

MECOSTA COUNTY PARK COMMISSION
December 10, 2009

The December 10th, 2009 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, Mr. Todd. MEMBERS ABSENT: Mrs. Howard, Mr. Jeffs, Mrs. Strong and Mr. Wayer. Also present: Gary Brown, Erin Bean and Karen Morningstar.

Minutes: November 12, 2009 Board Meeting: Mr. Cookingham moved, seconded by Mrs. Fitzgerald to accept the minutes of the November 12, 2009 Board Meeting with correction. Motion Carried.

November 19, 2009 Union Committee Meeting: Mr. Nichols moved, seconded by Mr. Cookingham to accept the minutes of the November 19, 2009 Union Committee Meeting as presented. Motion carried.

November 23, 2009 Personnel Committee Meeting: Mr. Stout moved, seconded by Mrs. Fitzgerald to accept the minutes of the November 23, 2009 Personnel Committee Meeting as presented. Motion carried.

December 2, 2009 Masterplan Committee Meeting: Mrs. Fitzgerald moved, seconded by Mr. Cookingham to accept the minutes of the December 2, 2009 Masterplan Committee Meeting as presented. Motion carried. The proposed dock for the Merrill side will have a plaque, but not named after any individual.

December 3, 2009 Finance Committee Meeting: Mr. Cookingham moved, seconded by Mr. Todd to accept the minutes of the December 3, 2009 Finance Committee Meeting as presented. Motion carried.

Public Comment: None.

Reports and Updates:

Haunted Hatchery: Ron Kanitz (Kiwanis Club) was present along with members of the Circle K club to present a check for \$500 to the Chairman of the Board and the Superintendent. Ron asked the board to apply these funds toward the children's programs. Mr. Todd moved, seconded by Mr. Cookingham to accept the \$500 donation and apply it toward programs. Motion carried Chairman expressed appreciation for the donation.

Union Negotiations: Superintendent stated the Committee recommended to not open negotiations at this time.

Fulltime Brower Manager Update: we are moving forward as the Board directed. Application deadline is December 14, 2009 @ 4:00 pm. Personnel Committee will meet on December 16th to review applications.

Extended Premium Campsites at Brower: The Park Board was considering extending the time for the Brower Premium Campsites due to the public comment from the October 2009 Board meeting. Personnel Committee has recommended to extend the season. Chairman stated this is in our best interest. Superintendent asked how the Board wished to notify the guests of this change. Mr. Todd asked how many sites were available and already taken. Superintendent answered 9 total sites and 4 were already taken. Mr. Stout moved, seconded by Mr. Cookingham to approve the extension of time

permitted for the Brower Premium campsites and to notify all seasonal campers by letter and put this information on the website. Motion carried.

Merrill Dock: Chairman briefed the board indicating the Superintendent should apply for a grant from the Mecosta County Community Foundation in the amount of \$1500, we have \$1200 in donations from Merrill guests and the Park Commission would have to come up with the balance of roughly \$900. Mr. Cookingham moved, seconded by Mr. Stout to have the Superintendent apply for a grant from the Mecosta County Community Foundation in the amount of \$1500. Motion carried. Mr. Cookingham questioned stones for a pathway to the dock and wheel chair access. Superintendent stated we must install an approved material for the pathway. The Park Board wants the County Commission to be made aware of this project and the donations from the Park Board members.

Personnel Committee Action Items: was removed from the agenda.

Incident Accident Reports: Superintendent reported one possible injury to maintenance personnel. He is currently in the process of handling the incident.

At this time a short break was taken to enjoy the snacks provided by all of the Board members and staff.

Correspondence: One email was reviewed regarding displeasure in the no pet rule at Brower Park. Chairman stated we have two parks that do allow pets.

