

**Parks Board Meeting Minutes
Wednesday November 4, 2015**

**Board Present: Susan Atkinson, Marshall Cammack, Tim Earl, Emily Hirschman, Kathleen Hoyle, Jon Peer, Roger Smith, Charles Thomas, Jan Whitcomb
Kendall Klingelsmith - Director of Parks, Recreation, and Senior Center Services
Rod Russell - Director of Public Services**

Board Absent: Molly Ryan - Student Member

Excused Absence: N/A

Guests: Kimberly Phillips - Senior Services Manager, Dick Huebler, Former Mayor of Al-len Park

The meeting was called to order by Chairperson Kathleen Hoyle at 6:30 p.m. in Portage Senior Center.

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

Updates to the minutes: Remove Roger's business phone from Park Board member list. Chairperson is spelled wrong on the member list. Charles Thomas area code needs to be changed to 269 on member list.

New Business:

1) Updates from Kathleen: Plan to finalize Park Board Calendar. Will plan to send to Ms. Phillips to see if there are any volunteers willing to help with the events.

Ms. Phillips notes that she will send list of deadlines to Mr. Klingelsmith for review by the park board. Also notes that if a member of the park board wants to go through training to drive the van that would be a possibility.

2) Portage Senior Center Overview: Tour of the Portage Senior Center and information on the program and it's amenities. Ms. Hoyle asked about the availability of volunteers. Senior Center is going through reaccreditation process at this time.

3) Parks Department Update: Given by Mr. Klingelsmith. Notes the Farmer's Market was well received. Will hopefully start up again next spring. Farmer's co-op is in for next year. Talks of indoor winter farmer's market in the future.

Putting in two new playgrounds, one at Schrier Park and one at Lakeview Park. Old playgrounds will be removed at the end of November, new will be placed early spring. There will be a kid's contest to pick which one they like. Ice rink will open December 12, 2015. Business as usual at this time. Will continue to work on year round park project for this site. Looking in to bringing more activities to the Bandshell. Mr. Klingelsmith notes he is working on contacting Student Board member. Notes awarded grant for Eliason to connect trail from S. Westnedge to Osterhout.

4) Friends of the Park/Park Board Website/Facebook Page Report: Mr. Peer continuing to work on 501c3 at this time. Gave report on Facebook page statistics. Mr. Peer to continue to report on Facebook page monthly.

5) 2016 Board Member Positions: Ms. Hoyle wishes to remain chair, Mr. Peer and Mr. Thomas motioned, all approved. Ms. Whitcomb wishes to remain vice chair, Mr. Peer would also like to be considered for vice chair this year. Park board voted and re-appointed Ms. Whitcomb to vice chair at this time. Ms. Hirschman wishes to remain secretary. Mr. Earl and Mr. Thomas motioned, all approved.

6) Future Event Dates:

2016 Calendar year to be planned at future meetings.

Traditional Holiday, December 5th, 2015 at 7pm. Mr. Klingelsmith to confirm when the volunteers should arrive. Ms. Whitcomb, Mr. Peer, Mr. Smith, Mr. Cammack, and Mr. Thomas to volunteer.

Ms. Atkinson brought up the idea of a cycling group. Kim interested in collaborating efforts to bring this event to life.

Ms. Hoyle asked board to brainstorm for new event ideas. Perhaps event that company runs and we support.

Ms. Whitcomb recommended a ceremonial ribbon cutting for the new playground equipment. Recommended involving Laurie Moore show.

Summary Report:

- Review given by Mr. Klingelsmith.

Comments from the Board:

- Ms. Hoyle notes that we will be looking at/updating goals at future meetings.
- Kim notes annual holiday/bazaar and bake sale is this weekend from 9-2pm, open to the public.
- Mr. Klingelsmith notes that next month's meeting is still TBD at this time. Will send out updates prior to next meeting.
- Board members welcomed Mr. Cammack and Mr.

- Mr. Russell notes handrail and ramp being placed at Celery Flats grain elevator.
- Board thanked Mr. Klingelsmith for all of his help with the park board.

Adjournment: Motion was made by Mr. Thomas, seconded by Mr. Peer. Motion approved, meeting adjourned at 7:55pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary