



**A-1 December 11, 2025**

**MINUTES**

City of Bloomington Board of Park Commissioners  
 Regular Meeting: Tuesday, November 18, 2025 4:00-5:30pm  
 Council Chambers, 401 N Morton St, Bloomington, IN  
 Zoom Option

**CALL TO ORDER - ROLL CALL**

**Kathleen Mills called the meeting to order at 4:07**

**Present: Kathleen Mills, Ellen Rodkey, Israel Herrera and Jim Whitlatch**

<b>A. CONSENT CALENDAR</b>	
A1	Approval of Minutes of October 21, 2025 Regular Meeting
A2	Approval of Claims Submitted October 21, 2025 through November 17, 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	Contract with Fire Dawgs for Griffy dam stair removal
A8	Service Agreement with Republic Services for 2026 green waste pickup
A9	Service Agreement with Indiana Door for 2026 services
A10	Service Agreement with Pursell Monument for 2026 services
A11	Contract with Unrivald Electric for battery charger install
A12	Contract with R&L (Servpro) for Griffy storage cleaning
A13	Service Agreement with Commercial Service for 2026 services
A14	Service Agreement with Koorsen for 2026 services
A15	Service Agreement with Price Electric for 2026 services
A16	Service Agreement with Everywhere Signs
A17	Service Agreement with Winslow Ranch Marketing
A18	Service Agreement with The Production House
A19	Contract Renewal with Skip Daley for trivia nights
A20	Concession Agreement Template for 2026 Community Events
A21	Contract Addendum with E&B Paving for Griffy Entrance Paving (Change Order 1)
<i>Ellen Rodkey made a motion to approve the November consent calendar, Jim seconded motion. Vote taken: motion unanimously carried 4-0.</i>	

<b>B. PUBLIC HEARING/APPEARANCES</b>	
B1	<p>Emily Buuck presented the November Bravo Award to volunteer Eli McCormick for his exceptional contributions to the Urban Greenspace team. Eli supported invasive species control, mentored new volunteers, and participated regularly in Week Wranglers and tree-planting events. His work at RCA Community park and other sites reflects strong dedication, positivity, and leadership.</p> <p>The Board Thank Eli for his service and positive impact he brings to the department.</p>
B2	<p>Staff Introduction: Aaron Biggs recently accepted the position of Recreation Services General Manager. He began his career with the Department as an intern, and later served as a Staff Assistance of Operation. Aaron attended Indiana University, where he earned his B.S. in Recreation Sports Management. His previous professional experience included roles as Guest Service Manager at the IU Auditorium, Director of Guest Experience at the Indiana State Fairgrounds &amp; Event Center, and Director of Retail &amp; Hospitality for the Chocolate Moose company. Aaron looked forward to being back at Parks and Recreation Department and continue to provide exceptional recreational opportunities and experiences for the community.</p>

<b>C. OTHER BUSINESS</b>	
C1	<i>Amy Leyenbeck, Operations Coordinator</i> , presented the B&L Sheet Metal contract. Staff recommended approval of the contract to install high-volume, low-speed fans at the Switchyard Park Maintenance

