The **Parks and Recreation Board** met Monday, February 26, 2018, 4:30 pm, at the Parks office. Present at said meeting were Linda Eales, Karen Springer, Jim Pitoukkas, Pat Flannelly, Brandt Patz and Park Board Attorney, Andy Gutwein. Janet Fawley, Pennie Ainsworth, Bess Witcosky, Chris Foley, Dan Dunten, Jon Munn and Cheryl Kolb represented the department. Also present was Council member, Gerald Thomas.

Linda convened the Board at 4:35 pm.

**Consent Agenda Items**

**Minutes** – provided online initially, then at meeting

**Staff Management Report**

**Communications/Promotional Efforts**

- Mayor Dennis recognized outstanding volunteers at the February City Council Meeting. Geraldine Arney was acknowledged for her 18 years of volunteerism in the Lilly Nature Center. She has contributed over 1,000 hours. Also recognized was the West Lafayette Tree Friends. Linda Eales is an active member of this group.

**Projects**

- **Cason Family Park**
  - Selection team met and reviewed proposals. Determined that interviews were necessary, and they will be held on March 6 or 7.

- **Morris Schoolhouse:**
  - Windows have been installed by contractor; front door to be installed soon.

- **Happy Hollow Playground:**
  - Received $10,000 grant from Wabash National; more fundraising is being done.

- **Indoor Recreation And Aquatic Center Viability Study:**
  - Steering Committee met with consulting team to hear/see early operational costs, as well as the building cost.
  - Tours of recreation centers have been arranged for the administrative staff and a couple Park Board members. We will tour the Monon Center in Carmel on Wednesday, February 28 and that afternoon we will tour the Plainfield Recreation Center. On Wednesday, March 14, we will tour the Franklin and Greenwood Recreation Centers.

- **Lilly Nature Center Displays:**

- A major portion of the displays will be in place by mid-May. Currently working with the Purdue Agriculture Communication Exhibits Department on the main displays. Also working with local individuals on various other displays.

- **Road Right-Of-Way Landscape Maintenance Specifications:**
  - This 38-page document was prepared and sent out to eight local companies. The estimates will be opened at a Board of Works meeting, and then work will be assigned based on the information provided.
Program

- The Wabash River Enhancement Corporation education committee is responsible for planning educational events for the year and have met twice to prepare for various activities for the coming months.
- Watched a webinar on Severe Weather Safety.
- Morton patrons will be able to enjoy the Winter Farmers Market on Friday, March 3, from 9 am-12 pm.
- Jeannette Rehmel’s Student Art Show is scheduled for Saturday, March 3, 4-6 pm at Morton Rm 106 and 108. Artists range in age from 4 years up to adults. This event is free and open to the public.
- Summer class and camp proposals are in. It looks like Morton is going to have another great summer of diverse class offerings for kids of all ages.
- Riverside Skating Center update:
  - The Center’s annual Dare to Bear was held Friday, Feb. 2 from 7-8:30 pm. Ninety Eight (98) skaters in their swim suits enjoyed the cold weather skate. Domino’s in Wabash Landing provided free pizza for the ice skaters.
  - Learn to Skate lessons were offered on Saturday mornings. Forty Six (46) participated in the three week lessons.
  - The second Learn to Skate One day clinic was held on Feb. 10. Thirty One (31) participants bravely learned new skills.
  - Contractor installed new computer and software for the Skating center chillers.
  - The staff has been working to keep the sheet of ice through the sun and rain.
- The Second & Third grade basketball program was completed Saturday, Feb. 10. Forty One (41) Second graders and Forty Three (43) Third graders participated. Cumberland Program coordinator for the basketball program was Chrissy Whiteaker, with assistance from Tim Whiteaker. Principal, Kim Bowers, and her staff were very helpful accommodating this four month program. Thanks to the West Lafayette School Corporation for allowing use of the Cumberland School gym for the program.
- The office staff received training and assisted with the installation of a software upgrade to allow the Department to accept donations on the online registration site.
- Chris attended the West Lafayette Schools Community Council monthly meeting.
- Kevin, Chris and Pennie viewed a webinar on Storm safety.
- Working with many groups requesting special event permits for runs, walks and bike polo in parks and facilities.
- The date of Global Fest is Saturday, September 15, from 12-10 pm. The Naturalization Ceremony is scheduled to take place on Fri, Sept 14 at White Horse Christian Center at 3 pm.

Maintenance

- Continue working to install all Park Rule signage in all parks
- Replace 2 sink faucets in restrooms at Morton Center & 2 toilet valves at Lilly Nature Center
- Temporary repair completed on Water Heater at the skating rink; Facilities Director, Tim Clark, is working towards creating a more efficient system for hot water at the Skating Rink.
- Made repairs to hydraulic hoses on Toolcat
- Clean, Paint, and organize maintenance shop
- Completed equipment inventory for upcoming meeting with MBAH insurance and Tim Clark’s records
- Met with Shannon Stanis from WREC to begin discussions of Happy Hollow property erosion control plan
- Attended Riverfest planning meeting 1/19/18
- Replace fan motor on Morton center HVAC system
- Made repairs to ice skates for Riverside skate center
- Install electric wiring needed to install lighting at mower and bobcat storage area at barn
- Replaced light bulbs Morton multipurpose room
- Made repairs to urinals at Morton Center & Riverside Skate Center
- Continue working on off-season inspection and repairs of all playground equipment
- Continue working on invasive tree removal at Tapawingo Park, Cumberland Park
- Made repairs to trail fence along Happy Hollow Road due to fallen tree
- Work continues on annual maintenance for all parks vehicles
- Removed all rust, and applied rust proof paint to vehicle lift at maintenance shop
- Work continues on Ice maintenance at Riverside Skate Center
- Work continues on snow and ice removal at all parks properties
- Work continues on re-painting of entrance sign for Lilly Nature Center
- Completed window installation at Morris Schoolhouse
- Monthly playground and trail inspection reports can be viewed at Park Board meeting 2/26/2018

