

Parks Board Meeting Minutes
Wednesday February 8, 2016

Board Present: Marshall Cammack, Emily Hirschman, Charles Thomas, Kathleen Hoyle, Jon Peer, Jan Whitcomb

Kendall Klingelsmith - Director of Parks, Recreation, and Senior Center Services

Board Absent - Excused: Robb Krueger, Susan Atkinson, Tim Earl, Rod Russell - Director of Public Services

Not Excused: Anna Heystek- Student Member

Guests: **Ruth** -past member of Environmental Services Board. **Kim Phillips** -Manager of Senior Services Center.

The meeting was called to order by Mr. Peer at 6:30 p.m. in Senior Services Center.

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

New Business:

1) Department Updates: Notes good year for skating rink rentals. Will close 2nd week of March. Currently conducting interviews for Parks & Recreation Program Director. Softball prep has started. Interpretive Center plans continue to be worked on, planning to get quotes for plans. Would like a scaled down similar building placed at the Oosterhout Trail Head.

Public Services Department Report: Given by Mr. Klingelsmith. Putting up fence at Oosterhout trailhead to separate parking lot and trail. Some dog park prep at South Westnedge park has begun. Road patching when weather permits.

Senior Services Department Update: Ms. Phillips notes they continue to stay busy. Only 1 of 2 centers that now offers Mastering Aging classes. Michigan Health Endowment Fund recipient for the program. Plans for eventual launch in the county. Program is through the National Council on Aging. 1400 registered members so far this year. Working with Bison & Associates for a possible expansion or new facility for the Senior Center since they are continuing to grow. New program staff has developed a murder mystery dinner, which has sold out. Working to bring in more interactive activities to the center. Also sold out for Valentine's lunch. Partner with chef from Medilodge across the street for food stuff.

March 11th at Senior Center from 4-7pm is the Spring Carnival. Mr. Thomas, Ms. Whitcomb planning to volunteer. Mr. Peer is a maybe.

2) Recycled Art in the Park: Ms. Whitcomb gave update. Emails have been sent out to potential sponsors. Eaton has sent back their form. Ms. Hoyle to complete and send back to them. Have run in to non-working email addresses, working to update. Entries continue to come in for the event. Ms. Hoyle to help create updated flyer for the event. Ms. Whitcomb plans to start posting around the community as able. Ms. Whitcomb will

start to work on judge panel, hoping to find 4 candidates. Mr. Klingelsmith notes that as part of Gilmore grant, some of the funding will go to help with this project. Ms. Whitcomb reminds board members to keep the event date open and the Friday prior to the event open for help with set up. Ms. Hoyle will keep in contact with The Heck with Branden Mann for his performance at the event. Board approved money allotment for musician at event.

3) Friends of the Park Report: Ms. Hoyle sent out the draft bylaws to the board. Board members to review and submit comments for review at next meeting. Mr. Klingelsmith sent some updates that Ms. Hoyle will add to the bylaws. Article 10 was brought to light by Ms. Whitcomb, recommends wording the intent a little bit better to ensure that funds are going to stay within the current focus of the 501c3. Board of Directors for 501c3: Funding for director continues to be looked at by Ms. Hoyle. Most foundations will only provide funding once a 501c3 has been established and a board has been assembled. Looking for start up fund to help at this time. Minimum board members needed is 5. No ideas established at this time for a director. Will need to work on job description for this spot.

4) Friends Group Update: No updates at this time.

a. Newsletter: No updates at this time.

b. Coordinator Reports: No updates at this time.

c. Facebook update: No updates at this time.

d. Calendar of Events: No updates at this time.

e. Website: No updates at this time.

f. Other: N/A

5) Board Goals: Plan to review at next meeting. Ms. Hoyle will send to the board prior to next meeting for review. April is when goals will need to be presented.

6) Eliason Nature Reserve: Ruth presented on detailed restoration plan for Eliason Nature Reserve. Waiting to hear back about the budget for the plan. Notes environmental aspects of the reserve are not being addressed at this time per her thoughts and some others that she has kept in touch with regarding the project. Many invasive species continue to be found on the property. Notes some weeds are growing that are bad for the bog/reserve and can not be handled by just volunteers. Hopes to keep finding volunteers to help with clean up of the reserve as able. Asked for board's help as able, especially volunteerism. Non-motorized vehicles area, placement of trails, and some funding are all being worked on at this time per Mr. Klingelsmith. Looking to have someone come in with environmental management experience to help with these plans. Planning to keep

an eye out for invasive species specific funding. Ruth requests that all trail plans be sent to Environmental Board prior to construction.

7) Celery Flats Music Festival: Mr. Klingelsmith and Mr. Earl have spoke with Mr. Speeter from the KFO. This music festival will now move over to the bandshell. City will pay \$3,000 to group to be allocated as needed. Name will now be KZoo Folklife Music Fest. Event will now be mostly held by the KFO with some minor help from the Portage Park Board. Possibility still remains of having a food truck, which could be more from the part of the Park Board as a fund raising opportunity. Rangers will continue to be in charge of parking and transportation help. Date of the program will be Sunday, July 9th. Ms. Hoyle will plan to get rates for food trucks from Mr. Klingelsmith. Ms. Phillips notes that the Farmer's Market will also be that day from 10am-2pm, this may be opportunity for promotion. Idea passed around to offer bottle of water with an entry donation.

Summary Report:

- Review given by Mr. Klingelsmith.

Comments from the Board:

- Mr. Klingelsmith has accepted a position for Parks and Recreation Director with Petoskey, MI. He will be leaving Portage position on March 3rd. The board gave their congratulations and best wishes to him in the future. Position has been posted.
- Ms. Hirschman notes that she will not be in attendance until May or June meeting.

Adjournment: Motion was made by Mr. Thomas, seconded by Mr. Peer. Motion approved, meeting adjourned at 7:40pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary