

**TOWN OF
DANVILLE**
PARKS & RECREATION

PARK BOARD AGENDA

Wednesday, July 26, 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. New Hire
 - 2. Scoreboard Install
 - 3. Budget
 - 4. Football Plan this season
 - 5. Baseball

- VI. Old Business
 - 1. Rec Update – Summer Park Program Complete, Swim Lessons Complete, Evenings in Ellis, Fun Fridays, Wacky Wednesdays, Family Campout, Disc Golf Clinic, Pickleball Clinic
 - 2. Football Tower – Doors, Windows, Scoreboard, Garage doors, fields
 - 3. GFAC Update – YTD, Sand Filters are fixed, Splash pad pump and fill issues.
 - 4. DAC Update – Silver Sneakers, Touch ups

- VII. Financials YTD
- VIII. Motion to adjourn

Attachments – Minutes, Financials


**TOWN OF
DANVILLE**
PARKS & RECREATION
Park Board Meeting Minutes
Wednesday 6/28/23

Attendance

Park Board Members Present: David Glover (Virtual), Tim McRoberts, Peter Trybula, Bill Sutton, Jim Percy
Staff Present: Will Lacey, Eric Lobosky
Town Council Liaison:
Park Board Members & Staff Absent: Greg Irby
Public: None

Open Meeting

Bill Sutton called the Park Board meeting to order at 6:02pm.

Pledge of Allegiance

Determination of Quorum

A quorum is present.

Consideration of Minutes

A motion to accept the May 24, 2023, Park Board Meeting Minutes by Tim McRoberts, 2nd by Peter Trybula. Motion passes 4-0.

New Business

1. Crosswalks & Bollards-Will Lacey stated that we are close to getting all of these installed except for a couple in North Park due to the construction.
2. Awning-Will Lacey stated that we still have a seam that needs to be sealed, but once that is done the project will be complete.
3. Playscape-Will Lacey stated that Eric Lobosky has been working on this project. Working on some repairs and updates while researching several options to do some major overhaul due to it coming to the end of its lifespan.
4. Budget-Will Lacey noted that he does not have any new updates at this time. Will Lacey stated that he will be presenting his budget to the council next week. Peter Trybula asked if that submission would have any capital funds included? Will Lacey responded, yes, it will have capital and host funds in it. Will Lacey also noted that he will need to request more funds due to increase on pool chemical cost and repairs. Peter Trybula asked if there are any funds to purchase land? Will Lacey responded that we do have the Impact Fees and Food & Beverage Tax funds accruing to use for future land purchases. Peter Trybula asked if we have plans for ballfields? Will Lacey stated that he is looking to sit down with them and discuss the future. Peter Trybula asked about the waste management land and conservation club. Will Lacey stated he would make a map of the WM land that we would be taking over.

5. Hiring- Will Lacey stated that we had a lot of “no shows” but think we may have found a candidate. Will Lacey also noted that the issue of pay for PT staff will need to be addressed in the upcoming year. Will Lacey stated that our low wages make it more difficult to find, hire and retain great staff.
6. Priority Projects-Will Lacey stated that he included the priority projects list and rearranged those to what was previously discussed.

Old Business

1. Rec Update-Summer Park Program, Swim Lessons, Evenings in Ellis, Fun Fridays, Wacky Wednesday, Pickleball clinic.
2. Football Tower- Rock pick up party on the new fields, still need to finish the doors & windows.
3. GFAC Update- Sand filters are fixed; chemicals have been good.
4. DAC Update- Nate Phipps is still working on finalizing the “Silver Sneakers” program. Working on cleaning and moving equipment around.

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 Pearcy, 2nd by Peter Trybula. Motion passes 4-0.

