



**CITY OF BLOOMINGTON
parks and recreation**

AGENDA

City of Bloomington Board of Park Commissioners
Regular Meeting: Tuesday, October 27, 2009 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 September 22, 2009 Meeting
- A-2. Approval of Claims Submitted September 23, 2009– October 26, 2009
- 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
- B-3. Staff Introduction - Bill Ream, Community Events Program/Facility Coordinator
Darleesa Gates, AmeriCorps Intern

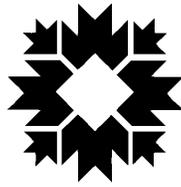
C. OTHER BUSINESS

- C-1. Review/Approval of Policy Manual Updates (Cheryll Elmore)
- C-2. Review/Approval of Partnership Agreement with Interfaith Based Coalition to House the Homeless at the Allison-Jukebox Building (Paula McDevitt)
- C-3. Review/Approval of Appointment to BBCC Advisory Council (Leslie Brinson)
- C-4. Review of Draft of 2010 Price Schedule (Cheryll Elmore)

D. REPORTS

- D-1. Operations Division - Cemetery Restoration Workshop Report (Barb Dunbar)
- D-2. Sports Division - Frank Southern Center Update (John Turnbull)
- D-3. Recreation Division - No Report
- D-4. Administration Division - No Report

ADJOURNMENT



CITY OF BLOOMINGTON
parks and recreation

A-1
11/17/09

Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, October 27, 2009
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, Cheryl Elmore, Becky Barrick, Barb Dunbar, Bill Ream, Dave Williams, Paula McDevitt, Tim Pritchett, Leslie Brinson, Ellen Campbell, Lysie Burton, Mick Renneisen, Kim Ecenbarger, Lindsay Buuck, Bev Johnson, John Turnbull, Steve Cotter

Intern: Darleesa Gates

A. CONSENT CALENDAR

- A-1. Approval of Minutes of September 22, 2009 Meeting
- A-2. Approval of Claims Submitted September 23 – October 26, 2009
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report

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

B. PUBLIC HEARINGS/APPEARANCES

B-1. Public Comment Period

Mr. Renneisen reminded the Board and public that the final two Board meetings of the year will be held on November 17 and December 15, each at 4:00 in the Council Chambers.

B-2. Bravo Award – Tonia Matthew

Ms. Ecenbarger addressed the Board and stated that the October Bravo Award is being presented to Tonia Matthew. Ms. Matthew has played a key role in the department's efforts to keep native plants thriving in the Bryan Park Creek naturalization areas. She has been the most consistent and hard-working volunteer during the monthly Bryan Park Creek Maintenance Days. Ms. Matthew has lived in Bloomington for over 40 years and has a degree in Elementary Education from Indiana University. Her hobbies include reading, hiking, gardening and theater. She lives in the Bryan Park Neighborhood and walks on a regular basis. She also is a member of the Bryan Park Neighborhood Association and volunteers her time with the Monroe County Public Library.

Ms. Matthew addressed the Board and expressed her appreciation for this honor. She has a great respect for the Parks and Recreation Department and has enjoyed working on this project at Bryan Park.

B-3. Staff Introduction – Bill Ream, Community Events/Darleesa Gates, AmeriCorps Intern

Mr. Ream addressed the Board and stated that he is the new Community Events Coordinator and will be coordinating the large events and festivals within the department. He has been in Bloomington for two weeks having relocated from Door County, WI. Originally from Chesterton, IN he received a degree in Forestry with an emphasis in outdoor recreation from Purdue University. He has worked in city, county, and state parks doing everything from naturalist programs, landscaping, coordinating recreation programs, special events, and managing busy state parks. He looks forward to his time with Bloomington Parks and Recreation.

Ms. Gates addressed the Board and stated that she is the new Nutrition/Physical Activity Educator with the department. She has a Bachelor's degree in Applied Health Science from Indiana University, completed in May 2007, with a major in Public Health and a minor in Human Development and Family Studies. She spent much of her time as an undergraduate learning to develop, implement, and evaluate public health programs. Because of her positive experience as an undergraduate she decided to pursue a Master's degree in Public Health (MPH). Her research has been geared toward studying physical inactivity in African Americans and hopes to give back to her community by doing health presentations/health fairs, and most importantly, helping to start her community's first community garden. She hopes to continue to her educational pursuits by applying for a PhD in Health Behavior. Her internship with the department continues through August 2010.

C. OTHER BUSINESS

C-1. Review/Approval of Policy Manual Updates

Ms. Elmore addressed the Board and stated that the policy manual has been reviewed with some deleted policies, new policies and some substantial changes to some policies. The following policies have been added, changed, or deleted. A detailed copy of any of the "policy updates" is available upon request.

- Policy 1010 – How to Use This Manual – policy update
- Policy 1060 – Department Description-Facilities- policy update
- Policy 2010 – Staff Reports – policy update
- Policy 2020 – Records and Reports – policy update
- Policy 2120 – Equipment Rental – policy update
- Policy 2130 – Sale of Surplus Property – policy update
- Policy 2140 – Dress Code – policy update
- Policy 2160 – Travel Personal Expense – policy update
- Policy 3010 – Strategic Planning – policy update
- Policy 3020 – Comprehensive Planning – policy update
- Policy 4020 – Organizational Charts – policy update
- Policy 4030 – Delineation of Responsibilities – policy update
- Policy 4040 – Job Descriptions – policy update
- Policy 4060 – Criminal History Checks – policy update
- Policy 4070 – Personnel Manual – policy update
- Policy 4080 – Seasonal Employee Manual – policy update
- Policy 4090 – Temporary Employee Manual – policy update
- Policy 4100 – Part-time/Seasonal pay rates – policy update
- Policy 4110 – Orientation Program – policy update
- Policy 4130 – Benefits Summary – policy update
- Policy 4170 – Professional Development – policy update

- Policy 4180 – Internships – policy update
- Policy 5030 – ERAC Advisory Council – policy update
- Policy 5040 – Farmers’ Market Advisory Council – policy update
- Policy 6050 – Inclement Weather Cancellations – policy update
- Policy 6060 – Severe Weather – policy update
- Policy 7010 – General Finance – policy update
- Policy 7020 – Audit – policy update
- Policy 7030 – Fee Collection – policy update
- Policy 7050 – Internal Deposit Tracking – policy update
- Policy 7070 – Emergency Expenditures – policy update
- Policy 7090 – Purchase Order Procedure – policy update
- Policy 7110 – Authorized Purchasing Agents – policy update
- Policy 7120 – Procurement Card Usage – policy update
- Policy 7140 – Cash Handling Procedures – policy update
- Policy 7170 – Petty Cash – policy update
- Policy 8010 – Solicitation of Funds – policy update
- Policy 8020 – Corporate Sponsorships – policy update
- Policy 8030 – Gift Acceptance – policy update
- Policy 8040 – Co-Sponsored Programs – policy update (move to policy 11130)
- Policy 9010 – Foundation Bylaws – policy update
- Policy 9020 – Foundation Bookkeeping – policy update
- Policy 11010 – Monthly Reports – policy update
- Policy 11020 – Transaction Fees – policy update
- Policy 11030 – Registration Procedures – policy update
- Policy 11040 – Recreation Service Fee Pricing – policy update
- Policy 11050 – Gender Equity – policy update
- Policy 11060 – Refund Policy – policy update
- Policy 11080 – Behavior Guidelines – policy update
- Policy 11100 – Parental Responsibility – policy update
- Policy 11110 – Fee Waivers – policy update
- Policy 11130 – Co-Partnered Programs – policy update (moved from policy 8040)
- Policy 12010 – Evaluation of Programs/Parks/Facilities – policy update
- Policy 12020 – Staff Program Evaluation – policy update
- Policy 12030 – Citizen Report Guidelines – policy update
- Policy 13010 – Park Naming Procedures – policy update
- Policy 13020 – Commemorative Tree Program – policy update
- Policy 13030 – Park and Facility Access – policy update
- Policy 13040 – Special Use Policy – policy update
- Policy 13050 – Facility Rental Rules – policy update
- Policy 13080 – Park Hours – policy update
- Policy 13090 – Animal Restrictions in Parks – policy update
- Policy 13100 – Mobile Stage rental – policy update
- Policy 14010 – Volunteer Guidelines – policy update
- Policy 14020 – Background Checks – policy update
- Policy 14030 – Volunteer Manual – policy update

The following are deleted or new policies:

- Policy 2180 – Bad Weather – new policy
- Policy 5020 – BACC Advisory Council – policy deleted
- Policy 9070 – Foundation Conflict of Interest – new policy

- Policy 9080 – Foundation Whistleblower – new policy
- Policy 9090 – Foundation Document Retention – new policy
- Policy 9100 – Foundation Gift Acceptance – new policy
- Policy 13130 – Twin Lakes Lodge Rental Rules – new policy
- Policy 13140 – Use of paintball guns, air rifles and pellet guns in parks – new policy
- Policy 13150 – Geocaching in parks – new policy
- Policy 13160 – Use of metal detectors in parks – new policy

The following policies had changes to them of a substantial nature:

- Policy 2040 – Request for Records – added Indiana Code 5-14-1.5 statement to policy. Changed policy to comply with state guidelines for fees charged for copies of records.
- Policy 2060 – Key Policy - changed policy to comply with new key request procedures.
- Policy 2090 – Equipment Use Policy - changed policy to comply with the City Personnel Manual.
- Policy 2150 – Pre-Approved Travel Request – changed policy to comply with City policy.
- Policy 7020 – Audit – changed policy to comply with Indiana Code.

