

**SOUTH BEND BOARD OF PARK COMMISSIONERS
REGULAR MEETING
SEPTEMBER 19, 2016**

The Board of Park Commissioners of the Park District of the City of South Bend, Indiana met on Monday, September 19, 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
Ms. Aimee Buccellato
Ms. Amy Hill
Mr. Dan Farrell

Park Board members absent were as follows:

None

Staff members present: Aaron Perri, Director of Parks; Susan O'Connor, Deputy Director; Eva Ennis, Operations Coordinator; Paula Garis, Special Events Supervisor; TJ Mannen, Director of Golf; Michael Schmidt, Park Board Attorney; Matthew Moyers, Special Project Coordinator; Amy Roush, Administrative Assistant Supervisor

I. The meeting was called to order by Board President Mark Neal at 5:00 p.m.

II. Approval of Minutes of the August 19, 2016 Regular Board Meeting

Motion to approve the minutes of the regular board meeting held on August 15, 2016 by Aimee Buccellato, supported by Dan Farrell, motion carried.

III. Approval of the Consent Agenda

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

IV. Interviewing of Interested Citizens

Request for citizen input on items not listed on the September 19, 2016 Park Board Meeting agenda. There were none.

V. Report by Organizations

There were none.

VI. Unfinished Business

1. Update on Elbel Special Advisory Committee Recommendations

At the last board meeting Aaron Perri presented the tasks that have been completed in relation to the Elbel Special Advisory Committee's recommendations. The only updates since last month are that the department is creating an Ecological Advocacy Committee and Jim Keegan presented his findings of the golf operations review.

VII. New business

1. Transfer of Personal Property With Board of Public Works (Resolution 0005-2016)

Michael Schmidt explained that the Park Rangers will exchange unused guns and ammunition for T3 vehicles with the Police Department. The Board of Public Works will approve the transfer on September 27th.

Motion to approve resolution 0005-2016 by Dan Farrell, supported by Amy Hill, motion carried.

2. Ecological Advocacy Committee Nominations Process

Matthew Moyers explained the operational procedure for choosing candidates to serve on the Ecological Advocacy Committee. The recommended procedure would allow a seed group consisting of the City Forester Brent Thompson, Run Village Naturalist Garry Harrington, County Parks Director Evie Kirkwood, and Sustainability Director Therese Dorau to vet the applications and select recommendations to present at the October Park Board meeting for the Park Board's approval.

Michael Schmidt noted that Park Board members cannot discuss the meritocracy of the candidates outside of the public meeting. He added that completed applications should not be opened or distributed until after the submission deadline has passed. Mark Neal requested that the application forms be posted on the city's main website as well as the Parks website.

Motion to assign duties to receive and grade application to parks department for final selection by the Park Board by Dan Farrell, supported by Aimee Buccellato, motion carried.

Motion amended to include Matthew Moyers as the point of contact with in the Parks Department by Mark Neal, supported by Aimee Buccellato, motion carried.

3. 2017 Fees

Aaron Perri reviewed the cost recovery model as explained at previous meetings. The Parks Department target is to have 30 % cost recovery. The department's current cost recovery is 19%. Besides increasing user fees, the department will also seek out more sponsorship and grant opportunities to recover more costs. The 2017 user fee adjustments will take South Bend to 23% cost recovery. There will be an increased amount of attention on the scholarship program to help families pay for the increased fees. Aimee Buccellato suggested looking at creative ways to increase fees for programs that consistently sell out through other models such as early sign ups, etc. Mark Neal also indicated that the Common Council does not approve fees but will approve the overall Parks Department budget.

Motion to approve the user fees for 2017 as proposed by Amy Hill, supported by Dan Farrell, motion carried.

VIII. Business by Director Aaron Perri

Aaron Perri gave the following updates:

- The department received a check from South Bemd Cubs for \$40,000. Joe Hart will give a season wrap up soon.
- Aaron Perri and Mayor Pete Buttigieg visited the Aerial Adventure Park for a press event on September 9.
- Superintendent's Golf Outing was September 16 and raised at least \$10,000 for the scholarship fund which is \$3,000 more than previous years.
- Parks Department submitted the 2017 budget. There is a budget hearing at Pinhook on October 3. Highlights include additional TIF funding for park improvements, allocated funds to resurface tennis courts, Charles Black Center renovations, and introducing new positions including HVAC, development coordinator, volunteer coordinator, and horticulturalist.
- Common Council will need to approve an ordinance to rename the department as Venues Park and Arts. The Park Board will still exist under the VPA umbrella. Dan Farrell asked if money for rebranding was allocated in the budget. Aaron Perri replied that a modest amount will go towards changing out the old branding, but many of the branded items will be changed when they need to be replaced.
- The Parks Department has been going through labor negotiations this month because the teamster agreement is up at the end of the year.
- The Riverfront Parks and Trails design process is underway. The department created a dedicated website to provide information about the process and solicit feedback (riverfrontparksandtrails.com).

IX. Report by Deputy Director Susan O'Connor

Susan gave the following updates:

- The Winter Passport to Play is printed and being distributed.
- 120 softball teams enrolled this fall.
- 6 teams enrolled for fall flag football.
- River City Basketball sign ups underway.
- Volleyball open gyms have started.
- Women's USA Softball has been reinstated as an event in the Olympics. More information will come at the ASA Annual Meeting about their next national tour dates.
- Rudy has been postponed due to weather and has been rescheduled for next Friday.
- Summer Concert Series had a total of approximately 10,000 attendees.
- Edge Adventure Aerial Park at Rum Village numbers are exceeding expectations and exceeding numbers at the aerial park in Hamilton County.
- Recreation Centers are seeing approximately 40 students per day at after school programs.
- Soldiers and Made Men programs have started.
- Fall Family Fun Fair is October 1.

X. Report by Maintenance Superintendent John Martinez

John Martinez reviewed the damage from the flooding in August throughout South Bend. He also gave the following updates:

- Staff helped clean up the Newman Center to prepare for its sale.
- Kelly Park pavilion went up.
- O'Brien Park splash pad control panel was replaced.
- Staff is revamping forestry letters.
- New facilities under Venues Parks and Arts are consolidating various contracts.

No other questions or comments from the Board, meeting adjourned a 6:17 p.m. by President Mark Neal.

The next regular meeting will be held October 24, 2016 at 5:00 p.m. in the Boardroom of the O'Brien Administration Center.

Respectfully Submitted,

Eva Ennis
Executive Secretary