

**VALPARAISO/CENTER TOWNSHIP BOARD OF PARKS & RECREATION**  
**Regular Meeting Minutes**  
**January 26, 2021**

The regular meeting of the Valparaiso Park/Center Township Board was called to order at 6:00 p.m. on Tuesday, January 26, 2021 via Microsoft Teams with remote public access provided. President Christa Emerson presided.

Members present were: President Christa Emerson, Mark Hardwick, Martin Sonnenberg, Kevin Cornett, and Tim Warner. Also present were 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, Councilman Casey Schmidt, and Executive Assistant Helene Pierce. Kay Magnetti joined the meeting late. Guest John Zaharias.

**MINUTES:**

**Motion:** Tim Warner made a motion to approve the December 15, 2020 regular meeting minutes as submitted. Mark Hardwick seconded the motion. A voice vote was taken and unanimously carried.

**COMMUNICATIONS:**

**Condolences** – President Emerson offered condolences and held a moment of silence in honor of Kay Magnetti’s mother and Helene Pierce’s father that both recently passed.

**Park Board Reappointment** – Director Seibert expressed thanks that Mayor Murphy reappointed Tim Warner and Center Township Trustee Jesse Harper reappointed Martin Sonnenberg to the Park Board. We are very grateful to have both returning.

**Central Park Plaza Ice Rink Operations Update** – Director Seibert advised staff has established an individual ticket sales procedure that was distributed to the Members prior to the meeting for their review. Dan McGuire stated the procedure allows for general ticket sales outside of the private rental times. Tickets may be reserved via Eventbrite.com and paid upon arrival to the rink. This allows the department to office open skate times. Group size will remain limited to 20 persons until such time the Porter County Health Department advises differently. In the next two weeks there will be 26 time slots available for guests to reserve up to six tickets per time slot for open skating. This allows the department to maximize the 20-person limitation in a safe way in addition to hockey, lessons and private rentals. Upon discussion, the Members unanimously agreed to accept and implement the open skate plan as presented.

**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 December 31, 2020 is \$2,409,360 versus \$2,178,478 in 2019 thus ending 2020 in a stronger cash balance than when we began the year. 11% of the General Fund’s total appropriation remains for 2020 versus 2% in 2019. Kevin Nuppnau reviewed the appropriations noting total expended for 2020 is \$3,355,905 versus \$3,818,436 in 2019 showing a savings of \$462,530. Temporary wages are down \$(231,301); due to not needing as much part-time staff. The Engineering and Master Plan line item has an increase in spending of \$93,506 due to there being a Master Plan process in 2020.

Tarrance Price reviewed the NRO accounts noting an amazing year to date revenue for all non-reverting operating line items including golf of \$2,364,492 and expenses are \$2,021,305 leaving a positive net balance of \$343,187. Golf had a phenomenal year with a revenue of \$1,110,499 and expenses of \$800,652 for a net positive balance of \$309,847.

Director Seibert reviewed the Fund Report noting fund balances as of January 26, 2021 of \$1,271,520 in the Park and Rec General fund and \$779,783 in the NRO fund, and a total of all funds at \$2,873,469. The Joint Park Fund is currently \$67,711 including a final payment of \$30,000 from the Center Township

Trustee made at the end of the year and a Cares Act reimbursement also in the amount of \$30,000. The department had two significant expenditures in January; one being the insurance premium and the other being the Cares Act disbursements. Park Impact Fees has a balance of \$187,349.

Motion: Tim Warner made a motion to approve the financials as presented. Martin Sonnenberg 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.

The question was raised if the Claims Docket should be reading Personnel Services where it says Personal. Director Seibert noted he would review this with City Clerk Treasurer Holly Taylor.

Motion: Tim Warner 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:** (Kay Magnetti joined the meeting here)

- A. Master Plan Process Update** – Director Seibert reported a draft Master Plan report was received from GreenPlay with edits being due the first week in February. A presentation to the Steering Committee will be made in early March.
- i. Senior Center Study Update** – Director Seibert advised a written update was provided to Members prior the meeting. A survey is being prepared and will be released for community input within the next week. Kevin Cornett advised a tour of the Banta Center building was given to committee members recently so now there is a clear understanding of what the committee has to work with.
  - ii. Skate Park Task Force Update** – Kevin Nupnau reported a skate park survey was sent out and received 495 responses. Next step is a public webinar on February 3 to share the survey results.
  - iii. Sport Facility Task Force Update** – Kevin Nupnau advised CSL is putting together a feasibility study. Stakeholder meeting and user group meetings were held locally. The first report will be given to the Mayor and City Leadership on February 12.
- B. Trail Yard MOU Consideration of Proposal** – Director Seibert advised Tim Warner has been asked to sit in on future negotiations with this project. Progress is being made; however, the MOU is not completed yet.
- C. Central Park Plaza Signage Language - Approval** – Director Seibert advised the CPP sign language continues to be worked on by Attorney Brad Koeppen and staff.

### **NEW BUSINESS:**

- A. Additional Appropriation – Impact Fees for Dog Park Completion** – Dan McGuire requested an additional appropriation in the amount of \$94,000 from Impact Fees for the completion of the Dog Park.

Motion: Kevin Cornett made a motion to appropriate \$94,000 from Impact Fees to the Dog Park Project as requested. Martin Sonnenberg seconded the motion. A voice vote was taken and unanimously carried.

- B. Additional Appropriation - \$250,000 from General Fund for Capital Improvements** – Director Seibert requested an additional appropriation in the amount of \$250,000 for Capital Improvements. Dan McGuire reported the department needs six (6) new vehicles. Four (4) quotes were received. Paul Sur was the lowest on all the bids for all the vehicles and matching our specifications. The total amount is \$190,767. Kevin Nupnau reported three (3) quotes were received for financing. The lowest

financing rate was 2.85% from Centier Bank for 3 years, bank qualified, tax exempt fixed rate. The department requests approval to purchase six (6) vehicles in the amount of \$190,767 using Centier Bank for financing at a rate of 2.85%.

Motion: Martin Sonnenberg made a motion to approve the purchase of six (6) vehicles in the amount of \$190,767 using Centier Bank for financing at a rate of 2.85%. Kay Magnetti seconded the motion. A voice vote was taken and unanimously carried. Tim Warner recused from voting.

Motion: Martin Sonnenberg made a motion to favorably recommend to City Council an additional appropriation of \$250,000 from the General Fund for Capital Improvements. Kevin Cornett seconded the motion. A voice vote was taken and unanimously carried.

- C. 2021 Golf Pro (Nancy Bender) Contract Renewal** – Kevin Nuppnau presented the Members with the 2021 Golf Pro contract noting there were only small changes from the previous contract.

Motion: Martin Sonnenberg made a motion to approve the 2021 Golf Pro (Nancy Bender) Contract as presented. Tim Warner seconded the motion. A voice vote was taken and unanimously carried.

- D. 2021 Park Board Meeting Dates – Discussion & Approval** – Helene Pierce presented the Members with a 2021 Meeting Date schedule noting Park Board Meetings are held on the fourth (4<sup>th</sup>) Tuesday of each month except March 30 and December 14.

Motion: Kay Magnetti made a motion to approve the 2021 Park Board Meeting Date schedule as presented. Kevin Cornett seconded the motion. A voice vote was taken and unanimously carried.

**OTHER:**

None.

**ADJOURNMENT:**

There being no further business, the January 26, 2021 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