

**VALPARAISO/CENTER TOWNSHIP BOARD OF PARKS & RECREATION**  
**Regular Meeting Minutes**  
**October 27, 2020**

The regular meeting of the Valparaiso Park/Center Township Board was called to order at 6:00 p.m. on Tuesday, October 27, 2020 via Microsoft Teams with remote public access provided. President Christa Emerson presided.

Members present were: President Christa Emerson, Mark Hardwick, Kay Magnetti, Martin Sonnenberg, Kevin Cornett, and Tim Warner. Also present were Councilman Casey Schmidt, Park Director John Seibert, Director of Business Operations Kevin Nuppnau, Director of Facilities Dan McGuire, Recreation Superintendent Tarrance Price, Adult Recreation Director Dan Lukes, Golf Operations Director Beth Bowker, Director of Development Lisa Kusbel, and Executive Assistant Helene Pierce.

**MINUTES:**

**Motion:** Tim Warner made a motion to approve the September 22, 2020 regular meeting minutes as submitted. Martin Sonnenberg seconded the motion. A voice vote was taken and unanimously carried.

**COMMUNICATIONS:**

**Friends & Legends** – Director Seibert reported that the Valpo Parks Foundation’s Friends & Legends event was successfully and safely held on October 1, 2020.

**ValPAWraiso Dog Park Waiting List Discussion** – Director Seibert noted that a citizen raised the question as to why City residents were not being given priority to non-city residents coming off the waiting list for the dog park. The department currently has 200 persons on the waiting list and has been enrolling 50 persons at a time when safe to do so. Discussion took place. The Board determined that the department would continue to offer enrollment to the first 50 wait list members at a time, giving no priority to residents at this time, but taking them in order as they are listed on the wait list. Tim Warner suggested a small committee be formed to handle future decisions regarding the dog park. Director Seibert will meet with staff and talk about further steps prior to the next Board meeting.

**Financials:**

Kevin Nuppnau reviewed the financial overview of the General Fund account, displaying the previous month’s complete cash flow, total expended balances and remaining percentages. Total funds balance as of September 30, 2020 is \$1,605,365 versus \$1,466,580 in 2019. 32% of the General Fund’s total appropriation remains for 2020 versus 23% 2019. Kevin Nuppnau reviewed the appropriations noting total expended for 2020 is \$2,566,546 versus \$2,966,839 in 2019. Temporary wages are down \$(68,018); due to not needing as much part-time staff. Year over year variance cost savings is \$(400,293).

Tarrance Price reviewed the NRO accounts noting year to date revenue for all non-reverting operating line items including golf of \$1,797,142 and expenses are \$1,578,379 leaving a positive net balance of \$218,763.

Beth Bowker reviewed golf financials noting golf is having a record year. Year to date revenue is \$905,072 compared to \$677,911 in 2019.

Director Seibert reviewed the Fund Report noting fund balances as of October 27, 2020 of \$590,466 in the Park and Rec General fund and \$968,606 in the NRO fund, and a total of all funds at \$2,562,395. A reimbursement in the amount of \$18,692 was received for Covid expenditures. The NRO balance reflects an insurance reimbursement of \$143,000 for a claim at Central Park Plaza. Another insurance reimbursement is forthcoming in the amount of \$50,000 for a claim at Rogers-Lakewood Park. The department is in a good cash position.

Director Seibert advised the department borrowed \$25,000 from Central Park Plaza to pay the first payment of the Creekside Debt Service earlier this year. Golf has done very well and is able to pay the second payment without borrowing and is able to pay back the loan amount. We are asking approval to pay back NRO Central Park Plaza from the Creekside Debt Service.

Motion: Martin Sonnenberg made a motion to repay the temporary loan amount of \$25,000 from the Creekside Debt Service to the NRO Central Park Plaza. Mark Hardwick seconded the motion. A voice vote was taken and unanimously carried.

Director Seibert advised the Joint Park Fund has a balance of \$32,644. As part of the Senior Study being done, we will be asking for an additional \$5,000 later in tonight's meeting.

Motion: Tim Warner made a motion to approve the financials as presented. Mark Hardwick seconded the motion. A voice vote was taken and unanimously carried.

**CLAIMS:** Christa Emerson advised that claims documents were provided to members in advance of tonight's meeting for their review.

Motion: Martin Sonnenberg made a motion to approve the monthly claims subject to appropriation balances. Kevin Cornett seconded the motion. A voice vote was taken and unanimously carried.

### **DIVISION REPORTS:**

The Division Report was provided to the Members in advance of tonight's meeting for their review. Recreation Staff members reviewed the report with the Members.