	<p>Building, at a cost not to exceed \$20,575. Funding would come from Natural Resources General Fund. The request followed the Phase 3 Audit Report by Donovan Energy, which identified the fans would improve interior air circulation and reduce energy costs. B&amp;L had successfully completed similar work in other park facilities.</p> <p><i>Ellen Rodkey made a motion to approve the contract with B&amp;L Sheet Metal for industrial fans, Jim seconded motion. Vote taken: motion unanimously carried 4-0.</i></p>
C2	<p>Amy Leyenbeck, Operations Coordinator presented the Agreement with Harrell Fish, Inc. (HFI). Staff recommended approval of the 2026 service agreement with HFI for HVAC and plumbing work on an as needed basis. Contract was not to exceed \$15,000, with costs distributed across multiple General Fund account lines. HFI, was a qualified vendor with a strong record of performing reliable work on City systems.</p> <p><i>Ellen Rodkey made a motion to approve the 2026 Service Agreement with Harrell Fish, Inc., Jim seconded motion. Vote taken: motion unanimously carried 4-0.</i></p>
C3	<p>Amy Leyenbeck, Operations Coordinator presented the Agreement with Huston Electric, formerly Cassady Electric. Staff recommended approval of the 2026 Service agreement with Huston Electric for electrical work on an as needed basis. Contract was not to exceed \$15,000, with costs distributed across multiple General Fund accounts, as well as a Non-Reverting Fund account. Contractor had a long history of providing quality work for the City.</p> <p><i>Ellen Rodkey made a motion to approve the; 2026 Service Agreement with Huston Electric, Jim seconded motion. Vote taken: motion unanimously carried 4-0.</i></p>
C4	<p>Sarah Mullin, Community Gardening Coordinator presented the 2026 Community Gardens Template Agreement, which outlined the responsibilities of individual renting garden plots at Winslow Woods, Butler, and Switchyard Park. The 2025 garden program, had offered 19 classes and events to gardeners and the public, along with 281 rental plots. Only minimal updates had been made to the 2026 agreement.</p> <p><i>Ellen Rodkey made a motion to approve the 2026 Community Gardens Template Agreement, Jim seconded motion. Vote taken: motion unanimously carried 4-0.</i></p>
C5	<p>Rebecca Swift, Operation and Development Division Director presented the addendum with Milestone. Staff recommended approval of the addendum to cover extra costs resulting from unforeseen site conditions, including unstable subgrade soils and additional pavement and crosswalk repairs at the Rail Trail Rogers St Crossing project. At the request of Monroe County, the addendum also included improvements to stormwater infrastructure along S. Rogers Street. Monroe County would reimburse the City for work associated with stormwater improvements. Additional amount not to exceed \$33,610 and would be from Operations General Fund and Non Reverting accounts.</p> <p><i>Ellen Rodkey made a motion to approve the Addendum with Milestone for the Rail Trail Rogers St. Crossing project, Jim seconded motion. Vote taken: motion unanimously carried 4-0.</i></p>
C6	<p>Rebecca Swift, Operation and Development Division Director presented the contract with LandWorx. Staff recommended approval of a \$44,260 service agreement with LandWorx Engineering to design a stormwater detention facility at RCA Community Park. The project would manage runoff from a new section of the Powerline Trail, erosion would be address near the Community Pickleball Courts, and provide needed detention in a low area where a former shelter stood. LandWorx would complete surveying, hydrologic analysis, design, permitting, and construction administration in coordination with City staff. Funding would be provided through the 4655-18-18018A-54510 (CICI Bond).</p> <p><i>Ellen Rodkey made a motion to approve the contract with LandWorx, Jim seconded motion. Vote taken: motion unanimously carried 4-0.</i></p>
C7	<p>Rebecca Swift, Operations and Development Division Director presented the Addendum to Partnership Agreement with CanopyBloomington. Staff recommended approval of a contract addendum extending the 2024 partnership agreement between CanopyBloomington and the Parks Department through the end of the year, with no change to the original contract amount. The extension was needed due to delayed invoicing so that the Economic and Sustainable Development Department could process remaining claims. The partnership supported urban forestry programming throughout the community.</p> <p><i>Ellen Rodkey made a motion to approve the addendum with CanopyBloomington, Jim seconded motion. Vote taken: motion unanimously carried 4-0.</i></p>
C8	<p>Leslie Brinson, Recreation Division Director presented elimination of 12 policies. Staff recommended eliminating several Parks and Recreation Department policies that were redundant with updated Citywide employee and training materials provided by Human Resources and the Office of the Controller. These policies no longer required a separate departmental version and could be removed from the Parks and Recreation policy manual.</p> <p><b>Board Comments:</b> Kathleen Mills stated: the policies just overlapped with the City's. There were no differences between the two. Leslie Brinson responded: that was correct, they were the same, and staff had access to the HR policy manual. Jim Whitlatch inquired: about the difference between these and the general policies located on the Parks website. Leslie Brinson responded: the external facing policies were located on the website. Those policies were important for the public to know about, as they involve public behavior and</p>

