

**Parks Board Meeting Minutes
Wednesday October 7, 2015**

Board Present: Susan Atkinson, Tim Earl, Emily Hirschman, Kathleen Hoyle, Jon Peer, Roger Smith, Charles Thomas, Jan Whitcomb

Staff: Kendall Klingelsmith – Director of PRSC, Rod Russell – Director of Public Services

Board Absent: Student Member

Excused Absence: N/A

Guests: N/A

The meeting was called to order by Chairperson Kathleen Hoyle at 6:38 p.m. in Westfield Park.

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

Update to last minutes: Excused absences: Susan Atkinson, Tim Earl, Jan Whitcomb

New Business:

1) Updates from Kathleen: One pending board member and one pending student member at this time. Reviewed excused vs unexcused absences.

2) Celery Flats Overview: History given by Mr. Thomas. The “backbone” of the Portage park system, Portage Creek Bicentennial Park (PCBP) was the official city project to honor the nation's 200th birthday. Spanning over 200 acres, PCBP is a linear facility that runs between the City Centre Area and the northern city limits at Kilgore Road, connected by a 3.5 mile multi-use trail. In total, PCBP has over 8 miles of hiking and biking trails with several opportunities to view scenic Portage Creek. Parking is available at the Lover's Lane Trailhead, just south of Kilgore Road, at the main entrance on Milham Avenue just west of Lover's Lane and at the Celery Flats Historical Area at Garden Lane.

3) Individual Park Reports:

Park reports provided from respective board members:

Bicentennial: No updates. See above.

Central: No updates.

Eliason: No updates.

Haverhill: Busy. In good shape.

Lakeview: Very active. Mr. Russell notes trash cans are often being thrown in the water.

Looking in to how to reduce this problem.

Lexington Green: Mr. Peer sent a few pictures of the park to the board members. Notes a 3 ft drop off and a missing telescope. Mr. Klingelsmith planning to take care of this situation.

Liberty: Limited parking.

Millennium: No updates.

Oakland: No updates. Tennis court is being stripped down to the concrete.

Ramona: Very active. South side porta-potties are being well used.

Schrier: No updates. Still under detour.

South Westnedge: No updates.

Westfield: No updates. Busy. In good condition.

West Lake: Trails remain wet. Being used. Mr. Klingelsmith is aware of this, notes they have been closed at this time.

4) Parks Department Update: Given by Mr. Klingelsmith. Estimated 650 people at Farmer's Market this past Saturday. Looking into where to take this venture in the future. Ramona Park pickle ball courts are being used heavily, grand opening went well. Lines to be painted on the other courts this week. Currently working on Traditional Holiday scheduled for December 5th this year. Ms. Whitcomb is looking for 4 other volunteers this year. Tennis courts at Oakland Park currently not in use, looking to redo within the next year. Visioning 2025 session was this past Saturday, lots of talk was based around parks and trails. Lots of interest in keeping parks and trails integrity at the top of the list. Proposals are likely to happen regarding Interpretive Center and Millennium Ice Rink. Reviewed statistics on Ramona Park, doing very well. Daily passes drew in the most value this year. Mr. Russell notes possibility of Wi-Fi fiber optic being placed around Celery Flats.

5) Friends of the Park/Park Board Website/Facebook Page Report: Mr. Peer starting research on 501c3. Plans to outline for the next meeting. Facebook page is up 10% in likes. Notes to share any posts to help reach more people in the community. Mr. Peer, Mr. Earl, Mr. Charles, and Ms. Hirschman are all administrators on the page. Mr. Peer plans to start announcing the Park Board meetings as they continue to be open to the public. Mr. Peer notes no updates on website at this time. Ms. Hoyle to email Pam regarding statistics on web page. Mr. Peer recommended going to a monthly membership basis with a renewal process. Paypal account would need to be upgraded, which costs \$30/month. At this time, this is not feasible. Mr. Peer and Ms. Hoyle to continue to work on membership card ideas. Board agreed on getting paper membership cards at this time. Sample cards to be reviewed next meeting.

6) Coordinator Positions: See attachment. Ms. Hoyle reviewed and assigned board members to role responsibilities. Mr. Thomas to bring rough draft of newsletter to next meeting. To include membership synopsis in every newsletter. Mr. Charles to provide schedule on when we will be issuing newsletters during the year. Mr. Klingelsmith notes that there is a cost associated with getting the newsletter put in *The Portager*. Will look into getting a reminder put into *The Portager*. Mr. Peer to also put membership information on Facebook page.

7) Future Event Dates: Recycled Art in the Park will be held May 7th, 2016 and will run through that week.

2016 Calendar year to be planned at future meetings.

Check if any volunteers have signed up for the Traditional Holiday, December 15th, 2015. Will need 4 volunteers to help with this event.

Volunteers from park board to run a table at the event for upcoming Farmer's Market : October 18th 12-2pm: Mr. Thomas, Ms. Hoyle ; 2-4pm: Ms. Atkinson, Mr. Earl. Ms. Hoyle to bring easy up prior to event that was purchased for the park board.

Mr. Klingelsmith to talk with MLive on promoting Farmer's Marketing. To add locations to upcoming events update.

8) Get Active Portage: Ms. Hirschman sent out "Lessons Learned." Board members reviewed.

Summary Report:

- Review given by Mr. Klingelsmith.

Comments from the Board:

- Mr. Smith and Ms. Hirschman thanked Mr. Peer for helping out on Sunday.
- Mr. Klingelsmith and Ms. Hoyle expressed their gratitude for board members.

Adjournment: Motion was made by Ms. Thomas, seconded by Mr. Peer. Motion approved, meeting adjourned at 7:35pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary