

**West Lafayette Parks and Recreation
Park Board Minutes**

01/27/2020

The **Parks and Recreation Board** met Monday, January 27, 2020, 4:30 pm, at the Happy Hollow Complex. Present at said meeting were Jim Pitoukkas, Linda Eales, Brandt Patz, Pat Flannelly and Park Board Attorney, Andy Gutwein. Kathy Lozano, Greg Mitchell, Chris Foley, Kevin Noe, John Muller, Dan Dunten and Cheryl Kolb represented the department. Also present was City Council representatives, Gerald Thomas and Kathy Parker. Absent was Park Board member, Karen Springer.

Jim convened the Board at 4:31 pm.

Consent Agenda Items

Minutes – provided online initially, then at meeting

Staff Management Report

PROGRAMS:

City Hall Programs: City Hall recreation programs are currently running. Pottery, art and dance are the current favorites with yoga a close second

Park shelters for the 2020 picnic season are renting now.

LILLY NATURE CENTER: Lilly Nature Center Volunteers – Over 50 dedicated volunteers contributed 1664 hours serving as host and hostess in the Nature Center. Seven of these were doing it for the first time. Based on the state estimate of the hourly value of volunteer time, this comes to approximately \$41,000 of benefit to West Lafayette. Several of these adults contributed many more hours helping in other areas.

Outside Volunteers – Last year 265 youth and adults from churches, Purdue groups, corporations, scouts, and individuals spent over 1,000 hours mulching trails, at a value to the city of over \$24,000.

2019 Nature Center Visitors – Approximately 10,000 guests visited the Lilly Nature Center last year, which is over 1,000 more than in 2018. Plus thousands of additional visitors walk the trails without coming into the Center.

Happy Hollow Park improvements continue with the demolition of the former staff house. This demolition clears the way for a new dog park (coming in spring of 2020). The restrooms and the Maintenance building have also received new roofing and siding.

Riverside Skating Center: The Riverside Skating Rink has hosted hundreds of skaters since its opening on December 4. Visit Lafayette/West Lafayette held their monthly meet and greet at the rink on Monday January 20, 2020. Approximately 20 individuals enjoyed a short presentation by Kevin Noe and skating. It was a great opportunity to showcase the program for future uses. The rink will remain open through March, weather permitting, and promises to be a very successful season. Admission is \$5 and skate rental is \$3.

Skate with Santa: Skate with Santa took place on Saturday, Dec. 14. This well attended fun family event included donuts, hot cocoa and the jolly old elf.

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:

- Fall/winter clean up and pruning of all park beds is ongoing.
- Winterizing of all water bubblers and bathrooms is completed.
- Keeping the rink open has occupied much of the month. The unseasonably warm weather and rain has been quite a challenge for the maintenance team, however they have done a stellar job keeping the ice smooth and skate worthy.

Claims – provided online initially, then at meeting.

Linda motioned to approve the Consent Agenda Items as presented. Brandt seconded the motion, and the motion carried.

Old Business

West Lafayette Wellness Center/City Hall Update

- Kathy reported both are going well. The Wellness Center had a temporary glitch with a reported break-in last week. Police are investigating approximately \$20,000.00 worth of tools taken. The pool is being installed, with all of the concrete poured. The weather has cooperated, so we are ahead of schedule with that portion.
- The City Hall project was toured last Friday, and all is going well with the project. Discussion followed.

Cason Family Park Update

- Kathy reported Morris Schoolhouse has electricity, heating and air conditioning. We're waiting on a couple of light fixtures, and then Morris Schoolhouse will be considered finished. We are currently working on the Request for Proposal (RFP) for the February Redevelopment Commission meeting (RDC) to hire the people that will design and build Cason Family Park this year. Hopefully, by spring, we'll have someone hired and we'll be able to start on the project.

New Business

West Lafayette Parks & Recreation Foundation

- Kathy reported we had one Foundation Board member decline to stay on, so we have an opening for the Park Board Appointee to the Foundation. The Foundation is requesting a Park Board member to come on. Brandt has graciously offered to come on as the appointee.

Linda motioned to approve the named appointee, Brandt Patz, as the Park Board Appointee to the West Lafayette Parks & Recreation Foundation, as presented. Pat seconded the motion, and the motion carried.

Engage Nature Contract

- Dan presented information regarding the 2020 Facility Use Agreement with Engage Nature, noting everything will be the same, with the exception of the price increasing annually from \$250.00 to \$300.00. Discussion regarding the program followed. Pat motioned to approve the proposed 2020 Facility Use Agreement with amended fees, as presented. Brandt seconded the motion, and the motion carried.

West Lafayette Wellness Center Program Committee

- Kathy presented information regarding the meeting dates for the Wellness Center Program Committee, noting the committee will meet and be responsible for policies, procedures and updates for programs going forward. The dates will be listed on the City calendar and listed as a public meeting. Discussion followed. Linda motioned to approve the dates as presented. Pat seconded the motion, and the motion carried.

West Lafayette School Board

- n/a

Wabash River

- Kathy reported work continues with the Food & Beverage tax. The Promenade is nearing completion and should be finishing up soon. Kathy recently attended a presentation by MKSK for a plan for a downtown riverfront park, from the bridge to Shamrock Park. It was very nice, and if it takes place, it would be a very nice addition to the City. Stay tuned, more information may be seen soon. In addition, work continues for the regular items, such as sustainability, recent grants received, etc.

Other

- n/a

Parks and Recreation Software

- Greg presented information regarding the department's new software program, which went live today. Also noted, first day of Summer Camp registration began today. Working out a few minor details, which should be resolved soon. Discussion followed.

Cash/Change Fund

- Chris presented a request to increase the office Cash/Change Fund by \$25.00. Discussion followed. Pat motioned to approve the increase for the Cash/Change Fund as presented. Linda seconded the motion, and the motion carried.

Park Board Attorney Contract

- Andy presented information regarding his contractual hourly amount of \$175.00, noting the rate has remained the same since he came on as the Park Board Attorney for the department. After speaking with the City Attorney, Eric Burns, it was noted the contractual amount should be \$235.00 per hour. Pat motioned to change the contract and adjust the contractual rate to make it consistent with the City Attorney's rate. Linda seconded the motion, and the motion carried. Jim & Kathy noted with the budget already approved for the 2020 year, a closer monitoring of the account will be necessary for this year.

Playground and Trail Inspections

- The monthly playground and trail inspections are available for viewing.

Adjourn

- Linda motioned to adjourn the meeting. Brandt seconded the motion, and the meeting adjourned at 4:49 pm.

Next Meeting Date

- The next Park Board meeting will be Monday, February 24, 2020, 4:30 pm, at the Happy Hollow Complex.

Presiding Officer

Secretary