### **OLD BUSINESS:**

- A. Master Plan Process Update** – Director Seibert reported the department had over 700 inputs from community residents both in person and online. GreenPlay will now begin their evaluations of all the information gathered and then begin recommendations.
- B. Skate Park Task Force Update** – Kevin Nuppnau advised the Skate Park Task Force is within final review of the RFP's for a design firm. At the next board meeting the plan is to have proposals with task force recommendations for the Board's review.
- C. 2021 Park General Fund Budget Update** – Director Seibert advised the 2021 Park General Fund Budget was unanimously passed by the City Council.
- D. Senior Center Study Update & Change Order** – Director Seibert advised that this Board approval a proposal from Deb Butterfield and she has formed a Task Force and work has begun on the Senior Center Study. Part of the scope is the possibility of other sites for consideration. Director Seibert has received a proposal to have Abonmarche evaluate two potential sites at the cost of \$5,000 total. Director Seibert request Board approval for this change order.

Motion: Kay Magnetti made a motion to approve Abonmarche to evaluate two potential sites at a total cost of \$5,000 as part of the Senior Center Study and to be paid from the Joint Park Fund. Kevin Cornett seconded the motion. A voice vote was taken and unanimously carried.

- E. Dog Park Update** – Dan McGuire advised the foundation is being poured for the restroom building now. Gariup will be on site the week of November 9 and the pre-fab restroom building is expected to be installed by the end of November.

### **NEW BUSINESS:**

- A. 2021 NRO Budget, Fees, Pay Scale–**
  - i. 2021 Non-Reverting Operating Budget (NRO)
  - ii. 2021 Fee Structure Pricing Grid
  - iii. 2021 Golf Rates & Memberships
  - iv. 2021 Part-Time Pay Scale

Director Seibert advised the proposed 2021 Non-Reverting Operating Budget was provided to Members prior to the meeting. As proposed the budget remains the same as 2020. Although budgets came in lower than what was budgeted in 2020, we do not know what will happen in 2021 so everything was kept the same.

Motion: Tim Warner made a motion to approve the 2021 Non-Reverting Operating Budget in the amount of \$2,430,800 as proposed. Martin Sonnenberg seconded the motion. A voice vote was taken and unanimously carried.

Tarrance Price reviewed the proposed 2021 Fee Structure Pricing Grid noting minimal changes in fees for 2021 in facility rentals.

Motion: Tim Warner made a motion to approve the 2021 Fee Structure Pricing as proposed. Mark Hardwick seconded the motion. A voice vote was taken and unanimously carried.

Beth Bowker reviewed the proposed 2021 golf rates and memberships. As proposed, there are no changes to Forest Park rates. Creekside changes include a one-size only bucket of driving range balls and an increase of \$10 to the range pass. As well, a junior add-on membership will be available to primary memberships.

Motion: Tim Warner made a motion to approve the 2021 golf rates and fees as proposed. Mark Hardwick seconded the motion. A voice vote was taken and unanimously carried.

Motion: Martin Sonnenberg made a motion to approve the 2021 memberships as proposed. Kevin Cornett seconded the motion. A voice vote was taken and unanimously carried.

Kevin Nuppau reviewed the 2021 proposed part-time pay scale noting there are no changes from 2020.

Motion: Kevin Cornett made a motion to approve the 2021 part-time pay scale as proposed. Mark Hardwick seconded the motion. A voice vote was taken and unanimously carried.

**B. Financing Quotes – Vehicle lease and/or purchase contracts – approval** - Kevin Nuppau advised the department received three (3) financing quotes to purchase a new (2020) Ram Pro Master City Cargo van that will be used in the golf operations division. The purchase will be made from Grieger's at a cost of \$23,105.00. Financing quotes were received as follows:

- 1st Source Bank - 3.09%
- Centier Bank - 2.50%
- Horizon Bank - 3.92%

Kevin Nuppau requested approval of the purchase as presented with Centier Bank as the financier at the quoted rate of 2.50%.

Motion: Martin Sonnenberg made a motion to approve the purchase of a 2020 Ram Pro Master City Cargo van in the amount of \$23,105.00 with Centier Bank as the financier at the quoted rate of 2.50%. Mark Hardwick seconded the motion. A voice vote was taken and carried 5-0. Tim Warner abstained.

**C. CPP Contract Language discussion** – Director Seibert advised Board Attorney Brad Koeppen is working on specific language regarding large signage at events being hosted at Central Park Plaza. Two weeks ago, there was an event that had signage on the Northwest Health Amphitheater façade that was larger than the sponsor signage. Attorney Koeppen is developing the contract language for signage and we will present it at a future meeting. Discussion took place that the language should apply to all facilities where branding is present as well at Butterfield Family Pavilion.

**D. Personnel Resolution – approval** – Director Seibert advised Members received a copy of Resolution 2020-1 outlining stay at home pay during a declared emergency.

Motion: Kevin Cornett made a motion to approve Resolution 2020-1 as presented. Martin Sonnenberg seconded the motion. A voice vote was taken and unanimously carried.

**OTHER:**

Kevin Cornett asked how the new golf carts were holding up throughout the busier than normal golf season. Beth Bowker stated there has been a little damage to some but mechanically they are very good.

**ADJOURNMENT:**

There being no further business, the October 27, 2020 Park Board meeting adjourned at 7:45 p.m.

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Christa Emerson, President

ATTEST:

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John Seibert, Executive Secretary