Portage Park Board Meeting Minutes
January 8, 2020

Board Present: Jon Peer, Elanor Riley, Tara Gish, Tim Young, Daniel Jassim, Jeana Koerber, Thomas Cedoz, Leanne Phelan, Una Metzger - Youth Advisory Committee Member

Board Absent (Excused): Lana Escamilla

Board Absent (Unexcused):

Guests: Kathleen Hoyle - Director of Parks, Recreation, and Senior Center Services, Rodney Russell - Director of Public Works, Kazmira Herberger - Chair, Portage Bike Advisory Committee

Meeting was called to order at 6:33 PM by Mr. Peer.

I. INTRODUCTION OF GUESTS
1. No guests present

II. APPROVAL OF AGENDA
1. Motion to approve by Ms. Koerber.
2. Second by Mr. Young
3. Motion Carries

III. APPROVAL OF DECEMBER PARK BOARD MEETING MINUTES
1. Motion to approve by Mr. Jassim.
2. Second by Mr. Young
3. Motion Carries

IV. ACCEPTANCE OF DECEMBER BICYCLE ADVISORY COMMITTEE MINUTES
1. Motion to accept by Mrs. Riley.
2. Second by Mrs. Gish
3. Motion Carries

V. NEW BUSINESS
1. Financial Report
   a. Board members reviewed financial report
2. Park Department Report - Hoyle
   a. Eliason trail updates are in progress and look really nice
   b. Portage Road trail expansion is waiting for April
   c. Lexington Green design firm on board and beginning renovation. Estimate by early summer.
   d. The skating rink & events at Millennium Park have been performing well when weather permits.
3. Public Works Report - Russell
   a. Trail trimming due to lack of snow to improve visibility and safety
b. Northwest trail repairs to prevent water overflow on the trail with additional drainage
   c. Parks will reopen fully on May 1
   d. Contractor adding a chip trail at Schrier Park to connect with the new trails at Eliason
4. Bicycle Advisory Committee Update - Herberger
   a. Participating in the Mayor's city to city ride for Kalamazoo Bike week / Bike Month
   b. Bike month events: Bike to school day (May 6) and Bike to Work Day (May 15). Brainstorming activities for these dates.
   c. Move Portage (Bike Friendly Business survey) is completed and will be sent to businesses for their participation soon
5. Youth Advisory Committee Update
   a. No updates from YAC
   b. Ms. Metzger will request feedback for participation in upcoming events with the Park Board
6. Portage Parks Foundation Report
   a. Brainstorming planning to utilize Celery Flats in October for event
   b. Next meeting January 9
7. Individual Park Reports
8. Subcommittee Reports
   a. Green A Thon - April 18
      1. Will be moved to Bicentennial park to avoid conflict with Autism walk
      2. Could be a destination for walk participants to travel to Bicentennial
      3. Giveaways for Green a thon to be determined
      4. Mr. Cedoz volunteered; additional volunteers from Parks Foundation may be available
   b. Great American Campout - June 27
      1. Mrs. Escamilla sent board members a volunteer sign up list
      2. Board members discussed and assigned volunteer assignments
      3. Board members discussed registration timing. Last year we had several last minute cancellations for weather, but we also had several people who wished to register after registration had closed (which was to ensure food availability). Board members discussed options to allow last minute registration without a food guarantee to increase participation in 2020.
      4. Registration dates TBD pending sponsorship availability
   c. National Night Out - August 4
      1. Nothing to report
   d. Pig Out with Public Safety - August 25
      1. Nothing to report
   e. Monster Mash - October 17
1. Nothing to report
   f. Traditional Holiday - December 5
      1. Review of 2019 event:
         a. Not enough milk
         b. Adequate amount of cookies
         c. If cookie dispersal will be in the same building, a sign on the additional
c. If cookie dispersal will be in the same building, a sign on the additional
doors to prevent people from entering would be useful (or block off the
   stairs to prevent entry)

VI. SUMMARY ACTIVITY
   1. Board members reviewed summary activity

VII. COMMENTS FROM BOARD MEMBERS

Motion to adjourn by Mr. Young, second by Mrs. Riley. Meeting adjourned at 7:20 PM

Next meeting is on February 5, 2020 at Portage Senior Center

Respectfully Submitted,

Elanor Riley
Park Board Secretary