

**Parks Board Meeting Minutes
Wednesday October 5, 2016**

Board Present: Marshall Cammack, Emily Hirschman, Jan Whitcomb, Tim Earl, Charles Thomas, Kathleen Hoyle, Jon Peer
Kendall Klingelsmith - Director of Parks, Recreation, and Senior Center Services
Rod Russell - Director of Public Services
Board Absent - Excused: Susan Atkinson; Not Excused: Anna Heystek- Student Member
Guests: John Ryan - Parks and Recreation Program Coordinator

The meeting was called to order by Ms. Hoyle at 6:30 p.m. in Stuart Manor.

Minutes from September's meeting were distributed and reviewed. Mr. Earl would like the word changed to "aging" not "ageing." Mr. Earl motioned for approval of minutes, seconded by Mr. Peer. Motion approved.

New Business:

1) Department Updates: Robb Krueger will be the new Park Board member, starting next month. Working on Capital Improvement Plan at this time, plan to include proposal for splash pad in the future possibly in Lexington Green. Budget process will start in the next couple months. Trailhead opening in September went well. Public meeting has been set for dog park proposal at the end of October in South Westnedge Park. Direct mailings to affected neighborhoods will be sent. Recent Pokémon events were successful. Senior Center has been officially re-accredited by NCOA. There are only 3 accredited centers in Michigan, Portage was the first. Planning fall/winter indoor farmer's market, second Sunday of every month, November to April. Last outdoor farmer's market will be held October 30th.

Public Services Department Report: Notes department has been busy. Most park bathrooms will be closed down by the end of the month. Replacing fence at Central Park on the south side of the park. Cleaning up around the park. Meeting to look into removing standing water at Osterhout entrance. Pricing redo of parking lot at Visitor's Center at Celery Flats Park. If approved, looking at starting project early spring 2017. Brush pickup has started, leaf pick up will be next. City doing a great job with this, have had many compliments from the community. Still working on fixing fences around the parks. Waiting on play scape replacement dates. Tennis courts at Lakeview Park will be done by early next Spring. Discussed plans for bathroom options during Traditional Holiday event, will continue to look in to options.

Program Coordinator Report: Discussed upcoming Monster Mash Park event. Notes they are still looking for more vendors to participate. Mr. Ryan to send vendor application via email to the park board.

2) Celery Flats Overview: Will update park assignments to include "Celery Flats/PCBP." Charles gave history and background. Celery Flats now has WiFi available.

3) Park Updates: Park assignments were updated. Central park playground needs to be cleaned up, lots of leaves at this time. Notes some trash in the creek along the park.

4) Friends of the Park Report: Ms. Hoyle working on this. Continue to looking for board members for this group. Reminder that this group will not be a city board.

5) Recycled Art in the Park: Rat Rods have been scheduled for next year's event. Save the Dates to go out soon.

6) Friends Group Update:

a. Newsletter: No updates.

b. Coordinator Reports: Park Board boxes need to be updated. Mr. Peer to look into this. Board member elections will be done next month.

c. Facebook update: Ideas for Facebook: "Where's Mr. Crispy?" Mr. Earl, Mr. Thomas, and Mr. Peer to work on this and bring ideas/pictures to next meeting. Will continue to keep updating Facebook page to keep interest up.

d. Calendar of Events: This will be put together at next month's meeting.

e. Website: Needs to be cleaned up and updated.

Summary Report:

- Review given by Mr. Klingelsmith.

Comments from the Board:

- Ms. Whitcomb motioned, Ms. Hirschman seconded to have booth at Monster Mash event. Ms. Whitcomb, Ms. Hirschman, Mr. Thomas, and Mr. Peer plan to be there.
- Mr. Thomas brought idea of showcasing some Portage Park Board events in Encore magazine.
- Mr. Cammack will send "Meet the Park Ranger" article to Mr. Peer and Mr. Thomas.
- Mr. Peer brought up idea of once a month bike ride through the parks, promoted on Facebook.

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

Respectfully Submitted,
Emily Hirschman, Park Board Secretary