

MECOSTA COUNTY PARK COMMISSION
February 23, 2016

The February, 2016 meeting was called to order by the Chairman at the Mecosta County Administration Building in Paris, Michigan, at 6:00 p.m. MEMBERS PRESENT: Mrs. Fitzgerald, Mr. Johnson, Mr. Maxwell, Mr. O'Neil, Mr. Perialas, Mr. Stanek, Mr. Stratton, Mrs. Vargo, Mr. Vogel, and Mr. Wheeler.

MEMBERS ABSENT: None

Also present: Jeff Abel – Superintendent, Karen Morningstar – Operations Manager, Kathy Maclean – Administrative Clerk and Don Hamilton of Lapham Associates.

Roll Call

Approval of Agenda:

The Superintendent recommended adding Refund & Reservation Proposal to Committee Actions - Rules & Regulations. The meeting minutes from the Feb. 19th Millage Committee meeting were requested to be added for approval. Mr. O'Neil moved to approve the Agenda with the additional items added by the Superintendent, seconded by Mrs. Fitzgerald. Motion carried.

Minutes:

Mr. Stanek motioned, seconded by Mr. Stratton to approve the minutes of the January 12th Board Meeting, January 12th Joint Meeting, January 27th Rules & Regulations Committee Meeting, February 9th Special Board Meeting, February 12th Millage Committee Meeting, February 19th Millage Committee Meetings as presented and the February 22nd Rules & Regulations Committee Meeting with correction. Motion carried.

Public Comment: None

Resolutions

The resolution for Mr. Stout was read and presented by the Chair.

WHEREAS: **Mr. Gary Stout** has faithfully served the Mecosta County Park Commission for a total of 16 years. **Mr. Gary Stout** has served as Chairman for 2 years as Chairman, 5 years as Vice Chairman, 1 year as Secretary and has served on several Mecosta County Park Commission sub-committees.

WHEREAS: **Mr. Gary Stout** has, during his appointment with this Commission, given freely and unselfishly of his time, experience, and varied expertise, which have contributed significantly to the development, improvement and continued operations of the Mecosta County Parks, now

THEREFORE BE IT RESOLVED: That the Mecosta County Park Commission and Superintendent of said Commission does

hereby express sincere gratitude for the faithful and dedicated contributions which **Mr. Gary Stout** has made and,

BE IT FURTHER RESOLVED: That this resolution be made a permanent part of the proceedings of this commission and that a true copy be given to **Mr. Gary Stout** as a record of his exemplary service.

Motion carried Unanimously.

The resolution for Mr. Currie has been prepared and will be hand delivered by Mr. Johnson.

WHEREAS: **Mr. John Currie** has faithfully served the Mecosta County Park Commission for a total of 1 year and **Mr. John Currie** has served on several Mecosta County Park Commission sub-committees.

WHEREAS: **Mr. John Currie** has, during his appointment with this Commission, given freely and unselfishly of his time, experience, and varied expertise, which have contributed significantly to the development, improvement and continued operations of the Mecosta County Parks, now

THEREFORE BE IT RESOLVED: That the Mecosta County Park Commission and Superintendent of said Commission does hereby express sincere gratitude for the faithful and dedicated contributions which **Mr. John Currie** has made and,

BE IT FURTHER RESOLVED: That this resolution be made a permanent part of the proceedings of this commission and that a true copy be given to **Mr. John Currie** as a record of his exemplary service.

Motion carried Unanimously.

Reports & Updates

Superintendent's Updates

The Superintendent provided the Commissioners status updates

- Roof Replacement Project
- School Section Bathhouse Update
- Brower & Davis Bridge update from Consumers
- 2016 Campground License
- DNR-Release of Buildings Update
- Cabin Furniture Replacement Status – 64 Sets of Bunks and 26 Dressers from Ferris.

- Itinio – Reservation Software Update
- Logging completed at School Section & Brower Park – Looking into Roads and Reported Septic Issues.
- Concessions Contracts Update – School Section, Brower
- WPVRA Timber Sale Update
- Friends of School Section Lake Update
- MParks Conference Update
- MOISD Career Fair Update
- Per Diem Policy Update

The Park Board has requested the Superintendent schedule an update meeting with the Friends of School Section Lake regarding any construction plans and contractors that have been finalized for the pavilion project as well as a timeline update for the project.

Park Board Members that requested an invitation to the update meeting are Tim Vogel, Eric O'Neil, Bill Stanek, and Marilynn Vargo along with Paul Bullock.

The Friends of School Section Lake would prefer the concession roof to be evergreen (similar to the School House roof) rather than beige. Mr. Wheeler motioned, seconded by Mr. Maxwell to allow the concession roof be green. Motion carried

Incident/Accident Reports: None

Correspondence: None

Committee Actions

Finance

Toilet Paper Bid Bids were reviewed. Mr. Vogel motioned, seconded by Mr. Perialas to accept the 100 cases bid of Great Lakes Office Products for \$3550. Motion carried with a unanimous roll call vote.

Ice Bid Bid was reviewed. Mr. Stanek motioned, seconded by Mr. Vogel to accept the Artic Glacier bid and grant the ice contract with the option to renew annually through 2018. Motion carried with a unanimous roll call vote.

Septic/Tank Pumping Bid Bids were reviewed. Mr. Stanek motioned, seconded by Mr. Perialas to accept the Security Septic bid and grant the septic/tank pumping three year annual renewable contract. Motion carried with a unanimous roll call vote.

RV Pumping/Port A Potty Bids were reviewed. Mr. Vogel motioned, seconded by Mr. Wheeler to accept Randy's Portables bid for RV Pumping and Port A Potty rental services. Motion carried with a unanimous roll call vote.