Mr. Hoffmann stated that the gun possession clause from the partnership agreements should be inserted into all new policy resolutions.

Mr. Hoffmann made a motion to approve the policy manual changes, deletions, and additions, including all resolutions pertaining to the policy manual, with the inclusion of the gun possession clause. Ms. St. John seconded the motion. Motion unanimously carried.

C-2. Review/Approval of Partnership Agreement with Interfaith Based Coalition to House the Homeless at the Allison-Jukebox Building

Ms. McDevitt addressed the Board seeking approval of the partnership agreement with Interfaith Based Coalition to House the Homeless at the Allison-Jukebox Building. She stated that staff was approached by the Interfaith Coalition with a request to use the Allison-Jukebox site on Sunday nights beginning November 1, 2009 – March 28, 2010. The request is to have the site available to trained volunteers to set up the two rooms for sleeping quarters with participants checking in at 9:00 p.m. and vacating the facility by 7:00 a.m. In addition, a grant will fund the salary of a building coordinator that will oversee the setup and the facility. The volunteer staff will be responsible for clean up and storage of bedding supplies. The department has retained current staff member, Walter Kyles, as a building supervisor and his salary is covered by the grant. Mr. Kyles will remain in the building from 8:00 p.m. to 8:00 a.m.

Ms. St. John stated that she has experience volunteering at similar sites in New York City at an elementary school and it worked quite well.

Mr. Coyne stated that he is curious to see how this partnership works out and is interested in seeing statistics at the conclusion of the winter season.

Randy Lloyd, representing the Trinity Episcopal Church, addressed the Board and offered his support of the program. He stated that this is a very doable project and feels it meets a need within the community. The Interfaith Coalition is very appreciative to the City for their partnership in this project.

Mr. Hoffmann added that he thinks this is a very natural fit for the community. The community buildings are a public resource and should be used to meet the needs of those in the community when needed and when possible. Continued feedback and communication among groups is essential in making this a successful venture.

Mr. Coyne made a motion to approve the facility use agreement with the Interfaith Based Coalition for use of the Allison-Jukebox Community Center. Ms. St. John seconded the motion. Motion unanimously carried.

C-3. Review/Approval of Appointment to BBCC Advisory Council

Ms. Brinson addressed the Board seeking approval of the appointment of Trudy Litz to the BBCC Advisory Council. Ms. Litz is currently the Assistant Principal at Fairview Elementary School and is a big supporter of the Banneker Community Center. The relationship between Fairview and Banneker is long standing and having Ms. Litz on the council will help strengthen that relationship. Ms. Brinson stated that there is still one vacancy on the council and anyone interested in serving should contact her.

Mr. Coyne made a motion to approve the appointment of Trudy Litz to the BBCC Advisory Council. Ms. St. John seconded the motion. Motion unanimously carried.

C-4. Review of Draft of 2010 Price Schedule

Ms. Elmore addressed the Board and presented the draft of the 2010 Price Schedule. The final draft will be presented for approval at the November meeting, giving the Board a month to review the proposed prices and offer feedback to the staff prior to the November Board meeting.

D. REPORTS

D-1. Operations Division –Cemetery Restoration Workshop Report

Ms. Dunbar addressed the Board and provided them with an update on the Cemetery Restoration Workshop held recently. She stated that the department was approached about 18 months ago by the Monroe County History Center to see if there was any interest in holding a stone restoration workshop. The department thought this would be a great idea and could possibly receive some free stone repair. The workshop was held on October 9 and 10 and was co-sponsored by the Monroe County History Center, the Bloomington Monroe County Convention and Visitor’s Bureau, and the Bloomington Parks and Recreation Department. The workshop was held in a two-part series with 56 people attending the first session on Friday night from 6-7:30 p.m. at the Monroe County History Center. The second part of the series was held on Saturday, October 10 from 9am – 3:30pm at White Oak Cemetery with 42 participants. This included the hands-on workshop led by John Walters who is a stone restoration expert.

D-2. Sports Division – Frank Southern Center Update

Mr. Turnbull addressed the Board and provided them with an update on the Frank Southern Ice Arena (FSC). He stated that the recently installed dasher boards are a big hit and acknowledged the Hill Family for their donation that made this possible through the Parks Foundation. He stated that a major rainstorm in May destroyed much of the FSC roof over the office portion of the facility. The entire office area was destroyed as well as portions of the concession area, entrance and warming room. Staff feels very fortunate that no one was in the building at the time. The repairs to the facility will include additional drainage to prevent this from happening again in the future. He added that working with the insurance company has been a struggle and is taking longer than initially hoped. They hope to begin work the week of November 2 with completion anticipated near the end of the year.

D-3. Recreation Division – No Report

D-4. Administration Division – No Report

ADJOURNMENT

Meeting adjourned at 5:00 p.m.

Respectfully Submitted,

Judy Seigle

Judy Seigle (for Cheryl Elmore), Secretary Board of Park Commissioners