



VALPARAISO/CENTER TOWNSHIP BOARD OF PARKS & RECREATION
Regular Meeting Minutes
November 18, 2025

The regular meeting of the Valparaiso Park/Center Township Board was called to order at 6:00 p.m. on Tuesday, November 18, 2025, at the Forest Park Golf Course Welter Room. President Tim Warner presided.

Members present: Tim Warner, Kevin Cornett, Mark Hardwick, Martin Sonnenberg, Don Clark and Kay Magnetti. Also present were Park Director Kevin Nuppnau, Assistant Director Tristan Leonhard, and Administrative Assistant Tracy Betustak.

CALL TO ORDER:

The meeting was called to order. The Pledge of Allegiance was led by President Tim Warner.

MINUTES:

Motion: Mark Hardwick made a motion to approve the October 28, 2025, regular meeting minutes as presented. Don Clark seconded the motion. A voice vote was taken and unanimously carried.

PUBLIC COMMENT:

None in advance. None present.

COMMUNICATIONS:

Valpo Parks Update - Kevin Nuppnau gave the update. Several staff members attended the annual IPRA Conference last week in Muncie, Indiana. We will be debriefing about what we learned on Thursday. One of the common threads I noticed was the value of parks as an economic driver. Overall, it was a very worthwhile trip, and we thank you for allowing us to go.

We have hired Vikki Zimmerman as a full-time technical director at Memorial Opera House. She has been an employee since 2014 and has a really good background in technical sound and lighting. We are excited to have her join us full-time.

Tonight is training for the Central Park Plaza ice rink staff. We hired 50 part-time employees, which is the largest group we've hired in a long time.

Friday, we dedicated the Bender Golf Teehouse. It was a great event and we thank all the donors. We are really proud of the final product.

Valpo Parks Foundation Update - Kevin Cornett – Last Thursday, the Valpo Parks Foundation held its Strategic Planning meeting. Desila Rosetti, of Organizational Development Solutions, Inc. took us through several questions. It was a lot to think about and work on. It was really enlightening and worth the time.

Kevin gave a recap of the Veterans Day ceremony.

Lastly, Linda Eyermann is terming off the Foundation board after serving 8 years. She will continue to be involved though. She has been a great board member.

FINANCIALS:

Tristan Leonhard – One note: As we go into the final two months, December's meeting is also early. So as we go into the next park board meeting, there will be a slight change with only one payroll next

month. When we do January's meeting, there will be three payrolls. As of October 31, 2025, the General Fund balance stood at \$598,206, the NRO stood at \$722,016, for a total of \$1,320,223. Looking at the Department Financial Overview, the General Fund Appropriations, everything month over month stayed fairly static.

Looking at the Fund Report, it's fairly static from an expense and revenue standpoint.

The NRO Comparison report. We received the final \$5,000 in revenue from Discovery Day Camp. That finally actualized, which brought it up to par with 2024. Also, at Central Park Plaza, it looks like from a total revenue standpoint, that we are much further behind than last year. In 2024, CPP actually brought in about \$249,000 just in sponsorships. That's why that number looks off. When you remove that amount, it pretty much looks the same, year over year.

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

CLAIMS: Tim Warner advised that claims documents were provided to members in advance of tonight's meeting. Martin Sonnenberg asked Tristan to explain the Memorial Opera House stipends. Tristan explained that Scot MacDonald sets the stipends show by show for the year and then Tristan, Kevin Nuppenau and Dan McGuire review them. Stipends are for everyone involved in the program, from the director to the costume shop.

Motion: Martin Sonnenberg made a motion to approve all presented monthly claims subject to appropriations balances. Mark Hardwick seconded the motion. A voice vote was taken and unanimously carried.

DIVISION REPORT:

The Division Report was provided to the Members in advance of tonight's meeting for their review. Tristan and Kevin Cornett talked about the Moonlight Kayaking event in October. There were no questions.

