



**CITY OF BLOOMINGTON  
parks and recreation**

**AGENDA**

City of Bloomington Board of Park Commissioners  
Regular Meeting: Tuesday, March 8, 2016 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 February 16, 2016
- A-2. Approval of Claims Submitted February 17, 2016 – March 7, 2016
- 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 - Dick Stumpner (Nikki Wooten)
- B-3. Parks Partner Award -
- B-4. Staff Recognition -

**C. OTHER BUSINESS**

- C-1. Review/Approval of Prepared Food Vendor (Marcia Veldman)
- C-2. Review/Approval of Farmers' Market Advisory Council Members (Marcia Veldman)
- C-3. Review/Approval of Alcohol Permit for Clips Film Event at Bryan Park (Greg Jacobs)
- C-4. Review/Approval of Partnership Agreement with Monroe County Civic Theater (Greg Jacobs)
- C-5. Review/Approval of Partnership Agreement with Ryder Film Series (Greg Jacobs)
- C-6. Review/Approval A Fair of the Arts and Holiday Market Garbage Removal Fee (Greg Jacobs)
- C-7. Review/Approval of Adopt-A-Roundabout Partnership Agreement (Joanna Sparks)
- C-8. Review/Approval of Contract with Huston Electric for Waldron, Hill, and Buskirk Park  
Eco Lighting for B-Line Trail Lights and Cassady Electric for BCT Lights (Dave Williams)
- C-9. Review/Approval of Concession Beverage Bid Proposal (John Turnbull)
- C-10. Review/Approval of ERAC Advisory Council Members (Elizabeth Tompkins)
- C-11. Review/Approval Policy 9030 – Foundation Invoicing Procedure (Paula McDevitt)

**D. REPORTS**

- D-1. Operation Division -
- D-2. Recreation Division - 2016 Community Events Calendar (Lynsie Haag)
- D-3. Sports Division -
- D-4. Administration Division -

**ADJOURNMENT**



CITY OF BLOOMINGTON  
parks and recreation

A-1  
**04-18-2016**

Board of Park Commissioners  
Regular Meeting  
Minutes

Tuesday, March 8, 2016  
4:00 – 5:30 p.m.

Council Chambers  
401 N. Morton

**CALL TO ORDER**

The meeting was called to order by Mr. Les Coyne at 4:00 p.m.

**Board Present:** Les Coyne, Jane St. John, Joe Hoffman and Kathleen Mills

**Staff Present:** Paula McDevitt, Dave Williams, John Turnbull, Kim Clapp, Becky Higgins, Julie Ramey, Marcia Veldman, Ellen Campbell, Nikki Wooten, Greg Jacobs, Joanna Sparks and Elizabeth Tompkins.

**A. CONSENT CALENDAR**

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- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report

Ms. Kathleen Mills 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 – Dick Stumpner**

Nikki Wooten, Special Service Coordinator, presented the March Bravo Award to Mr. Dick Stumpner for his service to the Adopt-an-Acre program. This is the second year for this program, which addresses the parks invasive plant issues. According to biologist E.O. Wilson, invasive species are the second largest threat to biodiversity (after development). Mr. Stumpner brought valuable experience to the program. In addition to clearing invasive species from his plot at Griffy Lake Nature Preserve, Mr. Stumpner cleared additional areas as well as assisted other volunteers in clearing their plots.

Mr. Stumpner was unable to attend tonight's meetings but sent a statement conveying his appreciation of being recognized. Mr. Stumpner feels we carry a responsibility to undo as much of the damage as possible that was caused to the environment by human disturbance. Mr. Stumpner is appreciative of the Adopt-an-Acre program, it provides him an avenue to do his part to soften some of the human impact on the land. He hopes the next generation will see and recognize the importance of giving native plants a change to flourish and continue the work of invasive plant removal.

We are pleased to present Mr. Stumpner with our March 2016 BRAVO Award for his exceptional service to the Adopt-an-Acre program, and for helping preserve the biodiversity of Griffy Lake Nature Preserve. .

**B-3. Parks Partner Award – None**

**B-4. Staff Recognition - None**

## **C. OTHER BUSINESS**

### **C-1. Review/Approval of Prepared Food Vendor**

Ms. Marcia Veldman, Program Facility Coordinator, staff is recommending the Board approve Uel Zing Coffee and Zeitgeist Creamery to fill the Prepared Food Vendor booth vacated by Soma Coffeehouse and Juice Bar.

Ms. Kathleen Mills made a motion to approve the Prepared Food Vendors. Mr. Joe Hoffman seconded the motion. Motion unanimously carried.

### **C-2. Review/Approval of Farmers' Market Advisory Council Appointments**

Ms. Marcia Veldman, Program Facility Coordinator, is seeking approval for appointing three farm vendors and four customer representatives to the Farmers' Market Advisory Council. A notice regarding the position openings were placed in the Market Beet, the *Herald-Times* and on the Market Web site. Staff recommends reappointing the following members- Bobbi Boos, Bruce McCallister, Kathy Aiken, Carmen Siering, Rachel Rosolina and Leslie Burns. Staff recommends appointing as a farm vendor representative Rachel Beyer.

The Board recommended Ms. Veldman reach out to the applicants that were not selected. Please encourage them to maintain their interest and hopefully there will be a position for them at some point in the future.

Ms. Kathleen Mills made a motion to approve the Farmer's Market Advisory Council Appointments. Mr. Joe Hoffman seconded the motion. Motion unanimously carried.

### **C-3 Review/Approval of Alcohol Permit Request for Clips Beer & Film Tour**

Mr. Greg Jacobs, Community Events Coordinator, for the past six years, the Clips Beer & Film Tour has been instrumental in setting the standards for incorporating the safe sale and consumption of alcohol in a park during an event. Belgium Brewing Company works closely with BPRD to ensure the safe set-up, implementation and tear-down of this event. As in year's past, the Bloomington tour stop will utilize volunteers from a non-profit organization with 100 percent of the proceeds from the beer sales benefiting this local organization. In addition to beer and film, this event focuses on sustainability by diverting waste from landfills and encouraging alternative transportation. Staff also recommends approval to use ten percent of the total revenue of beer sales from 2015 as the alcohol permit fee for 2016. If approved the alcohol permit fee for 2016 would be \$1,400.

Ms. Kathleen Mills made a motion to approve the Alcohol Permit Request for Clips Beer & Film Tour. Mr. Joe Hoffman seconded the motion. Motion unanimously carried

### **C-4. Review/Approval of the Partnership Agreement with Monroe County Civic Theater, Inc.**

Mr. Greg Jacobs, Community Events Coordination, for more than 20 years Bloomington Parks and Recreation and Monroe County Civic Theater Inc. has shared resources to provide the Bloomington community with free performances of Shakespeare in Third Street Park. For 2016, MCCT plans to produce *Much Ado About Nothing*. MCCT is responsible for the production of the plays, while Bloomington Parks and Recreation provides assistance in the form of promotions and the use of Third Street Park stage. No significant changes have been made to this agreement.

Ms. Kathleen Mills made a motion to approve the Partnership Agreement with Monroe County Civic Theater, Inc. Mr. Joe Hoffman seconded the motion. Motion unanimously carried

### **C-5 Review/Approval of the Partnership Agreement with the Ryder Film Series**

Mr. Greg Jacobs, Community Events Coordinator, the partnership with the Ryder Film Series is a cost-effective way to provide free public screening of movies to the Bloomington community. This is the 18<sup>th</sup> year for this partnership. The 2016 plan, offers six films in three locations, Bryan Park, Butler Park and Ferguson Dog Park. There are no significant changes to this agreement.

Ms. Kathleen Mills made a motion to approve the Partnership Agreement with the Ryder Film Series. Mr. Joe Hoffman seconded the motion. Motion unanimously carried.

### **C-6 Review/Approval of A Fair of the Arts and Holiday Market Garbage Removal Fee**

Mr. Greg Jacobs, Community Events Coordinator, in order to create an enforceable fee to recover costs associated with cleaning up garbage abandoned by art vendors at the A Fair of the Arts and Holiday Market, staff is recommending the

approval of a garbage removal fee to the 2016 price schedule. This fee will be included in the Exhibitor Agreement for A Fair of the Arts and Holiday Market.

Ms. Kathleen Mills made a motion to approve the A Fair of the Arts and Holiday Market Garbage Removal Fee. Mr. Joe Hoffman seconded the motion. Motion unanimously carried.

