



## A-1 January 15, 2025

City of Bloomington Board of Park Commissioners

Regular Meeting: Thursday, December 11, 2025 5:00-6:30pm

Council Chambers, 401 N Morton St, Bloomington, IN

Virtual Option – Zoom

## CALL TO ORDER - ROLL CALL

Kathleen Mills called the meeting to order at 5:02pm

Present: Kathleen Mills and Jim Whitlatch

Virtual: Ellen Rodkey

Absent: Israel Herrera

### A. CONSENT CALENDAR

A1	Approval of Minutes of November 18, 2025 Regular Meeting
A2	Approval of Claims Submitted November 18, 2025 through December 10, 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	Service Agreement with Next Bite (Hoodz) for 2026 services
A8	Addendum to Agreement with MSI for Griffy deer hunt security
A9	Agreement with Eco-Logic for Griffy invasive plant removal services
A10	Service Agreement with B&L Sheet Metal for 2026 roof inspections
A11	Service Agreement with Elite Plumbing for 2026 services
A12	Addendum to Agreement with IU Bloomington Urban Forestry Group for surveys
A13	Agreement with Spectrum Trail for trail design at Browns Woods
A14	Service Agreement with King Snake for 2026 sound services
A15	Agreement with Bruce Carter Associates for Switchyard covenant recording

*Jim Whitlatch made a motion to approve the December consent calendar, Ellen Rodkey seconded motion. Vote taken: motion unanimously carried 3-0.*

### B. PUBLIC HEARING/APPEARANCES

B1	<p><i>Emily Buuck, Community Relations Coordinator:</i> recognized Allyn Boley as the December Bravo Award recipient for exceptional volunteer service. Allyn served as the makeup artist for the Dearly Departed Cemetery Tours at Rose Hill Cemetery, and provided detailed and historically inspired makeup for the event. Allyn's contributions had been an integral to the success of the event. Allyn had also volunteered at the Skate and Scare event.</p> <p><i>The Board thanked Allyn for the volunteer services provided to the Parks Department.</i></p>
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### C. OTHER BUSINESS

C1	<p><u>Leslie Brinson, Recreation Division Director</u>: staff recommended approval of a non-reverting budget amendment to purchase a Show Master MSM2400 Mobile Stage for \$155,882. The current mobile stage, purchased in 2003, had significant mechanical issues and was nearing the end of its useful life. Staff had evaluated replacement options and determined the Show Master would best meet departmental needs, with cost savings if purchased in 2025. Funding would be from the Department's non-reverting fund. Delivery was expected in approximately eight months, during which time the existing stage would remain in use and later be sold upon arrival of the new unit.</p> <p><i>Jim Whitlatch made a motion to approve the Non-Reverting Budget Amendment to purchase new mobile stage, Ellen Rodkey seconded motion. Vote taken: motion unanimously carried 3-0.</i></p>
C2	<p><u>Mark Sterner, Twin Lake Recreation General Manager</u>: staff recommended approval of revisions to rental agreement for Twin lake Recreation Center, Twin Lakes Sports Park, and Winslow Sports Park to include a non-refundable deposits. The change was intended to reduce last-minute cancellations, which had increased in recent years, and negatively impacted revenue and staffing.</p> <p><b>Board comments:</b> <i>Kathleen Mills inquired: about the increase in cancellations.</i> Mark Sterner responded: over the last three years organizers of premier events and mid-level events had reserved sports courts and fields, while seeking larger venue and later cancelled reservation once another location has been secured, often after staff had turned away other potential renters. <i>Jim Whitlatch inquired: if seven day cancellation provided sufficient time to rebook the facility.</i> Mark Sterner responded: the proposed non-refundable deposit would help offset lost revenue, the cancellation timeline could be reviewed at a later date to determine if a longer period was needed.</p> <p><i>Jim Whitlatch made a motion to approve the updated rental agreement template, Ellen Rodkey seconded motion. Vote taken: motion unanimously carried 3-0.</i></p>
C3	<p><u>Daren Eads, Sports Facility Coordinator</u>: staff recommended approval of a service agreement with Woods Electrical Contractors, Inc. to provide as-needed electrical repairs, adjustments, and components replacement for the Sports and Operations Divisions, with a total amount not to exceed \$20,000. Funding would come from multiple account lines. Woods Electric, a local contractor had worked with Parks for many years, had been reliable and provided timely service.</p> <p><i>Jim Whitlatch made a motion to approve the agreement with Woods Electrical Contractors, Inc., Ellen Rodkey seconded motion. Vote taken: motion unanimously carried 3-0.</i></p>
C4	<p><u>Mary Walz, Natural Resources Manager</u>: staff recommended approval of a \$17,380 contract with Habitat Solutions to provide prescribed fire and forest stand improvement (FSI) services at Griffy Lake. To improve the forest health and wildlife habitat, Habitat Solutions would implement prescribed fire on a 15 acre burn unit north of Griffy Creek Trail in Winter 2025 to Spring 2026, as conditions allowed. Funding would be from Natural Resources General Fund. Bloomington Fire Department would be on hand to provide assistance in minimizing risk.</p>

