

## MINUTES

### PARK BOARD MEETING

February 21, 2012

#### PETE THORN YOUTH CENTER 5:15

The Warsaw Parks & Recreation Board met for its monthly meeting on February 21, 2012 at 5:15 PM at the Pete Thorn Youth Center. Attendance was noted as follows:

**PRESENT:** Board President Bill Baldwin, Board Members Steve Haines & Michelle Boxell. Also present: Park Superintendent Larry Plummer, Jr., Maintenance Director Shaun Gardner, Recreation Director Staci Young & Secretary Sheila Wieringa.

**ABSENT:** John Sadler, Dan Robinson

**GUESTS:** None

**CALL TO ORDER:** President Baldwin called the meeting to order.

**APPROVAL OF MINUTES:** The January 17, 2011 minutes were approved on a motion by Board Member Haines, seconded by Board Member Boxell, all in favor.

**UNFINISHED BUSINESS:** There was no unfinished business brought before the board.

**NEW BUSINESS:** Park Supt. Plummer led the board through the 2011 Parks & Recreation Department Year in Review packet & Recreation Director Young led the board through the 2011 Year in Review for the Recreation Division. Please see Attached.

Recreation Director Young presented for approval the 2012 and Spring 2013 program fees for Non-Reverting programs and events. She noted that aside from the new programs, all fees remain the same as the 2011 season. A copy of the proposed fees is attached. Motion to approve the proposed program fees made by Board Member Boxell, seconded by Board Member Haines, all in favor.

Recreation Director Young presented for approval the possibility of decreasing event vendor fees for Family Carnival and Culture Fest events. She stated that in the past, these fees had been the same as the national concerts, however with smaller crowds. A copy of the proposed fees is attached. Motion to approve the rental months made by Board Member Haines, seconded by Board member Boxell, all in favor.

Park Supt. Plummer presented for discussion and review the issue of non-payment for rentals of picnic tables, sawhorse tables and shelters. He stated in 2011 there was \$1,093.91 in unpaid invoices still outstanding as of February 2012. The individual charges range from \$10-30. There were 45 people who did not pay and \$118.36 was spent on postage for the invoices. He also noted that in the past the park employees would deliver tables and if weather was bad or the customer did not use the tables, they were not charged, however the park still had the expense of employee time and fuel to pick up and deliver. After board discussion, policy was changed to reflect the following: sawhorse tables, picnic tables & shelters must be paid for prior to the date delivered (for tables) or used (shelters), sawhorse table, picnic table & shelter rentals are non-refundable. Motion to approve new policy made by Board Member Boxell, seconded by Board Member Haines, all in favor.

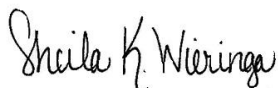
In other matters, Park Supt. Plummer updated the board on the possible sale of the Boggs Building. He reported the building is primarily used for Skate Park storage, which they would replace with a utility shed. He reported there is an interested buyer and he has been in contact with Mayor Thallemer and City Attorney Mike Valentine in regard to selling price.

Maintenance Director Gardner reported the park employees have been repairing, repainting and refurbishing all the park signs and replacing the “no parking” signs at the boat ramp on Center Lake.

Per the request of Board Member Haines, Park Supt. Plummer reviewed the snow removal responsibilities held by the Parks & Recreation Department.

There being no further matters to come before the board, the meeting was adjourned on a motion by Board Member Haines, seconded by Board Member Boxell.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sheila K. Wieringa".

Sheila Wieringa  
Secretary