

SOUTH BEND BOARD OF PARK COMMISSIONERS
REGULAR MEETING
November 16, 2020

The Board of Park Commissioners of the City of South Bend, Indiana met on Monday, November 16, 2020, at Howard Park Event Center and via Microsoft Teams virtual meeting for its regular meeting. Notice of the date, time and place of the meeting were duly given as required by law. The public was provided with a link to join the virtual meeting.

Park Board members present were as follows:

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

VPA staff members present: Aaron Perri, Executive Director; Eva Ennis, Operations Coordinator; Annie Gawkowski, Chief Development Officer; Matthew Moyers, Partnerships & Standards Coordinator; Jonathan Jones, Director of Recreation; Bridget Fields, Special Events Coordinator; Patrick Sherman, Project Manager; Jeff Jarnecke, Executive Director of Venues

Other city representatives present: Clara McDaniels, Assistant City Attorney;

I. Call to Order

Mark Neal called the meeting to order at 5:00 pm.

II. Approval of the October 19, 2020 Board Meeting Minutes

Motion to approve the minutes of the October 19, 2020 Park Board meeting by Dan Farrell, supported by Aimee Buccellato, motion carried. Roll call vote 3-0.

Consuella Hopkins joined the meeting virtually after the approval of the minutes.

III. Consent Agenda

1. Financial Statements – September 2020

Motion to approve the consent agenda by Aimee Buccellato, supported by Dan Farrell, motion carried. Roll call vote 4-0.

IV. Interviewing of Interested Citizens

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

V. Reports by Organization – Potawatomi Zoo

Josh Sisk, Director of Potawatomi Zoo, reported that the Potawatomi Zoo is at a loss financially, but was able to get a PPP loan to assist with losses. The Zoo received approval for Gift of Lights event from the Health Department to continue through December with restrictions. Fundraising for the capital campaign for the giraffe exhibit just reached \$4 million. The zoo hired a new Education Curator and a Curator of Horticulture.

Mark Neal noted that he was pleased to hear that challenges of COVID haven't left the zoo in a situation that's impossible to climb out of and congratulated the zoo on reaching its fundraising goals. He asked if

the zoo has applied for PPP forgiveness. Josh Sisk replied that the application is in process. Mark Neal asked when spring opening is anticipated. Josh Sisk replied that the anticipated opening date is April 3.

VI. Unfinished Business

1. 2021 Fees

Aaron Perri reviewed the proposed fee changes and noted that the only changes are an increase to the migratory naturalist program (a program offering presentations at schools from the Rum Village Naturalist) and an increase in season passes for ice skating.

Motion to approve the 2021 User Fees by Aimee Buccellato, supported by Consuella Hopkins, motion carried. Roll call vote 4-0.

VII. New Business

1. Ecological Advocacy Committee - 2021 Membership Nominations

Matthew Moyers reviewed the 2021 Membership Nominations memo which outlined the selected 2021 EAC cohort of 9 individual members. The student position was eliminated this year due to the impacts COVID-19 has on student participation. The EAC has selected 3 new members who they would like to offer a position to. The appointments this year will be for 2-year terms if the board approves.

Motion to approve the recommendations for the 2021 Membership Nominations by Dan Farrell, supported by Consuella Hopkins, motion carried. Roll call vote 3-0. Aimee Buccellato abstained from voting because she was unable to hear the presentation.

2. Service Agreement with Vermillion Systems

Patrick Sherman reviewed the service agreement with Vermillion Systems to provide monitoring security services for all VPA facilities under one contract. By combining contracts VPA is dropping monitoring costs by 15% per year.

Motion to approve the agreement for Goods and Services with Vermillion Systems by Aimee Buccellato, supported by Dan Farrell, motion carried. Roll call vote 4-0.

3. MOU between City of South Bend and VPA Foundation

Annie Smith, Chief Development Officer, introduced the MOU between the City and VPA Foundation. Annie Smith reviewed that the VPA foundation exists to raise funds solely for VPA. The foundation consists of 22 members. The MOU defines the relationship between the City and VPA Foundation. It allows for VPA staff to support the efforts of VPA Foundation. The MOU requires that the VPA Foundation provide the board a 10-99 in May of every year.

Motion to approve the MOU between the City of South Bend and VPA Foundation by Dan Farrell, supported by Aimee Buccellato, motion carried. Roll call 4-0.

4. Parking Agreement between City of South Bend and River City Real Estate LLC

Mark Neal noted that he will abstain from this topic because of a conflict of interest he has with River City Real Estate LLC.

Eva Ennis explained that VPA requested use of the parking lot at Parkview Atrium for special events and during times when the Zion Church lot is unavailable. This agreement with River City Real Estate LLC allows VPA to use the Parkview Atrium building lot for community events at no charge and for private events at a charge of \$250.

Clara McDaniels noted that it is a license to use agreement. The city will be liable for any damage during our use of the parking lot beyond wear and tear.

Motion to approve the License Agreement between with City of South Bend and River City Real Estate LLC by Dan Farrell, supported by Consuella Hopkins, motion carried. Roll call vote 3-0. Mark Neal abstained from voting.

VIII. Business by Executive Director Aaron Perri

Aaron Perri gave the following updates:

- Seitz Park construction is currently out for bid. The city expects that work on the park will begin in the spring. Aaron Perri reviewed design concepts for the park.
- O'Brien Center construction has been awarded to Yoder Construction and will begin in the next few weeks.
- Riverlights will be installed on the south side of the Jefferson Bridge which is funded by a grant from Visit South Bend Mishawaka.
- All-in Recreation plan is moving forward, and the Director of Community Partnerships and Director of Recreational Experiences have been hired (Cynthia Taylor and Jonathan Jones respectively).
- Howard Park Public House will open in the next few weeks. He anticipates revisions to the lease coming to the board in the upcoming months.
- Mayor Mueller is looking at state legislation to increase the Hotel-Motel Tax by 2%.
- VPA anticipates various changes to operations, especially Howard Park ice skating, over the next few weeks to meet the health department guidelines. As of now, the changes include requiring reservations for 2-hour time blocks online and eliminating indoor skate changing.

No other questions or comments from the Park Commissioners, meeting adjourned at 5:54 pm by President Mark Neal.

The next regular meeting will be held Monday, December 14, 2020, at 5:00 p.m. at Howard Park Event Center and with a virtual option.

Respectfully Submitted,
Eva Ennis