



A-1 August 28, 2025

City of Bloomington Board of Park Commissioners
Regular Meeting Minutes: Thursday, July 17, 5:00-6:30pm
Council Chambers, 401 N Morton St, Bloomington, IN
Zoom

CALL TO ORDER - ROLL CALL

The meeting was called to order by Ellen Rodkey at 5:00pm
Present: Ellen Rodkey and Israel Herrera
Virtual: Jim Whitlatch
Absent: Kathleen Mills

A. CONSENT CALENDAR

A1	Approval of Minutes of May 15, 2025 Regular Meeting	
A2	Approval of Claims Submitted May 15, 2025 through July 16, 2025	
A3	Approval of Non-Reverting Budget Amendments	
A4	Review of Business Reports	
A5	Review/Approval of Credit Card Refunds	
A6	Approval of Surplus	
A7	Agreement with Aquatic Control for algae management at Miller-Showers Park	Joanna Sparks
A8	Addendum with Reed and Sons Construction for Building Trades Park change order	Rebecca Swift
A9	Agreement with Hydrogeology, Inc. for Cascades sinkhole inspection services	Rebecca Swift
A10	Updated 2025 BugFest agreement	Heidi Shoemaker
A11	Partnership with Mad 4 My Dog	Bill Ream
A12	Agreement with Figg Appraisal Group for 349 S. Walnut	Tim Street
A13	Agreement with First Appraisal Group for 349 S. Walnut	Tim Street
A14	Agreement with Everywhere Signs for Cascades golf billboard	Julie Ramey
A15	Agreement with The Production House for video production	Julie Ramey
A16	Agreement with Styner Ice Painting for ice arena painting	Chris Hamric
A17	Easement agreement for fire suppression of The Retreat at Switchyard Apartments	Tim Street
<i>Jim Whitlatch made a motion to approve the Consent Calendar. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i>		

B. PUBLIC HEARINGS/APPEARANCES

B1	<u>Emily Buuck presented the July Bravo Award to Lee McKinley</u> Lee joined the <i>Adopt-a-Green Space</i> program in April 2022, adopting Creek's Edge Trail as his designated site. Since then, Lee has consistently shown a strong and steady presence, caring for his green space with dedication and enthusiasm. His involvement has had a positive ripple effect—helping expand volunteer attendance. As part of the Weed Wrangler program, Lee has actively supported other <i>Adopt-a-Green Space</i> volunteer leaders, by assisting at their sites. The team deeply appreciates Lee's continued contribution and willingness to dedicate his time and energy to the program. The Board thanked Lee McKinley, for the time he had given to the department.
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C. OTHER BUSINESS

C1	<u>Leslie Brinson, Recreation Manager presented the agreement with Award Fence LLC.</u> Staff proposed replacing the deteriorating fence at Willie Streeter Community Garden with a new chain link fence. The new fence would enhance aesthetics, reduce maintenance needs, and improve wildlife management. Staff recommended approval of the contract with Award Fence LLC, not to exceed \$36,183. The project would be funded by 4674-06-06918-54310 and the Gardens General Fund. <i>Israel Herrera made a motion to approve the contract with Award Fence LLC. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i>
C2	<u>Hsiung Marler, Recreation Facility Manager presented the agreement with Oscar's Contracting</u> To meet storage needs at Switchyard Park, staff proposed constructing a new 24'x24' shed near the HVAC enclosure on the pavilion's south side. The project included securing materials and permitting. The shed would be installed on a concrete pad, which would be prepared by Parks Operations Division. Staff

