

**SOUTH BEND BOARD OF PARK COMMISSIONERS
REGULAR MEETING
NOVEMBER 16, 2015**

The Board of Park Commissioners of the Park District of the City of South Bend, Indiana met on Monday, November 16, 2015 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:

Ms. Amy Hill, President
Mr. Mark Neal, Vice President
Mr. Dan Farrell
Ms. Aimee Buccellato

Park Board members absent were as follows:

Staff members present: Phil St. Clair, Director of Parks; Ron O'Connor, Director of Financial Services; Susan O'Connor, Deputy Director of Parks; Randy Nowacki, Director of Golf; John Martinez, Maintenance Superintendent; Mark Bradley, Director of Marketing; Paula Garis, Special Events Supervisor; Ben Dougherty, Attorney

I. The meeting was called to order by Board President Hill at 4:00 p.m.

II. The first order of business interview of interested Citizens

None present.

III. The next order of business Reports by Organizations

1. Potawatomi Zoological Society ó Not Available
2. Botanical Society of South Bend ó Not Available
3. South Bend Clubs ó Not Available

IV. Unfinished Business

1. Public opening of the Non-Alcoholic Beverage contract submitted by Director of Marketing, Mark Bradley. Bids received by Coca Cola Enterprises and Pepsi Beverages Company. (Noted*** 7up Beverages did not submit a bid). Director Mark Bradley requested time be given to review submitted contracts to give a recommendation before meeting's conclusion.

2. Approval of Snow Removal Agreement presented by John Martinez. From previous meeting (October 2015) one change took place in the wording from "Redevelopment Properties" to "City Properties", Agreement did not require any material or monetary changes to be made. Motion made to accept agreement, second and motion carried.

V. New Business

1. Approval of Arborist License for Douglas Landscape, Inc. of South Bend, IN Application submitted with proper documentation of insurance certificate reflecting adequate amounts approved by legal offices. Request for motion to approval, motion by Mr. Neal and second, motion carried.

2. Public opening and award of quotes for the purchase of two tractors with rear mowing decks. (Mowers to be paid for by Code, for Parks Specialized Mowing Program). Quote by Goshen Farm and Lawn required documentation submitted for the cost of two with a total cost of \$30,607.58. Quote submitted by Riggs Outdoor Power along the cost of 1 tractor at \$16,306.35. Request was not return by Morris Kubota. Request for permission to review by John Martinez to provide recommendation before conclusion of meeting. Time allotted.

3. Request approval for lease of new copy machine for Howard Park Senior Center from Ricoh by Michael Kouroubetes. Purpose, to replace an older model purchased outright, but is no longer usable as replacement parts are discontinued. Copier purchase cost of \$82.22 per month @ 5.72% for 60 months with a final cost of \$ 651.55. Request quote from Adamø Remco without a response. Purchase is being made under QPA. QPA is a set price discount for the state omitting the need to receive a competitive price quote. Motion made to approval, second motion approved.

4. Request for Use of Parks:

Events returning in need of repeat approval are:

St Joseph Catholic Church ó St Nick ó Run ó East Bank Trail ó Dec 5, 2015

Alzheimerø and Dementia Services ó River Walk Howard Park ó June 11, 2016

AIDS Ministries/AIDS Assist Walk ó Howard Park ó April 30, 2016

Zombie Walk ó Howard Park ó August 19 (set-up) ó August 20, 2016

Additional event needing approval for use of parks:

Living History Renaissance Fair ó St Joe County Public Library ó Leeper Park East April 30, 2016. Erin Lawrence, St Joe County Library issuing request. Request made to utilize the green space of Leeper Park East. Ms. Buccellato ask for additional background information on event. Estimation of attendance of 500. Director St Clair inquired of schedule availability of park; Special Events Supervisor Paula Garis determine date available. All the paperwork has been submitted.

President Hill request for motion to approve all request for Use of Parks. Motion by Mr. Neal, second Director St. Clair. Motion approved and carried.

