

**Parks Board Meeting Minutes
Wednesday September 2, 2015**

Board Present: Emily Hirschman, Kathleen Hoyle, Jon Peer, Roger Smith, Charles Thomas,

Board Absent: Susan Atkinson, Doug Barrett, Tim Earl, Jan Whitcomb, Student Member

Staff Present: Kendall Klingelsmith, Director of Parks, Recreation & Senior Citizen Services, Rod Russell Director of Public Service

Guests: N/A

The meeting was called to order by Chairperson Kathleen Hoyle at 6:30 p.m. in Westfield Park.

Minutes from August's meeting were distributed and reviewed. Mr. Peer motioned for approval of minutes, seconded by Mr. Thomas. Motion approved.

Update to last minutes: Neighbors from Oakland Park, Carol & David Long, were updated to August's minutes.

New Business:

1) **Westfield Park Overview:** History given by Mr. Peer. Westfield Park is an 11-acre park developed prior to 1980. With a grant, additions were made including softball field, restroom building, and second parking lot extending to 12th St. The park is very active with a sand volleyball area, soccer, tennis, basketball, picnic pavilion, and two parking lots. The original basketball court was moved closer to the road due to neighborhood noise concerns and an evergreen tree screen was added. Usage of the park has included cricket players, general community and neighborhood residents. The Park has access off Milham and include a geo-caching site.

Harbors West Overview: History given by Mr. Smith.

2) **Individual Park Reports:**

Park reports provided from respective board members:

Bicentennial: No updates. Very busy. The trail head has 3 bumps with red lines that seem to be getting worse. Possibility of re-opening bike rental, problem continues to be staffing.

Central: No updates.

Eliason: City has approved funds to connect trail from Oosterhoff, hoping to place restroom along trail and some more signage.

Haverhill: No updates.

Lakeview: Parking lot has been redone.

Lexington Green: No updates.

Liberty: No updates.

Millennium: Some cracks on the trail have been repaired.

Oakland: No updates. Tennis court is being stripped down to the concrete.

Ramona: New kayak rental is going smoothly. Plan is to add on to North side of the building for rentals, including kayaks, pickle ball kits, etc. Should be done this fall.

Schrier: No updates. Still under detour.

South Westnedge: No updates.

Westfield: No updates. Phone app address needs to be updated.

West Lake: No updates.

4) Parks Department Update: Given by Mr. Klingelsmith. RFP for Millennium Park. Possible addition of cover over ice rink to turn park into year round facility. Looking into revitalizing Interpretive Center to get more use out of the building. Possibility to put in kitchenette/cafe. Schrier/Lakeview playgrounds to be replaced, hoping for fall or at the latest in the spring. Ramona park tennis (2)/pickleball (4) courts being done at this time. Ribbon cutting is at 1p on Sept 21st at Ramona Park with a potential demo of Pickle Ball by the local residents who are nationally ranked in their sport. Only park with dedicated pickle ball courts in the city. Lakeview and Hayloft parking lots were resurfaced.

5) Celery Flats Music Festival Review: Have reviewed *Lessons Learned* document from Mr. Earl. No further updates at this time. Will use for next year's event.

6) Friends of the Park/Park Board Website/Facebook Page Report: Awaiting return reply from previous Facebook administrator for release of Facebook page rights. No changes to website. Mr. Peer to provide statistics on website usage at next meeting.

7) Coordinator Positions: See attachment.

Discussed whether we want to issues cards/stickers for members annually. Mr. Peer to contact another Friends Group coordinator to see what their process is. Plan to put together pros/cons list for next month's meeting.

Member's picnic to be in the spring.

Will switch from park to coordinator reports in the fall.

8) Future Event Dates: Recycled Art in the Park will be held May 7th, 2016 and will run through that week.

2016 Calendar year to be planned at future meetings.

Check if any volunteers have signed up for the Traditional Holiday, December 15th, 2015. Will need 4 volunteers to help with this event.

9) Purchasing Process: Mr. Klingelsmith notes that there will be more freedom with the 501c3 in place. For now, board members should take monetary needs through Mr. Klingelsmith. Top priority should be to get the 501c3 in place at this time.

10) **Get Active Portage:** Mr. Thomas & Ms. Hirschman gave report. Noted event went well. Will get together and create a “Lessons Learned” document for review before next year’s event.

11) **Goals:** Board goals reviewed. Need to focus on membership drive and Friends of the Park. Possibility of having newsletter put as an insert in The Portager. Mr. Klingelsmith to check into this possibility.

Two dates confirmed for Farmer’s Market. Sundays, October 4th and 18th from 12-4pm in the Senior Center parking lot.

Volunteers from park board to run a table at the event: October 4th 12-2pm: Ms. Hirschman & Mr. Smith; 2-4pm Mr. Peer & Ms. Hoyle. October 18th 12-2pm: Mr. Thomas, need 1 other volunteer; 2-4pm: need 2 volunteers.

Summary Report:

- Mr. Klingelsmith reviewed. Most events in September geared towards senior citizens. Ms. Hoyle brought up possibility to have park board table at one of the events to raise awareness.

Comments from the Board:

- Thanked Mr. Peer for coordinating the new park board member name tags. Tags to be stored in Hayloft supply bins.
- Discussed options for signage for park board booths. Ms. Hoyle to look into options.
- Mr. Peer noted the summary report is out of order.
- Minutes to be sent out Wednesday night by midnight to board members and reviewed/updated by board members by Thursday at midnight. Board minutes will be sent to Alyssa Milbeck/Kendal Klingelsmith by Friday at Noon.
- Mr. Smith thanked Mr. Thomas for hard work on Get Active event.

Adjournment: Motion was made by Ms. Thomas, seconded by Mr. Peer. Motion approved, meeting adjourned at 7:45pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary

