

The **Parks and Recreation Board** met Monday, July 15, 2019, 4:30 pm, at the Happy Hollow Complex. Present at said meeting were Linda Eales, Karen Springer, Jim Pitoukkas, Pat Flannelly and Park Board Attorney, Andy Gutwein. Kathy Lozano, Greg Mitchell, Chris Foley, Kevin Noe, Dan Dunten and Cheryl Kolb represented the department. Absent from meeting was Park Board member, Brandt Patz Gerald Thomas, City Council representative and staff member, John Muller.

Linda convened the Board at 4:32 pm.

Consent Agenda Items

Minutes – provided online initially, then at meeting

Staff Management Report

EMPLOYEE MILESTONES

Welcome: Please welcome Doug Roark as he joins the Parks and Recreation team as our newest Maintenance Tech. Doug comes to us with a wealth of experience in fleet maintenance and management, carpentry and general maintenance. We are looking forward to him becoming an integral part of our team.

We have one more vacancy for the Maintenance Tech position.

PROGRAMS

City Hall Programs: Planning for fall programs has begun. We are currently accepting applications for programs at the front desk. Summer programs have generally been well attended.

Farmers Market: The Farmers Market continues on a positive trajectory. Great weather every Wednesday. SNAP program shows growth with over 600 snap coins collected this summer thus far.

Riverfest: July 13, 2019 – a full report will be available for the August meeting.
Morris Schoolhouse/Cason Family Park Open House: Sunday, July 21, 2:00 – 4:00 PM.
Come see the schoolhouse transformed

Global Fest: Planning for Global Fest continues on schedule. Save September 21 for a great day and program.

LILLY NATURE CENTER

Nature Presentations - Introduced 400 underprivileged youth to various nature and environmental topics over a 2-day period at the Celery Bog Nature Area. This was in cooperation with Purdue Forestry and Natural Resources Dept., as well as other community organizations.

Nature Program – Presented a program to 45 youth from Faith East relating to various nature exhibits in the Nature Center.

Trail Mulching – Worked with 80 teenagers to spread wood chips on trails at the Celery Bog Nature Area.

Cason Family Park – Developed a landscape plan and worked with the contractor to have 40 trees planted starting in a few days. This is a mitigation project that has been going on for approximately 5 years, so it is good to finally be able to finalize everything.

Mowing of West Lafayette Properties – Compiled a spreadsheet listing all the city-owned properties that are mowed, who mows them and how long it takes. This was completed with the assistance of INDOT, Parks & Recreation Maintenance, Street Department, company contractors, and Wastewater Department.

PARKS and RECREATION

Community Pool: So far the pool has been open every day this summer. No closures. Attendance has picked up with the increase in temperature. Tracking with last year's attendance.

Summer Camp: Camp has reached the midpoint in the season. Campers and staff have been enjoying great weather, interesting sports and games, arts and crafts and field trips. Overall a safe and wonderful summer.

Sports Camps: Chris Foley once again ran a series of successful sports camps with the help of the school department coaches.

Softball: Softball half way through the softball season. Everyone happy.

PARK MAINTENANCE

Keeping our parks clean and attractive takes hard work and diligence. Aside from normal activities like mowing, cleaning and mulching, our Parks Department accomplished the following list of projects in the past month:

- Removed all equipment from the Parks barn to Wastewater and various other sites in preparation for the demolition.
- Dismantled and stored the Cumberland Park Playground and shelter in preparation for the demolition
- Completed Community Garden project.
- Installed memorial bench in Celery Bog Nature Area
- Landscaped Lincoln and Tapawingo Park
- Farmers Market set up
- Softball field grooming
- Mowing
- Trail maintenance
- Support Cason Family Park/ Morris Schoolhouse Committee

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

Wellness and Aquatics Center/City Hall Update

- Kathy reported the old building on Kalberer Rd is gone.
- They have been working to dig out the old silo cement, which was almost 25' down into the ground.
- Thanks to Greg and the maintenance staff for the dismantling of the playground equipment and shelter. It is stored and labeled, ready to be reassembled when the time is ready. If you have any Kiwanis people concerned about it, please tell them everything is fine with the playground equipment.
- The second big package went out. It will be for construction of the building. Those bids should be coming in next week, so fingers crossed everything comes in on time and on budget.
- Kathy reported she submitted to Finance and HR, job descriptions for four full time positions that we would like to add to the budget for next year. The plan is to fill those positions mid-next year, prior to the opening of the Center. Positions will be for a Center Director, Aquatics Director, Health and Wellness Director and a Membership Marketing position. If all goes according to plan we will need to add those to the budget and salary ordinance, and it will need to go before Council for approval. A separate budget will be created for those positions and some appropriation of money will be needed since we will not be open yet. By next summer, we hope to have procedures in place so we can begin selling memberships by next summer.
- Kathy reported there has been a glitch with the construction management group hired to oversee the new City Hall project and changes are expected. Next week interviews will take place to hire a new construction manager. Six of the seven original companies will be interviewing again.
- We are currently working to make changes with instructors and their minimums for classes being offered, trying to make things more economical.

Cason Family Park Update

- This coming Sunday, July 21, 2019, there will be an open house for the Morris Schoolhouse from 2:00 pm - 4:00 pm for everyone to walk through and see the wonderful work the committee has been doing. The renovation of the schoolhouse is almost finished. The last thing is to have the HVAC installed, but in order to do so; we needed to have the park plan in place in order for us to get electricity and utilities to the site. A few renderings of what Cason Family Park will look like will be on display during the open house. We are hopeful that by next year we will be able to begin building the park around the schoolhouse.

Personnel

- Greg presented an update regarding the hiring of Doug Roark, who began work with us on July 8, 2019, noting the payroll memo was included in the packet. Greg reminded the Board of their approval for his hiring at last month's meeting, noting this is a follow up, for information only.

New Business

Consideration of Special Request

- Anna McKean provided some background information for the organization, RoundTable Wellness. Anna presented a request for the organization, to host RTW Sunday Funday, the 5th Wellness Event at Cumberland Park on Sunday, September 29, 2019. The public event will run from 12:00 pm – 3:00 pm, with set-up at 11:00 am and cleanup following. The expectation is that approximately 250 people will attend the event. RTW Sunday Funday is a fall festival for the whole family with activities that include:

Food Trucks	Non-for-Profit Vendor Booths	Yoga Activities
Silent Auction	Photobooth	
Arts and Crafts	Zumba	

The event is offering free vendor space for all non-for-profits. In addition, proceeds raised at this event will be used to start the RoundTable Wellness Foundation (non-profit). The area needed for the event will consist of the south shelter, the basketball court and area surrounding the shelter and the basketball court. There is no cost to attend the event, but there will be an opportunity to purchase a t-shirt, along with the availability of food trucks during the event. Kathy said there would be a Special Event fee, along with a cleanup fee. Discussion followed. Pat motioned to approve the request as presented. Karen seconded the motion, and the motion carried.

West Lafayette School Board

- Karen reported there will be two groundbreaking ceremonies next week on Wednesday, July 24:
 - James R. Guy Education Wing at 10:00 am
 - Bob Kelly Performing Arts Center at 1:00 pm
- Karen also reported the construction is still on schedule for the swimming pool and cafeteria. Both are scheduled to be open mid-October.

Wabash River

- Kathy reported Riverfest happened and it was a spectacular success, with West Lafayette winning the boat race. Thanks to Greg and the staff for a great job! This has been the main focus of WREC lately.
- Kathy manned the Rec booth most of the day on our side of the river, noting there was a “high” interest from citizens in what WREC’s plans for the river area.
- WREC is talking about a food and beverage tax to help fund the river upgrades.

Other

Surplus Items

- Greg requested five old picnic tables from the pool be declared as surplus. They have been replaced with tables from the North shelter, which no longer exists. Tim Clark has been in contact with the Town of Colfax, and they have expressed interest in the tables, which we plan to pass along to them for their park. Jim motioned to approve the surplus request as presented. Pat seconded the motion, and the motion carried.

Adjourn

- Jim motioned to adjourn the meeting. Pat seconded the motion, and the meeting adjourned at 5:02 pm.

Next Meeting Date

- The next Park Board meeting will be Monday, August 19, 2019, 4:30 pm, at the Happy Hollow Complex.

Presiding Officer

File: Cheryl/2019ParkBoardMinutes/Minutes#07/July2019

Secretary