

**TOWN OF
DANVILLE**
PARKS & RECREATION

PARK BOARD AGENDA

Wednesday, February 22, 2023

@ 6:00pm in Danville Town Hall

- I. Call Meeting to order
- II. Pledge of Allegiance
- III. Determination of Quorum
- IV. Consideration of Minutes
- V. New Business
 1. Welcome Youth Leagues
 2. Priority Projects suggestions
 3. Water Plant Update
 4. Hiring – Intern, FT Maintenance
- VI. Old Business
 1. Restrooms – Waiting on Sinks
 2. Bollards and Crosswalks – Slowly installing
 3. Rec Update – Euchre, Bracket Challenge, Paddy on the Square
 4. Football Tower – Update
 5. DAC Update – Silver Sneakers
- VII. Financials YTD
- VIII. Motion to adjourn

Attachments – Minutes, Financials


**TOWN OF
DANVILLE**
PARKS & RECREATION
Park Board Meeting Minutes
Wednesday 1/25/23

Attendance

Park Board Members Present: Bill Sutton, Jim Percy, David Glover, Peter Trybula, Tim McRoberts

Staff Present: Will Lacey, Eric Lobosky, Madison Henderson

Town Council Liaison: Greg Irby

Park Board Members & Staff Absent:

Public: None

Open Meeting

Bill Sutton called the Park Board meeting to order at 6:05pm.

Pledge of Allegiance

Determination of Quorum

A quorum is present.

Consideration of Minutes

A motion to accept the December 28, 2022, Park Board Meeting Minutes by Jim Percy, 2nd by David Glover. Motion passes 5-0.

New Business

1. New Board Members-Welcome to Peter Trybula and Tim McRoberts as new Park Board Members, as well as Greg Irby as our new Town Council Liaison.
2. Elections- A motion for the nomination of Bill Sutton for Park Board President by David Glover, 2nd by Jim Percy. Motion passes 5-0.
A motion for the nomination of David Glover for Park Board Vice President by Jim Percy, 2nd by David Glover. Motion passes 5-0.
A motion for the nomination of Jim Percy for Park Board Secretary by David Glover, 2nd by Jim Percy. Motion passes 5-0.
3. Meeting Dates-Bill Sutton suggested to cancel the Park Board Meeting scheduled for November 22nd, 2023, on the upcoming 2023 Park Board Meeting list due to surrounding holidays and the other Board Members agreed. The November 22nd Park Board Meeting will be removed from the calendar.
4. Winterland Summary- Will Lacey stated that it seemed to be a good year for Winterland overall but is still waiting on the final budget numbers from the Chamber.
5. League Contracts-Will Lacey submitted the League Contracts, which includes Danville Little League Baseball, Danville Jr League Football, Pee Wee Little for the Park Board to review. Will Lacey stated that the leagues will be invited to next Park Board Meeting to give a summary for 2022.

6. Program Room Updates- Will Lacey stated that the staff has been organizing some of the additional rooms on the second floor of the West End of Town Hall so that they may be used for future programming, rentals, and meetings.
7. Priority Projects Lists-Will Lacey stated that he included the priorities project list from 2022 in this meetings packet and would like to have each board member review it and add any suggestions that would like to add to 2023 List. David Glover stated that the remodel of the DAC bathrooms are very important and need to be done. Will Lacey stated that the department was hoping to receive the ARP money for the 200K of lost revenue during Covid to fund that project but does not see that happening. Will Lacey noted that this list is a yearly road map for projects that will help increase the longevity and standards for our Parks Department.
8. Hiring-Will Lacey stated that we started the hiring process for a third maintenance staff. Interviews will start this week and look to have someone hired by mid to late February. Jim Percy inquired about the specific background that the department is looking for. Will Lacey stated that we are looking to have this person over the pump house for aquatics and maintaining the ball fields.

Old Business

1. Restrooms- Still waiting on sinks to be delivered.
2. Bollards and Crosswalks- Slowly installing as weather allows.
3. Rec Update-Upcoming programs include Weight loss, Dodgeball, Euchre League, Wreath Making Class & DAC Days.
4. Football Tower- Dates continue to move due to weather & availability. We have concerns with the area being overhauled by The Water Department but working with them and leagues to minimize the inconveniences.
5. DAC Update- Meeting this week to start the process of getting Silver Sneaker included for the DAC.

Reports

- A. YTD Financial Report- Profit & Loss statements have been reviewed by Park Board with no questions.

Public Comment:

None

Adjournment

A motion was placed on the floor for adjournment by Jim Percy, 2nd by Peter Trybula. Motion passes 5-0.

After no further business, meeting was adjourned at 6:35 pm

The next board meeting will be 6:00pm on Wednesday, Feb. 22nd, 2023, located at 49 N. Wayne St., Danville, IN 46122

Park Staff to Do:

DANVILLE PARKS PRIORITY PROJECTS LIST 2022

Rank	Project	Description	Timeline	Funding Est	Completion Date
	DAC Upgrades	Locker Rooms	2021	\$ 60,000.00	In Progress
	Complete trail loop	Loop trail system around Ellis Park	2020	\$ 125,000.00	Complete
	Walkable Community Committee	Build list prioritizing connectivity through trails & sidewalks.	2020	\$ -	Complete
1	Train Station Upgrade	Paint, RR Upgrades, Kitchen and Cork Trim	2021	\$ 15,000.00	In Progress
3	Finish Gary Eakin Community Park	Landscape Eakin Park, Drain Covers, Connection Trail	2021	\$ 40,000.00	In Progress
4	Bosstick	Awning	2021	\$ 13,000.00	In Progress
6	Parking	Paint parking lines and Crosswalks	2021	\$ 5,000.00	In Progress
9	Blanton House	Gutters, Landscaping, Tent Top	2021	\$ 25,000.00	In Progress
10	Finish Jack Willard Community Park	Shade structure.	2021	\$ 20,000.00	
12	Trash	Fenced area to hide trash dumpsters/Trash Cans	2021	\$ 2,000.00	
13	Barriers	6x6 Barriers Around the Park	2021	\$ 5,000.00	
14	Football	Build Tower	2021	\$ 149,999.00	
15	Baseball Move	Reorganize fields.	2021	\$ 75,000.00	
17	Shelters	Paint, Roof on SH1 Gazebo, 12 picnic tables, add lights sh1	2021	\$ 2,500.00	
18	Playscape	Slide upgrades	2021	\$ 10,000.00	
24	Update Playscape Phase 1	Redo and enhance Playscape features.	2022	\$ 100,000.00	
25	Maintenance Staff Member	Help with the growing demand of fixes needed at the park.	2023	\$ 70,000.00	
26	Vehicle	Trade in and rotate vehicles	2022	\$ 45,000.00	
27	Bridge Fix	Work on swinging bridge remodel	2022	\$ 7,500.00	
28	Basketball Court Move	Move Bball courts to go North to South	2022	\$ 10,000.00	
29	DAC	Change entry, move in upstairs and blowout wall	2022	\$ 25,000.00	
30	BW Woods	Bridge to Tomahawk in BW.	2022	\$ 5,000.00	
31	GFAC Pool House Upgrade	Internal	2023	\$ 75,000.00	
32	Parking	Tennis Court area	2023	\$ 90,000.00	
33	Eakin Park	Shelters	2023	\$ 60,000.00	
34	Eakin Park	Playground	2023	\$ 150,000.00	
35	Full Day Summer Camp	Full Day summer camp (Summer/Spring/Fall)	2023	\$ 68,000.00	
36	Dog Park	Miles Property	2024	\$ 150,000.00	
37	Full Time Maintenance Manager	Oversee maintenance day to day operations.	2025	\$ 90,000.00	
38	Twin Bridges	Take over Waste Management Rec Areas	2025	\$ 25,000.00	
39	Indoor Rec Facility Bball/Pool	Explore Possibilities	2025	\$ 2,000,000.00	
40	Eakin Park	Mini Trainstation	2026	\$ 300,000.00	
41	Maintenance Garage	Add 3 bay garage to back barn	2024	\$ 30,000.00	

TOWN OF DANVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

204-PARKS AND RECREATION FUND
FINANCIAL SUMMARY

08.33% OF YEAR COMP.

