

CITY OF WARREN PARKS, RECREATION AND LANDSCAPE COMMISSION
REGULAR MEETING MINUTES
February 25, 2025

CALL TO ORDER

The meeting was called to order by Chair Michael Suppa at 10:04 AM.

ROLL CALL

The members present were Michael Suppa, Paula Bogart, Kristine Whitaker and Jackie Angove. Members excused included Mark Zavinski and Cecile Stelter. Members absent included Duncan Seguin. 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.

AGENDA APPROVAL

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

MINUTES APPROVAL

A motion to approve regular meeting minutes, with a correction of the members present, from January 28, 2025, was made by Mrs. Whitaker, seconded by Mrs. Bogart, and passed unanimously by those present.

CORRESPONDENCE

PRLC members were provided a letter from the Warren Garden Club announcing their disbandment effective this year. Unfortunately, due to very few new young members, the club can not sustain the work they have been doing with a dwindling group. A motion was made to accept the resolution letter of the Garden Club by Mrs. Bogart, seconded by Mrs. Angove and passed unanimously.

JOE REINKE, CITY ARBORIST, REPORT

Mr. Reinke reports there is not much to update at this time. It was a fairly quiet winter, as far as plants and trees are concerned. In addition to the removal of a large spruce tree in front of the City Municipal building, there are plans to clean out and revamp the landscaping this Spring.

MIKE HOLTZ, CITY MANAGER, REPORT

Mr. Holtz reports that he does not have any additional items to discuss that are not already in the business sections.

CECILE STELTER, DISTRICT FORESTER, REPORT

Ms. Stelter was excused from this meeting.

MULBERRY PARK

Mr. Holtz reports funds have been allocated in the budget for Mulberry Park. The City staff presented to the Community Foundation and was successful in obtaining \$130,000 in funding from the Community Foundation, in a two-year disbursement. The DeFrees Family Fund will meet in April and we are hopeful to obtain funding from them as well. The City will also be applying to DCNR for the remaining funds needed to rehabilitate this park.

RIVERFRONT DEVELOPMENT

Mr. Holtz reports the City continues to work on securing the funding needed for the riverfront development, specifically the boat launch. City staff will be applying for an ARC (Appalachian Regional Commission) grant this spring when it opens and have also requested a legislative line in the 2025 fiscal year from Rapp's office. The survey is still open until March 13th.



CIVIC BEAUTIFICATION

It was discussed that nominations be received by the June 24th meeting, with a special meeting to take place to make final decisions on July 1st. Section assignments are as follows: Section 1 – Mark, Section – 2 Kris, Section 3 – Paula, Section 4 – Jackie, Section 5 – Sherry, Section 6 & 7 - Mike. Kassie asked that photos be sent to her so that she can compile them in a document to view at the nomination meetings as well.

ARBOR DAY

The City will celebrate Arbor Day on Friday April 25th. A location and type of tree to be planted will be discussed at the March meeting.

ADJOURNMENT

With no further business before the Commission, the meeting was adjourned at 10:56am. The next meeting is Tuesday March 25th, 2025, at 10:00 am.

Submitted by,
Kassie Damcott