	<i>Jim Whitlatch made a motion to approve the agreement with Habitat Solution for prescribed fire at Griffy lake, Ellen Rodkey seconded motion. Vote taken: motion unanimously carried 3-0.</i>
C5	<p><u>Amy Leyenbeck, Operations Coordinator</u>: staff recommended approval of the 2026 service agreement with The Stables Events (Izzy's Rental) for as-needed cleaning and pumping of portable restrooms, in an amount not to exceed \$17,000. Services would be provided at nine locations, include rental and services at RCA Park for five months, and provide port-a-let services at various Community Events throughout 2026. Funding would be from multiple lines.</p> <p><b>Board Comments:</b> <i>Kathleen Mills inquired: if Izzy provided reports if there were problem at units. Amy Leyenbeck responded: staff were at the parks and checked port-a-lets multiple times throughout the week, and would provide pictures and reports if there were any issues. Parks staff would follow up with Izzy if any repairs or additional cleaning was needed. Izzy responded quickly to any issues. Jim Whitlatch inquired: if the contract included the port-a-let at Seminary Square. Amy Leyenbeck responded: no, that was a separate contract, with a different company. Jim Whitlatch inquired: on the nine locations. Amy Leyenbeck responded: Clear Creek Trail, Wapehani, RCA Park, Upper Cascades, Bryan Park and a few other locations.</i></p> <p><i>Jim Whitlatch made a motion to approve the agreement with Izzy Rental for port-a-let rental and services, Ellen Rodkey seconded motion. Vote taken: motion unanimously carried 3-0.</i></p>
C6	<p><u>Heidi Shoemaker, Natural Resources Coordinator</u>: staff recommended approval of the reappointment of Denise Gardiner, Bill Jones, Marne Potter, and Angie Shelton to the Environmental Resource Advisory Council, which advised Bloomington Parks and Recreation on policy matters pertaining to operations of city natural areas and/or facilities.</p> <p><b>Board comments:</b> <i>Jim Whitlatch inquired: if these were the only four applications received. Heidi Shoemaker responded: These four served a two year term which expired in December 2025. They reapplied to continue for another two year term. There were two vacant seats, one member did not reapply, and a second member had stepped down earlier. No other applications were received.</i></p> <p><i>Jim Whitlatch made a motion to approve the Environmental Resource Advisory Council appointments, Ellen Rodkey seconded motion. Vote taken: motion unanimously carried 3-0.</i></p>
C7	<u>Joanna Sparks, Urban Greenspace Manager</u> : staff recommended approval of a contract with Nature's Way to provide landscaping services on the Courthouse Square in 2026, in an amount not to exceed \$13,520. Services would include removal and replacement of soil and plant material in four planters that were not replanted in 2025. Funding would be from Urban Greenspace General Fund.
C8	<u>Leslie Brinson, Recreation Division Director</u> : staff recommended a partnership between Parks and Recreation and Visit Bloomington for FreezeFest 2026. Visit Bloomington would provide \$800 to help offset event costs, which would be deposited in Community Events non-reverting fund. FreezeFest would be held in January 2026,

	at Switchyard Park, the Department would provide the location and run the Winterpalooza event which would be free to the public. Visit Bloomington would coordinate ice carving activities, chili cookoff, foodtrucks and sponsorships.
C9	<u>Rebecca Swift, Operations &amp; Development Division Director</u> : staff recommended approval of the memorandum of Understanding between the City of Bloomington Parks and Recreation Department and SOMO Development company to formalize long-term maintenance and operations responsibilities for the “Southern Meadows” spur of the Bloomington Rail Trail. The MOU clarified responsibilities for the trail segments and the historic rail bridge over Clear Creek, granted the City permanent access for inspection and maintenance, and established ongoing safety and upkeep obligations. No funding was associated with the agreement.

#### D. REPORTS

	<u>Haskell Smith, Urban Forestry</u> ; presented the Final Quarterly Tree Risk and Reporting Document- Q4 Risk Report.
D1	The report outlined known tree risks and mitigation efforts, ongoing tree maintenance activities, and current tree removal list, and provided an overview of completed and planned urban forestry work.

#### E PUBLIC COMMENT

##### **Tim Street, Director presented Department update.**

- Bicentennial Tree Planting round three was occurring
- Replacement of warranty trees had been planted at Hopewell Commons
- Thanked the Board for their service throughout the year
- Recognized staff for their outstanding efforts throughout 2025
- More than 400 unique staff members had worked throughout the year
- Skate with Santa and FreezeFest were coming up
- Staff continued to work on Master Plan, a meeting was scheduled for January 14th
- Final surveys for Master Plan were out and information would be compiled
- Master Plan Draft would be brought before the Board in early 2026
- New lights were to be installed at the Switchyard Park Pavilion.
- The next Park Board meeting would be held on Thursday, January 15, 2026 at 5pm.
- 2026 Park Board meetings would be held on the third Thursday of the month at 5pm, with the exception of November and December.

##### **ADJOURNMENT:**

Meeting was adjourned at 5:34pm.

Respectfully Submitted,  
Kim Clapp  
Secretary Board of Park Commissioners