

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

10/18/2021

The **Parks and Recreation Board** met Monday, October 18, 2021, 4:30 pm, virtually, via Microsoft Teams. Present, in person, at said meeting, were staff members Kathy Lozano, Greg Mitchell, Bryce Patz and John Muller. Virtual attendees included Park Board members, Karen Springer, Pat Flannelly, David Purpura, Park Board Attorney, Andy Gutwein, Mayor John Dennis, Staff members, Kevin Noe, Heather Wiltse, Dan Dunten, City Council Representatives, Gerald Thomas and Kathy Parker. Also virtually attending, was soon to be sworn in Park Board member, Kitti Carriker. There were possible other virtual guests in attendance. Absent was Park Board member, Paul Siciliano and staff member, Cheryl Kolb.

Karen convened the Board at 4:33 pm.

**Oath of Office – Kitti Carriker (New Park Board Member)**

City of West Lafayette Mayor, John Dennis, swore in the newest Park Board member, Kitti Carriker.

Karen thanked the Mayor and welcomed Kitti to the Board.

**Consent Agenda Items**

**Minutes** – provided online

**Staff Management Report** – See Exhibit A

**Claims** – provided online

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

Discussion followed with Karen asking about the status of the new Parks Barn mentioned in the Staff Management Report. Greg responded, reporting it is useable by the staff and working out nicely, but is still an adventure getting there.

A roll call vote was taken:

	AYE	NAY	ABSENT	ABSTAIN
Carriker	√			
Flannelly	√			
Purpura	√			
Siciliano			√	
Springer	√			

Motion Passes 4-0

**Old Business**

**WL Wellness Center**

- Kevin reported memberships are on the uptick again after declining at the end of summer once school was back in session, along with staff memberships that dropped off due to the end of employment at the Wellness Center. Currently everything is trending in the right direction with over 4,200 total members of the facility.
- We are happy to report Renew Active Membership numbers are up to 61.
- A contract was signed last week for Silver and Fit Memberships, so we'll be able to begin registering those soon.
- If you are looking for something to do on Friday, October 29, please plan to sign your family up for our first Fall Festival at Cumberland Park/West Lafayette Wellness Center. When preparations and planning began for the Fall Festival, it was unknown what kind of response we would receive. To date, in our CivicRec program, we are at 1,120 people registered for the event. The response has been overwhelming, to say the least.
- The second Parents Night Out event last Friday just wrapped up, with 38 children registered for the event.
- The Youth Basketball program started last week, with the first game this week. There are close to 200 children registered.
- Kevin noted the response to programs has been very, very good so we're going to start ramping up our program offerings as we finish out this year into next year. But as things are chugging along, we are also mindful that we are still operating in a pandemic. It has presented its challenges and has been a little difficult to navigate.  
Comments followed. Kevin thanked everyone and noted it is a testament to Heather, Ashley, Rachel and Julian.
- Kevin also reported he and Greg will be attending the Athletic Business Conference in San Antonio, TX next week. Kevin noted he and Dylan Fisher, the architect from Perkins and Will, will be presenting at the conference on gender-neutral restroom designs and inclusive restrooms, so he's excited to be a part of the presentation.

**2022 Part-Time Salaries (Revised – Additional Positions)**

- Greg reminded the Board of the approval of 2022 Part-Time Salaries last month, noting we have added 2 positions since the approval, which require approval.  
The additional positions are for:
  - After School Care Staff
  - Private TutorThe salary range for those are as follows:
  - After School Care Staff – Minimum \$10.00 - Maximum \$16.50
  - Private Tutor – Minimum \$10.00 - Maximum \$20.00
- In Fall 2022, it is our intention to start an After-School program with our wonderful Youth Coordinator, Ashley Connor, at the helm of the program. These positions were meant to be included in the list presented at last month's meeting but were accidentally overlooked.

Discussion began and Karen asked for a motion on the table to approve the 2022 Part-Time Salaries first, with discussion to follow.

David motioned to approve the 2022 Part-Time Salaries as presented. Pat seconded the motion, and the motion carried. Discussion followed.

