

West Lafayette Parks & Recreation Department

Staff Management Report

Monday, July 20, 2015

1. Upcoming Program Dates:

- July 20: Football Skills Camp Week
- July 31, 7 p.m.: Theater Camp show at Morton Center, MPR
- 8/9: Last day of pool operations for season
- 9/20: Art on the Wabash, Tapawingo Park
- 9/27: Library Family Fun Day

2. Pennie Ainsworth, Assistant Superintendent's Report

- a. Coed and Men's League play will finish up the week of the 20th, tournament play will start the week of July 27th.
- b. Our next Global Fest committee meeting is July 24. We are short \$4,000 from reaching our goal in sponsorship donations. Linda has secured a speaker for the Naturalization Ceremony, it will be Dr. Aurelio Curbelo, Director of the Latino Cultural Center.
- c. I have been ordering playground parts for Happy Hollow Park (installed 1998) - \$2200, Lommel Park (installed 2006) - waiting for cost estimate, Lincoln Park (installed 2005) - \$350, Peck-Trachtman Park (installed 2003) - \$975 and University Park (installed 2011) - \$600 plus waiting on price quote to replace rock wall. Our playgrounds are starting to show their age and the fact that they are heavily used.

3. Chris Foley, Recreation Director's Report:

- a. The last summer sports camp begins on Monday, July 20. West Lafayette Varsity Football Coach, Shane Fry, along with his coaching staff and varsity players. Incoming 7th & 6th graders are invited to join this 5 day non-contact football clinic.
- b. The summer Playground programs were completed on Thursday, July 16. The enrollment for the Cumberland site were down this year. Faculty and some parents mentioned the construction on Cumberland Avenue as the reason for low enrollment. The Burtsfield site had full registrations.
- c. West Lafayette School's maintenance staff are very accommodating to our program. The Cumberland staff allowed us continued use of the school shifting areas to accommodate their construction and cleaning schedules. We appreciate all the Schools do to accommodate all our summer offerings.
- d. The summer pool season has suffered from the unseasonably cool/wet weather. Swim lessons were still very popular. We had 1,442 registrations for summer swim lessons. The fourth (4th) and final two week session of swim lessons began on July 13 and will finish on July 24.
- e. The last day for the pool will be Sunday, August 9. West Lafayette schools will start the following Wednesday, August 11.

4. Bess Witcoskey, Morton Center Director:

- a. The **WL Health Promotions Committee** walking program concluded July 19th. It has been very successful in getting city employees out and walking on the trails. Each week 20-30 people show up to the assigned challenge location!
- b. The **Summer Stroll Series** continued this month at the Lilly Nature Center and Celery Bog on July 15th at 5:30pm. This was the "Nature Stroll" with Tippecanoe County Naturalist Mary Cutler. August 19th the stroll will take place at Cumberland Park at 5:30pm, with special guests Wabash River Runners Club and Officer Janet Winslow. The August stroll is the last in the series.
- c. Susan Kisinger's 3-week **Theatre Camp: Robin Hood** will perform their play on July 31st at 7pm. Tickets go on sale Monday, July 20th. Adult Tickets are \$3, child tickets are \$1.
- d. We have sent an email "blast" to all past program participants since 01/2014 to complete a **customer satisfaction survey**. Results will be available at next month's meeting. Click here to complete your own: <http://tinyurl.com/WLparks>.

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5. Jon Munn, Parks Director Report:

- a. 7/2- Conducted several site inspections for IDEM Audit Including pool, Lilly nature center, the parks barn and shop at happy hollow. Discussed items to be addressed or corrected with Tim Clark and Michael Susong
- b. 7/6- assisted in installation of art sculpture at Tapawingo with the assistance of the wastewater dept. Back hoe and the street dept. bucket truck.
- c. 7/8 -Conducted final walk through with Milestone contractors on cattail trail project, developed final punch list items to be corrected
- d. 7/11-spent time this week preparing for Wabash RiverFest. Despite the river flood conditions the event was a great success. Our parks crew spent some extra time in Tapawingo park through the week cleaning up after the flood waters and mowing to have the park in tip top shape for the event.
- e. 7/14 -re-certified all fire extinguishers with ace fire protection.
- f. 7/15 -meeting with the Engineers office and street dept. to look at trail erosion at happy hollow and a drainage issue at the pond at Cumberland.
- g. 7/16 -attended IDEM audit at Morton center with all depts. Our parks dept. and all the city depts. got high marks on our attention to details of IDEM requirements.
- h. We have experienced a lot of tree issues over the last month due in part to excessive rain and storms, several trees had to be cut at happy hollow. We also have a complaint from a neighbor of the Lincoln Park that a tree in the park overhangs her property and has lost a couple large branches in her yard that we cleaned up immediately. There are more dead limbs that are going to require a bucket truck to reach. I plan to take off this next week 7/20-7/22
- i. General notes of the last month- we continue to struggle with routine maintenance of our fleet vehicles and mowers, I believe it is time to develop a maintenance schedule and log so that staff can be accountable for vehicle maintenance.

