

**SOUTH BEND BOARD OF PARK COMMISSIONERS
REGULAR MEETING
JANUARY 21, 2019**

The Board of Park Commissioners of the City of South Bend, Indiana met on Monday, September 21, 2020, at Howard Park Event Center, 219 S. St. Louis Blvd., 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
Ms. Consuella Hopkins

Park Board members absent were as follows:

none

VPA staff members present: Aaron Perri, Executive Director; Eva Ennis, Operations Coordinator; John Martinez, Facilities & Ground Director; Bridget Noonan, Special Events Coordinator; Jonathan Jones, Recreation Director; Annie Gawkowski, Chief Development Officer

Other city representatives present: Clara McDaniels, Assistant City Attorney

I. Call to Order

Vice President Consuella Hopkins called the meeting to order at 5:00 pm.

II. Approval of Minutes

Motion to approve minutes of the December 16, 2019, Park Board meeting by Dan Farrell, supported by Aimee Buccellato, motion carried.

III. Consent Agenda

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

IV. Interviewing of Interested Citizens

Consuella Hopkins opened the floor for citizen comments. There were no comments.

V. Unfinished Business

a. Neal Family Rights Agreement

Annie Gawkowski stated that the agreement states that the Neal Family will pay \$20,000 over 5 years for 10-year naming rights. The agreement is similar to other naming agreements. Still working on name.

Motion to approve naming rights agreement for the Neal Family by Aimee Buccellato, supported by Dan Farrell, motion carried.

Aaron Perri noted that he is grateful for the Neal Family contribution.

VI. New Business

1. Natural Resource Management Plan Update

Matthew Moyers explained changes to the plan for 2020 which include topics of concern to include bank stabilization, modifications to the dark sky policy and to include Fredrickson Park to areas of sensitivity.

Aimee Buccellato asked about the dark sky recommendations. Matthew Moyers replied that EAC would like to open up the possibility to create enhanced guidelines for dark sky policies. Aimee Buccellato asked if these recommendations be applied to the entire city, not just parks. Aaron Perri replied that these recommendations would inform all city practices similar to EAC recommendations for trees. Steve Sass added that VPA might have areas that require special guidelines beyond general city guidelines at areas like Rum Village or Elbel.

Motion to accept the update to the Natural Resource Management Plan for 2020 by Dan Farrell, supported by Aimee Buccellato, motion carried.

2. Memorandum of Understanding with Creative DanceN'

Jonathan Jones explained that Recreation Division partners with community groups to provide programs. This memorandum of understanding between the City of South Bend and Creative DanceN' to provide dance classes at VPA centers. The agreement also outlines that Creative DanceN' will provide pricing is attainable for the community and reaches VPA's goals. Dan Farrell asked what the average discount for community groups to use VPA spaces is. Jonathan Jones replied that we often give space at no cost if the program's target market fits with the mission of VPA and provides services to residents.

Motion to approve the MOU with Creative DanceN' by Dan Farrell, supported by Aimee Buccellato, motion carried.

3. Professional Service Agreement for Get Out Guide

Eva Ennis reviewed the agreement explaining that Sound Management LLC provides VPA with a minimum 55 weekly spots to promote programming. VPA can record new advertisements once a week. Dan Farrell asked if it is the same price as previous years. Eva Ennis replied that it is the same. Dan Farrell asked how the promotions are created. Eva Ennis replied that VPA staff go to the studio to record the promotions.

4. Professional Service Agreement with Clear Channel Advertising

Jim Kubinski highlighted the agreement with Clear Channel Advertise to advertise the golf courses at the South Bend Airport. Clara asked that the board would approve conditional to Clear Channel agreeing to some changes to their initial proposal terms.

Motion to approve the Professional Service Agreement with Clear Channel Advertising pending final negotiations in terms of the agreement approved by Clear Channel by Dan Farrell, supported by Aimee Buccellato, motion carried.

5. Professional Service Agreement for Photography with Adam Raschka

Eva Ennis reviewed the agreement for photographer services with Adam Raschka. The photographer will shoot 3-4 different locations or events per season (4 seasons) in 2020 and provide all edited photos. The intent of these photos is for VPA to use for marketing purposes.

Motion to approve the Professional Service Agreement with Adam Raschka by Dan Farrell, supported by Aimee Buccellato, motion carried.

6. DTSB Vehicle Lease Agreement

John Martinez explained that VPA entered into an agreement with Block by Block in February 2017 to allow Block by block to use city vehicles to provide services to the City of South Bend. The amendment is to include two trailers for use during the winter for snowblower transportation.

Motion to approve the DTSB Vehicle Lease Agreement by Dan Farrell, supported by Aimee Buccellato, motion carried.

VII. Report by Director of Recreation Jonathan Jones

Jonathan Jones provided the following updates:

- There was a story in the Tribune about VPA Community Center's impact in community violence.
- Staff is working on Boomer programming for next year
- Howard Park – in December there were over 20,000 skaters and there have been a total 30,000 skaters already. VPA has sold 779 season passes and 156 people received free skate lessons. Free skating is provided through Skate it Forward program.
- O'Brien Fitness Center instituted reoccurring billing and is exploring childcare options. Discussions about the remodel are starting back up. The remodel includes bringing locker rooms to the main floor.
- VPA is starting interviews in the next week or two for the Youth Employment Coordinator.
- Planning for Howard Park transition to spring/summer is starting.
- Summer camps and softball sign ups will start soon.
- Recreation staff is working with business analyst team on data management and surveying.

Mark Neal joined the meeting during Jonathan Jones' presentation.

Mark Neal asked if there has been expanded programming at Charles Black Center since the renovation. Jonathan Jones replied that expanded programming comes in form of more community events at the center.

Consuella Hopkins asked how the public can get information about programs at the Charles Black Center. Jonathan Jones replied that it is listed in the InfoGuide, VPA's website, and the centers the best place to go is Facebook.

Consuella Hopkins asked if there were any thoughts on expanding Charles Black Center hours since they are currently only open during regular business hours. Jonathan Jones replied there have been no requests for those additional hours previously, but it is something that can be considered.

VIII. Report by Executive Director

Aaron Perri gave the following updates:

- Howard Park was recognized by Midwest Living Magazine as being a top winter destination in the Midwest.
- Howard Park Story presentation will be tomorrow, January 22 at Howard Park.
- Aaron Perri attended the Illinois Parks & Rec Association to give a presentation.
- Summertime grand opening of Howard Park is Saturday, May 9.
- Riverlights Music Festival will be at Howard Park this summer during Best Week Ever.
- A national touring act at Howard Park will be announced next month.
- The Zoo received major gift of \$1.5 million for giraffes. Josh Sisk will come to board next month for approval on the major capital project to implement giraffes.
- Pinhook Park has been awarded to Reith Riley.
- Leeper Park final phase is underway.
- Pulaski Park is on time and on budget for early May.
- VPA will start planning for O'Brien Center renovations early this year.
- Transferring property ownership of Howard Park to the Board of Park Commissioners will be on the next board agenda.
- In the tax receipts that were sent to the board, there was an error. Southside TIF was underpaid, which is \$200,000 less than projected. The board will receive a notice of the correction.
- Annual reports will be ready for next meeting.

No other questions or comments from the Park Commissioners, meeting adjourned at 7:15 p.m. by President Mark Neal.

The next regular meeting will be held Monday, February 17, 2020, at 5:00 p.m. in Event Room 1 at Howard Park.

Respectfully Submitted,

Eva Ennis