

Mecosta County Park Commission
February 10, 2011

The February 10, 2011 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, Mr. Nichols, Mr. Peek, Mr. Stout, Mrs. Strong, Mr. Todd, Mr. Wayer and Mr. Wheeler.

MEMBERS ABSENT: Mr. Jefts.

Also present Gary Brown, Erin Bean, Karen Morningstar and Scott Hunter-Auditor.

Minutes: January 13, 2011 Board Meeting: Mr. Cookingham moved, seconded by Mr. Peek, to approve the minutes of the January 13th Board Meeting as presented. Motion carried.

Public Comment: none.

2010 Audit: Mr. Scott Hunter, from Baird, Cotter, and Bishop P.C., presented the 2010 audit report. Scott provided an overview of the 2010 fiscal year, discussed internal control, and responded to questions from the Board. Mr. Peek moved, seconded by Mrs. Strong to accept the audit as presented. Motion carried unanimously.

Reports & Updates:

Merrill Cabin: Superintendent reported the project is moving along. Insulation, rough in, ceiling, interior walls and heat are complete. The crew has begun working on the kitchen and bathroom.

Grand Rapids RV & Camping Show: Superintendent reported on the show and memos from the Superintendent and SSLVP Manager were reviewed. Superintendent stated this was a show worth going to and heard many comments on the reason guests stopped coming to Brower was due to the no pet rule. Mr. Peek commented the density of Brower Park does not allow a large amount of dogs. Mr. Peek moved, seconded by Mr. Cookingham to continue with current policy. Motion carried. Mr. Peek suggested attending a home and garden show in Lansing from March 17-20. Superintendent reported the cost would be \$950 + expenses and we still can get in. Mr. Cookingham moved, seconded by Mr. Peek to attend the home and garden show in Lansing for \$950 + expenses. Motion carried. Staff was encouraged to promote School Section, Merrill/Gorrel, Paris and the cabins.

Big Dog BBQ Stand Proposal: Chairman stated he was impressed with the letter from Big Dog BBQ. Superintendent stated Mr. Thompkins would like to pay the Park Commission a sum of \$1000.00 in three monthly payments (July, August and September), more space for advertising on our website and Facebook along with season vehicle passes for himself and his staff for the 2011 season. Much discussion followed. Mr. Peek moved, seconded by Mrs. Strong to extend the contract to Big Dog BBQ and request \$500 on June 1st and \$500 on July 1st with Big Dog

BBQ's staff paying for their own vehicle passes. Motion carried (Mr. Todd opposed). Mr. Nichols stated it is an abuse of authority to give away free passes

School Section Lake Veteran's Park Grant: Chairman informed the Board of a grant proposal he participated with in the past that did not go so well. Superintendent informed the Board he has done some work and we still have a lot of work to go before the April 1st deadline and he feels this is a bad idea with too many variables and would like to see it be a good project done right. This grant is annual. Mr. Wayer distributed photo copies of articles from the Grand Rapids Press and the Detroit Free Press. Mr. Peek added this is a big grant and we need to keep open minded and even consider hiring professional help if necessary (County level, City of Big Rapids and other known grant writers). Mr. Wayer cautioned hiring help without performing a good background check.

Emerald Ash Borer: Superintendent stated Mr. Nichols asked to have this item placed on the agenda and reminded the Board the DNRE lifted the ban on the transportation of firewood.

Incident/Accidents: none.

Correspondence: A letter from **Rick Barnard** requesting reconsideration from the Board for his eviction in late 2010 for the 2011 season. Mr. Peek commented this Board reviewed the evidence very thoroughly. Mrs. Fitzgerald questioned the policy. Superintendent stated the time frame for eviction is one year and Mr. Barnard was not allowed for the 2011 season. Mr. Peek moved, seconded by Mrs. Strong to inform Mr. Barnard we have reviewed the policy and stand with the eviction notification. Motion carried.

At this time the Chairman informed staff of a letter he received from Ferron Dora of Dynamic Business IT Solutions (computer tech) indicating his concerns. Mr. Peek stated a policy is needed. Ferron recommended in his letter to look at the Computer Network, Internet and E-mail policy every year. Mr. Wayer would like a committee to review the policy and make changes to the draft reviewed by the Board changing County to Park Commission, etc. Chairman directed the Rules and Regulations Committee to schedule a meeting to review this item.

