



A-1 March 2025

Minutes

City of Bloomington Board of Park Commissioners
Regular Meeting: Thursday, January 30, 2025 5:00-6:30 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 5:03pm
Present: Kathleen Mills, Ellen Rodkey, and Israel Herrera
Absent: Jim Whitlatch

A. CONSENT CALENDAR

A-1	Approval of Minutes of December 10, 2024 Regular Meeting
A-2	Approval of Claims Submitted December 10, 2024 through January 29, 2025
A-3	Approval of Non-Reverting Budget Amendments
A-4	Review of Business Reports
A-5	Review/Approval of Credit Card Refunds
A-6	Approval of Surplus
A-7	Approval of Agreement with Winslow Ranch Marketing for 2025 services
A-8	Approval of Agreement with Everywhere Signs for 2025 services
A-9	Approval of Agreement with Green Hat Media for 2025 services
A-10	Approval of Agreement with Production House for 2025 services
A-11	Approval of Agreement with Gabe Wheeler LLC for 2025 services
A-12	Approval of Agreement with AS Altum for golf course irrigation consulting
A-13	Approval of Agreement with Mother Nature for tree treatment services
A-14	Approval of Agreement with KCI Tech for Lower Cascades invasive treatment
A-15	Approval of Agreement with B&L Sheet Metal for Buskirk-Chumley roof inspection, maintenance, and repairs 25-017
A-16	Approval of Agreement with Bruce's Welding for 2025 services
A-17	Approval of 2025 Garden Plot Rental Agreement Template
A-18	Approval of Agreement with J&S Locksmith for 2025 Services
A-19	Approval of Agreement with Commercial Service for TLRC HVAC needs
A-20	Approval of Agreement with Koorsen for 2025 Services
A-21	Approval of Agreement with Macallister Rentals for 2025
<i>Ellen Rodkey 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

B-1	<i>Emily Buuck, Community Relations Coordinator</i> presented Girl Scout Troop 5156 with the January Bravo Award. Troop 5156 earned their Environment Badges, when 7 Scouts along with their parents assisted with cleanup of Bryan Park on December 15 th . The scouts learned about the park, what was required to keep them clean, and how to keep their selves safe when disposing of trash. Staff was grateful for the scouts hard work and support.
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C. OTHER BUSINESS

C-1	<u>Board Members Election of 2025 Officers</u> <i>Ellen Rodkey made a motion to elect Kathleen Mills as President of the Board of Park Commissioners. Israel Herrera seconded the motion. Vote taken: motions unanimously carried.</i> <i>Kathleen Mills made a motion to elect Ellen Rodkey as Vice President of the Board of Park Commissioners. Israel Herrera seconded the motion. Vote taken: motion unanimously carried.</i>
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Board packets/reports are available to the public by contacting the Department at 349-3700.

