

**MONROE COUNTY PARKS AND RECREATION
BOARD MINUTES
February 19, 2019 3:30 pm
Showers Building 501 N. Morton St. Room 100B
Monroe County Government Center, Bloomington, IN 47404**

Board Members Present: Evelyn Harrell, Joe Goss, Amy Thompson, Dr. Carolyn VandeWiele, Carol Walter, and Phil Cornwell

Board Members Absent: Kevin Dogan, J.D.

Staff Members Present: Kelli Witmer, John Robertson, Kay Medley, Matt Wilhoit, Jeff Sanders, Andy French, Beth Cossairt, and County Attorney, Margie Rice

Guest Present: Michael Nosoftsky, Executive Director, Cutters Soccer Club, Penny Githens, Monroe County Commissioner, Rachel Robertson, Kona Ice of Bloomington, Debbie Stohler, Kona Ice of Bloomington, and Karen Smith, Smith Concessions.

I. Meeting was called to order at 3:30 p.m. by President Evelyn Harrell

II. Approval of the meeting minutes for January 15, 2020 –

Ms. Thompson made a motion to approve the January 15, 2020 meeting minutes, and Mr. Goss seconded.

The motion passed unanimously

III. Approval of the January 2020 non-reverting claims –

Ms. Thompson made a motion to approve the January 2020 non-reverting claims, and Mr. Goss seconded.

The motion passed unanimously.

IV. Approval of the January 2020 Credit Card Charges –

Ms. Thompson made a motion to approve the January 2020 credit card charges and Mr. Cornwell seconded.

The motion passed unanimously.

Dr. VandeWiele arrived at the meeting at 3.40 pm

V. Old Business

A. Food Concession Service Agreement & Application review – Ms. Witmer presented to the Board the updated Agreement for Concession Services. Mr. Cornwell made note of a few grammatical corrections. Ms. Witmer told the Board that there were three applicants with proposals for the three year MCPR Concessionaire contract; Smith Concessions, Kona Ice of Bloomington, and Cutters (verbal proposal only). Mr. Goss asked if Smith Concessions was currently the vendor for the Parks Department and if there were any

changes from last years' service.

Ms. Witmer stated that the only change would be Ms. Smith dropping from two trailers to one. Mr. Goss asked if there was an agreement that the Concessionaire could not sale any items during Cutters tournaments. Ms. Witmer told the Board that the Concessionaire cannot sale items during Cutters tournaments. Ms. Harrell asked why Kona Ice of Bloomington did not present all of the Health Department permits that Smith Concessions did. Mr. Robertson pointed out that, because Kona Ice of Bloomington did not serve food that needed to be cooked, they were exempt from those permits, and in compliance with the Health Department.

Rachel Robertson and Debbie Stohler, Kona Ice of Bloomington, Karen Smith, Smith Concessions, and Michael Nosoftsky, Cutters, presented their proposals. Ms. Robertson and Ms. Stohler stated they had two food trucks and a mini trailer that they use depending on demand, noting that they only sale pre-packaged food and snow cones, they also mentioned that they are smart snack approved with the school systems, and very popular with the youth.

Ms. Smith stated that she lives five minutes from Karst Farm Park and has fifteen years of experience serving as concessionaire for the Parks Department. Ms. Witmer passed around Ms. Smith's food menu that consist of cooked food items as well as snow cones. Ms. Smith mentioned that she had recently lost her husband and should she get the contract it may be her last three years.

Mr. Nosoftsky addressed the Board, stating that Cutters did not submit an application or proposal because they are not interested in being a full time concessionaire; they would just like to be able to sale concessions, other than at their big events, on Saturday mornings in one particular part of the park. Mr. Nosoftsky added that there are three main areas in the park being used for games and most of the time all of those areas are not being covered by a concessionaire.

Cutters would like the opportunity to sale concessions at one of the areas not being covered, adding that they could work with the concessionaire, they are not wanting to take business away from anyone, they just want to make it easier for players to get concessions. Mr. Nosoftsky stated that they would get any required permits. Ms. Witmer cautioned the Board that the concessionaire is not allowed to sell at Cutters Tournaments and if sales were reduced further, the concessionaire may decide it is not a profitable endeavor.

