

The **Parks and Recreation Board** met Monday, January 22, 2018, 4:30 pm, at the Parks office. Present at said meeting were Karen Springer, Linda Eales, Jim Pitoukkas, Pat Flannely, Brandt Patz and Park Board Attorney, Andy Gutwein. Janet Fawley, Pennie Ainsworth, Bess Witcosky, Chris Foley, Dan Dunten and Cheryl Kolb represented the department. Also present was Mayor John Dennis and Council member, Gerald Thomas. Absent was staff member Jon Munn.

Karen convened the Board at 4:29 pm.

The meeting began with Mayor Dennis swearing in the newest Park Board member, Brandt Patz. Brandt's term will extend through December 31, 2018.

### **Consent Agenda Items**

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

### **Staff Management Report**

### **Communications/Promotional Efforts**

- A reception was held to thank and recognize the individuals who volunteered in the Lilly Nature Center. In 2017, these men and women contributed 14,515 hours. Lynn Layden was awarded the Sam Postlethwait Volunteerism Award since she had accumulated over 1,000 hours in her 18 years of volunteering.
- Outside groups and individuals contributed volunteer hours to the department by spreading wood chips on the paths. The total number of hours was 672.
- Sent out notices about the "Build-a-Center" workshop to various community members.

### **Projects**

- **Cason Family Park**
  - RFP went out through the Redevelopment Commission.
  - Pre-submission meeting held for interested firms on 1/8.
  - 3 Proposals were received on 1/17 at Redevelopment Commission meeting. Recommendation to be made at next RDC meeting.
- **Tree City USA Application:**

Our report was completed, which detailed the work accomplished by the WL Tree Friends, Parks and Recreation, and Street Department relating to city trees. This included planting, pruning, watering, removal, and leaf pick up. Tree Friends volunteers donated 871 hours. This will be the 27<sup>th</sup> year that West Lafayette is recognized as a Tree City USA.
- **Paula Woods Park:**
  - Installation of playground equipment is complete. Additional work to be done as weather warms up.
- **Morris Schoolhouse:**
  - Received additional furnishings of children's desks along with a school bell.
  - Storing donations in maintenance barn.
- **Happy Hollow Park Stream Relocation Project:** On hiatus till vegetation is established

- **Happy Hollow Playground:**
  - New quote received RDC approval; 2<sup>nd</sup> P.O. to be submitted for approval.
- **Indoor Recreation And Aquatic Center Viability Study:**
  - Key staff and board members attended Open House meetings at Morton Center on Tuesday, 1/16. Approximately 60 public participants also attended.
- **Lilly Nature Center Displays:**
  - Work continues on specific displays. More to come!

**Program**

- Jeannette Rehmel's Student Art Show is scheduled for Saturday, March 3<sup>rd</sup> 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.
- The 2<sup>nd</sup> & 3<sup>rd</sup> Grade basketball program began playing games at Cumberland School on Saturday, Jan 13. 84 children are participating in this program coordinated by Chrissy Whiteaker.
- Riverside Skating Center has been busy. The extreme cold weather kept skaters away during the holidays. As the weather has warmed up the skaters returned.
- The first one day "Learn to Skate" Clinic was closed due to safety concerns - the wind chill was 10 below.
- Group Ice Skating Lessons began on January 13 with 46 children registered. The three (3) week lessons will continue through January 27.
- The Skating Center's annual Dare to Bear will be held Friday, Feb. 2 from 7-8:30 pm. Brave skaters will make laps around the ice rink in their bathing suits or costumes. Pizza and hot chocolate will be available for the Dare to Bear participants.
- The first day to rent shelters was on Tuesday, January 2.
- 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**

- Morton experienced some cold weather facility issues the first week of January, including a fairly large steam leak in the WALLA office and a water pipe leak in Rm 111. Many of the repairs have been made and cleanup is completed. The wood floor in Rm 111 will need some further work in the next month or two.
- Snow removal has required an enormous amount of time by maintenance staff. Staff came in during Christmas holiday, New Year's holiday, and Martin Luther King holiday.
- Working with the Street Dept. to build a salt brine sprayer for the parks tool cat to be used as a pre- treatment to snow and ice removal on park trails.
- Ongoing preventive maintenance on summer equipment.
- Winterization of all mowing equipment is ongoing.
- Copies of Playground and Trail Inspections will be available for review at Park Board 1/22/2018.

**Finance/Administration**

- Pennie completed the update of all our ADA Self Evaluations on all our parks and facilities.
- Pennie attended Pre-Council & Board of Works meetings.
- Park Rules signs have been received for installation during winter.

- Pennie has put together a new Park Board manual for newest Park Board member, Brandt Patz.

### **Personnel**

- Morton had its first Instructor Brunch of the year on January 6. Seventeen instructors attended and were able to discuss a variety of details that pertain to Morton's daily activities.
- Dan Dunten has served on the planning committee for the Indiana Parks & Recreation Association Conference. This event will be held in Ft. Wayne on January 30 – February 1.
- The MacDonald family will hold an Open House for Friends, Family, and Neighbors of John and Jo on February 3, 2018, from 2-4 pm at Westminster Village. This is a reception and not a formal memorial service. Obituary for both should be in J&C sometime before the reception.
- Key staff members will be attending the IPRA Conference in Ft. Wayne at the end of January.
- Marianne Gaio, Morton Center Administrative Assistant has announced her retirement, effective January 26. Reception for her is to be held on 1/26, from 11-1 pm at Morton Center, room 106.
- Interviews have begun for the replacement of the Morton Center Administrative Assistant.
- **Sam Postlethwait's Birthday Celebration:** This outstanding volunteer and nature-lover turns 100 years old on April 16, Dan is working with others to plan a special celebration. It will be Sunday, April 15 from 2-4 pm in the Lilly Nature Center. All are welcome to attend.

**Claims** – provided online initially, then at meeting.

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

### **Old Business**

#### **Honoring John MacDonald**

Jan opened by asking about the discussion at the last meeting, noting she was not in attendance, but it was her understanding the wish was to do something at the Lilly Nature Center in John's honor. Discussion followed and all agreed this would be an appropriate way to honor him.

### **New Business**

#### **New Park Board Member – Brandt Patz**

- Brandt Patz was sworn in, as previously stated at the beginning of the meeting. Brandt provided a little background information on himself and his family. Everyone welcomed him.

**Nomination/Election of Officers**

- Karen presented the new proposed slate of officers for the West Lafayette Board of Parks.  
Linda Eales – President  
Pat Flannelly – Vice President  
Jim Pitoukkas – Secretary

Karen motioned to approve the slate of officers as presented. Brandt seconded the motion, and the motion carried.

**West Lafayette School Board**

- Karen reported school was canceled on Friday, January 12 because of snow and ice. The makeup day will be Monday, February 19.

**Wabash River**

Jan provided some background information about Wabash River Enhancement Corporation (WREC) for the newest Park Board member, Brandt Patz. Jan reported the group is in the process of selling some properties, which will allow them to move forward with other plans. Discussion followed. Jan also noted the Promenade is coming along nicely.

**Public Comment**

N/A

**Other**

**Cason Family Park Selection Committee**

Jan asked for one of the board members to considering joining and attending upcoming sessions for the development of Cason Family Park. Karen said she would be willing to do so.

Bess informed the Board about Marianne’s retirement, inviting all to the 11-1 pm get together on Friday, January 26.

**Next Meeting Date**

- The next Park Board meeting will be Monday, February 26, 2018, at 4:30 pm, and will be at the Parks Office.

**Adjourn**

- Pat motioned to adjourn the meeting. Jim seconded the motion, and the meeting adjourned at 4:56 pm.

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Presiding Officer

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Secretary