

**Parks Board Meeting Minutes**  
**Wednesday August 5, 2015**

**Board Present: Tim Earl, Emily Hirschman, Kathleen Hoyle, Jon Peer, Roger Smith, Jan Whitcomb, Kendall Klingelsmith, Larry City Manager**

**Board Absent: Susan Atkinson, Doug Barrett, Charles Thomas, Student Member**

**Oakland Park Guests: 2 Neighbors from Oakland Park**

**Haverhill Park Guests: John Holms, Bill Furry**

The meeting was called to order by Chairperson Kathleen Hoyle at 6:30 p.m. in Oakland Park.

Minutes from July's meeting were distributed and reviewed. Mr. Peer motioned for approval of minutes, seconded by Ms. Whitcomb. Motion approved.

Update to last minutes: Charles Thomas was absent. Millennium and Liberty updates were reversed.

**New Business:**

**1) Department Update:**

- Updates from Mr. Klingelsmith. Ramona Park tennis courts being removed for replacing. Will have 4 pickle ball courts and 2 tennis courts. Large pickle ball following in the area. Pickle ball lines are being drawn on other tennis courts in the area, including Haverhill Park. Discussing grand opening with pickle ball demonstration when completed. Slated to be done mid-September.
- Looking to replace playgrounds at Schrier and Lakeview parks. Hopefully this fall.
- Eliason event, Walk to the Concert, had a good turnout. Working on tree removal on trail by next spring when disease is dormant.
- Working with architect at this time for updates on Millennium Park and Interpretive Center.
- Dog park in this year's capital improvements plan(CIP). Proposed for Lakeview park but this may not be the best spot for several reasons. Brainstorming best area to build on.
- Exploring Farmer's Market. Met last week with Kalamazoo Co-op. Interested in partnering the project. May be possible project for Friend's Group in the future. May be held at Senior Center. Great Room in Senior Center would provide space to utilize during colder months. We would be the only Sunday event and there are many people on the waiting lists for the Texas Township and Kalamazoo Farmer's market, so this could be very well accepted by the community. Discussed inclusion of park board members in future planning meetings to become more involved.

- 2) **Oakland Park Overview:** Ms. Hirschman provided history and background. Neighbors note that new sidewalk needs to be plowed in the winter. Some equipment for younger kids under 5 years old would be good to incorporate in the park. Series of bushes on north side of reservoir and a group of dogwoods near west side. Trees have been marked to be taken down with an "X". One tree got left standing, dogwood bushes were taken out instead. The marked tree still needs to be taken down. Plans are in the works to redo the tennis courts. Current issues with elevation and shade on the current courts. Will take care of tree during these updates per Mr. Klingsmith
- 3) **Individual Park Reports:**  
Park reports provided from respective board members:  
*Bicentennial:* Bumps on trail marked red need to be fixed. May be a root issue. Bridge replacements look good.  
*Central:* Reseed and resod needed after Taste of Portage. City has cut down some of the trees over the trail. Park is being used.  
*Eliason:* See above notes from Mr. Klingsmith.  
*Haverhill:* Looks good, heavily used.  
*Lakeview:* Remains busy.  
*Lexington Green:* Needs updates. Dog clean up bags on the trails. Mr. Peer asked about sun screen or hand sanitizer dispensers. Discussed liability and allergy issues can be a problem. Plans to replace playground equipment set in the future.  
*Liberty:* No updates.  
*Millennium:* No new updates. Pay phone works.  
*Oakland:* No updates.  
*Ramona:* Very busy. Compliments on how great the staff is. In need of certified lifeguards. Canoe and kayak rentals will start this week. Hope to have this service available all next summer.  
*Schrier:* No updates. Bog is overgrown. City is working on cleaning this up.  
*South Westnedge:* No updates.  
*Westfield:* No updates. Bog trail is underwater.  
*West Lake:* No updates.
- 4) **Haverhill Park Overview:** Park Board moved meeting to Haverhill Park. Ms. Hoyle provided history and background. Mr. Holms has lived by the park for about 28yrs, fought the inline hockey rink being placed but much happier once row of trees was placed. Notes not used much for hockey. Overall happy with the park. Concern with wooded areas not being very well maintained. Not mowed often enough. Not happy with timeliness of cleaning of park. Notes they have been quick to return his requests for clean up and happy with park staff response.
- 5) **Friends of the Park/Park Board Website/Facebook Page Report:** Looking to accelerate this project. Continuing to work on 501c3. Hope to start working in fall. Roles and responsibilities to be delegated at September meeting. Ms. Hoyle to order membership cards. Mr. Peer set up membership spreadsheet and put on Google Docs.

- 5) **Park Board Website/Facebook Page Report:** Mr. Peer notes everything has been updated. Ms. Hirschman to send Mr. Peer the list of vendors that will be in attendance for Get Active to post to the website. Ms. Hoyle to send Alyssa Friends of the Park logo. Still need to get ahold of Tucker for Facebook password. City would like to be involved in social media to make standard across the board. Mr. Peer has created Google + account. City would like to consolidate all photos that we have in the near future.
- 6) **Get Active Portage:** Ms. Hirschman reported that everything is in place for the upcoming event this weekend. Met with Jim from Spirit Racing earlier that morning to go over details. Vendor attendance is lower than last year and will need to look into updates for event in the future, will discuss outlook for event at future meetings. Plan to have raffle earlier this year to attract more patrons. Will work with Mr. Klinglesmith on getting this all set up and in place. Mr. Peer, Mr. Smith, and Ms. Whitcomb offered to volunteer. Will provide times needed and place to park information prior event.
- 7) **Celery Flats Music Festival Review:**  
Mr. Earl composed a “Lessons Learned” document. Things went well over all. In the future, 2 board members need to be there by 9am, everyone else at 11am. Staffing was okay, could use more volunteers in the future. One person for main lot was enough. Radios were a big help. Rangers manned the carts, golf carts worked well. Senior center van communication fell through. People liked golf carts vs. the van better. Will look into rental of golf cart next year. Will discuss possibility of more food vendors further next year. Off The Cuff has provided great service and we appreciate their strong community values and dedication to our events. Radio spots did not turn out well this year due to timing on both sides. Attendance was high, donations were substantially lower. Have park board members talk more throughout the event to promote donations. Better scripting next year during event to talk about the Parks Board/Friends of the Park/Donations. More advertisement at the Senior Center/Apartments in the future. Put signs up on the trail 1-2 weeks ahead of the event. New banner needed next year.

#### **Summary Report:**

- Mr. Klinglesmith reviewed attached with board members. Wants to provide more updates about review of past events vs. just future activities. Steady activity at Ramona Park. Beach Boot Camp was a success. Angling program ran in to some rain but still had good turnout.

#### **Comments from the Board:**

- Ms. Hoyle to send Mr. Peer image for nametags.
- City manager thanked board members for their work with the parks and offered to help as able. Will continue to try to meet with the board once a year.

**Adjournment:** Motion was made by Ms. Whitcomb, seconded by Mr. Peer. Motion approved, meeting adjourned at 8:06pm.

Respectfully Submitted,  
Emily Hirschman, Park Board Secretary