

**SOUTH BEND BOARD OF PARK COMMISSIONERS**  
**REGULAR MEETING**  
**MAY 21, 2018**

The Board of Park Commissioners of the City of South Bend, Indiana met on Monday, May 21, 2018 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  
Mr. Dan Farrell  
Ms. Consuella Hopkins

Park Board members absent were as follows:

Ms. Aimee Buccellato

Staff members present: Aaron Perri, Director of VPA; Eva Ennis, Operations Coordinator; Clara McDaniels, Assistant City Attorney; Jeff Jarnecke, Deputy Director; Jackie Appleman, Experience Director; John Martinez, Facilities and Grounds Director; Jonathan Jones, Recreation Director

I. Call to Order

President Mark Neal called the meeting to order at 5:06 pm.

II. Introduction of Special Guest

Jackie Appleman introduced Spark the Firefly, VPA's new mascot.

III. Approval of minutes of the last regular meeting of the Board held on April 16, 2018.

Motion to approve the minutes of the park board meeting from April 16, 2018 by Dan Farrell, supported by Consuella Hopkins, motion carried.

IV. Consent Agenda Approval

Motion to approve the consent agenda as listed by Consuella Hopkins, supported by Dan Farrell, motion carried.

V. Interviewing of Interested Citizens

Sue Kesim requested the board consider a policy for no release of balloons in parks because when they are released they become trash and are a hazard to animals ingesting them. She requested a policy to add recycling next to all trash cans in parks. She requested not using blue lights because it disturbs nocturnal animals and residents and recommended reviewing kinds and spectrum of light. She expressed concern about the foam hands being used during the Best Week Ever world record breaking event because they are made in China with petroleum and will not biodegrade for 800 years. She recommended taking the foam to Elkhart to be recycled after they are used. She requested teaching World Peace Games through the experiential vehicle. She advocated educating kids about bees through Peace Bees.

Patrick Kramer explained that he is part of Men's Talk, a group that meets monthly and creates a safe place for men to talk. They would like to do their annual cookout, and this year they are focusing on supporting local fireman and police officers. The cookout is June 9 at Potawatomi Park. They are requesting support in alleviating the cost of the rental of the pavilion. Aaron Perri replied that they can work with Jackie Appleman on that request.

## VI. Unfinished Business

### 1. AEP South Bend Transmission Line Rebuild Supplemental Easements and Right of Way

Mark Neal reported that this item will be removed from the agenda. Negotiations with AEP are going well but not ready for final approval.

### 2. CAPRA – Administrative Procedures & Policies Manual

Matthew Moyers shared that the Administrative Procedures and Policies Manual has been updated with VPA organizational changes. Whenever a new policy is changed or added, it will go before the board to be added to the manual. The board also reviews and approves the document every five years. Mark Neal noted that this document demonstrates that we have been thoughtful with how we work and will work in the future. Matthew Moyers noted that there were no materials changes since the board reviewed the document last month. VPA plans to add a sustainability policy and a succession policy to the document soon.

Motion to approve the Administrative Procedures & Policies Manual by Dan Farrell, supported by Consuella Hopkins, motion carried.

Matthew Moyers added that the visitation team for CAPRA will visit South Bend on June 25-27. There will be reception dinner during that time that board members will be invited to. Dan Farrell asked if there are any awards or upsides that can come out of the visitation. Matthew Moyers replied that the accreditation is only a pass or fail, but it does help with grant opportunities. Matthew Moyers added that the next step after the visitation is a report followed by approval by the national congress.

## VII. New Business

### 1. Berlin Place Rooftop Deck Agreements

Anne Fischesser explained that the Berlin Place Complex will include a rooftop deck that will be used for hospitality purposes. Tickets will be sold at the stadium and performance center to the general public. Aaron Perri noted that the City will not take on maintenance, liability, or operating costs for this project. Anne Fischesser added that this is same operator of the stadium. Mark Neal added that a single 3-way liquor license is already at stadium, but this is an extension of that liquor license.

Aaron Perri noted that the department name on the agreement should be Venues Parks & Arts not Parks and Recreation.

Motion to approve the Berlin Place Rooftop Deck agreements with the change of name of the department to Venues Parks & Arts by Dan Farrell, supported by Consuella Hopkins, motion carried.

### 2. Best Week Ever Contracts

Jackie Appleman explained that the Events Tag contract is for a community art project that will use photos uploaded to social media to create a digital mosaic art piece. The Chuck Fry contract is for videography. The Upstate contract is for photography. The Burkhart contract is for billboard advertising. The WNDU contract is for radio advertising.

Jackie Appleman offered Best Week Ever updates: 90s night is going to be exceptional, First Fridays will be bigger, free rafting at East Race on Friday and Saturday, visit [bestweekever2018.com](http://bestweekever2018.com) for more details.

Motion to approve the all the contracts VII.2.a-e by Consuella Hopkins, supported by Dan Farrell, motion carried.

### 3. Michigan Street Shops Parking Agreement

Dan Buckenmeyer, Department of Community Investment, explained that this agreement is part of portfolio of other agreements regarding the sale of the Michigan Street Shops. The City has owned and operated the shop fronts under the Leighton Street Garage, and to put these resources in private hands, the City recently put those properties for sale. Each retail shop was given parking spaces -1 in Leighton and 3 in Wayne. This agreement formalizes that so it can be offered to new tenants after the sale. Dan Farrell asked if anyone is upset about this arrangement. Dan Buckenmeyer replied that there are no complaints and that nothing is changing from the current arrangement. Dan Farrell asked why this agreement is going to Park Board. Aaron Perri replied that Park Board has direct oversight over parking garages now.

Motion to approve Michigan Street Shops Parking Agreement by Dan Farrell, supported by Consuella Hopkins, motion carried.

### 4. Daily Tous Les Jours Contract

Aaron Perri explained that Daily Tous Les Jours is an interaction design studio with a focus on participation and engagement. He reviewed sample projects of interactive placemaking that unite people that DTLJ has worked on. DTLJ will consult South Bend on how to expand upon the Riverlights concept along the trail system through a series of interactive lighting displays. Phase 1 is to bring DTLJ to South Bend and design a custom project. The original design contract is \$25,000. Dan Farrell asked if there is a way to put financial bumpers on what the final project cost will be. Aaron Perri replied that we are asking them to put \$800,000 budget on the concept recommendations. Dan Farrell asked if there are other companies doing this similar type of work. Aaron Perri replied that he is not aware of other companies that are able to bring the “why” into a project better than DTLJ.

Motion to approve the Daily Tous Les Jours Contract by Dan Farrell, supported by Consuella Hopkins, motion carried.

### 5. Professional Services Agreement – City Cemetery on National Registry

John Martinez explained that this agreement is to contract with Kurt West Garner to assist in applying for the City Cemetery to be added to the National Register of Historic Places. Indiana Landmarks agreed to pay half the fee. This designation will provide better access to federal grants and does not limit improvements. It is a \$600 cost to hire the consultant and the nomination process is 12 months. The application does not stop any current plans for improvements to City Cemetery. Dan Farrell asked if there are any long-term costs anticipated to keep up with the standards. John Martinez replied that there are not any additional requirements. Aaron Perri replied that the local register is more restrictive than national standards.

Motion to approve the Kurt West Garner agreement for services to put the City Cemetery on the National Historic Registry by Dan Farrell, supported by Consuella Hopkins, motion carried.

### 6. Little Free Libraries – Managed Health Services MOU

Joshua Santos, Managed Health Services, explained that the mission of Managed Health Services is to transform the health of the community one person at a time. Managed Health Services will pay to put Little Free Libraries out, take care of them and stock them at Martin Luther King Jr. Center, Fremont Park, and Randolph Park. Joshua Santos added that Managed Health Services has already established these libraries in Marion County. John Martinez added that the agreement is written in way to protect the interest of city and residents. Dan Farrell requested a list of books that will be placed in the library.

Motion to approve the Little Libraries by Consuella Hopkins, supported by Dan Farrell, motion carried.

#### VIII. Report by Recreation Director Jonathan Jones

Jonathan Jones gave the following updates:

- Recreation Division has 60 staff members regularly, 153 staff members in summer months.
- Amanda Bender moved into Fitness Center Director position.
- Recreation Division programs 171,000 square feet of space.
- MLK Tech Center is under construction and coming soon.
- National Association for Interpretation is coming to Rum Village in April 2019.

Consuella Hopkins asked what the department is doing to communicate all that is happening. Jonathan Jones replied that the Recreation Division is improving its operating systems and also adjusting metrics that analyze the impacts it is making.

Mark Neal asked how Charles Black Center construction is going. Aaron Perri replied that it is still on time and on budget. Mark Neal asked how school partnerships have been going. Jonathan Jones replied that they have been going really well, and the schools are sad that CCB staff will be leaving. Mark Neal noted that those partnerships will be good to continue even when staff is in the new building.

#### IX. Report by Executive Director Aaron Perri

Aaron Perri gave the following updates:

- Jeff Jarnecke has been promoted to Executive Director of Venues. Mark Neal asked Jeff Jarnecke to send the Civic Center Board schedule to the Park Board members.
- Work along the upper Riverwalk on Gov. Kernan Trail along the road construction will begin in approximately 6 weeks.
- Howard Park parking lot with Zion agreement is expected to the board next month.
- Aaron Perri reviewed renderings of Howard Park. The city is aiming for LEED certification of the building.

Mark Neal asked about schedule and budget for Howard Park and all My SB Parks and Trails projects. Aaron Perri replied that we are behind on schedule, partly due to permitting issues. Howard Park construction will start moving in August. Trail work will start soon near Gov. Kernan Park. West Bank Trail will start in late fall. Aaron Perri replied that the budget is mostly on target and VPA is finding grants to make it work.

No other questions or comments from the Board, meeting adjourned at 6:53 pm p.m. by President Mark Neal.

The next regular meeting will be held June 18, 2018 at 5:00 p.m. in the Boardroom of the O'Brien Administration Center.

Respectfully Submitted,

Eva Ennis  
Executive Secretary