Masterplan

Paris Hatchery Building Assessment Quote - Quotes were reviewed and discussed. A non-intrusive assessment was determined to be suitable at this time. The Superintendent recommended hiring Lapham Associates. Mr. Perialas motioned, seconded by Mr. Stanek to accept the recommendation of the Superintendent and hire Lapham & Associates to complete the Hatchery assessment. Motion carried with a unanimous roll call vote.

Rules & Regulations

Refund Policy Change (Account Credit) - The Committee recommends to the full board to discontinue the policy of holding a credit balance on a customer account in cases of reservation cancellations and instead process refunds in accordance with refund policy. Mr. Vogel motioned, seconded by Mr. Wheeler to eliminate the Account Credit Policy, effective immediately. Motion carried

3 Day to Pay Policy - The Committee recommends to the full board that the 3 day to pay policy be eliminated and that all reservations require payment at time of reservation. Mr. Stanek motioned, seconded by Mr. Vogel that all reservations require payment at the time of reservation, effective immediately. Motion carried.

Updated to Rules and Regulations Ordinance - Mr. Vogel motioned, seconded by Mr. Stratton that the Park Commission adopt the amended Rules & Regulations Ordinance and submit the updated document to the County Board of Commissioners for review and adoption. Motion carried.

Refund & Reservation Proposal - The Superintendent has recommended making the following reservation and refund policy changes effective with the 2017 season:

Picnic Reservations:

Reservations begin the 1st business day in January at noon
Before April 1st -full refund less \$10 Administrative & \$5 Reservation Fees
April 1st or after - with 14 days advance notice - 50% refund plus fees,
within 14 days - No Refund

Family Group Camp Reservations:

Reservations begin the 1st business day in January at noon
100% payment required with reservation
Before April 1st - full refund less \$50 Administrative & \$5 Reservation Fees
April 1st or after - with 14 days advance notice - 50% refund plus \$10
Administrative & \$5 Reservation Fees
within 14 days - No Refund

Monthly Campsite Reservations (School Section, Brower and Paris)
Reservations begin the 1st business day in January at noon

Transfer of Site:

Guest may transfer dates of stay in the same camping season- with 14 days advance notice- equal in value by paying \$10 Administrative Fee. Any changes to reservation of unequal value will be processed as a cancellation and a new reservation created.

Mr. Vogel motioned, seconded by Mr. Peralas to accept the Superintendent's refund & reservation recommendations. Motion carried.

Millage Committee

Amendment to Masterplan Update - Don Hamilton noted the Brower Park grant requires Letters of Support be submitted with the Amended Masterplan. In addition to the Brower Park grant application, the Park Commission reviewed the grant application that Don Hamilton is preparing for Merrill-Gorrel Park. It was the consensus of the Commission to move forward with the additional grant project. The Grant proposal will be formally presented to the Park Board on March 15th and to the County Board on March 17th.

Grant Proposal Update-Resolution to Masterplan Amendment - was put before the Park Board of Commissioners.

**RESOLUTION FOR AMENDMENT OF THE MECOSTA COUNTY PARK
COMMISSION 2014-2018 RECREATION PLAN**

- Whereas, the Mecosta County Park Commission has undertaken a strategic planning process to determine the needs to rejuvenate and update its county parks; and
- Whereas, the Mecosta County Park Commission with its consultants inventoried all its parks and their facilities and reviewed its finances and the market areas the parks were serving; and
- Whereas, the residents of the County of Mecosta, Michigan were provided opportunities during the development of the draft plan amendment to express opinions, ask questions, and discuss all aspects of the recreation plan amendment; and
- Whereas, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft of the amendment for a period of two weeks; and
- Whereas, a public hearing will be held by the Board of Commissioners on March 3, 2016 at the Mecosta County Building to provide an opportunity for the residents and others to express opinions, ask questions, and discuss all aspects of the Amendment to the Mecosta County Park Commission Recreation Master Plan

2014-2018.

Now, therefore be it resolved, the Mecosta County Park Commission hereby transmits and recommends adoption of said Amendment to the Mecosta County Park Commission Recreation Master Plan 2014-2018 by the Mecosta County Board of Commissioners.

Upon motion made by Mr. Stanek, seconded by Mr. Maxwell, the above Resolution was adopted. Hearing ten Yeas and no Nays, the motion carried unanimously.

Campaign Update - McConnell & Associates will hire Chris O'Neil to complete a Facebook campaign. Mr. Eric O'Neil has created and will maintain an online calendar for scheduling and assigning events, tasks and milestone markers. Millage campaign logo will be finalized at the February 26th Committee meeting

Financial

Revenue & Expenses was reviewed. Financial Report was reviewed.

Approval of Bills Mr. O'Neil motioned, seconded by Mr. Perialas for the approval of the bills, in the amounts of:

Pre-Approved: \$1960.30, -\$1655.85, \$6356.27

Customary & Ordinary \$15,141.01, 42624.47

Board Meeting Bills: \$2590.65

Motion carried with a roll call vote.

Public Comment: John & Carolyn Pasquantonio referenced a National Geographic article from January that discussed the health benefits small remote parks provide. They discussed the increase in traffic on the White Pine Valley Trail after the Pioneer published a recent article referencing the property, many visiting for the first time. They also shared recent comments they have received, such as better signage to provide aid in locating the trail head and to address parking congestion.

Other Business:

Next Board Meeting is scheduled for March 15th @ the Administration Office Building in Paris

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Jackie Fitzgerald
Secretary