

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

11/16/2020

The **Parks and Recreation Board** met Monday, November 16, 2020, 4:30 pm, virtually, via Microsoft Teams. Present at said meeting were Jim Pitoukkas, Brandt Patz, Pat Flannelly, Karen Springer and Park Board Attorney, Andy Gutwein. Kathy Lozano, Greg Mitchell, Chris Foley, Kevin Noe, Dan Dunten, John Muller, Heather Wiltse and Cheryl Kolb represented the department. City Council representative, Kathy Parker, attended.

Jim convened the Board at 4:35 pm.

Consent Agenda Items

Minutes – provided online

Staff Management Report

**PARKS:
COVID-19**

The Parks and Recreation Department has remained open to continue to serve the City of West Lafayette, with limited contact with the public. Parks and trails remain open for citizens to be able to walk or just enjoy the outdoors while using social distancing methods. According to trail counts, the citizens of West Lafayette are enjoying our trails approximately twice as much as last year at this time.

Basketball courts, tennis courts and ball fields are still open. Many individuals and small groups have taken advantage of the opportunity for a pickup game here or there.

Shelter reservations ended for the season on the last day of October. We will begin accepting reservations for the next season (April 1, 2021 – October 31, 2021) on the first business day of the year, January 4, 2021.

PROGRAMS:

All West Lafayette Parks and Recreation programs and activities remain suspended until further notice due to the ongoing COVID-19 crisis. This closure which included all workshops, rental groups, as well as all events at the Lilly Nature Center, continues. No classes will be offered at the City Hall Community Building until the move into the new space at the former Morton Center at the end of this year. COVID-19 testing continues in the City Hall community space.

LILLY NATURE CENTER: Lilly Nature Center remains closed until January 2021. The *WEDNESDAYS in the WILD*, a program presented each week by the Tippecanoe County Parks Department, will continue with outdoor programming until further notice. Volunteers and staff continue to provide online classes and workshops.

VOLUNTEERS: Outdoor volunteering continues to help improve our beautiful parks and nature areas. 30 young men from Purdue's Phi Gamma Delta fraternity recently spread wood chips on all the trails in the woods at Cumberland Park, making these paths more enjoyable for the general public to utilize. These trails connect with the paved paths associated with the new West Lafayette Wellness Center.

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

11/16/2020

Wellness Center: Planning and preparation continues for the opening of the Wellness Center, slated for the end of the year. Membership rates are set and approved. Marketing materials are being developed and will soon be deployed. **Membership Sales have begun. Please consider becoming a founding member! Apply online at:**

<https://www.westlafayette.in.gov/department/division.php?structureid=278>

NOW HIRING: Wellness Center is seeking staff members to work part time in the following areas: lifeguards, swim instructors, water safety, water exercise, group exercise instructors, personal trainers, fitness coaches, front desk, housekeeping, childcare and many more. Apply online at:

https://www.westlafayette.in.gov/egov/apps/document/center.egov?eGov_searchDepartment=106&eGov_searchType=92

Riverside Skating Center: Opening scheduled for **November 27, 2020**, weather permitting. Winter will soon be here.

Playgrounds: Open

Dog Park: Stay tuned. Work will soon begin on an off-leash dog park at Happy Hollow Park.

Purdue Students and Happy Hollow Park: Our thanks go out to Dr. Aaron Thompson and his 28 Landscape Architecture students for choosing Happy Hollow Park as their project for this year. They will be studying everything from usage, to erosion, and in the end, making suggestions for how to improve this well-loved park's function and to keep it viable for long into the future.

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:

- Municipal Pool has been prepared for winter and hopefully for a smooth spring/summer opening in 2021.
- Routine maintenance of parks and trails – ongoing. Trail upkeep in Cumberland Park and on the Fishtail trail continues.
- Preparation of Happy Hollow Park dog area including dangerous tree removal continues.
- Perennial planting
- Landscape beds have been tended to and mulched
- Done a significant amount of tree trimming
- Mowing activities continue as needed.
- New Equipment (Toolcat, Sprayer, Pressure Washer, Truck)
- Dog Park planning and implementation
- New Parks Barn will be online soon.

