

Kosciusko County Parks & Recreation Board
Courthouse, Old Courtroom
Thursday, January 19, 2023

The Kosciusko County Parks & Recreation Board met at 1:00 p.m. on Thursday, January 19, 2023, in the Old Courtroom, Kosciusko County Courthouse. Members present included: Rob Bishop, Mike Cusick, Matt Metzger, Aggie Sweeney, and Troy Turley.

Rob Bishop called the meeting to order.

IN THE MATTER OF 2023 ELECTION OF PRESIDENT:

Rob Bishop, President, called for nominations; Mike Cusick renominated Rob Bishop for President.

Motion: Mike Cusick
Second: Aggie Sweeney
Ayes: 5 Nays: 0
Motion Carried

To: Approve the nomination of Rob Bishop as President, as presented.

IN THE MATTER OF 2023 ELECTION OF VICE PRESIDENT:

Rob Bishop, President, called for nominations for Vice President; Troy Turley was nominated. A brief discussion was held regarding details of Troy's term.

Motion: Matt Metzger
Second: Aggie Sweeney
Ayes: 5 Nays: 0
Motion Carried

To: Approve the nomination of Troy Turley as Vice President, as presented.

IN THE MATTER OF APPROVAL OF 12-15-22 MINUTES:

Motion: Troy Turley
Second: Mike Cusick
Ayes: 5 Nays: 0
Motion Carried

To: Approve the 12-15-22 minutes as presented.

IN THE MATTER OF PARKS & REC APRIL MEETING DISCUSSION:

Rob Bishop, President, presented the meeting dates and the master plan deadline. He stated that by moving the April 20th meeting to April 13th, they would receive one more meeting before the DNR deadline. Additional discussion was held regarding the handling of any future meetings that may have schedule issues.

Motion: Mike Cusick
Second: Troy Turley
Ayes: 5 Nays: 0
Motion Carried

To: Approve the change of the April meeting date to April 13th, as presented.

IN THE MATTER OF MACOG:

Donnie Ritsema, Senior Community Development Planner at MACOG, clarified details regarding the April 13th meeting. He then presented today's goals for breakout groups followed by final survey results, stating that they received more representation from across the county. He mentioned that the results did not have an altering affect on the goals from the community. The activity will cover the eight goal worksheets. Discussion was also held on funding, potential grants, strategies, and the LWCF Grant. The proposal will be due in June, and the funds will be available without a big delay. The eight goals will identify lead partners, and (short, medium, and long term) goals. They divided into three groups of five people.

IN THE MATTER OF BREAKOUT GROUP SESSIONS:

The group broke out into activity sessions and held further discussion regarding strategies for the 5-year plan.

The Indiana Trails Program grant update was as follows:

- reimbursement at 80% of the submitted bills
- three-week process of reimbursement-spend as they go along with the projects
- construction to be started by 2025

Goals (short, medium, and long) and subsections were discussed. Questions regarding prioritization were made and limits to what they can achieve were addressed. There was a separate focus on the possible focus of same items outside of the document, and open houses were brought up as well.

Goal Worksheets-Strategies and level of priorities were also presented.

1. Establish/Advocate Neighborhood Pocket Parks in Underserved Areas
2. Partnering with Clearly Kosciusko, Visit Kosciusko, and other organizations to create a unified branding/marketing initiative for regular promoting to increase exposure to residents and visitors
3. Staffing & Maintenance: Create a Non-Profit Volunteer Group (like Friends of the Parks), Authorized and Encouraged to Support the Parks System
4. Trail Blueway Connections: Add Trail Connections with Regional Community Parks and Trails
5. Promoting and Marketing:
6. Park and Recreation Amenities:
7. Add Trail Connections between trails parks within Kosciusko County:
8. Establishing an Annual Park Board Budget

Additional discussion was held in regard to public engagement, and specific projects, funding, and needed tasks.

IN THE MATTER OF FURTHER BUSINESS:

Being no further business, the meeting was adjourned.

**Kosciusko County Parks & Recreation Board
Courthouse, Old Courtroom
Thursday, February 16, 2023**

The Kosciusko County Parks & Recreation Board met at 1:00 p.m. on Thursday, February 16, 2023, in the Old Courtroom, Kosciusko County Courthouse. Members present included: Mike Cusick, Matt Metzger, Aggie Sweeney, and Troy Turley.

Troy Turley, Vice President, called the meeting to order.

IN THE MATTER OF KLA UPDATE:

Carol McGregor, KLA Representative, presented the “Fieldhouse of Dreams,” stating that our area lacks the resources for winter activities. Their idea is in the infancy stage, but would look at the possibility of providing a structure within our county to host major sporting events. She came today to ask for a possible pledge of support. The board had a desire to learn more but not yet commit.

IN THE MATTER OF MACOG:

Donnie Ritsema, Senior Community Development Planner at MACOG, addressed the Parks & Recreation Board, and turned the focus on determining date for public feedback events. Warsaw Public Library, North Webster, and Mentone Library, were chosen as the location with a focus on a come and go feel. The events will be open to the news media. Further discussion was held on certain members roles within the planning alongside MACOG.

IN THE MATTER OF FURTHER BUSINESS:

Being no further business, the meeting was adjourned.

Kosciusko County Parks & Recreation Board

Courthouse, Old Courtroom

Thursday, March 16, 2023

The Kosciusko County Parks & Recreation Board met at 1:00 p.m. on Thursday, March 16, 2023, in the Old Courtroom, Kosciusko County Courthouse. Members present included: Rob Bishop, Mike Cusick, Matt Metzger, Aggie Sweeney, and Troy Turley.

Rob Bishop called the meeting to order.

IN THE MATTER OF APPROVAL OF 1-19-23 MINUTES:

Rob Bishop presented the minutes for approval.

Motion: Aggie Sweeney

Second: Mike Cusick

Ayes: 5 Nays: 0

Motion Carried

To: Approve the 1-19-23 minutes as presented.

IN THE MATTER OF APPROVAL OF 2-16-23 MINUTES:

Rob Bishop presented the minutes for approval.

Motion: Mike Cussick

Second: Matt Metzger

Ayes: 5 Nays: 0

Motion Carried

To: Approve the 2-16-23 minutes as presented.

IN THE MATTER OF HELP STRATEGIC INVESTMENT PLAN:

Amy Roe Kosciusko County Community Coordinator, presented the HELP Strategic Investment Plan and that it will go before the Commissioners on April 11th, and the Council on April 13th.

Discussion was held regarding the next stage involving income surveys. Expectations and requirements for approval from various grants were covered. Their plan is to keep conversations going to fully prepare for boots on the ground.

IN THE MATTER OF MACOG UPDATE:

Donny Ritsema, MACOG Senior Community Development Planner, presented that the public review of the master plan is ongoing, and that there have been over 80 responses online. The goal of the entire survey project is to help narrow focus and implementation efforts. There are three open houses scheduled as follows, which are the in-person activity version of the online form:

All meetings to be held from: 5PM-7PM

North Webster Community Center: 3-14-23

Mentone-Bell Memorial Public Library: 3-16-23

Warsaw Community Public Library: 3-28-23

IN THE MATTER OF FURTHER DISCUSSION:

Discussion was held regarding Troy and Rob going over the formal request points with Donnie to create a first draft for the board. Their goal is to present County Administrator, Marsha McSherry, a formal request for proposal for the Strategic Investment Plan. They would like to have all aspects of the projects ready to go for implementation upon receiving funding. Reviewing other county's plans have been insightful regarding possible additional funding ideas. Discussion on the creation of a logo and branding were discussed, and Mike Cussick motioned to approve up to \$1000.00 to go towards that goal, if there are funds available. County Auditor, Rhonda Helser, commented that she would look into the matter.

Motion: Mike Cussick

Second: Troy Turley

Ayes: 5 Nays: 0

Motion Carried

To: Approve the allocation of up to \$1000.00 for branding Kosciusko County Parks & Recreation, upon the requirement that there are available funds.

Being no further business, the meeting was adjourned.

**Kosciusko County Parks & Recreation Board
Courthouse, Old Courtroom
Thursday, April 13, 2023**

The Kosciusko County Parks & Recreation Board met at 1:00 p.m. on Thursday, April 13, 2023, in the Old Courtroom, Kosciusko County Courthouse. Members present included: Rob Bishop, Mike Cusick, Matt Metzger, Aggie Sweeney, and Troy Turley.

Rob Bishop called the meeting to order.

IN THE MATTER OF APPROVAL OF 3-16-23 MINUTES:

Motion: Aggie Sweeney

Second: Mike Cusick

Ayes: 5 Nays: 0

Motion Carried

To: Approve the 3-16-23 minutes as presented.

IN THE MATTER OF MACOG:

Donny Ritsema, Senior Community Development Planner at MACOG, presented the Five-Year Parks Master Plan for the Parks & Recreation Board and opened the opportunity for strategy consideration. He thanked them for the opportunity to work for the county and touted the MACOG team for future opportunities stating that they could help with maintenance schedules, and implementing projects.

Donny gave an overview of the public input received from the open houses which brought in 40 participants, 185 online responses, and two paper responses. Donny also stated that the suggested changes brought forth from the survey have been addressed. The top responses were regarding trails from Pierceton to Winona Lake, Warsaw to Silver Lake, and Warsaw to Mentone. He stated a desire for the audience to be heard and a goal to focus on how to continue the conversation. He discussed land acquisitions and processes and wildlife. The master plan, which is a living document, can be updated or changed in the future.

