

MINUTES

Lake Odessa Area Arts Commission

Regular Meeting

Tuesday, May 12, 2026

Page Memorial Building

Lake Odessa, Michigan

1. **Call to Order / Roll Call:** Chair Hermes called the meeting to order at 7:00 p.m.
Present: Melanie Baker, Karen Banks, Meg Hermes, Susan Mesack, Elizabeth Stoneman
Absent: Nancy Mattson, Ty Nurenberg
Visitors: None
Staff: Mark Borden, Village Manager
2. **Agenda:** Motion by Banks, support by Mesack, to approve agenda as presented. All ayes; motion carried, with Baker absent.
3. **Public Comment:** None.
4. **Minutes:** Motion by Hermes, support by Mesack to approve minutes of 4/14/26 regular meeting. All ayes; motion carried, with Baker absent.
5. **Finance:**
 - a. Revenue/Expense report was reviewed.

Baker arrived at 7:03 p.m.

- b. Motion by Hermes, support by Mesack to approve reimbursement to Karen Banks in the amount of \$107.89 for one-year renewal of SignupGenius subscription. Ayes: Baker, Hermes, Stoneman, Mesack. Nays: None. Abstain: Banks. Motion carried.
6. **Action/Discussion Items:**
 - a) **Chalk the Walk:** Stoneman has been overseeing the event and coordinating with the Lake Odessa Library. Date for event will be Tuesday, July 28, 2026 from Noon to 4 p.m. Advertising will be via Facebook, printed fliers, and the library will sent information to area home-school families.
 - b) **2026 Art in the Park:**
 - 1) **Artists:** 75 artists accepted to date, 89 booth spaces purchased. Friday night check-in = 40, with 9 paying for loading help. Saturday morning check-in = 35 with 4 paying for loading help.

2) Entertainment:

- Motion by Hermes, support by Melanie to approve \$400 payable to Barefoot Blonde for one hour performance. All ayes; motion carried.
- VFW Flag Ceremony: Tabled (Mattson is to contact Steve Aldrich from the VFW).

3) Kids' Zone:

- Schedule was reviewed and revised so that Dave Storms (balloon twisting) will be present noon to 2 PM, and activities with Zion Lutheran Church will be from 2 PM to 4 PM.
- Stoneman is planning a potted plant activity from 10 AM to Noon, using paint markers to decorate pots. She'll attempt to source craft materials from a local craft swap meeting happening soon; otherwise, supplies can be purchased through the Village's Amazon account. Banks wondered if there would be any interest in rock painting using acrylic paint pens.
- Zion Lutheran Church will have the booth space immediately adjacent to the Kids' Zone, but their booth and their booth entrance will be inside the Kids' Zone fencing.
- Motion by Banks, support by Baker, to approve \$300 payable to Dave Storms for two hours balloon twisting. All ayes; motion carried.

4) Volunteers / Paid Help

- High School Students: Baker commended Stoneman on her hard work recruiting student helpers. She has lined up 20 volunteers from various high school organizations, as well as Evan Strong.
- Boy Scouts: Banks will make contact with trooper leader Ben Halanski from the Boy Scouts to again oversee handicap parking and help with clean-up.
- Labor Swap with Fair Board: Stoneman has talked with Angie Dillon, the volunteer coordinator for the fair, and they just need a schedule and time slots for signing up. In exchange, Arts Commission members have committed to help out at the fair.
- Online Signup: Banks still needs to create a volunteer sign-up schedule through Signup Genius, which will be discussed at the June meeting.
- Shuttle Driver: Stoneman will ask her mother if she'd be willing to be the shuttle driver (using the Village sedan) for Saturday morning and end of show to shuttle artists to and from Harvest Church's parking area.

5) Equipment

- Golf carts: Motion by Hermes, support by Stoneman, to approve rental of five 4-passenger gas-powered carts from Ladd's for \$1,500. All ayes; motion carried.
- Two-way Radios: Banks explained that there was a significant price increase for radios this year due to Chrouch purchasing all new radios; also, that we are actually using the radios for two days, not just one. Motion by Hermes, support by Baker, to approve \$328 to Chrouch Communications for rental of 12 two-way radios and two charging decks. All ayes; motion carried. Jeremy from Chrouch Communications, who lives in Lake Odessa, may be able to deliver the radios to us on Thursday, July 30, after the end of his work shift.
- Tent/tables/chairs: Motion by Mesack, support by Hermes, to approve \$545.25 to Ionia Party Tent Rentals, LLC, for the rental of one 20x30 tent, 80 folding chairs and 17 6' tables. All ayes; motion carried.
- Port-a-Johns: Motion by Banks, support by Baker, to approve \$615 to Hall's Septic for rental of two regular portable toilets, one handicap-accessible toilet, and two handwash stations. All ayes; motion carried.
- U-Haul Trailer: Tabled. Hermes will inquire on pricing from various dealers and bring proposal to June meeting.
- Mobile ATM: Banks reported that Thornapple Credit Union's mobile ATM machine is not available this year.
- Dumpster: Banks reported that Dumpster on Demand will provide a dumpster as a sponsor donation in lieu of cash.

6) Artist Parking:

- Union Bank has given permission for use of their front and back lots on August 1.
- First Congregational Church has given permission for their parking lot on July 31 and August 1.
- Central United Methodist Church has given permission for use of their east parking lot on August 1. The DPW and road construction crew will be working on Third Avenue during the event, but they will make all attempts to minimize disruptions.
- Banks is still waiting to hear back from Harvest Church re: the use of their rear lot for trailer and overflow parking on July 31 and August 1.

- 7) Sponsors: Banks reported that current total cash sponsorships total \$2,800, exactly one-half of what was received in 2025. She has offered to Union Bank sponsorship recognition in exchange for use of their parking areas, but has yet to hear back from them.
- 8) Printing & Advertising:
- Visitors Guide: Motion by Hermes, support by Mesack, to approve \$840 to River City Reproductions for printing 1,200 full-color 12-page (5.5" wide x 8.5" high) Visitor Guides at .70 each. All ayes; motion carried. This year's brochure will not include sponsor ads, but will only display their logos. Baker asked that the front cover artwork be modified to show more diversity. Banks will make those changes, and try to incorporate more content into the brochure, including promotion of Chalk the Walk, a QR code and link to our website to solicit visitor feedback, and a thank-you to volunteers.
 - Volunteer T-Shirts: The existing red t-shirts from past events were inventoried. Total count = 3 Small, 5 Medium, 11 Large, 7 XL. Stoneman presented screen printing quotes from AMP Customs in Portland, Mich. and SEAM Outfitters in Lake Odessa. Discussion was held re: solid color shirts vs. tie-dye shirts. Motion by Banks, support by Hermes, to authorize Stoneman to place order for red shirts with white logos with SEAM Outfitters at the same quantity as in 2025, at a cost of \$14.02 for sizes S through XL and \$16.52 for 2X and 3X.
 - Vinyl Banners: Banks and Mesack will seek out price quotes for 3' x 8' banners (sponsor banner and to hang over "horseshoe" entrance). Hermes will ask her husband to build a banner stand for the sponsor banner.
 - Signs: Signs needed are "Permit Parking Only" yard signs for the south end of Third Avenue; "Reserved Parking" yard signs for the sound crew, Fire Department rescue rig, shuttle vehicle, and Stormy the Magician; and an "Exit Only" sandwich board insert for the check-in area.
 - Radio Ads:
 - WBCH: Motion by Hermes, support by Stoneman, to approve \$478 to WBCH Radio in Hastings for 56 30-second radio ads between July 19 and August 1, with a \$250 discount as a sponsorship donation in lieu of cash. All ayes; motion carried.
 - WION: Motion by Baker, support by Stoneman, to approve \$358 to WION Radio in Ionia for 40 30-second radio ads from July 20 to August 1. All ayes; motion carried.

- Lake Odessa Fair Brochure: Motion by Hermes, support by Baker, to approve \$200 to Lake Odessa Fair for a full-page display ad in the 2026 fair book. All ayes; motion carried.
 - Newspaper Advertising: Mesack will check on prices for display ad packages with the View Newspaper Group (Lakewood News, Greenville Daily News, Lowell Ledger) and the County Journal in Charlotte.
- 9) Supplies/Equipment:
- First Aid Kit: Discussion held re: need for basic first aid kit for Info Booth. Mesack will check with the Red Cross for a first aid kit donation; otherwise, kit can be purchased through Amazon on the Village's account.
 - Coffee Urn: Banks asked if we should purchase a second urn to make decaf coffee. Following discussion, consensus was not to purchase a second coffee urn.
 - Wristbands: Wristbands will be used to identify artists who've purchased loading help. They'll need to be plastic or medical grade. Mesack will try to source some from Hometown Days Festival. Otherwise, order will be placed through Amazon on the Village's account.
- 10) Visitor Feedback: Discussion held re: method to gather visitor feedback. Consensus was to include a QR code and website address in the Visitors Guide for online comments, place table tents on picnic tables in front of the stage and in the food court tent, and one comment card box with paper feedback forms in the Info Booth.
- 11) Tornado Siren: Banks has contacted the Central Dispatch director to ask that the tornado siren not be activated on August 1, but hasn't heard back yet. Village Manager Borden will ask Police Chief Backing if she will contact Central Dispatch.
- 12) Booth Assignments: Work session to assign artist booth spots will be Tuesday, June 9 at 5 PM immediately prior to the regular meeting.
- 13) Miscellaneous: Mesack handed out copies of the MichiganFun summer events guide. She will bring a stack that can be placed at the Info Booth during Art in the Park and at local businesses, and Arts Commission business cards for each member.
- c) **2027 Art in the Park**: Tabled. To be discussed at regular June meeting: premium pricing on select booth locations, discontinuation of referral rebates, and whether fees should be increased for all booth spaces.

7. **Board Member Comments:** Hermes and Baker discussed how to post events on Facebook. They will discuss further among themselves and bring more info to the next meeting.

8. **Adjournment:** Without objection, meeting adjourned at 9:14 p.m.

Respectfully submitted,

Karen Banks, Secretary/Treasurer