

Mecosta County Park Commission
February 11, 2010

The February 11, 2010 meeting was called to order by the Chairman at the Administrative Office in Paris, MI at 7:00 p.m. MEMBERS PRESENT: Mr. Cookingham, Mrs. Fitzgerald, Mrs. Howard, Mr. Nichols, Mr. Peek, Mr. Stout, Mrs. Strong, Mr. Todd and Mr. Wayer. MEMBERS ABSENT: Mr. Jefts. Also present Gary Brown, Karen Morningstar, Scott Hunter-Auditor, Greg (Kerkstra Representative), Jeff Thompkins and public.

Minutes: January 14, 2010 Board Meeting: Mr. Cookingham moved, seconded by Mrs. Fitzgerald, to approve the minutes of the January 14th Board Meeting with correction. Motion carried.

January 19, 2010 Rules and Regulations Meeting: Mr. Wayer moved, seconded by Mrs. Strong to approve the minutes of the January 19, 2010 Rules and Regulations Meeting as presented. Motion carried.

January 19, 2010 Masterplan Meeting: Mrs. Fitzgerald moved, seconded by Mrs. Strong to approve the minutes of the January 19, 2010 Masterplan Meeting as presented. Motion carried.

Mrs. Fitzgerald requested to adjust the Agenda by moving forward the BBQ stand proposal and Kerkstra. Chairman adjusted the Agenda to include these items in 5 d and e respectively under Reports and Updates.

Public Comment: none.

2009 Audit: Mr. Scott Hunter, from Baird, Cotter, and Bishop P.C., presented the 2009 audit report. Scott provided an overview of the 2009 fiscal year, discussed internal control, and responded to questions from the Board. The markets fell dramatically in 2008 and 2009 was a good year. Fringes are up for retirement and health care. Mr. Hunter also talked about Campground Master and how this program allows for Managers to hold onto less money in the summer. Mr. Cookingham questioned "identify deficiencies" in the letter. Mr. Hunter explained this is standard language for our internal control problem. Mrs. Strong moved, seconded by Mr. Cookingham to accept the audit as presented. Motion carried unanimously. Great job and thank you Scott Hunter.

Reports & Updates:

Brower Fulltime Park Manager: Superintendent reported Don French started working on February 1, 2010 and is currently getting acclimated.

Upcoming Sport/Fishing Show: Superintendent reminded the Board the show dates are March 18-21. We have a booth at this show and a new display has been constructed.

School Section Lake Veteran's Park Tree Cutting Update: Superintendent informed the Board the trees are gone, brush is gone and looking good. It is going to take some re-growth to look better. Our cleanup will be performed after the weather breaks. Mr. Stout asked about the trees in the Family Group Camp area? Superintendent stated all they could get to are down. He has scheduled a Community Service work crew to help clean up the campsites.

BBQ Stand Proposal: Mrs. Fitzgerald briefed the Board regarding the proposal first heard in the Masterplan Meeting. Mrs. Fitzgerald introduced Jeff Thompkins who distributed an updated proposal for the Board to review. Mr. Thompkins proposed to set up a BBQ Stand at Brower, with the possibility of expanding to other Mecosta County Parks in the future. Mr. Thompkins spoke with the Superintendent who advised him to put together a proposal, which was originally reviewed by the Masterplan committee. Superintendent has been in contact with one of the references provided by Mr. Thompkins and good comments were received. Mr. Nichols asked where the figures came from on the financial statement. Mr. Thompkins stated he spoke with other vendors. Mrs. Howard stated this Board is more interested in the food aspects of his proposal vs. craft shows and novelty items. Chairman discussed the major event scheduled for Paris Park. Mr. Thompkins stated he could trailer the smoker up here to cover the event. Mr. Cookingham and Mrs. Fitzgerald agreed to work with staff and Mr. Thompkins to obtain further information and come back to the March 2010 Board meeting with their findings. Chairman expressed gratitude to Mr. Thompkins for coming to tonight's meeting and to Mrs. Fitzgerald for bringing this information out in the Masterplan. Superintendent also informed the Board he contacted Brooke McTaggart of Consumers Energy, and was given the go ahead to give consideration to the proposal. Mr. Nichols stated Consumers Energy representatives should be asked to attend the June Board meeting at Brower.

