

**SOUTH BEND BOARD OF PARK COMMISSIONERS
REGULAR MEETING
OCTOBER 23, 2018**

The Board of Park Commissioners of the City of South Bend, Indiana met on Tuesday, October 23, 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. Aimee Buccellato

Park Board members absent were as follows:

Ms. Consuella Hopkins

VPA staff members present: Aaron Perri, Executive Director of VPA; Eva Ennis, Operations Coordinator; Elizabeth Leachman, Events Coordinator; Kari Bumgardner, Experience Director; John Martinez, Facilities and Grounds Director; Amy Roush, Volunteer Coordinator; Denise Zigler, Director of Booking & Events

Other city representatives present: Clara McDaniels, Assistant City Attorney; Dan O'Connor, Chief Technology Officer

I. Call to Order

President Mark Neal called the meeting to order at 5:11 pm.

II. Approval of Minutes

Motion to approve the minutes of September 17, 2018 by Dan Farrell, supported by Aimee Buccellato, motion carried.

III. Consent Agenda Approval

1. September Financial Statements

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

IV. Use of Parks – New Events

1. School Orchestra Concert | Chris Wilson Pavilion | May 28, 2019

Angela Henry, treasurer of Parents Orchestra Supporters of Penn High School orchestra, requested to use the Chris Wilson Pavilion on May 28, 2019, at a reduced rate. Penn Orchestra Supporters has to fund the cost of the performances on their own, so the group is petitioning for a reduced rate. The concert would run from 5:00-7:30 pm on a Tuesday evening. Aaron Perri asked what costs are incurred to open the Chris Wilson Pavilion to the Events and Facilities & Ground Teams. Elizabeth Leachman replied that no costs are incurred to open the pavilion for the Events Team. John Martinez replied that Park Ambassadors are already staffing the parks that evening so there would be no additional staff needed to open the pavilion.

Aimee Buccellato moved to approve the Use of Parks application for the School Orchestra Concert on May 28, 2019 and extend an at-cost rate for the rental of the pavilion, supported by Dan Farrell, motion carried.

V. Interviewing of Interested Citizens

Mark Neal opened the floor for public comments. There were no comments.

VI. Reports by Organizations – South Bend Cubs

Joe Hart, President of South Bend Cubs, provided a post-season review. Ticket sales totaled 342,000 this year which is the second best in Cubs history. South Bend has been awarded the Midwest Regional All-Star League Game on June 17-18, 2019. A few minor improvement projects will take place this upcoming year including new netting. Aaron Perri noted that the City did receive the annual attendance share check from the Cubs.

VII. Unfinished Business

1. VPA 2019 Fees

Aaron Perri explained that the 2019 fee chart was reviewed at the last meeting. He reviewed the changes that are coming for 2019 including fees for a new pub paddle event, inventory rental item fees, and minor fee adjustments to our recreational programming. Nothing changed since the fees were presented last month.

Motion to approve the VPA 2019 Fees as described by Aimee Buccellato, supported by Dan Farrell, motion carried.

2. First Amendment to Berlin Place Walkway Plaza Agreement

Aaron Perri explained that the original agreement had Berlin Place developing the walkway, but the amended agreement states that the City will perform the work. When the amendment came to the City, the City and the Park Board had several questions about use of the walkway, maintenance of the walkway, understanding of what was public vs. private space, and how the lighting would be addressed. After several meetings with Berlin, City and Park Board representatives, clarity was brought to these questions. Mark Neal asked if there are ground floor apartments on either side of the walkway. Joe Hart replied that Building 3 is retail on the main floor and Building 1 is residential with small fenced-in patios. Aimee Buccellato noted that one point of concern during discussion about the agreement was the guidelines for what residents could put on their patio space since it is touching park property. She requested more clarification on the resident premises rules. Joe Hart stated that Berlin Place had the same concerns and was willing to be more stringent or clarify anything in the resident rules as requested. Aimee Buccellato requested that premises be defined and include the terraces specifically. Aaron Perri confirmed that the contract has been awarded through the Board of Public Works, but the contractor has not received a notice to proceed.

Motion to approve the first amendment to the Berlin Place Walkway Plaza Agreement by Dan Farrell, supported by Aimee Buccellato, motion carried.

VIII. New Business

1. Palais Royale Alleyway

Denise Zigler, Director of Booking & Events for Morris Performing Arts Center, reviewed the sketches for a planned mural on the Palais Royale alley. This will be funded through the Morris promotion fund.

Aaron Perri noted that this is coming before the Park Board because there is currently no city body that reviews public art. The City hopes to create a board that reviews public art in the future which perhaps falls under the Park Board. No approval is needed for this artwork and this notice is only informational for the board.

2. Video Production Agreement for Charles Black Center Opening

Paul McMinn, Director of Recreation for VPA, requested the approval of this agreement to make video for the Charles Black Center Opening. Dan Farrell asked if VPA will own the rough cut as well. Mark Neal clarified that it is stated in the agreement that VPA will also have rights to that.

Motion to approve the Video Production Agreement for the Charles Black Center by Dan Farrell, supported by Aimee Buccellato, motion carried.

3. Equipment Purchase for O'Brien Fitness Center

Clara McDaniels explained that the board will table this item pending review of the contract by Controller's Office.

