



**CITY OF BLOOMINGTON
parks and recreation**

AGENDA

City of Bloomington Board of Park Commissioners
Regular Meeting: Tuesday, February 16, 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 January 26, 2016
- A-2. Approval of Claims Submitted January 27, 2016 – February 15, 2016
- A-3. Review of Business Report

B. PUBLIC HEARINGS/APPEARANCES

- B-1. Public Comment Period -
- B-2. Bravo Award - Carson Bickley (Nikki Wooten)
- B-3. Parks Partner Award - Bluestone Tree – Jared Oren, owner (Julie Ramey)
- B-4. Staff Introductions -

C. OTHER BUSINESS

- C-1. Review/Approval of Partnership Agreement with IU School of Public Health – Recreation, Parks and Tourism Studies Department (Paula McDevitt)
- C-2. Review/Approval of Prepared Food Vendor Contracts (Marcia Veldman)
- C-3. Review/Approval of Softball Supply Order (Hsiung Marler)
- C-4. Review/Approval Policy #2020 – Record and Reports Management (Kim Clapp)

D. REPORTS

- D-1. Operation Division - Environmental Resources Advisory Council Annual Report (Melissa Clark)
- D-2. Recreation Division -
- D-3. Sports Division -
- D-4. Administration Division -

ADJOURNMENT



CITY OF BLOOMINGTON
parks and recreation

A-1
03-08-2016

Board of Park Commissioners
Regular Meeting
Minutes

Tuesday, February 16, 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, Joe Hoffman and Kathleen Mills

Staff Present: Paula McDevitt, John Turnbull, Kim Clapp, Becky Higgins, Julie Ramey, Leslie Brinson, Marcia Veldman, Ellen Campbell, Nikki Wooten, Lee Huss and Erik Pearson.

A. CONSENT CALENDAR

- A-1. Approval of Minutes of January 26, 2016 Meeting
- A-2. Approval of Claims Submitted January 26, 2016 thru February 15, 2016
- 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. Kathleen Mills seconded the motion. Motion unanimously carried.

B. PUBLIC HEARINGS/APPEARANCES

B-1. Public Comment Period

Mr. Ron Edge approached the podium. Mr. Edge resides at 1813 West Rosewood Drive in Northwood Estates. Mr. Edge stated he is representing the Homeowners Association of Northwood Estates. Mr. Edge stated he presented the Board with a petition protesting the planned cell tower at North Cascade Park. The neighborhood's concerns are the short notice given to the community regarding this project, decrease in property values and health issues which include the threat of cancer.

Mr. Kimball Wolf approached the podium. Mr. Wolf resides at 3967 North Ironwood Court in Northwood Estates. Mr. Wolfe read a statement on how the neighborhood felt a cell tower would affect the ascetics of the area. Mr. Wolfe presented a picture of what the area might possibly look like with a tower.

Ms. Cynthia McCullough approached the podium. Ms. McCullough resides at 711 West Rosewood Drive. Ms. McCullough commented on how she and her family have used the park over the years. Ms. McCullough showed a picture of her family at the Lion Den Shelter House. Ms. McCullough was concerned about the tower attaching lighting during a storm.

Resident from 3971 North Ironwood Court. For eleven years he was employed by Indiana University cyclotron, when the facility housed a cancer treatment center. Citizen stated studies of cancer related to cell towers does not include the effects on children. Citizen is concerned a cell tower will be placed near a playground.

B-2. Bravo Award – Carson Bickley

Nikki Wooten, Special Service Coordinator, presented Mr. Carson Bickley with the February Bravo Award for exceptional services inspiring his peers to demonstrate philanthropy and leadership by volunteering as tutors. Mr. Bickley, a junior at Indiana University, serves as the liaison between the Parks and Recreation Department and Hutton Honors College. He recruits the majority of volunteer tutors, or Banneker Buddies, for the Banneker Afterschool Program. This program currently offers one-on-one or small group tutoring, in math and reading, to fifty students. Beyond his organizational

assistance with the program, Mr. Bickley serves as a tutor himself. Volunteers not only provide a crucial service in helping students have positive and successful school experiences, but also function as role models to students who may find themselves in challenging circumstances. We are pleased to present Mr. Bickley with our February 2016 BRAVO Award.

Mr. Bickley approached the podium, accepted the award and thanked the Board.

