



**CITY OF BLOOMINGTON  
parks and recreation**

**AGENDA**

City of Bloomington Board of Park Commissioners  
Regular Meeting: Tuesday, September 22, 2015 4:00 – 5:30 p.m.

Council Chambers  
401 N. Morton St.

**CALL TO ORDER - ROLL CALL**

**A. CONSENT CALENDAR**

- A-1. Approval of Minutes of August 25, 2015
- A-2. Approval of Claims Submitted August 26, 2015 – September 21, 2015
- 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 - Girl Scout troop 03134 from University Elementary (Julie Ramey)
- B-3. Parks Partner Award -
- B-4. Staff Introductions - ACE Introduction (Justyce Weeden)
  - Introduction - Customer Service Representative II (Tiffany Stantz)
  - Introduction - Joanna Sparks, Landscape Coordinator (Joanna Sparks)

**C. OTHER BUSINESS**

- C-1. Review/Approval of Resolution 15-02 Authorizing the Transportation and Traffic Engineer to Issue Notices of Violation on the Board's Behalf. (Mike Rouker)
- C-2. Review/Approval of Resolution 15-03 to Encroach on B-Line Trail Property (Dave Williams)
- C-3. Review/Approval of Partnership Agreement for Pumpkin Launch (Bill Ream)
- C-4. Review/Approval of Concession Agreement for Pumpkin Launch (Bill Ream)
- C-5. Review/Approval of Prepared Food Vendor at Farmers' Market (Marcia Veldman)
- C-6. Review/Approval of Policy Updates (background check provider) (Mick Renneisen)

**D. REPORTS**

- D-1. Operations Division - TIF Bond Project Updates (Dave Williams)
- D-2. Recreation Division - Summer Food Service Report/Banneker 100yr Anniv. (Leslie Brinson)
- D-3. Sports Division -
- D-4. Administration Division -

**ADJOURNMENT**



Board of Park Commissioners  
Regular Meeting  
Minutes

Tuesday, September 22, 2015  
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 and Joe Hoffman

**Staff Present:** Mick Renneisen, Dave Williams, Kim Clapp, Becky Higgins, Julie Ramey, Leslie Brinson , Tiffany Stantz, Lee Huss, Bill Ream, Joanna Sparks and Marcia Veldmen

**A. CONSENT CALENDAR**

- A-1. Approval of Minutes of August 25, 2015 Meeting
- A-2. Approval of Claims Submitted August 25, 2015 thru September 22, 2015
- A-3. Approval of Non-Reverting Budget Amendments
- A-4. Review of Business Report

Mr. Joe Hoffman made a motion to approve the Consent Calendar. Ms. Jane St. John seconded the motion. Motion unanimously carried.

**B. PUBLIC HEARINGS/APPEARANCES**

**B-1. Public Comment Period**

Mr. Dave Schleibaum approached the podium at the end of the meeting stating he missed the Public Comment Period due to his work schedule. He requested the Board to accommodate him by allowing him to address the Board at this time. The Board granted his request.

Mr. Schleibaum stated on Friday, September 22, 2015 at 5:00 p.m. he was parked in front of Seminary Park. At this time Mr. Schleibaum observed a person with a Pitbull who he felt acted in a dangerous and criminal manner. The Pitbull was encouraged to grab a tree limb and allowed to hang from the limb until it was torn from the tree. Mr. Schleibaum stated he reported the incident to the police department. The police department instructed Mr. Schleibaum to attend the next Park Board Meeting to report his concerns.

Mr. Coyne communicated to Mr. Schleibaum a PBRD ordinance has previously been revised to authorize the police department to act on BPRD's behalf. In this way the police can react in a quicker manner. The BPRD does have the right to suspend or expel an individual from the parks for unacceptable behavior. Mr. Schleibaum's contact information was recorded and he was assured Mr. Renneisen will contact the police department regarding this issue. The Board thanked Mr. Schleibaum for his time and values his concerns.

**B-2. Bravo Award – Julie Ramey**

Julie Ramey – Community Relations Manager presented the September Bravo Award to the Junior Girl Scout Troop 03134. This troop is made up of ten, fourth and fifth graders attending University Elementary School. They spent the summer pursuing the 3<sup>rd</sup> highest award in Girl Scouting, the Bronze Award.

With a passion for outdoors, nature and science the girls turned to Bloomington Parks and Recreation to begin their research. Once learning about Every Kid in a Park campaign launched by NRPA and becoming inspired by President Obama's national initiative to encourage families to visit national parks they felt this type of campaign would work on a local level.

