

**SOUTH BEND BOARD OF PARK COMMISSIONERS
REGULAR MEETING
JULY 9, 2018**

The Board of Park Commissioners of the City of South Bend, Indiana met on Monday, May 21, 2018 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
Ms. Aimee Buccellato

Park Board members absent were as follows:

Ms. Consuella Hopkins

Staff members present: Aaron Perri, Executive Director of VPA; Eva Ennis, Operations Coordinator; Clara McDaniels, Assistant City Attorney; Jeff Jarnecke, Deputy Director; Matt Esau, Marketing Director; John Martinez, Facilities and Grounds Director; Jonathan Jones, Recreation Director

I. Call to Order

President Mark Neal called the meeting to order at 5:12 pm.

II. Approval of minutes of the last regular meeting of the Board held on May 21, 2018.

Motion to approve minutes of the May 21, 2018 meeting by Dan Farrell, supported by Aimee Buccellato, motion carried.

III. Consent Agenda Approval

1. May Financial Statements
2. Use of Parks Application – Returning Events
 - a. 3-on-3 Basketball Tournament | Kelly Park | July 7, 12 – 6 pm
 - b. Summer of Service Block Park | Kelly Park | June 29
3. Approval of Arborist Licenses

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

IV. Use of Park Requests - New Events

1. Parking for YWCA Therapy Horses | Southeast Park | July 13, 20, 27

Gavin Ferlic, 1109 Duey Avenue, South Bend. explained that the YWCA is working with an equine therapy organization to bring equine therapy to YWCA clients. For this to happen, YWCA needs permission to use Southeast Park to park the horses and walk them around on July 13, 20, and 27. Dan Farrell asked about clean up. Gavin Ferlic replied that YWCA will be responsible for any clean up on the horses. Aaron Perri noted that approving this request would also approve an exception to 19-60 of city code which states no use of horses are allowed in parks unless authorized by the Park Board. Mark Neal asked what area the horses will be in. Gavin Ferlic replied that they will be in Southeast Park behind YWCA. The horses will be walking only. John Martinez commented that there are no concerns from a

Facilities & Grounds standpoint with the area. Clara McDaniels asked if the persons will be guided on the horse. Gavin Ferlic replied that the horses will be slow walking with a guide the entire time.

Motion to approve the Southeast Park, YWCA July 13, 20, 27 by Dan Farrell, supported by Aimee Buccellato, motion carried.

V. Interviewing of Interested Citizens

Paul Borowski, 3217 Cabot Drive, South Bend. Paul Borowski expressed concern about what is not happening at Tarkington and Boehm Park. He commented that the lights are left on tennis court all night long and there's no number to call to change that. He was told last year that the Park Ambassadors would be monitoring the parks but he hasn't seen that. There is a branch next to one picnic table. The baseball field is taken care of well. He asked why there aren't tables or benches at Tarkington and Boehm. There is only one table at Tarkington. He asked why the department doesn't promote the field at Tarkington Park. The weeding job at the park is not complete. Pondander Park also has no benches, grills, etc. He asked why the department does not do something for kids on the east side of South Bend. He thanked the board for their time and noted that he hopes to see progress in Northeast parks. Mark Neal recommended calling 311 to report problems so they can be addressed and recorded.

VI. Reports from Organizations – Potawatomi Zoo

Marcy Dean, Executive Director of Potawatomi Zoo reviewed the 2017 key stats for the zoo.

The zoo saw 236,000 visitors in 2017 which is an increase over 2016. There was a 9% increase in membership from 2016. Education division provided programs and served 66,000 people. 2018 attendance is down 8% which is attributed to weather. Construction planning for entry is going well. Groundbreaking of September 12. On target to have building completed in 2019. March 2020 opening dates.

VII. Unfinished Business – AEP Supplemental Easement Agreements

Clara McDaniels reviewed changes that were made to the agreement from the original presentation in May as noted at the last meeting. The agreements were specifically amended to reflect that the easement areas are park land that is intended to be open for public use.

Aimee Buccellato asked to see a marked up copy in the future.

Motion to approve the Supplemental Easements and Right of Way as described by Aimee Buccellato, supported by Dan Farrell, motion carried.

VIII. New Business

1. Urban Adventure Banner Design

Jonathan Jones, Director of Urban Adventure Games, presented a banner design for the Urban Adventure Game and requested the board's approval to hang the banner off the side of the Wayne Street Parking Garage which is the start and finish of this year's race. Aaron Perri noted that the Wayne Street Garage is designed to hold banners. The banner is designed to the specifications needed to attach the banner to the garage. Aaron Perri explained that Park Board now oversees parking garages and code requires that banners are approved.

Motion to approve the Urban Adventure Banner Design by Dan Farrell, supported by Aimee Buccellato, motion carried.

2. Intent to Apply for Federal Grant Funds

Matthew Moyers publicly announced that VPA would seek out federal grant funds through the Land and Water Conservation Fund grant. As part of the process, VPA must announce publicly that it intends to apply for federal funds. Matthew Moyers announced that VPA intends to apply for matching grant through the Land and Water Conservation Funds. If there any questions about the grant process, please contact Matthew Moyers. The total amount for the grant is \$200,000 to be applied to Pinhook Park. Mark Neal commended Matthew Moyers for going above and beyond to put together the grant in a short timeframe.

3. Potawatomi Zoo / City of South Bend Partnership Agreement

Marcy Dean stated that the 5-year partnership agreement with VPA and the Potawatomi Zoological Society expires at the end of 2018. The recommendation is to extend the contract to a 15-year agreement. Aaron Perri noted that board members Mark Neal and Dan Farrell worked on this over the last few months with Zoo. The City's annual operating contribution remains fixed for the next few years and includes a capital investment amount of \$1.7 million which will be funded through DCI. \$1.5 of capital goes to entry plus the remaining going to maintenance. Later years of the agreement show a reduction of operating contribution after several years plus another capital investment of \$1.5 million. The Zoological Society will pursue private funding outside of this agreement. The new agreement removed language about city employees working for the zoo because no city employees work for the zoo any longer. Projects that were ongoing during the time of the first agreements were removed. The final major change is the zoo's ability to have beer and wine sales. The zoo applied for and received state license to sell beer and wine. Dan Farrell noted that he was initially concerned with the City's contribution decreasing but after hearing about fundraising efforts, it seems like the correct schedule for decreasing the contribution.

Motion to approve the Potawatomi Zoo partnership agreement by Dan Farrell, supported by Aimee Buccellato, motion carried.

4. Zion Church Parking Lot Agreement

Aaron Perri explained that during the Riverfront Parks and Trails planning process, SmithGroup JJR proposed a shared use agreement with Zion Church to use their parking lot and remove the existing lot at Howard Park. The agreement involves Zion retaining ownership of the parking lot. The City is assuming all responsibility of all repairs and maintenance such as snow removal. This shared use agreement has 5-year terms. The lot will operate as a public lot with 12 spots dedicated at all times for Zion Church only. On Sunday mornings from 1 am until noon it will be exclusively for Zion Church and at other times as designated by Zion and City. There will be scheduled uses that the lot will be reserved for church uses such as weddings and funerals. This agreement would outlast any of the signing properties. Clara McDaniels noted that the City was careful in negotiations to maintain the separation of church and state. The City and VPA are not involved in the day-to-day operations of the church. Dan Farrell asked if there are other shared use agreements similar to this already being used in South Bend. Aaron Perri replied that examples include IUSB softball diamond and Madison school parking lot.

Aaron Perri noted that when the church counter-signs, there may be inconsequential changes to the agreement. In the sake of moving the project forward, Clara McDaniels requested approval in its current form and at the counter sign Aaron Perri would have power as the Executive Director to sign on VPA's behalf if there are no material changes.

Dan Farrell motion to approve the Zion Church Parking Lot agreement and give approval for the Executive Director to sign on the Park Board's behalf as presented by Dan Farrell, supported by Aimee Buccellato, motion carried.

5. Correspondence from EAC – City Tree Planting

Steve Sass, Ecological Advocacy Committee Chair, put forth a recommendation to the board regarding the tree planting policies in the city. Steve Sass noted that in the Natural Resource Management Plan, there was a list of identified areas of concern by EAC, and one of those was the planting of trees. The EAC reviewed the documents that outline suitable species for planting in South Bend. The EAC was made aware that Public Works does planting that does not follow these ordinances. The City Forester had expressed concern before about Public Works planting trees that do not follow these ordinances. Also recommended that two ordinances be rewritten because these are city ordinances, it would be a change at the council level. Aaron Perri spoke with Public Works director and he is willing to make adjustments to help address these concerns either by allowing Forester to approve all plantings or making a list of requirements for plantings. Steve Sass commented that by creating good policy we can avoid ecological issues in the future. He also noted a need for an education to the public about what species are okay to plant in South Bend area. The EAC is willing to create a pamphlet that would be used as educational piece for the community.

IX. Report by Marketing Director Matt Esau

Matt Esau gave the following updates:

- Rebranding of the Palais Royale and Granada
- Bike & Hike event at Rum Village – VPA's first winter outdoor event
- Upcoming: Save Farris at Erskine Village on June 22
- Children's Arts in the Park & Summer Concert Series continues this summer
- Reviewed daily events of Best Week Ever

X. Business by Executive Director Aaron Perri

Aaron Perri gave the following updates:

- At the last board meeting, the Berlin Place Rooftop Deck Agreement was approved with the stipulation that the names on the agreement be corrected to read Venues Parks & Arts. Aaron Perri reported that the agreement was adjusted.
- Work at Howard Park started this week to move the Vietnam War Memorial. There was a service for lowering the flags today.
- CAPRA visitation team will be in South Bend from June 25-27.
- Adam Miller, Development Director, has accepted another position at the YMCA. VPA is beginning a search for a new Development Director.
- Aaron Perri replied to the comments from Mr. Borowski noting that Edison Park is not a city park. Staff will also be meeting this week to discuss neighborhood park improvements and where to allocate funds for neighborhood park projects.
- Director's Youth Scholarship Golf Outing, our only fundraiser for our youth scholarship fund, is August 17. Registration is open now.

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

The next regular meeting will be held July 21, 2018 at 5:00 p.m. in the Boardroom of the O'Brien Administration Center.

Respectfully Submitted,

Eva Ennis