4:00 – 5:30 p.m.

Council Chambers
401 North Morton

CALL TO ORDER - ROLL CALL

A. CONSENT CALENDAR

- A-1. Approval of Minutes of January 18, 2011 Meeting
- A-2. Approval of Claims Submitted January 18, 2011 – February 21, 2011
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report

B. PUBLIC HEARINGS/APPEARANCES

- B-1. Public Comment Period -
- B-2. Bravo Award - Micah and Spencer Pullins (Chris Truelock)
- B-3. Staff Introductions - Robin Hobson, Program Specialist (Market Master)
- B-4. Staff Recognition -

C. OTHER BUSINESS

- C-1. Review/Approval of Consultant Agreement-B-Line Trail at Country Club Dr. (Dave Williams)
- C-2. Review/Approval of Softball Supply Purchase (John Turnbull)
- C-3. Review/Approval of Signage Policy for Frank Southern Ice Arena (John Turnbull)
- C-4. Review/Approval of Partnership Agreement with YMCA (Rob Gilchrist)
- C-5. Review/Approval of Facility Use Agreement with MCUM (Rob Gilchrist)
- C-6. Review/Approval of Partnership Agreement with The Ryder Film Series (Kristy LeVert)
- C-7. Review/Approval of Partnership Agreement with Civic Theater (Kristy LeVert)
- C-8. Review/Approval of Farmers' Market Prepared Food Vendor Contracts (Marcia Veldman)
- C-9. Review/Approval of Appointment to Farmers' Market Advisory Council (Marcia Veldman)
- C-10. Review/Approval of Partnership Agreement with Plant a Row for the Hungry (Robin Hobson)
- C-11. Review/Approval of Partnership Agreement with Mother Hubbard's Cupboard (Robin Hobson)
- C-12. Review/Approval of Mower Purchase for Cascades Golf Course (John Turnbull)
- C-13. Review/Approval of Utility Vehicle Purchase for Sports Division (John Turnbull)
- C-14. Review of 2010 Department Annual Report (Julie Ramey)

D. REPORTS

- D-1. Administrative Division - Park Ambassador Program (Kim Ecenbarger)
- D-2. Sports Division -
- D-3. Operations Division -
- D-4. Recreation Division -

ADJOURNMENT



CITY OF BLOOMINGTON
parks and recreation

A-1
03/08/11

Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, February 22, 2011
4:00 – 5:30 p.m.

Council Chambers
401 N. Morton St.

CALL TO ORDER

The meeting was called to order by Mr. Carter at 4:05 p.m.

Board Present: John Carter, Les Coyne, Joe Hoffmann, Jane St. John

Staff Present: Mick Renneisen, Judy Seigle, Kristy LeVert, Rob Gilchrist, Kim Ecenbarger, Chris Truelock, Paula McDevitt, Robin Hobson, Becky Higgins, John Turnbull, Tim Pritchett, Marcia Veldman, Dave Williams

A. CONSENT CALENDAR

- A-1. Approval of Minutes of January 18, 2011 Meeting
- A-2. Approval of Claims Submitted January 19 – February 21, 2011
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report

Ms. St. John made a motion to approve the Consent Calendar as presented. Mr. Coyne seconded the motion. Motion unanimously carried.

B. PUBLIC HEARINGS/APPEARANCES

B-1. Public Comment Period

No public comment at this time.

B-2. Bravo Award

Mr. Truelock addressed the Board and stated that the February Bravo Award is being presented to brothers, Spencer and Micah Pullins for their volunteer hours with the Learn to Skate program at Frank Southern Ice Arena. Both are graduates of the LTS program and they have been reliable, flexible assets to program. They help supervise practice space on Learn to Skate ice and regularly assist instructors with large classes. In addition, they are assisting with the upcoming Spring Ice Show. Staff has received several compliments from parents of tentative skaters who found comfort and encouragement on the ice from skating with the boys.

Spencer and Micah addressed the Board and both stated they are happy to give back to the community that has given so much to them!

