

**SOUTH BEND BOARD OF PARK COMMISSIONERS
REGULAR MEETING
MAY 15, 2017**

The Board of Park Commissioners of the City of South Bend, Indiana met on Monday, March 20, 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. Dan Farrell
Ms. Consuella Hopkins
Ms. Aimee Buccellato

Park Board members absent were as follows:

Staff members present: Aaron Perri, Director of VPA; Eva Ennis, Operations Coordinator; Jackie Appleman, Experience Division Director; Cecil Eastman, Finance Director; Michael Schmidt, Assistant City Attorney; Susan O'Connor, Recreation Director; Amy Roush, Volunteer Coordinator; John Martinez, Facilities and Grounds Director; Matthew Moyers, Community and Standards Coordinator

I. The meeting was called to order by Board President Mark Neal at 5:05 p.m.

II. Approval of Minutes of the April 17, 2017 Regular Board Meeting

Motion to approve the minutes of the regular board meeting held on April 17, 2017, by Dan Farrell, supported by Aimee Buccellato, motion carried.

III. Approval of the Consent Agenda

Aimee Buccellato moved to approve the consent agenda, supported by Dan Farrell, motion carried.

IV. Use of Park Requests - New Events

Lionel Harden and CJ Makin presented the Father's Day 3-on-3 Basketball Tournament. They are requesting use of Kelley Park on June 17th.

David Comes of Missionary Baptist Church presented the Accessibility Riding for a Lift Fundraiser event which is a fundraiser for the church to make it handicap accessible. They are requesting use of Walker Field on August 5. The event is a motorcycle ride ending at Walker Field Park where there will be a family fun day. The event also has an application pending from public works.

Clara Ross of Michiana 5 for the Homeless explained that they would like to host a community yard sale at Howard Park from 8 am – 5 pm on June 28th. However, Clara Ross requested to change the event date to July 22 instead of June 28. Jackie Appleman indicated that July 22 was

also available at Howard Park. Clara Ross indicated that Michiana 5 will charge vendor space to raise funds for the homeless. Michael Schmidt noted that a flea market style event is regulated through another city entity which requires a transient merchant license.

Elisia Henderson presented the Saving Our Youth 911 event. The event is a summer picnic outreach event at Muessel Grove Park on July 1. It is a free event to the public. The organization's mission is to motivate youth positively. Martin's Supermarket is donating food for the event.

Motion to approve the use of parks *item IV A-D* by Dan Farrell, supported by Aimee Buccellato, motion carried.

V. Interviewing of Interested Citizens

Request for citizen input on items not listed on the May 15, 2017, Park Board meeting agenda. There were no citizen comments.

VI. Reports by Organizations – Botanical Society

Bob Hosier, President of the Board of the Conservatories, complimented the work of the new director of the Conservatory, Jamie Robinson. Since taking over, the number of visitors has doubled, memberships have increased and rentals have also been successful. The Conservatory has hosted various events and classes and was featured in Wedding Day magazine. Staff and board members are participating in the nonprofit grant writing courses to help raise funds to broaden the mission of the Conservatory and potentially increase staff.

VII. New Business

1. Ecological Advocacy Committee Introduction

Matthew Moyers, VPA Community and Standards Coordinator, explained that EAC was established by the board in 2016 and has been meeting regularly since then. The EAC is currently working on a rough draft of a Natural Resource Plan for the city. The EAC will present a draft plan at the July meeting. Matthew Moyers and Garry Harrington introduced the members present.

2. Notre Dame Student Presentation – Matt Schaefer

Matt Schaefer presented plans from his senior project that included Howard Park and the surrounding neighborhoods.

3. DTSB / VPA Vehicle Agreement

Michael Schmidt explained that the proposed agreement allows Block by Block to lease City equipment to use to perform its work to beautify parks and other city property. Five pieces of equipment are outlined in the agreement, but more equipment could be added to the agreement in the future. Users of the equipment must have proper certification to use the equipment. The City is paying for that certification, but Block by Block takes ownership of the certification. DTSB is also included as an entity that can lease the equipment as needed. Mark Neal asked why the agreement is two years. Michael Schmidt replied that block by block requested that length. Mark Neal asked about whether there will be more activity by Block by Block with this equipment. Aaron Perri replied that the level of frequency for the use of the equipment will be increasing.

