

Meeting called to order at 5:00

## Roll Call

**Members Present:** Mrs. Bradstrom, Mr. Griffith, Mr. Hatkowski, Mr. Johnson, Ms. Miller, Mr. O’Neil, Mr. Roels, Mr. Stanek, Mr. Stratton, and Mr. Vogel. **Others Present:** Jeff Abel - Superintendent, Erin Bean - Operations Manager

**Approval of Agenda** - Add number 12 under Finance: Brower Shallow Water Channel. Mrs. Bradstrom moved, seconded by Mr. Vogel to accept the agenda as amended. Motion carried.

**Minutes of January 19<sup>th</sup> Park Commission Meeting** – Mr. Griffith moved, seconded by Mr. Vogel to accept the minutes as presented. Motion carried.

**Public Comment:** None.

## Reports and Updates

**Superintendent’s Updates** - The Superintendent updated the Commission on 18 current and completed projects.

**Michigan Muskie Alliance Meeting** – Conversations with the president of the Michigan Muskie Alliance are continuing after the organization contacted us about possible partnerships in raising Muskie in the Paris Park ponds. With the failure of dams near midland there is some opportunity for additional stocking in our region. Limited funding may be available to assist with making the ponds usable again.

**People’s Choice** – List of accolades earned through the People’s Choice Awards were sent out to Park Commission members. The Superintendent takes great pride in the awards and appreciates the recognition, and is especially proud of the Honorable Mention for the second time as best place to work in Mecosta County.

**Water Testing Notice** – We received a notice in the last week that our Nitrate tests for Tubb’s Mainland and Tubb’s Island were not accepted through the Health Department. We will have to post a violation notice until we can take the tests this season when the park opens in late March or early April. Once the results come in, we will be able to remove the violation notices.

**Brower Park Dragon Trail Parking Area** – I have met with a contractor on site at Brower who is evaluating the trees in the section where the parking lot will be installed. The contractor wants to evaluate if it would be worthwhile to remove the trees, or if he would be able to include the removal in a full construction proposal to make it beneficial for him to complete the work.

**Reservations Opening and Revenue Report** – Early trends are showing an increase in reservations again this year. Vehicle Permit revenue is over \$3,000 YTD; last year at this time was \$165, which tells us that opening access for ice fishing and the Brower Loop of Michigan’s Dragon Trail are being utilized by the community and providing revenue to the parks.

**Dragon Trail Updates – Construction, Fundraising, Marketing** – This year’s build section for the Mecosta County Township Grant is out for bid at this time. Options to approve who will be building the trail (from Davis Bridge to Brower Park) in Task Order 3 will be coming soon for approval. March agenda will include final approval of a recommendation from the Dragon Trail Executive Committee.

**Incident/Accident Reports** – None to Report.

Correspondence – None to Report

## Committee Actions

### Masterplan

**Millage Proposal Updates** – Our Millage Proposal was approved by the County Commission to be on the ballot in May for a millage request to support day use activities in the parks.

### Finance

**Family Group Camp Lodge – Seating** – Quotes were presented for six 12-foot cafeteria style folding tables. The Finance Committee’s recommendation was to accept the quote from the lowest bidder with an upgrade to plywood structure for durability. Mr. Stanek moved, seconded by Mrs. Bradstrom, to adopt the Finance committee recommendation to purchase from Today’s Classroom LLC. Motion carried unanimously by roll call vote.

**Millage Resident Benefits/Discounts** – Options for discounts to residents of Mecosta County which would be included as part of the millage proposal were discussed. It was determined to spend more time reviewing suggestions and making final decisions through a Committee of the Whole meeting as early as next week.

**Vehicle Purchase** – Mr. Stanek moved, seconded by Mrs. Bradstrom to approve the recommendation from the Finance Committee to accept the bid from MiDeal for a 2020 GMC Sierra 1500 4x4 for a base price of \$30,701, (MSRP \$40,595.00), with added accessories for a total of \$34,458. Motion carried unanimously by roll call vote.

**CVB – Dragon Pass** – Mr. Stanek moved, seconded by Mr. Griffith to approve the Finance Committee’s recommendation to accept the CVB ‘s proposal changes for the Dragon Pass as presented. Motion carried.

**VOIP Phone Proposal** - Netsmart proposal for new phone services in the administration office and parks was reviewed. Mr. Stanek moved, seconded by Mrs. Bradstrom to accept the recommendation from the Finance Committee to enter into the contract with Netsmart of a \$214.35 monthly fee and \$1409.60 initial setup . Motion carried unanimously by roll call vote.

**IT Services Updates – Proposal** – A proposal for general IT Services from Netsmart Plus of Applied Imaging was reviewed. The Finance Committee recommended to gather additional quotes so the Park Commission may make a determination on how to move forward.

**Picnic Table Quote** – Four quotes for new picnic tables were reviewed by the Finance Committee and a recommendation to purchase the tables from Jamestown Advanced Products was presented. Mr. Stanek moved, seconded by Mr. Griffith to accept the Finance Committee’s recommendation to approve the purchase from Jamestown Advanced Products at an amount of \$24,652 for 73 new tables. Motion carried unanimously by roll call vote.

**Brower Spring 2021 Water Levels** – Consumer’s representative was contacted regarding a more significant draw down of the reservoir. Typical winter drawdown is 4-6 ft, we have been notified this winter the draw down will be to 10 feet. Water levels will stay down until it must begin to be re-filled to accomplish being back to normal operating level prior to Memorial Day. Our launches may not be usable by most visitors until a few weeks prior to Memorial Day, and it’s possible that no one will be able to launch for the first few weeks of the season.

**Administration Building Proposal and Renovation Plan** – waiting on proposal from Prein & Newhof.

**School Section Lake – Family Group Camp Septic Renovation** – An update is being required to the tank for grey water from the Family Group Camp Lodge. The current proposal is to trench in a 2” pipe and pump the wastewater to the other drain field at the top of the hill, with a grease trap installed prior to the drain field. Permits will be required from Mecosta County

Drain Commission and EGLE. Mr. Stanek moved seconded by Mrs. Bradstrom to accept the recommendation from the Finance Committee to move forward with the quote from Security Septic for \$9,582.00 + permits. Motion carried unanimously by roll call vote.

**School Section Lake – Campground Expansion Proposal** - waiting on proposal from Prein & Newhof.

**Brower Park Shallow Water Launch & Parking proposal** – The commission recommends that the grant proposal from Prein & Newhof be sent to the Building and Grounds Committee. Finalized proposal would need to be approved at the March commission meeting and then move forward to the County Commission at their second March meeting.

#### **Personnel**

**Drug Testing Process** – After much discussion, a recommendation has been made to keep our Drug Free Workplace Policy in effect but consider the possibility of removing drug testing requirement as a condition of employment. Drug tests would still be required following a work-related injury or accident. Park Commission recommends sending issue to the Personnel Committee who will bring a recommendation to the next Park Commission meeting.

**Assistant Operations Manager Position** - Our goal is to have an employee in the position by the end of the week.

#### **Financial**

Financial Report – Rev & Expenses, Cash Spreadsheet, and Year-to-Year reports were reviewed.

Approval of Bills – Mr. Stanek made a motion, seconded by Mr. O’Neil, to accept the bills as presented for a total of \$93,729.09. Motion carried unanimously by roll call vote.

**Public Comment\*** (general comments): None

#### **Other Business:**

Next Meeting is March 16<sup>th</sup> at the County Services Building in Big Rapids or Zoom.

Meeting of the Whole, Personnel Committee Meeting, Building and Grounds Committee Meetings will be scheduled within the next few days.

Adjournment at 5:59.