Mr. Goss asked Ms. Smith if she was not currently servicing Saturday mornings. Ms. Smith told the Board that she is there on Saturday mornings, but in one location. Mr. Nosoftsky said it is difficult for some parents to drive from one end of the park to the other for concessions. The Board suggested that Cutters work with the concessionaire on providing concessions for all of the areas needed on Saturday mornings. Ms. Thompson stated that in her opinion Cutters has not submitted a real proposal for the Board to take into consideration at this time. Mr. Goss stated that he was sure Kona Ice would do a great job, but sees no reason to change from the current concessionaire, adding that she has fifteen years of good service and a significantly larger menu to offer.

*Mr. Goss made a motion to keep Smith Concessions as the Parks Department concessionaire and Ms. Thompson seconded.
The motion passed unanimously.*

B. Naturalist position discussion – Tabled until March 2020 meeting

*Dr. VandeWiele made a motion to table the Naturalist position discussion until the next meeting as long as the Parks Department can cover the programs that are needed and the Detmer Garden rentals. Ms. Thompson seconded.
The motion passed unanimously.*

VI. New Business

A. Surplus Property Resolution 2020-06 – Mr. French presented pictures to the Board of the surplus property that needs to be sold as salvage.

*Mr. Goss made a motion to approve Resolution 2020-06 concerning the resolution of surplus property and Ms. Thompson seconded.
The motion passed unanimously.*

B. Karst Athletic Complex 2019 annual report & proposed 2020 Karst Athletic Complex fees – Mr. Robertson discussed with the Board the proposal for the 2020 Karst Athletic Complex user fees. Mr. Robertson stated that the Parks Department’s suggestion was to increase the “Other” user group fee from \$75 per hour per field to \$80 and that all other user group fees remain the same.

The Board had discussion on raising the fees by a percentage to help offset the subsidy that the Parks Department is currently absorbing. Mr. Goss reminded the Parks Department that if they never raise the rates, or cut expenses, the subsidy will grow. Ms. Harrell mentioned that raising by a percentage can sometimes make crazy math. Mr. Goss said the fees can be rounded up or down to the nearest dollar.

Mr. Cornwell added that when discussing fee increases, there is a baseline to consider as far as maintaining the fields for normal park use, those are certain expense levels that the Parks Department will incur anyway, and is the 60% for athletic field maintenance what the Parks Department feels comfortable with as an expense above the normal baseline expense for maintaining the fields for normal park use. Ms. Walter added that Mr. Cornwell was speaking of fixed cost verses variable cost, and if the Parks Department did not have the variable costs of the athletic programs on the fields, then the cost to maintain the fields would be the fixed or baseline expense. Ms. Harrell asked if the Parks Department could separate the fixed expenses from the variable expenses. Ms. Witmer told the Board to view the expenses of the athletic complex on pages 10-12 of the Karst Athletic Complex annual report.

After the Board looked over the expenses verses the revenue for the athletic complex,

Ms. Harrell asked Mr. Goss what figure he would be comfortable with as far as a raise in fees. Mr. Goss said he would like to see a cost of living raise of one to two percent.

Commissioner Githens stated that she was so thankful for the communities' support for kids and the physical activity it provides, and she hopes that by raising the fees, it will not push anyone out. Ms. Harrell asked Mr. Wilhoit if he thought the raise would effect user participation. Mr. Wilhoit stated that all of the local groups do a great job at not turning children away.

Ms. Thompson made a motion to raise the Karst Athletic Complex user fees 2% rounded to the nearest dollar, excluding Cutters, IU Soccer Day Camp, "Other", and Tuesday Night Day Pass.

Mr. Goss seconded.

The motion passed unanimously.

- C. Cassady Contractors: Stone Carving needs & LED lighting quotes** – Ms. Witmer told the Board that the electrical needs for the stone carvers would run \$3,750 and she did not have the reimbursement check from Indiana Symposium in hand, but the Parks Department needs to continue with the project in order to get on Duke Energy & Cassady Electric's schedule, before the carvers April presentation.

Mr. Goss made a motion to approve the quote from Cassady Electrical Contractors for \$3,750 for the stone carvers electrical service needs and Mr. Cornwell seconded.

The motion passed unanimously.

- D. Dakota Peat top dresser quotes (please table)**

- E. Electronic Nicotine Delivery System – Vaping discussion (please table)**

- VII. Financial Reports** – Please read
VIII. Human Resources – Please read
IX. Staff Reports – Please read
X. Public Comment – None
XI. Correspondence – Thank You from 4H Poultry Club

President Evelyn Harrell adjourned the MCPR Board meeting at 5:20 pm

Amy Thompson - Secretary

Date

Minutes Prepared by Kay Medley