### **C-7 Review/Approval of Adopt a Roundabout Agreement with Mother Nature Landscaping**

Ms. Joanna Sparks, City Landscaper, staff has been seeking opportunities to lower the cost of maintaining while increasing the aesthetics of some of the 80 public medians and roundabouts for which BPRD is responsible. In 2013, Mother Nature Landscaping, a local landscaping company, partnered with the City in the pilot venture at the Winslow, High and Rogers Streets roundabout.

Mother Nature Landscaping/Bloomington Valley Nursery, owned by Shawn Eurton, has shown interest in adopting the Sare and Rogers roundabout. Per the proposed agreement, Mother Nature Landscaping will plant approximately \$10,000 of landscaping material in the roundabout at their cost; perform monthly maintenance to the site for 5 years; periodically change landscape material in the roundabout to enhance/change the aesthetics; all at no cost to the City.

Per the agreement “public signs”, as defined by Title 20 of the Bloomington Municipal code, will be installed in the roundabout. The requirements for the installed “public signs” are;

No more than four public signs may be installed.

The design, including the material and size, shall be determined by the City.

The placement of each public sign shall be determined by the City.

The adopter shall be responsible for any and all costs associated with the public signs.

Signs will indicate the Mother Nature Landscaping has adopted the roundabout. The engineering department has provided Mother Nature with restrictions for the site and the Board of Parks Commissioners and Public Works Board will review and approve the planting material, signage for city ordinance and other compliance issues.

The Board inquired if any structures will be added to the site.

Ms. Sparks provided the Board with the preliminary plans. Ms. Sparks stated she will review all planting to insure the use of native plants and prevent invasive species from being planted.

Mr. Eurton stated, the beds have already been predetermined and the trees already planted. Mother Nature will essentially be adding color to the landscape pockets. Primarily with perennials, stones and architectural accents.

The Board stated the signs being installed, while the cost is being covered our partner, are still public signs not private signs. We must be careful with how we move forward with this process.

The Board expressed concerns on the amount of maintenance required for such complicated designs. The Board stated the importance of these sites being maintained at a high standard at all times.

Mr. Eurton assured the Board, Mother Nature Landscaping takes this partnership very seriously. They not only want to enhance these areas for the community but hope to draw future business from maintaining these sites. Mother Nature will be at the location multiple times during a month to replant, weed, prune and ensure everything is up to City standards.

Ms. Kathleen Mills made a motion to approve the Adopt a Roundabout Agreement with Mother Nature Landscaping. Mr. Joe Hoffman seconded the motion. Motion unanimously carried

### **C-8 Review/Approval of Contract Awards TIF Bond Funded Projects**

Mr. Dave Williams, Operations and Development Director, the three contracts being submitted to the Board for review and approval, are projects that were approved and funded in the 2015 TIF Bond. The projects were also approved by the Redevelopment Commissions (RDC) at the “Project Review” stage and will be submitted for funding approval at the RDC’s March Meeting. Once approved, purchase orders may be initiated and completion of projects may proceed.

Huston Electric - \$12,645 to replace existing metal halide pole lighting on the B-Line Trail between 2<sup>nd</sup> and Rogers Street with high efficiency LED lighting.

ECO Lighting Solutions - \$14,386 to replace existing sodium vapor parking lot pole lighting at the southeast parking lot of Waldron, Hill and Buskirk Park with high efficiency LED lighting.

Cassady Electric, Inc. - \$4,950 for installation of electrical breaker panel and LED flood lights at the Buskirk-Chumley Theater.

Ms. Kathleen Mills made a motion to approve the Contract Lighting for B-Line Trail, Allison Jukebox and the Buskirk-Chumley Theater. Mr. Joe Hoffman seconded the motion. Motion unanimously carried

### **C-9 Approval of Beverage Provider**

John Turnbull, Sports Division Director, every three years the beverage contract is rebid. Quotes were received from PepsiCo and Coca-Cola. Analysis were completed using historical volume numbers per an annual time period and the life of the agreement. The overall bids were similar, Coca-Cola estimated net cost of product over 3 years was \$62,091 and PepsiCo estimated net cost of product for over 3 years was \$68,799. Cash sponsorship and service were the deciding factors. Coca Cola offered \$10,500 per year in cash sponsorship and PepsiCo offered \$10,000 in year one, \$5,000 in years two and three. While PepsiCo has adequate service, Coca-Cola does have a history of more contact and attentive service.

