

MECOSTA COUNTY PARK COMMISSION
January 13, 2011

The JANUARY 13, 2011 meeting was called to order by the Superintendent at the Administrative office in Paris, MI, at 7:00 p.m. MEMBERS PRESENT: Mr. Cookingham, Mr. Jefts, Mr. Nichols, Mr. Peek, Mr. Stout, Mr. Todd, Mr. Wayer and Mr. Wheeler.

MEMBERS ABSENT: Mrs. Fitzgerald and Mrs. Strong.

Also present: Gary Brown, Erin Bean and Karen Morningstar.

Mr. Wheeler was welcomed to the board.

Minutes: December 9, 2010 Board Meeting: Mr. Cookingham moved, seconded by Mr. Nichols to accept the minutes of the December 9, 2010 Board Meeting with correction. Motion carried.

January 10, 2011 Masterplan Committee Meeting: Mr. Peek moved, seconded by Mr. Cookingham to accept the minutes of the January 10, 2011 Masterplan Committee Meeting as presented. Motion carried.

Election of Officers: Superintendent opened the floor for nominations for:

Chairperson. Mr. Cookingham nominated Mr. Stout, Mr. Wayer seconded. Mr. Peek moved, seconded by Mr. Wayer to close nominations for Chairperson and cast a unanimous ballot for Mr. Stout for Chairperson. Motion carried. Superintendent turned the meeting over to the Chairperson, Mr. Stout

Chairperson opened the floor for nominations for **Vice Chairperson.** Mr. Nichols nominated Mr. Wayer, Mr. Todd seconded. Mr. Cookingham moved, seconded by Mr. Peek to close nominations for Vice Chairperson and cast a unanimous ballot for Mr. Wayer for Vice Chairperson. Motion carried.

Chairperson opened the floor for nominations for **Secretary.** Mr. Peek nominated Mrs. Strong, Mr. Cookingham seconded. Mr. Todd moved, seconded by Mr. Wayer to close nominations and to cast a unanimous ballot for Mrs. Strong for Secretary. Motion carried.

Roberts Rules of Order: Mr. Cookingham moved, seconded by Mr. Nichols to follow Roberts Rules of Order and amend these rules to allow the Chairperson to vote and take part in discussion with the Chair having the last vote. Motion carried.

Committees for 2011: Each Board member was asked to fill out the Committee worksheet and return the worksheet tonight to the Chairperson. Superintendent informed the Chairman appointments for Finance need to be set tonight. Appointments will be discussed later in the meeting.

Public Comment: none.

Correspondence: Executive Secretary stated the family of Mr. Jefts sent a thank you note for the plant sent for his father's funeral.

Reports and Updates: *Haunted Hatchery:* Katie DeYoung (President), Bryce Welsh (Vice President) and Becky Posegay (Secretary) of the Circle K group along with Ron Kanitz of the Kiwanis Club were in attendance to present a donation of \$500 for the youth programs for the use of the Hatchery building for their Haunted Hatchery. The group gave a brief report of last year's event and thanked the Board for the use of the building.

Merrill Cabin Update: Superintendent informed the Board the project started on January 4th, the steel is on the roof and the wiring will begin tomorrow. We are on schedule and where we need to be financially.

SSLVP Restroom Project Recommendation: Superintendent presented a list of the projects the Masterplan Committee is recommending to seek a grant for. The trust fund grant is due in April. 1. Create 25-30 pull through sites with water & electric in the Pines cutting area along with a restroom building. 2. Main Bathroom – convert the existing building into lavatory and create another building for showers. 3. Concession Building: repair/replace: roof, windows, siding and repair the foundation and chimney. Discussion followed on cost estimates and grant matching options. The possibility of the Association's objection to the project was discussed. Mr. Cookingham moved, seconded by Mr. Jefts to have the Superintendent and staff proceed with these three projects and costs and to come back to the Board next month with plans constructed by either an Architect or map designer along with costs for the projects. Motion carried.

Incident/Accident Reports: none.

Financial: Revenue vs. Expenses was reviewed.

Adjustments: Executive Secretary requested to transfer \$17, 375.67 for the following accounts: 703 - \$5107.30, 716 - \$5500.18, 727 - \$169.22, 741 - \$340, 743 - \$469.94, 744 - \$96.26, 780 - \$469.09, 804 - \$84.78, 921 - \$1589.87 and 969 - \$3549.03 from the following accounts 704 – (\$13,500) and 723 (\$3875.67) to balance the budget. Mr. Jefts moved, seconded by Mr. Wayer to approve the adjustments as presented for budget purposes. Motion carried.

Approval of Bills: Mr. Cookingham moved, seconded by Mr. Jefts, to approve the Accounts Payable voucher in the amount of \$14,654.12 and for the transfer of funds (to cover Accounts Payable) from the 508 account to the County account. Motion carried unanimously by roll call vote.

Mr. Cookingham moved, seconded Mr. Nichols to approve the payments of the customary & ordinary bills and for the transfer of funds from the 508 account to our Accounts Payable account to cover the bills. Motion carried unanimously by roll call vote.

Per Diems: Executive Secretary explained the change in Per Diems to the full Board.

The Executive Secretary gave the financial report.

Set aside accounts were reviewed.

Battle Creek MARVAC Show: Superintendent reported the staff is currently setting up at the Grand Rapids Devos Place show. In 2 weeks, he would like to attend the Battle Creek MARVAC show costing approximately \$1000 plus wages. We discontinued going to the Lansing show due to the switching of dates the show took place and we were not getting enough out of it for attendance. Board reviewed the 2010 Visitor Statistics and felt the Park Commission would not benefit from attending the Battle Creek show. Mr. Cookingham moved, seconded by Mr. Wayer to have staff try to get into the Lansing show. Motion carried.

Waste Management Contract Change: Superintendent stated he met with Chad of Waste Management who proposed a change to the bid sheet. After discussion, Mr. Jefts moved, seconded by Mr. Peek to accept the bidders blank as worded by Waste Management. Motion carried.

2011 Mileage Rate: Executive Secretary informed the Board the new mileage rate for 2011 is .51 per mile. Mr. Todd moved, seconded by Mr. Jefts to follow guidelines of .51 cents per mile. Motion carried.

Finance Committee Appointments: Chairman appointed Mr. Wayer to Chair the Committee along with Mr. Jefts, Mr. Nichols and Mr. Cookingham to serve on the Committee.

Public Comment: none.

Other Business: none.

Adjournment: Mr. Cookingham moved, seconded by Mr. Todd to adjourn at 8:56 p.m. Motion carried.

Respectfully submitted,

Jerrilyn Strong
Secretary