

VALPARAISO/CENTER TOWNSHIP BOARD OF PARKS & RECREATION
Regular Meeting Minutes
January 28, 2020

The regular meeting of the Valparaiso Park/Center Township Board was called to order at 7:00 p.m. on Tuesday, January 28, 2020 in the Forest Park Golf Course Welter Room. President Christa Emerson presided.

Members present were: Kevin Cornett, President Christa Emerson, Mark Hardwick, Kay Magnetti, and Tim Warner. Also present were Park Director John Seibert, Director of Business Operations Kevin Nuppnau, Recreation Superintendent Tarrance Price, Facility Manager Dan McGuire, Golf Course/Ice Rink Operations Director Beth Bowker, Development Director Lisa Kusbel, Executive Assistant Helene Pierce, Attorney Brad Koeppen, Councilman Casey Schmidt, Mr. Doug Dolan, and citizens.

MINUTES:

Motion: Mark Hardwick made a motion to approve the December 17, 2019 regular meeting minutes as submitted. Kevin Cornett seconded the motion. A voice vote was taken and unanimously carried.

Motion: Kay Magnetti made a motion to approve the January 14, 2020 special meeting minutes as submitted. Tim Warner seconded the motion. A voice vote was taken and unanimously carried.

COMMUNICATIONS:

Board Reappointment – Director Seibert announced that Mayor Murphy is reappointing Mark Hardwick for a second term.

Celebrating 75 Years – Kevin Nuppnau announced that the Valpo Parks Foundation's Party in the Park this year will focus on the Park Board celebrating 75 years. Party in the Park will take place on Friday, June 12, 2020. In addition, the Park Department will be featuring a number of social media posts, memories, etc. throughout the decades. The department has also launched a Celebrating 75 Years logo that will be used throughout 2020.

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, 2019 is \$2,178,478 versus \$2,345,3798 in 2018. 2% of the General Fund's total appropriation remains for 2019 versus 8% in 2018. Kevin Nuppnau review the appropriations noting the largest changes being in Capital Outlays and Personnel. There one addition to the Capital Improvements list leaving the Cash Reserve balance at \$19,515.

Director Seibert reviewed the Fund Report noting fund balances as of January 28, 2020 of \$1,189,563 in the Park and Rec General fund and \$595,910 in the NRO fund, and a total of all funds at \$2,775,558. January is a high expense month for the department due to paying the full annual insurance premiums at one time. 2020 will be an important recovery year for the NRO cash balance. Currently the Park Impact Fee line item reflects a balance of \$190,310. We will be coming to you in the future to request an appropriation from this fund to use for Dog Park construction purposes.

Tarrance Price reviewed the NRO accounts noting year to date revenue for recreation and facilities of \$2,375,806. This was another record year for the department. Golf also had a good jump in revenue, and we plan to continue that momentum.

Motion: Mark Hardwick made a motion to approve the financials as presented. Kevin Cornett 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: Tim Warner made a motion to approve the monthly claims subject to appropriation balances. Kay Magnetti seconded the motion. A voice vote was taken and unanimously carried.

DIVISION REPORTS:

The Division Report was presented to the Members in their meeting packet. Recreation Staff members reviewed the report with the Members.

OLD BUSINESS:

A. Clifford Property/Dog Park Update – Dan McGuire presented construction photos, dog park rules, registration process, registration form, waiver of liability, and membership fee documents. Based on membership fee comparisons from throughout the State of Indiana, staff is recommending an introductory annual fee of \$20 per dog and raising it to \$40 at a later date once the park is more complete and the amenities are installed. Staff anticipates 250-300 dog memberships with a capacity of 40. Memberships require immunization records and a signed waiver. The waiver is being review by Attorney Koeppen before it will be distributed. Discussion took place regarding fees.

Motion: Tim Warner made a motion to accept the fees as presented including Center Township residents and a \$15 increase to those residing outside Center Township (introductory rate of \$20/\$35 annually per dog) until the fees are revisited no later than the end of 2020. Mark Hardwick seconded the motion. A voice vote was taken and unanimously carried.

B. Verizon Cell Tower Update – Director Seibert advised Attorney Koeppen has been working with Mr. Doug Dolan on the specifications of the rental agreement for the Verizon tower. The rent for the tower will be \$1,500 per month for one tenant plus \$500 for each additional tenant. The rental fees will increase every five (5) years. The specifications have been agreed upon with Mr. Dolan and we are ready to move forward.

