



A-1 April 2025

Minutes

City of Bloomington Board of Park Commissioners
 Regular Meeting: Tuesday, March 25 2025 4:00-5:30 p.m.
 Council Chambers, 401 N Morton St, Bloomington, IN
 Zoom

CALL TO ORDER - ROLL CALL

The meeting was called to order by Kathleen Mills at 4:35pm
 Present: Kathleen Mills, Ellen Rodkey, and Jim Whitlatch
 Absent: Israel Herrera

A. CONSENT CALENDAR

A1	Approval of Minutes of February 27, 2025 Regular Meeting
A2	Approval of Claims Submitted February 27th through March 24th, 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	Approval of Agreement with Oscar's Contracting for Griffy Lake restroom roof repairs
A8	Approval of Agreement with MSI for 2025 Farmers' Market security
A9	Approval of Service Agreement with Next Bite, LLC for TLRC services
A10	Approval of Partnership with Bloomington Pickleball Club for 2025
A11	Approval of Partnership Renewal with Cicada Cinema
	Approval of Partnership Renewal with Monroe County Civic Theater (MCCT)
A12	<i>Kenny Hertling, President Board of Directors Monroe County Civic Theater approached the podium. MCCT appreciated the opportunity to work with the Department and be able to offer the program to the community at no cost. 2025 would be the 36th year for the partnership.</i>
A13	Approval of Service Agreement with Sunset Hill Fence
<i>Ellen Rodkey made a motion to approve the Consent Calendar. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i>	

B. PUBLIC HEARINGS/APPEARANCES

B1	<p>Emily Buck, Community Relations Coordinator presented Paul Howatt and Annelies Stoelinga with the March Bravo Award. Paul and Annelies had provided over 45 volunteers hours at Larimer Woods and other programs. Their monthly reports, hard work, and dedication to the Adopt-a-Stream program, Weed Wrangles and various nature programs had been greatly appreciated.</p> <p><i>Annelies Stoelinga approached the podium: appreciated the opportunity to volunteer, and be involved in the community.</i></p> <p>The Board thanked Annelies and Paul for their support.</p>
----	--

C. OTHER BUSINESS

C1	<p><u>Tim Street, Director</u> presented updates for the 2025 General Fund Budget. Staff recommended the Board endorsed appropriations changes to the 2025 General Fund Budget before they were presented to City Council for review. A total of \$543,400 would be deappropriated with \$430,900 in new projects; and resulted in a net reduction to the 2025 expense budget of \$112,500.</p> <p><i>Ellen Rodkey made a motion to approve the General Fund Updates. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C2	<u>Tim Street</u> , Director presented the agreement with B&L Sheet Metal and Roofing.

	<p>A roof inspection at The Project School building revealed repairs were needed to prevent water penetration, and while roof repairs were performed at Buskirk-Chumley Theater a gutter issue was discovered. Staff wished to have the necessary repairs made at both locations, both sites were owned by Bloomington Parks and Recreation Department. Staff recommended approval of the contract with B&L Sheet Metal and Roofing in an amount not to exceed \$12,790. Funding would be from 2204-189000-53610 and 2211-185009-53610.</p> <p>Board Comments: <u>Kathleen Mills inquired:</u> if there had been issues. <u>Tim Street responded:</u> no, the problems were discovered during a roof inspection, and repair work, prior to any issues developed or damage occurred. <u>Jim Whitlatch inquired:</u> if the Parks Department was responsible for repairs at The Project School. <u>Tim Street responded:</u> through the lease agreement, the Parks Department were responsible for repairs to the envelope of the building, which included the roof.</p> <p><i>Ellen Rodkey made a motion to approve the B&L Sheet Metal and Roofing. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C3	<p><u>Mark Marotz, Operations Superintendent</u> presented the agreement with Oscar's Contracting. Due to age, staff wished to have the shelter roofs replaced at Bryan Park's 3 shelters. Contractor would remove and dispose of existing shingle and wood shake roofing material, replace any damaged unusable decking, install new synthetic paper and install new metal roofing material (pro rib metal, roof edge, ridge cap, inside and outside closure. Staff recommended approval of the contract with Oscar's Contracting in an amount not to exceed \$24,950. Funding would be from 4674-06-06018-54310.</p> <p><i>Ellen Rodkey made a motion to approve the contract with Oscar's Contracting. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C4	<p><u>Joanna Sparks, Urban Greenspace Manager</u> presented the MOU with Bloomington Montessori School. BPRD and Bloomington Montessori School (BMS) desired to cooperate in the use and maintenance of the trees growing at Winslow Woods Park by hosting education events onsite with students and BMS families that would promote the understanding of a biodiverse native habitat, activities would include tree seedling care and monitoring, as well as, site maintenance. BPRD staff would provide onsite supervision during coordinated volunteer workdays during the school year, roughly once a month. Kickoff workday planned for the first week of April 2025. Staff recommended approval of the MOU with Bloomington Montessori School.</p> <p><i>Ellen Rodkey made a motion to approve the MOU with Montessori School. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C5	<p><u>Hsiung Marler General Manager Switchyard Park</u> presented the Alcohol Permit for Lotus in the Park. The Lotus Education & Arts Foundation requested to sell beer as part of their Park Special Use Permit for Lotus in the Park on September 27, 2025 at Waldron Hill Buskirk Park. Parks would receive 10% gross sales as a fee, with revenues going into 2211-18-189006-41020 (Permits). Staff recommended approval of the Alcohol Permit for Lotus in the Park event.</p> <p>Board Comments: <u>Jim Whitlatch inquired:</u> on the process of reporting gross sales. <u>Hsiung Marler responded:</u> calculated after the event, and on honor system. <u>Kathleen Mills inquired:</u> if applicant would provide someone to check IDs and wrist bands. <u>Hsiung Marler:</u> yes, they would. Alcohol would have to be in an enclosed area, and only beer and wine could be sold. The Special Use Permit included a section on security that would have to be followed at the event.</p> <p><i>Ellen Rodkey made a motion to approve the Alcohol Permit for Lotus in the Park. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C6	<p><u>Satoshi Kido, Sports Division Director</u> presented the agreement with Tennis Tech. Staff wished to keep courts in good working condition. Due cracks and fading lines, the Winslow Sports tennis courts needed to be resurfaced. Staff recommended approval of the contract with Tennis Tech in an amount not to exceed \$40,317. Funding would be from Youth Sports General and Non-Reverting fund. 50% of cost would be reimbursed through the Bloomington Parks Foundation.</p> <p>Board Comments: <u>Ellen Rodkey inquired:</u> how long the courts would be closed. <u>Satoshi Kido responded:</u> it would take 7 to 10 days to complete the project. The north court will be closed first, then the south court to follow. Signs would be posted.</p>