	<p><i>Kathleen Mills made motion to approve Jim Whitlatch as the Representative to the Park Foundation. Ellen Rodkey seconded the motion. Vote taken: motion unanimously carried.</i></p> <p><i>Kathleen Mills made a motion to approve Israel Herrera as the Representative to the Planning Commission. Ellen seconded the motion. Vote take: motion unanimously carried.</i></p> <p><i>Ellen Rodkey made a motion to nominate Kim Clapp as the Secretary of the Board of Park Commissioners. Israel Herrera seconded the motion. Vote take: motion unanimously carried.</i></p>
	<p><u>Tim Street, Director commented:</u> Due to the quantity of items presented at the January meeting, and to the signing of documents being switched to DocuSign, some items were pending Legal approval. If there would be any issues with the approval, the document(s) would be brought back to the Board at a later date.</p>
C-2	<p><u>Tim Street, Director</u> presented Resolution 25-01 appropriating Parks Non-Reverting Fund 2025 Budget. Expenditure amounts for each Non-Reverting Fund were based on a review of 2023 actual expenses, 2024 budgeted expenses and budgeting based on the Division Director's estimates of program activity revenue and expenses for 2025. Staff recommended approval of the 2025 Non-Reverting Budget in an amount of \$2,292,883.75.</p> <p><i>Ellen Rodkey made a motion to approve Resolution 25-01 Appropriating Parks Non-Reverting Expenditures not otherwise appropriated. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-3	<p><u>Tim Street, Director</u> presented the agreement with 110 Percent Consulting. Staff wished to have a five year Master Plan developed. The Department required the services of a professional consultant to conduct comprehensive master plan actives and create the Parks and Recreation's 2026-2030 master plan, including: community surveying, focus groups, facility analysis, meetings with elected and appointed officials, develop financial sustainability strategy, and more.</p> <p>Phase One: February-June Infrastructure Conditions Assessment, Capital Improvement Plan, and Financial Sustainability Strategy.</p> <p>Phase Two: April-November 2026-2030 Master Plan, Equitable Community Engagement, Focus Groups, Workshops, Events, Needs Assessment, Organization Analysis and Priorities.</p> <p>Phase Three: October –February Implementations/Strategic Plan and Delivery of Final Recommendations and Reports</p> <p>Staff recommended approval of the contract with 110 Percent Consulting, in an amount not to exceed \$183,105. Funding for the project would be from Admin General Fund.</p> <p>Board Comments: <u>Ellen Rodkey inquired:</u> if Frank Southern Center would be included in the Facility Conditions assessment. <u>Tim Street responded:</u> Another consultant had recently assessed that facility, and staff would take those recommendations into consideration. That information would be provided to 110 Percent Consulting, and would be included in the final report. Staff would be doing their own assessment of outside courts. <u>Kathleen Mills inquired:</u> if consultants had previously been used to help develop Master Plans. <u>Tim Street responded:</u> Yes.</p> <p><i>Ellen Rodkey made a motion to approve the agreement with 110Percent Consulting for the 2026-2030 Mater Plan. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-4	<p><u>Cody Martin, Sports/Facility Coordinator</u> presented the 2025 Partnership Agreement with Bloomington Football Club (BFC). Both BPRD and BFC wished to provide an opportunity for the community to participate in a specialized recreation programs that were designed to meet the needs of youth and adults in in the community and promote health and well-being through participation in cooperative and competitive recreational soccer programs, and a partnership between BPRD and BFC was in the public interest. Staff recommended approval of the partnership with Bloomington Football Club.</p> <p><i>Ellen Rodkey made a motion to approve the partnership with Bloomington Football Club for soccer programs. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-5	<p><u>Cody Martin, Sports/Facility Coordinator</u> presented the 2025 Partnership Agreement with Bloomington</p>

	<p>Junior League Baseball Association (BJLBA). Both BPRD and BJLBA wished to provide an opportunity for the community to participate in a specialized recreation programs that were designed to meet the needs of youth in the community and promote health and well-being through participation in cooperative and competitive recreational baseball programs, and a partnership between BPRD and BJLBA was in the public interest. Staff recommended approval of the partnership with Bloomington Junior League Baseball Association.</p> <p><i>Ellen Rodkey made a motion to approve the partnership with Bloomington Junior League Baseball Association. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-6	<p><u>Cody Martin, Sports/Facility Coordinator</u> presented the Partnership Agreement with Alicia Graves for TLSP Concessions. Alicia Graves would exclusively operate and maintain the concession for Twin Lakes Sports Park during the 2025 season, for a fee of \$2,500. The fee paid to BPRD would be for the space and select equipment. The agreement worked in the best interest of BPRD and Alicia Graves during the 2024 season. Staff recommended approval of the agreement with Alicia Graves.</p> <p><i>Ellen Rodkey made a motion to approve partnership with Alicia Graves for the Twin Lakes Sport Park Concessions. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-7	<p><u>Becky Higgins, Recreation Division Director</u> presented the 2025 Agreement with Area 10 Agency on Aging for Endwright East. The grant/partnership with Area 10 Endwright Active Living Community Center and BPRD would provide support to the Endwright East Center in College Mall Funds. The funds would help with the operations, programs, and staffing associated with the Center. The only change to the partnership: to simplify record keeping, Parks would be invoiced once per year, instead of three times per year. Funds were not to exceed, \$20,000. Staff recommended approval of the partnership with Area 10 Agency on Aging. Funding would be from Admin General Fund.</p> <p><i>Ellen Rodkey made a motion to approve the agreement with Area 10 Agency on Aging for Endwright Active Living Center. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-8	<p><u>Joanna Sparks, Urban Greenspace Manager</u> presented the agreement with Nature's Way. Staff wished to have improvements made to fourteen downtown planters. Vendor would remove entire contents down to base of planter, dispose of and replace with new soil, plant material and mulch. Staff recommended approval of agreement with Nature's Way in an amount to not exceed \$150,965.25. The project would be funded from Public Works 455-26-260000-54310.</p> <p><i>Ellen Rodkey made a motion to approve the contract with Nature's Way for improvements to downtown planters. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-9	<p><u>Joanna Sparks, Urban Greenspace Manager</u> presented the contract with 4 U Lawn & Landscape for alternate area mowing. In February 2024, BPRD and 4 U Lawn & Landscaping entered into an agreement to provide mowing and trimming services at sixteen BPRD properties, alternate locations. To continue to maintain parks and greenspace in good condition for public use, both parties wished to renew the contract for 2025 the season. Staff recommended approval of the renewal contract with 4 & Lawn & Landscaping in an amount not to exceed \$23,085. Funding for project would be form Urban Greenspace General Fund.</p> <p><i>Ellen Rodkey made a motion to approve the renewal of the contract with 4 U Lawn & Landscaping for alternate area mowing. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-10	<p><u>Joanna Sparks, Urban Greenspace Manager</u> presented the contract with Green Dragon for mowing services. In February 2024, BPRD and Green Dragon Lawn Care entered into an agreement to provide mowing and trimming services at twenty BPRD properties, primary locations. To continue to maintain parks and greenspace in good condition for public use, both parties wished to renew the contract for 2025 the season. Staff recommended approval of the renewal contract with Green Dragon Lawn Care in an amount not to exceed \$108,405. Funding for project would be form Urban Greenspace General Fund.</p> <p><i>Ellen Rodkey made a motion to approve renewal of contract with Green Dragon for mowing services. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-11	<p><u>Tim Street, Director</u> presented the Quitclaim Deeds for Switchyard Park. To satisfy closeout requirements for the Indiana Department of environmental Management, staff wished to consolidate ownership of the parcels comprising Switchyard Park under the Board of Park Commissioners. Staff recommended approval of the series of Quitclaim Deeds from both the Board of Public Works (three parcels) and the</p>

