OSCEOLA COUNTY PARKS COMMISSION
May 24, 2016

Vice Chairman Alan Tiedt called the meeting of the Osceola County Parks Commission to order at 9:00 a.m. at the Crittenden County Park. The pledge to the Flag was given, followed by prayer.

Present: Commissioners Tiedt, Powell, Thompson, VanEpps, Maturen, Gregory and Langworthy, Jr., (arrived at 12:00 pm)
Absent: Commissioners Elkins, Lewis, and Jacobs
Park Personnel: Carl Baumgras, Julie Homan, Rose Lake Park Managers: Mike & Karen Tribley and other RL park personnel, Crittenden Park Managers: Mike & Judy Murray and other Crittenden park personnel were present
Others: None

Agenda. - Motion by Commissioner Maturen, supported by Commissioner Gregory to approve the agenda with additions of RL Gatehouse, RL section I, J, & L electric upgrade, RL Mini Golf, Crittenden trees and Crittenden site 38 to new business. Motion carried unanimously.

Public Comments. – No public in attendance.

Approval of Prior Minutes. Motion by Commissioner VanEpps, supported by Commissioner Gregory to approve the minutes of April 5, 2016. Motion carried unanimously.

Walk around at Crittenden Park (9:25 am to 10:15 am).

Site 38 was discussed for a possible seasonal site for the 2017 season, with site 23 being removed from the seasonal sites. Rick Johnson has presented a request to place trees at the parks for $200.00 per tree, delivered and planted. Play sand is needed. The new boat dock is in place and boat fenders are on order. The full hookup sites sanitation pump was repaired by C Jackson Electric for a total of $200.00. The fish station will get a roof and screened in by park personnel. The restrooms venting was discussed as well as the replacement of the restrooms and the time table it will take to accomplish this. The playground equipment was reviewed for possible upgrade and discussion of grant money available for this equipment. A list of priorities for Crittenden would possible be #1 a new mower, #2 new playground equipment and #3 would be to replace the restroom in 3-4 years.

The meeting was adjourned at 10:30 a.m. for travel to Rose Lake Park and reconvened at 11:30 a.m.

Commissioner Langworthy arrived at 12:00 p.m.

Walk around at Rose Lake Park (11:30 am to lunch break at 1:10 pm to 2:00 pm and continuing the meeting after 2:00).

Park Commissioners at Rose Lake Park viewed the new roofs on the north restroom and pavilion 1. Section I, J, and L were discussed for possible electrical/water upgrades needed. A new gatehouse and proposed addition of a one way entrance coming into the park was discussed. Mini golf area was discussed with additional needs being reviewed and the possibility of opening the area in late July or the first part of August. The fish station is in need of replacement with an estimate from 2014 of $1500 being discussed for this replacement. Three items were discussed for upgrading the Rose Lake house, siding, roof and insulation, with the drain field and septic needing repairs in the future. The store will need roofing and siding, as well as drainage around the building discussed.

Finance Committee Report: Commissioner Tiedt gave the following Finance Committee report.
Recommendation by Commissioner VanEpps, supported by Commissioner Powell to approve the claims in the amount of $3,133.47. Recommendation carried and Commissioner Tiedt moved for its support, Commissioner Langworthy seconded and the motion carried unanimously.

 Recommendation by Commissioner VanEpps, supported by Commissioner Powell to approve BA #2 for $75.00 to adjust the Leaf Cleanup account. Recommendation carried and Commissioner Tiedt moved for its support, Commissioner Gregory seconded and the motion carried unanimously.

Recommendation by Commissioner VanEpps, supported by Commissioner Powell to approve six $30.00 monthly reimbursements for his Verizon jetpack internet service for Rose Lake. Recommendation carried and Commissioner Tiedt moved for its support, Commissioner Gregory seconded and the motion carried unanimously.

Recommendation by Commissioner VanEpps, supported by Commissioner Powell to approve Johnson Septic of Sears for $875.00 to pump all septic tanks at Rose Lake. Recommendation carried and Commissioner Tiedt moved for its support, Commissioner Thompson seconded and the motion carried unanimously.
Recommendation by Commissioner VanEpps, supported by Commissioner Powell to approve Darryl Soper of Remus for $767.00 for material and labor on split rail fencing at Rose Lake. Recommendation carried and Commissioner Tiedt moved for its support, Commissioner Thompson seconded and the motion carried unanimously.

Recommendation by Commissioner VanEpps, supported by Commissioner Powell to approve $140.00 per month for two portable restrooms from Johnson Septic of Sears for Crittenden Park. Recommendation carried and Commissioner Tiedt moved for its support, Commissioner Gregory seconded and the motion carried unanimously.

Recommendation by Commissioner VanEpps, supported by Commissioner Powell to remove trees in the area of the gate house at no cost, completed by the community (with the exception of the large white oak). Recommendation carried and Commissioner Tiedt moved for its support, Commissioner Gregory seconded and the motion failed unanimously after consideration of a new entrance was discussed.