5. Approval of the 2016 proposed golf rates. Power point presentation by TJ Mannen, Golf Pro, Elbel Golf Course (written documentation presented to board). Rates proposal presented based upon survey results of approximately 30,000, surrounding the areas of cleanliness, staff & service, use of GPS system, and overall experience. Special attention for future projections, given to the areas of affordability, accessibility, sustainability, and satisfaction. Mr. Farrell requested clarification of a decrease showing in the area of cart

rental not consistent with green fee revenue & merchandise purchases. Cart rental decrease is due to patrons' decision to walk rather than ride. Merchandise increase is contributed to the sale of merchandise to the local high schools & college teams that purchase through the golf courses. Expenses for marketing are due to marketing budget and also contract reciprocation with advertising vendors. Additional contract reciprocation with vendors to be utilized in the future. Mr. Neal inquired concerning past green fee cost; cost has been decreased in green fees only, not cart rental and merchandise. Mr. Farrell suggested trade off of lowering and raising fees of one or the other golf course, as a possible avenue of green fee cost. Ms. Buccellato expressed concerns with the lower & raising of the fees; Director St Clair explained the challenge in the use of marketing/creativity to generate sales in off peak times. Ms. Buccellato questioned if there are loyalty programs to patrons. Loyalty perks are included with the purchase of season passes. Mr. Neal expressed the concern of lowering the price and maintaining sales. Mr. Mannen explained based on current sales and with the use of marketing and promoting of the golf courses, the lower fee rate would be maintained. The importance of early promotions will aide in securing repeat and future sales. The concern over the use of season passes in the event that Elbel is sold was a concern of Ms. Buccellato. In the event of the sale of Elbel, all season passes purchased would be honored at Erskine. Motion to approve the 2016 golf rates, motion and seconded, motion approved.

VI. Approval of Minutes

Mr. Neal motion to approve the minutes of the regular board meeting held on October 19, 2015 as mailed. Second by Mr. Farrell and approved.

VII. Approval of the Parks and Recreation Vouchers for the month of October 2015 totaling \$697,138.15

Motion to approve Mr. Farrell, second Mr. Neal, and motion passed.

VIII. Business by Director

1. Met with Notre Dame University on the completion of the Boathouse. Majority of the construction is slated for completion on December 15, 2015. Access to the old boathouse is marked for February 1, 2016. Under the recommendation of Mr. St Clair, completion of the landscaping and the asphalt parking lot would be delayed until spring 2016. Delay with Indiana DNR, when settle work should be completed. Arrangements are being made to do a variety of events in the future.
2. Report submitted of the Parks & Recreation activities - Opening of the Ice Rink to take place on November 27th
3. Submission of Proposed Agreement of Howard Park with Redevelopment Commission Proposal
4. Construction to begin at the Charles Black Center once the findings of the EPA have been concluded, concerning the levels of contamination have been settle. An estimated timeline of proceeding will be known following a public meeting, adjustments of design

schematic, and scheduling around CBC programming. Beginning in June 2016 with a construction time of 12-18 months.

IX. Comments by Ms. Susan O'Connor, Deputy Director of Parks.

1. SB Parks & Recreation were award two ASA tournaments for the 2017 year. (1) Men's Major (2) Co-ed Slow Pitch.
 2. Dance Recital took place over the weekend with approximately 300 in attendance.
 3. Reception for volunteers scheduled to take place this week in the board room with approximately 40 in attendance. The number of volunteers who attended increased due to the reception being held indoors.
 4. The Howard Park Ice Rink is scheduled to open November 27th, the day following Thanksgiving.
 5. Downtown for the Holidays to begin Dec. 4th with the tree lighting. This is a cross collaboration with DTSB. Saturday Dec. 5th will be breakfast with Santa at Fiddler's and conclusion with tea & pizza with Santa at the new restaurant location, The Tapestry.
 6. River City Basketball is in its 4th weekend and the season ends on December 12th, the registration for the next session to begin December 1st for the winter/Spring, this session is about 25% more participation than the fall session.
 7. Specialty Camps for 2015 will be ½ day camps which will be Tangle and Frozen at the Christmas Break. In the past there has not been a registration this is an attempt to try something different, if not as successful we will attempt field trips for children during the holidays.
 8. Volleyball has been successful on Monday & Tuesday nights at Edison School, largely due to Outpost closing for the season.
- Questions ó Timing of Downtown for the Holidays; Timing for the lighting has not been determined due to scheduling of the Mayor, determination to be made soon.

X. Comments by Randy Nowacki, Director of Golf

1. Maintenance of the golf courses should be completed by week's end, as all 3 courses have been taken care of. All the seasonal staff will be laid off.
2. AP were to complete the fencing, however due to weather and other issues not able to complete. Work has been rescheduled and if all goes as planned fencing should be completed before winter.
3. Weather has been great for business with the exception of a water main break at Elbel. By law, concession sales should be shut down; an exceptional staff kept business going by locating bathrooms & hand washing stations on the courses and moving the sale of concessions outside. Served 135 on Tuesday & 150 on Wednesday.
4. Due to a problem with youth driving off in the golf carts, the handling of storage of the golf carts has changed. They are now being stored differently; the stolen carts have been received back. Steps have been taken to deter this action and currently additional actions are in place as well further attempts to deter would be thieves or vandalism.
5. Forestry division planting 14 new trees between Erskine and Studebaker. Replacement of trees is due to ones removed due to earl ash.

6. Studebaker Golf Course was scheduled to close November 2nd, due to good weather they remained open longer, however today November 19th is the final day for the 2015 season. Elbel will close right after Thanksgiving. All business will be redirected to Erskine. Question: Reason behind the broken water main pipe. Age of pipe, approximately 50 yrs. old needing replacing.

XI. Comments John Martinez, Maintenance Superintendent

1. Due to storm, damage cleanup was necessary; work was completed within the 8 hr day, no additional overtime needed.
2. Forestry met with Engineering to revise standards regarding contractors. Parks Department contributed input regarding the demolition of housing, city mowing program and the tree planting. Forestry will continue to work with Engineering.
3. City has 500 ó 700 tree inventory going in in the next 3 years with \$125,000 Maintenance budget. Parks may or may not be a partner, but we want to be proactive Concerning the trees.
4. Grounds maintenance crew have been assisting the street dept. with several projects. The skill trade crew have been working on the ice rink; major project has been the recycling of lighting removed from the Cove 2 years ago, which was installed in the tennis & basketball courts of Bane Park. Project was contracted out, but savings of \$5,000.00 was made in cost of fixtures.
5. Repairs of ice rink were presented; noting all possible repairs were made however certain items are unrepairable.
6. Per request made during Park Board 101 regarding tracking and usage of the Park Bond. Presentation given on how funds are tracked via ledger. Focusing on 3 key items regarded by both the Mayor's office and Park Dept. as being preferred; budget amounts, cost, and each individual project. Strategy for the Park Bond in savings. Savings being accomplished by use of the Park Maintenance crew whenever possible, however this does place additional work on top of the day to day. Changes to hiring contractors now that Parks can go to Board of Public Works; must receive a design bid and contract bid. To accomplish this, specs and design are being completed now and will be ready and prepared when needed to bid out. Projects slated for 2016, A/C & boiler for MLK Center, Freemont Park & Walker Field splash pads, Voode Soccer Field irrigation system. A/C at Charles Black Center to be include in the current project. Continue effort in number crunching to prepare for the 2016 year.
7. Request for approval of bid from Goshen Farm & Lawn Center for the of purchase two (2) rear mowing tractors.

President Hill requested for motion, Mr. Neal motion, motion carried.

XII. Comments by Mark Bradley, Director of Marketing

1. Recommendation for the Non-Alcoholic Beverage contract; recommendation made based on a scoring point system which included items of sponsorship dollars, donations, vending and staff response regarding service and quality. Recommended the bid be awarded to Coca Cola.

Request for motion to approve Non-Alcoholic Beverage Contract be awarded to Coca Cola Enterprise. Motion Mr. Neal, second Mr. Farrell. Motion carried.

President Hill noted the presence of Park Foundation President, Drew Cashier. Invitation to address the board was given. Mr. Cashier declined.

Mr. O'Connor acknowledge the written response from Marcy Dean of Potawatomi Zoological Society.

XIII. All business being concluded the meeting adjourned at p.m. by President Hill

The next regular meeting on December 16th at 4:00 p.m. in the Boardroom of the O'Brien Administration Center.

Respectfully Submitted,

Ron O'Connor
Executive Secretary