

**SOUTH BEND BOARD OF PARK COMMISSIONERS
REGULAR MEETING
OCTOBER 19, 2015**

The Board of Park Commissioners of the Park District of the City of South Bend, Indiana met on Monday, October 19, 2015 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:

Ms. Amy Hill, President
Mr. Mark Neal, Vice President
Mr. Dan Farrell

Park Board members absent were as follows:

Ms. Aimee Buccellato

Staff members present: Phil St. Clair, Director of Parks; Ron O'Connor, Director of Financial Services; Susan O'Connor, Deputy Director of Parks; John Martinez, Interim Maintenance Superintendent; Mark Bradley, Director of Marketing; Paula Garis, Special Events Supervisor; Michael Schmidt, Park Board Attorney

I. The meeting was called to order by Board President Hill at 4:07 p.m.

Due to the delay in the start time the meeting agenda was adjusted.

II. The first order of business was unfinished business

Ted Beatty, President of the South Bend Skullers & Peddlers Organization returning requesting the leasing of the former Notre Dame Boathouse located in Ewing Park for activities.

Phil St. Clair indicated the past relationship since 1983 and the leasing agreement of 5 years beginning October 19, 2015 through 2020, going forward.

Upon agreement lease was signed by all parties.

Ms. Hill request for motion to approve the lease agreement of the Boathouse located at Ewing Park with South Bend Skullers

Mr. Neal motion for approval of the 5 year lease agreement between the South Bend Parks Dept. & the South Bend Skullers and Paddlers.

Mr. Farrell second motion was approves.

III. The next order of business the interviewing of interested citizens.

1. Jennifer Betz Elbel for Everyone, requesting an update on the Elbel Golf Course.

Phil St Clair - An update is limited, the survey and appraisal process is requiring more time than anticipated. At completion of appraisal, the decision is to be brought to the Board of

Park Commission at which time the City Administration and the Park Board will determine if the land is to be disposition if so then that process would be initiated through Park Board. Mr. Neal inquired if Elbel for Everyone has had any meetings with other city departments. Meetings have been with Christa Baily Office of Sustainability & email contact with Gary Gilot & Shirley Hines-Landry.

IV. Report By Organizations

1. Potawatomi Zoological Society- Not Available
2. South Bend Botanical Society ó Not Available
3. South Bend Cubs ó Not Available

V. The next order of business was new business

1. Susan O'Connor & Michael Schmidt revised & submitted a Personal Service Agreement for approval for the 2016 year.
Ms. Hill request motion to approve; Mr. Neal motion to approve Personal Service Agreement; Second Mr. Farrell and approved
2. Redevelopment Snow Removal Proposal; \$18,000/ 14 week/ 2 additional properties total 68 / beginning first snow for 4 weeks.
Mr. Neal made a motion to approve the proposal and second Mr. Farrell and it was approved.

VI. Approval of Minutes

Mr. Neal motion to approve the minutes of the regular board meeting held on September 21, 2015 as mailed. Second by Mr. Farrell and approved.

VII. Approval of the Parks & Recreation Vouchers for the month of September 2015 totaling \$775,430.00

Explanation of vouchers and use requested by Mr. Neal; Explained by Ron O'Connor.

A motion was made by Mr. Neal to approve maintenance vouchers for September 21, 2015 totaling \$775,430.00. It was seconded by Mr. Farrell. There being no further discussion, the motion was passed.

VIII. Business by Director St. Clair

1. Edge Adventure - Approval was contingent on exact location layout to finalize Ground Lease. Information submitted. Motion by Mr. Schmidt second Mr. Farrell motion approved.
2. Forum with Park Foundation ó for capital projects
3. Monthly report and update for mayor ó KIP, surveys, social media, summer accomplishments. 2016 City budget.
4. Special recognition and thank you for Larry Klippert to improve the Rose Garden at Leeper Park.

5. Meeting with the Chancellor of IUSB & Athletic Director for the use of the Memorial Park.
6. Parks Department not receiving proceeds from the sale of Blackthorn Golf Course.
7. Park Bond upgrades have started at Kennedy Park Basketball Courts.
8. Two large project this year Charles Black Center ó Ice Rink, working with Greg Kil which will be funded by River East TIF money approximately \$1.5m
9. Zoo parking working with engineering on design of the parking lot.
10. John Martinez acknowledge as the official Maintenance Supervisor of the Parks & Recreation Department.

IX. Comments by Deputy Director

1. Recreation & Marketing Report submitted for program attendance; Supplemental funds donated to Logan Center for programs not offered by Parks & Recreations; training, volunteer and forestry report.
2. Fall Family Fun Fair attendance (#ø down due to weather) ó Flag Football ó River City Open volleyball Monday & Tuesday ó November 19th Volunteer Recognition @ 6pm Wellness Program for City Four star Award, attended by Susan OøConnor & Amanda Yasko.

X. Comments by Director of Golf Operations. – Not Available

XI. Comments by the Maintenance Superintendent

1. Update on Usage of Park Bond of the private / public fund with the Young Neighborhood Association @ Kelly Park for basketball courts & playground equipment; additional concrete and remaining construction to be completed in 2016. Due to an approximate fund donation of \$30k revisions were required to be made in the plans.
2. Kennedy basketball court partnership with The Bob Stones Roseland Rotary Club with donations of the rhino surfacing painting without lighting should be completed by November. Ancon won bid for the project.
3. Amy Roush working with volunteers from Marion High School who spread mulch at Pulaski Park. Students of IUSB Alpha Sigma Phi will complete the same project at Memorial Park.
4. Patty Fowler master gardener and volunteer who has completed work at the Zoo has come forward to do additional work.
5. The 2015 Ice Rink season is on the way with a rebuilt compressor.
6. Mayorø time @ Maintenance garage consist of awareness of what park maintenance provides in the way of construction, electrical, HVAC and the 311 system in work at maintenance.
7. Meeting with the Office of Sustainability reveal a possible grant for a rebate of 75% matching funds for a lighting and energy rebate, for the river lighting, More information to be given at a later date.
8. Mowing contract with DCI, a \$33k contract for 467 locations the 2016 year number of locations will increase to 628 due to unification of all properties under one title. Park

Maintenance is not equipped to handle the increase, which would require additional staff and capital funds for the equipment. Redevelopment unable to commit capital as a possible option of outsourcing work

9. Bathroom closures have begun to take place in smaller parks, larger parks remain over.
10. Safety & Risk have been contacted for boiler inspections.

XII. Comments by the Director of Marketing

1. Foundation Board Meeting @ Rum Village as a Retreat
2. Passport to Play - Rock Your Body took place Oct 2nd @ Howard Park with participation of approximately 300 people. Volunteers for the event were members of Athletes of Notre Dame and DTSB Kids Night Out. The last fall Passport to Play was Oct 3rd @ the Fall Family Festival. Winter Passport to Play begins Friday, December 6th.
3. Due to procedural error, the 3 year Non-Alcoholic Beverage contracts will require new advertisement and resubmission. This will take place at the November 16th meeting.
4. Parks & Recreation program Activity Guide brochure to return to use, projected completion time of December.

Motion of for re-advertisement and request proposal for Non-Alcoholic bids by Mr. Neal;
Second Mr. Farrell. Motion carried.

XIII. There being no more business to come before the Board the meeting adjourned at p.m. by President Hill

The next regular meeting will be held at 4:00 p.m. in the Boardroom of the O'Brien Administration Center.

Respectfully Submitted,

Ron O'Connor
Executive Secretary