	recommended approval of contract to Oscar's Contracting Inc., in an amount not to exceed \$24,400. Funding for the project would be from the Switchyard Park General Fund. <i>Jim Whitlatch made a motion to approve the agreement with Oscar's Contracting. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i>
C3	<u>Satoshi Kido, Sports Division Director presented the agreement with Aerialogy.</u> The Bloomington Parks and Recreation Department (BPRD) proposed a partnership with Laura Pence of Aerialogy to offer aerial silks fitness programs for community youth and adults, promoting health and well-being. The designated space would also serve as a practice area for Aerialogy. Staff recommended approval of the agreement, with anticipated revenue of \$3,600 to be deposited into the Twin Lakes Recreation Non-Reverting Fund. <i>Israel Herrera made a motion to approve the agreement with Aerialogy. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i>
C4	<u>Mary Welz Natural Resource Manager presented the agreement with Eco Logic.</u> To manage invasive species at Switchyard Park, staff proposed hiring Eco Logic for one year of mapping services across 26 acres of natural areas. The project includes GIS consulting to establish baseline data and improve mapping and management planning for BPRD. Staff recommended approving the agreement with Eco Logic for an amount not to exceed \$9,605, funded through the Urban Green Space General Fund. Board Comments: <u>Ellen Rodkey inquired: about how the plants would be tagged.</u> Mary Welz responded: the system would track percent densities, identifying areas requiring follow-up by staff, and monitor success rates. <i>Israel Herrera made a motion to approve the agreement with Eco Logic. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i>
C5	<u>Satoshi Kido, Sports Division Director presented the agreement with CTM Services.</u> To maintain the ice surface at Frank Southern Ice Arena, and due to the high cost of purchasing a new Zamboni, staff proposed to continue leasing an ice resurfacers. Staff recommended approval of the agreement with CTM Services Inc., not to exceed \$32,000. Funding would be from the Frank Southern Center's General Fund. <i>Israel Herrera made a motion to approve the agreement with CTM Services. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i>
C6	<u>Satoshi Kido, Sports Division Director presented golf fee waiver</u> Staff recommended waiving cart and green fees for the Annual Parks and Recreation Foundation Don Brineman Golf Scramble on August 27, 2025. As the primary fundraiser for the Bloomington Parks Foundation, the event supported the Lloyd Olcott Youth Endowment Fund and typically raised \$5,000–\$9,000 for youth scholarships. <i>Israel Herrera made a motion to approve waiving the golf fees for the Annual Parks and Recreation Foundation Golf Scramble. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i>
C7	<u>Clarence Boone, Program/Facility Coordinator presented Appointment Recommendations to the Farmers' Market Advisory Council</u> Carolyn Calloway-Thomas and Louise Miracle were recommended for appointment to the Bloomington Community Farmers' Market Advisory Council. Carolyn brought over 20 years of Market support and a focus on food accessibility and sustainability. Louise, a vendor since 2012 and owner of Pie First Bakery, offered expertise in small business management and vendor representation. Both candidates would provide valuable perspectives and skills to the council. Board Comments: <u>Israel inquired: about the length of the terms.</u> Clarence Boone responded: the Customer Representative would serve a two year term, the Food and Beverage Artisans would serve a one- year term, with option to express interest in continuing. Farmers' Market Advisory Council members could not serve more than three consecutive terms. <i>Israel Herrera made a motion to approve the appointment of Carolyn Calloway and Thomas Louise Miracle to the Farmers' Market Advisory Council. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i>
C8	<u>Haskell Smith, Arborist presented the Tree Assistance Program</u> Staff recommended approval of an MOU with the Department of Economic and Sustainable Development (ESD) to fund the pilot Tree Assistance Program, with funding not to exceed \$50,000. The agreement would remain in effect until funds were exhausted or through April 1, 2026. The program aimed to assist residents with the cost of high-risk tree removal, pruning, and planting on private property, using a sliding scale based on area median income. Parks and Recreation staff had received ongoing community interest in such assistance and look forward to evaluating the pilot's success in partnership with ESD.