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>252,220.00</u>	<u>10,156.90</u>	<u>10,156.90</u>	<u>4.03</u>	<u>242,063.10</u>
TOTAL REVENUES	<u>252,220.00</u>	<u>10,156.90</u>	<u>10,156.90</u>	<u>4.03</u>	<u>242,063.10</u>
<u>EXPENDITURE SUMMARY</u>					
PARKS DEPARTMENT	182,772.00	1,130.56	1,130.56	0.62	181,641.44
POOL	<u>129,120.00</u>	<u>15,488.98</u>	<u>15,488.98</u>	<u>12.00</u>	<u>113,631.02</u>
TOTAL EXPENDITURES	<u>311,892.00</u>	<u>16,619.54</u>	<u>16,619.54</u>	<u>5.33</u>	<u>295,272.46</u>
REVENUES OVER/(UNDER) EXPENDITURES	(59,672.00)	(6,462.64)	(6,462.64)		(53,209.36)

TOWN OF DANVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

204-PARKS AND RECREATION FUND

08.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	M-T-D REVENUE	Y-T-D REVENUE	% OF BUDGET	BUDGET BALANCE
204-4-0200 PARK & REC GEN PROPERTY TAX	63,000.00	0.00	0.00	0.00	63,000.00
204-4-0201 PARK & REC FIT	600.00	0.00	0.00	0.00	600.00
204-4-0202 PARK & REC EXCISE TAX	4,500.00	0.00	0.00	0.00	4,500.00
204-4-0205 PARK & REC CVET	120.00	0.00	0.00	0.00	120.00
204-4-2721 MISC REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
204-4-5205 CONCESSION STAND (Drawer 2)	27,000.00	0.00	0.00	0.00	27,000.00
204-4-5206 POOL RECEIPTS (Drawer 1)	120,000.00	4,439.00	4,439.00	3.70	115,561.00
204-4-6200 RENTAL FACILITIES	25,000.00	4,950.00	4,950.00	19.80	20,050.00
204-4-7000 SALES TAX - RENTALS	12,000.00	767.90	767.90	6.40	11,232.10
TOTAL REVENUES	252,220.00	10,156.90	10,156.90	4.03	242,063.10

TOWN OF DANVILLE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JANUARY 31ST, 2023

204-PARKS AND RECREATION FUND
 PARKS DEPARTMENT

08.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	M-T-D EXPENSE	Y-T-D EXPENSE	% OF BUDGET	BUDGET BALANCE
204-542-100 SALARY/WAGES - REG	0.00	0.00	0.00	0.00	0.00
204-542-150 SALARY/WAGES - OVERTIME	11,250.00	0.00	0.00	0.00	11,250.00
204-542-170 OASI PY EXPENSES	5,288.00	0.00	0.00	0.00	5,288.00
204-542-175 SALARY/WAGES - PT/SEASONAL	57,854.00	0.00	0.00	0.00	57,854.00
204-542-210 OFFICE SUPPLIES	750.00	0.00	0.00	0.00	750.00
204-542-263 EQUIP MAINT SUPPLIES	25,000.00	337.38	337.38	1.35	24,662.62
204-542-420 NEW EQUIPMENT	72,000.00	0.00	0.00	0.00	72,000.00
204-542-950 SALES TAX - RENTAL PROPERTY	9,130.00	393.18	393.18	4.31	8,736.82
204-542-960 RENTAL PROPERTY REFUNDS	1,500.00	400.00	400.00	26.67	1,100.00
TOTAL PARKS DEPARTMENT	182,772.00	1,130.56	1,130.56	0.62	181,641.44

TOWN OF DANVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

204-PARKS AND RECREATION FUND
POOL

08.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	M-T-D EXPENSE	Y-T-D EXPENSE	% OF BUDGET	BUDGET BALANCE
204-544-170 OASI PY EXPENSES	6,120.00	0.00	0.00	0.00	6,120.00
204-544-175 SALARY/WAGES - SEASONAL	80,000.00	0.00	0.00	0.00	80,000.00
204-544-260 SUPPLIES	25,000.00	15,288.98	15,288.98	61.16	9,711.02
204-544-262 CONCESSION SUPPLIES	18,000.00	200.00	200.00	1.11	17,800.00
204-544-263 SALES & FOOD/BEV TAX	0.00	0.00	0.00	0.00	0.00
204-544-420 NEW EQUIPMENT	0.00	0.00	0.00	0.00	0.00
204-544-70 OASI PY EXPENSES	0.00	0.00	0.00	0.00	0.00
TOTAL POOL	129,120.00	15,488.98	15,488.98	12.00	113,631.02
TOTAL EXPENDITURES	311,892.00	16,619.54	16,619.54	5.33	295,272.46
REVENUES OVER/(UNDER) EXPENDITURES	(59,672.00)	(6,462.64)	(6,462.64)		(53,209.36)

*** END OF REPORT ***

TOWN OF DANVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

306-PARK NON-REVERTING FUND
FINANCIAL SUMMARY

08.33% OF YEAR COMP.