Financial:

Revenue vs. Expenses: was reviewed.

Adjustments: none.

Approval of bills: Mr. Todd moved, seconded by Mr. Cookingham to approve the bills as presented for the transfer of \$23,789.32 (to cover Accounts Payable) from the 508 account at the County 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. Executive Secretary noted the transfer of \$22,000 into Contingency per Budget.

Pick Up Truck Bid Spec Sheet: was reviewed. Superintendent informed the Board of a state bid website brought to his attention by the County Controller. Much discussion followed, with the Board changing the bid spec sheet to make it simple. Mr. Peek moved seconded by Mr. Todd to go out for bids for a 2011 pick up truck. Motion carried.

Lawn Mower: Chairman asked if we were going to sell a mower this year. Superintendent replied he is not interested in selling a mower this year to allow for a spare to mow Tubbs and Haymarsh. Mr. Todd moved, seconded by Mrs. Strong to go out for bids for a mower based on the spec sheet presented. Motion carried.

Toilet Paper Bid Spec Sheets: were reviewed. Mr. Peek questioned whether we could bid toilet paper in conjunction with another organization to get a better deal. Superintendent stated he would look into this before the bids go out. Mrs. Strong moved, seconded by Mr. Peek to advertise for bids for Toilet Paper and ice. Motion carried.

Ice Bid Spec Sheet: were reviewed. See previous paragraph for the motion for ice.

Builders License – Gary: Superintendent requested that the board pay for class and the renewal of his builders license. The cost is \$49 for a mandatory class and \$150 for the license (which will last three years). Mr. Nichols moved, seconded by Mr. Peek to cover the cost of \$49 for a mandatory class and \$150 for the builder's license. Motion carried. (Mrs. Strong opposed) Mrs. Strong asked where the class would take place – Superintendent replied at the Eagles in Big Rapids or Big Prairie Township in Newaygo.

Waste Management Service Agreement: wording was reviewed. Mr. Nichols suggested adding a cover sheet to both contracts stating: Mecosta County Park Commission and Waste Management are desirous of entering into a contract. Each party has prepared a contract for signing by the other party. The signing of each contract will acknowledge that the individual contracts are merged into one contract. Mr. Nichols moved, seconded by Mr. Peek to merge the contracts and add the above verbiage. Motion carried.

Brower Boat Launch: Superintendent stated the shallow water launch is in need of repair and presented a cost estimate for the project. Chairman stated timing for this project is key. Superintendent stated Premarc has 4' X 18' cast concrete ramps in stock that could be used. He also stated that one estimate has been obtained, and two other will be sought if the project receives approval. Nancy Cuncannan of the DNRE stated a permit would be mandatory. Mr.

Wayer asked if this item is in the budget. Superintendent stated no. Mr. Cookingham added this project has been long needed and would like staff to speak with Scott Morningstar for a quote also. Mr. Cookingham moved, seconded by Mrs. Strong to allow up to \$6422 for the project. Motion carried (Wayer opposed).

Other Business:

Angel Animal Rescue Request: Board reviewed the letter of request. Discussion followed. Mr. Peek questioned the prospect of a lawsuit for the way the letter is worded. Mr. Peek moved, seconded by Mr. Cookingham to allow the Walk-A-Thon to take place in Paris Park (the campground section of Paris Park is off limits to this event), at no cost, provided insurance is provided with Mecosta County Park Commission and the County of Mecosta listed as additional insured on the policy. Motion carried. Mr. Cookingham suggested staff should be prepared to sell buttons and promote the parks for this event.

Rules and Regulations Committee Meeting: was scheduled for February 22, 2011 @ 2:30 p.m.

Masterplan Committee Meeting: was scheduled for February 23, 2011 @ 1:30.

Adjournment: Mr. Peek moved, seconded by Mr. Wheeler to adjourn at 9:17 p.m. Motion carried.

Respectfully submitted,

Jerrilyn Strong
Secretary