

MECOSTA COUNTY PARK COMMISSION
July 19, 2011

The July 19, 2011 meeting was called to order by the Chairman at the Shelter Building in Paris, MI at 7:00 p.m. MEMBERS PRESENT: Mrs. Fitzgerald, Mr. Jeffs, Mr. Molnar, Mr. Norton, Mr. O'Neil, Dr. Perialas, Mr. Stanek, Mr. Stout and Mr. Vogel. MEMBERS ABSENT: and Mr. Wheeler. Also present: Gary Brown, Erin Bean, Karen Morningstar, Melody Smalley (Paris Park Manager) and members of the public.

Minutes June 9, 2011 Board Meeting: Dr. Perialas moved, seconded by Mr. Vogel to accept the minutes of the June 9, 2011 Board Meeting as presented. Motion carried.

June 30, 2011 Finance Committee Meeting: Mr. Vogel moved, seconded by Dr. Perialas, to accept the minutes of the June 30, 2011 Finance Committee meeting as presented. Motion carried.

June 30, 2011 Rules and Regulations Committee Meeting: Mr. Stanek moved, seconded by Mr. Vogel to accept the minutes of the June 30, 2011 Rules and Regulations Committee meeting with correction. Motion carried.

July 8, 2011 Masterplan Committee Meeting: Mrs. Fitzgerald moved, seconded by Mr. Perialas to accept the minutes of the July 8, 2011 Masterplan Committee as presented. Motion carried.

Public Comment: Al Shank asked why the minutes of previous board meeting were unavailable on line. Assistant Superintendent explained she has been unable to update the website and promised the minutes will be available tomorrow. Mr. Shank also stated a problem with boats not being properly tied up at Brower and his boat received \$500-\$800.00 in damage. Mr. Shank inquired about the goose round up. Superintendent explained the goose removal process. Erecting caution tape and placing artificial coyote to keep the geese away was discussed.

Superintendent introduced Melody Smalley (6th season as the Paris Park Manager).

Reports and Updates: 4th of July Weekend: An occupancy comparison spreadsheet of 2010/2011 was distributed and reviewed.

SSLVP Grant: Mrs. Fitzgerald briefed the Board on the plans for applying for a grant for School Section Lake Veteran's Park. Superintendent added the infrastructure of the park system is a serious issue. Chris Ferguson loves the idea of the new construction for a concession stand. Ted from the Health Department needs a menu from Chris Ferguson in order to assist further. Dr. Perialas asked if anyone had done a study on the return in investments for changing the current concession stand into a rental building. Mr. Stanek is licensed in food service and offered assistance if needed. Mr. Vogel expressed concern for looking at the big picture of all of the needs in the park system. Dr. Perialas moved, seconded by Mr. Jeffs to have the Committee proceed with the concession building renovation for the existing building and new construction for the proposed building. Motion carried.

Park Audit: Superintendent, Assistant Superintendent and the Finance Officer for the County of Mecosta performed a procedural audit on the four main parks. Finance Officer stated our current system is "tight", she is getting acquainted and looking for loop holes.

Incident/Accident: 18 reports were reviewed.

Correspondence: Four E-mails were reviewed. Dr. Perialas moved, seconded by Mr. Vogel to accept the documents and place on file. After discussion, Dr. Perialas amended his motion, supported by Mr. Vogel to include: original un-altered documents Motion carried.

Financial: *Revenue vs. Expenses:* were reviewed.

Adjustments: none until the end of the 3rd quarter or later.

Mr. Jefts inquired about the Family Value Plans. Assistant Superintendent stated she would put together a comparison in the near future.

The financial report was presented.

Approval of Bills: Mr. Jefts moved, seconded by Mr. Stanek, for the transfer of funds (to cover Accounts Payable) from the 508 account at the County and for the approval of the bills including customary and ordinary bills. Motion carried by roll call vote.

Mr. Jefts informed the Board of a new procedure of signing individual vouchers for Per Diems.

Superintendent asked the Board if they liked the new format for forms. Board approved of the forms.

Mr. O'Neil asked if the Park Commission is following the County in changing the mileage rate per IRS regulations. Mr. Norton moved, seconded by Mr. Jefts to follow the IRS current guidelines for mileage reimbursement. Motion carried (Molnar opposed).

MERS Fund Balance: Extra possible payment, unfunded level and the 2012 monthly employer contribution amounts were reviewed. Mrs. Fitzgerald, Mr. Wheeler and Mr. O'Neil's Per Diem amounts affect our MERS budget. This issue needs to be cleared up through the County. Superintendent will contact MERS to determine how much this affects the Park Commission and to find out what happens to the remaining fund value if a retiree passes on before the computed life expectancy.

Computer Software Updates: Assistant Superintendent explained a compatibility program is needed for Microsoft Office along with a program to help with website development and brochure design. Mr. O'Neil suggested contacting the County's computer technician and/or the County Administrator for assistance. Superintendent further explained with the possibility of accepting online reservations and time consumption of the website, he requested permission to bid out the design of our website. Dr. Perialas moved, seconded by Mr. Stanek to authorize the Superintendent and or Assistant Superintendent to request for proposal a minimum of five web design/developers in Michigan. Motion carried.

Public Comment. Mrs. Shank asked why we do not accept debit or credit cards. Superintendent stated this in on the docket for the future.

Other Business:

Tongues to the Road Policy: Mr. Vogel moved, seconded by Mr. Stanek to abolish the tongues to the road policy. After discussion, Mr. Vogel amended his motion, supported by Mr. Stanek, to recommend to the County to abolish the tongues to the road policy effective for the 2012 season. Motion carried.

Outside Refrigeration Policy: Superintendent presented a draft re-written policy as directed by the Rules and Regulations Committee. Mr. Stanek moved, supported by Mr. Norton to recommend to the County to accept the policy as written. Motion failed. Mr. Vogel moved, supported by Mr. Jeffs to table the Outside Refrigeration Policy for further review by Committee. Motion carried.

Sprinklers/Watering of Lawns: Mr. Molnar moved, supported by Dr. Perialas to recommend to the County: Watering of grass on campsites is permitted by hand only. Watering of roadways is strictly prohibited. Motion carried.

Soap in Restrooms: Superintendent explained in the past soap in the restrooms has not been allowed due to liability and misuse. Superintendent reminded the Board of a virus outbreak that occurred last year at School Section Lake Veteran's Park. Mr. Molnar moved, seconded by Dr. Perialas to authorize the Superintendent to request for proposal a non-antibacterial foam soap dispenser and soap for every bathroom in the system. Motion carried. Volume of use will be estimated.

Melissa Bowman – Mecosta County 4H: requested allowance to have Mark Romanak bring in 2-4 dogs for a demonstration into the Family Group Camp area. Mr. Stanek moved, seconded by Mr. Molnar to allow the dogs to enter into the Family Group Camp area only for a total of four hours or less and the area is to be policed for droppings. Motion carried.

Marketing Committee: Superintendent informed the Chairman of a proposal to form a Marketing Committee by Dr. Perialas. Chairman will consider the Committee and members. Superintendent asked to have this Committee established in September.

Finance Committee Meeting: Mr. Jeffs will contact the Administrative Office in the morning to schedule.

Masterplan Committee Meeting: was scheduled Mr. Jeffs will contact the Administrative Office tomorrow with a couple of possible dates.

Rules & Regulations Committee Meeting: was scheduled for August 12, 2011 @ 9:00 a.m.

Next Meeting Date: is August 16, 2011 at Merrill Lake Park.

Adjournment: Meeting adjourned at 9:04 p.m. Motion carried.

Respectfully submitted,

Jackie Fitzgerald
Secretary