

The **Parks and Recreation Board** met Monday, April 19, 2021, 4:30 pm, virtually, via Microsoft Teams. Present at said meeting were Jim Pitoukkas, Pat Flannelly, Karen Springer, David Purpura and Park Board Attorney, Andy Gutwein. Kathy Lozano, Kevin Noe, Bryce Patz, Heather Wiltse, Dan Dunten and Cheryl Kolb represented the department. City Council representatives, Gerald Thomas attended. Additional guests included were Nick Schenkel and Samantha O’Neal. Absent were staff members, Greg Mitchell and John Muller.

Jim convened the Board at 4:34 pm.

**Consent Agenda Items**

**Minutes** – provided online

**Staff Management Report**

**West Lafayette Parks and Recreation Department  
Report  
April 19, 2021**

**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.

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

**Shelters** Reservations for shelters began April 1, 2021.  
Reserve online at [Catalog - City of West Lafayette Parks & Recreation \(rec1.com\)](https://www.westlafayette.org/Rec1)

**Senior Softball** – meets at Cumberland Park at noon. Going strong.

**Coed Softball** – will begin soon

**PROGRAMS:**  
**West Lafayette Parks and Recreation programs and activities are in the process of a slow opening** – some activities will return to the Margerum City Hall Community space beginning May 1.

**LILLY NATURE CENTER/Celery Bog:** Lilly Nature Center remains closed. A slow opening will be scheduled for June 1.

**Municipal Pool** – planned opening is for Memorial Day Weekend, on Friday, May 28. See the opening schedule and class options on the Parks website.

**VOLUNTEERS:** Outdoor volunteering continues to help improve our beautiful parks and nature areas.

**WELLNESS CENTER:** The West Lafayette Wellness Center is open and is adding to its program offerings every day. ***Membership Sales are brisk. Please consider becoming a member!***

***Apply online at:***

[Catalog - City of West Lafayette Parks & Recreation \(rec1.com\)](http://rec1.com)

**NOW HIRING:** Wellness Center continues to seek staff members to work part time in the following areas: Custodians, Lifeguards, Swim Instructors, Water Safety, Water Exercise, Group Exercise Instructors, personal trainers, fitness coaches, front desk, housekeeping, childcare and many more.

***Apply online at:***

[Employment opportunities \(in.gov\)](http://in.gov)

**RIVERSIDE SKATING CENTER:** The Riverside Skating Center is closed for the season. It will have a facelift over the summer with new dasher boards and a general cleanup of the facility

**PLAYGROUNDS:** Open

**DOG PARK:** Stay tuned. Work is almost completed for the off-leash dog park at Happy Hollow Park. Will reopen beginning of May as weather permits.

**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:

- Spring cleanup and summer prep
- Grass season is upon us
- Happy Hollow Pool opening
- Rink renovation
- Dog Park completion

**Claims – provided online**

- Karen noted she had a question pertaining to the line item in the report about some activities returning to the Margerum City Hall Community space beginning May 1 and was wondering what they were. Kathy reported the Bridge and Euchre groups were anxiously awaiting a return, so they will be resuming play. Kathy also reported we may begin offering some children's art classes starting in June.

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

## **Old Business**

### **Facility Use Agreement/Lease - West Lafayette Public Library**

- Kathy presented some background information, noting we're excited about this partnership and are happy to help them during their renovation period. Kathy noted Nick would be happy to answer any questions there might be.
- Nick thanked the Board for the opportunity to continue offerings to the children and their families during the construction period of the library, starting in June until the early part of spring in 2022. David motioned to approve the Facility Use Agreement as presented. Karen seconded the motion, and the motion carried.

### **WL Wellness Center**

- Kevin noted in the packet there is a one-page document reporting revenues, memberships, etc.
- Everything is going well. We've been slowly adding some group exercise classes.
- The indoor playground in the clubhouse area was opened last week, with the necessary cleaning protocols in place for the area.
- We hosted our first larger meeting for the Kiwanis group, with the Mayor as the speaker for the meeting. We were the recipient of a \$2,000.00 donation from the Kiwanis to establish a scholarship program for our summer camp to help fill the needs of the families in the community. Primarily, the money will be used for summer camp. If there is money left over, we will use the remaining funds to help the families in the community for swim lesson scholarships.
- We still have some contractors in the building buttoning up some loose ends and finishing the punch list.
- We are looking at a Saturday in August to do the ribbon-cutting for the Wellness Center. Stay tuned for the invitation coming soon.

### **Cason Family Park**

- Kathy reported we had the first scoping meeting with Mayer Najem last week. They have gone out with the plans that were provided by MKSK and will be coming back to us soon to negotiate a price to build Cason Family Park. Hopefully, within six weeks, we'll be building.

## **New Business**

### **Building Administrator**

- Kathy, with Park Board approval, requested that we hire, Michelle Brandy Payne, as the Building Administrator for Margerum City Hall. She will be the face of Margerum City Hall, the first point of contact when entering the building. Her established role will be the Receptionist/Building Administrator. She will be responsible for the room rentals and will manage classes being held at City Hall. The position begins today, and her biweekly salary will be \$1,200.00, split evenly between the Park Board and the Non Reverting Operating Funds. Pat motioned to approve the request for hiring as presented. Karen seconded the motion, and the motion carried.

**Wellness Center Membership Agreement – Renew Active**

- Kevin requested Board approval to enter into agreement with United Healthcare’s Renew Active, the equivalent of the Silver Sneakers program. Any member of United Healthcare can visit the facility at no cost to them, with a reimbursement to us from United Healthcare. If the member scans in one time per month, we will receive a \$30.00 payment from United Healthcare. Discussion followed. David motioned to approve the request as presented. Karen seconded the motion, and the motion carried.

**Consideration of Special Request – National Youth Advocate Program**

- Samantha O’Neal introduced herself and provided a brief overview of the organization she represents, along with the request by the group. Pat motioned to approve the request to have fees waived for a shelter at Happy Hollow Park as presented. Karen seconded the motion, and the motion carried. David questioned the normal protocol for the department. Discussion followed. A vote followed with 1-Aye and 2-Nays.

**West Lafayette School Board**

- Karen reported at the beginning of 2021 the Administration established the West Lafayette Way to Go Award. At each School Board meeting, three students from each school are selected to be recognized. The recognitions are for positive attitude, citizenship, effort, commitment to learning, empathy, etc. Simply students who go above and beyond.
- Waivers from the USDA made it possible for the Food Service Department to provide free breakfast and lunch to all students regardless of meal assistance level for the 2020-2021 school year. The USDA recently extended those waivers throughout the summer. So, when school is out, families can pick up weekly meal packages with 5 breakfast and 5 lunches. Pick up location will be the Elementary School on Mondays from 3:45-5:15 pm.

**Other**

**Happy Hollow Dog Park**

- Kathy presented a “Save the Date” for the Grand Opening of the Dog Park on Wednesday, May 12, 2021 at Happy Hollow Park.

- **Park Board Dockets**

Kathy requested the Board members to stop by and sign the dockets. Kathy also noted the payment for the

- **Cumberland Park (weekend incident)**

- Karen requested some discussion regarding the incident at Cumberland Park this past weekend. Discussion followed. One suggestion that came from the discussion; “No more shelter reservations for the person that reserved the shelter.” Kathy agreed to work with Andy to draft a violation letter to send to the person who reserved the shelter.

Pat asked a question regarding the last proposal made, wanting to know if we tell people making these requests that we have a policy that we are not going to waive these fees, so people are not wasting their time. Kathy said we do, but they always want to ask anyway, thinking if they go beyond us, they may be able to get a different answer.

Karen asked a question pertaining to the incident occurring at Cumberland Park Saturday night, wanting to know if the shelter had been rented, or if they just showed up. Kathy noted the shelter was reserved from 1:00 – 6:00 pm by an individual online, with no indication of the event. As it turns out, we believe it was a fraternity, with many people attending. Karen noted they received the rules, whether they read them, we don't know, noting alcohol is prohibited, even though we know alcohol was present. Karen asked what recourse the department would have. Discussion followed.

**Adjourn**

- Pat motioned to adjourn the meeting. Brandt seconded the motion, and the meeting adjourned at 5:08 pm.

**Next Meeting Date**

- The next Park Board meeting will be a virtual meeting, Monday, May 17, 2021.

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Presiding Officer

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Secretary