Reminder – All City of West Lafayette Parks CLOSE at Dusk

Claims – provided online

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

Old Business

West Lafayette Wellness Center/City Hall Update

- Kevin reported we are still on schedule to receive our Temporary Occupancy Permit for November 27. The main thing still outstanding is there needs to be a functional fire suppression system, and until that is done, the City will not be able to give us temporary occupancy. It's still on schedule for us to have that by the end of next week.
- The pool is scheduled to be filled November 30. This week they are painting, putting up the acoustic panels, the epoxy flooring is supposed to be started this week. Then, next week our staff will begin training next Tuesday, on site with Spear Corporation, to learn the mechanicals and operations of the pool.
- Fitness equipment is scheduled to be installed the first part of December.
- Furniture is scheduled for installation the week of December 4.
- The interactive art exhibit is scheduled to be installed the week of December 11.
- Last week they sanded the gym floor and put two coats of sealer on it, so it's starting to look really nice. The only thing left is to paint the lines, cut out the volleyball inserts, then finish the floor.
- The indoor playground is installed and almost complete, still need a few transitions, which have been ordered.
- This week the Mondo floor for the track and the Wellness floor are being installed. The rest of the floor finishes will take place this week and next week.
- Staffing – we currently have 18 staff that are onboarded. Currently, we have another 4 scheduled to be onboarded at the end of the month. We hope to get a few more hired in the next couple of weeks. We have a couple that will be helping us to recruit more aquatics people. (Technical difficulty ensued with Kevin)
- Kathy finished with saying we're moving forward despite everything happening with COVID. Currently, we are planning to have a Grand Opening/Ribbon Cutting on Saturday, January 2, 2021. This will be the official opening of the building. We are hoping to do some soft opening plans the week between Christmas and New Years by inviting certain neighborhoods, such as University Farms and Amberleigh Village, in for a sneak peak of the facility before the official Grand Opening. The Wellness Center is moving along. There is still a lot to finish up, but we are on schedule to be done on time, and as soon as we can move into the building to begin preparing it, the better. We are hopeful Corona cooperates with us as well.
- Regarding City Hall, Kathy reported last week they did the punch list for the second floor of City Hall, with plans to do the punch list for the first floor this week.
- Furniture will start being installed there this week.
- Currently, a ribbon cutting is set for December 10 or 11, with us moving in soon after the ribbon cutting. The next two months will be very busy for the department, with us moving in three different directions.
- We still have not been able to move into the new Parks Barn. We are still trying to determine how to run power to the building, so are working with Duke to figure this out.

Cason Family Park Update

- Kathy reported Cason Family Park is well. We are going to do a page turner on the drawings of Cason Family Park for Phase I with MKSK next week.
- We moved a tremendous amount of soil from the Wellness Center site to Cason Family Park, knowing we would need it, so MKSK quickly began working on a plan of where to put it at the park. There are some things that need to be done to keep it from washing away, so we are currently working on seeding it for the winter.
- We met out at the schoolhouse today with Lynn Cason and Carl Fritton today to discuss some things that need to be done with the schoolhouse. It was good to see them, and Lynn is very happy to see things happening with the Park.

Building Leasing Space (Happy Hollow Park)

- Kathy reminded everyone from the last meeting about the approval of leasing space in the Maintenance Facility at Happy Hollow Park, noting we did receive, on time, one proposal, which was included in the Park Board's packets today. Kathy requested from the Board to reject the proposal as written, but with permission to negotiate with the party, something more acceptable. Jim proposed a motion to approve the Happy Hollow Maintenance Barn RFP response. Pat motioned to approve the RFP response as presented. Brandt seconded the motion, and the motion carried. With that, Jim asked for the vote and it was Yays: 0, Nays: 3 All Board members rejected the response. With that, Jim motioned to allow our office to respond by entering into negotiations for the Maintenance Barn RFP. Karen motioned to approve the request for negotiations as presented. Brandt seconded the motion, and the motion carried.

Grant of Permanent Easement (Northwest Greenway Easement)

- Kathy presented some background information to the Board from a couple of meetings ago regarding the portion of our trail system, the easement of our trail system which had expired some time ago with Purdue, and the Board approved it. However, it was with the City and not the Parks and Recreation Department. Andy went back and had it resigned with Purdue and the Parks and Recreation Department noted this time.

First of all, we will need to appoint a new Secretary for the Board to fill the vacancy of Linda Eales before we can move forward.

Jim motioned to appoint a new Secretary to the Board, a replacement to Linda Eales. Karen moved to appoint Pat as the new Secretary. Brandt seconded the motion, and the motion carried.

- With that, Jim noted we need a motion to approve the grant of a permanent easement with Purdue. Pat motioned to approve the permanent easement as presented. Brandt seconded the motion, and the motion carried.

New Business

2021 Park Board Proposed Meeting Dates

Jim noted everyone should have received a copy of proposed meeting dates in their packet. Karen motioned to approve the dates as presented. Brandt seconded the motion, and the motion carried.

Surplus Items

- Greg presented a request to declare the following items surplus.
 - Ford F-250 truck, previously a plow and salt truck, that is rusted out
 - Jeep Cherokee that has numerous repairs needed, making it not worth the money needed for repairs
 - Clam bucket, damaged beyond repair
 - Grading blade, not used for some time, and deteriorating
 - 12 office chairs sitting at Happy Hollow
 - Damaged aluminum bench at Lommel Park

The Truck and Jeep will try to be sold on Gov Deals to try and get some money that will go into the General Fund, with the rest disposed. Pat motioned to approve the surplus items as presented. Brandt seconded the motion, and the motion carried.

West Lafayette School Board

- Karen noted, based on discussions with the Tippecanoe County Health Department officials, our Corporation officials, Administrators, Teachers and Staff, we have a revised Corporation Reopening Plan. This is for Jr/Sr High only. eLearning days have been added, Wednesday, December 9 and Wednesday, February 10. These would assist with deep cleaning in our largest building. In-person learning, as well as eLearning, will take place in our elementary and intermediate schools.
- Wednesday, January 6, becomes a professional day for staff only. This allows textbooks and materials to be distributed at the Jr/Sr High School for the eLearners. The first day of the second semester is Thursday, January 7, with onsite and eLearning beginning for all of our students. We continue to monitor the situation daily and we are hopeful to be in person through next Tuesday.

Other

Happy Hollow Dog Park

- Greg noted we are moving forward with the dog park. We ordered the fence a month and a half ago, but with COVID, we are not sure when it will be in.

Riverside Skating Center

- Greg reported we are planning to open the rink this season, but are waiting for the weather to cooperate. Temperatures have been too warm to make ice. We do have a full staff hired. We have a COVID policy, approved by the County Health Department, in place so we can open safely for our staff and patrons.

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

11/16/2020

- Hopefully, we will be posting on Facebook and the website this week, the adjusted hours and things that have been done to provide a safe opening.
- Mandatory masks will be required inside the building and outside. A table will be set up at the entrance for temperature checks and contact tracing. Water fountains will remain off. All interior doors will be open to eliminate point of contact. There will be six sanitize stations. Restrooms remain open. Vending area will be closed. 20% capacity in the building, with only 50 people allowed on the ice at one time. The locker area will be closed. Plexiglass has been installed at the cashier station. We are going to allow online sales for tickets and skates to cut down on person to person contact. We also have an electrostatic cleaner we will be using daily.

Kathy reminded everyone to sign the dockets located in the main office. The Greenway Easement will need to be signed ASAP.

Kathy also reminded the Board she sent an invite to the Parks Foundation meeting (Teams meeting) on November 19. A guest speaker, Bob Bronson, will be attending and discussing various grants available to help expand our services in the parks over the next couple of years.

Adjourn

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

Next Meeting Date

- The next Park Board meeting will be a virtual meeting, Monday, December 21, 2020.

Presiding Officer

Secretary