Kerkstra: Greg – a representative of Kerkstra was present to find out if the Board was interested in the offer proposed last year of accepting services for another two years at the same rates with an annual review. Superintendent stated no complaints were heard all season regarding Kerkstra. Chairman asked what the guests were being charged for the septic pump out service. Greg replied \$20. Mr. Stout moved, seconded by Mr. Cookingham to agree to the three year extension which includes the same price of the 2009 season. Motion carried. Mrs. Howard asked if the Wheatland contract was a multi-year. Greg responded the contract with Wheatland is year to year with annual increases.

Incident/Accidents: none.

Correspondence: none.

Financial:

Revenue vs. Expenses: was reviewed including the 2009 year end spreadsheet.

Payroll Questions of the Board: Mr. Cookingham reported last month a transfer was requested for fulltime salaries for budgeting purposes. Mr. Cookingham looked into the matter and determined that a transfer was necessary to accommodate for unseen expenses. Mr. Cookingham suggested budgeting for these items in the future.

Adjustments: none.

Approval of bills: Mr. Todd moved, seconded by Mr. Cookingham to approve the bills as presented for the transfer of funds (to cover Accounts Payable) from the 508 account at the County to our 110 account at Chemical Bank and for the approval of the bills including the customary & ordinary bills. Motion carried by roll call vote.

Financial Report was given.

Set asides were reviewed.

Audit Bid Spec Sheet: was reviewed. Superintendent explained this is important as Baird, Cotter and Bishop has fulfilled their contract as of tonight and we do not have an auditor to perform the summer audit. Mr. Cookingham moved seconded by Mrs. Strong to go out for bids for the 2010, 2011, and 2012 audit. Motion carried.

Toilet Paper Bid Spec Sheets: were reviewed. Mr. Cookingham moved, seconded by Mr. Todd to advertise for bids for Toilet Paper. Motion carried.

Ice Bid Spec Sheet: were reviewed. Mrs. Strong moved, seconded by Mr. Wayer to accept bids for ice. Motion carried.

Public Comment: Executive Secretary introduced her daughter Wendy, who was in attendance for Government class.

Other Business:

Rules and Regulations Committee Revisions and Booklet: Mr. Wayer stated the Rules and Regulations Committee has reviewed all of the proposed changes to the book and reminded the Board the County Commission must approve the changes and updates to the Rules and Regulations. Mr. Wayer stated a number needs to be inserted in Section 7.k. After discussion the Board felt a maximum 3' in diameter. Mr. Wayer would like to see Section 7.o and p combined. Mr. Wayer moved, seconded by Mr. Stout to accept these changes, add them to the rule book and to forward the changes to the County Commission for approval. Motion carried.

SSLVP Mooring Posts: Superintendent stated he has done some research and is not yet ready for Board action. Superintendent stated his information will be available at the March Board meeting.

Boat Ramp: Superintendent stated he will have information available for the next board meeting.

Concession Contracts: Superintendent asked the Board if they wished to renew the Concession Contracts with Stacey Stilson and Chris Ferguson. The board agreed to renew the contracts with a few revisions that were discussed.

Bike Rentals: Superintendent distributed a spreadsheet detailing the projected costs for the equipment he recommends to purchase for the program along with proposed rental rates. The bikes would be available in Paris Park only due to the White Pine State Trail. Customers last year were asking about bike rentals. Chairman suggested the Superintendent contact the Big Rapids Department of Public Safety For helmets. Mrs. Strong asked if these bikes would only be available to park guests and if the renter would have to put a deposit down on the bike. Superintendent replied he is looking at a \$20 deposit and when the bikes are not in use, they will be secured. Chairman stated rules need to be established. Mr. Cookingham asked about liability. Superintendent stated he already has a call into Risk Management. Superintendent was directed to look into the rules once clearance is obtained from Risk Management, then report back to the Board.

Lifting Requirements: Superintendent stated that our lifting requirements may be to high. The County Controller has advised 50#. The Superintendent was directed to research the counties policy and report back to the next meeting.

Meeting Date and Time for BBQ Proposal: Superintendent will schedule and get with Mrs. Fitzgerald and Mr. Cookingham.

Annual Sticker Design: Superintendent presented two choices for the Annual Sticker design. Same design, one had 5 colors for an additional \$300 or 3 colors were the choices. Board liked the 3 color design.

Adjournment: Mr. Cookingham moved, seconded by Mr. Wayer to adjourn at 9:00 p.m.
Motion carried.

Respectfully submitted,

Jackie Fitzgerald
Secretary

