

The September 20th, 2016 Board Meeting of the Mecosta County Park Commission was called to order at 6:00 PM at the Administrative Office in Paris, MI by Madam Chair Mrs. Vargo. **Members Present:** Mrs. Vargo, Mrs. Fitzgerald, Mr. Maxwell, Mr. O'Neil, Mr. Perialas, Mr. Stanek, Mr. Vogel and Mr. Wheeler. **Members Absent:** Mr. Johnson and Mr. Stratton. **Others Present:** Jeff Abel – Superintendent and Kathy Maclean – Administrative Clerk.

Roll Call

Approval of Agenda

Mr. Stanek motioned, seconded by Mr. Maxwell to approve the agenda with an addition of a TransCanada Grant heading under Committee Action: Masterplan. Motion carried.

Approval of the Minutes

Mr. Vogel motioned, seconded by Mr. Perialas to accept the Minutes of August 16th Park Board Meeting, September 8th Personnel Committee Meeting, September 9th Masterplan Committee Meeting and September 13th Finance Committee Meeting. Motion carried.

Public Comment: None

Reports and Updates

Superintendent's Updates: The Superintendent provided an update on 23 items, including:

Wi-Fi - Brower Park - We have not filed for a building permit from Mecosta Township currently due to a request of additional sealed documentation being required, which have not been able to be obtained. A geotechnical site report can be completed for an estimated \$2400 and submitted to the tower company, who then for an additional cost could fulfill the document requirement.

Concession Contract - School Section Lake - Referred to the Finance Committee to schedule a meeting with the concessionaire.

DNR Passport Grant (M/G) & DNR Trust Fund Grant (Brower) - The Trust Fund Grant preliminary score came in low and is not able to be revised enough to be considered. The Passport Grant preliminary score could potentially be improved to be considered. If the parks were awarded the \$45,000 Passport Grant our match would be \$63,000. Due to the failed millage proposal the question was raised as to whether providing a \$63,000 match would be in the best interested of the Parks. Mr. Perialas motioned, seconded by Mr. O'Neil to not continue forward with either grant. Motion carried.

Extended Camping Season - Paris – Topic was referred to the Masterplan Committee to determine the feasibility of offering camping through the hunting season during future seasons.

Incident/Accident Reports: 7 reported and reviewed.

Correspondence: None

Committee Actions

Personnel:

2017 Full Time Staff - Mr. Vogel motioned, seconded by Mr. Stanek to increase the Superintendent's salary to \$55,000, accept a pay rate of \$17/hr for the operations manager position and increase wages for the Maintenance and Administrative Office Clerk positions by 2% for 2017 as recommended by the Personnel Committees. Motion carried with a unanimous roll call vote.

2017 Manager Rates - Seasonal Management workweek to be reduced to a minimum of 40 hours to receive their full salary, but required to work the hours per week necessary to complete their duties. The same salary step program will be used for 2017 as was approved in 2016.

2017 Hourly Staff - Seasonal hourly positions will continue to begin at \$9/hr. and pay increases will be based on the step program approved in 2016. Mr. Vogel motioned, seconded by Mr. O'Neil to increase staff at School Section by one Office Ranger and one Custodian and at Paris by one Office Ranger (contingent on a Tubing Operation). Motion carried.

3% End of Year Retention Pay - Seasonal employee turn-over was discussed. The Finance Committee has recommended providing employees that are seasonal campers a discounted rate equal to one month at no-charge.

Mr. Stanek motioned, seconded by Mr. Vogel to extend a discount to the seasonal employee camping rate offering the last month of the camping season at no-charge and to adopt the concept of a 3% retention benefit payment to all seasonal employees that work thru their full seasonal employment term. Motion carried unanimously with a roll call vote.

Masterplan:

2016 Remaining Projects - Remaining 2016 budgeted projects were discussed and included; Paris Park replacement vehicle, Administration Office - furniture, Paris Park - Hatchery roof, Brower Park - Wi-Fi and 75 fire rings, Merrill-Gorrel - 2 well replacements, and Brower, Paris, Merrill-Gorrel - cabin electric.

Truck addition to 2016 Budget – A replacement vehicle is currently budgeted at \$12,000. The vehicle is recommended to be a ¾ ton 4x4 capable of hauling the parks largest trailer. A budget adjustment increase to \$18,000 has been proposed. Mr. Vogel motioned, seconded by Mrs. Fitzgerald to increase the vehicle budget line from \$12,000 to \$18,000 as recommended by the Finance Committee. Motion carried with a unanimous roll call vote.

2017 Budgeted Capital Improvements - The 2017 budgeted Capital Improvement list was reviewed. Mr. Perialas motioned, seconded by Mr. Maxwell to accept the Masterplan & Finance Committees recommendation of 2017 capital projects including moving forward with the School Section campsite conversion project: phase 1, drain field and mainline to the current bathhouse with an additional shower wing added to the bathhouse and an additional dump station. Phase 2, full hook-up septic service for sites 1-69. \$500,000 project cost to be funded with \$250,000 from fund balance and \$250,000 from a loan or other financial resource. Motion carried with a unanimous roll call vote.

TransCanada Grant - Mecosta County Park Commission has been selected for a \$25,000 grant to create a short trail and an overlook at Brower Park to contain educational and historical signage and offer a viewing opportunity over the Hardy Dam Reservoir. An acceptance presentation will need to be planned. Mr. Perialas motioned, seconded by Mr. Maxwell to accept the TransCanada Grant pending Consumers Energy approval. Motion carried.

Finance:

2015 to 2016 Parks Revenue Comparison - Was reviewed and discussed.

Review and Approval of 2017 Budget –Full 2017 budget was reviewed and discussed. Mr. O’Neil motioned, seconded by Mr. Perialas to accept the 2017 budget as presented. Motion carried with a unanimous roll call vote.

Employee/Board Member Discounts - Currently employees receive 50% off the regular weekday and weekend camping rates. Employee discounts are not extended to Family Members or Board Members. The current discount program will remain in effect for 2017 with the addition of a seasonal (last month free) discount for employees who work and camp for the full term.

Financial

Financial Report – Revenue & Expenses – Were reviewed and discussed.

Financial Obligations Summary – Was reviewed.

Approval of Bills - Mr. O’Neil motioned, seconded by Mr. Wheeler to approve the Pre-Approved Bills of September 7th in the amount of \$18,311.05, the Customary & Ordinary bills of September 13th in the amount of \$21,093.86, and the Board Meeting bills of September 20th in the amount of \$10,456.47. Motion carried with a unanimous roll call vote.

Public Comment: None.

Other Business:

Year End Dinner - October 12th - 6:00 PM - School Section Family Group Camp

Next Board Meeting - October 18th - 6:00 PM - Parks Administration Building.

SSL Donor Recognition Event - Event has been scheduled for Saturday, October 22nd at 1:00 PM.

Adjournment: 7:35 PM