- Rich Haddad, President and CEO of the K21 Foundation, presented a focus on underserved areas within projects, rather than land acquisition.
- Lisa Harman relayed her desire to have a connecting trail from Silver Lake to Claypool; and her family has acreage that they are willing to donate.
- Cary Groninger presented the CDBG funds will be upcoming in the next thirty to sixty days. The following three goals are related:
 - Extension trail starting at Chinworth
 - Blueways and trails masterplan
 - Launch on Lake James

Motion: Mike Cusick
Second: Matt Metzger
Ayes: 5 Nays: 0
Motion Carried

To: Approve the 5-Year Master Plan, as presented.

IN THE MATTER OF FURTHER BUSINESS:

The process of an RFP was discussed alongside the County Strategic Investment Plan. The board decided to keep the steering committee, which was invited to attend the RFP event as a valuable contribution to the goals. Parks & Recreation Board member, Aggie Sweeney, volunteered to head up the pre-engineering committee alongside MACOG.

County Auditor, Rhonda Helser presented that the two-line budget items for marketing and travel were taken care of, and the board will have to work with the Auditor's office on finalizing details. Being no further business, the meeting was adjourned.

Kosciusko County Parks & Recreation Board Courthouse, Old Courtroom Thursday, May 18, 2023

The Kosciusko County Parks & Recreation Board met at 1:00 p.m. on Thursday, May 18, 2023, in the Old Courtroom, Kosciusko County Courthouse. Members present included: Mike Cusick, Aggie Sweeney, and Troy Turley.

Troy Turley called the meeting to order.

IN THE MATTER OF APPROVAL OF 4-13-23 MINUTES:

Troy Turley presented the 4-13-23 minutes for approval.

Motion: Mike Cusick
Second: Aggie Sweeney
Ayes: 3 Nays: 0
Motion Carried

To: Approve the 4-13-23 minutes, as presented.

IN THE MATTER OF MASTER PLAN ACCEPTANCE RESOLUTION & ASSURANCE OF ACCESSIBILITY COMPLIANCE:

Troy Turley advised the Five-Year Master Plan has been reviewed and approved by Greg Beilfuss from the DNR as of 4/28/23. The Kosciusko County Parks & Recreation Board 2023-2027 Parks Master Plan Acceptance Resolution was recited by Donny Ritsema, MACOG. The board approved the resolution.

Motion: Mike Cusick
Second: Aggie Sweeney
Ayes: 3 Nays: 0
Motion Carried

To: Approve the Master Plan Acceptance Resolution, 23-05-18-001, as presented.

Also presented for approval was the Assurance of Accessibility Compliance form which states the board has read the guidelines for the compliance with the Architectural Barriers Act of 1968. Both above mentioned documents were signed by board president, Rob Bishop.

Motion: Mike Cusick
Second: Aggie Sweeney
Ayes: 3 Nays: 0
Motion Carried

To: Approve the Assurance of Accessibility Compliance, as presented.

RESOLUTION NO. 23-05-18-001 (2023050772) 2 PAGES

As recorded in the office of the Kosciusko County Recorder

IN THE MATTER OF IDNR LETTER DISCUSSION:

Troy Turley recited the IDNR Letter which the board received. The letter stated the master plan had been reviewed, meets the requirements, and recommended the board research grant funding. A brief discussion was held regarding grants and funding opportunities. Aggie provided information on the LCWF grants, which are an annual cycle due in June, the focus of the grant is on land acquisition, not trail specific.

IN THE MATTER OF RFP DISCUSSION:

The board had a discussion on preparing an RFP in which Commissioner Groninger guided the group on the next steps and eligibility to pursue the RFP. He presented the upcoming county meetings for financing options from the HELP Program and CBDG Funding and applicable projects. Town of Winona Lake has set aside grant awarded monies for the county to use to connect Winona Lake to other communities. Additional guidance was given to the approval process. The board decided to set up a work committee to design and set up the RFP.

Donny with MACOG spoke briefly on moving forward with the master parks plans. The board will need to determine how to proceed with land acquisition, funding sources, and how the trailways should be constructed and engineered. The vision for County's linear park system includes trails and blueways.

Dustin with MACOG added to the discussion stating they are updating their long-term, long-range transportation plan adding that the short-term planning is missing. He stated he is working with different community members to get prioritized list of projects and matching those with funding. The concept is similar to a master plan and the goal is to prevent duplicating efforts while accomplishing the goals on the list over the years. Most importantly, how to fund the plan is imperative.

Discussion was held with Commissioner Cary Groninger who stated the following:

- Recommends obtaining a master plan for the blueways and trailways
- Focus on the top three priorities
- Separate the RFP plans pertaining to the projects
- Seek funding for the initial project
- Begin discussions with landowners who will be affected

The board agreed to move forward with planning a workshop to better focus on the plans, possibly June 1st and will work with the Auditor on scheduling.

The board then held discussion on Chinworth Trail being one of the top three priorities.

IN THE MATTER OF FURTHER BUSINESS:

Aggie Sweeney questioned if any projects would be close enough to obtain a proposal for; by this summer. A brief discussion took place on possibly extending the Chinworth trail and connecting North Webster to Syracuse in the trailway plans.

IN THE MATTER OF FURTHER BUSINESS:

Aggie Sweeney recommended introducing the five-year plan to the County Council & Commissioners so that they are more aware of their plans and process. Coordination of the meetings was discussed as well as having one on one meetings with board members was encouraged.

IN THE MATTER OF FURTHER BUSINESS:

Scott Fetters, Biologist with the U.S. Fish & Wildlife Service located in Warsaw stated he works to provide cost share funding to private land owners to restore wetlands and prairie habitats in northeast Indiana. Fetters stated depending on the board's activity and locations; he may be able to assist in their planning efforts.

IN THE MATTER OF FURTHER BUSINESS:

Mike Cusick advised he and Matt Metzger have worked with a graphic designer to design a logo. He plans to share the proposals at the next meeting. Next meeting agenda items were discussed.

Being no further business, the meeting was adjourned.

**Kosciusko County Parks & Recreation Board
Special Meeting
Courthouse, Old Courtroom
June 5, 2023**

The Kosciusko County Parks & Recreation Board met for a special meeting at 1:00 p.m. on Monday, June 5, 2023 in the Old Courtroom, Kosciusko County Courthouse. Members present included: Rob Bishop, Mike Cusick, Matt Metzger, Aggie Sweeney, and Troy Turley.

Rob Bishop called the meeting to order.

IN THE MATTER OF CHINWORTH RFP (REQUEST FOR PROPOSAL):

A special meeting was conducted to discuss the process and to compose an RFP (Request for Proposal) Plan for the Chinworth Extension. The board held discussion which included the following:

- The goal is to compose a very involved Trail System Master Plan.
- Heard from Commissioner Cary Groninger who stated approval was given on how the CDBG funds would be dispersed to the three communities and the counties \$1.2M in ARPA funds will be intact for the SIP projects. The SIP Projects consisted of the Chinworth Trail and The Master Trail and Blue Way Plan which may be selected as part of the HELP program. A tentative special meeting is planned with the Council & Commissioners on August 1st.
- Discussion was held on time frames
- A total of 3 RFP plans may need to be composed
- The board can move forward with a more definite plan once Council & Commissioners determine what their plan is with ARPA funds.
- Discussion of obtaining an architectural and engineering bid

A lengthy discussion took place concerning dates which included the following meeting dates:

- Have the RFP prepared by August 14th
- Request Commissioners approval to send the RFP out for bids on August 15th
- Publish the RFP, to request bids on August 16th.
- Pre-Bid meeting (nonpublic) on August 28th
- Submissions/Bids will be due on September 14th
- Bids will be opened at their regular scheduled meeting on September 21st
- All the above is tentative pending the Commissioners approval.
- Due to scheduling conflicts the board will be rescheduling their normal scheduled meeting on June 15th to June 29th in the Courtroom of the Courthouse at 1:00 PM.

IN THE MATTER OF MASTER RFP (REQUEST FOR PROPOSAL):

The board discussed a second RFP, the Master RFP, and whether to move forward with this plan along with the Chinworth Extension timeline above, in which the board agreed to do so. The board agreed to not move forward with a third RFP at this time on the Lake James RFP.

IN THE MATTER OF PREPARING THE RFP DRAFT:

The board held a discussion on preparing the RFP draft. Bishop advised a rough draft has been done by MACOG and the board will be prepping and preparing it.

IN THE MATTER OF FURTHER BUSINESS:

Board member, Aggie Sweeney, lead discussion on the Clean Water Partnership which is an organization focused on local lakes and rivers. This includes The Watershed Foundation, The Lilly Center for Lakes & Streams, and the City Wastewater etc... Focus is on the Tippy River. The board has been asked to join their meeting on July 10th and present them with an update of their plans. They have also been asked to present at the Breakfast Optimist Club meeting sometime in November. The board plans to use a unified power point presentation by whomever plans to present.

IN THE MATTER OF FURTHER BUSINESS:

Board members Matt Metzger and Mike Cusick led discussion on the board's graphic logo. Design, colors, and options were viewed and discussed. The board held a brief discussion on preferences and a decision will be made soon. They also discussed meeting with members of the Commissioners and the Council.

Being no further business, the meeting was adjourned.

