

MINUTES

**City of Warsaw
Parks and Recreation Board
Regular Meeting (Parks)
Tuesday, August 17, 2021, 5:15 pm - 6:15 pm
Council Chambers**

In Attendance

Diane Quance; Heather Vogts; Jill Beehler; Larry Ladd; Larry Plummer; Michelle Boxell; Noemi Ponce; Shaun Gardner; Stephanie Schaefer; Steve Haines

I. CALL TO ORDER

Park Board President Steve Haines called the meeting to order.

II. APPROVAL OF PREVIOUS MEETING'S MINUTES

The June 2021, minutes were approved on a motion by Board Member Beehler, seconded by Board Member Ponce.

Move: Jill Beehler Second: Noemi Ponce Status: Passed

III. UNFINISHED BUSINESS

1. *5 Year Master Plan*

Deb with Corner Stone provided some highlights of the draft plan for the Parks Department 5 year master plan process. Deb advised that back in June she presented and discussed the public input results, so now we are going to start putting it altogether into a priority and action plan. During this time, Deb highlighted and reviewed current census information, ages of the population in Kosciusko County and some of the key points those who completed the surveys asked for.

2. *Ker Park*

Superintendent Plummer thanked the Park Board for those who attended the ribbon cutting at Ker Park. Additionally, he thanked both Connie and Kevin Ker for attending as well along with their support during the upgrade process. Plummer informed the Board the park is completed minus some benches, which have been ordered but due to supply issues we are waiting to receive.

3. *Budgets*

Superintendent Plummer advised on August 2, 2021, he presented the Parks Department budget to the Council. They will review it and determine the final outcome. He wanted to remind the Park Board that there were was the big ticket item on the proposed budget, which was the park office/maintenance facility. There has been some progress made on the project and we are hopeful to present that to the council on September 7, 2021. With their approval, we can then continue to move forward. We have had some meetings to discuss materials and have ultimately adjusted costs to the best of our ability. Pending Council approval, we can then start to order the materials and anticipate a move in date towards the last quarter of next year.

4. *Kayak Kiosk Update*

Plummer informed the Park Board that in anticipation for the lockers to arrive for the kayak kiosks, the department has installed the pads, lights and cameras at both lakes. All that is left is for the lockers and materials to arrive. However, as many items today, the supply chain and distribution are backed up. We are hopeful to have all the items in October.

5. *DNR Grant Update*

Plummer advised that we have applied for a grant to relocate the skate park to Richardson-Dubois. In July we met with DNR, they reviewed our application and asked for some adjustments. After that meeting, we met with American Ramp Company and asked for a new quote for new ramps. The original quote they provided was to move our existing ramps to the new location; however, the current ramps need replaced/repaired. During the conversation American Ramp Company advised a more cost effective option than repairing and moving the ramps might be to do it all in concrete. The new quote and adjustments DNR requested were then re-submitted.

The total quote with the adjustments and other supplies comes to a total of \$519,762.20, with our contribution needing to be half which is \$259,881.35. This is all contingent on receiving the grant from DNR, which would cover half the cost.

IV. NEW BUSINESS

1. *Stephanie Schaefer Recreation Director*

Plummer thanked Sheila for her work and dedication to the department for the last five years. He wished her well on her future endeavors. Larry then introduced the New Recreation Director Stephanie Schaefer, who has been Sheila's assistant for the last 3 years. Stephanie has been with the department for a total of 15 years, including 12 years as the Mantis Skate Park supervisor. She has helped plan, integrate and participated in all programs and events with in the last 3 years including imagination station, the leprechaun hunt, and more.

Stephanie introduced herself to the the Park Board and advised how excited she is to carry out her continued role with the department. She reviewed the programs which had occurred since our last meeting and advised we are still in full swing with planning the events for the remainder of the year.

During this time, Plummer also informed the Park Board, Heather Vogts, the current administrative assistant for the front office will be transitioning to Stephanie's old position in the recreation department.

2. Recreation Report

3. Maintenance Report

Maintenance Director Gardner advised Ker Park is now complete, minus waiting for the benches to arrive. He stated as soon as they were able to get the wood fiber installed, the playground was being used. Gardner said it was great for the guys to see their hard work pay off and see how happy the kids were to be using the playground.

New fencing was installed on the east side of Hire Park. The decision to replace it rather than repair it was made due to damage and tree growth throughout the fence. Windscreens have been installed at Kelly Park pickle ball/tennis courts to help the players.

Several repairs have been made to the overhang of the Center Lake Pavilion. Unfortunately the posts inside quite a few pillars were rotting, causing the roof to sag in some places. New posts and supports were added and the lower level of the Pavilion was re-roofed as well. Gardner shared his gratitude in how this was all able to be done in house due to the skill set of the employees. Continued maintenance of the Beyer Farm Trail with removing overhanging trees and brush is happening as well as continued overall park maintenance. Fall preparations and maintenance will also be in full swing here shortly.

V. OTHER MATTERS TO COME BEFORE THE BOARD

Beyer Park playground is set to ship out from the manufacturer on August 27, 2021. We should receive it in early September. Due to the time frame and the colder months approaching, we don't think we will have time to fully install it this year.

Plummer asked for the Park Board's approval to start site preparation at Beyer Park, once we have the new playground set in hand. Site preparation includes removing the current playground set and the border around it.

Plummer stated he had applied for a \$53,000 grant for new pickle ball courts at Beyer Park through the K21 Community Foundation. They have contacted Plummer and set up a meeting within the next few days. Plummer advised he will have more information at the next Park Board Meeting.

A motion to approve site preparation at Beyer Park once we receive the new playground set was approved by Board Member Beehler, seconded by Board Member Ladd.

Move: Jill Beehler Second: Larry Ladd Status: Passed

VI. MEETING REVIEW

VII. ADJOURNMENT

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

Move: Larry Ladd Second: Jill Beehler Status: Passed



Heather Vogts
Park Secretary