

**SOUTH BEND BOARD OF PARK COMMISSIONERS  
REGULAR MEETING  
JUNE 17, 2019**

The Board of Park Commissioners of the City of South Bend, Indiana met on Monday, June 17, 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  
Mr. Dan Farrell  
Ms. Consuella Hopkins

Park Board members absent were as follows:

Ms. Aimee Buccellato

VPA staff members present: Aaron Perri, Executive Director; Eva Ennis, Operations Coordinator; John Martinez, Facilities & Ground Director; Bridget Noonan, Special Events Coordinator; Jonathan Jones, Recreation Director; Annie Gawkowski, Chief Development Officer; Amy Roush, Development Director

Other city representatives present: Clara McDaniels, Assistant City Attorney

I. Call to Order

President Mark Neal called the meeting to order at 5:06 pm

II. Approval of Minutes

Motion to approve the minutes of last regular meeting on May 20, 2019 by Dan Farrell, supported by Consuella Hopkins, motion carried.

III. Consent Agenda

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

IV. Use of Parks – New Events

a. Resurrect the Roses Fundraiser

Larry Clifford, 709 E. Washington, explained that he is the horticulture curator for Resurrect the Roses at Leeper Park, and he would like to host a concert at the Leeper Park amphitheater as a fundraiser for the Resurrect the Roses project. The concert would feature mostly folk music. Bridget Noonan also notified the board that he is requesting the scholarship rate.

Motion to approve use of park for Resurrect the Roses Fundraiser at Leeper Park by Dan Farrell, supported by Consuella Hopkins, motion carried.

b. South Bend World Cup

Ryan Kyner with YPN Advisory Council and Boris Toureau, an IUSB student, presented the South Bend World Cup, an event to reach out to international community through a 6 versus 6 soccer tournament. They anticipate approximately 100 attendees and will use 4 fields at once.

Motion to approve the South Bend World Cup at Boehm Park by Dan Farrell, supported by Consuella Hopkins, motion carried.

c. LE Family Reunion Volleyball & BBQ Fundraiser

Bridget Noonan reviewed the event and explained she is not certain if it is a fundraiser or family event. She also explained that some information is still missing including insurance coverage. She noted that the event happens before the next board meeting, so she recommended the board approve contingent on receiving the necessary information.

Motion to accept the LE Family Reunion Volleyball & BBQ Fundraiser subject to receiving information about the type of event and insurance coverage by Consuella Hopkins, supported by Dan Farrell, motion carried.

V. New Business

a. Howard Park Café Operator Contract

Mark Tarner, owner of SB Chocolate, explained that he submitted a response to the Howard Park Café RFP to create the Howard Park Bar & Grille at the new Howard Park building. The restaurant concept focuses on taking local to a new level and cuisine that is similar to micro-breweries but is also family friendly. He anticipates opening after Thanksgiving with the park opening.

Aaron Perri explained that this is a 10-year agreement for South Bend Chocolate to be the exclusive provider of the café and concession stand and provider of food and beverage for the event space with a few exceptions for VPA and City of South Bend events and specialty items. The contract includes an option for a 10-year renewal and an upfront capital investment of approximately \$500,000 for the build out of the space. The contract is loosely modeled after other City of South Bend agreements with similar partnerships.

Consuella Hopkins asked about pricing for catering. Mark Tarner replied that costs will be priced cheaper than other competitors in the area.

Motion to approve the Howard Park Café Operator Contract by Dan Farrell, supported by Consuella Hopkins, motion carried.

- B. Project Agreement between Notre Dame, City of South Bend, and Stephenson Mills
- C. Easement Termination Agreement re: Seitz Park
- D. Easement Agreement between City of South Bend, Stephenson Mills, and Wharf Partners
- E. Easement Termination Agreement re: Central High School Parking Lot

*Items B-E were discussed and approved together.*

John Lloyd, 1718 E Jefferson South Bend, explained that these agreements are necessary to start work at the Notre Dame Hydroelectric Project. The project agreement allows Notre Dame to use the property to get work started at Seitz Park. The other agreements help clean up the easement agreements in the surrounding property. The project agreement calls for a 30-month window for the project including both the hydroelectric turbine building and new park. Aaron Perri added that mobilization will happen after the 4th of July. SmithGroup is at 60% design for Seitz Park plans. Once designs are complete, the city will select a contractor.

Consuella Hopkins asked if the city's two major downtown parks be offline at the same time. Aaron Perri replied that Howard Park will open within six months but there will be an overlap when both parks will be under construction.

Clara McDaniels commented that there are no concerns legally both from the perspective of the Board of Park Commissioners and Board of Public Works. Redevelopment Commission has also signed off on this agreement.

#### F. Resolution 002-2019: Authorizing Staff to Effect Transaction

Clara Hopkins explained that Resolution 0002-2019 allows David Relos to effectuate necessary agreements regarding the previously discussed easements.

Motion to approve agreements listed as agenda items V. B-F by Dan Farrell, supported by Consuella Hopkins, motion carried.

#### G. Parking Garage Banner – Kids Triathlon

Aaron Perri explained that the board approves advertisements that are placed at the downtown parking garages. VPA is requesting to place a banner advertising the Kids Triathlon at the parking garages downtown.

Consuella Hopkins asked if there is a cost associated with putting up a banner at the parking garages. Aaron Perri replied that the person placing the banner must pay for installation, printing, etc. but there is no costs to advertise. The purpose of the advertisement must be to promote an activity or event in South Bend with no religious, political, or social promotion.

Motion to approve the parking garage banner for Kids Triathlon by Dan Farrell, supported by Consuella Hopkins, motion carried.

#### H. Parking Garage Banner – South Bend Cubs

Aaron Perri explained that the South Bend Cubs placed an advertisement at the parking garages for the Midwest All-Star Game. They were unaware of the procedure for approval as it is a new policy, so they are requesting retroactive approval from the board.

Motion to approve the parking garage banner for the South Bend Cubs by Consuella Hopkins, supported by Dan Farrell, motion carried.

### VII. Reports by Organization

Josh Sisk, Interim Director at Potawatomi Zoo, reviewed zoo attendance for 2019 so far noting that it is up 11% from last year. He reviewed program offerings including education programs, camps, classes, and more. Potawatomi Zoo is up for AZA reaccreditation next week. Reaccreditation happens every 5 years. The zoo received bond money in November. He also reviewed upgrades at the zoo farm, decks, visitor walkways, stadium seating for programs, animal welfare, fencing, visitor viewing areas, entrance, modernizing exhibits and more. He added that a new white rhino is coming to the zoo at the end of July.

Mark Neal asked if the city is still working through the legislation changes related to the zoo in regards to hotel-motel tax. Aaron Perri explained that legislation has passed which legislates that a percentage of hotel-motel tax will go to zoos. A larger piece of legislation is going to State to grow the hotel-motel tax funds.

Aaron Perri asked Josh Sisk how the Zoological Society Board intends to fill the Executive Director position. Josh Sisk explained that the board will do a national search and post the position after the reaccreditation.

### VIII. Report by Chief Development Officer Annie Gawkowski

Chief Development Officer Annie Gawkowski gave the following updates.

- Development oversees fundraising, community events, community partnership and engagement
- South Bend hosted roughly 50,000 attendees at Best. Week. Ever 2019. The team received nothing but positive responses from sponsors and community members and has already starting to plan for 2020. This year Best. Week. Ever. focused on neighborhood events before culminating downtown at the end of the week.
- The development team started a community fundraising campaign for Howard Park. The campaign kicked off with a reception at the Howard Park Lodge to start talking to donors. VPA will launch the public community fundraising efforts this week.
- VPA recently received the Disney Play Places Grant for \$30,000. South Bend is 1 of 16 cities to receive the grant.
- VPA's volunteer program continues to thrive with already 700 volunteers this year.
- Upcoming happenings for the development team include ongoing Howard Park fundraising, Directors' Youth Scholarship Golf Outing fundraiser, grant applications, and BWE 2020.

### IX. Business by Executive Director

Executive Director Aaron Perri gave the following updates.

- VPA is assisting with two major events this week: Midwest League All-star Game at Four Winds Field – June 18 and US Senior Open – June 24-June 30
- VPA has three new employees - Bridget Noonan, Events Coordinator; Brian Garner, Safety Supervisor; and Jim Kubinski, Marketing Manager - Golf
- Studebaker Fountain Ribbon-Cutting was moved to August 25. It was originally approved by the board for July 21.
- The City's budget season is starting. Because of property tax caps, parks is at a \$700,000 deficit next year. Mark Neal requested an update in August.
- VPA selected GeoGraph for the Howard Park signage partner to design signage, GeoGraph will use local labor and contractors for installation.
- Howard Park construction project is on-time.

### X. Adjournment

No other questions or comments from the Park Commissioners, meeting adjourned at 6:32 p.m. by President Mark Neal.

The next regular meeting will be held Monday, July 15, 2019, at 5:00 p.m. in the Boardroom of the O'Brien Administration Center.

Respectfully Submitted,

Eva Ennis