	<p>Redevelopment Commission (two parcels). The Board of Park Commissioners would approve the acceptance of the parcels, as well as quitclaim deeds to update ownership of parcels, and a new quitclaim deed for the consolidated parcels.</p> <p><i>Ellen Rodkey made a motion to approve the series of Quitclaim Deeds for Switchyard Park. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-12	<p><u>Tim Street, Director</u> presented the agreement with B&L Sheet Metal & Roofing. Due to results of a recent roof inspection and water penetration, staff wished to have ductwork repairs, and energy efficiency improvements made at Buskirk-Chumley Theater. Staff recommended approval of the contract with B&L Sheet Metal & Roofing in an amount not to exceed, \$97,450. Funding for the project would be through Economic and Sustainable Development Department funds reserved for energy efficiency improvements</p> <p><i>Ellen Rodkey made a motion to approve contract with B&L Sheet Metal & Roofing for repairs at Buskirk-Chumley Theater. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-13	<p><u>Hsiung Marler, Recreation Facility General Manager</u> presented the contract with Green Dragon Lawn Care for mowing services. In 2022, BPRD and Green Dragon Lawn Care entered into an agreement to provide mowing services at specified areas of Switchyard Park. To continue to maintain Switchyard Park and it's greenspace in good condition for public use, both parties wished to renew the contract for the 2025 season. Staff recommended approval of the renewal contract with Green Dragon Lawn Care in an amount not to exceed \$27,720. Pricing continued to be the same as what was in the original 2022 contract. Funding for project would be from Switchyard Park General Fund.</p> <p><i>Ellen Rodkey made a motion to approve the renewal of contract with Green Dragon Lawn Care for mowing services at Switchyard Park. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-14	<p><u>Hsiung Marler, Recreation Facility General Manager</u> due to an incident during a special event at Switchyard Park, the bridge behind the stage was damaged. Staff wished to have the necessary repairs made to the aluminum guardrail on the bridge. The event organizer had paid BPRD for the cost of the repairs. Staff recommended approval of the contract with Jerico Metal Specialties, in an amount not to exceed \$5,800. Funding would be from Switchyard Park Non-Reverting Fund.</p> <p><i>Ellen Rodkey made a motion to approve contract with Jerico Metal Specialties for repair of bridge at Switchyard Park. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-15	<p><u>Hsiung Marler, Recreation Facility General Manager</u> presented the agreement renewal with HFI for SYP. Staff wished to keep facilities in good working condition and required the services of a contractor to provide preventive maintenance at multiple areas of Switchyard Park. Preventive maintenance would include regularly scheduled electrical, plumbing, and HVAC maintenance. Staff recommended approval of renewing the 2024 contract with Harrell Fish, Inc. in an amount not to exceed \$12,703. Funding would be from Switchyard Park General Fund.</p> <p><i>Ellen Rodkey made a motion to approve renewal of contract with Harrell Fish, Inc. for preventive maintenance at Switchyard Park. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-16	<p><u>Bill Ream, Community Events Coordinator</u> presented the partnership agreement with Paso a Paso. BPRD, Paso a Paso, and Bloomington Community and Family Resources Department (CFRD) wished to partner to provide the community with the event known as A Piece of Latin America: Corazon de Jaripeo. The March event would be held at Switchyard Park, would feature Latin food and entertainment, and provide members of the local Latin community the opportunity to make contact with resources throughout the Bloomington area. No money would be exchanged in the partnership agreement. Staff recommended approval of the Partnership with Paso a Paso and CFRD.</p> <p>Board Comments: <u>Kathleen Mills inquired:</u> if Paso a Paso was a local organization. <u>Bill Reams responded:</u> it was a local student dance troupe.</p> <p><u>A representative from Paso a Paso provided information on how individuals could volunteer to help, and gave a brief description of what would take place at the 2025 event</u></p> <p><i>Ellen Rodkey made a motion to approve the partnership with Paso a Paso, and the Bloomington Community and Family Resources Department for the event A Piece of Latin America: Corazon de</i></p>

