

MINUTES

**City of Warsaw
Parks and Recreation Board
Regular Meeting (Parks)
Tuesday, November 16, 2021, 5:15 pm - 6:15 pm
Council Chambers**

In Attendance

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

I. CALL TO ORDER

Park Board President Steve Haines called the meeting to order.

II. APPROVAL OF OCTOBER 2021 MINUTES

The October 2021 meeting minutes were approved by the Board with a motion by Board Member Jill Beehler and seconded by Noemi Ponce.

Move: Jill Beehler Second: Noemi Ponce Status: Passed

III. UNFINISHED BUSINESS

1. 5 Year Master Plan Update

Parks Superintendent Larry Plummer asked the Board if they had had a chance to review the draft of the 5 Year Master Plan. He informed the Board that, per the DNR, overall the plan looked good minus a couple wording issues and items that required some clarification. He said that if the Board had no opposition, he would ask Deb from Cornerstone PDS to make the changes. The plan can be adopted in December or January depending on when it is completed, but is not required to be finished until April 2022.

IV. NEW BUSINESS

1. Review of Park and Recreation Fees

A list of Parks fees was provided to the Board for discussion. Superintendent Plummer asked the Board for input on whether or not to raise fees for the upcoming year. Board Member Jill Beehler asked

Plummer how the price increase affected reservations at the Campground the previous year. He said that pricing did not seem to be an issue; there was no feedback received that prices were too high. City Council and Board Member Diane Quance asked if the campground was paying for itself, as in revenue covering staff, road improvements, and utilities. Plummer replied that it was a hard question to answer since the Campground is a non-reverting facility but it is the biggest revenue maker for the Parks. Additionally he said he does not think the Campground is in the red. Quance then questioned what the total cost to run the campground was and Plummer said that it had been five years since that information had been tracked, but it could be looked at in 2022 to see what that number is. Board Vice President Larry Ladd inquired about dock rental fees since there is always more demand than space available. Quance suggested perhaps if dock rental fees were raised, if it would be possible for that money to go toward the purchase of another dock. Plummer did agree more dock space is frequently in demand despite improvements that have been made.

Ladd attested that he felt the daily and weekly rates were fair for the Campground, and Board President Steve Haines reminded the Board that seasonal rates were raised last year for the 2021 season. Citing the possibility of high electricity costs due to rising prices and the fact the Campground is not metered, Ladd suggested raising the seasonal price \$100. Plummer mentioned that all but six seasonal spots were filled for the 2021 season despite price increase and that those spots were then filled consistently throughout the year. Ladd made a motion to implement new prices for the Campground increasing seasonal rates to \$2200, monthly to \$600, and weekly to \$250, and raising the seasonal dock rental fee to \$200. Beehler seconded the motion. It was passed.

With other rentals Plummer did inform the Board they suffered some from COVID. Board Member Michelle Boxell asked if overall price increases with regard to utilities and maintenance supplies was going to affect the cost of rentals going forward. Plummer said that 2022 will likely give him a better idea as to if rental fees need to be adjusted to cover those rising costs.

Plummer asked for Board approval on rental fees for the new kayak kiosks. He spoke on having discussed rates with the provider, Rent Fun, and what is used at other sites to generate the most revenue. He explained that a daily rental actually loses revenue so he suggested a one hour rental and a four hour rental, potentially getting two to three rentals out of a single kayak in a day. His proposed fees were \$15 for one hour and \$40 for four hours, adding that it was a great place to start and fees could be adjusted if need be after a full year of the program being available. A motion to approve

these rental fees came from Boxell and was seconded by Board Member Noemi Ponce. It was passed.

2. Recreation Report

Recreation Director Stephanie Schaefer brought event and pricing information for the upcoming year to the Board. Stating that three programs were added, she also noted that most fees remained the same. Dino Dig and Nature Explorers were raised from \$5 to \$8 and \$5 to \$7 respectively due to the nature of the events. Art in the Park will be changing to provide new class offerings next year such as macrame, cake decorating, and flower arrangements. Historically low attendance has driven the need for change in the classes offered. Schaefer noted she spoke with local businesses about contracting them to come in to teach the classes to further community engagement. Those classes will be \$35 and she stated she felt that was a fair price for providing materials and the instructor. The Daddy's Little Sweetheart Dance cost will remain the same in 2022 but could potentially go up in coming years based on the increased price of catering and supplies.

Schaefer explained to the Board the plan for the upcoming year that includes 20+ free events for the community. She added an event called Wipe Out that will be using the Aquaglide system, which is an inflatable recreation system that will be in the water allowing participants to go through an obstacle-type course. The Aquaglide was generously donated to the Parks from Lily Center for Lakes and Streams. Last year the Slip 'n Slide event brought in participants from all age groups and she hopes that Wipe Out will do the same thing.

She also said all 50 kits for Imagination Station were dispersed on the first day. The upcoming paint class is completely full, too. She spoke on Light Up the Night, informing the Board that everything is all ready to go and she really tried to maximize the event's offerings in the face of COVID. Board Member Michelle Boxell asked about volunteers for handing out the glow necklaces. Schaefer let her know that they could meet her on the stage at 5:30.

A motion to approve the recreation fees for the upcoming year was made by Board Member Noemi Ponce and was seconded by Board Member Jill Beehler.

Move: Noemi Ponce Second: Jill Beehler Status: Passed

3. Maintenance Report

Parks Maintenance Director Shaun Gardner said the benches for Ker Park had finally arrived and were installed, rendering the project officially complete. The Christmas display is fully set with power being added and the crew is getting ready to do daily checks. Leaf collection has started but was paused for the snow, pending to resume later this week. Projects to stay busy and warm over the winter are lined up. City Council and Board Member Diane Quance asked if there was asphalt work done at Central Park and Superintendent Larry Plummer said yes. Phend & Brown completed the parking lots and there was a grade discrepancy but they fixed the curbs and now everything is done. Dogwood Hills replaced seven trees today that were provided at no charge from NIPSCO due to the trees that were lost during power line restructuring. They were placed along State Road 15 and in Central Park.

V. OTHER MATTERS TO COME BEFORE THE BOARD

Hot chocolate and concessions will be available again this year during the light display in Central Park. It will be Friday and Saturday from 5:00PM to 10:00PM, then on Sunday from 5:00PM to 9:00PM. It will be running special hours on Christmas Eve from 5:00PM to 11:00PM for the final night.

A vaccine and testing clinic will be held November 17, 18, and 19 from 12:00PM to 8:00PM at Central Park Pavilion. A possible clinic is in the works for December but nothing has been confirmed.

VI. MEETING REVIEW

Board President Steve Haines said he was confident campground managers could handle any issues regarding the price increases and that he is pleased the 5 Year Master Plan is near completion. The Board may not have the December meeting if nothing pressing arises.

VII. ADJOURNMENT

Board Member Jill Beehler moved to adjourn the meeting and it was seconded by Board Member Michelle Boxell.

Move: Jill Beehler Second: Michelle Boxell Status: Passed



Suzanne Stokes
Park Board Secretary