

MINUTES

Lake Odessa Area Arts Commission

Regular Meeting

Monday, August 11, 2025

Page Memorial Building

Lake Odessa, Michigan

1. **Call to Order:** Chair Hermes called the meeting to order at 7:07 p.m.
Present: Melanie Baker, Karen Banks, Meg Hermes, Nancy Mattson, Elizabeth Stoneman
Absent: Ty Nurenberg
Visitors: None
Staff: None
2. **Agenda:** Motion by Mattson, support by Hermes, to amend agenda, adding 2026 Art in the Park artist fees and future of Art in the Park. All ayes; motion carried.
3. **Public Comment:** None.
4. **Minutes:** Motion by Mattson, support by Stoneman, to approve corrected minutes of 6/30/25 special meeting; minutes of 7/14/25 regular meeting; and minutes of 7/28/25 regular meeting. All ayes; motion carried.
5. **Finance:**
 - a. Revenue/Expense report for July 2025 was reviewed, reflecting total revenues of \$8,229.12 and total expenditures of \$12,582.83.
 - b. Motion by Hermes, support by Mattson, to approve the following accounts payable:

River City Reproductions	Printing (Visitor Guides, booth cards, signs, hand fans, forms)	3,307.80
View Newspaper Group	Full-page display ad	895.00
C&R Restaurant	35 sandwiches for 8/1/25	150.00
Meyers' Hometown Bakery	Donuts, donut holes	248.50
Carl's Supermarket	Concession supplies	55.34
Lake Odessa Ace Hardware	Supplies	31.58
		33.04
SEAM	Two 3X t-shirts	

Brian Rice	Overnight security	150.00
Menards	Supplies	99.85
Karen Banks	Reimbursement - 124 coloring books for Fire Dept	144.19
West Michigan Tourist Association	Annual membership renewal	273.00
Melanie Baker	Reimbursement - water, juice	<u>61.91</u>

TOTAL: 5,450.21

All ayes; motion carried.

6. Action/Discussion Items:

a. 2025 Art in the Park event recap:

- 1) Visitor Feedback: Tabulated comments were all very positive, with very few negative remarks. Hermes will contact the nine respondents who expressed an interest in either volunteering or serving on the board.
- 2) Artist Check-in: Banks reported that artists gave high marks for the new check-in and load-in procedure. Some artists did not understand where the entrance and exit for the First Congregational Church parking lot were, so in 2026 there will need to be additional directional signage and clearer instructions on the pre-event mailing in July. It may be helpful if handicap parking yard signs are installed later (perhaps by Scouts?), to avoid visitors trying to park in the church lot during check-in.
- 3) Food Vendors: Mattson reported all food vendors had a good day and expressed interest in returning in 2026. She stated Steven McGhee (Kool Breeze) had difficulty with his electrical hook-up. Motion by Hermes, support by Mattson, to refund to Steven McGhee the \$10 he paid for electrical hook-up. All ayes; motion carried. Hermes will contact Chad Perkins sometime in January 2026 to inquire if the fire department will be interested in selling food in 2026.
- 4) Kids' Zone: Stoneman reported things went well, but there was not much interest in the kids' mural. She stated the children enjoyed Brian Rice and his magic act, and that the Library's rock painting was a big hit. She received some comments that the hours for the Kids' Zone were too short (9 AM to Noon). Consensus was to inquire if Zion Lutheran Church and/or Lake Odessa Community Library would be interested in

hosting the Kids' Zone in 2026 so that it could remain open for the duration of the event, with Stoneman acting as Arts Commission liaison.