A roll call vote was taken:

	AYE	NAY	ABSENT	ABSTAIN
Carriker	√			
Flannelly	√			
Purpura	√			
Siciliano			√	
Springer	√			

Motion Passes 4-0

**New Business**

**Consideration of Special Request – Lafayette Lions Club**

- Greg presented the request, noting the Lafayette Lions Club purchased a food truck/ice cream truck as a fundraising opportunity for themselves. They are planning to become a vendor at the Farmers Market for the 2022 season. In addition to needing electricity, they are requesting access to water. They have done some exploring at the Market and have found there is a spigot at the restroom building and are asking for special consideration that they be given access to the water during the Farmers Market next summer. In conversation with the Market Manager, she states that if we provide water to them, then water should be provided to the other vendors who participate. It is up to the Board if you wish to grant their special request. Discussion followed. Greg noted that we, as a staff, agree with the Market Manager. If we provide water for them, we will need to have consideration for providing water for everyone, which we do not have the capacity to do, making it impossible. Pat motioned to approve the Special Consideration for the Lions Club to provide water at the 2022 West Lafayette Farmers Market as presented. David seconded the motion.

A roll call vote was taken:

	AYE	NAY	ABSENT	ABSTAIN
Carriker		√		
Flannelly		√		
Purpura		√		
Siciliano			√	
Springer		√		

Special Request was denied 4-0

**Riverside Skating Center – Cash/Change Fund**

Greg presented a request to establish a Cash/Change Fund for Riverside Skating Center in the amount of \$500.00, noting it is from the Nonreverting Operating Fund, and will revert back no later than April 8, 2022. David motioned to approve the request for the Cash/Change Fund as presented. Pat seconded, and the motion carried.

A roll call vote was taken:

	AYE	NAY	ABSENT	ABSTAIN
Carriker	√			
Flannelly	√			
Purpura	√			
Siciliano			√	
Springer	√			

Motion Passes 4-0

**Margerum City Hall Custodian**

- Greg reported Andrew Furstenberg has been on the job since August 30, 2021, noting the original hiring formality went before the Board of Works for approval. It was an oversight on our part the information did not come before the Park Board, so this is to correct the oversight. Andrew’s position is considered Regular Part-Time, and he is earning \$15.50/hour, with leave benefits based on his schedule of 25 hours per week. He is doing a spectacular job keeping this building clean, so we are asking for your approval to rehire him again. David motioned to approve the hiring of Andrew Furstenberg/Margerum City Hall Custodian as presented. Pat seconded the motion, and the motion carried.

A roll call vote was taken:

	AYE	NAY	ABSENT	ABSTAIN
Carriker	√			
Flannelly	√			
Purpura	√			
Siciliano			√	
Springer	√			

Motion Passes 4-0

**West Lafayette School Board**

- The first nine weeks of Fall Semester ended on Thursday, October 14. Fall Break was Friday, October 15 and today.
- The various construction phase projects at the Jr/Sr HS will be completed by January 2022. Delays have occurred due to supply problems, shortage of workers, and increase in material costs. The Grand Opening ceremonies for the James R. Guy Academic Wing and the Bob Kelly Performing Arts Center have been postponed from this Fall to Spring 2022 due to COVID concerns.

**Other**

- Greg noted we are hopeful we'll be able to begin meeting in person next month, and to stay tuned. It will be nice to all be in the same room again. Once we're able to resume in-person meetings, they will continue taking place at Margerum City Hall in the Bean Room.
- Greg thanked Kitti and Paul for being the Board representatives with the Steering Committee for the 5-Year Master Plan in the upcoming months, allowing them to report on the current happenings. Discussion followed.
- Greg noted the first Community Forum is scheduled for November 3, 5:00 pm – 7:00pm, at the Wellness Center, hoping to see everyone there.

Karen reminded all the Board members to make a trip to City Hall to sign all the necessary paperwork from the previous months.

**Adjourn**

- Pat motioned to adjourn the meeting. David seconded the motion, and the meeting adjourned at 4:58 pm.

A roll call vote was taken:

	AYE	NAY	ABSENT	ABSTAIN
Carriker	√			
Flannelly	√			
Purpura	√			
Siciliano			√	
Springer	√			

Motion Passes 4-0

**Next Meeting Date**

- The next Park Board meeting will be Monday, November 15, 2021.

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Presiding Officer

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Secretary



# MEMO

Exhibit A

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TO: West Lafayette Parks and Recreation Board

FROM: Kathy Lozano – Parks Superintendent

DATE: Monday, October 18, 2021

SUBJECT: West Lafayette Parks and Recreation Department Report

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Below is a summary of the progress department staff has made during the months of September-October.

## PARKS:

Shelters can be reserved through the last day of the season, Sunday, October 31, 2021 online at [Catalog - City of West Lafayette Parks & Recreation \(rec1.com\)](https://www.westlafayette.com/recreation)

## 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. Ballroom Dance has also returned to the Margerum City Hall.

## 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:

- Doubled the size of the current Rain Garden with the assistance of a Purdue environmental class. Utilized a Purdue Student Learning Grant to purchase 200 plants and better soil.