Finance/Administration
- Completed and published 2017 Annual Report
- Ordered new Park Department key tags
- Attended the following meetings - Park Foundation, Board of Works and Global Fest, WREC, Schoolhouse, RDC
- Performance Reviews are partially completed, with deadline of March 1st.
- Staff members are revising their job descriptions as requested by Human Relations department.
- Duke Energy is requesting an easement at Tommy Johnston Park. More to come.
- Viewed a webinar regarding software for work orders throughout the city…called Dude Solutions.

Personnel
- **Indiana Parks and Recreation State Conference** – Dan served on the Planning Committee for this event and assisted with the operations of the conference that was held January 30 – February 1.
- Several staff members attended the Indiana Park and Recreation Association Conference in Fort Wayne.
- Tammy Wagner, our Claims administrator has moved to the Morton Admin. Asst. position. Mary Czaja-Casillas has moved from part-time into the Claims Full-Time position.
- Applications are being accepted for the replacement of the part-time office assistant, previously, Mary Czaja-Casillas.
Claims – provided online initially, then at meeting.

Karen motioned to approve the Consent Agenda Items as presented. Pat seconded the motion, and the motion carried.

Old Business

N/A

New Business

2018 Soccer Shots Facility Use Agreement
- Jan presented, noting there are some minor requested changes. Jan also noted we have a Certificate of Liability, and will make the agreed changes. Discussion followed. Brandt motioned to approve the facility use agreement as presented. Jim seconded the motion, and the motion carried.

2018 Pony League Baseball Facility Use Agreement
- Jan presented some background information on Pony League’s affiliation with Parks and Recreation, along with Chris. Discussion followed. Karen motioned to approve the facility use agreement as presented. Pat seconded the motion, and the motion carried.

West Lafayette School Board
- Karen reported the new grade 4-6 School at the Burtsfield site will be named West Lafayette Intermediate School. The gym will be named Burtsfield Gym. The media center will be named Mary Beth Whitman Media Center in honor of the former media specialist at Burtsfield and Happy Hollow schools. The basketball court will be called Robert “Lefty” Troyer Court based upon his years of service to WLCSC (West Lafayette Community School Corporation) in many different capacities. In addition, the traffic lane that will loop from Lindberg to the front of the school, and back again, will be called Lefty Lane.
- Once a year, the joint School Boards of Lafayette, Tippecanoe and West Lafayette Corporations meet for a collaborative meeting. The meeting for 2018 will be on Wednesday, March 7. Some of the topics we will be discussing include: Graduation Pathways, 2018 Proposed Public School Legislation and an IDOE (Indiana Department of Education) update. We will also recommit to collaborate with: GLASS, Wildcat Creek Vocational Cooperative, WVEC (Wabash Valley Education Center) and the Joint Career Academy.

Wabash River
- Jan noted WREC met in January. As the group continues to acquire properties, they are also selling properties as they move forward with their proposed plans.
- The Promenade continues to progress nicely.
- Greater Lafayette Museum of Art, and their architects’, presented concept plans for their new facility. At a future date, they plan to present to the Park Board.
- Discussion followed.
Public Comment
N/A

Other

Notification of Personnel Changes
- Jan reported on the following:
  - Tammy Wagner has moved into Marianne Gaio’s position at Morton Community Center as Administrative Assistant. Her biweekly salary is $1,534.16.
  - Mary Czaja-Casillas has moved from her Regular Part Time position to a Full Time position, replacing Tammy Wagner. Her biweekly salary is $1,351.07.

Karen motioned to approve the personnel/position changes as presented. Brandt seconded the motion, and the motion carried.

2017 West Lafayette Parks and Recreation Annual Report
Jan noted the annual report was included in their packet.

Surplus Items
Jon presented a list of old equipment, noting each item has reached the end of its life cycle, requesting all items be declared as surplus. Pat motioned to approve the items presented as surplus. Jim seconded the motion, and the motion carried.

Impact Fee Study
Jan reported on the Recreation Impact Fee Study, noting we are in the process of receiving a donation of $35,000.00 from the developers of the Hub facility. We are hoping to be able to sign a contract at the next meeting, allowing us to enter into an agreement with Chuck Lehman for the study. The study will help determine a fee set for new residential construction, allowing us to maintain our level of service, where it is today. We will be able to accumulate the funds, using them to purchase land, install/maintain trails, etc. A study will be conducted, helping to determine what the fees will be. In the end, a new ordinance will be set by the City Council. All details will be learned during the study.

Adjourn
- Pat motioned to adjourn the meeting. Brandt seconded the motion, and the meeting adjourned at 5:04 pm.

Next Meeting Date
- The next Park Board meeting will be Monday, March 19, 2018, 4:30 pm, at the Parks office on Kalberer Rd.