

Parks Board Meeting Minutes
Wednesday January 6, 2016

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
Molly Ryan - Student Member

Board Absent: N/A

Excused Absence: N/A

Guests:

The meeting was called to order by Chairperson Kathleen Hoyle at 6:30 p.m. in Stuart Manor. Student member introduction. Introduction of board members.

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

Updates to the minutes: Jan Whitcomb was present, Tim Earl (sp)

New Business:

1) Department Update: Mr. Klingelsmith notes budget reviews are upcoming. New gate at Celery Flats, updating to more mechanically sound equipment. Upgrades at Ramona in place, currently working on interior part, creating family bathroom and changing room. Trying to make the outside more aesthetically appealing. Eventually working on a rental house to have open during the summer hours. Plans to trench for fiber optic placement and wifi availability along Celery Flats trail. Still working on ice rink plans at this time. Had record day on Saturday. Still running in to troubles with winter weather situation. Dog park remains in plan for the upcoming Spring in South Westnedge park. There is a 3 foot drop remaining at Lexington per Mr. Peer, Mr. Klingelsmith to check on this.

2) Friends Group Update:

a. Newsletter: Mr. Thomas has a template ready. Ms. Hoyle would like to have one ready to go by March and will post on Facebook - question feature on Ramona Friends group and upcoming events. Every member to send in one topic as ideas for Mr. Thomas to add to upcoming newsletter. Ms. Hoyle to send Calendar of Events, to place in newsletter.

b. Attorney: Mr. Klingelsmith notes that due to Friends Group being managed by a group that is not related to the city, we can find our own council. Ms. Hoyle to bring quotes to next meeting.

c. Facebook: Mr. Peer emailed Facebook stats. Continuing to have increase in "likes." Mr. Peer was able to change the name of the Page. It is now: Friends of the Parks - Portage, MI. Awaiting approval on URL change through Facebook administration.

d. Coordinator Roles: Ms. Hoyle to email out template. Need to plan what our roles are and what we are planning to start working on. Should accomplish this task by early April/May. Focus is on promoting Friends of the Park and increasing memberships.

3) **Recycled Art in the Park 2016** - Ms. Hoyle notes that she already has three people interested in participating in this year's events. Plans to get first wave of applications out and press release out. Will need to pay attention to upcoming grant deadline dates. Ms. Hoyle and Ms. Atkinson to meet and start planning. Documents to be placed on Facebook page by Mr. Peer. Will continue to reach out to as many artists as able to increase diversity in the event. Ms. Whitcomb notes possibility of opening up a separate category for students/young children if numbers continue to grow. Possibility of several categories and separate prize money. Ms. Ryan notes that most high school students may like to compete at the adult level - possibly have the option to compete in one or the other. This year, will add optional Junior category: up to 15 year olds. Provide a junior prize. Provide participating certificates to younger participants. Discussion of how to do public choice options - Mr. Peer & Mr. Earl will continue to look into best option with Pam. Public choice to be ended the following Friday at 5pm. Set up this year will be on Friday, event on Saturday, voting until following Friday, art to be picked up on that following Sunday.

4) **Celery Flats Music Fest 2016** - Mr. Earl & Ms. Hirschman to co-chair event. Tentative date of July 10th. Mr. Earl spoke with Mr. Speeter from KFO regarding dates. Planning to apply for grants from Gilmore Foundation. Information needed in kind costs from the city, what Friends of Park do with the donation. KFO is a 501c3. We have applied for this grant in the past through the city. Will plan to do again this year, either through the Parks Board or under the umbrella of a Parks & Recreation broad grant. Instead of having him also apply for grant, to have him give us a budget for performers and other costs that need to be covered. Ms. Hoyle to continue to work with Arts Council on promoting. Committee plans to have first meeting with KFO in February.

5) **Calendar of Events:** Ms. Hoyle to email Calendar of Events and will send to Peggy at the City for further updates.

Summary Report:

- Review given by Mr. Klingelsmith. Traditional Holiday event went well, over 1,000 participants. Ms. Whitcomb notes adequate help. A complaint was made about not having enough open bathrooms. Mr. Klingelsmith notes some changes in layout will be looked at for next year's event to make everything more accessible.

Comments from the Board:

- Mr. Peer brought up idea of having future meeting at Parks office. Plan is to have meeting there in March.
- Ms. Hoyle notes goals need to be reviewed and submitted in March by Mr. Klingelsmith. Send any updates/changes to Ms. Hoyle. Notes this would be a good place to add a new event if needed. Will discuss future plan of Get Active at February meeting.

- Mr. Thomas notes idea of interview with new Parks & Recreation Director, “Coffee with Kendall”, article in the upcoming newsletter.

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

Respectfully Submitted,
Emily Hirschman, Park Board Secretary