**Kosciusko County Parks & Recreation Board
Courthouse, Old Courtroom
Thursday, June 29, 2023**

The Kosciusko County Parks & Recreation Board met at 1:00 p.m. on Thursday, June 29, 2023, in the Old Courtroom, Kosciusko County Courthouse. Members present included: Rob Bishop, Mike Cusick, Matt Metzger, Aggie Sweeney, and Troy Turley.

Rob Bishop called the meeting to order.

IN THE MATTER OF APPROVAL OF 5-18-23 MINUTES:

Motion: Aggie Sweeney

Second: Mike Cusick

Ayes: 5 Nays: 0

Motion Carried

To: Approve the 5-18-23 minutes as presented.

IN THE MATTER OF APPROVAL OF 6-5-23 SPECIAL MEETING MINUTES:

Motion: Mike Cusick
Second: Troy Turley
Ayes: 5 Nays: 0
Motion Carried

To: Approve the 6-5-23 minutes as presented.

IN THE MATTER OF PARKS & RECREATION BOARD GRAPHIC DESIGN LOGO & BRAND GUIDELINES:

A discussion was held on the Graphic Design Logo and brand guidelines for the board. The board agreed that they would approve a tentative provisional logo and brand guidelines for use until they meet with the County Commissioners and County Council. The logo was designed by Ethan Jordan who is a student of Grace College.

Motion: Mike Cusick
Second: Matt Metzger
Ayes: 5 Nays: 0
Motion Carried

To: Approve a tentative provisional Graphic Design Logo & brand guidelines as presented.

IN THE MATTER OF FURTHER BUSINESS:

Other meetings were discussed for attending to promote vision and goals of the board and to use a unified Power Point presentation.

- Monday 7/10/23 Clearwater Partnership at 8:30 am at the Kosciusko Chamber of Commerce.
- Tuesday 8/15/23 Community Action Council 11:30 am at the Kosciusko Community Foundation.
- Warsaw Optimist in November. TBD.

IN THE MATTER OF MASTER RFP AND CHINWOTH RFP:

A lengthy discussion was held about putting together what the board will want the vendor to do on the RFP's. A quick google map was provided by Rob Bishop that shows the areas of the county that they may want to concentrate on as a hub & spoke for interconnecting the network of communities. The board was directed to look at the information provided by Donny Ritsema of MACOG as a guide.

IN THE MATTER OF FURTHER BUSINESS:

Jean Sossin, a property owner near Lake Tippecanoe noted that there was 22 acres of land, which could potentially be purchased by the county for a park. The land is owned by David Ransbottom. The board did not make any decision on the discussion, but did say they would check with Area Planning Director Matt Sandy to see if a park would even be feasible.

A work meeting will be scheduled on July 11, 2023 at 8:30 a.m. in the Courtroom if it is available to go over the top 3 priorities and RFP's, Rhonda will check on the availability.

Being no further business, the meeting was adjourned.

**Kosciusko County Parks & Recreation Board
Special Meeting
Courthouse, Old Courtroom
July 11, 2023**

The Kosciusko County Parks & Recreation Board met for a special meeting at 8:30 AM on Tuesday July 11th, 2023 in the Old Courtroom, Kosciusko County Courthouse. Members present included: Rob Bishop, Mike Cusick, Matt Metzger, Aggie Sweeney, and Troy Turley.

Rob Bishop called the meeting to order.

IN THE MATTER OF MASTER RFP (REQUEST FOR PROPOSAL):

Board President, Rob Bishop, reviewed the rough draft he has been preparing of the Master RFP plan with all board members. Each bullet point and topic were briefly reviewed. The board made some adjustments to the verbiage etc. in order to further complete the rough draft which will be presented to the Commissioners. The board wishes to have the RFP completed to present at the August 15th, 2023 Commissioners meeting.

Being no further business, the meeting was adjourned.

**Kosciusko County Parks & Recreation Board
Courthouse, Old Courtroom
Thursday, July 20, 2023**

The Kosciusko County Parks & Recreation Board met at 1:00 p.m. on Thursday, July 20, 2023, in the Old Courtroom, Kosciusko County Courthouse. Members present included: Rob Bishop, Mike Cusick, Aggie Sweeney, and Troy Turley.

Rob Bishop called the meeting to order.

IN THE MATTER OF APPROVAL OF 6-29-23 & 7-11-23 MINUTES:

Motion: Aggie Sweeney

Second: Mike Cusick

Ayes: 4 Nays: 0

Motion Carried

To: Approve the 6-29-23 & 7-11-23
minutes as presented.

IN THE MATTER OF RFP/RFQ DRAFT DISCUSSION:

Dustin New, Active Transportation Planner, of MACOG, who participated virtually presented the Request for Qualifications draft for the Greenways and Blueways Master Plan. Rob Bishop, President proposed changes to the name of the board to read Kosciusko County Parks & Recreation board and other verbiage. After updating the draft with changes they will present this RFQ to Marsha McSherry, County Administrator and Ed Ormsby, County Attorney.

Motion: Troy Turley

Second: Aggie Sweeney

Ayes: 4 Nays: 0

Motion Carried

To: Approve the RFQ draft for the Greenways & Blueways Master Plan as presented.

IN THE MATTER OF FURTHER BUSINESS:

Aggie Sweeney, commented on the Letter of Support for the Syracuse-Wawasee Trail's Next Level Trails Application. She relayed that the Syracuse-Wawasee Trail's was not able to find a copy of the letter. The board agreed to send out another letter. A copy was also presented to Auditor, Rhonda Helser for reference.

Rob Bishop, commented that he and Dustin New, of MACOG will work on the Chinworth Bridge extension RFP to present at the August 15, 2023 Commissioner's meeting.

Other stakeholders were discussed to keep and continue meeting with in the county to relay the goals and visions of the board.

Being no further business, the meeting was adjourned.

**Kosciusko County Parks & Recreation Board
Courthouse, Old Courtroom
Thursday, August 17, 2023**

The Kosciusko County Parks & Recreation Board met at 1:00 p.m. on Thursday, August 17, 2023, in the Old Courtroom, Kosciusko County Courthouse. Members present included: Mike Cusick, Matt Metzger, Aggie Sweeney, and Troy Turley. Rob Bishop participated by phone.

Troy Turley called the meeting to order.

IN THE MATTER OF APPROVAL OF 7-20-2023 MINUTES:

Motion: Aggie Sweeney

Second: Mike Cusick

Ayes: 4 Nays: 0

Motion Carried

To: Approve the 7-20-2023 minutes as presented.

IN THE MATTER OF RFP CHINWORTH TRAIL EXTENSION:

Mike Cusick updated the board with the status of the three ARPA applications which were submitted at a special joint board meeting by the ARPA Committee, County Commissioners and County Council. The projects submitted and approved by all boards was the Chinworth Trail Extension and the Greenway and Blueway Plan. The Lake James Boat Launch project was denied.

Cusick stated he and Bishop are still working on the final draft of the Chinworth Trail Extension RFP. Cusick stated that he and Aggie Sweeney met with Steve Moriarty, Kosciusko County Highway Superintendent and he volunteered to help on the RFP. After a brief discussion, approving the RFP draft was tabled until the board holds a special meeting on 8/28/23 meeting at 9am so that the final draft can be approved by the board. The final revision will need to be presented to the 8/29/23 Commissioners meeting for approval, prior to it being sent out for bids.

Discussion was brought up by Aggie Sweeny about the possibility of using TIF dollars from the Old Road 30 TIF. Rob stated that the board should get the design phase further ahead before pursuing more funding, he also said that the board should contact Councilmember Sue Ann Mitchell about TIF funding information. The board will follow up on this later.

IN THE MATTER OF RFP TRAILS MASTER PLAN:

Troy Turley, stated that the Trails Master Plan RFP draft is out and waiting for feedback, there is no deadline for this Master Plan RFP.

Being no further business, the meeting was adjourned.

**Kosciusko County Parks & Recreation Board
Special Meeting
Courthouse, Old Courtroom
August 28, 2023**

The Kosciusko County Parks & Recreation Board met for a special meeting at 9:00 AM on Monday August 28th, 2023 in the Old Courtroom, Kosciusko County Courthouse. Members present included: Rob Bishop, Mike Cusick and Aggie Sweeney. Matt Metzger and Troy Turley participated electronically.

Rob Bishop called the meeting to order.

IN THE MATTER OF CHINWORTH TRAIL EXTENSION RFP (REQUEST FOR PROPOSAL):

The RFP was provided to the board for additional review. The following open discussion and a series of Q&A between the board Commissioner Cary Groninger, and Dustin New, MACOG was discussed.

- Groninger answered a board question that there will be a separate RFP for the “Design & Build” of the project.
- Location of the trails were briefly discussed and where it may stop. A preliminary engineer plan is needed. The property is within the counties right of way.
- Dustin stated the grant submittal will need to include the termini end points and whether they are feasible. He also suggests a preliminary design suitable for grant application purposes.
- Dustin recommended that the RFP have a time schedule.
- Discussion then followed for the time schedule for when proposals would be due, when to open the bids, selecting a consultant and when the consultant agreement would be signed.

IN THE MATTER OF APPROVAL OF CHINWORTH TRAIL EXTENSION-RFP:

Motion: Mike Cusick

Second: Matt Metzger

Ayes: 5 Nays: 0

Motion Carried

To: Approve the Chinworth Trail
Extension-RFP as presented

Being no further business, the meeting was adjourned.

