

**SOUTH BEND BOARD OF PARK COMMISSIONERS
REGULAR MEETING
JANUARY 17, 2017**

The Board of Park Commissioners of the City of South Bend, Indiana met on Monday, January 17, 2017 at the O'Brien Administration & Recreation Center, 321 E. Walter St., South Bend, Indiana for its regular meeting. Notice of the date, time and place of the meeting were duly given as required by law.

Park Board members present were as follows:

Mr. Mark Neal, President
Ms. Aimee Buccellato
Mr. Dan Farrell
Ms. Consuella Hopkins

Park Board members absent were as follows:

Staff members present: Aaron Perri, Director of Parks; Eva Ennis, Operations Coordinator; Paula Garis, Special Events Supervisor; Michael Schmidt, Assistant City Attorney; Susan O'Connor, Director of Recreation; Amy Roush, Volunteer Coordinator; John Martinez, Maintenance Superintendent

I. The meeting was called to order by Board President Mark Neal at 5:00 p.m.

II. Approval of Minutes of the December 12, 2016 Regular Board Meeting

Motion to approve the minutes of the regular board meeting held on December 12, 2016 by Aimee Buccellato, supported by Consuella Hopkins, motion carried.

III. Approval of the Consent Agenda

Motion to approve the consent agenda subject to Michael Schmidt's review of the arborist licenses by Dan Farrell, supported by Aimee Buccellato, motion carried.

IV. Interviewing of Interested Citizens

Request for citizen input on items not listed on the January 17, 2017 Park Board Meeting agenda. There were no citizen comments.

V. Report by Organizations

A. Potawatomi Zoo

Marcy Dean reported highlights of the 2016 season at the Potawatomi Zoo. The Zoo reopens March 31. Mark Neal asked for a breakdown of the city's contribution for 2016. Marcy Dean replied that the city's contribution is now less than 1/3 of the total operation budget for the zoo.

B. Botanical Society

Jamie Robinson reported on 2016 progress since his start at the Botanical Society. Volunteer numbers have doubled and attendance has increased. He also gave updates on other events and classes at Conservatory that can be found on the Potawatomi Conservatory's website.

VI. New Business

1. Michiana Renaissance Festival – Pinhook Park - August 25-28

Elizabeth Markel stated that the Michiana Renaissance Festival is looking for a larger location and would like to host the 2017 festival at Pinhook Park. In 2016, there were 2,300 attendees and this year's estimated attendance is 2,500-3,500.

Motion to approve the request to use Pinhook Park from August 25- August 28 for the Michiana Renaissance Festival by Consuella Hopkins, supported by Dan Farrell, motion carried.

2. Request to Advertise for Chemical

TJ Mannen requested to advertise for chemical and fertilizer packages for golf courses for bid. Dan Farrell asked if the environmental plan would be considered. Aaron Perri replied that the initial report from Orbis noted that previous practices at the golf courses were environmentally sound so those procedures will continue to be followed.

Motion to approve the request to advertise the chemical and fertilizer packages for golf courses by Aimee Buccellato, supported by Dan Farrell, motion carried.

3. Opening of city cemetery maintenance contract bids

Michael Schmidt stated that the Board of Park Commissioners received three sealed bids. Mark Neal opened sealed bids.

Michael Schmidt read the opened bid for Douglas Landscape. The bid for alternate A was \$187,700; alternate B was \$14,800; and no bid given for alternate C. The package does have affidavit, but did not provide bid bond.

Michael Schmidt read the opened bid for Caretaker Landscaping and Lawn. The bid for alternate A was \$78,500; alternate B was \$26,000; and alternate C was \$19,250.

Michael Schmidt read the opened bid for Acres Group. The bid for alternate A was \$34,780; alternate B was \$1,200 per occurrence; and no bid given for alternate C.

Because of the differentiation of dollar amounts, Michael Schmidt encouraged Facility and Grounds staff to thoroughly review bids prior to making recommendations to the board.

Motion to accept the bids and assign the bids to staff to review by Aimee Buccellato, supported by Dan Farrell, motion carried.

VII. Business by Director Aaron Perri

Aaron Perri gave the following updates:

- Final plans of the Charles Black Center are almost ready and will be presented to the public in the next month or two. Extra funding was identified for the facility to bring the budget up to \$4.2 million.
- The next Riverfront Parks and Trails meeting is March 2 at 5:30 pm. Smith Group JJR will unveil the concepts for Seitz Park and Howard Park in final form.

- The contract with First Tee of Michiana to run operations at Studebaker will come to the board in February.
- Staff is creating all new divisional reports that will focus on performance indicators are being developed.
- The department is working with Park Score to develop a plan that will help guide our future development and programming decision. Final analysis will come in March and April. The Park Score will also help compare South Bend to other cities our size.
- Several personnel announcements: Cecil Eastman, Finance Director; Jackie Appleman, Director of Experience Division; Jonathan Jones Project Manager; Jessica Spoor, E-Media Manager; Amy Roush, Volunteer Coordinator; Matthew Moyers, Partnerships, Community, and Standards Coordinator; and Matt Esau, Marketing Director. Still looking to hire Special Events Director, Horticulturalist, Development Director, Graphic Designer, Clean and Safe Manager and Golf Director.
- Best Week Ever was announced earlier this month. It is a week-long event from May 29-June 4 pulling people together to celebrate our city.

VIII. Report from Susan O'Connor

Susan O'Connor highlighted staff member Hannah Teshka who works at Rum Village. She also gave the following updates:

- Daddy/Daughter Dance is on February 7
- Interviews for Director of Golf position will start next week. The plan is to have someone in place in February.
- Staff will be attending IPRA in January. South Bend will receive two awards. One for Made program and one for SB150 event.

No other questions or comments from the Board, meeting adjourned a 6:29 p.m. by President Mark Neal.

The next regular meeting will be held February 20, 2017 at 5:00 p.m. in the Boardroom of the O'Brien Administration Center.

Respectfully Submitted,

Eva Ennis
Executive Secretary