

**SOUTH BEND BOARD OF PARK COMMISSIONERS
REGULAR MEETING
MARCH 21, 2016**

The Board of Park Commissioners of the Park District of the City of South Bend, Indiana met on Monday, March 21, 2016 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, Vice President
Ms. Amy Hill

Park Board members absent were as follows:

Ms. Amiee Buccellato

Staff members present: Aaron Perri, Director of Parks; Ron O'Connor, Director of Financial Services; Susan O'Connor, Deputy Director of Parks; TJ Mannen, Director of Golf; John Martinez, Maintenance Superintendent; Paula Garis, Special Events Supervisor; Michael Schmidt, Park Board Attorney

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

II. The first order of business Interviewing of Interested Citizens

An invitation was announced to all those not on the agenda but who wish to address the Park Board, to do so at this time. None present.

III. Report by Organizations

1. South Bend Botanical Society
2. Potawatomi Zoological Society- Not Available
3. South Bend Cubs ó Not Available

South Bend Botanical Society Manager of Conservatory Heidi Gray, provided the board with an update of recent activity & fundraisers for the DJ Sensory Garden which included the following:

Saturday Morning Yoga Classes
January fund raiser/events: Trivia Night
February fund raiser/events: Bowl-a-thon at Chippewa Bowl
Facility Rentals: Weddings, Birthdays, Engagement & Bridal Parties
March fund raisers/events: Un-Wined (a Wine & Yoga Program), Ecstatic Dance-Music provided by Ember Jar, Easter Bunny Brunch on Good Friday

April fund raiser/events: Murder Mystery Event April 8th & 9th, 2016 @ 7pm & 8pm, Annual Flower Sales (Botanicals largest event/fundraiser), Trivia Night.

The completed cost for the DJ Sensory Garden project is \$90,000, currently the society has raised \$12,581.00. Botanical Society will research and look into grants for additional funding for the garden.

The greenhouse is currently undergoing some renovation, which has been coming along nicely and near completion.

IV. Unfinished Business

None.

V. New business

1. Revised Park Board Meeting Schedule

Park Board President Mark Neal presented a request for park board meetings to be made more accessible to the residents of South Bend by introducing a proposal to change the start time for Park Board meetings from 4:00 pm to 5:00 pm, effective April 18, 2016. In addition, President Neal requested approval to change the date of the December 2016 Park Board meeting from December 19th to December 12th. Noting around the Christmas holiday it is not uncommon to reschedule December's meeting in order to have a quorum. Presented was a new schedule to be posted on the website upon approval.

Motion to approve and publish by Amy Hill seconded by Dan Farrell. Motion carried.

2. Conservatory Green Roof Proposal

South Bend Botanical Society representative Heidi Gray provided 2011-2012 renovation history to the conservatory, adding it was completed with the intent to adopt a green roof in the future. Due to a lack of funding based upon the amount needed for completion, the project was delayed, subsequently Green the Bend, and South Bend Botanicals have partnered for the completion of the green roof. Park Board members were presented with a document detailing a Memorandum of Understanding (MOU) between Green the Bend and the Botanical Society, along with a proposal by Kil Architecture.

Greg Kil presented information on the plans, existing structure, and warranty cautions. Included in Mr. Kil's discussion was a brief description for a working design which would be beneficial to both, visual and structural.

John Burke, representing Green the Bend, approached the conservatory stating the project would be a great fit for Green the Bend. Adding the scope of the project fits within in the funding capabilities of Green the Bend and would allow them to fund the project with the aid of grants.

Kathleen Pettijohn, also representing Green the Bend, expressed the excitement of working together with the South Bend Botanical Society on the input, ideas and educational proposals they have provided.

Question: What is the time frame of work?

Answer: Once contract is engaged, 2-3 weeks for a project draft with the possibility to accept bids in May.

Questions: Will the actual improvements be contracted by SB Botanical Society or Greening of the Bend?

Answer: South Bend Botanical Society. Any agreement would be congruent with the operating agreement with the Botanical Society and would be needed prior to the beginning of any work.

Questions: With the next meeting being April 18th, is it possible to have an official agreement at that time?

Answer: Per Greg Kil, yes he does believe this date will be feasible to present an official agreement.

Note: Park Board attorney, Michael Schmidt, will review the agreement between the South Bend Park Department and the South Bend Botanical Society to determine the roll of the Park Department and its role in the decision making processes.

3. Resolution 0004-2016 Transfer Park Property 1047 LaSalle Court

Attorney Michael Schmidt representing the South Bend Park Department presented a resolution approving of the transfer of real property to the Department of Public Works. This property is presently classified as owned by the City of South Bend Park Department and is just a small sliver of land which originally should have been classified public works property. Therefore, this resolution is being presented to properly remedy what may have been a clerical error at the time of acquisition. Portion of the property is now deeded under City of South Bend and the other portion deeded as Park property.

Attorney Michael Schmidt requesting two actions: 1. Keep the resolution as prepared, and 2. a designated signer be available to sign the quick claim deed when a notary is present.

Question: Aaron are you aware of the location and the resolution?

Answer: Yes, information was provided earlier and essentially it is a small track of land that was overlooked in the older records of the deeded process.

Question: Is the property being used for anything at this time?

Answer: No, the property is too small for any practical use.

Motion to approve Resolution 0004-2016 transferring the property located at 1047 LaSalle Court and also allowing the authorization of the quick claim deed to be signed.

Motion to approve, Amy Hill, seconded Dan Farrell. Motion Carried.

4. Lease Termination Agreement between the Park Department and the University of Notre Dame Rowing Club

Attorney Michael Schmidt presented a proposal to terminate the lease agreement held between the South Bend Park Department and the University of Notre Dame Rowing Club, involving the old boathouse. This is being requested now as a result of the completion of the new boathouse constructed by UND Rowing Club.

Motion to approve the lease termination agreement by Amy Hill seconded by Dan Farrell. Motion carried.

5. Update on Elbel – Specific Action requested for rate revision

Park Department Director Aaron Perri provided the Park Board with an update of recommendations by the Elbel Special Advisory Committee. Mr. Perri mentioned the Elbel Special Advisory Committee recommended for continuation of the Park Department to manage Elbel Golf Course throughout 2016. In addition, the committee also recommended the review the 2016 golf fees, noting in the fall of 2015 a presentation was given to the Park Board requesting a decrease in pricing, and was approved by the Park Board. As the Special Advisory Committee reviewed attendance, course conditions at Elbel, and publicity regarding the sale of Elbel, it was felt a change in rates, whether an increase or decrease was not warranted for 2016. Pending approval, Golf Director TJ Mannen will reintroduce the 2015 rates for 2016. An illustration of the proposed 2016 rate structure was provided to the Park Board for their review.

Golf Director TJ Mannen also provided an update on the current condition of the golf courses. At which time he informed the Park Board the green on number 15 at Elbel has an issue and is temporarily closed, but should be open within 2-3 weeks. Plans have been made for Elbel and Erskine to be closed April 4th through April 6th for scheduled maintenance. TJ adding year to date sales are just over \$100,000 selling approximately 250 season passes, saying pre sales have been successful. Other areas of interest included the capital purchase made to care for the lawns, and a new website. Now for the third year running, Elbel has received a 5 star rating from the health department. Health inspection for Erskine is scheduled for Wednesday with expectations everything will be fine.

Question: How does this year's season pass sales compare to last year, based on where we are currently?

Answer: TJ answered sales are doing well and should continue to improve, residents are coming out and contributing their part and the opinion is positive.

The Board publicly acknowledged Mr. Mannen for an excellent job on providing input for both competitive and historical information, which will serve to provide future decisions on fee pricing.

Question: For all the season passes already sold, were they sold at the 2016 revised rate or at the old rates as approved by the Board in the fall, and what expectations are there for future sales?

Answer: The passes sold were sold at the rate approved by the Park Board in the fall, meanwhile the public have been made aware of the final date of sale for those rates. Adding our expectation is high for additional sales of passes being sold at the proposed rate.

Question: Is there a way to make public the condition of the golf courses and the upcoming improvements to the greens?

Answer: Yes, we can promote on the website by adding weekly updates with photos of the green conditions and by providing other information there. Also giving future information on the greens.

Call for motion the rate revision for the golf course.

Motion by Amy Hill and seconded by Dan Farrell. Motion carried.

6. Request for Disposition of old equipment.

Presented by John Martinez and requesting to defer in order to list additional items.

7. East Race Waterway Mural

Amy Roush, Administrative Supervisor for Parks & Recreation requested permission for a proposed mural (drawing) to be placed along the East Race Water Way. Supplies will be provided by Recreation and the labor for the rendering of the mural will be offered voluntarily by the artist. The mural will be placed on the Westside of the water way.

Motion to approve by Amy Hill seconded by Dan Farrell. Motion Carried.

