

**Parks Board Meeting Minutes
Wednesday June 3, 2015**

**Board Present: Susan Atkinson, Tim Earl, Emily Hirschman
Kathleen Hoyle, Jon Peer, Roger Smith, Charles Thomas, Jan Whitcomb
Board Absent: Doug Barrett, Sisira Kavuri, Tricia Keala**

The meeting was called to order by Chairperson Kathleen Hoyle at 6:40 p.m. in Lexington Green Park.

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

New Business:

- 1) **Department Update:** Discussed possibility of Music Festival being held in the Overlander Bandshell next year. Board noted that KFO likes the Celery Flats for the location, but agree that the Overlander Bandshell will need another event. Some concerns note with Overlander Bandshell parking especially for handicapped and >65 year olds. Possible farmers market by Central Park. Question if Friends of Park would like involvement. Discussion on increasing Friends of Park into 501c3 to utilize grants.
- 2) **Lexington Green Park Overview:** Mr. Peer provided history and background - needs play equipment updates and resurfaced tennis courts.
- 3) **Individual Park Reports:**
Park reports provided from respective board members:
Haverhill: Remains busy.
West Lake: Trails/wood chips have been washed out. Some trails are under water - may need to be checked to ensure that everything is functioning.
Oakland: New equipment only serves certain age group and very few kids can be in it at one time.
Ramona: Put in new aluminum dock- it is underwater at the moment.
Schrier: No new updates
Lakeview: Good condition
Millennium: No new updates
Central: Needs updates. Current equipment is deteriorating.
Liberty: Odd parking.
Eliason: May be closed due to needed updates on bridge.

Board requested that Ms. Keala and/or Park Board director to give updates on playground updates to board as able.

- 4) **Green-A-Thon Update:** Held on April 25, 2015. City to address what had happened at the next meeting. In future, board members to collect and bring bins to events so we are prepared. No table was there or at the fishing event - unsure if this was a problem in the past. Next year we will plan to have something to hand out so people feel obliged to stop and talk and we can participate better in the events.
- 5) **Recycled Art in the Park:** Ms. Hoyle thanked the board for all of their help at this year's event. Ms. Atkinson to chair the event next year, Ms. Hoyle will continue to help. Hoping to not have event around Memorial Day and the cancer walk next year. Discussed possibility of sell recycled art next year, although this has been unsuccessful in the past. Tim showed comparison charts from this year and last year's online voting, reached much more people this year. Discussed using Google Voice number for events in the future – Mr. Peer to look in to this. Ms. Hoyle notes she received many phone calls regarding the event during that weekend. Plan to provide flyers to local businesses in the future. Look into more volunteer help. Ms. Whitcomb offered to help with the event next year. Ms. Hoyle to meet with Ms. Atkinson and Ms. Whitcomb to pass off event information. Ms. Hoyle gave report on donations from Recycled Art in the Park and the Fishing Event. Eaton was main sponsor. Arts council also sponsored. Reviewed that prize money cannot be paid from the grants. Good feedback thus far.
- 6) **Friends of the Park Report:** Mr. Peer and Ms. Hoyle to work with Park Board Director regarding 501c3.
- 7) **Park Board Website:** Mr. Peer provided update. Only one event in June. Need someone to handle memberships, send card and thank you cards. Need someone to coordinate volunteers, send thank you cards. Need to find out if there is a database that exists already that holds names for mailings. Ms. Hoyle to order membership cards - charter gold cards this year - need to get cards to Ramona friends ASAP. Ms. Whitcomb provided city and Ms. Keala with list of friends names to ensure they can get into the parks. Pam has made all updates for Mr. Peer on website at this time.
- 8) **Celery Flats Music Festival:** Mr. Earl updated on last week's meeting with KFO and Peggy from the city. Ms. Hoyle to take care of signage. Reminded to emphasize the fact that this is a picnic event. Ms. Hirschman to acquire gift card for shuttle volunteer. She plans to provide Ms. Milbeck with copy of receipt. Discussed coordination with Arts Council. Ms. Hoyle to send updates on their involvement and will put their logo on banners and promos. Mr. Peer to add to website. Board to take pictures this year to add to website next year. Mr. Earl reminded everybody from the board is needed to be there on the day of the event to help. To discuss with Parks Director if there will be some police presence at the event.
- 9) **Get Active Portage:** Mr. Thomas to be chairperson for the event as Mr. Earl will be out of town. Ms. Hirschman to co-chair. Will plan to separate jazzercise from gymnastics for

audio purposes this year. Will need on site meeting with coordinator of race prior to the event. Mr. Earl met owner of Pedal at Portage location, plans to be there for race support.

Summary Report:

- Reviewed attached.

Comments from the Board:

- Ms. Hoyle to check if there is a youth advisory member that has been appointed to attend our meetings. Possibility of youth advisory board volunteers for events.
- Plan to put flyers up at local businesses – Ms. Hirschman volunteered to pass out to local businesses.
- Mr. Peer to look in to Park Board Member uniforms to be easily distinguished at events. Ms. Atkinson to send info on local places that may be able to help make.
- Ms. Hirschman to create Facebook page for the Portage Parks Board/Friends of the Park. Will have the old page removed. Board members to email pictures.
- Next meeting: Add discussion on promotion plan and newsletter content to agenda. Try to take down old.

Adjournment: Motion was made by Ms. Whitcomb, seconded by Mr. Thomas. Motion Approved, meeting adjourned at 8:15pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary