

## MECOSTA COUNTY PARK COMMISSION

April 19, 2016

The April, 2016 meeting was called to order by the Chair at the Mecosta County Administration Building in Paris, Michigan, at 6:00 p.m. MEMBERS PRESENT: Mrs. Vargo, Mrs. Fitzgerald, Mr. Johnson, Mr. Maxwell, Mr. Perialas, Mr. Stanek, Mr. Stratton, Mr. Wheeler and Mr. Vogel. MEMBERS ABSENT: Mr. O'Neil. OTHERS PRESENT Jeff Abel – Superintendent, Karen Morningstar – Operations Manager and Kathy Maclean – Administrative Clerk.

### Approval of Agenda

Mr. Stanek motioned, seconded by Mr. Perialas to accept the agenda as presented. Motion carried.

### Approval of Minutes

Mr. Stratton motioned, seconded by Mr. Vogel to accept the Minutes of the March 11th Millage Committee Meeting, March 18th Millage Committee Meeting, March 15th Board Meeting, March 22nd Personnel Committee Meeting, April 1st Millage Committee Meeting, and April 11th Personnel Committee Meeting Motion carried.

**Public Comment:** None

### Reports and Updates

**Friends of School Section Lake Update** – Linda Howard provided a financial update. Art Diehm provided a contractor status report on the Stone Pavilion renovations. The roof will be the last phase of the project to be completed; a lead time of two to three weeks is needed for the roof steel. A formal request was presented to the board to authorize Mr. Diehm to order the roofing materials needed, to be received and stored off site until funds to cover the cost of installation are raised. Mr. Wheeler motioned, seconded by Mr. Vogel to authorize Mr. Diehm to order the steel roofing at \$15,000. Motion carried unanimously with a roll call vote.

### Superintendent's Updates

Superintendent provided an update containing 16 items. Action was taken by the board on 2 of those items as listed below:

- Cabin Transportation & Foundation - The Finance Committee recommends to the Commission to authorize the expense of moving, foundations and electric for the family cabins. Mr. Perialas motioned, seconded by Mr. Johnson to authorize the Superintendent to spend up to \$10,000 to secure transportation, foundation and electric service for the School Section Lake family cabins. Motion carried unanimously with a roll call vote.
- Paris Manager's Trailer - The DNR has two interns seeking housing from the beginning of May until the end of September. Paris Park has the opportunity to rent the available trailer to the interns. The Commission discussed deposit and rental rates. Mr. Perialas motioned, seconded by Mrs. Fitzgerald to authorize the Superintendent to negotiate rates and enter into a lease agreement for the rental of the Paris Park manager's trailer. Motion carried with a unanimous roll call vote.

**Parks for Life Update** – The Parks for Life committee meeting dates and times were discussed. Board members that are eligible to participate were encourage to take part in the upcoming meetings of this independent group.

**Incident/Accident Reports** – None

**Correspondence** - None

## **Committee Actions**

### **Finance Committee**

Road Commission – Grading & Brine Fees - The Finance Committee recommended the park roads be graded and brined as needed prior to park opening and before all major holidays. Mr. Perialas motioned, seconded by Mr. Johnson that the park roads be graded and brined by the County Road Commission up to four times. Motion carried with a unanimous roll call vote.

Brower WI-FI - Finance Committee recommends to the board to pursue Brower Wi-Fi service from Skyweb. Mr. Stanek motioned, seconded by Mr. Perialas to contract Skyweb to install Wi-Fi services in Brower Park at an installation cost of \$12,969.69 and yearly service cost of \$2,148.94/year. Services will be available from Skyweb to campers at a rate schedule of \$10/week, \$20/month and \$50/season for up to 3 devices per payment. Motion carried unanimously with a roll call vote.

Community Event – Free Entry Weekend - The Finance Committee recommended the Commission provide a free entry weekend in conjunction with the DNR free fishing weekend. Mr. Stanek motioned, seconded by Mr. Perialas to offer free daily vehicle entry into all Mecosta County Parks the weekend of June 11<sup>th</sup> and 12<sup>th</sup>. Motion carried with a unanimous roll call vote.

Tubeing Operation -The Park Board has authorized the Superintendent to acquire vehicle quotes from local dealers and state surplus.

Brower Lottery Process - Mr. Stanek motioned, seconded by Mr. Maxwell to hold the Brower Seasonal Lottery in August during the same weekend, or prior to the other campgrounds on the Hardy Pond reservoir. Motion carried

Hardy Pond Trail Update – The Hardy Pond Trail will be referred to as “The Dragon” moving forward. This is due to the shape of the trail as it outlines the Hardy Pond. At the last Dragon Trail meeting financing options related to the maintenance of the trail were discussed. It is expected that the Park Board will be contacted in the near future for input related to the maintenance funding proposed by the trail committee.

### **Masterplan Committee**

Grants Submitted – Letters of Support were reviewed with the board.

Hatchery Report Review – Review of the 34 page report has been referred to Masterplan. A Masterplan Meeting is to be scheduled.

### **Personnel Committee**

2016 Staff Outlook - One position remains open at School Section.

Job Descriptions - Superintendent, Operations Manager and Administrative Office Clerk job descriptions have been modified and are recommended for approval. Mr. Stratton motioned, seconded by Mr. Vogel to accept the modifications to the job descriptions as presented. Motion carried.

Organizational Chart – Modifications to the parks organizational chart were recommend. Mr. Stratton motioned, seconded by Mrs. Vargo to modify the organizational chart to have all full-time staff report to the Superintendent and Seasonal Roving Maintenance report to the Operations Manager. Motion carried.

### **Millage Committee**

Marketing Materials Update - 1000 additional bumper stickers and 1000 additional pins have been ordered. An advertisement and article have been submitted to the Canadian Lakes Communique. 5000 educational flyers have been printed for distribution to absentee voters, expo's, presentation attendees and park guests.

Upcoming Events - The following events have been scheduled: All Township Meeting, Chamber Board, Community Expo, Chippewa Township, Senior Center, Morton Township, Rotary and the Chamber Golf Open.

### **Financial**

**Financial Report** – Revenue & Expenses & Cash Spreadsheet were reviewed.

**Capital Obligations Summary** – Was reviewed

**Approval of Bills** - Mr. Perialas motioned, seconded by Mr. Johnson to approve the Park bills in the amounts of:

Pre-Approved bills: \$213.85, \$3603.48  
Customary & Ordinary: \$10,477.21, \$21,928.25  
Board Meeting: \$61,336.49

Motion carried with a unanimous roll call vote.

### **Public Comment**

John Pasquentonio updated the Commission of the trail progress at the White Pine Valley Recreation Area. In addition, he has requested barriers be installed in the parking area, a new post for the gate and directional signage to the park location.

Jim Buchanan thanked the Superintendent and the Board of Commissioners on the noticeable Brower Park improvements.

### **Other Business**

**Board Member Hang Tags** – Handed out.

**Board Member 15 years + Lifetime Pass** - Discussion deferred until next Board Meeting in respect of Mr. O'Neil's absence.

**Next Meeting** - May 17th @ the Admin Office Building in Paris, MI. with a pot luck style picnic preceding at 5 PM.

**Adjournment:** 8 PM