Aimee Buccellato moved to approve the DTSB / VPA Vehicle Agreement, supported by Dan Farrell, motion carried.

4. AM General Indemnification for East Race Operations during Best Week Ever

Michael Schmidt explained that AM General has offered access to their parking lot during the Best Week Ever to be used for East Race rafting operations. This is an indemnification favoring AM General to give community members access to the parking lot for East Race operations during Best Week Ever.

Motion to approve the indemnification of AM General and approve that Mark Neal sign in his capacity as Park Board President by Dan Farrell, supported by Aimee Buccellato, motion carried.

5. Fredrickson Park Access and Use Agreement

Michael Schmidt explained that the agreement has not been approved by opposing council, so the agreement will likely come back to the board for final approval in June. The agreement could also go to the Board of Public Works for approval under the master agency agreement. The agreement gives access to Fredrickson Park to create a walking path that will connect graduate student housing to 23. The developer will be responsible for maintenance of the path.

Items still being considered in the agreement include firm dates for how long the trail project will take, if there will be provisions if that time frame is exceeded, and if there will be a fee. Dan Farrell asked if there are any ecological concerns. Aaron Perri replied the only concern is that clay cap is not penetrated, but the construction plan does not penetrate to the level of the clay cap. Aimee Buccellato asked if the surface will be ADA compliant. Michael Schmidt replied that a provision can be added to the agreement to require it to be ADA compliant.

Motion to table *item VII 5* by Aimee Buccellato, supported by Dan Farrell, motion carried.

6. Lease Agreement with Zion United Church of Christ

Michael Schmidt explained that the Howard Park Senior Center activities will be displaced during the construction of the new recreation building. Zion United Church of Christ has offered use of their space during the construction for a \$100 lease to allow senior programming to continue. The agreement goes until March 2019. Michael Schmidt indicated that there are no concerns about the separation of church and state. Dan Farrell asked if the city will be committed to March 2019 even if construction is finished before then. Michael Schmidt replied that the city is committed to the lease until March. Michael Schmidt added that following the Park Board's approval, the agreement must be taken to Common Council for ratification following receiving 50 petition signature.

Motion to approve lease agreement between Zion United Church of Christ and the City of South Bend by Dan Farrell, supported by Aimee Buccellato, motion carried.

VIII. Business by Director Aaron Perri

Aaron Perri gave the following updates:

- Removed the position opening for Deputy Director and replaced with Director of Business Operations which will focus on the business operations of the department.
- \$104,000 of cost savings from consolidating contracts with the creation of new department.
- The winner of the Youth Mowing Program RFP will be announced soon.
- Smith Group JJR will present the Riverfront Parks and Trails report in June.
- The Fremont Park project will be revealed soon. The project includes a new splashpad in addition to other improvements made last year.
- Partnership with SB Code School. Youth Scholarship funds to send kids to code school this year.
- BWE – close to 100 events. Most events are not planned by city staff, but by members of the community.

Mark Neal asked that we could get a press release out about the June 27th presentation from RPT.

IX. Report by Paul McMinn, Assistant Recreation Director

Paul McMinn gave the following updates:

- Highlighted Jason Jordan, Program Coordinator & Cindi Fish, Administrative Assistant Supervisor
- Softball games have been postponed and are behind schedule this season because of weather.
- Decrease in golf attendance, but increase of overall revenue.
- Potawatomi Pool will be installing a Wibit water obstacle course.
- Registration for Leeper tennis and camps is still open.
- Tennis courts are being resurfaced.
- Pools open June 9th
- Elbel Natural Resource presentation and hike was held on April 23.
- East Race rafting will be open during Best Week Ever.
- Mark Neal asked about golf performance this year. Aaron Perri replied that Tony Stearns will present a golf report at the July meeting.

Jackie Appleman announced that United Federal Credit Union has signed on as the presenting sponsor for Best Week Ever and Kids Triathlon.

No other questions or comments from the Board, meeting adjourned at 6:3 p.m. by President Mark Neal.

The next regular meeting will be held June 27, 2017 at 5:00 p.m. in the Boardroom of the O'Brien Administration Center.

Respectfully Submitted,

Eva Ennis
Executive Secretary