



MINUTES

**City of Warsaw
Parks and Recreation Board
Monthly Park Board Meeting
Tuesday, January 17, 2017, 5:15 pm - 6:15 pm
Pete Thorn Youth Center**

In Attendance:

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

I. CALL TO ORDER

Board President Steve Haines called the meeting to order.

1. *Oath of Office*

Mayor Joseph M. Thallemer thanked both Board Members Steve Haines and Bill Baldwin for their many years of service on the Park Board. Mayor Thallemer then swore in both Baldwin and Haines at the same time with the Oath of Office, first by asking them to raise their right hands and repeat the following statement:

I, Steve Haines, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Indiana, and that I will faithfully, impartially, and diligently discharge my duties as a member of the Parks and Recreation Board for the City of Warsaw, Indiana according to law and to the best of my ability.

I, Bill Baldwin, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Indiana, and that I will faithfully, impartially, and diligently discharge my duties as a member of the Parks and Recreation Board for the City of Warsaw, Indiana according to law and to the best of my ability.

Both Board Members signed their Oath of Office Document.

On a side note: Mayor Thallemer informed the Board that the RDA had approved the Buffalo Project earlier that day (1/17/17).

II. APPROVAL OF PREVIOUS MEETING'S MINUTES

1. Approval of November 2016 Minutes

The November 2016, 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. *5 Year Master Plan*

Pat Brown from SITESCAPES informed the Board and Press that the 5 Year Master Plan Draft had been successfully submitted to the DNR prior to the deadline and that it was 6th in line to be reviewed. Brown also discussed that Superintendent Plummer has multiple paper copies of the Draft to provide to the Board, City Council Members, Park Employees, the Public, as well as a few other departments for their approval.

IV. NEW BUSINESS

1. *Election of Officers*

Park Board President Haines opened nominations for the Chair, Michelle Boxell had asked President Haines for permission to continue in this position, which was seconded by Board Member Baldwin. There were no additional nominations.

President Haines, opened nominations for the Vice Chair, Baldwin nominated Larry Ladd for Vice Chair, which was seconded by Board Member Boxell. There were no additional nominations.

President Haines approved both the Chair and Vice Chair nominations.

Move: Second: Status: Passed

2. KCCAA Lease Agreement

Superintendent Larry Plummer, presented the Board with a copy of the KCCAA Lease, which is exactly the same as 2016. Plummer advised that with the contribution from the Wayne Township of \$26,000.00, the Park's Department breaks almost even based off the agreed lease prices and maintenance of the building. Plummer recommended to the Board that the lease remains the same.

A motion to allow the KCCAA Lease to remain the same was approved by Board Member Paczkowski, seconded by Board Member Baldwin.

Move: Rick Paczkowski Second: Bill Baldwin Status: Passed

3. Activities Report

Recreation Director, Sheila Wieringa, informed the Board about the activities and events which have occurred since our last meeting back in November 2016. Wieringa advised the event Light Up The Night was a huge success where Christmas Countdown participation was lower than expected. Due to a lower attendance for that event, in 2017, Wieringa is

going to try combining both events, Light Up The Night and Christmas Countdown, for a one night event to help encourage participation.

January 3, 2017, Daddy Daughter Dance tickets went on sale and by Friday, January 6, 2017, we had reached our max and were sold out. Selling 146 tickets total. This is the quickest time which tickets have been sold out. She wanted to remind the public to put in their calendars for next year that tickets will go on sale January 2, 2018.

Since the November Park Board Meeting, the department has received numerous grants from Community Foundation KREMC for \$1500.00, The Kosciusko County Community Foundation for \$5480.00, which will go through the Board of Works on Friday, January 20, 2017. The Indiana Arts Commission approved a grant request in late 2016, for \$3,938.00, which will go towards the 2017 Central Park Concert Series.

Wieringa also informed the Board, while referencing the handouts provided, about new programs, fees, and a tentative schedule of events. Events are tentative until they are published in the recreation guide. Wieringa also informed the Board that due to not having contracts for instructors for some events, the prices may be adjusted to accommodate the instructor fees. Wieringa reminded the Board that on events and activities, the Park's Department does not try to make money but must break even to pay for cost of materials, instructors, and other personnel.

Recreation Director Wieringa asked the Board for permission to change program fees to help accommodate the costs of instructors for some events.

A motion to approve the new fees, new programs, and flexibility to possibly raise fees for some programs and events depending on the costs of the instructor was approved.

Move: Bill Baldwin Second: Larry Ladd Status: Passed

4. Maintenance Report

Maintenance Director, Shaun Gardner, informed the Board all lights in Central Park have been successfully taken down and are safe in storage. He wanted to send a huge thank you to McDonalds, Wal-Mart, and Young Tigers Football for their tremendous support in providing materials such as cups, hot cocoa, and volunteers as well as the Young Tiger's donating all concession proceeds back to the Park's Department, totaling about \$1800.00. These funds will go towards the Light Display in 2017.

The maintenance staff is in the middle of refurbishing picnic tables for the rental season of 2017. There are roughly about 300 large and 150 small tables that have to be sanded and re-stained/painted. As long as the winter weather continues to cooperate, the project should be done in the next month or so. Due to extremely windy weather, a very large cotton wood tree had fallen at Beyer Park. Maintenance staff has been working to get that all properly cleaned up. Superintendent Plummer reminded the Board that when the park loses a tree, a new one is planted.

V. OTHER MATTERS TO COME BEFORE THE BOARD

Board Member Baldwin wanted to extend a thank you to the maintenance staff for a job well done in 2016. Baldwin stated that each year the guys out do themselves and he is excited to see what 2017 holds for the Park's Department.

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