8. Approval of Arborist License

President Mark Neal called for approval for arborist license for A- C

A. Underly Tree Service, 50960 Redwood Rd, South Bend, IN 46628

B. Dougø Mishawaka Tree Service, Inc. 11303, Edison Rd, Osceola, IN 46561

C. Cross National Inc., 2930 Nappanee St, Elkhart, IN

Attorney Michael Schmidt explained to the Park Board that Underly Tree Service & Cross National Inc., have the required insurance documentation. However, Dougø Mishawaka Tree Service needs additional insurance coverage (presently carrying \$800,000 per occurrence, required \$1M).

Director Perri inquired of the possibility of having Arborist License restricted for approval on an annual basis, with any new license being prorated. Amy Hill replied the standard practice has been approval as they apply, but certainly a move to annualize the process is worth researching.

Motion to approve Underly Tree Service & Cross National Inc., and Doug's Mishawaka Tree Service approved subject to confirmation to insurance requirement. Seconded by Amy Hill. Motion carried.

9. Request to Approve Fiddler's Hearth Concessions at Events

Special Events Supervisor Paula Garis explained Fiddler's Hearth was requested to provide concession services for the repeat events offered by Parks & Recreation.

- A. Celtic Showcase at Seitz Park at July 17, 2016
- B. Community Foundation Performing Arts: South Bend Symphony at Chris Wilson Pavilion at August 20, 2016
- C. Michiana Celtic Festival at Howard Park at September 4, 2016

Motion by Amy Hill and seconded by Dan Farrell. Motion carried.

10. Request for use of Parks

Paula Garis announced A,C,D,E,F, and H are for returning events and B and G are new events for park use. All paperwork has been submitted and is in order. Representation and presentations were given for the new events (*new events).

- A. St. Adalbert's Cinco De Mayo at Howard Park at May 7th 10am at 7pm
- B. *Princess City Open (Disc Golf) at Rum Village at May 21st & 22nd at 8am at 4pm
- C. Women's Veterans United 5K Walk at Howard Park at May 21st at 8am at 11am
- D. *City of South Bend: Mayor Bike Ride at Howard Park at May 22nd at 7am at 12pm
- E. First United Methodist Church at Leeper Park E at May 29th at September 4th at Sunday's 8:30am at 10am
- F. Outreach Ministry Give Away by Greater Holy Temple Church at Coquillard Park at July 18th at 5pm -9pm
- G. *River Lights Music Festival at Viewing Park River Walk at May 7th at 2pm at 10pm
- H. Walk MS Michiana at Viewing Park River Walk at May 7th at 9am at 12pm

****B - Princess City Open***, represented by Ricky Singleton. Princess City Open will be a two day event back by the Professional Disc Golf Association (PDGA). Via the website and opening registration the expectation for participation is high and looking for a good turnout. According to Mr. Singleton South Bend can expect participate's patronage of hotels, restaurants, and other tourism due to the hours of tournament. On May 21st Mr. Singleton will provide the cleaning and preparation and May 22nd any remaining cleaning will be done followed by the beginning of the tournament. The event will be completed by 3 pm. No concessions sales of any kind.

****D - Mayor Bike Ride***, formerly known as Bike the Bend, represented by Paula Garis is a collaboration between the Mayors of the cities of South Bend & Mishawaka. May 22nd with the use of Howard Park, the event will offer insight and education on proper bike riding techniques, and other family fun events. All documents are submitted and in order.

****G - River Lights Music Festival***, represented by Meghan Kerwin. This event will take place May 5th through May 7th and is a collaboration of South Bend community members, and students from Ivy Tech, Notre Dame and IUSB. The purpose of the River Lights Music Festival is to enhance the musical culture of South Bend, while showcasing the river lights of downtown. Events are scheduled for Century Center and Seitz Park on May 7th Insurance and security are currently being completed due to the use of a beer tent. Patrons will not be able to leave the beer tent, and permits must be obtained by vendors. All necessary paperwork will be completed by the day of function. Approval is contingent on all proper documentation completed and in place.

Motion to approve request for parks A-H by Amy Hill, seconded by Dan Farrell. Motion carried.

VI. Approval of Minutes of the February 15, 2016 Regular Board Meeting & the Special Park Board Meeting held February 11, 2016

Motion to approve the minutes of the regular board meeting held on February 15th and the Special Park Board Meeting held February 11, 2016 by Amy Hill, seconded by Dan Farrell. Motion approved.

VII. Approval of the Parks & Recreation Vouchers for the month of February 2015 totaling \$747,429.16.

Motion to approve Parks & Recreation vouchers by Amy Hill, seconded by Dan Farrell. Motion approved.

VIII. Business by Director Perri

1. New note on the home page of the South Bend Parks & Recreation which will keep residents updated on the construction projects throughout the parks.
2. Attended several of the neighborhood meetings for a better understanding of how the residents of South Bend utilize parks. Mr. Perri stated these meetings were informative and enjoyable to attend.
3. Director Perri is working to better understand the impact of the Regional City's grant recently awarded (\$42M). The process of accessing these funds are ongoing as the Park Department will be the recipient of some of the funding, which will go towards what is being called Blueway area. This area will run from Leeper Park to Viewing Park. (Howard Park, Seitz Park). Improvements along the river walk. Part of this will be private and public funding.

IX. Comments by Deputy Director

1. Updates on the Ariel Park. Scheduled meeting with Steve Doninger for the hiring of staff to manage the park. Currently working with 2 candidates and a decision is to be made soon. Edge Adventures were on hand recently to attend a neighborhood association meeting which was favorable.

Question: Has there been any indication of when we can expect some work to begin?

Answer: A definite time was not given but sometime in the next 2-3 weeks.

2. River City March Madness will begin this week.
3. The Mom & Sons dance will be held tomorrow night, attendance has doubled from 384 and is now sold out.
4. Interviewing for Life guards has begun.
5. Ballet recitals were held with 350 in attendance
6. The last session of basketball and soccer youth program/dance sessions will begin in 2 weeks, contingent on contracting a dance instructor.
7. Camp Awareness - 8 openings remaining, Kids World does still have openings and registration for this camp is expected to fill as we get closer to camp start time.
8. Eggtravaganza downtown South Bend had approximately 550 participants with great participation in the rock wall climb.
9. Currently 61 teams registered for softball (last year 100 teams), first game is scheduled for the last week of April, additional time remains for additional teams.
10. St Joe High School is using Leeper Tennis for their practice from 3pm ó 5pm.
11. A representative from the US Tennis Association (USTA) has set an appointment to come providing the weather cooperates, previous scheduled appointments have been cancelled due to snow. A press release was issued stating South Bend Park Department and the University of Notre Dame as viable sites.

X. Comments by the Maintenance Superintendent

1. John Martinez presented the Park Board with the new "Construction Projects" link which was recently added to the Park Department's website. Through the link the community can receive information on park upgrades, scheduled maintenance and additions to South Bend Parks.

Question: What are the challenges and the biggest projects?

Answer: Charles Black Center is largest in terms of scope. Challenges would be the irrigation of the soccer field which may not be completed this year.

The Construction Project list is not a completed list and other items will be added in the future.

Completed or Near Completed projects include:

1. Erskine Golf kitchen & bathroom projects.
2. Rum Village Nature Center painting and bathroom cleaning, painting and lighting upgrades.
3. Six trees being placed in front of Kelly Park; Thanks to Dru Cash and the Park Foundation for funds being appropriated; Funds for the Steam Project, this portion is a partnership with Madison School & Beacon Health System providing the large walk way at Leeper Park and 8 additional lights, 4 benches and 4 trash receptacles going in this year.

Recently put together a 5 year wish list for vehicle lease purchase plan. The list has not yet been paired down into a workable format, when this is completed, it will be presented to the board.

Park Bond Projects Updates:

1. Martin Luther King Center gym A/C, bid documents are being assembled. Alternative designs are being performed on the building, based upon the neighborhood meeting there was not a clear understanding of the true needs in the facility.
2. Fremont Splash Pad RFP is being written and advertised for it is expected the week of April 4, 2016.
3. Rum Village Nature Center roof will be awarded at the Board of Public Works meeting the week of April 4, 2016.
4. Kennedy Basketball Courts - sealing and lining need completion, should be completed by May 1, 2016, a \$14,000 pavilion has been purchased and will be put in separately.
5. Rum Village Bathrooms which are being done in conjunction with the new Aerial Adventure

Two volunteer events: Christmas in April, and Back the Bend.

Aaron Perri relayed the update of the irrigation of the soccer fields and decision that have been completed with the EPA that will allow the work to begin in the foreseeable future.

XI. No other questions or comments from the Board, the meeting adjourned at 5:23 p.m. by President Mark Neal

The next regular meeting will be held April 18, 2016 at 5:00 p.m. in the Boardroom of the O'Brien Administration Center.

Respectfully Submitted,

Ron O'Connor
Executive Secretary