	<p><i>Ellen Rodkey made a motion to approve the contract with Tennis Tech. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C7	<p><u>Satoshi Kido, Sports Division Director</u> presented the agreement with Spear Aquatics, LLC. Staff wished to keep pools in good working condition, and required the services of a vendor to provide: repairs, make adjustments, and/or replace pumps and motors as well as other applicable pool parts at Bryan Park Pool and Mills Pool on an as needed basis for the 2025 aquatics season. Staff recommended approval of the contract with Spear Aquatics, LLC in an amount not to exceed \$9,999. Funding would be from Bryan and Mills Pools General funds.</p> <p>Board Comments: <u>Kathleen commented:</u> agreement was for immediate repairs. <u>Satoshi Kido responded:</u> correct.</p> <p><i>Ellen Rodkey made a motion to approve the agreement with Spear Aquatic LLC. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C8	<p><u>Haskell Smith, Urban Forester</u> presented the agreement with Native View. Staff wished to continue with the Bicentennial Tree Planting Round 3, and required the services of a professional contractor to plant 380 trees around Bloomington, in public right of way. Staff recommended approval of the contract with Native View in an amount not to exceed \$92,000. Funding would be from account line 4655-18-18018C-54510. Just under 2,000 trees had been completed.</p> <p>Board Comments: <u>Kathleen Mills inquired:</u> if round 3, would be the final round. <u>Haskell Smith responded:</u> staff anticipate a fourth round. <u>Jim Whitlatch inquired:</u> if the trees were selected by what was best for the plot. <u>Haskell Smith responded:</u> what was best for the plot, and based on what the homeowner wanted, and where they wanted the tree planted. <u>Jim Whitlatch inquired:</u> if all the types of trees were considered native species. <u>Haskell Smith responded:</u> all native trees, some would be natural native hybrids.</p> <p><i>Ellen Rodkey made a motion to approve the agreement with Native View. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C9	<p><u>Haskell Smith, Urban Forester</u> presented the agreement with Indiana University Bloomington Urban Forestry Research Group. The agreement provided monetary support for Indiana University's Bloomington Urban Forestry Research (BUFR) Group to do up to two surveys to the public whose properties were adjacent to Bicentennial Tree Plantings. The agreement would cover both, a pre-planting and post planting survey for round three of the Bicentennial plantings. The agreement provided valuable data for Urban Forestry to base future plantings on and to gauge public interest and knowledge. Staff recommended approval of the agreement with IU BUFR, in an amount not to exceed \$6,500. Funding would be from account line 4655-18-18018C-54510.</p> <p>Board Comments: <u>Ellen Rodkey inquired:</u> on type of survey. <u>Haskell Smith responded:</u> one page survey, five to ten questions. Basic questions, leaning more socially economic of the project.</p> <p><i>Ellen Rodkey made a motion to approve the agreement with Indiana University Bloomington Urban Forestry Research Group. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C10	<p><u>Haskell Smith, Urban Forester</u> presented the agreement with CanopyBloomington. Urban Forestry wished to continue to partner with CanopyBloomington to provide job training, and environmental educations to high school aged students. The Tree Tenders program aimed to reconcile community interests in environmental action with youth development. The program had led to over 600 trees being pruned, mulched, watered or otherwise cared for in Switchyard Park, RCA, and Lower Cascades. Staff recommended approval of the agreement with CanopyBloomington, not to exceed \$15,000. Funding source would be ED-Lit 153-04-0400-53960 (ESD)</p> <p><u>Ellen Rodkey inquired:</u> if the students were paid. <u>Haskell Smith responded:</u> yes, it was a summer job. Some of the funds would go for equipment.</p> <p><i>Ellen Rodkey made a motion to approve the agreement with CanopyBloomington for Tree Tenders program. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>