B-3. Parks Partner Award – Bluestone Tree

Ms. Julie Ramey, Community Relations Manager, presented Bluestone Tree with the Winter-Spring 2016 Parks Partner Award for showing their dedication to the City of Bloomington, and for leading by example. In 2014, one of the City's oldest and largest tree was evaluated and determined to be a hazard by a professional tree care firm. The tree needed to be removed. Due to the busy location, the size and questionable stability of the tree, estimated cost was between \$6,000 and \$8,000 for removal. Although the Parks and Recreation Department approached the Indiana forest products industry in order to find a firm that would be willing to remove the tree in exchange for its lumber, there were no takers. Then Jerad Oren from Bluestone Tree, a company based here in Bloomington, offered the time, expertise, equipment and staff to remove the Seminary Park white oak at no cost to the city. On January 28, 2016, Mr. Oren and his seven person crew safely and flawlessly removed the tree. We are grateful to Bluestone Tree not only for their generosity, but also for the care they showed during the removal process.

Ms. Ramey stated, the Parks Department would also like to thank the numerous city departments and staff who worked throughout the day to keep the removal process going smoothly. We especially want to recognize the Bloomington Police Department and the city's Street Department, who contributed manpower and truck power to secure the removal site for safety, and to haul the logs to a staging facility throughout the day.

Mr. Oren approached the podium. Mr. Oren thanked the Board for giving Bluestone Tree the opportunity to be a part of this special event, taking this old and special tree to its final resting place. The City's departments put a lot of effort, time and work into the coordination of this project, Bluestone was only there for a day.

The Board thanked Mr. Oren and inquired if there was an estimation on the age of the tree.

Ms. Ramey stated it was estimated to be between 170 and 177 years old.

B-4. None

C. OTHER BUSINESS

C-1. Review/Approval of Partnership Agreement with Indiana University Department of Recreation, Parks and Tourism Studies/School of Public Health

Ms. Paula McDevitt, Acting Director, this is the eighth year that formalizes the relationship between the City of Bloomington Parks and Recreation Department and the Indiana University department of Recreation, Parks and Tourism Studies. This partnership is an opportunity for both departments to collaborate with sharing expertise on the academic side combined with the expertise on the practitioner's side. Ms. McDevitt invited Dr. Lynn Jamieson, the Chair of the Department of Recreation, Parks and Tourism Studies to the podium.

Dr. Jamieson approached the Board, this relationship has been long standing and goes back to 1961 when Ted Deppe, of Indiana University began working with Bill Wilson. Only recently has this relationship been formalized due to the great amount of interaction. We have benefited from working with not only an accredited organization but a gold medal award winning City. While Indiana University's reach goes further than the local setting, the kinds of innovation that have taken place in Bloomington over the years is very interesting. Student interest has increased as well as the number of internships with more students completing the 320 hours. We have recently asked Ms. McDevitt to provide a list, of BPRD staff with expertise in specialized areas, for potential instructors. This agreement has worked very well for all our department and we are excited to continue this relationship. Dr. Jamieson recognized Paula McDevitt for her dedication and assistance with this partnership.

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

C-2. Review/Approval of Partnership Agreement with Prepared Food Vending Agreements for Market

Ms. Marcia Veldman, Program Facility Coordinator, stated the prepared food vendors are one of the three categories of vendors participating at the Farmers' Market. The selection of 2016 Food Vendors began with staff sending a Request for Proposal (RFP) to 54 individuals and organizations who expressed interest in selling prepared food at the Market in the last two years. Additionally a Legal Notice was ran in the *Herald-Times* on two consecutive Sundays, informing the public of the RFP.

The RFP established 10 criteria by which proposals would be evaluated;

- Menu
- Production
- Price
- Customer Satisfaction
- Reliability
- Local entity
- Market Product Balance
- Utilization of Local Product
- Interest in Non-Peak Season or Limited Occasion Sales
- Fulfillment of Terms of Previous Agreement

Marcia presented the proposal review committee's selection of recommended Prepared Food Vendors for the 2016 Market. The committee is made up of two Farmers' Market Advisory Council members and three Market staff.

The Board inquired why vendor proposals are denied.

Ms. Veldman stated it was sizing vendors up to criteria, product balance, ingredients used, experience from past years with product and the completion of the proposals. There are many factors used when determining the selection of vendors.

Mr. Joe Hoffman made a motion to approve the Prepared Food Vending Agreements for Market. Ms. Kathleen Mills seconded the motion. Motion unanimously carried.

C-3 Review/Approval of Softball Supply Order

John Turnball, Sports Division Director, this is an annual review of the total softballs purchased for the year. These softballs will be used throughout our 2016 programs which are ASA sanctioned, adult slow pitch leagues, youth fast pitch leagues and the hosting of six events. Indiana ASA has a purchasing agreement with Worth Sports to provide softballs at a discount to any Indiana ASA sanctioned agency. We received bids from three vendors with Worth Sports providing a substantial savings.