B-3. Staff Introductions – Robin Hobson

Ms. Hobson addressed the Board and stated that she is the new full-time Market Master. She served in this capacity seasonally for five seasons between 1998 and 2004. In addition to her experience as Market Master, her involvement with the Farmers' Market includes experience as a stand assistant, Farm Vendor for three seasons, and as a consultant to the Market staff. She has a genuine interest and enthusiasm for the Market and is glad to be a participant working to forward

the wider food security movement in the community. Additionally, Ms. Hobson will be managing the Bloomington Community Garden Program that includes Willie Streeter Community Gardens, the new Community Gardens at Rev. Ernest D. Butler Park, the Crestmont Park Community Gardens, and the Benjamin Banneker Community Gardens.

B-4. Staff Recognition – None in January

C. OTHER BUSINESS

C-1. Review/Approval of Consultant Agreement – B-Line Trail at Country Club Drive

Mr. Williams addressed the Board seeking approval of the consultant agreement for the B-Line Trail Parking Lot at Country Club Drive. He stated that staff is concerned that parking and trail crossing along Country Club Drive will become hazardous once completion of the final phase of the B-Line is complete. Expansion of the parking lot and improvements to the crossing and signage at the Country Club Rail Trail/Clear Creek Trail will help alleviate traffic congestion. The parking area expansion will require some tree removal. The parking surface will be upgraded to a pervious paver block surface. Project improvements will be funded by the 2009 DNR State Trails Grant award and all work must be completed by the end of the year. Recommended consultants, Butler, Fairman, and Seufert, is familiar with the project requirements and has committed to complete the design and bidding documents 30 days after completion of site survey work. The estimated cost for the project is \$160,000-\$180,000. Staff recommends approving the Consultant Agreement with Butler, Fairman, and Seufert in the amount of \$17,700 for civil engineering and landscaping for this project.

Ms. St. John made a motion to approve the consultant agreement with Butler, Fairman, and Seufert. Mr. Coyne seconded the motion. Motion unanimously carried.

C-2. Review/Approval of Softball Supply Purchase

Mr. Turnbull addressed the Board seeking approval of the 2011 softball supply purchase. Staff recommends purchasing from Pacesetter Sports at the quoted price of \$16,368. The cost for purchasing the softballs is recovered through entry fees for leagues and tournaments. The 2011 order is somewhat higher than previous years due to the hosting of nine individual ASA sanctioned events by the department. These events attract families from around the state and country to Bloomington.

Ms. St. John made a motion to approve the 2011 softball supply purchase. Mr. Coyne seconded the motion. Motion unanimously carried.

C-3. Review/Approval of Signage Policy for Frank Southern Ice Arena

Mr. Turnbull addressed the Board seeking approval of the banner/signage policy for Frank Southern Ice Arena (FSC). He stated that the history of posting team championship banners at FSC has been inconsistent and informal. On several occasions banners were posted without department knowledge or approval. This policy is designed to bring formality, consistency, and equity as it pertains to banners. He stated that the banners can be double sided, but if they're single sided, they will face the west side. Staff will define the area in which the banners can be displayed. Mr. Turnbull stated that staff has researched other public ice rinks for feedback on similar policies in other communities.

Ms. St. John made a motion to approve the signage policy for Frank Southern Ice Arena. Mr. Coyne seconded the motion. Motion unanimously carried.

C-4. Review/Approval of Partnership Agreement with YMCA

Mr. Gilchrist addressed the Board seeking approval of the partnership agreement with the Monroe County YMCA. He stated that this is the third year for this partnership agreement that allows the two organizations to offer outdoor aquatic fitness classes to their participants. Parks will host the classes at Bryan Park Pool and Mills Pool. The YMCA will provide their certified staff as instructors. Both organizations market the classes. Parks and Recreation will be responsible for handling registration with 50% of the collected revenue paid to the Monroe County YMCA to offset staffing costs.

Ms. St. John made a motion to approve the partnership agreement with YMCA. Mr. Coyne seconded the motion. Motion unanimously carried.

C-5. Review/Approval of Facility Use Agreement with MCUM

Mr. Gilchrist addressed the Board seeking approval of the facility use agreement with Monroe County United Ministries (MCUM). He stated that MCUM has a long history of using Mills Pool for their childcare program because of their close proximity. Their visits occur one hour before normal operating hours. Some pre-existing pricing structures have allowed them to do this at a reduced rate from what typically would be defined as a pool rental. Because of this long history of cooperation and MCUM's charitable structure, staff once again recommends continuing this practice. MCUM will cover direct staffing costs during their visits. In addition, they will pay regular admission fees for children in their program that do not qualify for seasonal fee waiver passes. This arrangement results in a more affordable price for MCUM than charging them for a one hour rental.

Ms. St. John made a motion to approve the facility use agreement with MCUM for use of Mills Pool. Mr. Coyne seconded the motion. Motion unanimously carried.

C-6. Review/Approval of Partnership Agreement with The Ryder Film Series

Ms. LeVert addressed the Board seeking approval of the partnership agreement with The Ryder Film Series for free movies in Bryan Park. She stated that this partnership has been in place for several years and continues to be successful. This free performing arts series would not be possible without the support of the many generous financial contributions from area businesses. Thanks to these contributions the department is able to offer the following five movies to the Bloomington community this summer:

August 19 – Grease
August 26 – Willy Wonka and the Chocolate Factory
September 2 – Indiana Jones and the Last Crusade
September 9 – Invasion of the Body Snatchers
September 16 – It Happened One Night

All movies start at 9:00 p.m.

Ms. St. John made a motion to approve the partnership agreement with The Ryder Film Series. Mr. Coyne seconded the motion. Motion unanimously carried.

C-7. Review/Approval of Partnership Agreement with Civic Theater

Ms. LeVert addressed the Board seeking approval of the partnership agreement with Monroe County Civic Theater (MCCT) for the Shakespeare in 3rd Street Park. She stated that this partnership has been in place for more than 20 years to provide free performances to the Bloomington community. For the 2011 season MCCT plans to produce *The Complete Works of Shakespeare Abridged* in June. MCCT is responsible for the production of the plays. BPRD provides assistance in the form of sound and lighting equipment and technicians, promotions, and the Third Street Park stage.

Ms. St. John made a motion to approve the partnership agreement with Monroe County Civic Theater. Mr. Coyne seconded the motion. Motion unanimously carried.

C-8. Review/Approval of Farmers' Market Prepared Food Vendor Contracts

Ms. Veldman addressed the Board seeking approval of the Farmers' Market Prepared Food Vendor contracts. She stated that there are three categories at the Bloomington Community Farmers' Market (BCFM). The vast majority of the vendors are the farm vendors and the BCFM accepts applications from anyone who raises their product in Indiana. In addition, the BCFM hosts A Fair of the Arts, a juried art and craft fair, with 30 vendors selling on the second Saturday of the month. The third group of vendors is the Prepared Food Vendors (PFV). In 2010 there were seven 10' x 10' spaces dedicated to PFV on the Market B-Line plaza. This year ten spaces will be dedicated to PFV. On January 3, 2011 staff sent a Request for Proposal (RFP) to 57 individuals and organizations who have expressed an interest in selling prepared

food at Market in the last two years. Additionally, a Legal Notice ran in the Herald-Times informing the public of the RFP. The RFP established 10 criteria by which proposals would be evaluated: 1) Food Offerings; 2) Production; 3) Price; 4) Customer Satisfaction; 5) Reliability; 6) Local Entity; 7) Market Product Balance; 8) Utilization of Local Product; 9) Interest in Non-Peak Season or Limited Occasion Sales, and 10) Fulfillment of Terms of Previous Agreement. Three of the PFV agreements in 2010 allowed for the continuation of the contract for one additional year if agreeable by both parties. Seven contracts terminated. Proposals were received from ten businesses and individuals: Sweet Claire, Happy Pig, Chelsea Morning Bakery, Scholar's Inn, Mt. Pilot, Feast, Brown County Coffee, Musgrave Orchard, Peacetree and Wilber Brewing Company. A review committee made up of two Farmers' Market Advisory Council members and three Market staff reviewed the proposals and makes the following recommendations:

Continue the agreements with the three PFV whose contracts allow for their continuation:

- Bloomingfoods Market and Deli, Loveland Farm, and Muddy Fork Farm. Bloomingfoods would like to provide an array of light breakfast items, quiche and beverages, utilizing local eggs, seasonal fruit and Indiana mushrooms. (April – November)
- Loveland Family Farm would like to prepare brats and burgers primarily from meat that comes from animals they raise. (May – October and Holiday Market)
- Muddy Fork Farm would like to sell their artisanal breads, with many of the ingredients sourced locally, including the flour. (April – November)

Enter into contracts with the following eight PFV: Scholar's Inn Bakehouse, Mt. Pilot BBQ, Feast, Brown County Coffee, Musgrave Orchard, Sweet Claire, Happy Pig and Chelsea Morning Bakery.