	Board Comments: <u>Israel Herrera confirmed: the program was intended for privately owned trees, not those owned by the city.</u> Haskell Smith responded: correct. Eligible trees must be located on the property of a single-family home within city limits. Additionally, the property owner must reside at the address and meet income requirements under the AMI for Bloomington. <u>Ellen Rodkey commented: the applicants could request tree planting, removal, pruning, essentially any type of tree work. The applications would open in August 1st.</u> Haskell Smith responded: the application would be available from August 1st through October 1st. A review committee would review the applications, staff would meet the homeowner, and prepare requests for quotes, through November. Contracts would be presented in December, with work scheduled over the winter and spring. <u>Ellen Rodkey inquired: whether the homeowner would be reimbursed, or if Parks staff would coordinate the work.</u> Haskell Smith responded: Parks staff would coordinate all of the work. If cost exceeded the approved funding amount, applicants would need to sign agreements before application could proceed. <u>Ellen Rodkey inquired: about the total funding \$50,000 available through April 2026, and whether all of it might be used in the first round, given the second wouldn't begin until May.</u> Haskell Smith responded: as this was a pilot program, a second round could not be guaranteed. Staff would aim to complete as much work as possible with the available funds. <i>Israel Herrera made a motion to approve Tree Assistance Program. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i>
C9	<u>Haskell Smith, Urban Forestry presented the Q2 Risk Report</u> Staff recommended review and approval of the Second Quarterly Urban Forestry Tree Risk and Reporting document. The report detailed current tree risk mitigation efforts, tree grate maintenance, and the active tree removal list. As part of managing over 23,000 trees citywide, the quarterly update highlighted ongoing, completed, and planned work. It was the second in the reporting series and may be refined based on feedback from the Board of Park Commissioners. Board Comments: <u>Ellen Rodkey inquired: whether the tree planting schedule would be caught up.</u> Haskell Smith responded: staff anticipated getting back on track with the planting. <i>Israel Herrera made a motion to approve Q2 Tree Risk Report. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i>
C10	<u>Tim Street, Director presented Resolution 25-03: Consent Calendar Contract Amounts</u> Staff recommended approval of Resolution 25-03 to raise the contract ceiling for the consent calendar from \$5,000 to \$10,000. The change reflected the recent increase in the City's competitive pricing threshold by the Office of the Controller to \$25,000, aligning consent calendar practices with updated guidelines while ensuring proper oversight. Board Comments: <u>Israel Herrera inquired: when would the new contract limit go into effect?</u> Tim Street responded: it would take effect immediately, with the August Consent Calendar reflecting the updated \$10,000 limit. <u>Ellen Rodkey commented: in the past, meeting time constraints sometimes prevented full discussions or completion of reports. The increased limit would help free up time during meetings. Items could be from the Consent Calendar for discussion if needed. Jim Whitlatch commented: It was not mandatory for all contracts under \$10,000 to be placed on the Consent Calendar. Staff or Park Board Members could request items be included in Other Business section.</u> Tim Street responded: correct, items were not required to be included in the Consent Calendar. <i>Israel Herrera made a motion to approve Resolution 25-03: Consent Calendar Contracts Amounts. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i>
C11	<u>Tim Street, Director presented the Buskirk-Chumley Theater Management agreement.</u> Staff recommended approval of a lease agreement through December 31, 2027, between the City of Bloomington, the Redevelopment Commission (RDC), and Buskirk-Chumley Theater Management (BCTM), for ongoing management of the Buskirk-Chumley Theater. BCTM, a local non-profit, had managed the theater since 2001. Funding sources include annual contributions \$15,000 Parks and Recreation each year 2025-2027, \$25,000 from Economic and Sustainable Development (ESD) 2025, \$55,000 from City Council 2025, \$80,000 from ESD and Council each year 2026-2027, and up to \$74,000 each year form RDC TIF. The Parks Board maintains ownership of the theater, with the agreement outlining building responsibilities. Parks allocates \$15,000 annually for capital repairs, with additional maintenance as needed. This agreement reflected the City's commitment to providing accessible and affordable community arts. <u>Holly Warren, Assistant Director Economical and Sustainability Department</u> approached the podium: and explained updates to the BCT contract. Parks and Recreation would continue awarding up to \$15,000 annually for required repairs and maintenance. Additionally, ESD recommended an \$80,000 annual grant for BCT's operational expenses (excluding capital costs), funded through ESD and Council budgets. The agreement spans three years, but funding must be approved annually by Council, ESD, and Park Board, the amount was not fixed for the full term.

	Board Comments: <u>Ellen Rodkey inquired: if the \$80,000 was new.</u> Holley Warren responded: it was separate from Parks existing commitment. When the agreement was originally established in 2001, Council approved \$55,000 a year for operational expenses. During recent renegotiating of the partnership, due to inflation, it was determined there was a need to increase funding to \$80,000 for operational expenses. <i>Israel Herrera made a motion to approve the Agreement with Buskirk-Chumley Theater Management. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i>
C12	<u>Tim Street, Director presented the Commercial Service agreement.</u> Staff recommended approving a \$17,500 contract with Commercial Service to replace a failed rooftop HVAC unit at the Buskirk-Chumley Theater. The funding would come from the Economic & Sustainable Development Department. The contract covers the purchase and installation of a 5-ton Trane 17.1 SEER unit, including all necessary components and services, disposal of the old unit, and full system startup. <i>Israel Herrera made a motion to approve the agreement Commercial Service for replacement of HVAC unit at Buskirk-Chumley Theater. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i>

D.REPORTS

D1	<u>Clarence Boone, Program/Facility Coordinator presented the Farmers' Market Mid-Season and Master Plan updates</u> Highlights: • 52 Vendors offering a variety of local goods. • Saturday & Tuesday Markets serve as key community gathering spaces. • Destination Market on Saturdays, attracting a wide demographic. • Customer Survey (via Zec Eight Insights): ○ 45% response rate. ○ 93% of respondents attend multiple markets. ○ Most purchases: Produce & Baked Goods. Strengths: • Bringing people together through quality programming (Youth Days, WIC outreach). • Great staff & location, with a focus on elevated experience. • Strong sense of community and consistent attendance growth. Improvements Made: • Market layout improved with additional seating. • Adjusted hours (now ending at 12:30 PM). • Parking lot repaved for better accessibility. • Stronger collaboration with Farmers Market Advisory Council. • 700% increase in social media engagement. • Upgraded signage, audio equipment, and added new staff. • New Tuesday Market location at Hopewell. • Collaboration with Bloomington Winter Market in November. Challenges & Focus Areas: • Enhance vendor communication and collaboration. • Further refine market layout for visibility and comfort. • Expand advertising & engagement. • Address fragmentation across different markets. Looking Ahead: • Launching a market map for easier navigation. • Social media giveaways to boost online reach. • Weekly newsletter QR code for on-site sign-ups. • Planning more farm tours & entertainment to enrich the experience. Board Feedback: • Julie Ramey emphasized leveraging different social media platforms to enhance outreach.
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E. PUBLIC COMMENT

<u>Ellen Rodkey opened the floor to public comments:</u> The Board received comments regarding changes to the Pool Fee Waiver Program The Board received comments regarding the flooding at Winslow Sports Park
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Department Updates – Tim Street

Thank the public for their continued engagement and valuable feedback.

Master Plan

- Over 600 responses had been received to the community questionnaire and staff are continuing outreach to increase participation.
- A full, statistically valid survey was planned for the fall to ensure comprehensive input.
- Staff was working on a comprehensive provider inventory and would plan a large stakeholder meeting later in the fall.

Aquatics

- A draft of the pool condition reports had been received, identifying several million dollars in necessary repairs.
- Free pool days were ongoing and continued to be well received.
- Over 500 applications had been received for the Pool Fee Waiver program. Staff would review future waiver policies.

Personnel

- Becky Higgins had retired on July 11th. We thank her for her years of dedicated service.
- The Health and Wellness Coordinator position was open and recruitment was underway.

Operations and Facilities

- Rainy weather had delayed some seasonal work, but staff continued to catch up on mowing and plant care.
- TLRC had been updated with new accessible entry doors.
- The Bryan Park Tennis Courts had been upgraded with push-button lighting for improved user access.
- Asphalt repair projects were ongoing throughout the park system.

Staff Recognition

- Parks Professional Days - and recognized the outstanding efforts of Park staff — 60 full-time and over 300 seasonal and support employees.

Next Meeting

- The next Park Board meeting is scheduled for August 28th at 5:00 PM in the Council Chambers.

ADJOURNMENT

The meeting was adjourned at 6:14pm