

Park Board Meeting Minutes

March 2, 2011

Board Present: Mike Zajac, Matt Tanis, Bery Pannkuk, Jim Novaria, Vicki Locke, Kathleen Hoyle

Board Members Excused: Susan Williams, Tucker Webb

Absent: Jason Koscinski, Janet Luchies

Staff Present: Bill Deming

Meeting was called to order by Mike Zajac at 6:30 at the Stuart Manor

APPROVAL OF PREVIOUS MINUTES: The February minutes will be officially approved via email by members.

NEW BUSINESS

A. Park Reports: Should include visible activities going on at the park; conversations (comments/suggestions) from residents using the park; conditions of the trails and other amenities.

- Oakland Drive (Jim Novaria) – No report
- Millennium Park (Susan Williams) – Skating has slowed down due to rain (B. Deming)
- Bicentennial Park (Bery Pannkuk) – No report
- Schrier Park (Tucker Webb) – No report
- West Lake Preserve (Tucker Webb) – No report
- Overall comment from Bill Deming that there was minimal tree damage from the ice storm and no structural damage.

B. Paddle Fest/Get Active Portage/Children's Triathlon (Ramona Park):

- Due to the addition of a new Children's Triathlon option the Board decided that it will be combined with the PaddleFest/Health Fair and held together as one event.
- The event date has been moved to Saturday, July 9 to align with the Triathlon.
- The combined event will expand the types of vendors at the event.
- Communications should mention that the Triathlon is a children's event.
- Review PaddleFest start times to align with Triathlon.
- Determine an umbrella theme/name for the combined event.
- The following board members will coordinate areas for the event and report status at the April Board meeting; Vicki (Prizes), Mike (Vendors), Bery (PaddleFest), Kathleen (Marketing), Mike/Bery (Triathlon Liaison).
- Vendor booth fees were further discussed as \$35/new vendors; \$25/returning vendors, \$15/vendors providing an activity.
- Food suggestions for salads and healthy alternatives.
- Volunteers from the Board are needed at entrance booth and for PaddleFest registration.
- Vicki will contact Adam for volunteers from the Youth Advisory Committee.
- Conduct the award ceremony for all events in one location.
- Prize drawings were suggested to be conducted throughout the day.
- Bery and Mike will schedule a meeting with the Triathlon group to coordinate planning.
- Develop a Vendor Information sheet with booth sizes, table coverings, prize donations, signage requirements and other information.

C. Park Goals & Objectives: Reminder during the April Park Board meeting we will need to finalize Board goals, including ideas for events, a cause to support and other initiatives.

- Review goals which need to be finalized in April for the new fiscal year which begins on July 1.
- Pick a couple events/ideas that the Board would like to add to the calendar for next fiscal year.
- Run event ideas submitted last meeting by companies that may wish to sponsor and run the events, including MPI, Stryker, WMU, Scouts, Kalsec were suggested.

- The Board liked the idea of adding a Landmark Sculpture event with a potential focus on recycling by using found/recycled objects.
- Identify events that should be Park Board events versus City of Portage events.

D. Outdoor Schedule: Reminder that each Park Board member should select a Park to present the history on this year as part of the agenda at the summer meeting rotations. This will be in addition to the Park Reports above.

Park Assignment	Board Member	Meeting Date
Millennium/Central/Liberty	Vicki	
Schrier/Bishop's Bog	Tucker	April 6 (6:30)
West Lake/South Westnedge	Matt	May 4 (6:30)
Lexington-Green		June 1 (6:30)
Ramona	Mike	July 6 (6:30)
Lakeview	Jason	July 6 (7:15)
Oakland Drive	Jim	August 3 (6:30)
Haverhill	Kathleen	August 3 (7:15)
Westfield/Harbors West		September 7 (6:30)
Celery Flats/PCBP	Bery	October 5 (6:30)

E. Park Board Council Presentation: Park goals and objectives will be presented by Mike to the Council on April 12.

F. Green-a-Thon:

- Event will be held April 23.
- Board Volunteers are needed to run Park booth with two volunteers each in the 12:00-2:00 and 2:00-4:00 time slots.

SUMMARY ACTIVITY

- Ice Rink: February was slow due to ice storms and rain on weekends. January was very well attended. Overall when weather was good, the ice rink participation was high.
- Softball: Starts at the end of April. Registration for leagues is underway.

COMMENTS FROM BOARD MEMBERS

- Vicki suggested that ice rink could be used in the summer for boat building and sailing. Possibly a donation for supplies and set up tables to promote use of the area in the summer. Vicki will contact Stryker regarding the idea.
- Jim suggested contacting Break-a-Away Bikes to conduct drop in bike rides to meet at Celery Flats and lead groups.
- Kathleen will follow-up with Pfizer on possible event sponsorship this year to align with one of their areas of focus.

ADJOURNMENT

Matt made a motion for adjournment; Jim seconded the motion. Meeting adjourned at approximately 7:30 PM
 Next meeting: Wednesday, April 6, 2011 at Schrier Park.

Respectfully submitted
 Kathleen Hoyle, Secretary, Park Board