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

### **C-10 Review/Approval of Environmental Resources Advisory Council Appointments**

Ms. Elizabeth Tompkins, Natural Resources Coordinator, the Environmental Resources Advisory Council (ERAC) acts as an advisory board for Bloomington Parks and Recreation in all policy matters pertaining to operation of city natural areas and/or facilities. Out of the ten positions (nine members and one ex-officio member) there are five positions up for reappointment. A notice regarding the position openings were placed in local media. All applicants are returning members and have provided valuable insight and recommendations in the department's environmental management efforts. In addition to the reappointments, there is currently one vacant seat left by a member resignation. An insufficient number of applications were received to fill this last opening. Applications are currently being accepted to fill the remaining position.

The Board inquired if the advisory council members are required to be city residents.

Ms. Tompkins informed the Board, council members are required to live within the city with the exception of two specialty seats. Those special seats include that of Cem Basman, which focus is on education, and the seat occupied by Bill Jones, who has expertise in water quality. The remaining open seat must be filled by a city resident.

Ms. Kathleen Mills made a motion to approve the Environmental Resources Advisory Council Appointments. Mr. Joe Hoffman seconded the motion. Motion unanimously carried.

### **C-11 Review/Approval of Proposed Changes to the Policy 9030 Regarding Invoicing Bloomington Parks Foundation**

Paula McDevitt, Acting Director, changes have been made, under the direction of the City of Bloomington Controller's Office, regarding the invoicing procedure to the Bloomington Parks Foundation. The Bloomington Foundation occasionally receives grant award, donations or sponsorships fund from sources who terms require the fund to be received by a 501©(3) non-profit organization. The guidelines reflected in this policy have been thoroughly reviewed and updated to align with 2016 CAPRA accreditation standard 5.1. This process was used in 2015 and worked very effectively. The foundation is billed the 15<sup>th</sup> of each month with the payments being received and processed through the Controller's Office.

Ms. Kathleen Mills made a motion to approve the Proposed Changes to the Policy 9030 Regarding Invoicing Bloomington Parks Foundation. Mr. Joe Hoffman seconded the motion. Motion unanimously carried

## **REPORTS**

### **D-1. Operations Division – None**

### **D-2. Recreations Division – 2016 Community Events Calendar**

Ms. Lysie Haag, Program Specialist present the Board with the upcoming 2016 Community Event Calendar.

Seusspicious Behavior (included two plays) - March 5th  
31<sup>st</sup> Annual Children's Expo - April 10th  
Farmers' Market - April through November  
Community Gardens (210 garden plots) - opens April 15th  
Plant a Row for the Hungry (in 2015- 30,000 pounds of food was donated to Hoosier Hills Food Bank)  
Nature Sounds (four scheduled for the year) – April 22 through October 13  
Dog Programs (four scheduled for the year) – April 23 through December 10  
A Fair of the Arts – May through October  
50 Plus Expo – May 11th at Twin Lakes Recreation Center  
Performing Arts Series (concerts, movies and plays) – May through August  
Touch a Truck – June 15th  
Fourth of July Parade – Begins at 10:00 a.m.  
Messy Mania – July 12th  
Movies in the Park – August through September  
Drool in the Pool – August 10th and 11th  
Junk in the Trunk – August 20<sup>th</sup>  
Trick or Treat Trail – October 22nd  
Festival of Ghost Stories – October 28th  
Pumpkin Launch – October 29th  
Holiday Market – November 26th

Board inquired if the Drool in the Pool was held at both Mills and Bryan Pools.

Ms. Haag stated Mills Pool was a better venue for the event and is only held at this location.

**D-3. Sports Division – None**

**D-4. Administration Division – None**

Ms. McDevitt informed the Board a draft of the 2015 Annual Report was placed at their desks. Please review and provide us with any feedback. It is anticipated the final draft will be presented in April and posted on the BPRD website at a future date.

Ms. McDevitt reminded the Board the April Park Board Meeting will be held on Tuesday, April 19th.

**ADJOURNMENT**

Meeting adjourned at 5:55 p.m.

Respectfully Submitted,



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Kim Clapp, Secretary Board of Park Commissioners