Recommendation by Commissioner VanEpps, supported by Commissioner Powell to approve Salisbury Trucking of Tustin for $500.00 for 20 yards of 23a gravel and 20 yards of sand at Rose Lake. Recommendation carried and Commissioner Tiedt moved for its support, Commissioner Maturen seconded and the motion carried unanimously.

Recommendation by Commissioner VanEpps supported by Commissioner Powell to approve up to $700.00 to complete a roof and screened area for the fish station for Crittenden Park. Recommendation carried and Commissioner Tiedt moved for its support, Commissioner Maturen seconded and the motion carried unanimously.

Personnel Committee Report: Commissioner Tiedt gave the following Personnel Committee report. Recommendation by Commissioner Langworthy, supported by Commissioner Gregory to have the full Parks Commission review the job descriptions for park personnel at a future meeting, but no the walk around on May 24th. Recommendation carried and Commissioner Tiedt moved for its support, Commissioner Thompson seconded and the motion carried unanimously.

Recommendation by Commissioner Gregory, supported by Commissioner Langworthy to implement a 2% wage increase for the two manager positions and the half time maintenance position. Recommendation carried and Commissioner Langworthy moved for its support, Commissioner Tiedt seconded and the motion carried unanimously.

Directors Report: Parks Director Carl Baumgras gave the following Parks Directors report. He discussed the hiring of staff/paid positions and that both volunteers and paid workers must first pass a background check prior to receiving benefits. The need to prepare for 2017 season budget and have the managers supply items they would like to place into the budget. Water testing on the wells is complete and passed successful with the testing. For Crittenden Park: Carl discussed a need for playground equipment, the boat dock is installed, holding tank pump was repaired, the restroom floor is repaired, and an attic fan installed in the restroom to help circulation. For Rose Lake Park: Carl discussed the gatehouse project, sections I, J, and L for electrical/water upgrade, the roofs completed on the north restroom and pavilion, split rail fencing complete and all stumps from trees cut earlier in the season have been removed. Carl also discussed the five year plan and items to be implemented into the plan.

Motion by Commissioner Gregory, seconded by Commissioner VanEpps to approve up to $2000.00 for replacing the fish cleaning station at Rose Lake. Motion carried unanimously.

The gatehouse project and an upgrade of electrical/water for section I, J, and L at Rose Lake were discussed. Commission VanEpps, Commissioner Gregory and Director Baumgras will do a scoping mission on the gatehouse project and site planning on the electrical upgrades for future meetings.

The mini golf upgrade is moving forward. A bid for $312.00 for glue to use on the carpeting was approved; dates of late July, early August for the opening of the mini golf were discussed.

Commissioners VanEpps produced a request for trees at Crittenden Park from Rick Johnson. Mr. Johnson would deliver, dig, and plant twelve 12-16’ trees at the parks for $200.00 per tree. A September/October time frame for this was reviewed for placement.

Site 38 for Crittenden Park was requested to be made into a seasonal site. Motion by Commissioner Gregory, supported by Commissioner Thompson to make site 38 at Crittenden Park a seasonal site and remove 23 from the list for the 2017 season. Motion carried unanimously.
**Financial Report:** Parks Executive Secretary/Bookkeeper Julie Homan gave the following financial report. Park balances as of May 24, 2016 were as follows: Revenues - $108,276.94, Expenditures - $69,327.38, 1st Merit Bank balance: $85,492.57, with cash on hand with the County Treasurer office of $37,438.47. Review of budget amendment #2 was presented, as well as the bills from April 1, 2014 through May 5, 2014 were reviewed.

**Motion by Commissioner Gregory, supported by Commissioner Thompson** to approve the Budget Amendment #3 with a decrease in Electric and an increase in capital for $3,000.00. Motion carried unanimously.

**Motion by Commissioner VanEpps, supported by Commissioner Gregory** to approve the Accounts Payable for $36,077.92. Motion carried unanimously.

**Crittenden Park Mower Bid:** Bids for a commercial grade mower for Crittenden Park were received. **Motion by Commissioner VanEpps, supported by Commissioner Gregory** to approve to up to $7000.00 to be used to purchase a 2015 John Deere commercial mower with front bumper from Bader & Sons of Big Rapids. Motion carried unanimously.

**Public/Park Comments:** Discussion was received for the Crittenden Park new playground equipment needed. The Parks Director was asked to follow up on grant papers for this purchase. **Motion by Commissioner Maturen, supported by Commissioner Gregory** to approve the use of grant money for purchase of playground equipment for Crittenden Park. Motion carried unanimously.

The Rural Farm Days held at the Rose Lake Park were well received; 233 kids attended the two day event, the parks were very clean and the staff was thanked for a great job. The rural farm days has been going on for 25 years with 4th graders attending this event from the local schools.

**Motion by Commissioner Thompson, supported by Commissioner Gregory** to adjourn at 2:35 p.m. Motion carried unanimously.

Respectfully submitted,

Julie Homan – Executive Secretary/Bookkeeper
Draft until approved at the next Osceola County Parks Commission Meeting