

The **Parks and Recreation Board** met Monday, October 17, 2011, 4:30 pm, at City Hall, Council Chambers. Present at said meeting were Karen Springer, Richard Shockley, John MacDonald, Aimee Jacobsen, Pat Flannelly and Attorney Andy Gutwein. Joe Payne, Pennie Ainsworth, Lee Booth, Chris Foley, Brenda Lorenz, Cheryl Kolb and Dan Dunten represented the department. Absent from the meeting were Council members Ann Hunt, Gerald Thomas & Gerry Keen.

Karen convened the Board at 4:32pm.

The first item of the agenda was the approval of the minutes from the September 19, 2011 meeting. Aimee motioned to approve the minutes. Pat seconded the motion, and the motion carried.

Superintendent – Joe reported on the following:

- Noted the Council Report was included in the mailing.

Assistant Superintendent – Pennie reported on the following:

- A ribbon cutting for the new University Farm Park playground equipment was held on Wednesday, October 5. The mayor along with Karen, Aimee, parents and children helped cut the ribbon. We had to do the ribbon cutting first, before the mayor spoke because the kids were wanting to play on the equipment.
- Brenda and I attended an IPRA Central District meeting last Wednesday in Plainfield; there was a very informative session on marketing.
- Chris and I will be attending the 2011 NRPA Congress in Atlanta on November 1-3. I receive CEU credits for attending educational sessions, which I need to keep my Certified Park and Recreation Professional certification current.

Parks – Lee reported on the following:

- Inspections are available
- Almost have the pool winterized
- New tables and other amenities were or will be installed at Tommy Johnston Park by Thursday
- Two blue spruce were transplanted from Yeager Road to Happy Hollow Park
- Continue with ground and trail maintenance while repairing equipment
- Gearing up for the ice season

Recreation Report – Chris reported on the following:

- The final day of the volleyball program for grades 4, 5 and 6 was last Saturday. Twenty-six children were enrolled. Hali Stout, a teacher from Cumberland School, coached the volleyball program held at Happy Hollow School.
- We are interviewing for our regular part-time office assistant position. We hope to have the position filled this week.

Morton Center – Brenda reported on the following:

- WALLA classes started today and will run through November 10
- The City has a team of seventeen people for Just Walk for the Health of It this coming Sunday at the Fairgrounds. We have a good chance to bring back the traveling Golden Sneaker Award presented to the organization with the most participating team members.

- Morton instructors have been asked to turn in their class proposals by Wednesday for the Winter/Spring session. That will give me a few weeks to work with them before passing the information along to Chris for the brochure.

Old Business

Tommy Johnston Park

Joe reported that in your Park Board packets was a news release about the Tommy Johnston Park ribbon cutting this Thursday at 4 pm.

Paula R Woods Park (Centennial Neighborhood Park)

Joe passed around a mockup of the new sign for Paula R. Woods Park. It will be a cast concrete sign with the letters cut in; it is a quicker more stable way of doing actual chiseled limestone. Joe would like your comments; the estimated cost is about \$1,000.

New Business

Bench Request

Joe received a request from Judy McDaniel to have a bench with a plaque attached to it installed in Paula R. Woods Park (formally Centennial Neighborhood Park). The bench would be six foot, powder coated black steel; the same type that are installed at Morton and West Lafayette High School Track. There is a small area in the middle about 4" x 9" for a plaque. The plaque would be black on stainless steel and epoxied to the bench. A concrete pad would be poured along the sidewalk between the shelter and playground that would be in the shade for the bench to be installed on; cost would be around \$2,500. The plaque would read, "In memory of Arthur Jackson Short and Sylvia Mills McDaniel. Please stop and rest. Take a minute to enjoy their old corner of the neighborhood." Joe will speak with Mrs. McDaniel to see about the how she wants McDaniel on the plaque. The family is paying for this; the \$2500 includes installation of the pad by a contractor. The Department would install the bench. Richard moved to approve the placing of the bench in Centennial Neighborhood Park. John seconded the motion, and the motion carried.

Plaque Request

Joe received another request for a plaque. There are half dozen places along the Celery Bog footpath that have water problems because of the hydric soil, because the lower part being at the bottom slope to the bog and because part of the trail is close to the marsh. We would like eventually to bridge those areas with boardwalks and benches. We have had a total of \$10,000 in donations for an additional boardwalk. The project is half done; when completed it will look similar to the boardwalk in Sam Postlethwait's honor. The plaque would be stainless steel with the black engraving. The plaque would read, "This boardwalk was built to honor the memory of Jeffrey David Moon (1979-2010). Jeff loved walking in Celery Bog Nature Area. His friends and family hope this boardwalk and bench add to the enjoyment of future generations." Joe has met with Sidney Moon, mother of the fellow who passed away. Richard moved approval as presented. Aimee seconded the motion, and the motion carried.

Riverside Skating Center Schedule

Chris passed out information on the proposed schedule change for ice skating times at the Riverside Skating Center. The Center will be celebrating its 10th anniversary this winter. Sue presented the proposal to Chris and it was discussed at our staff meeting. The suggested times would be Monday from 5-8 pm (previously 4-6, 7-9 pm); Tuesdays open for private rentals only (previously 4-6 pm); Wednesday 5-8 pm (previously 4-6, 7-9 pm); Thursday 6-9 pm (previously 7-9 pm). Friday, Saturday and Sunday times would remain the same as in the past. Use of a punch card was also suggested. A 10th Anniversary Punch Card would be to buy eight admissions, get two free; pay \$32, a savings of \$8; it would only be good for the 2011/12 season. After the season, this would all be re-evaluated. Richard made a motion to approve the new hours and punch card. Pat seconded the motion, and the motion passed.

Part-Time/Hourly Salary Range for 2012

Chris distributed a new 2012 Part-Time Payroll Summary. The City does pay scale by ranges, minimum and maximums. This is including the percentage increase, which the City has already approved. Richard moved to approve the 2012 Part-time Pay Range Summary as presented. Aimee seconded the motion, and the motion passed.

Permission to Hire

Chris requested permission to hire a regular part-time position, the person that pays our bills. We are allowed to hire that position at a rate of \$12 an hour per our staff selection. We are asking to be able to hire that position now and not have to wait until November. Presently Cheryl is trying to do both jobs. Richard moved to approve the hiring of the regular part-time position. John seconded the motion, and the motion carried.

West Lafayette School Board

Karen reported that the first nine week session ended on Friday, Monday started the second nine weeks. We are working on revamping and developing a new web site over the next few months. Hopefully it will be a lot more user friendly and more in depth items. We are working on our strategic plan that has been developed and approved. We are now in the process of developing first year action plans, whose responsible for each goal and what will be the steps to be taken to accomplish the goals. The staff has developed a five year maintenance plan and in the process of working on the items that will be repaired or replaced next summer. That process has been started, architects will be hired and then the bidding process underway from there.

John asked Karen who pruned the trees around the High School.

Wabash River

Richard reported that the last meeting was on September 30. They are putting together a compilation of everything that is going on with the River Enhancement Corporation. That should be out by January or February. They will have hard copies and it will also be on thumb drives. They are in the process of getting bids just on the printing. They have closed on some additional land that borders the Wabash River and they are working on closing on some additional property. They have also had some designs made on how that area will look coming across the bridge, with all the land they have purchased so far. The next meeting will be November 18.

Other

Wabash Heritage Trail

Joe added that our construction project, the hard scape part of the Wabash Heritage trail extension along North River Road, is continuing to crawl forward. The paving of North River Road, which is completely separate, is continuing to crawl forward as well. Hopefully by the end of the month paving on North River Road is done, that is Reith Riley working with INDOT directly. The week after that there should be some paving on the trail completed by our contractor, working for INDOT as well, Isom Construction. Tree cutting has been done for the Phase II right-of-way in Happy Hollow Park. They hope to start construction in November as well, doing the concrete bases for the large walls that will help make that double switch back work that gets up to the corner of Rose and Robinson. That will not be paved this year. Part of Phase I, the parking lot and piece of trail that goes from the parking lot out to Phase II will not be in Phase I; that will move to Phase II because the use of the heavy equipment that will be used would destroy any of that.

Tree Fund

For your information, Joe reported that the Tree Fund's 2011 Operation Releaf Fall Planting project quotes were received and a purchase order is going to be issued to Garden Art for \$7,925. Half of that will come from the Community Trees Fund which is a donated fund that we administer, and half will come from an appropriation by the Council taken out of Economic Developmental Income Tax Fund. That will primarily be for tree planting along Robinson Street and then select areas around the city.

Pay Claims

Richard motioned for claims to be paid. Pat seconded the motion, and the motion carried.

Our next Park Board meeting will be November 21 at City Hall.

Adjourn

Karen called for the meeting to adjourn at 5:17pm. Richard motioned for the meeting to be adjourned. Pat seconded the motion, and the motion carried.

Presiding Officer

Secretary