	<p>what public responsibilities might be. The complete policy manual contained the external facing policies as well as policies that pertained to staff responsibilities. Such as dress code, or how staff handle the purchasing of land, or how to handle emergencies. <i>Jim inquired: if all policies were approved by the Board of Park Commissioners.</i> Leslie responded: yes, all policies were presented and approved by the Board. <i>Jim Whitlatch requested: access to the complete Park Policy Manual.</i> Leslie Brinson responded: that would be shared with the Board.</p> <p><i>Ellen Rodkey made a motion to approve the elimination of the 12 Park Policies, Jim seconded motion. Vote taken: motion unanimously carried 4-0.</i></p>
C9	<p>Tim Street, Director presented a list of proposed fee changes for Parks and Recreation 2026 season. In alignment with the Department's commitment to financial sustainability, staff were reviewing cost recovery strategies and identifying a more effective path forward, which may include transitioning to cost recovery categories instead of cost recovery by area. The new approach would incorporate a specialized business services category.</p> <p>The Master Plan process would continue into 2026, with the plan anticipated to be presented first quarter of 2026, along with an updated Cost Recovery Policy, and new strategic goals. As work on these initiatives progresses, additional fee changes could be requested in 2026.</p> <p>A full list of fee changes submitted for review and approval could be found in the November 18, 2025 Park Board Packet.</p> <p>Board Comments: <i>Jim Whitlatch inquired: whether surveys had been completed to determine if the proposed fees were comparable to those of other providers.</i> Tim Street responded: surveys had been conducted. A formalized pricing process would be included in the Master Plan which would be brought before the Board at a later date. <i>Jim Whitlatch inquired: about the \$5 out-of-city fee for Kid City camps.</i> Tim Street responded: the distinctions between in-city fees vs out-of-city fees had been a topic of ongoing discussion, and had been tabled until the Master Plan was completed, as that process would help determine most appropriate approach for such fees. <i>Ellen Rodkey inquired: how many of the proposed fees had been increased last year.</i> Leslie Brinson responded: many fees had been adjusted annually in small increments due to rising cost of goods, and that smaller increases have historically been more manageable for families that larger, infrequent adjustments. <i>Kathleen Mills inquired: why the senior season golf pass had been eliminated.</i> Jason Sims responded: a survey of 11 local golf course found that only two still offered senior season passes; the others used single adult rate, all of which were significantly higher than the Cascades Golf Course rate. <i>Kathleen Mills inquired: about the Skate Helper.</i> Chris Hamrick responded: it was a tool available for rent to assist beginner skaters. <i>Ellen Rodkey inquired: would there be any other fees presented this year.</i> Tim Street responded: No additional fees would be presented in 2025. Whereas November and December were typically the months when fee changes were brought to the Board, given the ongoing review of cost recovery strategies, only the most critical fee changes had been submitted. Upon completion of the Master Plan in 2026, all fees would be reviewed to determine whether further changes should be recommended.</p> <p><i>Ellen Rodkey made a motion to approve the proposed 2026 fee changes, Jim seconded motion. Vote taken: motion unanimously carried 4-0.</i></p>
C10	Updated TLRC Rental Agreement Template – this item had been removed from the agenda.

<b>D. REPORTS</b>
None

<b>E PUBLIC COMMENT - None</b>
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## DEPARTMENT UPDATES

Tim Street, Director presented the updates.

**Master Plan:** work sessions and public engagements had been conducted, and postcards had been mailed for the statistically valid survey. A staff strategic planning session was scheduled in January, during which goals will be established. Staff anticipated bring many components of the Master Plan back to the Board in February or March. Using the critical needs assessment, staff aimed to make informed decisions regarding funding, facilities and the future of identified needs.

**Projects:** The Griffy Boathouse parking lot had been repaved, and accompanying pedestrian improvements had been completed. The Rogers Street Rail Trail crossing safety improvements were expected to be finished in the next few weeks. The RCA basketball courts had been resurfaced, and a new fence was to be installed at the Willie Streeter Garden.

*Board packets/reports are available to the public by contacting the Department at 349-3700.*

**Events:** Numerous fall events had been offered to the community, including a well-attended pumpkin launch. Holiday Market would take place the weekend after Thanksgiving, and downtown square lighting was approaching. The next Board of Park Commissioners meeting was scheduled for December 11t.

**ADJOURNMENT 4:45pm**