Showing great creativity and commitment, these girls created the “Passport to Parks” brochure, designed eight activities that could be completed at Cascades Park, RCA Park and Griffy Lake Nature Preserve. They all symbolize the Girl Scout Law which is “to make the world a better place” and are incredibly deserving of this public recognition. Julie called Girl Scout Troop 03134 to the podium.

Courtlyn Bales, on behalf of Girl Scout Troop 03134 thanked BPRD for giving them the idea for this project and for everything BPRD has done for the troop.

The Board thanked Girl Scout Troop 03134 for all the great work that was put into completing this project. The Board recognized the girls as great models for other young people in the community.

The Board inquired how many people were reached by this project.

The troop stated 42 people submitted their “Passport to Parks” brochures.

**B-3. Parks Partner Award – None this month**

**B-4. Staff Introductions**

**Justyce Weeden**, Advocate for Community Engagement known as ACE, for Bloomington Parks and Recreation. Justyce is a sophomore at Indiana University, majoring in nursing. Ms. Weeden has been involved in many extracurricular activities, including sports, organizations and charity events and believes these experiences have given her the skills needed to excel as an ACE.

Ms. Weeden is grateful and honored to have received the ACE position through the Cox Scholars Program. Her goal for the next three years is to give back to the Bloomington Community by serving as a liaison between service-learning students and the city of Bloomington Parks and Recreation Department.

**Tiffany Stantz**, Customer Service Representative previously worked 14 years at IU Credit Union and for Tasus. She grew up on a farm and was an active 4-H member for ten years, showing livestock during this time. Ms. Stantz is a mother of two boys who are avid football players.

Ms. Stantz is honored to be given the opportunity to work for BPRD. She has enjoyed her time with the organization and looks forward to many years with the organization.

**Joanna Sparks**, City Landscaper has worked as a Garden Specialist in the Community Gardening Program for the last three years. She has owned and operated her own landscaping business since 2005, focusing on sustainable, nontoxic methods and native planting. She worked as the Operations Director for an environmental protection organization as well as IDNR State Parks Division at McCormick’s Creek. Ms. Sparks is a graduate of the Indiana University School of Public and Environmental Affairs with a B.S. in Public Affairs and Environmental Management.

Ms. Sparks has enjoyed her time with BPRD and is excited to become a member of the Operation’s team and to help implement more sustainable landscaping practices in the BPRD.

**C. OTHER BUSINESS**

**C-1. Review/Approval of Resolution 15-02 Authorizing the Transportation and Traffic Engineer of Issue Notices of Violation on the Board’s Behalf.**

Mike Rouker, Assistant City Attorney stated the Park Board has jurisdiction over the Line of Site Hazard Violation due to the way the City Code was structured. When Bloomington Municipal Code § 12.24.110(1) was created, the City followed the State Code design which gives Park Boards authority over shade trees lining the streets.

Resolution 15-02 will authorize the Transportation and Traffic Engineer to issue notice of violations on behalf of the Park Board. It is expected that rarely will an issue be brought before the Park Board. To date, there has been great success in pursuing issues informally without the need for embayment.

The Board requested clarification on the code. Does the code allow the Park Board to designate generally as opposed to designate specifically in a particular instance? What would be required of the Board when notices and fines are issued?

Mr. Rouker stated that, to date, no fines have been issued. Warnings have been delivered and compliance has been obtained. The Board does have the legal authority to designate generally and will not be required to give individual case approval. Once this resolution has passed there will be no need for the Board to be involved when notices or fines are to be issued.

Mr. Hoffman made a motion to approve the Resolution 15-02 Authorizing the Transportation and Traffic Engineer of Issue Notices of Violation on the Board's Behalf. Ms. St. James seconded the motion. Motion unanimously carried.

**C-2. Review/Approval of Resolution 15-03 B-LINE TRAIL ENCROACHMENT AGREEMENT – ELMORE Y ORREGO LLC PROPERTY**

Dave Williams, Operation Director recommended the Board approve a B-Line Trail encroachment agreement for property development at 304 W. Kirkwood/Elmore Y Orrego LLC property. This issue was presented and approved by the Board in January 2014. The timeline for this project has expired and was recently resubmitted to the Plan Commission. This is the same property and same encroachment with only one minor change. This resolution will now include the mandatory requirement to install skateboard deterrents on a low level retaining wall on the west side of the B-Line. This agreement will mirror previous agreements BPRD has executed for other encroachments on the B-Line. All cost from encroachments within the right of way, which will be west of the gravel shoulder, will be the responsibility of the developer.