Financial: Revenue vs. Expenses was reviewed. *Adjustments:* After review of the line item spreadsheet, current transfers needed were: Acct. #722 -\$20,567.99 (due to the extra payment towards MERS to increase the fund balance), #729 - \$136.00, #744 - \$96.26, #751 - \$39.65, #780 - \$705.88, #801 - \$70.00, #803 - \$973.70, #934 - \$1819.43 and #957 - \$500.00, for a total of \$24,908.96 with transfers coming from the following accounts to balance: #702-\$1,075.00, #703-\$11,000.00, #716-\$4,600.00, #742-\$3,300.00, #743-\$5,000.00 and #911-\$1008.96. Mr. Cookingham moved, seconded by Mr. Todd to transfer the stated amounts from line items listed to balance. Motion carried.

Set Asides: adjustments are needed to bring the funds up to begin the 2010 season. Executive Secretary presented a spreadsheet detailing the adjustments needed. Mr. Nichols moved, seconded by Mr. Cookingham to adjust the accounts as requested for a total of \$65,741.10. Motion carried.

Approval of Bills: Mr. Cookingham informed the Board of the check in the amount of \$20,742 for MERS. This check covers the monthly payment with an additional \$20,000 toward the improvement of our fund balance. Mr. Cookingham moved, seconded by Mr. Todd, for the approval of the bills, including customary & ordinary and the transfer of funds. Motion carried by roll call vote. Mr. Cookingham added staff was directed to research the cost of oil changes.

- ❖ The Executive Secretary gave the financial report.
- ❖ Set-Asides: were reviewed.

2010 Budget Package: Mr. Cookingham reviewed the package and changes with the Board, noting the increase in fees for the Season Vehicle (\$25), Daily Vehicle (\$6) and Three Day Vehicle (\$15). This revenue will hopefully produce an additional \$32-40,000 to send to MERS next year. The total budget for 2010 is \$1,035,750.00. Chairman noted the Finance Committee discussed at length the change in permit fees knowing we need more money. Capital Improvements were reviewed; fulltime wages were increased 2.5%. Chairman stated the Budget reflects the needs of the parks. Mr. Todd would like to see a

review mid season to know how we are doing. At this time Mr. Cookingham asked the Board for their comments on increasing the cost of the vehicle entrance stickers. Mr. Nichols asked about the Bridge project – Superintendent stated he is currently working on that. Mr. Nichols asked about the “shovel ready projects”, Superintendent replied, we did not obtain the grant funding for those projects. Chairman commented on the increase of the Season Vehicle permit from \$20 to \$25, we have quality parks and we do not get funding from the tax payers. The last increase to the Season Vehicle sticker was in 2001. Mr. Cookingham moved, seconded by Mr. Nichols to accept the 2010 Budget package as presented by the Finance Committee. Motion carried. Superintendent explained 2010 will bring maintenance and cosmetic changes to the restrooms – we need grant funding. Mrs. Fitzgerald questioned the state of the restrooms, why the set aside funds couldn't be used to fix them up. Chairman stated we need a grant and to be able to produce the matching funds. It is important to maintain what we have. Mr. Nichols would like to see the Ferris State University Construction Program to be able to help. Superintendents added the parks were all constructed about the same timeframe and are all about the same age.

MERS Payment: \$20,000 was contributed in tonight's bills to help increase the fund balance with \$40,000 projected for next year.

Workers Compensation Refund: Superintendent informed the Board of the notification from the County Controller of a refund in the amount of \$6547.00 for the workers compensation insurance.

Public Comment: none.

Other Business:

Board to take home book information: Executive Secretary asked the Board members to remove information they wished to keep from their Board member books, as they will be cleaned out for the New Year.

Meeting Dates and Time: Superintendent reviewed the proposed meeting dates and times for Board meetings in the 2010 season – noting the November 11th scheduled Board meeting was an Administrative Staff holiday. Board moved the November 11th meeting date to November 10th. Next the meeting at Tubbs was discussed and the Board felt with the bad weather history, to change the May Board meeting location back to the Administrative Office.

Reappointments of Mr. Todd and Mr. Wayer: Superintendent advised the Board of the reappointment of Mr. Todd and Mr. Wayer to the Park Board.

Adjournment: Mr. Cookingham moved, seconded by Mrs. Fitzgerald to adjourn at 8:30 pm. Motion carried.

Respectfully submitted,

Jackie Fitzgerald
Secretary