

**CITY OF WARREN PARKS & RECREATION COMMISSION
REGULAR MEETING
OCTOBER 1, 2019**



The meeting was called to order by Chair Mike Suppa. Members present were Mike Suppa, Judi Wilson, Jackie Angove, Kris Whitaker and Mark Zavinski. Also attending from City Staff were Terry Williams, Director of Codes, Permits and Recreation Services and Mike Holtz, DPW Director.

MINUTES

Mr. Zavinski made a motion to accept the June 4, 2019 minutes as presented. The motion, seconded by Ms. Angove, was approved by unanimous vote.

CORRESPONDENCE

None.

RECOGNITION OF VISITORS

Lori Drum, Times Observer reporter

REPORT OF OFFICERS

No report.

REPORT OF SPECIAL COMMITTEES

Summer Playground Program. Ms. Williams reported that the playground program was a success this year with 131 children registered as participants. Megan Butina did a nice job as the program supervisor again this year. She prepared a PowerPoint presentation which was printed and handed to commission members at the meeting to recap the year. The program takes place at Beaty, Crescent and Lacy parks. Children attending the program receive a free lunch every day through the Warren County School District's Summer Food Service Program grant. The Parks and Recreation Commission members are extremely supportive of this free lunch program.

The donations received from local businesses was up this year over last year, as were the number of children participating at all of the program locations.

The children participated in many activities and special events, and went on four field trips, as well. The field trips were to the Valley Bowling Center and Island Park in Youngsville; Northwest Savings Bank Ice Arena in Jamestown, NY; Betts Park for a picnic; and the Warren County Fair.

Mr. Suppa asked to receive in next year's report a comparison in attendance figures over a three-year period.

Pavilion Rentals/Special Events – Ms. Williams distributed information related to the 2019 summer season pavilion rentals at various parks, as well as a recap of the 2019 Special Events held in the City this year.

C.A.R. POOL – Pool attendance numbers and the budget report will be provided at the December 2019 meeting.

CITY STAFF REPORTS

Ms. Williams handed out a Lyme Disease Prevention guide that the City's Board of Health asked to be disseminated to the general public this year. The handout was placed on City Park bulletin boards at the parks in the spring, was handed out to all playground program participants, and will be included in the 2019 Recycling Packet that is delivered to every residence in the City.

Ms. Williams also discussed a Note & Float Grant application the City is writing in cooperation with the YMCA to purchase life vests for young non-swimmers.

OLD BUSINESS

Mr. Holtz gave the committee an update on the Crescent and Lacy Park projects that have been awarded grant funding from PA DCED.

Crescent Park – this project went out for bid earlier this year with an expected construction date of 2019. The project, unfortunately, came in \$200,000 + over budget so will need to be re-bid. The City will need permission from the state to change the scope of the project, which if approved will mean the project will be bid in two separate projects – the first to include the trail and restroom improvements, the second to include the trail lighting. If the lighting proves to be too expensive to complete, the trail and restroom portion of the project will still be done. Re-bidding is expected to be done in Feb/Mar 2020, with construction expected to be completed in 2020. This project will not impact the playground program at Crescent Park during construction.

Lacy Park – this project will go out for bid in early 2020 with construction also expected for Summer 2020. The Warren Rotary Club has been instrumental in obtaining a good portion of the required matching funds for the PA DCED grant. The project is expected to cost \$520,000 and will include updated ADA restrooms, a new pavilion and off-street parking, new basketball half-court, and new playground equipment including sensory components and other pieces for children with various disabilities. The construction of this park will impact the 2020 playground program and will necessitate that it be moved to another park for the season.

Beaty Park – Mr. Holtz indicated City Staff is writing a PA DCED grant for a new play structure to replace the wooden playground equipment that was originally donated to the City by the school district after the closure of South St. School. It is near the end of its life cycle. The grant will be submitted by the end of November and will include the installation of the equipment by the supplier. This is an easy equipment replacement and will not impact the playground program in any way.

Kiosks - Ms. Wilson inquired about the status of the Historical Kiosks. Ms. Williams reported that Dave Winans, local historian, and Michelle Grey, Warren County Historical Society, are redesigning a few of the kiosks, so the project has been delayed a bit. We are expecting them to be installed in early spring, 2020.

Ms. Williams shared with the Commission a synopsis of the changes to the Park, Recreation and Conservation Areas Ordinance. The Commission approved the proposed changes to the ordinance at their April meeting and City Council approved the changes on Sept 16, 2019.

NEW BUSINESS

Ms. Williams discussed the Parks and Recreation Comprehensive Plan update that the City is undertaking this year in conjunction with the county. The plan was funded by a grant and Act 13 (Oil and Gas) monies from Warren County. Ms. Williams, Mr. Holtz and Mr. David Hildebrand from the City's Planning and Zoning office have all met with representatives from Mackin Engineering to tour the parks and facilities, discuss budgets, maintenance, etc. Kris Whitaker from the Parks and Rec Commission sits on the steering committee for the plan. Once the plan is completed, it will be formally presented to the Commission and will be used to aid in future planning activities and grant funding.

Mr. Suppa noted that the newly refurbished basketball court at Betts Park looks very nice. Mr. Holtz indicated that the court surface is new, as are the hoops. Staff will monitor the court's use and will replace the second court in the same manner if the first one is seeing a lot of activity.

MISCELLANEOUS

Mr. Zavinski noted that the Commission is still short one member after the passing of Denny Crandall earlier this year. City staff will advertise to city residents to see if there is any interest.

ADJOURNMENT

There being no further business to come before the Commission, Mr. Suppa declared the meeting adjourned.

NEXT MEETING

December 3, 2019 at 4:35 PM.