

**Parks Board Meeting Minutes
Wednesday February 3, 2016**

**Board Present: Susan Atkinson, Marshall Cammack, Tim Earl, Emily Hirschman, Kathleen Hoyle, Roger Smith, Charles Thomas, Jan Whitcomb
Kendall Klingelsmith - Director of Parks, Recreation, and Senior Center Services
Rod Russell
Molly Ryan - Student Member
Board Absent: N/A
Excused Absence: Jon Peer
Guests: N/A**

The meeting was called to order by Chairperson Kathleen Hoyle at 6:30 p.m. in Portage Senior Center.

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

New Business:

1) Department Update: Mr. Klingelsmith notes a Glen Miller Band will be playing July 5th. Tuesday night event at Overlander. Question if the park board would like to be involved in this event. No plans for food at this event. Could be a good fundraising opportunity for Friends of the Park. Understands that this will be a tough time for employees due to the holiday. Still in discussions with band on what will be needed exactly for this event. No timeline is in place at that time yet.

Package grant to be written by Mr. Klingelsmith to the Gilmore Foundation to consolidate efforts versus splitting it up like we have in the past. This will be for an operating grant, so that funds can be divided out as needed. Notes this is due in a month, Ms. Hoyle to provide assistance. Should know by April/May the outcome.

Preconstruction meeting for Eliason trail has taken place. Money has been allocated, now waiting on state for the okay. Currently in good standing for this project. Trees are planned to be removed this month.

Application for DEQ has been submitted for trail relocation. Awaiting status update at this time. Met with OCBA (Landscape Architecture Firm) to come up with concepts for Interpretive Center and Millennium Ice Rink.

Portage Athletic Foundation does not plan to do Taste of Portage this year.

Possibility in the future of holding "Picnics in the Park" to create more interest in the parks.

Could be a good opportunity for Friends of the Park fundraising and promotion. Maybe start with Lexington and Westfield parks. Would need to look for food and utility donations to put on event with little to no cost. Possibly plans some kid/family friendly activities. Maybe create an "activity kit" that could be used at these activities. Ms. Hoyle notes we have lots of craft supplies on hand from Recycled Art in the Park events. Mr. Charles and Mr. Earl would make great co-captains to champion this event. Public Services Director, Rod Russell discussed rental building

at Ramona. Foundation and frost walls are up now. Working on rental equipment that will be provided. Family changing room and bathroom will now be provided. Working to make very aesthetically appealing.

Notes library to grain elevator wire has been placed for wireless internet now.

2) Friends Group Update:

a. Newsletter: Plan to maintain member benefit of getting the electronic version of the newsletter prior to release. Will plan to add a section encouraging Adopting a Park. Mr. Charles plans to interview Mr. Klingelsmith for newsletter. Brainstorming ideas for names of the newsletter. Park board members to offer up one name for the newsletter at next meeting. Ms. Whitcomb recommended having a recurrent section in the newsletter, like a scavenger hunt or park trivia that encourages people to visit our website or Facebook page. Board members to bring ideas for this section next month. Mr. Cammack notes we could include an upcoming event and talk more about the event taking place. Ms. Hoyle notes current plan for newsletter is to have available at local public businesses and offer at events. Board agrees to have put on Facebook page. Will continue to look at other options for distribution. Plans to continue with newsletter being published quarterly at this time. Hopeful for first distribution in April.

c. Facebook: Mr. Peer has been continuing to keep updates for events on the Facebook page.

d. Coordinator Roles: Ms. Hoyle to email out template. Need to plan what our roles are and what we are planning to start working on. Should accomplish this task by early April/May. Focus is on promoting Friends of the Park and increasing memberships.

e. Website: Mr. Peer continues to keep up to date. Reviewed annual membership benefits. Will continue as is at this time. Will change Ramona park to “adopted” at this time. A Ramona Park Facebook page has been created per Ms. Whitcomb, unsure who has started this. Mr. Klingelsmith to look further into this.

3) Recycled Art in the Park 2016 - Ms. Atkinson notes Hired Hands band has been scheduled for event. Ms. Hoyle notes we need to continue with catering vendors that do not require payments from us as we do not have the funds to pay them at this time. Food trucks may be a possibility if we can find a convenient place for them to park. Ms. Atkinson to call around on vendors. Ms. Hoyle will ask Off the Cuff if they would like to cater the event again. May need to coordinate with Celery Flats Music Festival to let them cater that event also. Ms. Hoyle prepared promotional materials, Ms. Atkinson is preparing email list to distribute to. She is also alerting KIA, Arts Council, and teachers in the area to help promote the event and promote artist entries. Mr. Peer has been working with kazookids.com to advertise our events. Ms. Atkinson requested help from park board to help with event set up on May 6th. Molly to ask for help from 3-4 students to set up plant stands that afternoon. Ms. Atkinson notes she will not be at the March meeting but plans to send an update to the board prior to the meeting. Mr. Earl noted he was contacted by Gail Perkins, whom has a saxophone quartet is also interested in performing for an event. Board plans to keep her information and use her as able. Board to continue to brainstorm ideas of whom to reach out to for this event to gain more artists at the event. Board to send ideas to Ms. Atkinson to continue further outreach for the event.

4) Celery Flats Music Fest 2016 - Mr. Earl & Ms. Hirschman to co-chair event. KFO is very interested in getting grants for this event. Mr. Speeter has been in talks with Gilmore Foundation regarding grants. KFO is a 501c3. Parks board is limited on how much they can help them in these efforts. Possibility of making in to a park event vs a fundraiser like it has been in the past. May be an option for the KFO to use the parks as a rental option in the future if they plan to get a grant to cover costs versus a partnership with the parks. Mr. Klingelsmith to have meeting with KFO in the near future to discuss options.

5) Calendar of Events: Mr. Smith and Mr. Charles plans to cover booth at Green-A-Thon this year. Mr. Peer and Mr. Charles to cover Fishing Day. Mr. Earl and Ms. Hirschman to cover Recycled Art in the Park. Mr. Charles, Mr. Cammack, and Ms. Hirschman to cover Get Active Portage. Mr. Cammack and Mr. Earl to cover Picnics in the Parks, will start to plan this event will provide dates and parks at next event.

Summary Report:

- Review given by Mr. Klingelsmith.

Comments from the Board:

- Ms. Atkinson brought up idea of sponsoring memberships for Friends of the Park to increase memberships.
- Ms. Hoyle notes we will update goals next month to be submitted for approval in March.
- Ms. Hoyle to email list of events to Tricia to put in summer program by February.
- Mr. Earl notes he received a comment that the city is doing well with snow clean up.

Adjournment: Motion was made by Mr. Thomas, seconded by Ms. Whitcomb. Motion approved, meeting adjourned at 8:10pm.

Respectfully Submitted,
Emily Hirschman, Park Board Secretary