



**City of Warsaw Parks & Recreation Board
Regular Meeting – Council Chambers
Tuesday, September 16, 2025 at 5:15 PM**

Meeting Minutes

Attendance: Steve Haines, Park Board President Larry Ladd, Park Board Vice President
 Mayor Jeff Grose Jill Beehler, Board Member Michelle Boxell, Board Member
 Noemi Ponce, Board Member Juergen Voss, City Council Representative
 Larry Plummer, Parks Superintendent Shaun Gardner, Maintenance Director
 Stephanie Schaefer, Recreation Director Suzanne Stokes, Recording Secretary

I. Call to Order

Park Board President Steve Haines called the meeting to order at 5:15 PM.

II. Approval of Minutes

The minutes from the August 19, 2025 meeting were approved.

- (1) A motion was made by Board member Michelle Boxell and seconded by Board member Jill Beehler.

III. Unfinished Business

a) Contracted Projects Updates

(1) Disc Golf Course – Second retaining wall

- (a) Parks Superintendent Larry Plummer updated the Board on the progress of adding retaining walls to a couple disc golf holes at Lucerne Park. Bradford’s Outdoor Creations added the wall in front of cabin 3 at hole 7 and is completing work at hole 2 out front. These walls seem to be stopping the severe washout that was happening at those holes. Plummer said the walls add some pizzazz to the course and the disc golfers really like it. He is happy with what they look like and how they are performing.

(2) Pike Lake – Restroom building sidewalks

- (a) Being that the Pike Lake restroom building still had the original sidewalk on three sides of it, Plummer said it had come time for an update. Years ago one foot of concrete was added around the building to make it ADA compliant. When he decided to replace the sidewalks, the entrance was changed so that it’s now a single pathway that goes to a V then toward each restroom door. The stairs were eliminated both that went down to the old fountain area and to the parking lot during the process. With the addition of a ramp, the location is now ADA accessible from the parking lot to the restroom building. Plummer said there will be new gutters on the building next week to join the new roof, staining, and concrete work.

(3) Central Park – Sidewalks

- (a) The western portion of the sidewalk in Central Park is often underwater when it rains. Plummer stated years ago there had been new concrete poured on top of what was there



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to raise it up, but over the years it has settled. Phend & Brown tore out the current sidewalk from the Central Park West shelter to almost the Glover Pavilion stage. They raised the elevation and then sloped it toward the drain. Plummer said it has made a difference already and will make a big impact on keeping water off the sidewalk going forward. Phend & Brown started on a Monday, finishing on Thursday, and did not destroy more than they needed to while completing the work in the park, which Plummer was pleased with.

(4) Central Park – Paving and striping

(a) Recently the parking lots in front of the Warsaw Biblical Gardens as well as the one directly south of that to the north of Canal Street were paved and striped. There were big holes and washout in these lots; they both look brand new again, according to Plummer. With this done, all the lots on Indiana, in front of the West shelter, and East shelter have been completed leaving just the lots in front of the beach to redo. Plummer said he is waiting on that one to see what happens with the development along Buffalo Street. Funds were secured last year for this paving project but due to Phend & Brown's busy schedule this was the soonest they could do the work.

(5) Hire Park – Restroom building

(a) At the Board of Works meeting, the contract was approved for Butt and Timmons Construction to do build a permanent restroom building at Hire Park BMX track. The groundwork has been laid and they are ready to dig footers, but they are waiting on the Engineering Department to give the go-ahead, said Plummer. Butt and Timmons have previously done the restroom facilities at Krebs, Beyer, and Richardson-DuBois parks; this building will be identical to those. Hire Park has had port-a-potties since it opened and Plummer said he's tried for years to nail down getting this project done. The BMX track users are very excited to have actual bathrooms on site.

(6) New vehicle purchase

(a) A new truck for the maintenance fleet had been on order since March of this year, finally arriving last week. Plummer informed the Board that this goes along with the department's 10 year maintenance plan for replacement of vehicles. The truck that was traded in was a 2015.

IV. New Business

a) Zimmer Biomet Center Lake Pavilion Rental Report

- Adam Griner from the Zimmer Biomet Foundation requested information on the rentals of the Zimmer Biomet Center Lake Pavilion since it reopened in 2023. The report data was compiled from the Parks rental software by Administrative Assistant Suzanne Stokes and Plummer read some of the highlights to the Board. Notably, there have been 171 paid rentals in the 700 days



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since the ZBCLP reopened; that is the equivalent of a paid rental every four days, but does not include unpaid use of the building for Parks events and elections. In September 2025, only 10 of the 30 days do not have a paid rental on the books. Much of the rentals are from businesses within the community and statewide, even, with weddings and other celebrations making up the second biggest majority. The Kosciusko County Chamber of Commerce, Zimmer Biomet, and local schools have also all used the building. Since the Parks Department rents up to a year in advance, there are already another 46 rentals booked through August 31, 2026. Plummer said he hears often from community members that they are thankful for such a nice rental facility.

b) Maintenance Report

- Maintenance Director Shaun Gardner thanked those members of the Board that attended the ribbon cutting for the new playground at Kiddieland a couple weeks ago. He stated that the new equipment has been very popular with kids climbing on it every day. The engine needed replaced in the bucket truck so the mechanics from the Street Department helped with fixing it up to save money. Some body work was also done to freshen it up because bucket trucks are incredibly expensive and Gardner said the department would get more bang for it's buck to fix what they've got instead of buying a new one. There was also body work done on the electrician's van to fix damage accrued over the years. Gardner said most of the maintenance fleet is pretty clean and sharp looking now.

The Pike Lake restroom project saw a cost savings when Gardner had his staff remove the old sidewalk and doing the grade work so that Butt and Timmons could come in to lay new concrete. The area has been seeded and covered with straw as well as the split-rail fence was replaced. He said the decision to go with Butt and Timmons for the concrete came from the fact that his staff has been very busy ever since the seasonal staff departed and this would give the area a polished look.

More seeding and straw covering has been done at Lucerne Park on the disc golf course. Parks laborers hauled dirt and stone for Bradford, putting on the finishing touches after. Similarly, the guys have been putting in the work in Central Park after Phend & Brown poured the new sidewalk. Around the drain in the center of the park, sediment has been building up because that drain brings all the water from town right through the park. Gardner said his team dug it down to help with the issue and reseeded the area to help grow new grass.

Despite the summer staff being gone the maintenance department is busy as ever with mowing all the parks, delivering tables through the end of the month, and pulling overtime to clean buildings with back-to-back rentals. Gardner commended his staff for being good sports about having to do the extra hours; he said a lot of work goes on behind the scenes to keep rentals rolling but his staff sees the big picture.



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c) Recreation Report

- Recreation Director Stephanie Schaefer spoke first about the Touch-a-Truck event from August 23, noting that there was a lot of rain that day but 550 goodie bags still went out to kids. This month's Imagination Station had a Wild West theme with 31 participants showing up. Thursday of this week begins the fall Art in the Park offerings with a painting class featuring a black cat and harvest moon. On Friday, Late Skate Glow Night will be happening at Mantis Skate Park. Due to the weather and staffing shortages it was unable to go on as planned in August, so Schaefer and her assistant will be working it this weekend. On Friday, September 26 there will be a family pumpkin painting class and on Saturday, September 27 there will be a senior paint class since so many seniors requested a weekend class. The Fall Family Fun festival will be on Friday, October 3 and Schaefer said there will be additional parking, wagons, and things to do this year.

V. Other Matters That May Come Before the Board

a) August Team Member of the Month

- Plummer announced the recipient of the August Team Member of the Month award was maintenance laborer Travis Thomas. He said Thomas consistently demonstrated versatility and tackled anything that was asked of him. He also exhibits dedication and a willingness to support the team.

b) Resignation – Steve Haines

- Haines formally resigned from the Board citing recent health issues. He said after a little more than 20 years of service, he found it necessary to step down at this time. Plummer presented Haines with a plaque for his service and dedication to the department. He extended his gratitude for the lasting impact Haines would leave behind on the parks, the team, and the community. He praised Haines saying his service had been nothing short of exceptional, leading with integrity and a clear vision. Plummer thanked him for implementing the idea of a Board sponsored meal to recognize employees and buying donuts for them monthly. Haines moved the department forward in many ways, providing support and guidance during adversity over the last two decades. Plummer said Haines will be greatly missed on the Board, but his positive impact would be felt for many years to come.

VI. Meeting Review

VII. Adjournment

With no other matters brought before the Board, a motion to adjourn the meeting was made by Beehler and seconded by Board member Noemi Ponce. The meeting was adjourned at 5:39 PM.



Warsaw
PARKS &
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Minutes taken by:

Suzanne Stokes

Park Board Recording Secretary