

**SOUTH BEND BOARD OF PARK COMMISSIONERS  
REGULAR MEETING  
OCTOBER 30, 2019**

The Board of Park Commissioners of the City of South Bend, Indiana met on Monday, September 16, 2019, 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. Consuella Hopkins  
Mr. Dan Farrell  
Ms. Aimee Buccellato

VPA staff members present: Aaron Perri, Executive Director; Jeff Jarnecki, Director of Venues; John Martinez, Facilities & Ground Director; Bridget Noonan, Special Events Coordinator; Jonathan Jones, Recreation Director; Amy Roush, Development Director; Annie Gawkowski, Chief Development Officer; Matthew Moyers, Standards and Community Coordinator

Other city representatives present: Clara McDaniels Assistance City Attorney

I. Call to Order

President Mark Neal called the meeting to order at 5:04 pm

II. Approval of Minutes

Motion to approve minutes of the September 16, 2019 by Dan Farrell, supported by Aimee Buccellato, motion carried

III. Arborist License – New

i. Trees Company Arbor Services, LLC

Application was reviewed by all and confirmed that it was in order.

Motion to approve license by Consuella Hopkins, supported by Dan Farrell, motion carried

IV. Interviewing of Interested Citizens

Mark Neal opened the floor for citizen comments. There were none.

V. Reports by Organizations

1. South Bend Cubs – Joe Hart spoke about Cops and Goblins about 100 vendors participated (7,000 – 8,000 were in attendance) started lining up at 1 p.m. and were there until 9:15 p.m. Three rain outs in April and May overall attendance was down 15,000 first host of event in 30 years, first time attending championship since 2005 and won. Facility is 31 years old. April 9<sup>th</sup> is home opener. MLB is retracting teams but not ours. We have a great facility and have good travel.
2. Ecological Advocacy Committee – Steve Stass spoke about the committee; new applicants are being accepted until tomorrow. Up to 5 new members will be coming on board for 2020. The last meeting will be held next Monday.

Mark Neal asked about where the EAC can impact the department or is impacting the department. Steve responded with influences at Leeper and Pinhook. Credited John Martinez for seeking their guidance and help. Also referenced the EAC resource management plan and how it now being used more frequently as a reference guide for the City. Some of these items could become City policy and help educate the public on environmental awareness and ecological education so that they have a better understanding of the natural areas around them.

Aaron reiterated how the EAC is a great resource and has helped the entire department be more aware.

VI. New Business

1. MOU – Notre Dame and City of South Bend for Ravina Park additions – John Martinez spoke about the 2-foot-wide stone benches to memorialize Gary Gilot in Ravina Park. He is retiring from ND. Dan mentioned that there are two #4 on the MOU – Clara will correct

Motion to approve by Aimee Buccellato, supported by Consuella Hopkins, motion carried

2. Howard Mural Artist Services Agreement – Aaron Perri spoke about the four-season mural that will be in the playground area and is along the ADA accessible route through the playground. Some work will be this fall, but the rest will be in the Spring. Mark asked about the choice, Aaron gave the thought process why she was chosen, and Community Foundation \$100,000 grant will help cover the cost.

Motion to approve by Dan Farrell, supported by Consuella Hopkins, motion carried.

3. Sculpture Initiative Agreement – Howard Park – Matthew Moyers spoke arrangement with South Bend Art Commission, they will select, and four sculptures will be chosen and will be on site for two years. They will install we will maintain. Aaron mentioned that VPA will have a seat on the commission because the area is very visible and high traffic.

Motion to approve by Consuella Hopkins, supported by Dan Farrell, motion carried. Matthew Moyers told the group that the installation is set for late November.

