Commissioner Tiedt called the meeting of the Osceola County Parks Finance Committee to order at 1:00 p.m. A prayer was given followed by the pledge to the flag.

Present: Commissioners Tiedt, VanEpps and Elkins.
Absent: none
Park Personnel: Carl Baumgras, Julie Homan, Crittenden Park: Mike & Judy Murray, Rose Lake Park: Mike & Karen Tribley
Others: none

Agenda: Motion by Commissioner VanEpps, supported by Commissioner Elkins to approve the agenda with an additions of Credit Cards to old business. Motion carried unanimously.

Public Comments – None.

Approval of Prior Minutes. Motion by Commissioner VanEpps, supported by Commissioner Elkins to approve the minutes of May 3, 2016. Motion carried unanimously.

New Business:
Claims were presented in the amount of $11,092.92. Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve the claims in the amount of $11,092.92. Recommendation carried unanimously.

Budget Amendment #4 presented in the amount of $1000.00. Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve Budget Amendment #4 for $1000.00, adjustment to Equipment Maintenance. Recommendation carried unanimously.

The revenues and expenditures through June 14, 2016 for both parks were reviewed. The revenues to date were $146,401.12 and the expenditures were $95,667.00. The checkbook balances are $142,189.91.

A drawing was provided by Rose Lake manager for a new fish cleaning station at Rose Lake Park. The manager will go out to contractors for pricing with this drawing. Up to $2000.00 has been approved prior for this fish cleaning station project at Rose Lake.

The I, J, & L sections of Rose Lake Park were reviewed for upgrade of the electrical/water/design. This project will need redesigning the layout and configuration of the site, as well as electrical and water upgrades. 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.

The need for dow flakes to control road dust was reviewed. 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 Havillard Products. Recommendation carried unanimously.

The 2017 seasonal lottery is fast approaching and the need to review the rates charged for the proposed seasonal sites was reviewed, as well as the preliminary need for budget preparations for 2017 was discussed to have the managers and office input in these preparations. Recommendation by Commissioner Elkins, supported by Commissioner VanEpps to approve leaving the 2017 seasonal rates at the 2016 seasonal rate. Recommendation 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.

Bids for a new HP computer for the office were received. 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.
Bids were received for new software of Microsoft Office and Norton Antivirus for the office and parks computers.

**Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve $127.97 from Amazon Internet. Recommendation carried unanimously.**

**Old Business:**

The Rose Lake gatehouse project was reviewed. The need for engineering designs was approved earlier in the meeting with possible grant money being used, the schematics to use and surveying all being discussed.

Review of Rose Lake mini golf project and costs needed yet was received and discussed. The Rose Lake Manager believes if all goes well with this project, the park could open the mini golf to the public again in mid July, 2016. The Rose Lake manager provided a list of items still needed and the possible total could be around $697.00.

**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.**

Review of Crittenden playground project was received and discussed. The Crittenden manager provided a Home Depot design of equipment that they would like to purchase. The Parks Director will continue to move forward on reviewing the necessary items needed for this to be purchased, such as meeting with Terry Vandoren on July 7th for placement and safety and reviewing possible grant applications.

Review of the future projects was completed per the 5 year plan initiated for the 2016 recreation plan. Crittenden additional needs are bathroom ventilation and heat and air conditioning for the office area. For Rose Lake the additional needs are handicap parking area at the pavilions and roof/siding/insulation on the house at Rose Lake Park. Some of these items will be incorporated into the 2017 projected budget and initiated for review by the Parks Commissioners.

**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.**

Wi-Fi at both parks was discussed. The Crittenden manager indicated 100% of surveys received are in favor of Wi-Fi at Crittenden Park. The Parks Director will continue to review this matter for options available.

Review of new credit card company to process receipts was received. New credit card machines have been purchased and placed at the parks, however Crittenden Park is still using the old one and was asked to start using the new one. The Administrator will review three or four companies for processing the parks credit card receipts in the future as time permits.

**Park Manager/Employee Comments:**

Rose Lake Manager would like to ask for increased purchasing authority for the managers to $200. The administrator will review the county policy and how changes could be implemented and report findings at the next Finance Committee meeting.

The next Finance Committee meeting scheduled is Tuesday, July 5th at 1:00 p.m. and the Parks Commission is scheduled for July 26th in the courthouse.

**Motion by Commissioner VanEpps, seconded by Commissioner Elkins to adjourn at 3:15 p.m.**

Respectfully submitted,

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Julie Homan – Executive Secretary/Bookkeeper
Draft until approved at the next Osceola County Parks Finance Committee meeting