Quantities

23 dozen 12" Dream Seam Fast Pitch Softball
 114 dozen 11" Green Dot Slow Pitch Softballs
 114 dozen 12" Hot Dot Slow Pitch Softballs

Quotes

<u>Qty (dz)</u>	<u>Cost</u>	<u>Subtotal</u>	<u>Indiana ASA</u>
23	\$52.00	\$1,196.00	12" ASA-NFHS Dream Seam Fastpitch Softball
42	\$40.00	\$1,680.00	11" ASA Green Dot Slowpitch Softballs
114	\$44.00	\$5,016.00	12" ASA Hot Dot Slowpitch Softball
		<u>\$7,892.00</u>	Total

<u>Qty (dz)</u>	<u>Cost</u>	<u>Subtotal</u>	<u>Softball.com</u>
23	\$65.00	\$1,495.00	12" ASA-NFHS Dream Seam Fastpitch Softball
42	\$45.00	\$1,890.00	11" ASA Green Dot Slowpitch Softballs
114	\$55.00	\$6,270.00	12" ASA Hot Dot Slowpitch Softball
		<u>\$9,655.00</u>	Total

<u>Qty (dz)</u>	<u>Cost</u>	<u>Subtotal</u>	<u>Anthem Sports</u>
23	\$86.00	\$1,978.00	12" ASA-NFHS Dream Seam Fastpitch Softball
42	\$64.00	\$2,688.00	11" ASA Green Dot Slowpitch Softballs
114	\$64.00	\$7,296.00	12" ASA Hot Dot Slowpitch Softball
		<u>\$11,962.00</u>	Total

Mr. Joe Hoffman made a motion to approve the Softball Supply Order. Ms. Kathleen Mills seconded the motion. Motion unanimously carried.

C-5. Review/Approval of Proposed Changes to the Policy Regarding Records and Reports Management.

Kim Clapp, Office Manager, the process for managing records and reports has changed over the past few years. Changes to the policy mirror these new methods. The guidelines reflected in this policy have been thoroughly reviewed and updated to align with the 2016 CAPRA accreditation standard 3.4.2.1.

Mr. Joe Hoffman made a motion to approve the Proposed Changes to the Policy Regarding Records and Report Management. Ms. Kathleen Mills seconded the motion. Motion unanimously carried.

Board requested Ms. McDevitt review the Accreditation timeline.

Ms. Devitt stated the staff is in the process of finishing the written portion. March will consist of organizing the files electronically and sending them to the visitation team by the end of March. The visitation team will arrive the first week in June. There will be a series of meetings, tours and questions and answer sessions. There will be an exit interview at the end of that week. Staff will attend the NRPA conference to receive the final review by the National Committee.

REPORTS

D-1. Operations Division – Environmental Resources Advisory Council Annual Report

Ms. Mellissa Clark, Chair of ERAC, reviewed the topics that were focus areas for 2015.

- Deer Management- The cull was called off in early 2015, the health of the preserve is still a concern.
- Griffy Lake Plant and Water Quality Data – Studies still point toward a plant versus algal dominated lake. There has been an increase in the invasive plant, Eurasian watermilfoil.
- Adopt-an-Acre Program – This program began in 2015 and is modeled off the Adopt-a-Trail program. This program has been a great success.
- Wapehanni Mountain Bike Park – Indiana Division of Water inspections determined the damn is a significant hazard. Funding was not obtained by BPR for a feasibility study. Utilities department may be able to fund a study for the best course of action for the site. ERAC would like to see the damn remain.
- Winslow Woods Management Plan Development – Progress was made on the management plan. The focus will be on creating a resilient and healthy native plant community that supports wildlife as well as education and recreation opportunities for the public. Draft of the plan will be presented to ERAC by the end of 2016.
- Environmental Education Efforts – Members continue involvement in environmental education efforts that include Griffy Lake Nature Day program, Leonard Springs Nature Day program and Adopt-a-stream.

Priorities for 2016 are very similar to that of 2015 and ERAC will continue with these topics.

The Board inquired about the increase in invasive plants at Griffy Lake. Was this an anticipated result after the draw down?

Ms. Clark stated a drawn down can be effective in freezing out roots but the seeds remain. The recovery of the invasive plant was expected.

D-2. Recreations Division – None

D-3. Sports Division – None

D-4. Administration Division – None

Ms. McDevitt reminded everyone the State of the City Address by Mayor Hamilton will be held tonight at 7:00 p.m. at the Buskirk Chumley Theater.

Ms. McDevitt reminded the Board the March Park Board Meeting has been moved and will be held on Tuesday, March 8th.

ADJOURNMENT

Meeting adjourned at 5:10p.m.

Respectfully Submitted,



Kim Clapp, Secretary Board of Park Commissioners