C11	<p><u>Haskell Smith, Urban Forester</u> presented Policy #13270. Staff recommended the approval of the Urban Forestry Principles and Reporting policy – #13270. The policy outlined the Urban Forestry's efforts and guiding principles, as well as a quarterly tree reporting document.</p> <p><i>Ellen Rodkey made a motion to approve Policy #13270 – Urban Forestry Principles and Reporting. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C12	<p><u>Haskell Smith, Urban Forester</u> presented the March Urban Forestry March Quarterly Tree Risk and Reporting document. The document outlined and prioritized tree risk that staff were aware of and were working toward eliminating, as well as other tree-related risks and hazards, such as tree grate maintenance and current tree removal list. Staff recommended approval of the Urban Forestry March Quarterly Tree Risk and Reporting document. Out of 19,200 trees, none were rated extreme risk, 30 were rated high risk, 800 were rated moderate risk and the remainder were rated low risk.</p> <p>Board Comments: <u>Jim Whitlatch inquired:</u> how did staff find out about the hazardous trees. <u>Haskell Smith responded:</u> when tree inventories were completed, a risk assessment was done. <u>Jim Whitlatch inquired:</u> if a home owner, or community member were concerned about a tree in the right a way, would they contact you. <u>Haskell Smith responded:</u> yes. They could reach out by U-Report, email or phone calls. <u>Jim Whitlatch commented:</u> individuals were not to remove trees in City property lines. <u>Haskell Smith responded:</u> not without Parks and Recreation's approval. <u>Jim Whitlatch commented:</u> individuals should reach out to you to confirm if trees were in City right of way. <u>Haskell Smith responded:</u> that was correct. <u>Kathleen Mills inquired:</u> climate change impact reports in the Bloomington area, made references to more thunderstorms, more rain, and higher winds. Was that factored into trees? <u>Haskell Smith responded:</u> yes, that was considered when trees were inspected.</p> <p><i>Ellen Rodkey made a motion to approve the Urban forestry Quarterly Risk Report. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C13	<p><u>Leslie Brinson, Recreation Manager</u> presented policy updates. The Bloomington Parks and Recreation Department used a Policy Manual as a way to guide process and procedures related to staffing, facilities, programming and more. Staff recommended approval of changes to policies; #2030 Program Facility Report Forms, #9050 Scholarship Criteria, #13040 Rentals and Permits, #13110 Land Acquisition, the elimination of Policy #9060 Fee Waiver and Scholarship Guidelines, and the addition of a new policy #6100 Concussion Policy.</p> <p><i>Ellen Rodkey made a motion to approve the updates to Policies #2030, #6100, #9050, #13040, #1310, and elimination of Policy #9060. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C14	<p><u>Amy Leyenbeck, Operations Coordinator</u> presented updates to the cemetery policy. To make the cemetery policy more robust, staff recommended approval of new Policy #13260 Cemetery Policies and Procedures, and the elimination of preexisting Policy #13200 Cemetery Decorations.</p> <p>Board Comments: <u>Jim Whitlatch inquired:</u> if cemetery plots were still being sold. <u>Amy Leyenbeck responded:</u> yes, there were plots available at White Oak Cemetery. Records were being reviewed at Rose Hill to determine if any additional plots were available at that location. <u>Jim Whitlatch inquired:</u> on cemetery hours. <u>Amy Leyenbeck:</u> 7am to 10pm. <u>Jim Whitlatch commented:</u> would like staff to consider having hours only during daylight hours. As well as clear policy on what can and can't be done in the cemeteries, what structures could be put up in the cemeteries, and what hours they can be in the cemeteries.</p> <p><i>Ellen Rodkey made a motion to approve the changes to Policies #13260 and the elimination of Policy #13200. Jim Whitlatch seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>

D. REPORTS

D1	Community Events 2025 Season Preview – item moved to April 17, 2025 meeting
D2	<p><u>Julie Ramey, Community Relations Manager</u> presentation of Draft 2024 Annual Report. No action had been requested, the document had been for review only. The information and highlights contained in the report had been collected by Directors from staff. The information provided had been fact checked, and unaudited financial data had been added to the report. Any feedback would</p>

be appreciated.

E. PUBLIC COMMENT

Kathleen Mills opened the floor to public comments.

None were received.

Tim Street, Director gave a department update.

Many recreation events would be coming up

Griffey Boathouse would be opening

Pool liner project would be starting

Master Plan efforts would begin, and focus groups meetings would be held.

Park Board Work Session would be held on April 10th 6pm, in Allison Conference Room, conversation with Master Plan Consultant was planned. Some Council Members would be attending.

Next regular Park Board Meeting would be held April 17th 5pm in Council Chambers

ADJOURNMENT

Meeting was adjourned at 5:23pm

Respectfully Submitted,



Kim Clapp,
Secretary Board of Park Commissioners