- The Scholars Inn Bakehouse would like to sell their breads, muffins, scones, and pastries. (April – November)
- Brown County Coffee would like to sell beans, prepared coffee, espresso drinks and new this year would be fresh roasted nuts. (April – November)
- Feast would like to sell tamales as well as an assortment of breakfast items and smoothies. (April – November)
- Mt. Pilot BBQ would like to sell their sauces and rubs, as well as pulled pork sandwiches. (April – November)
- Musgrave Orchard would like to sell apple cider and caramel apples in November.

The following three recommended PFV have not previously sold at the Market. The committee recommends entering into one year contracts with each of them.

- Sweet Claire would like to sell a variety of European style breads and rolls. (April – November)
- Happy Pig would like to sell sliders, breakfast sandwiches, soups and salads. (May – October)
- Chelsea Morning Bakery would like to offer baked goods, including gluten free products. (April – November)

She stated that the two vendors that are not being recommended do not qualify based on the required criteria. The Prepared Food Vending Agreement has been approved by Legal.

Ms. St. John made a motion to approve the Farmers' Market Prepared Food Vendor contracts. Mr. Coyne seconded the motion. Motion unanimously carried.

C-9. Review/Approval of Appointment to Farmers' Market Advisory Council

Ms. Veldman addressed the Board seeking approval of the appointment to the Farmers' Market Advisory Council. She stated that a farm vendor representative had his second term expire and a customer representative resigned. A notice regarding the position openings was placed in the *Herald Times* and the Downtown Bloomington, Inc newsletter. Three applications were received for the customer representative position and one application was received for the farm vendor representative position. Staff recommends the appointment of Janice Lilly as the customer representative and Bruce McCallister as the farm vendor representative. Ms. Lilly has a well rounded background. In addition to being a long-time customer of the Market and former Advisory Council member, she is a local food activist. She serves on the Bloomingfoods Board of Directors, the Winter Market Advisory Board and is a member of the Local Food Council, the Indiana New Farm School and the Commission on Sustainability. Ms. Lilly is the only one of the three applicants for the

customer representative position that is a City resident. Mr. McCallister is requesting reappointment as a farm vendor representative. He has served as chair of the Advisory Council for the last four years.

Ms. St. John made a motion to approve the appointments to the Farmers' Market Advisory Council. Mr. Coyne seconded the motion. Motion unanimously carried.

C-10. Review/Approval of Partnership Agreement with Plant a Row for the Hungry

Ms. Hobson addressed the Board seeking approval of the partnership agreement with Plant a Row for the Hungry. She stated that this partnership has been in place in 2002 and over 152,210 lbs. of fresh produce has been donated to the Hoosier Hills Food Bank as a result of this program. In 2010 alone, more than 44,000 lbs were donated. Of that amount, over 18 tons of farm products came from Farmers' Market Plant-A-Row for the Hungry participants. Representatives from the Food Bank report that the produce is highly valued and is distributed within a day or two of being donated. This partnership is in cooperation with BPRD, Bloomingfoods Market and Deli, Hilltop Garden and Nature Center, Worm's Way, Mother Hubbard's Cupboard, and the Hoosier Hills Food Bank. No significant changes were made to the 2011 agreement.

Ms. St. John made a motion to approve the partnership agreement for the Plant a Row for the Hungry program. Mr. Coyne seconded the motion. Motion unanimously carried.

C-11. Review/Approval of Partnership Agreement with Mother Hubbard's Cupboard

Ms. Hobson addressed the Board seeking approval of the partnership agreement with Mother Hubbard's Cupboard for the purpose of developing and managing educational, community gardening programs at Rev. Ernest D. Butler Park Community Garden (BPCG), Crestmont Park Community Gardens (CPCG), and Benjamin Banneker Community Center. She stated that several changes have been made to this year's partnership agreement with Mother Hubbard's Cupboard (MHC). First, with the opening of BPCG in mid-April, MHC will be allotted a portion of the garden to initiate its community garden programming. Second, the entirety of CPCG will be dedicated to MHC activities. The decision to place that program area under the purview of MHC is due to a high turnover rate of garden participants as well as the fact the BPRD community garden management has deemed it more efficient for staff to focus on the two garden areas at Winslow Woods and at Butler Park. Through these services the BPRD and MHC staff will continue to address local food security in our community, particularly with the needs of youth and low-income Bloomington residents in mind.