The Board inquired if there was a sufficient amount of buffer to accommodate these changes. The community must remain comfortable when using the B-Line trail.

Mr. Williams stated yes, there was sufficient space. The trail was built wider than typical dimensions at the time. The trail is twelve feet wide with two foot of shoulder on each side. This provides plenty of area to accommodate the number of users as well as allowing small encroachments along the edges.

Mr. Hoffman made a motion to approve the Resolution 15-03 B-Line Trail Encroachment Agreement – Eknire Y Orrego LLC Property. Ms. St. James seconded the motion. Motion was unanimously carried

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

Bill Ream, Community Events Coordination recommended approval of the 2015 Partnership Agreement for the Bloomington Pumpkin Launch between BBRD, Wonderlab and the Monroe County Fairgrounds. This is the tenth year for this event to be held on Saturday November 7<sup>th</sup>. This is the fifth year of a partnership with Wonderlab, who coordinates the children's programs. Monroe County Fairgrounds will be the site and assist with the logistics of the even. This is the third year in partnership with MCF.

Mr. Hoffman made a motion to approve the Review/Approval of Partnership Agreement with Wonderlab and Monroe County Fairground for the Bloomington Pumpkin Launch. Ms. St. John seconded the motion. Motion was unanimously carried.

**C-4 Review/Approval of Concessionaire Contract for the Bloomington Pumpkin Launch**

Bill Ream, Community Events Coordinator, recommended approval of the 2015 Concessionaire Contract for the Bloomington Pumpkin Launch. This is the third year that concessionaires will be invited to participate. The only change is that vendors have the ability to apply and pay on-line.

Mr. Hoffman made a motion to approve the Review/Approval of Concessionaire Contract for the Bloomington Pumpkin Launch. Ms. St. John seconded the motion. Motion was unanimously carried.

### **C-5 Review/Approval of Prepared Food Vending Agreements for Market**

Marcia Veldman, Program Coordinator, recommended approval to contract with Soma Coffeehouse and Juice Bar for the remainder of the 2015 BCFM season. If agreeable to both parties, the contract would extend into the 2016 BCFM season.

Bloomingfoods Market and Deli has requested, in writing, the termination of their prepared food vending contract with the City at the BCFM for 2015. This will leave a booth vacant. If approved, Soma Coffeehouse will inhabit Bloomingfoods space.

The Board inquired if there would be a breach of contract with the other existing coffee vendor if this was approved. The Board recommended contacting the existing coffee vendor to inform them of the change and addition of another coffee vendor at the Market.

Ms. Veldman stated there would be no breach in contract and she would communicate with the existing coffee vendor.

Mr. Hoffman made a motion to approve the Review/Approval of Prepared Food Vending Agreements for Market. Ms. St. John seconded the motion. Motion was unanimously carried.

### **C-6 Review/Approval of Changes to Human Resources Policy-4060**

Mr. Renneisen, Administrator, stated as part of our accreditation self-assessment process the Department is reviewing policies and procedures. After reviewing policy 4060 – Criminal History Check, it was determined the previous process, used for screening up to three hundred seasonal prospective employees, was time consuming and inefficient. A more thorough search can be provided by using an on-line website “My-Case.gov”. This site provides immediate criminal history records from 54 counties within the state of Indiana. BPRD will continue to request Indiana State Policy criminal checks on those employees who have closer contact with children or in any pre-described environment stated in the policy. The City of Bloomington’s HR Department is currently using the My-Case.gov site. City Legal, Human Resources and Risk Management have reviewed and approved all appropriate changes to this policy.

Mr. Hoffman made a motion to approve the Review/Approval of Changes to Human Resources Policy-4060. Ms. St. John seconded the motion. Motion was unanimously carried.

## **REPORTS**

### **D-1. Operations Division – TIF Bond Project Update**

Mr. Dave Williams – Operations and Development Director informed the Board we are continuing to go through the very structured approval process for projects funded by the TIF Bond.

We are well underway with Rundell Ernstberger Associates, LLC for the design of the Switchyard Park. The plan is to present the Board with a schematic design before year-end.

The remaining approvals are for projects which are ready to move forward by seeking competitive quotes for purchases or to begin the negotiation process with design consultants. The Buskirk Chumley Theater was approved for new projection equipment and they are underway developing specifications to meet their requirements. Once this is completed a quote will be presented to the Redevelopment Commission Board for final approval for the equipment acquisition.

