

**CITY OF WARREN PARKS, RECREATION AND LANDSCAPE COMMISSION
REGULAR MEETING
FEBRUARY 28, 2023**

CALL TO ORDER

The meeting was called to order by Chair Josie Gerardi at 10:00 AM.

ROLL CALL

Members present were Jackie Angove, Josie Gerardi, Mary Conarro, Mark Zavinski, Kris Whitaker, Mike Suppa, and Paula Bogart. Advisory members present included Sherry Johnson and Cecile Stelter. Also attending from City Staff were Michael Holtz, City Manager, Joe Reinke, City Arborist and Kassie Damcott, Recording Secretary. All attendees participated via a Zoom meeting or in person, due to personal preference.

AGENDA APPROVAL

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

RECOGNITION OF VISITORS

- Josh Cotton - Times Observer
- Kirk Johnson

MINUTES APPROVAL

A motion to approve the Parks, Recreation and Landscape Commission regular meeting minutes, with corrections, from January 24, 2023 was made by Mrs. Bogart, seconded by Mr. Zavinski and passed unanimously.

CORRESPONDENCE

None at this time.

JOE REINKE, CITY ARBORIST, REPORT

Mr. Reinke reports this City did receive the bareroot tree grant again this year, which will supply the City with twenty free trees in the Spring and twenty free trees in the Fall. Mr. Reinke chose a variety of trees he will need to find homes for shortly and will purchase the remaining trees needed to fill in where needed, to account for approximately forty new trees in the Spring.

MIKE HOLTZ, CITY MANAGER, REPORT

Mr. Holtz reports the funding to build a new pavilion at Beauty Park was approved in the budget. This pavilion would be located closer to the restroom building and it is likely the old pavilion would be torn down due to its age and lack of ADA compliance, as well as safety concerns. Mr. Holtz reports the DPW staff have been discussing ways to remedy the issues at Mulberry but have not come up with a concrete plan or the funding in order to accomplish the rehabilitation. Mr. Holtz also stated there will be new kiosks installed at some of the City's parks this summer, thanks to funding they received for the project.

CECILE STELTER, DISTRICT FORESTER, REPORT

Ms. Stelter reports this time of year is a dormant, quiet time for forestry in our area. She recommends pruning shade and fruit trees when they are dormant during this time of year. As for ornamental and flowering trees, they should be pruned after they have bloomed. When pruning it is important not to prune more than 30% of the tree or it may shock the tree. Due to the lack of snow, Ms. Stelter reports there have been some very early season wildfires. She also reports the City's Tree City application has been processed and passed onto the national level review.

ARBOR DAY

The Arbor Day celebration will be held at Crescent Park on Friday April 28th, 2023, at 12 pm. Mr. Reinke reports he has chosen a black cherry tree to plant for Arbor Day and will purchase a plaque to commemorate the ANF centennial celebration. City staff has contacted ANF representatives to speak at the celebration and will also reach out to the Daughters of the American Revolution to take part in the celebration as well.

BY-LAWS

Members were asked to review the printed code, new ordinance and the previous Parks & Recreation Commission by-laws. It was suggested that a combination of both become the new by-laws. Mr. Suppa volunteered to create a document combining them and will provide that for the next meeting.

MEMBERSHIP

Ms. Gerardi wanted to recognize and thank Mrs. Johnson's long-time commitment to the Street Landscape Committee and now Parks, Recreation and Landscape Commission. Mr. Holtz agreed that the City will purchase an acorn for the memorial tree in the Municipal Building Lobby.

CAR POOL

City Staff recently met with Dani from the YMCA, who coordinates the pool lifeguard staffing. The CAR Pool will open and close around the same dates this year as years past; early June through mid-August. A new cover was purchased for the pool last year. This year City staff will try to update the playground adjacent to the CAR Pool.

PLAYGROUND PROGRAM

The City is responsible for hiring playground program staff. The hope is to staff three playgrounds this year. Administrative Assistant, Kassie Damcott, will be the playground program supervisor handling some in-house and overhead duties, as our previous supervisor will not be returning this year.

GARDEN CLUB

Mrs. Whitaker reports the Warren Garden Club, like many other clubs and groups, has very low membership numbers with an increasing number of elderly members. Unfortunately, the Garden Club is having to consider scaling back the number of parks they take care of due to these concerns. They currently maintain Celeron, Crescent and Wetmore Parks, in addition to the City Municipal Building.

GRANT UPDATES

Mr. Holtz reports the City has not heard back from the State about any of the Local Share Applications submitted last year, one of which was for Mulberry Park. He also stated the City will be submitting a DCNR grant application for the purpose of rehabilitating the DeFrees pavilion restroom at Betts Park.

OFFICER/MEMBER PARTICIPATION

Mr. Suppa discussed the expectation of PRLC members to participate and be invited to additional meetings related to PRLC happenings. For example, Mr. Suppa is currently participating in disc golf discussions with members of Council and City staff. Ms. Gerardi will attend these types of meetings with Mr. Suppa in the future as well.

ADJOURNMENT

With no further business before the Commission, a motion to adjourn was made by Mrs. Conarro, seconded by Mr. Zavinski. The motion passed unanimously, and the meeting was adjourned at 11:23 am. The next meeting is Tuesday March 28, 2023 at 10:00 AM.

Submitted by,
Kassie Damcott