**Kosciusko County Parks & Recreation Board
Courthouse, Old Courtroom
Thursday, September 21, 2023**

The Kosciusko County Parks & Recreation Board met at 1:00 p.m. on Thursday, September 21, 2023, in the Old Courtroom, Kosciusko County Courthouse. Members present included: Rob Bishop, Mike Cusick, Matt Metzger, Aggie Sweeney, and Troy Turley.

Rob Bishop called the meeting to order.

IN THE MATTER OF APPROVAL OF 8-17-23 & 8-28-23 MINUTES:

Motion: Mike Cusick

Second: Aggie Sweeney

Ayes: 5 Nays: 0

To: Approve the 8-17-23& 8-28-23
minutes as presented.

Motion Carried

IN THE MATTER OF RFP'S DISCUSSION:

The board had a lengthy discussion on the time schedule for the RFP's to be due, when to open bids, selecting a vendor and signing the RFP'S.

IN THE MATTER OF FURTHER BUSINESS:

Being no further business, the meeting was adjourned.

**Kosciusko County Parks & Recreation Board
Courthouse, Old Courtroom
Thursday, October 19, 2023**

The Kosciusko County Parks & Recreation Board met at 1:00 p.m. on Thursday, October 19, 2023, in the Old Courtroom, Kosciusko County Courthouse. Members present included: Rob Bishop, Mike Cusick, Matt Metzger, Aggie Sweeney. Troy Turley was absent.

Rob Bishop called the meeting to order.

IN THE MATTER OF APPROVAL OF 9-21-23 MEETING MINUTES:

Motion: Mike Cusick
Second: Matt Metzger
Ayes: 4 Nays: 0
Motion Carried

To: Approve the 9-21-23 meeting minutes
as presented.

**IN THE MATTER OF OPENING BIDS FOR-RFP OF LAKE CITY GREENWAY
EXTENSION & RFP OF GREENWAYS AND BLUEWAYS MASTER PLAN:**

Mike Cusick opened the bids received handing to Rob Bishop to present the bids. Bids were for the RFP of Lake City Greenway & RFP of Greenways and Blueways Master Plan also noting they will be out of order due to them being in mailing envelopes. The following bids were presented and the figures below are not a confirmed bid amount total until verified:

Lake City Greenway Extension:

Amount:

Jones Petrie Rafinski

\$252,340.00- Base Bid
\$504,680.00- Alternate One
\$757,020.00- Alternate Two

RQAW & DCCM

\$300,000.00- Base Bid
\$620,000.00- Alternate One

	\$1,010,000.00- Alternate Two
The Troyer Group	\$922,298.00- Base Bid \$3,162,299.00- Alternate One \$5,996,526.00- Alternate Two

Greenways and Blueways Master Plan:

Mckenna	\$25,000- Existing Condition Analysis \$16,500- Meet with the Public \$24,000- Develop Draft Plan \$9,500- Meet with the Parks Department and Public \$18,500- Develop Priorities and Final Plan \$93,500.00- Total
Taylor Siefker Williams Design Group	\$12,000.00-\$18,000.00- Existing Conditions \$24,000.00-\$36,000.00- Meet with the Public \$20,000.00-30,000.00- Develop Draft Plan \$8,000.00-\$12,000.00- Meet with the Parks Department and Public \$16,000.00-\$24,000.00- Develop Priorities and Final Plan
The Troyer Group	\$89,000.00- Work Plan and Proposed Fee
Triad Associates, Inc. In Partnership with: Context Group	\$80,000.00 Base Services Total

IN THE MATTER OF FURTHER BUSINESS

Aggie Sweeney attended a IPRA Trails Gathering meeting in Goshen and discussed the information she obtained.

- The Indiana Department of Natural Resources gave a couple of updates. The Indiana Trails Program in the 2023 round had proposals that totaled \$6,460,000.00 and \$1,600,000.00 was awarded. The Next Level Trails Program since it's inception in 2019, received funding from The Toll Road Lease Renegotiation in the amount of \$90,000,000.00, ARPA in the amount of \$60,000,000.00, and The General Fund Allocation in the amount of \$30,000,000.00.
- The director of parks for DNR spoke about designation of a navigable waterways. The Tippecanoe River as it flows through Kosciusko County is not navigable however the Eel River is navigable. If a waterway is navigable then the ground under the water is public. If it is non-navigable then the water is public but not the ground

under it. County Commissioners can designate a waterway navigable within their county.

- There was a discussion on crushed limestone and paved trails. Crushed limestone is less expensive to build a trail but the long-term maintenance is more expensive to maintain.

Mike Cusick discussed IPRA has a meeting in November, Rob and him planned on attending the meeting however at this time he has a conflict with it and suggested another board member attend the meeting with Rob.

Being no further business, the meeting was adjourned.

**Kosciusko County Parks & Recreation Board
Special Meeting
Courthouse, Old Courtroom
Thursday, November 2, 2023**

The Kosciusko County Parks & Recreation Board met at 9:00 a.m. on Thursday, November 2, 2023, in the Old Courtroom, Kosciusko County Courthouse for a Special Meeting. Members present included: Rob Bishop, Mike Cusick, Matt Metzger, Aggie Sweeney, and Troy Turley.

Rob Bishop called the meeting to order.

IN THE MATTER OF SELECTION OF RFP BID FINALIST:

A lengthy discussion was held on choosing the finalist for each project. It was determined that the board would schedule interviews with each bidder so that they could ask more questions. The board will send out email invitations for each bidder to respond to further questions via in person or virtually on 11/9/2023 starting a 9 am. They will not be voting at this time, no public meeting will be held. An executive meeting will be held at 8 am, prior to the interviews.

Below are the bidders that were selected to interview.

- Lake City Greenway Extension

Jones Petrie Rafinski

The Troyer Group

Triad Associates, Inc.

- Greenways and Blueways Master Plan

Triad Associates, Inc.

Taylor Siefker Williams Design Group

The Troyer Group

Being no further business, the meeting was adjourned.

Kosciusko County Parks & Recreation Board
Courthouse, Old Courtroom
Thursday, November 16, 2023

The Kosciusko County Parks & Recreation Board met at 1:00 p.m. on Thursday, November 16, 2023, in the Old Courtroom, Kosciusko County Courthouse. Members present included: Rob Bishop, Matt Metzger, Aggie Sweeney, and Troy Turley. Mike Cusick participated via Zoom.

Rob Bishop called the meeting to order. Due to board member Mike Cusick participating virtually, all votes were done by roll call vote.

IN THE MATTER OF APPROVAL OF 10-19-23 MINUTES:

Motion: Matt Metzger

Second: Aggie Sweeney

Ayes: 5 Nays: 0

Motion Carried

To: Approve the 10-19-23 minutes as presented.

IN THE MATTER OF APPROVAL OF 2024 MEETING DATES:

Motion: Matt Metzger

Second: Troy Turley

Ayes: 5 Nays: 0

Motion Carried

To: Approve the 2024 Meeting dates as presented.

IN THE MATTER OF SELECTION OF CONTRACTOR:

Rob, opened the discussion to have each board member talk about the references they had received from the each project contractor before the selection. Each member shared their recommendations and feedback.

Greenways & Blueways Master Plan

Motion: Troy Turley

Second: Mike Cusick

Ayes: 5 Nays: 0

Motion Carried

To: Recommend TSW for the Greenways & Blueways Master Plan contractor.

Lake City Greeway Extension

Motion: Troy Turley

Second: Mike Cusick

Ayes: 5 Nays: 0

Motion Carried

To: Table the Lake City Greenway Extension project contractor selection until 11/30/23.

IN THE MATTER OF FURTHER BUSINESS:

Being no further business, the meeting was adjourned.

**Kosciusko County Parks & Recreation Board
Special Meeting
Courthouse, Old Courtroom
Thursday, November 30, 2023**

The Kosciusko County Parks & Recreation Board met at 1:00 p.m. on Thursday, November 30, 2023, in the Old Courtroom, Kosciusko County Courthouse. Members present included: Rob Bishop, Matt Metzger, Aggie Sweeney, Troy Turley and Mike Cusick.

Rob Bishop called the meeting to order.

**IN THE MATTER OF SELECTION OF CONTRACTOR-LAKE CITY GREENWAY
EXTENSION:**

The board met for a special meeting to select the RFP Contractor for the Lake City Greenway which was tabled from their last meeting on 11-16-23. Rob, opened the discussion to have each board member comment on the costs submitted from the contractors Triad Associates, Inc., and The Troyer Group. Each member shared their comments.

Lake City Greenway Extension

Motion: Mike Cusick

Second: Matt Metzger

Ayes: 4 Nays: 1

Aggie Sweeney-Opposed

Motion Carried

To: Recommend Triad for the Lake City
Greenway Extension contractor.

IN THE MATTER OF FURTHER BUSINESS:

The board held the following discussions which included the following:

Aggie, wanted to clarify the scope of work for the Lake City Greenway Extension contract to make sure it includes construction of the base to be covered by the ARPA funds.

Matt, commented that the contract should confirm the date deadlines.

Rob, replied that they will have to confirm with the county Attorney on these requests.

Rob, spoke on the upcoming meeting date of 12/14/23 to see if they will need to meet.
The board will advise.

Being no further business, the meeting was adjourned.

Kosciusko County Parks & Recreation Board
Courthouse, Old Courtroom
Rescheduled to December 14th, 2023 from December 21, 2023

MEETING
CANCELLED