

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

12/21/2020

The **Parks and Recreation Board** met Monday, December 21, 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 and Heather Wiltse represented the department. City Council representatives, Gerald Thomas and Kathy Parker, attended. Additional, unknown, guests also attended. Absent was staff member, Cheryl Kolb.

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.

**Shelters** closed for the season. No reservations.

**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.

**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:**

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

**NOW HIRING:** Wellness Center continues to seek 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\\_searchType=92](https://www.westlafayette.in.gov/egov/apps/document/center.egov?eGov_searchType=92&eGov_searchType=92)

**Riverside Skating Center:** Opening scheduled for **November 27, 2020 has been delayed. Please check the Parks and Recreation website for opening information.** 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.

### **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:

- Preparation for winter is the major activity right now for our grounds crew.
- Trail cleanup is ongoing
- Tree maintenance continues
- Preparation to move into the new facilities is also a primary focus.

**Claims** – provided online

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

### **Old Business**

#### **West Lafayette Wellness Center/City Hall Update**

- Kevin reported we are moving along, inching our way towards opening. The Substantial Completion Date has been moved to December 30. With the date being moved, it eliminates us being able to open January 2, 2021. We are looking towards an opening date of January 16, 2021.
- Staffing-wise, we're in a pretty good place, but after reviewing schedules, and availability of the college students, we feel there is a need for additional lifeguards. We have already been training staff. There are two lifeguard training classes scheduled before we open, with one already held last week.
- The pool is completed. The Health Department is coming Wednesday morning for an inspection. The only thing that was not hooked up was the pool heater. They have been waiting for three weeks on a part, which finally came in this afternoon. The heater should be operating by tomorrow, or Wednesday at the latest.

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- The fitness equipment is installed. Life Fitness has to come back and program some units. They will also be bringing the Spinning bikes at some point. The group exercise room floors were not finished at the time the other equipment was delivered, so Life Fitness held on to them until we were ready. Hopefully, they'll be delivered between the week of Christmas and New Year's. There have been a couple of techs in the building working on various items, fixing minor nicks, dents, touch-ups, etc. So far, they've been impressive throughout this project.
- Kevin invited everyone to stop by and take a look around the facility.

### **Cason Family Park Update**

- Kathy reported Cason Family Park planning is going well. We have a plan for Phase 1 and Phase 2. We just received a cost estimate for Phase 1 today. There were two different one that came in, one at \$2.4 million, and one slightly over, depending on what amenities we choose.
- We're moving right along. We should be to final drawing stages within the next month. At that time, we will be issuing some RFP's for construction, after it is decided what delivery method we will use. There has been a lot of discussion about doing a new delivery that we used on the Parks Barn, but the name escapes me at this moment. If we use that, we may be able to get more bang for the buck.

### **Building Leasing Space (Happy Hollow Park)**

- Kathy reported no final decisions. Kathy noted she has been talking with Gail Johnston, who owns the pottery studio, about the possible leasing space and how they've been going back and forth about how we might want to set this up. Kathy noted she will talk to Andy in the next week, or so, to discuss. Gail has also been talking to the School Corporation about staying at Happy Hollow School, if possible. Kathy has encouraged her to keep exploring the option, as it might be better for her, and for us.

### **New Business**

#### **Employee Title Change**

- Kevin requested Board approval, beginning January 11, 2021, to reclassify current employee, Doug Roark, from his Maintenance Tech II position to a Maintenance Tech I position. His primary responsibilities will be taking care of the Wellness Center, being in charge of the part-time custodial staff, overseeing all of the maintenance operations, as well as the custodial operations at the Wellness Center. The biweekly pay rate will be \$1,680.00. Kevin went on to say he was very pleased that Doug had applied for the position, noting he believes his skill set, his knowledge, his personality, etc. will make for a good fit for the position and the facility. Kathy asked Kevin to provide some of Doug's background to the Board. Kevin noted he is kind of a jack-of-all-trades. He's a mechanic. He ran a mechanic program in a prison in Illinois for years. He was U.S. Airforce Reserves for 30 years. He's certified in tree removal. He has his Pool Certification. He is a man with multiple certifications, so with his maintenance and mechanical background, he should be able to take care of everything. Pat motioned to approve the position and title change as presented. Brandt seconded the motion, and the motion carried. Discussion followed before the vote.

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**Approval of RFP**

- Kathy requested approval to move forward with putting out an RFP to find someone to update our 5-Year Master Plan. Karen motioned to approve the issuance of the RFP for the 5-Year Master Plan as presented. Pat seconded the motion, and the motion carried.

**West Lafayette School Board**

- Karen reported today is the final day of the first semester. The second semester will begin Wednesday, January 6, with a Professional Day for staff only. We are hoping that both on-site and e-Learning instruction will begin on Thursday, January 7. The County Superintendents are meeting weekly with the Tippecanoe County Health Department, Dr. Adler, so our opening plans could change depending on the County's status.

**Other**

- Kathy reported the Riverside Skating Center is open due to the hard work of Ken VanderHoff, Amanda Jeffries and Greg Mitchell, along with some help from Kevin. They were able to get the chiller fixed, and we have had people skating for about a week now. So, get your tickets reserved online. We are doing it this way to adhere to the restrictions of COID-19, and to provide a healthy and happy experience for everyone.
- Kathy noted the fence is up at Happy Hollow Park for the Dog Park. Expect an invite in January for yourself and your four-legged pals, after we finish adding some amenities to the park. Discussion followed.

**Adjourn**

- Pat motioned to adjourn the meeting. Brandt seconded the motion, and the meeting adjourned at 4:52 pm.

**Next Meeting Date**

- The next Park Board meeting will be a virtual meeting, Monday, January 25, 2021.

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Presiding Officer

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Secretary