

**CITY OF WARREN PARKS, RECREATION AND LANDSCAPE COMMISSION**  
**REGULAR MEETING MINUTES**  
**July 23, 2024**

**CALL TO ORDER**

The meeting was called to order by Chair Michael Suppa at 10:02 AM.

**ROLL CALL**

Members present were Michael Suppa, Kristine Whitaker, Paula Bogart, Sherry Johnson, Jackie Angove. Members excused included Mark Zavinski. Attending City Staff were Mike Holtz, City Manager, and Kassie Damcott, DPW Administrator. Attending from the Bureau of Forestry was Cecile Stelter, Dist. Forester.

**RECOGNITION OF VISITORS**

Josh Cotton – Times Observer

**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 June 25, 2024, with corrections, was made by Mrs. Angove, seconded by Mrs. Bogart, and passed unanimously by those present.

**CORRESPONDENCE**

None at this time.

**JOE REINKE, CITY ARBORIST, REPORT**

Mr. Reinke was excused from this meeting.

**MIKE HOLTZ, CITY MANAGER, REPORT**

Mr. Holtz reports the City council recognized Mrs. Conarro at the July council meeting.

**CECILE STELTER, DISTRICT FORESTER, REPORT**

Ms. Stelter stated we are having a traditional hot and humid summer, therefore we must water small young trees more often and thoroughly.

**POINT PARK REHAB**

Mr. Holtz stated a grant application has been submitted and is waiting on results.

**MULBERRY PARK SURVEY**

Engineers are finishing up plans. Once completed, the city will proceed with grant application.

**BOAT LAUNCH**

Design is being finalized. Plan to put the project out for bid in Spring 2025.

**C.A.R. POOL**

Mrs. Damcott reports that the passes sold year to date is much higher than in years past, totally just shy of 900 passes sold for the season.

**PLAYGROUNDS**

Mrs. Damcott reported the playground program has been active for a couple of weeks and is at about the halfway mark. They have had several trips and presentations at the Parks and have closed very few times so far due to weather events.

### **CIVIC BEAUTIFICATION AWARDS**

Members discussed their nominations and how best to proceed with the voting. It was decided with a motion from Mrs. Whitaker, a second from Mrs. Johnson and a unanimous decision, that the PRLC shall hold a special meeting for the purpose of reviewing photos of the nominated properties and hold voting. This meeting shall be on Tuesday July 30<sup>th</sup> at 10:00 am in the first floor conference room of the City Building and will be advertised accordingly.

### **REMARKS FROM CHAIR**

The chair requested a change in the regular scheduled meeting in October, due to lack of quorum. A motion was made by Mrs. Johnson to move the October meeting to the 29<sup>th</sup> rather than the 22<sup>nd</sup>. A second was made by Mrs. Angove and unanimously passed by those present. This change will be advertised accordingly.

### **ADJOURNMENT**

With no further business before the Commission, the meeting was adjourned at 10:30 am. The next meeting is Tuesday July 30<sup>th</sup>, 2024, at 10:00 am.

Submitted by,  
Kassie Damcott