BOARD ACTION:

Golf Debt Reserve Transfer – Tristan delivered a request to approve a \$110,000 transfer from our Golf Debt Reserve to our Golf Service Account. This is to pay for our 2nd of two bills during the year for our Creekside Bond Debt Service. On our Fund Report, the Reserve Account stands at about \$1.1 million.

Motion: Mark Hardwick made a motion to approve the Golf Debt Reserve transfer of \$110,000 to the Golf Service Account. Kay Magnetti seconded the motion. A voice vote was taken and unanimously carried.

NRO Transfer to General Fund – Tristan asked for approval of the final projected transfer for the year from the NRO to the General Fund of \$400,000.

Motion: Kay Magnetti made a motion to approve the \$400,000 transfer from NRO to General Fund. Martin Sonnenberg seconded the motion. A voice vote was taken and unanimously carried.

NRO Budgets – Tristan Leonhard is asking for approval to pass an appropriation for all of our NRO accounts of \$2,657,301.

Motion: Mark Hardwick made a motion to approve the appropriation of \$2,657,301 to the NRO accounts. Kevin Cornett seconded the motion. A voice vote was taken and unanimously carried.

Winter Decoration Contract – Tristan Leonhard presented the Winter Decoration contract. A few months back, we issued an RFP for the entire downtown decorations with the city and ourselves. We received three responses. The city has moved forward with Lakeshore Landscaping. The City has accepted the contract and moved forward with the Board of Works. On the Parks end, which is Central Park Plaza, we have decided to contract with Lakeshore Landscaping for the lighting portion of the decorations. We will be decorating the flowerpots with our Horticulture team. We will be able to use the centerpieces for 2 years and then plant them in parks after that. We are looking for approval of the contract with Lakeshore Landscaping for the light portion. It is \$58,155.99. This is a 3-year deal, with an escalator.

Motion: Martin Sonnenberg made a motion to approve the Lakeshore Landscaping contract as presented. Mark Hardwick seconded the motion. A voice vote was taken and unanimously carried.

2026 Meeting Dates – Kevin Nuppnau – We ask for approval of the 2026 Valpo Park Board meeting dates.

Motion: Martin Sonnenberg made a motion to approve the 2026 meeting schedule. Kay Magnetti seconded the motion. A voice vote was taken and unanimously carried.

OPEN TOPICS:

Banta Center Update – Kevin Nuppnau – Monday the 24th, will be the first reading at City Council for the rezone of the Banta Center. We also have to get the property replatted and alley vacated. We've got about 10 more meetings to attend to get it all approved. Some of them may be suspended if a second reading is waived. We have redlined the first draft of the contract with the Welters. After we review it internally, we'll send it to the Welters and their attorney.

rePLAY Project Update – Kevin Nuppnau gave an update on current park projects. We sent out a nice email on Friday that outlined what's left this year to still accomplish.

- Kirchhoff Park – In the next two weeks, you'll see shelters and the playground. In early December the bathroom building will be installed. The weather may hold things up depending on how wet and/or cold it gets. We are on track to finish the structures by early December. By early January, we would consider the park to be open, and then have to come back in the spring to do restoration and seeding of the grass. Tomorrow, shade structures are being installed at three of our parks. We will be signing the P.O. for the lights at Fairgrounds ballfields, the Skatepark, and the ballfield lights at Kirchhoff Park are getting new LED sports lighting and will be on controls we can operate remotely. They will be better for our neighbors as well.

Valpo REC Update - Kevin Nuppnau – We sent our redline contract to Tonn & Blank today. After they review, we'll seek approval next Wednesday. We are excited to keep moving that project forward. We are beginning to outline the public input plan so we can release it as soon as possible. Kevin Cornett asked if we'll need to get the property rezoned. Kevin Nuppnau said he would seek the answer.

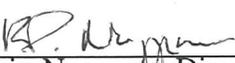
ADJOURNMENT:

There being no further business, the November 18, 2025, Park Board meeting adjourned at 6:45 p.m.



Tim Warner, President

ATTEST:



Kevin Nuppnau, Director