4. VPA Website Contract

Kari Bumgardner, Experience Director of VPA, reviewed the contract with Pathfinders Advertising to complete the VPA website. Projected completion date is the end of 2018. Pathfinders is the preferred vendor with City IT Department.

Dan Farrell asked if VPA will have to rely on Pathfinders to update the website. Kari Bumgardner replied that Jessica Spoor is VPA's in-house expert on WordPress, and she will be able to update it.

Clara McDaniels added that Pathfinders provided a scope of work, but the City requires a professional services agreement to be approved so she included the standard professional services agreement for approval.

Motion to approve the professional services agreement for the VPA website with Pathfinders by Dan Farrell, supported by Aimee Buccellato, motion carried.

5. Opening of RFQ Responses for Howard Park Café Operator

Aaron Perri reviewed that Park Board had advertised a Request for Qualifications for the Howard Park Café Operator. Mark Neal opened the two submissions that the board received. Clara McDaniels clarified that two addendums were sent out and it was required that the two addendums be signed and submitted with the proposals. Clara McDaniels read the two submissions.

- Anthem Group, includes both addendums, includes two bound responses and an electronic proposal.
- South Bend Chocolate Company, includes both addendums, includes the response and an electronic proposal.

Aaron Perri commented that an internal review team will score these and return to the board with recommendations after 60 days. Park Board members are invited to participate in the review team.

Mark Neal asked for an informal update at the next meeting.

6. Resolution 0002-2018: Record Documents for Park Board

Clara McDaniels explained that the Park Board occasionally has to record documents and the board needs to authorize someone to record those documents. The resolution allows Dave Relos from the City's Department of Community Investment to perform this duty on behalf of the Board of Park Commissioners. Dave Relos performs this task regularly and has agreed to do that on behalf of the board. He cannot record anything that does not come through this board for approval first.

Motion to approve Resolution 0002-2018 authorizing Dave Relos to record documents on behalf of the Park Board by Aimee Buccellato, supported by Dan Farrell, motion carried.

7. Memorandum of Lease Agreement for Zion Church

Clara McDaniels explained that instead of recording the actual lease agreement, it was decided that it would be better to record a memorandum of the lease. It records the critical portions, the specific property included in the lease, and the critical terms. The Memorandum of Lease has already been approved by the Zion Church Board.

Motion to approve the Memorandum of Lease Agreement for Zion Church by Aimee Buccellato, supported by Dan Farrell, motion carried.

8. Notre Dame Boathouse Signage

Aaron Perri reviewed a new piece of state legislation applicable to education facilities that specific verbiage should be posted in three places in outdoor spaces. Notre Dame requested to post a sign with this information at the Notre Dame Boat House which is located at Gov. Kernan Park.

Motion to approve the Notre Dame Boathouse Signage placement by Dan Farrell, supported by Aimee Buccellato, motion carried.

IX. Report by Experience Director Kari Bumgardner

Kari Bumgardner shared a video project highlighting the VPA employee culture. She will distribute the link to the video and share more videos in the future as they are updated. She also gave the following updates:

- VPA hosted a Best Week Ever kick-off event during First Fridays in October.
- Rum Village Dog Park ribbon-cutting is October 24
- Tree Lighting Ceremony on December 7 in downtown South Bend.
- Marketing is working on the VPA website, rebranding Studebaker Golf Course, and hiring a new Graphic Designer.
- Development is working on Park Foundation officer elections, two grant applications with the Community Foundation.
- Events is working on the Park Use application process, Best Week Ever planning, and coordinating efforts with Recreation on the VPA in Motion vehicle.
- Experience is developing concepts for an arts committee. Mark Neal asked if the arts committee will be a volunteer committee to support arts within city parks and entities. Kari Bumgardner replied that it would be specifically for city property. Aaron Perri replied that he would be willing to share the public arts presentation to the board in the future.

X. Business by Executive Director Aaron Perri

Aaron Perri gave the following updates.

- VPA received CAPRA accreditation for the next five years. Only 2% of the agencies receive this accreditation. Both Mayor Pete and Aaron Perri presented a session at the Annual NRPA conference.
- Ecological Advocacy Committee applications are open until October 29.
- Howard Park construction timelines are complete. Larson Danielson is the general contractor. Earth movers are on site and a fence is going up. Zion Church Parking Lot is almost complete. 60% of the 18 million project is funded privately.
- Rum Village Dog Park grand opening is on October 24 at 10:00 am.
- Charles Black Center grand opening is on November 1 at 5:30 pm.
- VPA attended the Historic Preservation Commission meeting on Monday to present Leeper Park designs. HPC is supportive of the direction, but VPA didn't ask for final approval at that meeting.
- Jonathan Geels of Troyer Group ran the Pulaski Park community visioning meeting on October 9 to gather community feedback on Pulaski Park redevelopment.
- Ken Glowacki is the new Finance Director for VPA.
- VPA hosted a city-wide tree planting meeting to discuss how to update tree ordinance and how we engage with public works projects.
- VPA received notice that Jean Sharp left \$5,000 to the department for Riverwalk improvements in her will. That check was received and a memorial will be put along the Riverwalk in memory of Jean Sharp once construction is complete.

No other questions or comments from the Park Commissioners, meeting adjourned at 6:22 pm p.m. by President Mark Neal.

The next regular meeting will be held November 19, 2018, at 5:00 p.m. in the Boardroom of the O'Brien Administration Center.

Respectfully Submitted,

Eva Ennis