

**SOUTH BEND BOARD OF PARK COMMISSIONERS**  
**REGULAR MEETING**  
**FEBRUARY 20, 2017**

The Board of Park Commissioners of the City of South Bend, Indiana met on Monday, February 20, 2017 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. Consuella Hopkins

Park Board members absent were as follows:

Mr. Dan Farrell

Staff members present: Aaron Perri, Director of Parks; Eva Ennis, Operations Coordinator; Jackie Appleman, Experience Division Director; Cecil Eastman, Finance Director; Kara Wood, Director of Events; Tony Stearns, Director of Golf; TJ Mannen, Golf Professional; Elizabeth Leachman, Event Coordinator; Michael Schmidt, Assistant City Attorney; Paul McMinn, Assistant Recreation Director; Jillian Rucker, Program Coordinator; Rose Koffman, Howard Park Center Director; Amy Roush, Volunteer Coordinator; John Martinez, Maintenance Superintendent

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

**II. Approval of Minutes of the January 17, 2017 Regular Board Meeting**

Motion to approve the minutes of the regular board meeting held on January 17, 2017 by Consuella Hopkins, supported by Aimee Buccellato, motion carried.

**III. Approval of the Consent Agenda**

Motion to approve the consent agenda items *III. 1; III. 2 a, b, d & e; and III. 3*, by Aimee Buccellato, supported by Consuella Hopkins, motion carried.

The board reviewed the Zombie Walk event. Mark Neal asked how many years the Zombie Walk has happened. Jackie Appleman replied that this will be the Zombie Walk's third year. Motion to approve consent agenda item *III. 2 B* by Consuella Hopkins, supported by Aimee Buccellato, motion carried.

**IV. Opening of Bids for Chemical and Fertilizer Packages for Golf Courses**

The Board of Park Commissioners received three unopened bids.

Michael Schmidt opened a bid from Site One Landscape Supply. The bid included the affidavit and bid bond. Typically the per unit price is read aloud, but because there are 70 items being bid on a bid tabulation sheet will be created with the results that will be available for the public to review.

Michael Schmidt opened a bid from Harrell's Professional Fertilizer Solutions. The bid included the affidavit and bid bond. Bid tabulation will have individual chemicals and prices.

Michael Schmidt opened a bid from Regional Turf, LLC. The bid included a cashier's check, zip drive, and affidavit. Bid tabulation will have individual chemicals and prices.

Motion to have the three bids reviewed by Consuella Hopkins, supported by Aimee Buccellato, motion carried.

Cecil Eastman asked if the zip drive needs to be opened before the awarding of the bid. Michael Schmidt replied that it does need to be opened.

## **V. Interviewing of Interested Citizens**

Request for citizen input on items not listed on the February 20, 2017 Park Board Meeting agenda.

Mark Piasecki of 101 N. Conestoga Lane, South Bend, Indiana recommended that when people come in to buy passes at the golf courses, we should collect emails to make people aware of updates and news about the golf courses.

## **VI. New Business**

### **1. Resolution 0001-2016 Authority for Administrative Acts**

Michael Schmidt explained that the resolution will authorize Aaron Perri in his capacity as Executive Director to perform certain functions and execute actions on behalf of the department. The resolution will allow progress to take place on important things before the monthly Park Board meeting takes place. Aimee Buccellato asked for a specific example. Michael Schmidt gave the example of replatting for Berlin Flats project. The Redevelopment Commission has the same agreement. Mark Neal asked if Aaron Perri would be able to sign things without legal counsel review. Michael Schmidt replied that signing documents without legal review is not authorized as stated in the agreement.

The resolution was improperly titled Resolution 0001 – 2016. Mark Neal will mark the signed resolution with the correction Resolution 0001-2017

Motion to approve Resolution 0001-2017 by Aimee Buccellato, supported by Consuella Hopkins, motion carried.

### **2. Resolution 0002 – 2017 Bowman Cemetery Trust Account**

Michael Schmidt explained that this resolution will grant authority to Aaron Perri to access the Bowman Cemetery trust account at Key Bank. Aaron Perri will be empowered to manage funds and can move funds to cemetery fund of the City that is used for the maintenance of Bowman Cemetery. Aimee Buccellato asked if the resolution would allow a new director to access the account in the future. Michael Schmidt replied that accessing the account to move funds is only a one time action, and then the funds go to the City for management.

Motion to approve Resolution 0002-2017 by Aimee Buccellato, supported by Consuella Hopkins, motion carried.

### **3. Block by Block Agreement**

Aaron Perri explained that Block by Block already provides ambassador services for downtown and Westside Main Street. Block by Block will now have ambassadors at city parks. This contract combines all the city's contracts with Block by Block into one document.

The document presented to the board is 99 percent completed, but a few legal definitions are still being clarified between the two parties.

Michael Schmidt requested that the Park Board authorize Aaron Perri and the City Legal Department to finalize these agreements as they are substantially complete, give permission to Aaron Perri to execute the agreement on behalf of the Park Board, and bring the executed agreement back to the board at the next meeting.

Aimee Buccellato requested a report of what changes were made from the current version. Aaron Perri noted that the dollar amount will not change. Consuella Hopkins asked if each area that Block by Block covers will still their divided amount of time. Aaron Perri replied that each area has a minimum amount of hours per week indicated in the budget. Aimee Buccellato recommended including explicit expectations in the contract about where the work is being done. Aaron Perri replied that something outlining our expectations for where work is done can be embedded in the agreement. Mark Neal recommended including an attachment as part of *Exhibit A* that states the expectations for where the work is done. Aaron Perri added that Block by Block sends Monthly reports of where work is done, and this report can be shared monthly with the Park Board.

