

Parks Board Meeting Minutes
Wednesday August 3, 2016

Board Present: Marshall Cammack, Emily Hirschman, Roger Smith, Jan Whitcomb, Susan Atkinson, Tim Earl, Charles Thomas

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

Excused: Rod Russell - Director of Public Services

Board Absent - Not Excused: Anna Heystek- Student Member, Jon Peer

Guests: N/A

The meeting was called to order by Ms. Hoyle at 6:32 p.m. in Ramona Park.

Minutes from July's meeting were distributed and reviewed. Ms. Atkinson motioned for approval of minutes, seconded by Mr. Earl. Motion approved.

New Business:

1) Department Updates: Little over 100 attendees at Picnic in the Park/National Night Out, held on 8/2/16 at Lexington Green. These events have been very successful and hopeful continuation in the future. Ribbon cutting planned for Eliason in near future. Over 2,000 attendees at recent Big Truck event that was collaborated with the Portage District Library. Currently going through process to replace Central and West Lake park equipment. Parks & Recreation Department offices are moving to downstairs at City Hall in early September. Full-time position for Program Manager was hired in to the Parks Department. New trail at Bicentennial Park will start being paved and available for use in early to mid-September.

Public Services Department Report: No update at this time.

1) **Oakland Park & Haverhill Park Overview:** History and updates given by Ms. Hirschman & Ms. Hoyle.

2) **Park Updates:** Haverhill is well kept on maintenance. All the parks continue to be busy and well-used. Rentals are well used at Ramona Park. Currently working on age limit ruling for the rental services.

3) **Picnic in the Park Review:** Lots of leftovers. Events went well, hopeful to continue with this in the future.

4) **Celery Flats Music Festival Review:** Lessons Learned reviewed by Mr. Earl: Schedule of Performances needs to be there next year. Time limit should be 4hrs, attendance drops after longer hours. Continue with food trucks/vendors, very popular. Beer tent needs to be re-thought. Slightly more donations than last year, but still down from initial year.

6) **Get Active Portage:** Ms. Hirschman gave update. Mr. Thomas will be in charge during the day of the event, Ms. Hirschman available by phone the day of. Mr. Thomas plans to be at the event starting at 7:30am to help with vendor set-up. Mr. Klingelsmith notes that the Park Rangers will be there at 7:30am with 14 tables and 28 chairs for vendor use. Park Board will have easy up for booth. Mr. Thomas will bring booth set-up materials, Mr. Crispy coloring page handouts, and tickets for the drawing. Plans to wear Mr. Crispy outfit. Ms. Whitcomb, Mr. Smith, and Ms. Atkinson will provide aide as able for vendor set up and Park Board booth starting at 7:45-8am. Mr. Cammack plans to arrive by 10:30am with leftover food from Picnic in the Park events and will hand out during the event. Ms. Hirschman will ensure that vendor parking map is sent out prior to event to all vendors involved and park board members. She will provide Day of Task List to Mr. Thomas.

7) **Grandparents event:** 9/11 from 1-3pm. Trail walk from Senior Center to Celery Flats, vendors will line the trail. Possibility to have a table at this event. Will decide in 2 weeks. Possibility of Mr. Crispy to come. Mr. Klingelsmith will find out if there is a deadline.

8) **Friends Group Update:** Need to get a bookkeeper and decide on board members to sit on Board of Directors committee, assumption is that Park Board Members cannot also be on Friends of the Park Board. Possibly ask past board members. Application is due by October 1st. Park board will continue to be an arm of the city that is an advisory committee which represents the parks department. Will still control non-profit events, such as park parties. Friends group will be independent non-profit that is not affiliated to the City outside of the by-laws. Its main responsibility as a 501c3 will be to help with funding for Park Events or donations for needed/wanted park updates not able to be covered in City budget. They would have more options available through funding in grants and other routes. They will also be there to enroll volunteer help. The boards will separately be managed and positions filled independently of one another. Board members to bring ideas for members of the Friends Group.

a. Newsletter: No update.

b. Coordinator Reports:

Volunteer coordinator idea for current volunteer coordinator, Mr. Earl: Have sign-up sheet for volunteers at events.

c: Facebook update: No update at this time.

d. Calendar of Events: Farmer's market continues every Sunday from 12-4pm. Will continue to discuss possibility of Park Board Booth in the future.

Summary Report:

- Review given by Mr. Klingelsmith.

Comments from the Board:

- No comments

Adjournment: Motion was made by Mr. Whitcomb seconded by Mr. Peer. Motion approved, meeting adjourned at 7:48pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary