

**KALAMAZOO COUNTY PARKS DEPARTMENT
PARK COMMISSION MEETING**

December 3, 2015

Members Present: Toni Thompson, Thomas Matteson, Pat Crowley, Kevin Wordelman
Marion Hill, Robert Moore, Matthew Lechel, Ken Oscarson, Virgie Ammerman

Members Absent: Mildred Taraszka

Discover Kalamazoo Liaison: Greg Ayers

Staff Present: David Rachowicz Lisa Conley

Citizens: None present

1. **Call to Order** – The meeting was held at the Kalamazoo County Expo Center 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:** Thompson moved to excuse members not present. Seconded by Moore. Motion carried by voice vote.
3. **Approval of Minutes – November 5, 2015 Meeting** – Members reviewed the minutes. **Motion:** Crowley moved to approve the minutes as submitted. Seconded by Hill. Motion carried by voice vote.
4. **Citizen’s Time** – None present.
5. **Communications** – Rachowicz shared Street Scene magazine which highlighted the National Street Rod Association’s show that was held at the Expo Center in September. Members also reviewed the Kalamazoo Community Foundation Endowment Fund statements.
6. **Old Business** -
 - a. **Kalamazoo County Expo Center & Fairground Master Plan** – Rachowicz informed members that there is a need to replace a 3rd barn at the Fairgrounds. The goat barn will be replaced with a barn identical to the two barns that are in the process of being completed. This agenda item was approved in item 6.b.
 - b. **Revised Dept of Agriculture Grant** – Rachowicz explained to members that since there is need for a new barn he would like to revise the request for the grant from relocation of the horse arena to a new barn. The barn project will be a better fit for the grant requirements. The Commission approved the horse arena request at the November meeting. **Motion:** Moore moved to approve the request to apply for the Dept of Agriculture Grant for construction of a new barn instead of movement of the horse arena. Seconded by Thompson. Motion carried by voice vote.
 - c. **Kalamazoo County Fair Update** - Hill gave an update of the Fair Council meeting held on December 2, 2015.
7. **New Business**
 - a. **Park Activity Report** – Members reviewed & discussed the report.
 - b. **Park Foundation Update-Pat Crowley**-Crowley informed members that the Park Foundation is still working on securing a new office space. Also reported that The Park Foundation approved the request for Kyle Lewis to send a letter of inquiry for a grant to the Kalamazoo Community Foundation.

- c. **Kalamazoo County Park Endowment Funds Quarterly Report**- Members reviewed the report. Discussion ensued. **Motion:** Oscarson moved to accept the report as submitted. Seconded by Moore. Motion carried by voice vote.
- d. **National Street Rods Contract 2018**- Members reviewed the contract included in their meeting packet. **Motion:** Lechel moved to approve the contract as submitted. Seconded by Moore. Motion carried by voice vote.
- e. **Lions Club Bingo Contract 2018**- Members reviewed the contract in their meeting packet. **Motion:** Thompson moved to approve the contract as submitted. Seconded by Hill. Motion carried by voice vote.
- f. **River Oaks Grant –Declaration & Notice** –Rachowicz explained to members that a recorded document needs to be on file with the Register of Deeds for the River Oaks County Park’s Trust Fund Grant before the remainder of funds are released to the County. **Motion:** Moore moved to approve the declaration. Seconded by Thompson. Motion carried by voice vote.
- g. **Kalamazoo County Parks 2016 Fees**- Members reviewed the proposed 2016 fees. Discussion ensued. **Motion:** Moore moved to approved 2016 Fees as submitted. Seconded by Crowley. Motion carried by voice vote.
- h. **Park Improvement Projects Budget Recommendations**-Rachowicz reported that there is a need for new playground equipment at Scotts Mill County Park. The purchase price of the equipment would be \$8500 and the Parks staff would do the installation. \$4500 of the funds would come from the Capital Fund and the remaining \$4000 come from the General and Scotts Mill Endowment Funds. **Motion:** Oscarson moved to proceed in purchasing the playground equipment for Scotts Mill Park for \$8500.00. Seconded by Thompson. Motion carried by voice vote.

8. Director’s Report

- a. **Budget Report** - Members reviewed the reports. Rachowicz reported an exceptional year.
- b. **November Update** – Rachowicz highlighted the updates recently made in Room C of the Expo Center.

9. **Sales Report** - Members received a handout.

10. **Member’s Time** –Matteson encouraged members to donate to the Parks Endowment Fund.

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