	<i>Jaripeo. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i>
C-17	<p><u>Daren Eads, Sports Facility Coordinator</u> presented the agreement with Woods Electric for electrical services. Staff wished to keep facilities in good working condition, and required the services of a contractor to provide general repairs/adjustments and/or replacements of lighting and electrical components on an as-needed basis. Staff recommended approval of the contract with Woods Electric, in an amount not to exceed \$15,000. Funding would be from multiple areas General Funds, as well as Twin Lakes Recreations Center Non-Reverting Fund.</p> <p>Board Comments: <u>Kathleen Mills inquired:</u> how would staff determine which contractor to call. <u>Daren Eads responded:</u> staff had previously worked with the vendors, and knew which one had the expertise for a certain project, or location, and sometimes it is just who is available when needed. The agreements were targeted to emergency uses. For larger projects, staff would request quotes and go through the contract process.</p> <p><i>Ellen Rodkey made a motion to approve the contact with Woods Electric. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-18	<p><u>Daren Eads, Sports Facility Coordinator</u> presented the agreement with Price Electric for electrical services. Staff wished to keep facilities in good working condition, and required the services of a contractor to provide electrical repairs services at various sports facilities on and as needed basis. Staff recommended approval of the contract with Price Electric, in an amount not to exceed \$15,000. Funding would be from multiple areas General Funds, as well as Twin Lakes Recreations Center Non-Reverting Fund.</p> <p><i>Ellen Rodkey made a motion to approve the contact with Price Electric. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-19	<p><u>Daren Eads, Sports Facility Coordinator</u> presented the agreement with Elite Electric LLC for electrical services. Staff wished to keep facilities in good working condition, and required the services of a contractor to provide electrical repairs services at various City park properties and facilities, on and as needed basis. Staff recommended approval of the contract with Elite Electric, LLS in an amount not to exceed \$15,000. Funding would be from multiple areas General Funds, as well as Twin Lakes Recreations Center Non-Reverting Fund.</p> <p><i>Ellen Rodkey made a motion to approve the contact with Elite Electric LLC. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-20	<p><u>Amy Leyenbeck, Operations Coordinator</u> presented the agreement with Huston Electric Holding Corp, formerly known as Cassady Electric for electrical services. Staff wished to keep facilities in good working condition, and required the services of a contractor to repair, adjust, and/or replace any lighting and electrical components at City parks and properties on and as needed basis. Staff recommended approval of the contract with Elite Electric, LLS in an amount not to exceed \$15,000. Funding would be from multiple areas General Funds, as well as Twin Lakes Recreations Center Non-Reverting Fund.</p> <p><i>Ellen Rodkey made a motion to approve the contact with Huston Electric Holding Corp. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-21	<p><u>Amy Leyenbeck, Operations Coordinator</u> presented the agreement with Izzy's for port-a-let services. For participants and visitors convenience, staff wished to provide clean portable toilets at park locations and community events. BPRD required the services of a contractor to provide cleaning/pumping services for portable toilets owned by the department at eleven sites, and portable toilet rental services as needed at various community events throughout the year. Staff recommended approval of the contract with Izzy's Rental in an amount not to exceed \$20,000. Funding would be from Operations General Fund and Community Events Non-Reverting Fund.</p> <p><i>Ellen Rodkey made a motion to approve the contact with Izzy's Rental for port-a-let services. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-22	<p><u>Amy Leyenbeck, Operations Coordinator</u> presented the agreement with Bledsoe Riggert Cooper & James (BRCJ). Throughout the year, due to projects and inquiries staff required the services of a professional to provide land boundary surveys, construction layout and civil engineering on an as needed basis. Staff recommended approval of the agreement BRCJ for these services, in an amount not to exceed \$10,000. Funding would be from Operations General Fund.</p>

