Chairman Morris Langworthy called the meeting of the Osceola County Parks Commission to order at 6:10 p.m. at the County Courthouse. The pledge to the Flag was given, followed by prayer.

Present: Commissioners Langworthy, Jr., Tiedt, Thompson, VanEpps, Maturen, Gregory and Lewis,
Absent: Commissioners Powell, Elkins, and Jacobs
Park Personnel: Carl Baumgras, Julie Homan, Rose Lake Park Managers: Mike & Karen Tribley, Crittenden Park Managers: Mike & Judy Murray
Others: Dan Massy

Agenda. - Motion by Commissioner Gregory, supported by Commissioner Tiedt to approve the agenda with additions of BA #6 to Financial Report. Motion carried unanimously.

Public Comments. – No public in attendance.

Approval of Prior Minutes. Motion by Commissioner Maturen, supported by Commissioner Gregory to approve the minutes of May 24, 2016. Motion carried unanimously.

5 Year Recreation Plan: Dan Massy, from Osceola County Community Development spoke to the Park Commissioners regarding the 2017 5 Year Recreation Plan and the timelines necessary for development of program. Questions and answers were received regarding the DNR grant programs and how to compete with others for funding. It was suggested to combine projects together when asking for funding from the DNR. The County Parks department will need to provide input throughout the process. Motion by Commissioner Tiedt, supported by Commissioner Maturen to upgrade the Osceola County 5 Year Recreation Plan in 2017. Motion carried unanimously.

Finance Committee Report: Commissioner Tiedt gave the following June 14th Finance Committee report.
Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve the claims in the amount of $11,092.92. Recommendation carried unanimously. Commissioner Tiedt moved to approve, Commissioner Gregory supported. Motion carried unanimously.

Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve Budget Amendment #4 for $1000.00, adjustment to Equipment Maintenance. Recommendation carried unanimously. Commissioner Tiedt moved to approve, Commissioner Gregory supported. Motion carried unanimously. Commissioner Tiedt moved to approve, Commissioner Gregory supported. Motion carried unanimously.

Recommendation by Commissioner Tiedt, supported by Commissioner VanEpps to approve going out for bids for engineering designs on this I, J, & L section project at Rose Lake and bids for the engineering design at Rose Lake on the gatehouse/entry project. Recommendation carried unanimously. Commissioner Tiedt moved to approve, Commissioner Gregory supported. Motion carried unanimously.

Recommendation by Commissioner Elkins, supported by Commissioner VanEpps to approve $577.50 and $30 delivery fee for 55 bags of dow flakes to help road dust in the parks from Haviland Products. Recommendation carried unanimously. Commissioner Tiedt moved to approve, Commissioner Thompson supported. Motion carried unanimously.

Recommendation by Commissioner Elkins, supported by Commissioner VanEpps to approve leaving the 2017 seasonal rates at the 2016 seasonal rate. Recommendation carried unanimously. Commissioner Tiedt moved to approve, Commissioner Thompson supported. Motion carried unanimously.

Recommendation by Commissioner Elkins, supported by Commissioner VanEpps to add sites 21, 22, and 23 to the $900.00 rate at Crittenden Park. Recommendation carried unanimously. Commissioner Tiedt moved to approve, Commissioner Lewis supported. Motion carried unanimously.

Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve $399.99 from Staples of Big Rapids to purchase a HP 550 computer for the office. Recommendation carried unanimously. Commissioner Tiedt moved to approve, Commissioner Thompson supported. Motion carried unanimously.

Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve $127.97 for Microsoft Office and Norton Antivirus from Amazon Internet. Recommendation carried unanimously. Commissioner Tiedt moved to approve, Commissioner Lewis supported. Motion carried unanimously.
Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve up to an additional $750.00 for needed supplies and rentals to repair the mini golf area. Recommendation carried unanimously.

Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve $294.25 to Home Depot for the purchase of a MoJack Lawn Mower Lift at Crittenden Park. Recommendation carried unanimously. Commissioner Tiedt moved to approve, Commissioner Lewis supported. Motion carried unanimously. Commissioner Tiedt moved to approve, Commissioner Thompson supported. Motion carried unanimously.

Finance Committee Report: Commissioner Tiedt gave the following July 5th Finance Committee report. Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve the claims in the amount of $14,075.39. Recommendation carried unanimously. Commissioner Tiedt moved to approve, Commissioner Gregory supported. Motion carried unanimously.

Recommendation by Commissioner Elkins, supported by Commissioner VanEpps to approve Budget Amendment #5 for $1300.00, adjustment to Capital Equipment. Recommendation carried unanimously. Commissioner Tiedt moved to approve, Commissioner Thompson supported. Motion carried unanimously.

Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve an increase in park managers from $0 to $100.99 to $0. to $250.99, for parks director from $101 to $250.99 to $251.00 to $500.00 and for approval by the Finance Chairman from $251 to $3,000.99 to $500.99 to $3,000.99 for approval. Recommendation carried unanimously. Commissioner Tiedt moved to approve, Commissioner Thompson supported. Motion carried unanimously.

