Commissioners Langworthy, Jr. called the meeting of the Osceola County Parks Commission to order at 6:00 p.m. at the Osceola County Courthouse. The pledge to the Flag was given, followed by prayer.

Present: Commissioners Langworthy, Jr., Thompson, VanEpps, Gregory, Tiedt, Elkins, Powell, and Maturen.
Absent: Commissioners Jacobs and Wemple.
Park Personnel: Carl Baumgras, Julie Homan, Crittenden Park: Mike & Judy Murray, Rose Lake Park: Mike & Karen Tribley.
Others: None.

Public Comments: None.

Approval of Agenda: Motion by Commissioner Maturen, supported by Commissioner Powell to approve the agenda as written. Motion carried unanimously.

Approval of Prior Minutes: Motion by Commissioner Tiedt, supported by Commissioner Thompson to approve the minutes of September 29, 2015 as written. Motion carried unanimously.

Directors Report: Parks Director Carl Baumgras gave the following report. All information for the 2016 Osceola County Recreation Plan has been submitted to Dan Massy; review of the current WIFI proposal from Skyweb; and a summary of the Parks Managers meeting held October 1, 2015 was received and reviewed with the following being discussed. Pets and waste issues discussed with the managers being allowed to charge a $25.00 deposit to campers who have dogs and refund the deposit if the pet waste is cleaned up prior to departure, discussion regarding camper placement when parking campers at parks; smoking rule of 20’ from park structures was discussed; banned campers re-entry into the parks; electrical usage and controlling costs; camp fire rings to be only ones provided from the parks for usage; and the usage of green manual of parks procedures and policy. For Crittenden Park; the drain field has been pumped; a security light at boat launch was installed; discussed new breakers are needed at the pavilion; review of new playground equipment and how to obtain this equipment was reviewed; and discussion on the restrooms and repairs needed. For Rose Lake Park; discussion on the mini golf banners pricing and placement; and tree removal and trimming needed.

Financial Report: Parks Executive Secretary/Bookkeeper Julie Homan gave the following financial report. Park balances as of October 20, 2015 were as follows: Revenues - $271,189.11, Expenditures - $211,286.65. Cash; 1st Merit Bank balance: $73,488.90 and the County Huntington Bank balance: $19,400.31. Final expenses for 2015 should be around $16,800.00 and would leave the cash balance at the end of 2015 at $75,000.00.

Motion by Commissioner Elkins, supported by Commissioner VanEpps to approve A/P claims in the amount of $13,585.95 as submitted. Motion carried unanimously.

Motion by Commissioner Tiedt, supported by Commissioner Thompson to approve BA # 5 as submitted. Motion carried unanimously.

A request for a policy change on premium sites was discussed. Motion by Commissioner Powell, supported by Commissioner Tiedt to approve a minimum stay of two nights on normal weekends and three night minimum stay for holiday weekends on all premium sites. Motion carried unanimously.

Information was received on the 2016 seasonal site rental report and maps of each parks; discussion followed regarding changes needed at both parks; for Rose Lake Park removal of site I1 due to erosion and for Crittenden Park an additional workers site is needed. Motion by Commissioner Tiedt, supported by Commissioner Maturen to approve removal of site I1 from Rose Lake Park due to erosion. Motion carried unanimously.

Motion by Commissioner Thompson, supported by Commissioner Powell to make site 9 as a workers site at Crittenden Park. Motion carried unanimously.

A report on the 2015 seasonal electric charges at both parks was presented and reviewed, and the 2016 newsletter and the 2016 rates and rules brochure was received and reviewed for changes and/or corrections.

Commissioner Langworthy, Jr. presented appreciation awards to Julie Homan, Carl Baumgras, Mike & Karen Tribley and Mike & Judy Murray for their dedication and service to the Osceola County Parks.

Commissioner Maturen left the meeting at 7:30 p.m.
A report on the Rose Lake Mini Golf campaign was received and reviewed. Donation receipts total $3,350.00 to date and expenditures amount to $3,429.48. Discussion was received for repairs to four ornaments over the winter months by Mike Tribley. **Motion by Commissioner Tiedt, supported by Commissioner VanEpps to pay $400.00 to Mike Tribley for repairs completed on four mini golf ornaments. Motion carried unanimously.**

A report on the Rose Lake gatehouse and pull off was received and reviewed. The Parks Director asked for directions on how to proceed with development of this project. The Parks Commissioners will need further review of this project and costs associated with this to make a decision on how to move forward. The project will be reviewed again in the spring of 2016.

A request for new playground equipment at Crittenden Park was received. The Parks Director will continue to review the project for 2016 with costs associated and ways to help fund this project.

Two bids for roof replacement on the Rose Lake pavilion #1 and the north restroom was received and reviewed. **Motion by Commissioner Tiedt, supported by Commissioner Powell to pay $6,903.00 to Deverman Builders of LeRoy to complete the two roofs at Rose Lake prior to May 13, 2016. Motion carried unanimously.**

A request for repairs to the Crittenden bathouse was received and reviewed. **Motion by Commissioner Tiedt, supported by Commissioner Powell to pay $685.00 to Deverman Builders of LeRoy to repair the Crittenden bathhouse flooring. Motion carried unanimously.**

The evaluations of the Parks Director and the Bookkeeper for 2015 were received and reviewed. Discussion followed on the needs for the evaluations in the future. The personnel committee will review the evaluation form and procedure in 2016.

The job descriptions for park personnel were received and reviewed. Discussion followed on the changes made and approval of these changes being received. An adhoc committee will review the parks job descriptions in 2016 and submit recommendations to the full board. The Parks Commission chairman will address a note to the county administration office for the need to review the parks job descriptions in 2016.

Inventory removal and transfer forms of equipment were received and reviewed. **Motion by Commissioner Powell, supported by Commissioner Thompson to remove $3,576.00 worth of inventory at both parks as submitted. Motion carried unanimously. Motion by Commissioner Gregory, supported by Commissioner Thompson to transfer inventory from one park to the other as submitted. Motion carried unanimously.**

**Park and Public Comments:** The managers at both parks reported lack of staffing (paid and volunteering) to be a concern for the parks and how we can overcome this in 2016. No public comments were received.

**Motion by Commissioner Gregory, supported by Commissioner Powell to approve the Finance Chairman to respond to the needs of the Parks Commission until 2016 meetings are established. Motion carried unanimously.**

**Motion by Commissioner Gregory, supported by Commissioner Thompson to adjourn at 8:45 p.m. Motion carried unanimously.**

Respectfully submitted,