	CURRENT BUDGET	M-T-D REV/EXP	Y-T-D REV/EXP	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>445,000.00</u>	<u>42,849.00</u>	<u>42,849.00</u>	<u>9.63</u>	<u>402,151.00</u>
TOTAL REVENUES	<u>445,000.00</u>	<u>42,849.00</u>	<u>42,849.00</u>	<u>9.63</u>	<u>402,151.00</u>
<u>EXPENDITURE SUMMARY</u>					
PARK NON-REVERTING	<u>468,539.00</u>	<u>22,122.72</u>	<u>22,122.72</u>	<u>4.72</u>	<u>446,416.28</u>
TOTAL EXPENDITURES	<u>468,539.00</u>	<u>22,122.72</u>	<u>22,122.72</u>	<u>4.72</u>	<u>446,416.28</u>
REVENUES OVER/ (UNDER) EXPENDITURES	(23,539.00)	20,726.28	20,726.28		(44,265.28)

TOWN OF DANVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

306-PARK NON-REVERTING FUND

08.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	M-T-D REVENUE	Y-T-D REVENUE	% OF BUDGET	BUDGET BALANCE
306-4-250 FITNESS CENTER - INCOME	225,000.00	25,053.00	25,053.00	11.13	199,947.00
306-4-2721 MISC REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
306-4-3472 PARK IMPACT FEES	70,000.00	12,287.00	12,287.00	17.55	57,713.00
306-4-421 BLANTON HOUSE RENTAL INCOME	60,000.00	2,450.00	2,450.00	4.08	57,550.00
306-4-521 RECREATION PROGRAM INCOME	45,000.00	3,059.00	3,059.00	6.80	41,941.00
306-4-5300 EXPIRED WARRANTS	0.00	0.00	0.00	0.00	0.00
306-4-600 WINTERLAND REVENUE	45,000.00	0.00	0.00	0.00	45,000.00
306-4-621 MISC INCOME	0.00	0.00	0.00	0.00	0.00
306-4-7000 SALES TAX - RENTAL	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	445,000.00	42,849.00	42,849.00	9.63	402,151.00

TOWN OF DANVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

306-PARK NON-REVERTING FUND
PARK NON-REVERTING

08.33% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	M-T-D EXPENSE	Y-T-D EXPENSE	% OF BUDGET	BUDGET BALANCE
306-500-100 SALARY/WAGES	136,840.00	6,347.26	6,347.26	4.64	130,492.74
306-500-170 OASI - MED/SS	10,470.00	458.70	458.70	4.38	10,011.30
306-500-180 INSURANCE - EMPLOYEE HEALTH	11,609.00	1,958.46	1,958.46	16.87	9,650.54
306-500-181 PERF	7,120.00	681.19	681.19	9.57	6,438.81
306-500-190 TRAINING	7,500.00	0.00	0.00	0.00	7,500.00
306-500-200 MARKETING PROMOTION FUND	0.00	0.00	0.00	0.00	0.00
306-500-250 FITNESS CENTER - EXPENSES	100,000.00	6,121.81	6,121.81	6.12	93,878.19
306-500-300 SPORTS PROGRAM EXP	0.00	0.00	0.00	0.00	0.00
306-500-340 PARK IMPACT FEE EXPENSE	50,000.00	0.00	0.00	0.00	50,000.00
306-500-400 VENDING MACHINE EXP	0.00	0.00	0.00	0.00	0.00
306-500-421 BLANTON HOUSE EXPENDITURES	35,000.00	5,653.45	5,653.45	16.15	29,346.55
306-500-521 RECREATION PROGRAM EXP	20,000.00	49.30	49.30	0.25	19,950.70
306-500-621 PARK EXPENSE	50,000.00	852.55	852.55	1.71	49,147.45
306-500-700 WINTERLAND	40,000.00	0.00	0.00	0.00	40,000.00
306-500-9000 SALES TAX - BH RENTAL	0.00	0.00	0.00	0.00	0.00
306-500-931 MISC EXPENSE	0.00	0.00	0.00	0.00	0.00
TOTAL PARK NON-REVERTING	468,539.00	22,122.72	22,122.72	4.72	446,416.28
TOTAL EXPENDITURES	468,539.00	22,122.72	22,122.72	4.72	446,416.28
REVENUES OVER/(UNDER) EXPENDITURES	(23,539.00)	20,726.28	20,726.28	(44,265.28)	

*** END OF REPORT ***