Aaron Perri noted that the City will see \$65,000 of annual savings by consolidating contracts.

Motion authorizing City Legal Department and Executive Director to finalize the proposed agreement for Block by Block services and to bring a final executed copy back to the board at the next meeting indicating what the final changes were by Aimee Buccellato, supported by Consuella Hopkins, motion carried.

### **4. Downtown South Bend Inc. Agreement**

Aaron Perri explained that DTSB will reimburse the City for services Block by Block provides downtown.

Motion to accept the contract with Downtown South Bend Inc. by Aimee Buccellato, supported by Consuella Hopkins, motion carried.

### **5. First Tee of Michiana at Studebaker Golf Course**

Aaron Perri reported that the First Tee program will offer golf instructional services specifically geared toward youth at Studebaker Golf Course. It is a 10-year agreement with the expectation that First Tee will need to do a certain amount of fundraising to make this possible. Aimee Buccellato asked if the Park Board will need to approve any changes that First Tee makes to Studebaker or if those changes can be approved by staff. Aaron Perri replied that

improvements to property do not come through the Park Board unless there is a major financial commitment.

Motion to approve the First Tee of Michiana contract by Aimee Buccellato, supported by Consuella Hopkins, motion carried.

#### **6. Studebaker Fountain**

Aaron Perri explained that this agreement between the Studebaker Fountain supporters and the City states that the City is willing to accept the restored fountain to install at Leeper Park. The City will offer installation costs once the fountain is completely fundraised for. Aimee Buccellato asked if there is an estimated amount that installation will cost. Aaron Perri replied that it will cost approximately \$100,000.

Motion to approve the Park Foundation / Studebaker Fountain Contract by Aimee Buccellato, supported by Consuella Hopkins, motion carried.

#### **7. Award Bid**

John Martinez advised the board to award the bid for City Cemetery and Bowman Cemetery maintenance to Acres Group. Aimee Buccellato asked why there was a major difference between bids. John Martinez replied that Acres Group reached out to Facilities and Grounds staff and came for a site visit to adequately assess the scope of work.

Motion to award bid for City Cemetery and Bowman Cemetery maintenance plan to Acres Group by Aimee Buccellato, supported by Consuella Hopkins, motion carried.

#### **8. Election of Officers**

Aimee Buccellato moved to nominate Mark Neal as President. Mark Neal accepted the nomination.

Aimee Buccellato moved to nominate Consuela Hopkins as the vice-president. Consuella Hopkins accepted the nomination.

### **VII. Business by Director Aaron Perri**

Aaron Perri gave the following updates:

- The next Riverfront Parks & Trails meeting is March 2. Smith Group JJR will present finalized plans for Howard Park and Seitz Park.
- Charles Black Center renovation plans are finalized and will start to be distributed to public. The EPA report is still expected to be given at the end of March.
- The VPA Annual Report will be distributed at the next meeting.

### **VIII. Report from Paul McMinn**

Paul McMinn gave the following updates:

- Highlighted staff member Rose Kaufman, Center Director for Howard Park Senior Center
- Introduced Tony Stearns, new Golf Director

## **IX. Report by John Martinez**

John Martinez gave the following updates:

- The 2017 Facilities and Grounds project list will be public soon and John Martinez will bring it to next meeting.
- IUSB Softball Field improvements have started.
- Howard Park Admin Building is being renovated for the Experience Division.
- Facilities and Grounds staff is creating custom furniture at Rum Village.
- Board of Public Works will be bidding out the Potawatomi playground resurfacing.
- Spring cleaning in cemetery will begin soon.
- Potawatomi Park was just striped.
- Highlighted projects for park bond: pavilion at MLK Center, pavilion at Kennedy Park and wheel chair accessible swings.
- New hires: Clean & Safe Superintendent and Project Manager

Mark Neal asked about space for additional dog parks. John Martinez replied that staff is currently looking for locations.

Consuella Hopkins noted that she has received comments from citizens about leaves being blown in messy way at City Cemetery.

## **X. Report by Jackie Appleman**

- Daddy/ Daughter Dance ticket price increased to help with cost recovery. Attendance was still higher than the previous year and the event made money.
- Goals for events – provide high quality events that provide surprise and delight in the community, gain community support, and improve cost recovery.
- Streamline VPA messaging to show the public who is in the VPA family.
- The Experience Division is merging social media accounts of various VPA entities.
- Reporting on earned media amount - \$3,000 this month
- Development is creating a sponsorship opportunity catalog
- Merging Morris and Park Foundation Boards

Consuella Hopkins asked about how companies know how to sponsor VPA. Jackie Appleman replied that the Development Team and Experience Division will start reaching out to people and will post sponsorship information on the website. Consuella Hopkins requested being added to the list to reach out to so she can spread the word to other businesses.

## **XI. Award Bid for Chemical and Fertilizer Pages for Golf Courses**

Tony Stearns reviewed the final bid tabulations and noted that each chemical will be awarded individually based on the best price. Chemical prices that tied were awarded to the company that received the most awards for other chemicals because of the business efficiency in dealing with consistent vendors. Cecil Eastman created a final spreadsheet that indicates which chemicals were awarded to which company.

Motion to award the combined bids as described on the spreadsheet by Aimee Buccellato, supported by Consuela Hopkins, motion carried.

No other questions or comments from the Board, meeting adjourned at 6:50 p.m. by President Mark Neal.

The next regular meeting will be held March 20, 2017 at 5:00 p.m. in the Boardroom of the O'Brien Administration Center.

Respectfully Submitted,

Eva Ennis  
Executive Secretary