4. A Gammage Solutions Services Agreement – Jonathan Jones spoke about how this agreement will leverage the partnership with a community member that can help bring in a younger diverse group to activities that are going to be programmed. VPA offering resources and inhouse services and the individual will receive assistance and if there is a fee that he will receive 100% of profits generated. Mark asked about the dollar amount, Jonathan said it is written as a reimbursement not a payment directly to the individual. Mark asked for an example and Jonathan said he is planning something in December in Howard Park and something in Potawatomi Pool next summer for example. Dan asked about review of ticket price and marketing materials review by VPA first. Aimee asked about motivation factor for the individual. Mark asked if there are any other agreements like this in existence? Aaron spoke about partnerships that we have but nothing that is this formalized. Mark would like a report one year from now – price point, attendance, over four events. To reflect on what the bottom lines are and how it is benefiting both the City and the individual. So that we can make sure it is a win, win. Jonathan stated that there will be a report sent to him after each event so he can add it to the monthly reports. Mark feels is can be a model for other agreements going forward.

Motion to approve by Dan Farrell, supported by Consuella Hopkins, motion carried.

5. M Kahn Agreement – Annie Gawkowski spoke fire pit
6. Kreugel Lawton Agreement – Annie Gawkowski spoke fire pit
7. Tire Rack Agreement – Annie Gawkowski spoke plaque on wall below Zamboni plaque, also wants VPA to refer to the Ice Pond as the Tire Rack Ice Pond in marketing materials and social references

Mark asked if there is anything different in these than any of the others and Clara McDaniels said “no” she did make sure that we can move to remove names if there is cause

Motion to approve all three agreements by Dan Farrell, supported by Consuella Hopkins, motion carried. Mark asked for a brief summary of what is complete and what is still open at Howard Park

8. Personal Appearance Agreement – Howard Park Grand Opening – Aaron spoke about Brian Boitano, Barnes and Noble is giving a percentage of Brian’s book sales on the Saturday to the Skate it Forward initiative. Mark asked if Brian will be skating on the Tire Rack Ice Pond? Aaron said that he will skate with the first group on the Ice, be a part of the meet and greet for the donors and will be onsite for two hours.

Motion to approve by Aimee Buccellato, supported by Consuella Hopkins, motion carried.

9. RKM Services Agreement – Aaron spoke about the fireworks display about 3 minute “grand finale” after the ribbon cutting. Sponsored in part by Visit South bend Mishawaka

Motion to approve by Dan Farrell, supported by Consuella Hopkins, motion carried.

VII. Report by Facility and Grounds Director John Martinez started by speaking about the F & G had their end of season “picnic” He then talked about Jim Byers is retiring and Chris Moffitt will be stepping into that position. He is currently interviewing for Chris current position. Then talked about tree planting and Pulaski Park was the next talking point. Then Pinhook Park which has gone out for bid December 23<sup>rd</sup> start date on construction. Finished potentially August so the Renaissance Fest might be the first event in the park after completion. Mark asked about budget (1.2 million) John mentioned that we did receive a grant from the DNR. Dan asked about the grass in Pulaski and John said that there is an irrigation system going in and that there is a plan in place to help maintain the grass. Mark asked if all of these plans on the mysbparksandtrails.com Mark asked about the soccer leagues that have been affected by the construction of Pulaski.

VIII. Business by Executive Director Aaron Perri started by talking about the 2020 schedule of meetings and that the meetings will be held in Howard Park starting in January. Howard Paark has AV and accommodations for hearing impaired Aaron then talked about the SPARK magazine in English and Spanish. He then talked about the Welcome Back HP piece that was in their packet. He then thanked his team for what they are doing to make sure that Howard Park is ready to open and have programs that the community can enjoy.

He spoke about the last minute add to the budget for youth employment coordinator to help mentor all of the youth that are hired by the City but especially in the recreation team with all of the seasonal help that are in that department. They will also manage the Mayor’s youth task force. Mark would like information and metrics on CBCC and what has happened there in the last year. Number of attendees and the programs that are being offered.

No other questions or comments from the Park Commissioners, meeting adjourned at 6:05 p.m.by President Mark Neal.

The next regular meeting will be held Monday, November 18, 2019, at 5:00 p.m. in the Boardroom of the O’Brien Administration Center.

Respectfully Submitted,  
Amy Roush