- 5) Volunteers: Banks reported that despite several emails being sent to those who had signed up, there were several who did not show up on the day of the event; also, that many signed up only one or two days prior to the event, which made coordinating volunteers and recordkeeping difficult. Consensus was to have a designated volunteer coordinator or volunteer committee, if possible, in the future, and possibly set a sign-up deadline.
- 6) Friday Night Food: It was agreed that the sandwiches ordered for volunteers on August 1st was a very good idea, but that the quantity should be reduced in 2026 (35 sandwiches was too many, and about half of the sandwiches were given away to artists who were still setting up). Everyone agreed the sandwiches from C&R Café were excellent.
- 7) Restrooms/Trash: Suggestions for 2026 include shortening height of blue trash barrels to make it easier to lift full trash bags; replace faucets in restrooms; replace large soap dispensers with smaller dispensers that create less mess. Designate specific people at specific times to do bathroom checks, both for men's and women's restrooms.
- 8) Equipment Needs for 2026:
 - Pop-up canopy used at artist check-in was damaged and had to be discarded, so new canopy will need to be purchased.
 - The "Permit Parking B Only" yard signs that were used along the Third Avenue road end in 2024 turned up missing. It's possible they were damaged and discarded in 2024. New yard signs will need to be ordered for 2026.
 - New "Exit" or "One Way" sign for north driveway of First Congregational Church parking lot.
 - Cordless drill and 12" to 18" drill bit
 - Staple gun and staples
- 9) Supplies Needed for 2026:
 - Black Gorilla tape
 - Electrical tape
 - Yellow caution tape
 - Safety caps for t-posts
 - New hand soap dispensers
- 10) Advertising: Baker suggested posting more and earlier Facebook events. Banks reported that the Grand Ledge art fair posted weekly artist spotlights on Facebook, displaying the artist jury photos.

11) Chalk the Walk: Stoneman gave positive feedback for the Chalk the Walk event on July 29. The only negative was that a rainstorm the next day washed away all of the beautiful chalk art. Discussion was held about possibly making this a stand-alone event earlier in the season.

12) Correspondence:

- Thank You Letters to Sponsors: Hermes will begin work on a first draft.
- Thank You Letters to Volunteers: Baker will begin work on a first draft. Banks will send her a list of volunteers with mailing addresses for a mail merge.
- Follow-Up Letter to Artists: Letters can't be sent until all artist feedback is received after the end of August. Hermes will begin drafting a letter.

13) Payment to Youth Organizations for Volunteer Hours: Motion by Baker, support by Mattson, to approve payment of \$10 per hour to the following youth organizations:

- LHS Wrestling: \$120 for 12 hours worked
- LHS Band: \$140 for 14 hours worked
- Boy Scouts: \$240 for 24 hours worked

All ayes; motion carried. Stoneman will confirm the correct payees for Wrestling and Band.

b. Mural Project:

1) 1001 Fourth Avenue Site: Mattson reported that approximately two weeks ago she texted Elisa Jackson, the building owner, to discuss timeline for building repairs and painting prior to mural installation, as well as need to work with legal counsel to prepare an easement agreement, but has not yet received a reply. She will make a second in-person attempt on August 12. Mattson also reported that Dan Arens is experiencing some health issues and completion of his mural may be delayed.

2) Beach Site: Banks reported that Dave Kippen is nearing completion of his mural for the wellhouse building at the beach. There will need to be coordination with DPW to arrange for the electrical work and construction of the mural frame.

Stoneman left the meeting at 8:36 p.m.

c. 2026 Art in the Park:

1) Fee Schedule for Artists: Following discussion, consensus was to wait until all event revenue and expenses have been reviewed, and then discuss at upcoming meeting whether there should be an increase in fees for artist applications submitted after December 31, 2025. Also, that the application deadline of one week prior to the event should be changed to two weeks.

2) Future of Art in the Park:

Discussion was held re: need for new board members, the likely lack of grant funding in the State of Michigan's 2025-26 fiscal year budget, rising event costs, and difficulty finding volunteers.

Banks requested that her workload be more equally shared among board members or possibly even delegated to committees of non-voting board members. Consensus was that it would be a good idea for her to prepare for board members a list of her tasks throughout the year.

Further discussion will be held at September meeting, with a stand-alone community open house likely planned for October.

7. Adjournment: Without objection, meeting adjourned at 9:30 p.m.

Respectfully submitted,

Karen Banks, Secretary/Treasurer