

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

07/19/2021

The **Parks and Recreation Board** met Monday, July 19, 2021, 4:30 pm, in person and virtually, via Microsoft Teams. Present, in person, at said meeting, were Jim Pitoukkas, Pat Flannelly, Karen Springer, David Purpura, Park Board Attorney, Andy Gutwein, Kathy Lozano, Greg Mitchell, Kevin Noe, Heather Wiltse, John Muller, Dan Dunten, Cheryl Kolb, Isaac Armstrong, City Council Representative, Kathy Parker and City of West Lafayette Clerk, Sana Booker. Virtual attendees included Paul Siciliano and City Council Representative, Gerald Thomas. Possibly, other virtual guests were in attendance. Absent was staff member, Bryce Patz.

Jim convened the Board at 4:33 pm.

Consent Agenda Items

Minutes – provided online

Staff Management Report

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

PARKS:

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 – Season has ended

PROGRAMS:

West Lafayette Parks and Recreation programs and activities are in the process of a slow opening – some activities have returned to the Margerum City Hall Community space. Several Art classes are in full swing.

The West Lafayette Public Library decided to revise how they will use the rented space at Margerum City Hall. They have chosen to use the two rooms for office space and storage.

LILLY NATURE CENTER/Celery Bog: Lilly Nature Center re-opened July 7, 2021 after a 16-month hiatus for Covid-19. The Lilly Nature Center has averaged over 50 visitors daily ever since. Please refer to our website for a list of programs and hours.

Activity has continued in the **Celery Bog** itself:

- 185 perennial milkweed starts were planted at the Nature Area for monarch butterflies
- 45 perennial cardinal flowers were planted for pollinators at the Nature Area
- 9 volunteers spread woodchips on the trails at the Celery Bog Nature Area for a total of 90 hours.
- 4 bird identification walks with 25 people
- 4 wildflower walks with 48 people
- 4 outdoor *Wednesdays In the Wild* programs in various locations with 93 people in attendance.

Wellness Center Monthly Report

Through June 5, 2021

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://Catalog - City of West Lafayette Parks & Recreation (rec1.com))**

**Wellness Center Monthly Report
Through July 2, 2021**

| Category | Month Prior (June) | YTD | Notes |
|-------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------|
| Total Membership Units |  |  | Total membership units to date=1609 (up16% from June) |
| Total Family Membership Units |  |  | Total family membership units to date=637 (up 17% from June) |
| Total Scans | 13,706 | 50,698 | 69% increase over June |

Accomplishments: The Wellness staff hosted the first West Lafayette Parks & Recreation Cumberland Park 5K on June 26. The event was very well received with over 50 participants. Participants received a t-shirt and the route utilized the new trails throughout Cumberland Park. Look for more 5K events in the future!

Challenges: Ever since the building has opened, there have been safety issues associated with the pool deck. The deck would quickly become quite slippery each day. To address the problem, the deck was resurfaced during the week of June 28. While this caused a temporary inconvenience to members, we hope that this will be a long-term solution to solve what could become a major safety related issue.

Staff Highlight: Lisa Tharp joined the Wellness Center staff in January as a group exercise instructor, and her classes have quickly become some of the most popular in the facility. Lisa's Senior Fitness class is regularly enjoyed by up to 35 participants and her Yoga Pilates Fusion class isn't far behind. Lisa's positive, encouraging instruction has been great for the facility, and the Wellness Center could not be happier to have her on board! If you haven't checked out one of her classes, we encourage you to do so. Just be sure to pre-register, as her classes tend to fill up quickly.

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 \(in.gov\)](#)

Municipal Pool – Is open!

- Swim lessons are full.
- Lap swim and rec swim are well attended
- Wibit obstacle course is drawing a large crowd on Sunday afternoon

RIVERSIDE SKATING CENTER: The Riverside Skating Center is closed for the season. New dasher boards have been installed.

PLAYGROUNDS: Open

DOG PARK: Dog Park at Happy Hollow is a big success. Dogs from all over the city are enjoying the amenities and being free inside the fence.

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:

- Grass season is upon us
- Happy Hollow Pool opening
- Planting perennials and annuals around town

Karen motioned to approve the Consent Agenda items as presented. David seconded the motion, and the motion carried.

A roll call vote was taken:

| | AYE | NAY | ABSENT | ABSTAIN |
|-----------|-----|-----|--------|---------|
| Flannelly | √ | | | |
| Pitoukkas | √ | | | |
| Purpura | √ | | | |
| Siciliano | √ | | | |
| Springer | √ | | | |

Motion Passes 5-0

Old Business

WL Wellness Center

- Kevin reminded everyone of the Grand Opening set for Saturday, August 14. The official ribbon cutting will take place at 10:00 am. We will be opening the facility for free to the public from 10:00 am – 2:00 pm, highlighting some group exercise class offerings, along with the Wibit being set up in the pool. Basketball skills training will be offered. We plan to show the community what we are doing with the building, and what we can do with the building. Our group exercise classes have really been taking off lately. Classes are growing! As part of our Grand Opening, we are also offering a breakfast at 8:30 am for our Founding Members. We will ask for their input and ideas that morning before having them attend the ribbon cutting ceremony at 10:00 am.
- Youth Basketball will be starting this fall, along with Adult Volleyball. We also plan to expand our camp offerings this year to do a winter break and spring break camp. For spring break, we will probably offer two camps, one for West Lafayette schools and one for Tippecanoe County schools. Generally, the spring breaks fall in different weeks, so we'll try to accommodate both school corporations.

Cason Family Park

- Kathy stated, as everyone knows, things have been tabled for Cason Family Park for one year. However, there is some exciting news to share since the last time we met. We have been pursuing for over 3 years now, the Meyer family who owns the adjacent 15 acres of land to Cason Family Park, to see if they would be willing to sell the property or donate it to us. Recently, Bob Meyer, contacted us and has agreed to sell the property to us. Kathy reported she is in the process of getting some appraisals done on the property, noting we will go from there. We realize this is not a done deal, but it is exciting to think we have the potential to double the size of the park before we build it!

New Business

**Wellness Center / Parks and Recreation – Isaac Armstrong
(Standard Operating Procedures & Emergency Operating Procedures)**

- Heather began by introducing Isaac Armstrong, a summer intern at the Wellness Center, who is majoring in Human Resources. Heather noted he came highly recommended by the City of West Lafayette Clerk, Sana Booker.
- Isaac began by saying he has been researching over the past few weeks, reading, etc. to come up with the Standard Operating Procedures for the West Lafayette Wellness Center. The Board began by asking questions of Isaac. Isaac noted he loves doing research, in addition to the fantastic opportunity it has been for him, since this is not something taught in college. The opportunity will allow him to take what he has learned back to school to share with other students. Kevin followed by saying it was perfect timing for the Wellness Center because it has been on their to-do-list since day one to create these procedures. Kevin also noted knowing Isaac since he was young and

involved at a previous facility where Kevin worked, so this was just a perfect opportunity for all of them. Discussion followed. The Board thanked Isaac for all his hard work.

Salary Adjustment – Rachel MacDougall/Wellness Coordinator

- Kevin presented a request for approval to increase Rachel MacDougall’s salary. Rachel will be taking on the addition of Adult and Children’s Sports Leagues. The requested increase is to bring her salary more in line with her skills and qualifications. Rachel’s pay rate would increase from \$1,608.47/ biweekly to \$1,692.31/biweekly, retroactive to June 21, 2021. David motioned to approve the salary increase as presented. Pat seconded the motion, and the motion carried.

A roll call vote was taken:

| | AYE | NAY | ABSENT | ABSTAIN |
|-----------|-----|-----|--------|---------|
| Flannelly | √ | | | |
| Pitoukkas | √ | | | |
| Purpura | √ | | | |
| Siciliano | √ | | | |
| Springer | √ | | | |

Motion Passes 5-0

Salary Adjustment – John Muller/Parks Director

- Kathy presented a request for approval to increase John Muller’s salary. John has recently accepted the responsibility for facilities maintenance for the City of West Lafayette. John’s pay rate would increase from \$2,004.46/ biweekly to \$2,104.68/biweekly, retroactive to June 21, 2021. This adjustment is being made to allow John’s salary to be more in line with his responsibilities. Karen motioned to approve the salary increase as presented. David seconded the motion, and the motion carried.

A roll call vote was taken:

| | AYE | NAY | ABSENT | ABSTAIN |
|-----------|-----|-----|--------|---------|
| Flannelly | √ | | | |
| Pitoukkas | √ | | | |
| Purpura | √ | | | |
| Siciliano | √ | | | |
| Springer | √ | | | |

Motion Passes 5-0

Salary Adjustment – Greg Mitchell/Assistant Superintendent

- Kathy presented a request for approval to increase Greg Mitchell’s salary. Greg has recently accepted the responsibility for oversight of facilities maintenance for the City of West Lafayette. Greg’s pay rate would increase from \$2,570.61/ biweekly to \$2,679.12/biweekly, retroactive to

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June 21, 2021. This adjustment is being made to allow Greg’s salary to be more in line with his responsibilities. David motioned to approve the salary increase as presented. Pat seconded the motion, and the motion carried.

A roll call vote was taken:

| | AYE | NAY | ABSENT | ABSTAIN |
|-----------|-----|-----|--------|---------|
| Flannelly | √ | | | |
| Pitoukkas | √ | | | |
| Purpura | √ | | | |
| Siciliano | √ | | | |
| Springer | √ | | | |

Motion Passes 5-0

West Lafayette School Board

- Karen reported at a Special School Board meeting Monday, July 12, the School Board approved a Reopening Plan for the 2021-22 School Year. School will be in-person. The plan follows the IN Dept. of Health guidelines mandating masks for unvaccinated K-6 and recommending masks for the unvaccinated 7-12. Masks will be mandatory on all school transportation per Federal requirements.
- The Board approved the hiring of Administrator Assistant to provide us with an interim superintendent. We approved their recommendation of Michael Pettibone who will start July 20. We will be conducting the Superintendent Search this fall, with hopes now to have a new Superintendent, January 1, 2022.

Other

N/A

Adjourn

- Pat motioned to adjourn the meeting. David seconded the motion, and the meeting adjourned at 4:51 pm.

Next Meeting Date

- The next Park Board meeting will be Monday, August 16, 2021.

Presiding Officer

Secretary