

Portage Park Board Meeting Minutes

March 3, 2022

Board Present: Tara Gish -- Chair, Dawn Smith -- Vice Chair, Elanor Riley -- Secretary, Daniel Jassim, Kandarp Patel, Jon Peer, Tim Young, Una Metzger - Youth Advisory Committee Member

Board Absent (Excused): Dustin Black, Charles Mosser

Board Absent (Unexcused):

Guests: Annie Pryor - Park Department Representative

Meeting was called to order at 6:34 PM by Chair Tara Gish

I. INTRODUCTION OF NEW BOARD MEMBERS & GUESTS

II. APPROVAL OF AGENDA

1. Motion to amend the agenda to include changes by Mrs. Pryor: move May meeting location and discuss Adopt a park (Gourdneck) - motion made by Mrs. Riley and seconded by Mr. Peer
2. Motion to approve agenda as amended by Mr. Young
3. Second by Mr. Jassim
4. Motion approved

III. APPROVAL OF JANUARY PARK BOARD MEETING MINUTES

1. Motion to approve by Mrs. Smith
2. Second by Mr. Young
3. Motion approved

IV. NEW BUSINESS

1. Move April Meeting to City Hall Vote - Mrs. Gish
 - a. Motion to move April meeting to City Hall by Mr. Peer
 - b. Second by Mrs. Smith
 - c. Motion approved
2. Move May Meeting to Lakeview Park - Mrs. Gish
 - a. Motion to move May meeting to Lakeview Park by Mrs. Riley
 - b. Second by Mr. Peer
 - c. Motion approved
3. Approval of Treasurer Board Position - Mrs. Gish
 - a. Motion to create Treasurer position by Mr. Young
 - b. Second by Mr. Peer
 - c. Discussion asked what responsibilities of this position are? Will present the financial report to the board and approve expenditures of money for the foundation
 - d. Motion approved
4. Election of Treasurer - Mrs. Gish

- a. Motion to open nominations for Treasurer by Mr. Jassim, second by Mrs. Smith
 - i. Mr. Peer nominated Mr. Patel for the Treasurer position, and he accepted
- b. Motion to close nominations for Treasurer by Mr. Peer, second by Mr. Young
- c. Kandarp Patel was voted as Treasurer by acclamation
- 5. Financial Report - Mr. Peer
 - a. Board members reviewed the Financial report
- 6. Park Department Report - Mrs. Hoyle
 - a. Portage Culinary Academy ongoing
 - b. Eliason project will begin work again in Spring
 - c. Ramona Beach House updates - just started construction inside, targeting completion in time for a May opening
 - d. Millennium Park Ice rink repair - delayed due to parts availability and did not open this year
- 7. Bicycle Advisory Committee Update - Mrs. Pryor
 - a. Move Portage business program - actively pursuing business applications
 - b. Portage Farmer's Market bike valet program - request expenditure of up to \$300 to support Bike Valet marketing materials / purchase a bike rack
 - c. Mayors Ride is being moved to around May 21st
- 8. Youth Advisory Committee Update - Ms. Metzger
 - a. Working on options for giveaways during the Green a Thon event
- 9. Portage Parks Foundation Report - Mr. Peer
 - a. Planning for accessible swing at Portage parks
 - b. Discussion of Oktoberfest event ongoing
 - c. Raising money for garden and other initiatives
- 10. Individual Park Reports
 - a. Nothing to report
- 11. Subcommittee Reports
 - a. Green-A-Thon May 1 - Smith
 - i. Board needs to submit a booth registration form by April 8
 - ii. Mrs. Pryor suggested partnering with the Kalamazoo Seed Library
 - b. Picnic in the Park May 12, June 23 - Mosser / Smith
 - i. Nothing to report at this time
 - c. Great American Campout June 25 - Patel / Peer
 - i. Board will assist with event, nothing to report at this time
 - d. Battle of the Bands July 30 (tentative) - Jassim
 - i. Mr. Jassim met with Alexis and Kathleen in January to go over basic event plan and board participation
 - ii. Event plan: improve the image of the city through support of the arts, promote local businesses, local bands

- iii. Budget planning
 - Requested funds from the city to provide sound system services. Budget for the city will be approved April / May.
 - The discussed budget does not include standing drums / amps / bass cabinet (back line) so that bands do not need to spend time taking down and setting up their own equipment.
 - Trophies / Prizes for competitors - received offer for sponsor for main trophies and Park Board would cover cost of participation awards, additional estimate from another trophy company.
 - Discussion with other local businesses for prizes for competitors and rental of equipment, still pending
 - Portable restrooms / table / chairs
 - iv. Food & Beverage Vendors
 - Food trucks for food / beverage
 - Beer / Wine Garden
 - Discussion of licensing requirements / outside vendor or direct sales
 - v. Date of Event discussion
 - Mr. Jassim is not available on July 30, most other board members are not available July 9
 - vi. Board members participation requirements for event
 - Event Manager - MC / liaison with city staff
 - Stage Manager working with the sound manager / performers
 - Beer Garden Managers - Mrs. Riley suggests these individuals should look into TIPS certification through the state
 - Roamers to assist where needed
 - Board members discussed potentially having a local radio host MC the event
 - vii. Timeline of event generally 10am - 8:30pm
 - Event manager will be present throughout event
 - Other volunteers needed early afternoon through the end of the event
 - viii. Discussion needs for future meetings
 - Band selection
 - Marketing & Promotion plans
 - ix. Motion to approve up to \$1000 at this time for expenditure for this event by Mrs. Smith, second by Mrs. Riley. Motion passes.
 - x. Discussion moved to assigning board members to positions. At this meeting we have 3 absent members and we cannot guarantee availability for the dates discussed. Board members felt better about moving this event forward to 2023 to allow more effective planning and volunteer availability
- e. National Night Out August 3 - Mosser / Smith

- i. Nothing to report at this time
- f. Monster Mash October 22 - Young / Jassim
 - i. Nothing to report at this time
- g. Traditional Holiday December 3 - Gish / Smith
 - i. Nothing to report at this time
- 12. Battle of the Bands Event Discussion - Mr. Jassim
 - a. Motion to move event to 2023 by Mr. Young, second by Mrs. Smith
 - b. Motion approved
- 13. Farmer's Market Bike Corral Discussion - Mr. Black
 - a. Motion to approved up to \$350 for bike valet at the Farmers Market by Mrs. Riley
 - b. Second by Mr. Young
 - c. Motion approved
- 14. Adopt-a-park Program - Mr. Peer
 - a. Board members needed to be assigned to Gourneck Game preserve - Mr. Young will be assigned to Gourneck
- 15. Board Goals for FY 2022-2023 Discussion - Mrs. Gish
 - a. Board members reviewed previous year board goals to determine current year board goals
 - i. Strike pig out with public safety
 - ii. Adjust dates for 2022-2023
 - b. Mrs. Riley will draft these updates and send to board members prior to the next meeting

V. SUMMARY ACTIVITY

- 1. Board members reviewed summary activity

VI. COMMENTS FROM BOARD MEMBERS

- 1. Mr. Peer congratulates Mrs. Gish on her first meeting as chair

Meeting adjourned at 8:13 pm

Next meeting is on April 6, 2022 at Portage City Hall

Respectfully Submitted,

Elanor Riley
Park Board Secretary