



MINUTES

**City of Warsaw
Parks and Recreation Board
Regular Meeting (Parks)
Tuesday, February 20, 2018, 5:15 pm - 6:15 pm
Pete Thorn Youth Center**

In Attendance

Bill Baldwin; Diane Quance; Heather Frazier; Larry Ladd; Larry Plummer; Michelle Boxell; Shaun Gardner; Sheila Wieringa; Steve Haines

Not In Attendance

Jill Beehler; Joe Thallemer

I. CALL TO ORDER

Park Board President Steve Haines called the meeting to order.

II. APPROVAL OF PREVIOUS MEETING'S MINUTES

1. *Approval of January 2018, Minutes*

The January 16, 2018, minutes were approved on a motion by Board Member Baldwin, seconded by Board Member Boxell.

Move: Bill Baldwin Second: Michelle Boxell Status: Passed

III. UNFINISHED BUSINESS

1. *Civic Rec Update*

Superintendent Plummer informed the Park Board that progress is still being made with the rental & program software, CivicRec. We are continuing to input and transfer information. While inputting information, we have found that CivicRec is not able to accommodate the current way we process payments for our rentals. Because of this, Plummer had asked the Board for approval to change both the way we collect payment and the refund process.

If approved, the new method of collecting rental payments would be 100% of the rental fee would be paid at the time of making the reservation. However, the damage deposit would still need to be paid when the individual comes to pick up the keys for the rental. In addition, the refund process would differ slightly in that each building would have a set amount for the refund where a cancellation fee is removed from the refund (Pavilion \$100 cancellation fee, Firemen's \$50 cancellation fee, and the Nye \$25 cancellation fee). This cancellation would need to occur no later than 30 days prior to their rental date or they forfeit the entire refund.

Both the change in the refund policy and the change in payment for our rentals were approved on a motion by Board Member Boxell, seconded by Board Member Baldwin.

Move: Michelle Boxell Second: Bill Baldwin Status: Passed

IV. NEW BUSINESS

1. *Year-End Reports*

Superintendent Plummer reviewed the 2017 budget and year end report. Plummer also informed the Board on all the projects that were completed, rental facility information, and the overall budget.

Recreation Director Wieringa also reviewed her year end report, which involved the programs/events, registration statistics, along with grants and sponsorships.

2. Project Matrix 2018

Superintendent Plummer reviewed the proposed Project Matrix of 2018. This included the main projects the Parks Department will start & finish this year. Although the list continues to grow, Plummer advised that there are still some smaller projects they want to complete as well that are not on the matrix.

3. Free Lunch Program

The Assistant Director of the WCS Food & Nutrition Services, Stacie Light, requested permission from the Park Board to use the Bixler Shelter, starting June 4th through August 3rd, for the free lunches for the twelfth summer. Stacie advised that last year, they roughly served 2,595 lunches in June and about 1,228 lunches in July.

The use of the Bixler Shelter for the WCS Food & Nutrition Services free lunch program, was approved on a motion by Board Member Ladd, seconded by Board Member Boxell.

Move: Larry Ladd Second: Michelle Boxell Status: Passed

V. OTHER MATTERS TO COME BEFORE THE BOARD

Superintendent Plummer advised that we have been notified that in collaboration with the Buffalo Street Project, Miller's Pipeline (Nipsco) and Selge Construction, boring will start later this week or next and go through into March.

Also sometime near April through possibly November, they will be working near the Nye Youth Cabin ultimately, making it inaccessible.

1. *Storm Water*

Ryan Workman from the City of Warsaw Storm Water advised he wanted to talk to the Board to inform them more on what they do, the reasons for their department, and how important it is that a collaboration between them and the Parks Department continues. Workman advised that he helps with the control of water and the environmental aspects, meaning how they can improve the water quality for the City of Warsaw and for the environment for long term. Ultimately being able to implement sustainable programs.

With collaboration with both the Parks Department and Heartland Restoration, the Shoreline Stabilization program has completed phase 3 of 6. The goal of this sustainable program is that it will continue to help restore the shorelines, helping improve the environment and also the water quality of the lakes and ponds of Warsaw.

VI. MEETING REVIEW

VII. ADJOURNMENT

There being no further matters to come before the Board, the meeting was adjourned.

Move: Michelle Boxell Second: Larry Ladd Status: Passed