There will be City-wide LED lighting upgrades. For the Department, this will include the original first phase of the B-Line Trail from second to Rogers Street, Buskirk Chumley Theater, Miller-Showers Park and the Waldron, Hill and Buskirk Park parking lot. The internal components will be replaced with more efficient LED lights and the existing light fixtures and globes will remain the same.

The Allison-Juke Box Center’s group of projects has been approved and staff is proceeding with a design contract. The projects include restroom renovations, wiring updates, accessibility improvements and replacement of floor covering.

Staff is researching solutions and products at Building Trades Parks to resurface or recoat the basketball courts. Other projects at this location will include restroom renovations, playfield rehabilitation, comprising of turf replacement and irrigation installation, along with the possibility of resurfacing the small parking lot.

Staff is moving forward with trail rehabilitation plans at RCA Park. Some of the more popular walking trails, built in 1994, will require realignment. Staff is looking at developing primitive hiking loop trail in the back of the park.

There are still some projects that have not been through the first phase of the Redevelopment Commission process. Those projects include installation of a water line at the Farmers Market and Rail Trail improvements.

The Board inquired about the new process for projects presented to the Redevelopment Commission.

Mr. Renneisen stated this has been a new process for staff and for the Commissioners. There are a multitude of steps to complete a project. The first step is to have a project approved; second to compile quotes or bids on a project and the final stage is approving/awarding a funding level for a project. As a result the Redevelopment Commission is meeting twice as frequently as they had been prior to the creation of the new process. Things seem to be settling down and moving forward at a smoother pace for the approval process now that the steps have been in place for several months.

#### **D-2. Recreations Division – Summer Food Service Report**

Ms. Leslie Brinson, Facility Coordinator Banneker Community Center, stated this is the twelfth year for the summer food service program. This is a federal funded program in partnership with the Indiana Department of Education and the USDA, which reimburses a set amount for each meal served.

To assist the working parents, the program time was changed from 10:30am and running through dinner, to 9:00 am - 5:00pm. Due to these changes, the program offered breakfast and lunch instead of lunch and dinner. There were a total of 4,030 meals served this summer. The total of meals served was slightly lower this year due to serving breakfast as not all children were there during breakfast time. There was still a higher average of 72 meals served on a day-to-day basis. There were a total of 1,325 breakfasts served, averaging 35 per day. A total of 2,705 lunches were served with an average of 68 per day. 152 different children registered for the summer program. The highest participation day was a total of 86 children with the lowest attendance of 57.

Lucky's Market was a great supporter of this year's program. Their donation of \$6,500 allowed the Department to increase the number of participants on a daily basis from 70 children to 80 to 85 participants per day. This helped to keep the waiting list down. The program cost for parents was \$1.00 per child, per day. Lucky's also showed their support by providing a variety of healthy snacks three days a week, giving children an opportunity to try new things.

A normal day's schedule was breakfast; morning choice activity; drop everything and read; lunch; group clubs with the day ending with snacks and daily swimming at Mills Pool. The field trips and clubs offered a wide variety of subjects from history, nutrition, art, garden, science, chess, nature, music, photo club and other topics new to the program. A yarn drawing project was completed that included six historical figures from Banneker's past. This project required the participants to research Banneker's history.

The Board inquired on the number of children placed on the waiting list.

Ms. Brinson stated this varied from day to day, but was approximately five to ten.

#### **Banneker 100 Year Anniversary**

Ms. Brinson stated this is the 100 year anniversary for the Banneker Community Center's building. The building was completed in 1915 and the facility was first in use in 1916. The anniversary has been celebrated throughout the year. An open house will be held on December 9<sup>th</sup> at the Banneker Community Center from 4:00pm to 7:00pm. On this day, BBCC afternoon participants and staff will take part in the recreation of a ceremonial walk. Anyone from the community is welcome to join the walk. The walk will begin at the history center, which was the original location of the school, and continue to Banneker. There will be speakers located along the way relaying a quick history lesson. Staff anticipates that the walk will conclude at approximately 5:15pm at Banneker with a short program and refreshments to follow.

With the assistance of an IU grad student, staff created a video, celebrating Banneker's 100<sup>th</sup> Anniversary that will be shown during the open house.

The Board thanked Ms. Brinson.

**D-3. Sports Division – None**

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

**ADJOURNMENT**

Meeting adjourned at 5:09p.m.

Respectfully Submitted,



---

Kim Clapp, Secretary Board of Park Commissioners