

**CITY OF WARREN PARKS, RECREATION AND LANDSCAPE COMMISSION
REGULAR MEETING MINUTES
November 26, 2024**

CALL TO ORDER

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

ROLL CALL

The members present were Michael Suppa, Paula Bogart, Jackie Angove, Kristine Whitaker, Mark Zavinski and Duncan Seguin. Members excused included Cecile Stelter, Dist. Forester and Sherry Johnson. Attending City Staff were Mike Holtz, City Manager, Joe Reinke, DPW Superintendent and City Arborist, Randy Rossey, Director of Codes & Planning and Kassie Damcott, DPW Administrator.

RECOGNITION OF VISITORS

John Papalia, on behalf of John Swanson & WCCBI

AGENDA APPROVAL

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

MINUTES APPROVAL

A motion to approve regular meeting minutes from October 22, 2024, was made by Mrs. Whitaker, seconded by Mrs. Bogart, and passed unanimously by those present.

CORRESPONDENCE

None at this time.

JOE REINKE, CITY ARBORIST, REPORT

Mr. Reinke reports all 23 trees from the bareroot grant the City received have been planted. He stated we had a perfect leaf season, with nearly all leaves falling at the same time, making for a shorter and more thorough leaf collection operations. Mr. Reinke reports that you may notice the many trees that were removed near Fourth Ave and Liberty Streets, and there are plans to replace them next year.

MIKE HOLTZ, CITY MANAGER, REPORT

Mr. Holtz reports the City Staff are working on the budget for fiscal year 2025, with PRLC funding to stay the same. Mr. Holtz also stated the City was successful in receiving DCNR grant money for the rehabilitation of Point Park.

CECILE STELTER, DISTRICT FORESTER, REPORT

Ms. Stelter was excused from the meeting.

WARREN SIGN

Mr. Papalia, on behalf of John Swanson, presented a preliminary drawing and concept idea for a "Warren" sign to be installed somewhere, likely Crescent Park. This sign has been discussed for several years, by many groups and now has the potential funding to move forward and come to fruition. Mr. Papalia will work with and get a quote from a local vendor for the sign and return to the next meeting with additional information and a new quote, upon a motion made by Mrs. Bogart, a second from Mr. Seguin and a unanimous approval by the remainder of the commission.

POINT PARK

Mrs. Damcott reports the City was successful in receiving DCNR grant money for the rehabilitation of Point Park. This project, because it has additional funding from Senators tied in, will take place in 2026.

MULBERRY PARK

Mr. Holtz reports funds have been allocated in the budget for Mulberry Park. The City staff will apply for a DCNR grant for this, partnered with funding from the Community Foundation as well to make a “total package” for the rehabilitation of Mulberry Park. This project would not happen until 2026, if all funding is acquired by end of 2025 fiscal year.

BEATY PUMP TRACK

Mr. Holtz, Mrs. Damcott and Mr. Reinke discussed the change in venue for the bike pump track from the original location at the base of Market Street. City staff and City Engineer feel it is best suited for Beaty Park, to compliment the existing skate park and will make better use of space in this park. The City is applying for an Local Share Account grant, with no match requirement, for this project.

RIVERFRONT DEVELOPMENT

Mr. Holtz, reports the City continues to work on building the funding for the riverfront development, specifically the boat launch. City staff will be applying for an ARC (Appalachian Regional Commission) grant in the first part of 2025, and have also requested a legislative line in the 2025 fiscal year from Rapp’s office.

CIVIC BEAUTIFICATION

Mrs. Whitaker reports the Penn State Master Gardener group is hosting classes at the Warren Public Library and will stress the importance of civic beautification and the many positive effects it can have on neighborhoods. Mrs. Whitaker stated there is currently adult programming, but will discuss the possibility of youth programming at a future meeting with the Penn State group. It was also discussed amongst the PRLC group to begin planning for the awards sooner, with votes taking place in late May or early June, with award presentation in July.

PLAYGROUND PROGRAM

Mrs. Damcott provided the year-end report for the playground report. Overall, it was reported to be a successful year, with minimal weather closures, additional donations and more field trips than prior years.

BEATY PUMP TRACK

Mrs. Damcott and Mr. Reinke discussed the Phase III upgrades that have and will take place at Lacy Park this coming year. A partnership with the Rotary Club will allow for the installation of a ¼ mile paved track around the perimeter of the park, additional trees and plantings, and a communication board, which has already been purchased and installed.

ADJOURNMENT

With no further business before the Commission, the meeting was adjourned. The next meeting is Tuesday January 28th, 2025, at 10:00 am.

Submitted by,
Kassie Damcott