

**KALAMAZOO COUNTY PARKS DEPARTMENT
PARK COMMISSION MEETING**

October 3, 2019

Members Present: Toni Thompson, Marion Hill, Larry Stehouwer, Sandy Bliesener, Pat Crowley, Thomas Matteson, Roger Tuinier

Members Absent: Robert Moore

Discover Kalamazoo Liaison: Greg Ayers

Staff Present: David Rachowicz Lisa Conley

Citizens: None

1. **Call to Order** – The meeting was held at Markin Glen County Park and was called to order at 3:05 p.m. by Chairperson, Thomas Matteson.
2. **Roll Call** – Roll was taken and a quorum was established. **Motion:** Matteson made a motion to excuse members not present. Seconded by Stehouwer. Motion carried by voice vote.
3. **Approval of Minutes – September 5, 2019 Meeting** – Members reviewed the minutes. **Motion:** Stehouwer moved to approve the minutes as submitted. Seconded by Tuinier. Motion carried by voice vote.
4. **Citizen’s Time** – None
5. **Communications – Pending Legislation, HB 4816** – Rachowicz shared with members information regarding House Bill 4816 which is related to the promotion of regional convention business and tourism in Michigan.
6. **Old Business** - None
7. **New Business**
 - a. **Park Activity Report** – Members reviewed the report.
 - b. **2019 Park Special Event Requests-Motion to approve** –Members reviewed the request included in their meeting packet. The approved event is to be held in 2020. **Motion:** Bliesener moved to approve the request as submitted. Seconded by Stehouwer. Motion carried by voice vote. Approved event:
 - Super Y Tournament River Oaks County Park July 18-19, 2020
 - c. **Kalamazoo County Expo Center Emergency Response Plan – Information Only-** Members reviewed a draft copy of the proposed emergency response plan for the Expo Center that was received in their meeting packet. Rachowicz explained that the plan would serve as a foundation for staff emergency response training to ensure that staff are knowledgeable on the processes and procedures should an emergency occur.
 - d. **Revised Expo Center Rules & Policies – Motion to approve** –Members reviewed a copy of the revisions to the current Expo Center Rules & Policies that was included in their meeting packet. Discussion ensued. **Motion:** Hill moved to approve revisions as presented. Seconded by Bliesener. Motion carried by voice vote. Approved revisions:

- Food Trucks and Trailers operating at events held at the Expo Center must obtain a permit from the Kalamazoo Township Fire Marshal at least 30 days in advance of event.
- Portable structures such as tents, canopies and inflatables may require a permit from Kalamazoo Township. Applications must be submitted to the Kalamazoo Township Fire Marshal at least 30 days in advance.

- e. **Revised Expo Center Rental Contract-Motion to approve-** Members reviewed a copy of the proposed revision included in their meeting packet. The revision states that a reservation holder at the Kalamazoo County Expo Center is responsible for ensuring that all event participants are following local, state and federal laws regarding the sale and marketing of any products and/or services. **Motion:** Bliesener moved to approve the revision as submitted. Seconded by Thompson. Motion carried by voice vote.
- f. **Park Foundation Update-Toni Thompson** – Thompson reported a good turnout for the golf outing fundraiser. A final report will be available at the next meeting.
- g. **Kalamazoo County Fair Update- Marion Hill** – Hill reported that the Council has already started discussion for the 2020 Kalamazoo County Youth Fair. A final report of the 2019 Fair will be available at the November meeting.

8. Director's Report

- a. **Budget Report** – Members reviewed the report included in their meeting packet.
- b. **September Update** – Rachowicz reported a great turnout for the NSRA show that was held in early September at the Expo Center. Also reported that he will be scheduling a follow up meeting with the BOC Park Preservation and Natural Resources Protection Committee to discuss the progress of the proposed policy.

9. **Sales Report** - Members reviewed the report received in their meeting packet.

10. **Members' Time** – None

11. **Adjournment-** The meeting was adjourned at 4:15 p.m.

Minutes approved at the November 7th meeting