

**KALAMAZOO COUNTY PARKS DEPARTMENT
PARK COMMISSION MEETING**

February 3, 2011

Members Present: Pat Crowley Robert Moore Kent McCauley Marion Hill
Thomas Matteson Matthew Lechel Robert Barnard Gary Kortz

Members Absent: Mildred Taraszka Bonna Perrin

Staff Present: David Rachowicz Karen Ward

Guest: Mike Seals – Kalamazoo County Commissioner – District #6
Jim Mishler – Spirit Racing

1. Call to Order – The meeting was held at the Kalamazoo County Expo Center in Room “C” and was called to order at 3:04 p.m. by Chairman, Thomas Matteson.

2. Roll Call – Roll was taken and a quorum was established. Commission Secretary, Karen Ward reported on members not in attendance. **Motion:** Moore moved to excuse those members. McCauley supported. Motion carried.

3. Approval of Minutes – January 6, 2011 Meeting – Motion: Moore moved to approve the minutes of the January 6, 2011 meeting with the noted corrections. McCauley supported. Motion carried.

- Pg. 2 – 7.c. – the motion should read, “Barnard moved to approve the fees as proposed by staff.”
- Pg. 2 – 7. e. – in the second line the word year should be changed to yard.
- Pg. 2. – 10. – members comment should read, Crowley expressed appreciation of Park Commission members for their readiness/preparation prior to attending the meetings.

4. Citizen’s Time – New County Commissioner, Mike Seals introduced himself to members.

5. Communications – Rachowicz stated he received three (3) communications;

- A letter from the County Board Office stating that the reappointments of Marion Hill and Bonna Perrin as Park Commission members were approved.
- An email from Discover Kalamazoo acknowledging Mandy Eldred and Karen Ward successfully completed the Certified Tourism Ambassadors course.
- Received a letter stating the DNR did not approve the request for a Recreational Grant for Prairie View County Park.

6. Old Business

a. **Expo Center Phase II Project** –Members received two (2) documents regarding the project. Rachowicz highlighted the construction schedule and a list of “Potential Cost Savings” for different areas of the project. These areas could be modified in an effort to save money that could be used for alternate items of the project. Discussion ensued. The financing portion of the project is expected to go to the County Board for approval at their next meeting.

b. Prairie View Boat Ramp – Members were provided a document illustrating the boat launch and parking area improvements for the boat ramp at Prairie View Park. There is a meeting next week with the engineering firm to review the design work and cost estimates. A grant will be submitted to the DNR prior to their April deadline for the project. . Rachowicz stated he will invite the Gourdneck Lake Association to our next meeting to review the plans and obtain any input they may have. Discussion ensued.

c. **Trail Patrol Agreement with Sheriff Department – Revised Contract** – Rachowicz highlighted revisions made to the contract from suggestions made at the January meeting. **Motion:** Moore moved to approve the agreement as presented with changes. Discussion ensued. **Motion:** Moore moved to amend his motion, to approve the agreement as discussed and to add the Park Commission reserves the right to terminate the agreement at any time, and that each invoice indicates the number of hours worked and the cost per hour. Kortz supported. Motion carried.

7. New Business

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

b. **Special Event Requests** – The Special Event Requests were reviewed with discussion. **Motion:** Moore moved to approve the first four (4) event requests as recommended by staff. Hill supported. Motion carried.

- K’Aces Disc Golf Tournament, Feb. 12 & 13, 2011 at Cold Brook County Park, returning event.
- Borgess Run for the Health of It, Mary 8, 2011, on the KRV Trail, new event.
- Bass Tournament, Kal-Valley Bass Club, June 25, 2011 at Cold Brook County Park.
- Kalamazoo County Sheriff’s Dept., Office of Emergency Management , Amateur Radio Club, June 24-26, 2011, Park Location TBD based on availability of park shelter.

The Captain’s Triathlon and 5 K, July 2, 2011 at Prairie View County Park - Rachowicz reminded members this request was on last month’s agenda. He highlighted meetings held with the event promoters and staff, concerns with the event route, set-up by the promoters, and it being the July 4th holiday weekend. The promoters were asked to develop a new route not using main park roads as their main route. Jim Mishler, event promoter was introduced to members. Mr. Mishler addressed members regarding the event, there were questions and discussion. **Motion:** Crowley moved not to approve the event request. Moore supported. Motion carried.

c. **Expo Center Electric Engineering** – Members received copies of three (3) proposals from Byce Consulting Engineers; for electrical projects to the three (3) campgrounds on Expo Center property. A map was shown indicating the location of the different campground areas. **Motion:** Kortz moved to approve the proposals from Byce Consulting Engineers. Barnard supported. Motion carried.

d. **2010 Trust & Agency Reconciliation** – Members reviewed the report. **Motion:** Hill moved to approve the report as submitted. McCauley supported. Motion carried.

e. **Quarterly Kalamazoo County Parks Endowment Report** – Members reviewed and discussed the report. **Motion:** Barnard moved to approve the report. Moore supported. Motion carried.

f. 2011 MDNRE Grant Requests – Rachowicz reported the deadline for the submission of the DNR Grant request is April 1, 2011. He indicated we will be submitting applications for the Prairie View Park Boat Ramp Project, Prairie View Park Recreational Project, and the KRV Trail. Discussion ensued.

8. Director's Report

a. **Budget Report** – Members reviewed the report. Discussion ensued.

b. **January Update** – A brief overview was given with discussion.

9. Sales Report – Members received and reviewed the sales report. Discussion ensued.

10. Members' Time - Members discussed correspondence that should be sent to event promoters who's event request are denied.

11. Adjournment – The meeting was adjourned at 4:55 p.m.