



## MINUTES

**City of Warsaw  
Parks and Recreation Board  
Regular Meeting (Parks)  
Tuesday, November 21, 2017, 5:15 pm - 6:15 pm  
Pete Thorn Youth Center**

### In Attendance

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

### Not In Attendance

Joe Thallemer

## I. CALL TO ORDER

Park Board President Steve Haines called the meeting to order.

## II. APPROVAL OF PREVIOUS MEETING'S MINUTES

### 1. *October 2017 Minutes*

The October 2017, 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. *CivicRec*

Superintendent Plummer informed the Board that the BOW had approved the contract with CivicRec, which is the program and rental software program that will be integrated within the next few months. Utilizing the free trial, known as the "sandbox" we have learned quite a bit about the software.

Once the integration process starts, CivicRec will train us and do the back work such as programming, where we will have to do all the data entry on our end of things. Hoping to get this in full swing prior to the programs kicking off in 2018.

#### IV. NEW BUSINESS

##### 1. *Relay for Life*

Brian Spangle informed the Board about information pertaining to the Relay for Life event scheduled for Central Park on June 9, 2018. During this event, he noted that all proceeds, donations, and ect..will remain in Kosciusko County while monetary donations on a national level can continue to go towards cancer research and treatment.

The Relay for Life is an all day event, 12pm-12am, where groups or teams walk for that time to raise funds for cancer survivors. They currently have the Center Lake Pavilion and East & West Shelters reserved for that date. Additionally they will be utilizing the Pavilion for a free dinner for cancer survivors and their caregivers.

Brian asked for the Board's approval to utilize the West parking lot for a car show. The parking lot would be blocked off or reserved specifically for that event pending Board approval.

A motion to approve the utilization of either the West or East parking lot for a car show was approved by Board Member Ladd, seconded by Board Member Baldwin.

Move: Larry Ladd Second: Bill Baldwin Status: Passed

## *2. BMX Transfer of Ownership/Report*

Dan Rumble from Hire Park BMX informed the Board that construction of their new building has passed all inspections and is now fully completed. This new facility is a permanent building for concessions, registrations, and storage. Since the building is now completed, Dan would like to transfer ownership of the building to the City of Warsaw Parks and Recreation Department.

A motion to approve the transfer of ownership of the building was approved by Board Member Boxell, seconded by Board Member Beehler.

Superintendent Plummer advised Dan that this is a huge contribution to the City and helps fill a void for many youth and adults within Kosciukso County. Plummer informed Dan that we often get calls about the BMX Park with questions on how to register, who to contact, and just general needing more information about the Park.

Dan advised the Board that over the last 3 years they have made over \$200,000 worth of improvements to help accommodate the growing need of those in the BMX community and to improve their ability for more competitions. Rumble advised that they are open during the summer on Tuesdays and Thursdays from 5-8pm along with Saturdays for racing. Anyone interested is more than welcome to come to the Park during those hours. They also have bikes, helmets, and are working on putting together some training courses, to help those beginners feel less intimidated by the sport. They have memberships for the Park that you can purchase at the park during their opened summer hours and also offer temporary memberships for those just starting out.

Move: Michelle Boxell Second: Jill Beehler Status: Passed

### 3. *Maintenance Report*

Shaun Gardner

Maintenance Director Gardner advised that the Christmas lights are all up and they are currently working on making sure there are no issues with the lights. Each morning they turn them on and do a run through to make sure all strands are lit, working properly, and fix any issues which may arise. The concession stand is ready to go and with the help of Young Tigers Football it continues to be a huge success. Like previous years, funds generated from the concession stand by Young Tigers are donated to help with the next year's display.

The restroom at Richardson-Dubois Park is taking shape and leaf clean up in the parks is also occurring.

### 4. *Recreation Report*

Sheila Wieringa

Recreation Director Sheila Wieringa advised that this year on December 1, 2017, there will be a new type of event as we have combined both Light Up the Night and Christmas Countdown for a one night event. Both will occur in Central Park and the Center Lake Pavilion. The light display will be on in Central Park, a small concert from local schools, and the concession stand will be open. While in the Center Lake Pavilion there will be face painters, balloon artists, crafts, and Santa will make his way there after the Twinkle Parade.

## V. OTHER MATTERS TO COME BEFORE THE BOARD

Superintendent Plummer thanked the Board Members for the luncheon they paid for, for the Park employees. It has been a huge success and we are all very thankful for it.

Plummer advised due to the Holidays and often times schedule conflicts along with lack of items for December, he would like to cancel the December meeting. Also due to no December meeting, Plummer advised that we should go ahead and elect officers tonight.

Park Board President Haines opened nominations for the Park Board President. Larry Ladd had nominated Steve Haines for Park Board President, seconded by Board Member Baldwin. There were no additional nominations.

Park Board President Haines opened nominations for the Park Board Vice President. Bill Baldwin had nominated Larry Ladd for Vice President, seconded by Board Member Boxell. There were no additional nominations.

Move: Larry Ladd Second: Bill Baldwin Status: Passed

## VI. MEETING REVIEW

## VII. ADJOURNMENT

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

Move: Bill Baldwin Second: Jill Beehler Status: Passed