	<i>Ellen Rodkey made a motion to approve the contact with Bledsoe Riggert Cooper & James. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i>
C-23	<p><u>Amy Leyenbeck, Operations Coordinator</u> presented the agreement with Indiana Door & Hardware. Staff wished to keep facilities secure and maintained in good working conditions, and required the services of a contractor to provide repair, adjustments, and/or replacement of door locks and key cores at city park properties and facilities on an as-needed basis. Staff recommended the approval of the contract with Indiana Door & Hardware in an amount not to exceed \$7,000. Funding would be from multiple General Funds, and Twin Lake Recreation Non-Reverting Fund.</p> <p><i>Ellen Rodkey made a motion to approve the contact with Indiana Door & Hardware. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-24	<p><u>Haskell Smith, Urban Forester</u> presented the agreement with JR Ellington. To help prevent undo harm or property damage, staff wished to have hazard tree removals, hazard mitigation or other applicable work done in a timely fashion. As some of the work could not be completed safely by in house crews, tree services of a professional contractor were required on an as-needed basis. Staff recommended approval of the contract with JR Ellington, in an amount not to exceed \$25,000. Funding would be from Urban Forestry General Fund.</p> <p><i>Ellen Rodkey made a motion to approve the contact with JR Ellington. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-25	<p><u>Haskell Smith, Urban Forester</u> presented the agreement with Bluestone. To help prevent undo harm, property damage, and be prepared for possible storm damage, staff wished to have hazard tree removals, hazard mitigation or other applicable work done in a timely fashion. As some of the work could not be completed safely by in house crews, tree services of a professional contractor were required on an as-needed basis. Staff recommended approval of the contract with Bluestone Tree, in an amount not to exceed \$25,000. Funding would be from Urban Forestry General Fund.</p> <p><i>Ellen Rodkey made a motion to approve the contact with Bluestone Tree. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-26	<p><u>Rebecca Swift, Operations & Development Division Director</u> presented the Duke Energy for Powerline Trail Encroachment. BPRD wished to construct a .9-mile multi-use trail within the easement operated by Duke Energy starting along S. Rogers St and extending west under the powerlines. The Monroe County Board of Commissioners approved the City's request for an easement in May 2024 to build and operate a trail in the preexisting utility easement on the county's Thomson Property. The trail will connect the Switchyard Park, Habitat for Humanity Osage Place neighborhood, and RCA Community Park. The agreement outlined the responsibilities between the City and Duke Energy for the trail's operation and maintenance.</p> <p><i>Ellen Rodkey made a motion to approve the power line trail, encroachment agreement with Duke Energy. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>
C-27	<p><u>Heidi Shoemaker, Natural Resources Coordinator</u> presented appointees for the Environmental Resources Advisory Council (ERAC) Four positions were up for reappointment, and four applications had been received. Staff recommended the approval of David Parkhurst, Adam Fudickar, Cathy Meyer, and Anne Crecelius to the Environmental Resource Advisory Council.</p> <p><i>Ellen Rodkey made a motion to approve the appointees: David Parkhurst, Adam Fudickar, Cathy Meyer, and Anne Crecelius to the Environmental Resources Advisory Council. Israel Herrera seconded the motion. Vote taken: motions unanimously carried 3-0.</i></p>

D. REPORTS

	None
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E. PUBLIC COMMENT

Kathleen Mills opened the floor to public comments.

No comments were received.

Tim Street, Director: gave a department update.

Recognized Steve Cotter for his 29 years of service to the Department. Steve retired the first of the year.

Recognized staff for managing the removal of 16 inches of snow, from the recent storm.

Hopewell Commons would be dedicated on April 23, 2025.

Revenue goals for General Fund were exceeded, and the year ended with a net of \$263,000. The Non-Reverting finished with a deficit of only \$24,000.

Capital items in the 2025 General Budget had been moved to a Bond Fund, and some remaining ARPA Funds would cover security costs.

The next Board of Park Commissioners meeting would be held on Thursday, February 27th, 5pm in Council Chambers.

ADJOURNMENT

Meeting was adjourned at 6:00 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Kim Clapp", positioned above a horizontal line.

Kim Clapp,
Secretary Board of Park Commissioners