A public hearing to approve the Osceola County 5 Year Recreation Plan was submitted. Motion by Commissioner Elkins, supported by Commissioner Thompson to approve the Osceola County 5 Year Plan as written and submit to the Osceola County Commissioners for approval. Motion carried unanimously.

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

Present: Commissioners Langworthy, Jr., Tiedt, VanEpps, Gregory, Powell, Elkins, and Thompson
Absent: Commissioners Jacobs, Maturen, and Lewis
Park Personnel: Carl Baumgras and Julie Homan
Others: Dan Massy of Osceola County Community Development Coordinator

Public Comments. – none given.

Agenda. - Motion by Commissioner Thompson, supported by Commissioner Elkins to approve the agenda as written. Motion carried unanimously.

Approval of Prior October 18, 2016 Minutes. Motion by Commissioner Gregory, supported by Commissioner Tiedt to approve the minutes of October 18, 2016 as written. Motion carried unanimously.

Directors Report: Parks Director Carl Baumgras gave the following Parks Directors report. Osceola County received a grant from Fremont Area Community Foundation for $12,200.00 for playground equipment at Crittenden Park. The board would like to see the playground equipment purchased now and held for storage till spring to install at the park. The Parks out of pocket to set up and install should range around $2000.00. He spoke of using Verizon service to put WIFI at the parks for use of credit card data transfers using a 6 month service at a cost of $600 to $800.00, would like to use grant applications for swim buoys, fire rings and security systems for both parks, and staffing is available for the parks for 2017 with a need for volunteers at both parks for 2017.

For Crittenden Park the Director discussed, repairs to the zero turn mower will be around $2000.00 for a new motor, a need for a security light on the north dock, beaver have dammed up the Big Lake outlet and to contact the road commission, and would like to have the MADDS company put in the dock in 2017 for around $200.00 because Community Corrections office may not have people available to help with this.

For Rose Lake Park the Director discussed, the roofs replacement for the concession and house are complete and snow plowing is set for Deverman Builders to keep the park drive cleaned out. He spoke of the tree service from James Tree of Luther to remove trees at Rose Lake is complete and they did a great job with stump grinding and clean up. A letter received from Vicki Sawicki for a Forest Service Grant to help with removal of invasive species was reviewed, the commissioners would like a follow up phone call to verify parameters, commitments needed and species that are to be removed.

Motion by Commissioner Elkins, supported by Commissioner Tiedt to approve the use of Rap Grant monies from MMRMA for new fire rings with the Parks cost not to exceed $2,000.00. Motion carried unanimously.

Financial Report: Parks Executive Secretary/Bookkeeper Julie Homan gave the following financial report. Park balances as of December 13, 2016 were as follows: Revenues - $302,793.36, Expenditures - $297,033.51. 1st Merit Bank balance: $68,255.54, with cash on hand with the County Treasurer office of $21,913.72. Accounts payable of $50, 254.10 were presented as well as review of budget amendment #12, 13, 14 and 15. A completed review of the 2016 Park revenue with the Parks computers and the G/L found that the electrical reporting is creating discrepancies. Revenue accounts were created to eliminate improper posting of receipts for electrical usage reimbursement at both Parks.

Motion by Commissioner VanEpps, supported by Commissioner Tiedt to approve the Accounts Payable for $50,254.10 as submitted for approval. Motion carried unanimously.

Motion by Commissioner Tiedt, supported by Commissioner Gregory approve the Budget Amendment #12, 13, 14, and 15 as submitted for approval. Motion carried unanimously.

A completed review of the 2016 Park revenue with the Parks computers and the G/L found that the electrical reporting is creating discrepancies. Revenue accounts were created to eliminate improper posting of receipts for electrical usage reimbursement at both Parks.
Rose Lake Bypass Entrance: Monies were paid to DJ McQuestion for completion of bypass project to date, leaving a balance of $26,000.00 to be paid when project is complete in 2017. The gatehouse that needs to be purchased, built on site, correct height of window placing/door placement and installation was reviewed. Electrical service and phone service will have to be established to the gatehouse, as well as review of restroom facilities needed at the gatehouse. The road commission will help install road signs for the entrance after purchase is made of the new signs needed. Comments were received regarding the fence line on the west side of the new entrance is in need of cleaning out the overgrown brush.

Rose Lake Section I, J, & L Upgrade Design: The Rose Lake Park section I, J & L upgrade concept plans from Lapham Associates were reviewed. Discussion followed regarding the need for engineering plans on any updates to electrical and water made to the I, J, and L sections of Rose Lake. The commissioners would like to see the implementation of One-Way roads and sloping of the section I repaired. Cabins were reviewed, with the board asking for them to be placed on the water in front of the house and by replacing the gazebo in the future.

Crittenden Restroom: The board would like to move forward on engineering design bids for a new construction built restroom at Crittenden Park. Motion by Commissioner Tiedt, supported by Commissioner VanEpps to advertise for engineering bids for the restroom at Crittenden Park. Motion carried unanimously.

Rose Lake Park House Siding/Installation: A bid was submitted for siding and insulation on the house at Rose Lake. Motion by Commissioner Elkins, supported by Commissioner Thompson to approve the bid of $7,900.00 from Barcay Construction of Cadillac to insulate and side the house at Rose Lake. Motion carried unanimously.

Credit Card Processing for 2017: A report of the study on credit cards usage and needs moving forward was presented. Information provided suggests Point & Pay services, a government service provider, would be able to fund credit card usage by our customers without the charges involved that the Parks are currently paying. This service would charge a 3% service charge to the customer for use of their credit card and remove all fees paid for the Parks having to accept credit cards. Motion by Commissioner Gregory, supported by Commissioner Tiedt to change to using Point & Pay, a North American Bancard Company out of Troy, Michigan for all services for the upcoming 2017 season on all electronic/credit card payments at both Parks. Motion carried unanimously.

Personnel Wage Study: A personnel wage study is being considered for the upcoming 2017 season.

Projected Plan for Improvement and the 5 Year Plan: The projected plan for improvements and the five year plan were received and reviewed throughout the meeting with additions to these listings being noted.

Public/Park Comments: A great 2016 season was reviewed and hopes are for three more years of this same growth at the parks.

The Park Commissioners have a set tentative March 14, 2017 meeting at 6:00 p.m. at the courthouse in Reed Cty.

Motion by Commissioner Gregory, supported by Commissioner Powell to approve the Finance Chairman /Finance Committee to respond to the needs of the Parks Commission until 2017 meetings are established. Motion carried unanimously.

Motion by Commissioner Gregory, supported by Commissioner Tiedt to adjourn at 8:30 p.m. Motion carried unanimously.

Respectfully submitted,

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