

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

The Board of Park Commissioners of the City of South Bend, Indiana met on Monday, November 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
Ms. Aimee Buccellato
Mr. Dan Farrell

Park Board members absent were as follows:

Ms. Consuella Hopkins

Staff members present: Aaron Perri, Director of Parks; Eva Ennis, Operations Coordinator; Paula Garis, Special Events Supervisor; Michael Schmidt, Assistant City Attorney; Susan O'Connor, Director of Recreation; Amy Roush, Administrative Assistant Supervisor; John Martinez, Maintenance Superintendent

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

Mark Neal noted that Resolution 0006-2016, Transfer of Property would be added as New Business Item VII. 5.

II. Approval of Minutes of the October 24, 2016 Regular Board Meeting

Motion to approve the minutes of the regular board meeting held on October 24, 2016 by Aimee Buccellato, supported by Dan Farrell, motion carried.

III. Approval of the Consent Agenda

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

IV. Interviewing of Interested Citizens

Request for citizen input on items not listed on the November 21, 2016 Park Board Meeting agenda. There were none.

V. Report by Organizations

A. Potawatomi Zoo

Aaron Perri stated that Marcy Dean of the Potawatomi Zoo will give a year-end recap at the December Park Board meeting.

B. South Bend Cubs Year-End Recap

Joe Hart reported that the South Bend Cubs went to playoffs this year. The relationship between the Cubs and the City continues to be a great partnership. The South Bend Cubs would like to

add an extension of three more seating sections to the Stadium and will be asking formal approval later.

Mark Neal asked about HVAC system's infrastructure at the stadium and if the Park Board should be anticipating changes with that soon. Joe Hart responded that the Parks Department has been great maintaining the HVAC system, but it will be evaluated soon especially when the Cubs and the City review its energy plan.

Joe Hart also reported that attendance is up by 4,000 from last year. The target is 375,000 attendees for next year.

VI. Unfinished Business

1. Update on Elbel Special Advisory Committee Recommendations

Aaron Perri reported that the Ecological Advocacy Committee was appointed at the last meeting. The first meeting is scheduled for next Tuesday. The Ecological Advocacy Committee priorities will be to advise on a Canada goose policy and a Natural Resource Management Plan.

At the last Park Board meeting there was an update on First Tee of Michiana partnering with the City at Studebaker. The two groups are still discussing how that partnership can play out.

The Parks Department is looking at an initiative to "rewild" our parks such as choosing to not mow every acre of our parks and leave space more wildlife. The golf division is considering more native plantings at Elbel for next year. TJ Mannen will be moving back to Golf Pro position and be managing Elbel, so the Department will be advertising for a new Director of Golf.

Mark Neal asked about the inventory of species at Elbel. Aaron Perri responded that Orbis is doing a full year inventory and is now looking at different options for a possible trail system through Elbel.

VII. New business

1. Concrete Donation

John Martinez reported that Kuert Concrete donated 93 cubic yards of concrete to neighborhood association to subsidize the Kelly Park renovations done by the Park Department. The Department will send a formal thank you letter to Kuert Concrete.

2. River Access Committee – Judith Robert

Judith Robert thanked Matthew Moyers for serving as a liaison to the River Access Committee and introduced Lin Hoppel, a member of the committee. She explained that the River Access Committee began in 2015 to research the recreational access to the St. Joseph River and to develop a plan to increase access to riverfront. Ms. Roberts provided the final plan to board members (copy attached). Highlights of the plan's recommendations include access programs for low income and those with disabilities, installation of ADA docks and launches and extended programming during summer for fishing program. The plan also encouraged partnerships with the South Bend Scullers and Paddlers, YMCA, public high schools and others to create

community rowing programs. Another recommendation from the plan is the creation of a water sports complex to provide public access to the river.

3. Personal Service Agreement

Susan O'Connor explained that the personal service agreement comes before the board annually for approval. The agreement is typically used for officials and entertainment but can be used for any individual providing services to the department.

