

**KALAMAZOO COUNTY PARKS DEPARTMENT
PARK COMMISSION MEETING**

September 1, 2011

Members Present: Robert Moore Pat Crowley Mildred Taraszka
 Matthew Lechel Robert Barnard Bonna Perrin
 Thomas Matteson Gary Kortz Marion Hill

Members Absent: Kent McCauley

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 3:04 p.m. by Chairman, Thomas Matteson.
2. **Roll Call** – Roll was taken and a quorum established. Commission Secretary, Karen Ward reported on members not present. **Motion:** Moore moved to approve those members not in attendance. Perrin supported. Motion carried.
3. **Approval of Minutes – August 4, 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 that he received a notice from the Kresge Foundation extending the challenge grant until 2012. Discussion ensued.
6. **Old Business**
 - a. **Expo Center Phase II Project** – Rachowicz reported we are still on target for the NSRA event, with the goal to have occupancy of the new event space. He stated the lobby might not be completed. Preparing for pavement is the next step. Discussion ensued.

Lechel entered the meeting at 3:11 p.m.

Members received an updated copy of the budget for the project along with a change order for miscellaneous items. Discussion ensued. **Motion:** Moore moved to approve the change order as submitted. Crowley supported. Motion carried.

Barnard entered the meeting at 3:17 p.m.

Rachowicz discussed with members the ceiling system in the main lobby. In the original bid it was listed as a possible alternate change. It is for a series of waved panels that will hang from the ceiling of the main lobby area. Another option is to use straight panels. Discussion ensued. **Motion:** Kortz moved to stay with the waved panels. Perrin supported. All opposed. Motion did not carry. Discussion ensued regarding the difference in price and the appearance the different panels would make. Rachowicz will provide members sample pictures of the two different types of panels and the decision would be made at a later date.

b. KRV Trail Update – Rachowicz reported the funding for the next section of the trail has been received. The bidding process to begin in the near future. There was discussion regarding connecting the city trail with ours. Rachowicz reported a meeting is to be scheduled with City staff to discuss the options.

c. Sheriff Department Trail Log – Members reviewed the first KRV Trail Patrol Log received from the Sheriff's Department, this report will be received on a monthly basis. Lewis works with the Sheriff's Department on the areas to patrol. Discussion ensued.

7. New Business

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

b. County Fair Update – Perrin reported attendance at the Fair was up during the week, however, due to the bad weather on the weekend, it resulted in the same attendance as last year. The grandstand attendance was up from last year. Perrin was very pleased with all the effort made trying to accommodate the Fair's needs due to the construction. **Motion:** Moore moved to approve a 10% discount off the 2011 Kalamazoo County Fair invoice for the impact of the events due to construction. Hill supported. Motion carried.

c. Expo Center Concession Request for Proposal – Four of the proposals were picked for interviews with two proposals picked from the four. This is a 3 year contract with the ability to renew for a two year extension. We should have a decision at the next meeting.

d. Dog Day at Prairie View Park Beach – Members were briefed on the proposal. **Motion:** Perrin moved to approve the one-day (Sept. 24th) event allowing dogs to swim at the beach during the non swimming season. Moore supported. Motion carried.

e. 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.

8. Director's Report

a. Budget Report – Rachowicz reviewed the budget report. Discussion ensued.

b. August Update – Rachowicz reported that with the summer season coming to an end the numbers are showing that we've had a successful summer to date.

9. Sales Report – Members received copies of the Sales Report prepared by the Sales Coordinator. Rachowicz pointed out that Marketing goals have been achieved for this year. We are working on a Grand Opening and thinking of combining it with the new AKC Dog Show in November. And then maybe have an open house shortly after so that people can tour the new Expo Center.

10. Member's Time – Crowley encouraged members to make donations to the Parks/KRVT Endowment Funds prior to the end of December. It was also mentioned that a Dog Park at River Oaks Park is being discussed.

The October meeting will be held at Scotts Mill Park at the shelter.

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