

**Parks and Recreation Advisory Board Minutes**  
**October 8, 2024**

Chair Kazmira Herberger called the meeting to order at 5:32 p.m. on October 8, 2024 at Mayor's Riverfront Park.

**Roll Call:**

**Members Present:** Kazmira Herberger, Isabela Ballez, Rachel Hughes-Nilsson, Chris Bol, Karen Wellman, Riley Nilsson

**Members Absent:** Joseph Buckman, Bjorn Nelson, Jarrett Blackmon

**Staff Present:** Patrick McVerry, Deidrean Barrett

**Commissioner Liaison:** None

**Introduction of Guests:** None

**Changes to the Agenda:** None

**Special Presentations:** None

**Approval of Minutes:**

Motion to approve September meeting minutes was made by Rachel Hughes-Nilsson, Isabella Ballez seconded for unanimous approval.

**Old Business:**

1. Audubon Event- No updates are available yet; the Audubon society is still determining the theme for the event.
2. Develop Adopt-A-Park Requirements – Kazmira will create a word document outlining the requirements and share it with the board for feedback. This document is expected to be finalized by the next meeting.
3. Fall/Winter Park Events – Halloween Forest – Shannon is seeking volunteers for the event. A roll call for volunteers will be conducted. Tree Lighting Event – Volunteers are also needed for the tree lighting, and a similar roll call will be made.

**New Business:**

1. Board Member Requirements – Chris suggested that board members should attend at least 10 meetings annually, with two excused absences allowed. If absent,

members if possible, can participate via Teams. Members must also volunteer for at least two events.

Board Member Requirements to be added to the Bylaws.

- Volunteer at two events put on by Parks and Recreation or the Parks and Recreation Advisory Board.
- Can miss 2 out of 12 meetings – In the event that a Board member is unable to attend a meeting in person, remote access to the meeting will be made available, provided the technology allows for full participation in discussions and decision-making.

Motion to add the requirements to the Parks and Recreation Advisory Board Bylaws was made by Karen Wellman, Chris Bol seconded for unanimous approval.

2. Elect Vice Chair –Motion to elect Isabella Ballez as Vice Chair made by Rachel Hughes-Nilsson and seconded by Karen Wellman for unanimous approval.

**Event Recommendations:** None

**Adopt-A-Park Applications:** None

**Comments:**

**Citizens:** None

**Commission Liaison:** The city signed a 20-year contract for all municipal power to come from renewable energy sources. An event at Midtown Fresh is scheduled for October 20<sup>th</sup>.

**Friends of Recreation Liaison Update:** None

**Parks and Recreation Director Monthly Report:** The Farmer's Market building construction will begin October 14<sup>th</sup>, with completion expected in late fall 2025. Insurance for Milham Park has been approved, and a bid will be placed for repairs. Emerald Park's playground will be completed next week. Soccer goals will be added to South Side Park.

**Staff:** None

**Board Members:** Isabela suggested the Kalamazoo Youth Experience paddling for Parks and Recreation Summer Camps.

**Adjournment:** 6:37 p.m.

The next Parks and Recreation Advisory Board Meeting will be held on Monday, November 4<sup>th</sup>, 2024 at 5:30 p.m. at Mayor's Riverfront Park.

Respectfully submitted by Deidrean Barrett, Recording Secretary



Recording Secretary



Chair