

**KALAMAZOO COUNTY PARKS DEPARTMENT  
PARK COMMISSION MEETING**

**August 4, 2011**

**Members Present:** Robert Moore                      Kent McCauley                      Mildred Taraszka  
Matthew Lechel                      Robert Barnard                      Bonna Perrin  
Thomas Matteson                      Gary Kortz                      Marion Hill

**Members Absent:** Pat Crowley

**Staff Present:** David Rachowicz                      Karen Ward

**1. Call to Order** – The meeting was held at the Expo Center in Room “C” and was called to order at 3:07 p.m. by Chairman, Thomas Matteson.

**2. Roll Call** – Roll was taken and a quorum established. Commission Secretary, Karen Ward reported on the member not in attendance. **Motion:** Perrin moved to approve the absence of Commissioner Crowley. Moore supported. Motion carried.

**3. Approval of Minutes – July 7, 2011 – Motion:** Moore moved to approve the minutes as submitted. Taraszka supported. Motion carried.

**4. Citizen’s Time** – No citizens were present.

**5. Communications** – Rachowicz shared with members a letter that was sent to the County Board from LISC (Local Initiative Support Corporation), the letter requests the County Board waive the fees for the Project Connect event held at the Expo Center. The event provides different types of services to low income individuals. Rachowicz explained that Project Connect already receives the non-profit rate. After some discussion, members agreed to stay within the department’s established rental policy. Discussion ensued.

**6. Old Business**

**a. Expo Center Phase II Project** – Rachowicz reported on the status of the construction project. Discussion ensued.

**b. KRV Trail Update** – Members were given a construction budget and schedule for the next section of trail between Mayors Park to River Street. Rachowicz reported the County Board approved \$200,000 to be used for this section. Discussion ensued.

Members were informed of vehicles being broken into at the parking lots of the trail on N. Westnedge and at the Nature Center. The Sheriff’s Department, Nature Center and our department will continue working together to investigate the issue and come up with solutions to try and eliminate the issue. Discussion ensued.

**7. New Business**

**a. Park Activity Report** – Members reviewed the report with discussion.

- b. **Quarterly Endowment Fund Report** – Rachowicz reviewed the report and discussed with members.
- c. **County Fair Update** – Perrin highlighted the upcoming Fair, the new area advertising being used this year, and the different fee specials running throughout the week. Discussion ensued.
- d. **Expo Center Concession Request for Proposal** – Members reviewed and discussed the proposal included in their packet. Members will be kept informed of the progress/outcome.
- e. **Expo Center Room Names** – Members were provided a “For Your Consideration” proposing the names for the new rooms and the need to revise existing room names to coordinate with new names which would describe the function of the rooms more accurately. Rachowicz briefly reviewed the history of the current building names. Discussion ensued. **Motion:** Lechel moved to approve the New Expo Center names as follows:
  - New Exhibits Space = Main Expo
  - Hazel Gray = Expo South
  - Room E = Expo North
  - Room A = Room A
  - Room B = Room B
  - Room C = Room C
  - New Break-out room = Room D
  - New Outdoor space = South Lawn
  - West Yard = West Lawn
  - Areas east of South Lawn = East Lawn
  - Area immediately south of Main Expo = Expo Lawn A
  - Grass area north of grandstand = Expo Lawn B

Hill supported. Motion carried.

- f. **Expo Center Construction Budget** – Members received the Financial Status Report for the Expo Center Project as of 8/4/11. Rachowicz reviewed the report with members.
- g. **Expo Center Change Orders** – Members received and reviewed the changes orders with discussion. **Motion:** Barnard moved to approve the change orders as submitted. Moore supported. Motion carried.
- h. **River Oaks Irrigation Design Contract** – Members reviewed the agreement with Michael Kuhn & Associates, Inc. that was included in the meeting packet. Discussion ensued. **Motion:** Moore moved to approve the contract as submitted. Barnard supported. Motion carried.

## 8. Director’s Report

- a. **Budget Report** – Rachowicz review the budget report with some discussion.
- b. **July Update** – New steel siding on the back of the grand stand.

9. **Sales Report** – Members received copies of the Sales Report prepared by the Sales Coordinator.

10. **Member’s Time** – Members were informed of the Grand Opening of the People’s Food Co-op in downtown Kalamazoo.

11. **Adjournment** – The meeting was adjourned at 4:35 p.m.