

**Park Board Meeting Minutes**  
**Wednesday April 12, 2017**

**Board Present:**, Jon Peer, Charles Thomas, Marshall Cammack, Tim Earl  
Kathleen Hoyle – Director of Parks, Recreation, and Senior Services

**Board Absent – Excused:** Emily Hirschman, Susan Atkinson, Robb Krueger

**Not Excused:** Anna Heystek – Student Member

**Guests:** None

The meeting was called to order by Mr. Peer at 6:30 p.m. at Shrier Park.

Minutes from the March meeting were distributed and reviewed. Mr. Thomas motioned for approval of minutes, seconded by Mr. Cammack. Motion approved.

**Department Updates:**

- 1) **Parks Department:** Ms. Hoyle provided an update. Her first day as director was Monday, so she is still settling in. Preparations for opening the beach at Ramona Park are underway, including interviews for lifeguards. The summer events brochure is nearly complete. The weekly farmer's market begins May 7<sup>th</sup>. Five concerts are scheduled at the Overlander Bandshell this summer, plus the Kazoo Folklife Music Fest. The dog park opening day will be announced at to the next board meeting.
- 2) **Public Services Department:** No report.

**New Business:**

- 1) **Staffing updates:** There are two vacancies on the board. Council will interview applicants on May 9<sup>th</sup>. Ms. Hoyle, Mr. Peer, and Mr. Earl plan to attend. Nominations were opened for a new chair, to fill the vacancy created by Ms. Hoyle's resignation to join City Administration. Mr. Earl was nominated by Mr. Peer, seconded by Mr. Thomas, and elected chair with no opposition.
- 2) **Board Goals:** The board reviewed last year's goals and discussed revisions for this year. Mr. Peer motioned for approval, seconded by Mr. Thomas. The motion passed with no opposition.
- 3) **Kazoo Folklife Music Fest:** Mr. Earl and Ms. Hoyle provided an update. The contract has been sent to the Kalamazoo Folklife Organization for signature. Mr. Earl will look into booking one or two food trucks for the event. A meeting will be organized soon between Ms. Hoyle, Mr. Earl, Peggy Napier, and KFO leadership.
- 4) **Recycled Art in the Park:** Ms. Atkinson sent an update via email. There are 15 entries this year. Mr. Earl will contact media outlets for publicity prior to the event. Mr. Peer will handle promotion on Facebook. Ms. Atkinson will ask Ms. Whitcomb if she is able to staff the craft tent again this year. Mr. Peer and Mr. Earl will handle

- pictures for the website and online voting. A special meeting will be held Wednesday April 19, at 6:30pm at City Hall to discuss more details for this event.
- 5) **Green-A-Thon:** Mr. Cammack provided an update. He contacted Mr. Smith, the previous board contact, for assistance. Mr. Cammack will also look in to obtaining some sort of small giveaway item for the event, possibly seeds or small plants.
  - 6) **Get Active Portage:** Mr. Thomas provided an update. He will begin calling potential exhibitors soon. He will bring last year's event evaluation to the May meeting for review. Mr. Earl will call Lee's Adventure Sports and Pedal Bicycle to confirm their availability, given the later start this year.
  - 7) **Friends of the Parks:** The board discussed the vision for this group. Ms. Hoyle was the contact for this group, and she can no longer do that as Director. Mr. Earl proposed shifting the focus away from membership and towards establishing the 501c3 status to focus on fundraising for park projects and improvements. Ms. Hoyle will provide Mr. Earl with all documents related to Friends of the Parks.

**Summary Report:**

- Review given by Ms. Hoyle. The board discussed how to support the City during the summer concerts. This may include a table offering bottles of water for a small donation to Friends of the Parks.
- The Fishing Fair is May 20<sup>th</sup>. Mr. Thomas plans to attend as Mr. Crispy this year.

**Comments from the Board:**

- Mr. Earl thanked the board members for their vote of confidence in electing him chair.

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

Respectfully Submitted,  
Tim Earl, Park Board Chair