6. Dan Dunten, Stewardship Director's Report

- a. **SIA Grant Ceremony:** Jan, Mayor Dennis and I attended this program to receive our grant money for two specific purchases. One is for a portable PA system and the other is for three educational, audio devices for the Celery Bog Nature Area.
- b. **Audio Device Scripts:** Each of the three devices can have four recording programed to educate the public. These 12 scripts have been written and we have started the recording process. The 12 topics are: How the Nature Area got its name; Birds of the Celery Bog Nature Area; Getting children outdoors; Invasive Plants; Rain Gardens; Park Stewardship / Ownership; Geological history of the Celery Bog wetlands; Nature Area ecosystems; Wednesdays In The Wild programs; West Lafayette Trail System; Value of wetlands; Jim Kingma memories of farming the area as a child
- c. **Enhancing the Value of Public Spaces:** Jan and I met with a Purdue Extension Educator to discuss this program and to see how it could fit into our long-range, business planning process. This is a new program and we would be one of the first parks to incorporate it into our discussions.
- d. **Adopt-A-Spot Program:** We have 27 landscape spots that are adopted by individuals, groups and companies in West Lafayette. There is continual turn-over of adopters, which requires working with new people all the time. Reminders also need to go out periodically to encourage them to work on their spots.
- e. **Maintenance:** With the resignation of my assistant, we have relied on the assistance of our seasonal employees to try to keep up on the weeding, spraying, mulching, trimming, planting and ball field preparation. They have done an excellent job, considering the weather conditions we have

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encountered the past several weeks.

7. Janet Fawley, Park Superintendent's Report:

- a. The intersection of Happy Hollow Road and River Road are closed through the end of June. Follow the link to view the project elements according to their timeline.
http://www.westlafayette.in.gov/egov/docs/1428006122_148010.pdf
- b. The trail from Morehouse Road to Trailhead Park on Kalberer Rd is still closed for the next month or so. I have worked with their consultant to push getting the trail back open.
- c. Cattail Trail Extension (from Walmart to Yeager) had final walk-through, and final punch list has been sent to contractor. Trail dedication TBD.
- d. Former People's Welding property has been purchased by WREC. Plans are being made to expand Tapawingo Park to include that property. More to come!
- e. Mt w/ WL Library Director Nick Schenkel to develop the Little Library's in the parks – will start with 2 parks...Lincoln & Lommel Parks.
- f. Jan, Andy Waters, & Marion Baumgartner of WL Parks & Recreation Foundation Board completed paperwork to move foundation funds to Lafayette Community Bank, and invested \$50,000 in a CD. Reed & Co. has been engaged to complete the Non-Profit 990 form, due on August 15th.
- g. 2016 budget was presented to Council on 7/7.
- h. Tapawingo Travelogue was dedicated during River Fest on 7/11.

8. Larger Projects to be completed this year

- a. Cumberland Barn siding (RDC funds)
- b. Pool leak(NR Capital Pool Fund)
- c. Riverside Ice Skating Rink (CCD R/M services)
- d. HH Maintenance Building-Modine Heaters(2) (CCD fund)
- e. Tractor repair (CCD)
- f. Morton Center Mirrors for Rms 202 & 206 (NRO Fund)
- g. Morton Center Parking Lot to be resealed / striped & Basketball courts to be resealed lines(CCD funds)
- h. ADA Works @ Tapawingo (RDC Funds)
- i. Playground Safety Surfacing at all playgrounds(CCD Funds)
- j. Happy Hollow Ravine Trail (RDC Funds)
- k. Celery Bog Nature Area Sign/Public Art (RDC)
- ✓ Tapawingo Park Public Art(Complete)