

**CITY OF WARREN PARKS, RECREATION AND LANDSCAPE COMMISSION  
REGULAR MEETING MINUTES  
February 27, 2024**

**CALL TO ORDER**

The meeting was called to order by Co-Chair Michael Suppa at 10:05 AM.

**ROLL CALL**

Members present were Michael Suppa, Mark Zavinski, Kristine Whitaker, Paula Bogart, Mary Conarro, Sherry Johnson. Excused members included Jackie Angove. Also attending from City Staff were Joe Reinke, City Arborist and Barb Anderson, Clerk/Recording Secretary. Excused City Staff included Michael Holtz.

**RECOGNITION OF VISITORS**

Josh Cotton – Times Observer  
Randy Rossey – City of Warren Codes Dept  
Kassie Damcott – DPW Administrative Assistant  
Kirk Johnson

**AGENDA APPROVAL**

A motion to approve the agenda was made by Mrs. Whitaker, seconded by Mrs. Bogart, and passed unanimously by those present.

**MINUTES APPROVAL**

A motion to approve regular meeting minutes from January 23, 2024, was made by Mrs. Conarro, seconded by Mr. Zavinski.

**CORRESPONDENCE**

None

**JOE REINKE, CITY ARBORIST, REPORT**

Mr. Reinke stated The City of Warren received the Bare Root grant for 23 trees. These will arrive late April with planting to begin the day after delivery. The Roundabout design has been completed and will include 3 trees, an Alaskan Weeping Ceder, A Winter Hawthorne and a Frame Thrower Red Bud, along with at 30 ft lighted flagpole. The base will consist of river rock. The work is expected to be completed by early May.

**MIKE HOLTZ, CITY MANAGER, REPORT**

Mrs. Damcott gave report in Mr. Holtz's absence. She stated spring clean up is set to begin April 8<sup>th</sup>. The upgrades to the restrooms near DeFrees pavilion at Betts Park are to begin this summer.

**CECILE STELTER, DISTRICT FORESTER, REPORT**

Ms. Stelter suggested using caution if pruning trees during the mild weather conditions we are currently experiencing. Too much pruning will put on shock on the trees with the fluctuation of temperatures. Ms. Stelter will follow up on our 2024 Tree City USA designation.

**ARBOR DAY**

The Arbor Day celebration will be held on April 26<sup>th</sup> at noon. Location, tree species, and other specifics will be finalized at the March 26, 2024, meeting

**POINT PARK REHAB GRANT APPLICATION**

Mrs. Damcott handed out a conceptual drawing of the proposed upgrades to Point Park, which include ADA van accessible parking, a new pavilion, concrete sidewalk from parking area to pavilion, ADA accessible grill, new playground equipment, benches, and an 8 ft wide concrete walking trail

from the upper parking area to lower Point Park. Visitor Kirk Johnson suggested making the access road wider and adding a walking lane.

**C.A.R. POOL**

A mock-up for a flyer intended to be distributed to local schools, day cares and the Jamestown YMCA was completed by Mrs. Anderson. Suggestions for changes were made by commission members. Mrs. Anderson will make the changes for the commission to review at the March 26, 2024, meeting. It was also noted that any changes to pool rates needs to be approved through council. This will be tabled until after the 2024 pool season is completed.

**REMARKS FROM CHAIR**

Mr. Suppa commented about the changes to the Sunshine Act. Mrs. Anderson will obtain a copy for the March 26, 2024, and will be added to the agenda for the commission to review. It was also requested by Mr. Suppa to have the Mulberry Park playground added to the next agenda.

**ADJOURNMENT**

With no further business before the Commission, the meeting was adjourned at 10:48 am. The next meeting is Tuesday March 26, 2024, at 10:00 am.

Submitted by,  
Barb Anderson