Q: How many tenants total may there be?

A: Four (4)

Q: How long is the contract?

A: 30 years.

Motion: Tim Warner made a motion to approve the Verizon Cell Tower specifications and agreement as presented by Attorney Koeppen, noting such will be amended as the Park Board and ark Department as the Lessee. Mark Hardwick seconded the motion. A voice vote was taken and unanimously carried.

C. Master Plan Consultant Contract - Approval – Director Seibert advised, based on the most recent responses to clarifying questions, Administration input, and references, staff recommends GreenPlay LLC as the 2020 Master Plan Consultant. Board members noted GreenPlay had a consistent proposal, was within budget, clarity of responses and scored well on the input sheets from the consultant interviews.

Motion: Mark Hardwick made a motion to approve GreenPlay LCC and partnering organizations as the 2020 Master Plan Consultant in support of staff and city administration recommendations. Kevin Cornett seconded the motion. A voice vote was taken and unanimously carried.

NEW BUSINESS:

- A. 2020 Park Board Election of Officers and Appointments** – Director Seibert advised Members received a copy of proposed slate prior to the meeting and requests approval thereof. The slate is as follows: Christa Emerson, President; Mark Hardwick, Vice-President, Christa Emerson and Tim Warner, Appointments to the Park Foundation, Tim Warner, Appointment to the Plan Commission.

Motion: Kevin Cornett made a motion to approve the 2020 Slate of Officer and Appointments as presented. Kay Magnetti seconded the motion. A voice vote was taken and unanimously carried.

- B. 2020 Park Board Meeting Dates** – Helene Pierce advised Board meetings are scheduled on the fourth Tuesday of each month. Exceptions in 2020 for consideration are March and December due to conflicts with Spring Break from Valparaiso Community Schools and the Christmas holiday.

Motion: Mark Hardwick made a motion to approve the 2020 meeting dates as scheduled on the fourth Tuesday of each month with the exception of March and December that will be held one week earlier on the third Tuesday of those months. Kay Magnetti seconded the motion. A voice vote was taken and unanimously carried.

Tim Warner requested that the Board consider changing the starting time of the monthly meeting to 6:00 p.m. instead of 7:00 p.m. Director Seibert advised the conflict he had with the time change prior to tonight no longer exists.

Motion: Tim Warner made a motion to change the start time of the monthly Park Board meeting to 6:00 p.m. Mark Hardwick seconded the motion. A voice vote was taken and unanimously carried.

- C. 2020 Contracts – Development Director Lisa Kusbel and Golf Pro Nancy Bender** – Director Seibert advised Lisa Kusbel’s Development Director contract is the same as 2019 and will go before the Park Foundation Board as well because the salary is divided between the Foundation and the Department.

Motion: Mark Hardwick made a motion to approve the 2020 Development Director Lisa Kusbel contract as presented. Tim Warner seconded the motion. A voice vote was taken and unanimously carried.

Kevin Nupnau reported that Nancy Bender’s Golf Pro contact is also the same as 2019 and requests approval.

Motion: Mark Hardwick made a motion to approve the 2020 Golf Pro Nancy Bender contract as presented. Kay Magnetti seconded the motion. A voice vote was taken and unanimously carried.

- D. Impact Fee Appropriation – Dog Park** – Director Seibert requested a \$30,000 appropriation from the Impact Fee line item for Phase II of the dog park.


Motion: Tim Warner made a motion to approve an appropriation in the amount of \$30,000 from the Impact Fee line item to be used for Phase II of the dog park as requested. Kevin Cornett seconded the motion. A voice vote was taken and unanimously carried.

- E. Resolution Accepting Transfer of Clifford Property from City – Approval** – Attorney Brad Koeppen presented. It came to the attention of City Leadership that the Clifford Property had not officially been transferred to the Park Department via resolution and deed. Therefore, the City Board of Works approved the resolution and deed of transfer earlier today. Attorney Koeppen requests the Park Board accept the transfer resolution.

Motion: Tim Warner made a motion to accept the transfer of the Clifford Property from the City as advised by Attorney Koeppen. Mark Hardwick seconded the motion. A voice vote was taken and unanimously carried.

ADJOURNMENT:

There being no further business, the January 28, 2020 Park Board meeting adjourned at 8:30 p.m.



Christa Emerson, President

ATTEST:



John Seibert, Executive Secretary