Portage Park Board Meeting Minutes
March 4, 2020

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

Board Absent (Excused): Daniel Jassim

Board Absent (Unexcused):

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

Meeting was called to order at 6:31 PM by Mr. Peer.

I. INTRODUCTION OF GUESTS
   1. Mr. Waurio is the Deputy Director of the Department of Public Works

II. APPROVAL OF AGENDA
   1. Discussion of Bike Committee Minutes needs to be removed from the Agenda
   2. Motion to approve by Mr. Young as amended.
   3. Second by Mr. Cedoz
   4. Motion Carries

III. APPROVAL OF JANUARY PARK BOARD MEETING MINUTES
   1. Motion to approve by Ms. Koerber.
   2. Second by Mr. Cedoz
   3. Motion Carries

IV. ACCEPTANCE OF FEBRUARY PARK BOARD NOTES
   1. Motion to accept by Mr. Young.
   2. Second by Ms. Koerber
   3. Motion Carries

V. NEW BUSINESS
   1. Financial Report
      a. Board members reviewed Financial Activity
   2. Park Department Report - Mrs. Hoyle
      a. Eliason connection project is ongoing
      b. Approval of bids for landscaping at Eliason south and Celery Flats new pavilion area
      c. Working on plans for a playground at Celery Flats
         i. Mrs. Herberger advocated again for an accessible swing in these plans
         ii. Mrs. Hoyle will investigate options that fit within budget
      d. Investigating options and planning for additional lighting in Celery Flats parking lot
e. Designs for Martin Luther King, Jr. Park are being submitted.
f. Planning for expansion of Ramona Park beach house to facilitate kitchen and facility upgrades
g. Mr. Peer asked about plans for a Splash Pad in the future
   i. Mrs. Hoyle is hoping to install one of these soon but current plans are contingent on other construction projects ongoing in the parks

3. Public Works Report - Mr. Waurio
a. Grain Elevator is getting new metal roofing
b. Wood Chipping at west lake nature preserve and bicentennial trails
c. Oakland drive park is getting a new basketball court / fencing

4. Bicycle Advisory Committee Update - Mrs. Herberger
a. May is Bike Month and Portage will be participating in the Mayor's bike ride between Kalamazoo and Portage
b. Bike Committee is assisting with city-run events in coordination with Open Roads throughout the Spring / Summer
c. Beginning effort on the "Move Portage" bike-friendly-business program to identify and enroll local businesses
d. Mrs. Herberger requests volunteer pledges from Park Board members and will send out the dates for planning
e. "Be Bright" Bike light distribution campaign to help distribute lights to community members and kids be safer at night
   i. Mrs. Herberger would like to investigate lighted vest sponsorship from the city in the future

5. Youth Advisory Committee Update - Ms. Metzger
a. Snow party event went well, but was unfortunately not well attended

6. Portage Parks Foundation Report - Mr. Peer
a. Nothing to report - next meeting March 5, 2020
b. Mr. Peer is planning to transfer $391.48 from "Friends of the Parks" PayPal account to the Foundation PayPal account
   i. Mrs. Riley motioned to approve the transfer between accounts
   ii. Mrs. Gish seconded
   iii. Motion carries

7. Individual Park Reports
a. Mrs. Riley had questions about sidewalk plowing in parks; Mr. Waurio confirmed that some parks do not get sidewalk plowing due to city priority

8. Subcommittee Reports
a. Green-a-thon + Earth Day 50th Anniversary @ Farmers Market - April 19
   i. Mrs. Koerber contacted local retailers in regard to donating items for the event
b. Great American Campout - June 27
   i. Several confirmed sponsors:
• Texas Corners Meats - Pig Roast
• Brewster's - side dishes & catering
• Biggby Coffee - Coffee
• Sweetwater's Donuts - Breakfast / Snacks
• Gordon Water - Water & dispensers
• Intentional Yoga - Yoga on the Beach

ii. Board members had previously discussed the possibility of having tents available to rent for families who may not own camping equipment. Lee's Adventure Sports may have tents available but it is highly dependent on registration numbers and timing.

c. National Night Out - August 4
   i. Mrs. Riley met with the Lexington Green neighborhood association to get their input on the event:
      • The neighborhood would like to see activities for kids such as yard games, bounce house, obstacle course, etc.
      • The neighborhood association confirmed that hotdogs, chips, & drinks are good suggestions for food at the event
      • ~200 people expected to attend (135 people last year)
      • Discussion involved additional activities to include for other attendees including Pokémon Go, Geocaching, Ranger Hikes, PEDAL may host training on the pump track
   ii. Mrs. Riley will investigate donations for food for this event and coordinate with the neighborhood association to confirm task assignment

d. Pig Out with Public Safety - August 25
   i. Nothing to report

e. Monster Mash - October 17
   i. Nothing to report

f. Traditional Holiday - December 5
   i. Nothing to report

9. Board Goals 2020-2021 Discussion
   a. Bring document up to date with dates and fiscal year listed
   b. Strike #2 referring to the Heritage fest event
   c. Mrs. Riley suggested adding an additional goal similar to #8 in reference to our partnership with the Bike Committee
   d. Mrs. Gish requested consistency throughout the document in casing, and references to the city and Portage Parks Foundation.
      i. Support the “Move Portage” bike-friendly-business program
      ii. Include cycling education, safety, and community advocacy in Parks department events as often as possible
   e. Mr. Peer will revise the document for approval at next Board meeting
VII. SUMMARY ACTIVITY
   1. Board members reviewed summary activity

VIII. COMMENTS FROM BOARD MEMBERS

Motion to adjourn by Mr. Young, second by Ms. Koerber. Meeting adjourned at 7:31 PM

Next meeting is on April 1, 2020 at Schrier Park

Respectfully Submitted,

Elanor Riley
Park Board Secretary