

Park Board Meeting Minutes

November 2, 2011

Board Present: Susan Williams, Vicki Locke, Jason Koscinski, Matt Tanis, Jan Whitcomb, Jim Bennick, Kathleen Hoyle

Board Members Excused: Mike Zajac, Jim Novaria

Absent: Tucker Webb

Staff Present: Bill Deming

Meeting was called to order by Susan Williams at 6:30 at Stuart Manor.

APPROVAL OF PREVIOUS MINUTES: Vicki made the motion to approve the October minutes; Jason seconded the motion; all others unanimous.

Susan introduced and welcomed our two new board members Jan Whitcomb and Jim Bennick.

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. (*Outdoor meeting reports will resume in April 2012.*)

- Millennium Park (Vicki Locke) – No report.
- Schrier Park (Susan for Tucker Webb) – No issues; traffic is slowing down.
- West Lake Preserve/S. Westnedge Park (Matt Tanis) – No report
- Lexington-Green (Susan Williams) – Usage is slowing down; no issues.
- Lakeview (Jason Koscinski) – Park looks in good condition; no issues; fishing dock is still busy.
- Haverhill Park (Kathleen Hoyle) – No issues; traffic is slowing down; new pathway sealing looks great.
- Oakland Drive Park (Vicki for Jim Novaria) – With soccer over Park traffic is slowing down.
- Westfield (Susan Williams) – No issues.
- Ramona Park (Vicki for Mike Zajac) – New playground looks very nice; a volunteer project could be to use metal detectors to pick up nails and screws from the construction; Park is still busy with kids football games on weekends.

B. Election of Officers:

- Officers were re-elected for the next year and will continue in their positions; Mike Zajac as Chairman, Susan Williams as Vice Chairman, and Kathleen Hoyle as Secretary. The election was unanimous by the Board and accepted.

C. Goals & Objectives Update:

- The Board reviewed the current status of the Park Board Goals & Objectives, and Vicki made a motion to accept, Jan seconded the motion, and the Board unanimously approved submittal to the City Council.
- The new park to be developed will be called the David Eliason Reserve.
- New Goals & Objectives will need to be submitted in April to the City Council.

Traditional Holiday Volunteers:

- Event will be held on Saturday, December 3. Board members, Susan, Vicki, Matt, Jim, Jan, and Kathleen all volunteered to meet at the Hayloft Barn and work that night serving milk, chocolate milk and cookies. The tree lighting will begin at 7:00 p.m. and members should arrive at that time.

Friends Group Report:

- Kathleen presented the proposed Goals & Objectives and the Volunteer Form for the Friends of the Parks Group, which was reviewed and revised by the Board, and updated on the new Friends of the Parks website developed by Jason at www.PortageParksMi.org.
- During the December meeting the Event Planning Form and the Event Brochure Template (see attached) will be presented to the Board for review.
- The Board discussed finalizing event dates at the December Board and was agreed that each board member will coordinate at least one event during the year. (see attached)

- The “Friends of the Parks” web site will be presented again at the next meeting. The site is planned to have a secure area for Board Members to access for filling out their Event Planning forms and will also contain photographs with releases for publicity use.
- The Environmental Board asked the Park Board about helping create environmental awareness for the Parks. The Park Board discussed conducting two Environmental Awareness Days focusing on the Garlic Mustard Challenge and Vine Reduction Project (VRP). Since Purple Loosestrife involves a more involved eradication procedure this will not be included as a volunteer activity, but education could be conducted as part of the other events. Hopefully Tucker can work with the Environmental Board to find two dates for the Awareness Days which will include an environmental education focus as well as the group removal activity.
- Board members provided a list of organizations for potential “Friends of the Parks” volunteers and signed up to present information to these groups when the program is ready to launch. Other volunteers are needed for the following:

GROUP NAME	BOARD MEMBER
Lions	Vicki
Rotary	Vicki
Ambucs	
Portage Senior Center	Vicki
Portage Public Schools	Susan and Kathleen
Churchs	
H.S. Environmental Classes/ Clubs	
IB, National Honor, & Freshman Students at High Schools	Tucker
KVCC Organizations and Students	
WMU Sustainability Class-Dr. Glazer)	Susan
Master Gardner Association	
Garden Clubs	

SUMMARY ACTIVITY

- Jill Hess, the new Deputy Director of Parks will begin in her position on November 14.
- Ice Rink will open on December 3 from 11-5, weather permitting.
- Holiday teas are selling out early with 25-30 people per event.

COMMENTS FROM BOARD MEMBERS

- Vicki thanked the Friends of the Parks development team for their work.
- Jim Bennick suggested that the Board look for tech savvy expertise for future Board members.

ADJOURNMENT

Matt made a motion for adjournment; Jason seconded the motion; all other unanimous. Meeting adjourned at approximately 8:20 p.m.

Next meeting: Wednesday, December 7, 2011 at 6:30 p.m. Stuart Manor.

Respectfully submitted, Kathleen Hoyle, Secretary, Park Board