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- Trained three new volunteers in the last 3 weeks.
- Worked with three volunteer groups to spread wood chips on trails and perform other improvement projects.

Dan serves on the Planning Committee for the 2021 Indiana Parks & Recreation Association Conference that will take place the first week of November.

#### 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 \(rec1.com\)](https://www.rec1.com/catalog)



# MEMORANDUM

## Wellness Center Monthly Report October 2021

Category	Month Prior (August)	YTD	Notes
Total Active Membership Units	1,455	1,405	Total membership increase=50
Total Renew Active Members	61	51	Increase=10
Total Scans	8992	71402	
Total Active Family Membership Units	670	651	Total active family membership units increase =19
Total Active Members	4219	3896	Increase=350

### Accomplishments:

In October, the West Lafayette Parks and Recreation Department will be hosting our first annual Fall Festival at the Wellness Center. Participants will be able to enjoy Trick or Treating on the Trails, bounce houses, games, and a variety of other fun activities. Currently, the Department is partnering with over 30 local businesses to make this event possible.

### Staff Highlight:

Abby Ballentine and Kristin Hopper serve as the Wellness Center's Clubhouse Shift Leaders, with both bringing many years of experience both in childcare facilities and as mothers. Abby's background in daycare management, combined with Kristin's background in homeschooling and childcare creates the perfect combination for success. Since beginning as shift leaders, Abby and Kristin have





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worked to create a structured and well-rounded experience, for both children and members, and to also incorporate monthly themed activities in the Clubhouse.

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 \(in.gov\)](https://www.in.gov/employment)

MUNICIPAL POOL – Closed for the season!

RIVERSIDE SKATING CENTER: The Riverside Skating Center will open November 26, 2021 for the season, weather permitting. Hiring has begun – apply online at: [Employment opportunities \(in.gov\)](https://www.in.gov/employment)

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. Coming the first two weeks of November will be two ADA compliant benches thanks to the efforts of Gold Star Girl Scout, Lauren Kish. Lauren raised over \$24,000 to facilitate the addition of accessible swings in all our parks, automatic door opener for the Lilly Nature Center and benches for the Dog Park. Thank you, Lauren! Congratulations for achieving Gold Star status!

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:

- Move to the new parks barn
- Redevelopment of the Margerum Fountain including sandblasting, painting, new lighting, and new landscaping



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- Begin opening process for the Riverside Skating Center
- Begin fall clean up
- Hazardous tree removal
- Equipment and vehicle inventory
- Prep equipment for winter

### COMMUNITY FORESTRY AND GREENSPACE:

- 37 Street trees were inspected in the month of August
  - 26 trees were submitted for removal
  - Total trees removed in 2021: 52
  - 11 invasive callery pear were removed at Margerum Fountain at Tapawingo Park. Landscape will be updated in October.
- Street tree inventory update has reached 50% complete
  - Inventorying trees within public rights-of-way and specimen trees within Park properties
  - All inventory work will be completed by the end of October 2021
  - Results are visible on TreePlotter PARKS site here: <https://pg-cloud.com/WestLafayetteIN>
  - INDNR Community and Urban Forestry Assistance Grant reimbursement report will be submitted in October
- West Lafayette Tree Friends Update:
  - WLTF are developing their by-laws, in accordance to their adopted Strategic Plan document. To view their Strategic plan, visit: <https://wltreefriends.files.wordpress.com/2021/08/wltf-strategic-plan-final.pdf>
  - 30-40-50 Campaign to fundraise for a Municipal nursery is going well. Fundraising committee have identified grants to aid in construction of nursery in 2022.
  - Operation Releaf-joint WLTF and City tree planting program- fall tree locations are being finalized. If residents would like a tree for their property, in the public right-of-way, contact Bryce Patz at [bpatz@westlafayette.in.gov](mailto:bpatz@westlafayette.in.gov)
  - Fall pruning schedule is set. City Arborist and WLTF will begin their weekly pruning on October 8<sup>th</sup> through November 12<sup>th</sup>. Anyone is welcome!
- WLTF meet second Tuesday of each month at noon. Everyone is welcome! Contact [bpatz@westlafayette.in.gov](mailto:bpatz@westlafayette.in.gov) or [chair@wltreefriends.org](mailto:chair@wltreefriends.org) for information.

CC: Greg Mitchell, Kevin Noe, Dan Duntun, John Muller, Bryce Patz