After no further business, meeting was adjourned at 6:41pm

The next board meeting will be 6pm on Wednesday, July 26th, 2023, located at 49 N. Wayne St., Danville, IN 46122

TITLE	NAME	SIGNATURE	DATE

Parks Budget Request 2024

Town of Danville, IN



		Original Total Budget 2023	Requested Budget 2024	Budget Percentage Change	Why
RECREATION FUND					
Revenue					
2204-4-31100	PARK & REC GEN PROPERTY TAX	333,156.20	333,156.20	0.00%	
2204-4-33501	PARK & REC FIT	3504.62	3504.62	0.00%	
2204-4-33560	PARK & REC EXCISE TAX	23,879.43	23,879.43	0.00%	
2204-4-34711	POOL RECEIPTS (Drawer 1)	120,000.00	120,000.00	0.00%	
2204-4-34713	CONCESSION STAND (Drawer 2)	27,000.00	27,000.00	0.00%	
2204-4-36217	RENTAL FACILITIES	25,000.00	25,000.00	0.00%	
2204-4-36235	PARK & REC CVET	3000.00	3000.00	0.00%	
2204-4-36250	SALES TAX - RENTALS	12,000.00	12,000.00	0.00%	
2204-4-39955	MISC REIMBURSEMENTS	2000.00	2000.00	0.00%	
	Revenue Total:	549,540.25	549,540.25	0.00%	
Expense					
2204-5-500-41330	PERF	0.00	0.00	0.00%	
2204-5-500-41331	SUPPLEMENTAL RETIREMENT	0.00	0.00	0.00%	
2204-5-500-41350	INSURANCE - EMPLOYEE BENEFITS	0.00	0.00	0.00%	
2204-5-500-70410	OASI - MEDI/SS	0.00	0.00	0.00%	
2204-5-542-41100	SALARY/WAGES - REG	373,393.00	373,393.00	0.00%	3-5%
2204-5-542-41114	SALARY/WAGES - PT/SEASONAL	57,854.00	70,000.00	20.99%	Raising \$2/hr
2204-5-542-41118	SALARY/WAGES - OVERTIME	16,250.00	16,250.00	0.00%	
2204-5-542-41330	PERF	53,022.00	53,022.00	0.00%	
2204-5-542-41331	SUPPLEMENTAL RETIREMENT	1,290.00	1,290.00	0.00%	
2204-5-542-41350	INSURANCE - EMPLOYEE BENEFITS	74,117.00	74,117.00	0.00%	
2204-5-542-42100	OFFICE SUPPLIES	750.00	750.00	0.00%	
2204-5-542-42310	EQUIP MAINT SUPPLIES	25,000.00	30,000.00	20.00%	Things are breaking
2204-5-542-42913	RENTAL PROPERTY REFUNDS	1,500.00	1,500.00	0.00%	
2204-5-542-43999	SALES TAX - RENTAL PROPERTY	10,000.00	10,000.00	0.00%	
2204-5-542-70410	OASI PY EXPENSES	34,236.00	34,236.00	0.00%	
2204-5-544-41114	SALARY/WAGES - SEASONAL	80,000.00	80,000.00	0.00%	
2204-5-544-42200	SUPPLIES	30,000.00	35,000.00	16.67%	Cost of items increasing
2204-5-544-42214	CONCESSION SUPPLIES	20,000.00	25,000.00	25.00%	Raising but should produce revenue
2204-5-544-42310	SALES & FOOD/BEV TAX	3,000.00	3,000.00	0.00%	
2204-5-544-70410	OASI PY EXPENSES	6,120.00	6,120.00	0.00%	
	Expense Total:	786,532.00	813,678.00	3.45%	
Fund: 2204 - PARKS	AND RECREATION FUND Surplus (Deficit):	-236,991.75	-264,137.75	11.45%	
Fund: 4403 - PARK NON-					
4403-4-34714	FITNESS CENTER - INCOME	225,000.00	225,000.00	0.00%	
4403-4-34715	RECREATION PROGRAM INCOME	45,000.00	45,000.00	0.00%	
4403-4-34718	WINTERLAND REVENUE	45,000.00	45,000.00	0.00%	
4403-4-34720	PARK IMPACT FEES	70,000.00	150,000.00	114.29%	Trails
4403-4-39915	BLANTON HOUSE RENTAL INCOME	60,000.00	60,000.00	0.00%	
4403-4-39953	MISC INCOME	0.00	0.00	0.00%	
	Revenue Total:	445,000.00	525,000.00	17.98%	
Expense					
4403-5-500-41100	SALARY/WAGES	65,157.00	65,157.00	0.00%	
4403-5-500-41114	SALARIES/WAGES - PART TIME	67,860.00	67,860.00	0.00%	
4403-5-500-41330	PERF	9,253.00	9,253.00	0.00%	
4403-5-500-41350	INSURANCE - EMPLOYEE HEALTH	14,690.00	14,690.00	0.00%	
4403-5-500-42225	FITNESS CENTER - EXPENSES	75,000.00	175,000.00	133.33%	Locker Room Remodel
4403-5-500-42230	RECREATION PROGRAM EXP	20,000.00	20,000.00	0.00%	
4403-5-500-42235	PARK EXPENSE	50,000.00	50,000.00	0.00%	
4403-5-500-43151	TRAINING	7,500.00	7,500.00	0.00%	
4403-5-500-43402	PARK IMPACT FEE EXPENSE	200,000.00	200,000.00	0.00%	Trail Funding
4403-5-500-43650	BLANTON HOUSE EXPENDITURES	25,000.00	25,000.00	0.00%	
4403-5-500-70410	OASI - MED/SS	10,177.00	10,177.00	0.00%	
4403-5-500-73240	WINTERLAND	45,000.00	45,000.00	0.00%	
	Expense Total:	589,637.00	689,637.00	16.96%	
Fund: 4403 - PARK NON-REVERTING FUND Surplus (Deficit):		-144,637.00	-164,637.00	13.83%	

Revenue By Period - GL Account Summary

Start Date: 1/1/2023 12:00 AM End Date: 7/24/2023 11:59 PM

Payment Methods: CA, CK, CC, EC

User(s)/Cashier(s): - All -

Regular Revenue

		DEBITS									CREDITS	
<u>**Gross</u>	<u>**Net</u>	<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH (Gross)</u>	<u>ACH (Net)</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>Refunds</u>	<u>Other</u>
204-4-5205 - Non Taxed Drawer 2 GFAC												
375.50	370.70	204.50	0.00	171.00	166.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
204-4-5205 - Taxed Drawer 2 GFAC												
24,416.75	24,123.60	13,942.50	0.00	10,474.25	10,181.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
204-4-5206 - Pool Income Drawer 1 Gate Sales/Rentals												
97,484.00	95,442.13	24,072.50	0.00	73,411.50	71,369.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00
122,276.25	119,936.43	38,219.50	0.00	84,056.75	81,716.93	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Sales Tax

Revenue By Period - GL Account Summary

Start Date: **1/1/2023 12:00 AM** End Date: **7/24/2023 11:59 PM**

Payment Methods: **CA, CK, CC, EC**

User(s)/Cashier(s): **- All -**

		DEBITS									CREDITS	
<u>**Gross</u>	<u>**Net</u>	<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH (Gross)</u>	<u>ACH (Net)</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>Refunds</u>	<u>Other</u>
SALES TAX -												
118.27	116.93	70.47	0.00	47.80	46.46	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SALES TAX - Food Tax												
2,071.56	2,046.70	1,183.21	0.00	888.35	863.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SALES TAX - State Tax												
637.00	619.48	0.00	0.00	637.00	619.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2,826.83	2,783.11	1,253.68	0.00	1,573.15	1,529.43	0.00	0.00	\$0.00	0.00	0.00	0.00	0.00

*** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value*



Budget Report Account Summary

For Fiscal: 2023 Period Ending: 07/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance (Unfavorable)	Percent Remaining
Fund: 2204 - PARKS AND RECREATION FUND							
Revenue							
2204-4-31100	PARK & REC GEN PROPERTY TAX	63000	63000	0	333156.2	270156.2	528.82
2204-4-33501	PARK & REC FIT	600	600	0	3504.62	2904.62	584.1
2204-4-33560	PARK & REC EXCISE TAX	4500	4500	0	23879.43	19379.43	530.65
2204-4-34711	POOL RECEIPTS (Drawer 1)	120000	120000	15889	91000.25	-28999.75	24.17
2204-4-34713	CONCESSION STAND (Drawer 2)	27000	27000	6148.53	22366.57	-4633.43	17.16
2204-4-36217	RENTAL FACILITIES	25000	25000	1850	20200	-4800	19.2
2204-4-36235	PARK & REC CVET	120	120	0	587.74	467.74	489.78
2204-4-36250	SALES TAX - RENTALS	12000	12000	803.51	6191.47	-5808.53	48.4
2204-4-39955	MISC REIMBURSEMENTS	0	0	0	961.88	961.88	0
	Revenue Total:	252220	252220	24691.04	501848.16	249628.16	0.989724
Expense							
2204-5-500-41330	PERF	0	0	1675.83	10055.69	-10055.69	0
2204-5-500-41331	SUPPLEMENTAL RETIREMENT	0	0	38.94	233.64	-233.64	0
2204-5-500-41350	INSURANCE - EMPLOYEE BENEFITS	0	0	5257.81	12374.82	-12374.82	0
2204-5-500-70410	OASI - MEDI/SS	0	0	1955.57	8947.45	-8947.45	0
2204-5-542-41100	SALARY/WAGES - REG	373393	373393	11780.44	70682.64	302710.36	81.07
2204-5-542-41114	SALARY/WAGES - PT/SEASONAL	57854	57854	2976.63	12640.23	45213.77	78.15
2204-5-542-41118	SALARY/WAGES - OVERTIME	16250	16250	0	0	16250	100
2204-5-542-41330	PERF	53022	53022	0	0	53022	100
2204-5-542-41331	SUPPLEMENTAL RETIREMENT	1290	1290	0	0	1290	100
2204-5-542-41350	INSURANCE - EMPLOYEE BENEFITS	74117	74117	0	0	74117	100
2204-5-542-42100	OFFICE SUPPLIES	750	750	0	166.97	583.03	77.74
2204-5-542-42310	EQUIP MAINT SUPPLIES	25000	25000	3003.36	17344.72	7655.28	30.62
2204-5-542-42913	RENTAL PROPERTY REFUNDS	1500	1500	0	1650	-150	-10
2204-5-542-43999	SALES TAX - RENTAL PROPERTY	10000	10000	0	3906.26	6093.74	60.94
2204-5-542-70410	OASI PY EXPENSES	34236	34236	0	0	34236	100
2204-5-544-41114	SALARY/WAGES - SEASONAL	80000	80000	11284.95	36072.37	43927.63	54.91
2204-5-544-42200	SUPPLIES	30000	30000	3560.56	34850.74	-4850.74	-16.17
2204-5-544-42214	CONCESSION SUPPLIES	20000	20000	3541.77	17703.81	2296.19	11.48
2204-5-544-42310	SALES & FOOD/BEV TAX	3000	3000	0	9.7	2990.3	99.68
2204-5-544-70410	OASI PY EXPENSES	6120	6120	0	0	6120	100
	Expense Total:	786532	786532	45075.86	226639.04	559892.96	0.71185
	Fund: 2204 - PARKS AND RECREATION FUND Surplus (Deficit):	-534312	-534312	-20384.82	275209.12	809521.12	1.515072
Fund: 4403 - PARK NON-REVERTING FUND							
Revenue							
4403-4-34714	FITNESS CENTER - INCOME	225000	225000	12880.5	130182.5	-94817.5	42.14
4403-4-34715	RECREATION PROGRAM INCOME	45000	45000	331.75	21760.55	-23239.45	51.64
4403-4-34718	WINTERLAND REVENUE	45000	45000	0	0	-45000	100
4403-4-34720	PARK IMPACT FEES	70000	70000	25691	235687	165687	336.7
4403-4-39915	BLANTON HOUSE RENTAL INCOME	60000	60000	1750	24050	-35950	59.92
4403-4-39953	MISC INCOME	0	0	500	2513.75	2513.75	0
	Revenue Total:	445000	445000	41153.25	414193.8	-30806.2	0.069227
Expense							
4403-5-500-41100	SALARY/WAGES	65157	65157	3710.32	48413.95	16743.05	25.7
4403-5-500-41114	SALARIES/WAGES - PART TIME	67860	67860	0	0	67860	100
4403-5-500-41330	PERF	9253	9253	339.86	4759.53	4493.47	48.56
4403-5-500-41350	INSURANCE - EMPLOYEE HEALTH	14690	14690	879.23	8588.45	6101.55	41.54
4403-5-500-42225	FITNESS CENTER - EXPENSES	75000	75000	3367.99	32602.1	42397.9	56.53
4403-5-500-42230	RECREATION PROGRAM EXP	20000	20000	423.88	13660.4	6339.6	31.7

Budget Report

For Fiscal: 2023 Period Ending: 07/31/2023

		Original	Current	Period	Fiscal	Variance	
		Total Budget	Total Budget	Activity	Activity	Favorable	Percent
						(Unfavorable)	Remaining
4403-5-500-42235	PARK EXPENSE	50000	50000	4059.8	30086.48	19913.52	39.83
4403-5-500-43151	TRAINING	7500	7500	0	1421	6079	81.05
4403-5-500-43402	PARK IMPACT FEE EXPENSE	200000	200000	0	0	200000	100
4403-5-500-43650	BLANTON HOUSE EXPENDITURES	25000	25000	652.39	24052.42	947.58	3.79
4403-5-500-70410	OASI - MED/SS	10177	10177	270.03	3524.72	6652.28	65.37
4403-5-500-73240	WINTERLAND	45000	45000	0	6837.34	38162.66	84.81
	Expense Total:	589637	589637	13703.5	173946.39	415690.61	0.704994
	Fund: 4403 - PARK NON-REVERTING FUND Surplus (Deficit):	-144637	-144637	27449.75	240247.41	384884.41	2.661037
Fund: 4439 - FOOD & BEVERAGE TAX							
Revenue							
4439-4-33519	FOOD & BEVERAGE TAX	200000	200000	20964.88	144444.07	-55555.93	27.78
	Revenue Total:	200000	200000	20964.88	144444.07	-55555.93	0.27778
Expense							
4439-5-500-43106	OTHER SERVICES & CHARGES	225000	225000	0	0	225000	100
4439-5-500-43200	CAPITAL OUTLAY	0	0	0	4200	-4200	0
	Expense Total:	225000	225000	0	4200	220800	0.981333
	Fund: 4439 - FOOD & BEVERAGE TAX Surplus (Deficit):	-25000	-25000	20964.88	140244.07	165244.07	6.609763
	Report Surplus (Deficit):	-703949	-703949	28029.81	655700.6	1359649.6	1.93146

Group Summary

Account Type	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
Fund: 2204 - PARKS AND RECREATION FUND						
Revenue	252220	252220	24691.04	501848.16	249628.16	0.989724
Expense	786532	786532	45075.86	226639.04	559892.96	0.71185
Fund: 2204 - PARKS AND RECREATION FUND Surplus (Deficit):	-534312	-534312	-20384.82	275209.12	809521.12	1.515072
Fund: 4403 - PARK NON-REVERTING FUND						
Revenue	445000	445000	41153.25	414193.8	-30806.2	0.069227
Expense	589637	589637	13703.5	173946.39	415690.61	0.704994
Fund: 4403 - PARK NON-REVERTING FUND Surplus (Deficit):	-144637	-144637	27449.75	240247.41	384884.41	2.661037
Fund: 4439 - FOOD & BEVERAGE TAX						
Revenue	200000	200000	20964.88	144444.07	-55555.93	0.27778
Expense	225000	225000	0	4200	220800	0.981333
Fund: 4439 - FOOD & BEVERAGE TAX Surplus (Deficit):	-25000	-25000	20964.88	140244.07	165244.07	6.609763
Report Surplus (Deficit):	-703949	-703949	28029.81	655700.6	1359649.6	1.93146

Fund Summary

Fund	Original	Current	Period	Fiscal	Variance
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)
2204 - PARKS AND RECREATION I	-534312	-534312	-20384.82	275209.12	809521.12
4403 - PARK NON-REVERTING FU	-144637	-144637	27449.75	240247.41	384884.41
4439 - FOOD & BEVERAGE TAX	-25000	-25000	20964.88	140244.07	165244.07
Report Surplus (Deficit):	-703949	-703949	28029.81	655700.6	1359649.6