Stephanie Soloman, with Mother Hubbard's Cupboard addressed the Board and stated they have many successful community partnerships and are happy to provide food and nutrition classes to the community. Their organization was created with the ideal of not only providing people with access to food, but providing them with access to high quality and health promoting food. Their organization believes that the healthiest foods are whole, fresh foods and gardening is a means toward self-sufficiency. They are very grateful for this partnership and it has allowed them to expand their educational efforts within the community. For more information, the public may contact Mother Hubbard's Cupboard at mhcfoodpantry.org, e-mail Ms. Soloman at stephanie@mhcfoodpantry.org or visit them on FaceBook.

Ms. St. John made a motion to approve the partnership agreement with Mother Hubbard's Cupboard. Mr. Coyne seconded the motion. Motion unanimously carried.

C-12. Review/Approval of Mower Purchase for Cascades Golf Course

Mr. Turnbull addressed the Board seeking approval of the purchase of a mower for Cascades Golf Course. He stated that quotes were solicited for this mower to all equipment suppliers in the area. Three quotes were received:

- Jacobson Turfcut \$17,794.31
- John Deere 1445 Mower \$18,210.00
- Toro Groundmaster 328-D \$19,968.00

Staff recommends the Toro mower for several reasons. Staff has experience with this mower and it is of superior quality. Staff has maintenance experience and knowledge that will assist in the long term life of this equipment. Staff has experienced excellent warranty and service with Kenney Outdoor Solutions.

Ms. St. John made a motion to approve the mower purchase for Cascades Golf Course. Mr. Coyne seconded the motion. Motion unanimously carried.

C-13. Review/Approval of Utility Vehicle Purchase for Sports Division

Mr. Turnbull addressed the Board seeking approval of the purchase of a utility vehicle for the Sports Division. He stated that quotes were solicited for this utility vehicle to all equipment suppliers in the area. Two quotes were received:

- Professional Golfcar Corporation \$7,895.00
- Ken Shrouds Equipment \$9,400.00

Staff recommends the E-Z-Go ST480 from Professional Golfcar for \$7,895 for several reasons. Staff has experience with this utility vehicle and it is of superior quality. Staff has maintenance experience and knowledge that will assist in the long term life of this equipment. Staff has experienced excellent warranty and service with Professional Golfcar Corporation.

Ms. St. John made a motion to approve the utility vehicle purchase for the Sports Division. Mr. Coyne seconded the motion. Motion unanimously carried.

C-14. Review of Department Annual Report

The 2010 Draft Annual Report was presented to the Board for review and will be presented for approval at a later date.

D. REPORTS

D-1. Administration Division – Park Ambassador Program

Ms. Ecenbarger addressed the Board and provided them with an update on the newly implemented Park Ambassador Program. She stated that this new program provides an opportunity for members of the public to provide on-going consistent feedback to staff on their respective park. They will serve as a link between the department and the community and will help staff better respond to park issues. Park Ambassadors are not expected to perform regular park staff duties (mowing or repair), nor will they have law enforcement authority. The eight parks in this pilot program include: Broadview, Bryan, Building and Trades, Butler, Cascades, Olcott, RCA and the Skate Park. Staff is currently accepting applications from community members who have a genuine interest in city parks, have a desire to promote use of the parks, and wish to serve as a liaison between park users and the department. The program is a one year commitment and prospective volunteers must submit their application and go through an interview process. Once selected, Ambassadors complete a thorough orientation prior to starting their role. Ambassadors will, through weekly visits and monthly written observations, communicate general maintenance needs to department staff. They will also provide a presence in these parks, deterring vandalism and encouraging community members to take a proactive approach in maintaining the integrity and intended uses of parks.

D-2. Sports Division – No Report

D-3. Operations Division – No Report

D-4. Recreation Division – No Report

ADJOURNMENT

Meeting adjourned at 5:15 p.m.

Respectfully Submitted,

Judy Seigle

Judy Seigle, Secretary Board of Park Commissioners