

MINUTES

Lake Odessa Area Arts Commission

Regular Meeting

Monday, March 11, 2024

Page Memorial Building

Lake Odessa, Michigan

1. **Call to Order:** Chair Hermes called the meeting to order at 7:08 p.m.
Present: Banks, Baker, Hermes, Johnson, Nurenberg, Rice
Absent: Mattson
Visitors: None
Staff: None
2. **Agenda:** Motion by Banks, support by Johnson, to approve agenda as presented. All ayes; motion carried 6-0.
3. **Public Comment:** None.
4. **Minutes:** Motion by Johnson, support by Hermes, to approve minutes of the 1/8/2024 regular meeting and the 2/21/2024 regular meeting. All ayes; motion carried 6-0.
5. **Finance Report:**
 - a. **Revenue/Expense Report:** The revenue/expense report for the period ending 2/29/2024 showed total revenues of 30,334.29 and expenditures of 22,811.50, reflecting a positive year-end balance of \$7,522.79.
 - b. **Accounts Payable:**
 - 1) Motion by Hermes, support by Johnson, to approve expenditures for the month of February 2024 totaling \$343.65. All ayes; motion carried 6-0.
 - 2) Banks stated an invoice had been received from the West Michigan Tourist Association in the amount of \$420 for a display ad in the 2024 Carefree Travel Guide, and wondered if that invoice was over and above the agreed-upon advertising package. Johnson will investigate further and report back.
6. **Action/Discussion Items:**
 - a. **Shade Cloths for Pergola:** Hermes is consulting with Friends Quilting Basket re: fabric options. Motion by Banks, support by Johnson, to approve an amount not to exceed \$2,000 for purchase of shade cloth fabric. All ayes; motion carried 6-0.

b. 2024 Art in the Park

- 1) Entertainment: Nurenberg reports the high school band would like to perform again this year, for no more than 15 minutes. Discussion was held re: entertainment line-up. Consensus is to begin the morning with following schedule:
 - 9:00 - 9:15 - High school band with flag ceremony
 - 9:30 - 10:00 - Lakewood H.S. Vagabonds
 - 10:15 - 11:15 - Center Stage Dance AcademyBanks will inquire re: booking Bill Bartilson (sound engineer), The Adams Family, Michigan Mafia and the Bluewater Ramblers.
- 2) Food Vendors: Consensus was to invite food trucks in 2024, and place them in the paved lot along M-50, with the lot entrances being barricaded to prohibit vehicular traffic. So far Mattson has booked Kool Breeze and Maria's Tacos, is inquiring with Dog Central, and has contacted a food truck owner who regularly operates in Woodbury.
- 3) Sponsor Mailing: Banks passed out the 2023 sponsor mailing list and asked board members to review and send to her any changes that need to be made prior to sponsor request letters going out.
- 4) Visitors Guide: Nurenberg offered to assist with design and layout of this year's guide.
- 5) Artists:
 - a) Applications: As of today's date, 61 applications have been received and 81 booths sold.
 - b) Arist Rules: Motion by Hermes, support by Nurenberg, to approve the addition of the following language to the show rules: "Exhibitors who break down displays or depart before closing time will not be allowed to return to future shows." All ayes; motion carried 6-0.
- 6) Non-Profit Organizations: Discussion was held re: amending rules for non-profits to state that early tear-down will not be allowed. Draft rules will be reviewed at the April meeting.
- 7) Parking: Banks reported that Union Bank, Central United Methodist Church, Harvest Community Church and First Congregational Church have all given

permission for use of their parking lots for artists and/or handicap parking, with the Village to provide one-day insurance coverage.

8) Transportation:

- a) Golf Carts: Discussion was held re: number of golf carts needed for artist loading/unloading and for transporting artists and handicapped individuals between parking areas and the park. Consensus was that four golf carts should be rented this year (3 four-passenger carts and one 6-passenger cart). Banks will provide price quotes in April.
- b) Van Rental: Banks has investigated possible rental of a 12-passenger van to speed up transport and eliminate potential issues with golf carts traveling illegally on M-50. A chauffeur's license will not be required, but the rental company will need to have a list of approved drivers. More discussion is needed.

9) Art in the Park Map: Due to change in location of food vendors, changes to locatoin of handicap parking, and the planting of new trees in the park, it was decided a site visit is needed to take measurements, add spaces, investigate a different area for food tent, and possibly re-number booth spaces. Date for site visit will be Saturday, April 6 at 10:00 a.m.

10) First Aid Tent / Fire Department: Hermes will meet with the fire chief to discuss location of first aid tent and number of personnel needed for the event.

11) Two-Way Radios: Hermes has investigated purchashing two-way radios instead of the annual rental from Chrouch Communications. Motion by Banks, support by Johnson, to approve an amount not to exceed \$290 for purchase of 20 two-way radios with chargers.

12) Trash Removal / Bathrooms / Handicap Transport: Johnson will speak with Ben Halanski to inquire if the Boy Scouts are willing to assist again this year with sanitation and handicap shuttle and wheelchair check-out, in light of change in park layout. Rice suggested free will donations to the Scouts in exchange for them manning handicap parking and running the handicap shuttle.

13) ATM Machine: Banks reported that she received from Thornapple Credit Union an application for their ATM machine to appear at Art in the Park. The paperwork has been submitted, but so far no response has been received.

7. Adjournment: Without objection, meeting adjourned at 8:43 p.m.