Motion to approve the 2017 personal service agreement between City of South Bend and contractors by Dan Farrell, supported by Aimee Buccellato, motion carried.

4. Request to advertise ground lease for hydroelectricity project

Michael Schmidt commented that the City is looking to enter into a ground lease to create a hydroelectric project at Seitz Park. He requested the board approve putting out a notice to the community that the Parks Department intends to enter into a ground lease. More information will be presented at the December 12 Park Board meeting. Dan Farrell requested to see the agreement when it comes prior to the meeting where it will be reviewed.

Motion to approve the request to advertisement of the ground lease for the hydroelectricity project by Aimee Buccellato, supported by Dan Farrell, motion carried.

5. Resolution 0006-2016

Michael Schmidt explained that there are currently three city entities that are deed holders in and around Seitz Park, and this resolution will put all property under the Parks Department. The deed will be aligned to put all of Seitz Park under the Board of Park Commissioners which will assist when entering into the ground lease for hydroelectric project. Dan Farrell asked if there are any additional maintenance responsibilities that the Department will take over now. John Martinez replied that the department is already taking care of most of the property.

Motion to approve Resolution 0006-2016 by Dan Farrell, supported by Aimee Buccellato, motion carried.

VIII. Business by Director Aaron Perri

Aaron Perri gave the following updates:

- At the last Riverfront Parks and Trails meeting, Smith Group JJR presented frameworks for possibilities at key riverfront parks including Seitz and Howard Park. The planning group hopes to have concepts for those key parks solidified by end of February to be ready by the beginning of construction season.
- Reorganization of VPA is moving along. VPA will begin filling director positions first but will not rush to fill them.
- Staff will work on goal setting at their annual retreat.
- The City's 2017 budget was approved in full.
- EPA sampling at LaSalle Park has concluded in entirety. The EPA will expedite findings around the Charles Black Center to allow construction to begin on the

building. We anticipate getting results for areas around Charles Black Center in March 2017 and rest of park in summer of 2017.

Mark Neal requested an update on the Parks Foundation at the next board meeting.

IX. Report from Susan O'Connor

Susan O'Connor highlighted staff member Stephanie Coleman who works at Martin Luther King Center. She also gave the following updates:

- South Bend has secured two major tournaments for 2017, ASA Men's Major Fast Pitch, and Northern Class E. There is also an opportunity to host the 2018 and 2019 Women's World Cup tour.
- Tree Lighting Ceremony is December 2.
- Breakfast with Santa and Tea with Santa are December 3.
- MLK Senior Lunch is December 13
- Golf courses at Elbel and Studebaker are closed. Erskine golf course is open pending the weather.
- Annual volunteer banquet was November 3.

X. Report by Maintenance Superintendent John Martinez

John Martinez reviewed the following projects:

- IUSB began making upgrades to Veteran's Memorial Park to prepare for the IUSB Softball season.
- Keller Park Neighborhood Association maintains flowers along Riverside Drive. Parks Department also replaced the Keller Park playground.
- The Facilities and Grounds team made improvements to the grounds outside the Morris Performing Arts Center.
- The Department is continuing to refine the processes to eliminate waste and increase efficiencies. The Department is performing needs assessments and developing long term maintenance programs and development plans.
- Facilities and grounds crews are working to blow leaves at City property to assist the City.
- The Department has winterized irrigation systems and splashpads
- Poles are being tracked along the river with ID number and barcoded.
- Forestry is continuing its natural fertilizer program to help tree growth.
- Restored electricity to light poles and installed an outlet for the neighborhood to decorate the park trees with lights.
- The Department will take over sidewalk snow removal on St. Joseph Street.
- Renovations have begun at the old Howard Park Administrative Building.

Mark Neal noted that the next meeting is scheduled for second Monday of December (December 12, 2016).

No other questions or comments from the Board, meeting adjourned a 6:30 p.m. by President Mark Neal.

The next regular meeting will be held December 12, 2016 at 5:00 p.m. in the Boardroom of the O'Brien Administration Center.

Respectfully Submitted,

Eva Ennis
Executive Secretary