Recommendation by Commissioner Elkins, supported by Commissioner VanEpps to approve proper disposal of both Bunn coffee makers. Recommendation carried unanimously. Commissioner Tiedt moved to approve, Commissioner Thompson supported. Motion carried unanimously.

Directors Report: Parks Director Carl Baumgras gave the following Parks Directors report. He discussed the great season of camping and revenues the parks are experiencing and that we should exceed the 2016 budgeted revenue amount. The parks are preparing for the 2017 budget process and the timelines were reviewed. He spoke of the great job staff is doing at parks, the supply order and needs for additional products, requests for WIFI are still being received, and staffing issues at both parks. A review of a TV being destroyed while transporting it to the pavilion for operation at an event was discussed. After careful review the following motions were received:

Motion by Commissioner Thompson, seconded by Commissioner Gregory to approve $450.00 payment to replace the TV owned by Dean Howling that was destroyed in transit by staff at Rose Lake. Motion carried unanimously.

Motion by Commissioner Gregory, seconded by Commissioner Thompson to approve no renting, leasing or borrowing camper’s equipment for use in the park. Motion carried unanimously.

Carl went on to discuss for Rose Lake Park: A bear was seen in April, the mini golf project is moving forward, with opening this weekend, the fish cleaning station is done and issues with the fencing and boat dock being hit and damages. For Crittenden Park: Contact with the Big Lake Association regarding issues, the need for only 6 large trees and office window replacement is needed. He reviewed the playground equipment and cost without installation could cost up to $16,000.00. Motion by Commissioner Maturen, seconded by Commissioner Lewis to increase the playground equipment amount needed to $16,000.00 and to apply for matching grant money necessary for the equipment at Crittenden Park. Motion carried unanimously.

Financial Report: Parks Executive Secretary/Bookkeeper Julie Homan gave the following financial report. Park balances as of July 26, 2016 were as follows: Revenues - $218,921.42. Expenditures - $147,575.04, 1st Merit Bank balance: $116,739.60, with cash on hand with the County Treasurer office of $38,962.55. Review of budget amendment #6 was presented, as well as the bills from July 1,2016 to July 21, 2016 were reviewed.

Motion by Commissioner Gregory, supported by Commissioner Thompson to approve the Budget Amendment #6 with a decrease in Health Insurance and an increase in capital for $1,500.00. Motion carried unanimously.

Motion by Commissioner Tiedt, supported by Commissioner Lewis to approve the Accounts Payable for $8,433.13. Motion carried unanimously.

Park Personnel Job Descriptions: The park personnel job descriptions will be tabled to a future meeting.
Rose Lake Gatehouse/Bypass Engineering Bid: The Rose Lake Park bypass engineering bids were received and reviewed. Commissioner VanEpps discussed the bid being just for the entrance bypass and not the gatehouse and KPM bids. Motion by Commissioner VanEpps, supported by Commissioner Thompson to approve the bid of $5,150.00 to KPM Engineering of Kingsley and to prepare the engineering aspect of the entrance driveway at Rose Lake Park. Motion carried unanimously.

Rose Lake Section I, J, & L Upgrade Design Bid: The Rose Lake Park section I, J & L upgrade design bids were received and reviewed. Commissioner VanEpps discussed the need for camper input on their vision for this area and the Parks Director indicated that would be part of the study. The bids will be reviewed further and will table this item until the next parks meeting.

Rose Lake Fish Cleaning Station: The Rose Lake Park fish cleaning station is complete and came in under the original estimated cost.

Rose Lake Mini Golf Project: The Rose Lake Park will be holding a mini golf dedication on Tuesday, August 16th at 6:00 p.m. The office will send out invitations to all donor and additional guests, park commissioners and spouses, county commissioners and spouses, and all park personnel. RSVP’s to be returned by August 11th and pizza, chips, pop will be provided, as well as free mini golf. The Commissioners asked that the media be involved in this dedication and to put together a small program for that evening.

Public/Park Comments: Crittenden Park Manager discussed the new John Deere tractor is a great asset and much better to operate than the zero turn. He spoke of the restroom replacement needed and the office needing adequate air/heat in the building. Rose Lake Manager discussed the north restroom and campers not wanting to use it due to the dankness of the showers and perhaps better lighting in the area would help. The staff at Rose Lake has been very busy getting the mini golf ready, the need for new boards for the picnic tables, replacement of water faucet heads are needed throughout the park and the park is having a good summer.

The Mecosta County millage for recreation was discussed and the need for the tax payers to help fund this need. Osceola County Parks Department is in a good position to provide for our parks and to reinvest our funds into the park system without using general taxpayers funds.

The Park Commissioners discussed the five year plan, the restroom situations at both parks and the need for the Parks Director to put together plans for the money. Priorities should be made and to move forward with these priorities in the future years to come.

Motion by Commissioner Gregory, supported by Commissioner Tiedy to adjourn at 8:35 p.m. Motion carried unanimously.

Respectfully submitted,

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