OSCEOLA COUNTY PARKS COMMISSION
September 27, 2016 Walk Around

Chairman Morris Langworthy, Jr. 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 Langworthy, Jr., Tiedt, Elkins, Thompson, VanEpps, Maturen, Gregory, and Lewis
Absent: Commissioners Powell and Jacobs
Park Personnel: Carl Baumgras, Julie Homan, Rose Lake Park Managers: Mike & Karen Tribley and all of Staff from Rose Lake, Crittenden Park Managers: Mike & Judy Murray and Don Ockert
Others: Todd Nylman, Big Lake Property Association, Gary Karttunen of KPM Engineering and Kathy & Fritz Denny

Public Comments. – Introduction of Kathy and Fritz Denny as possible employees for Crittenden Park in 2017. Fritz was a brick layer/masonry and Kathy worked in pharmacy prior to retirement.

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

Approval of Prior Minutes. Motion by Commissioner Maturen, supported by Commissioner Thompson to approve the minutes of August 30, 2016. Motion carried unanimously.

Big Lake Property Owners Association: Todd Nylman, President of Big Lake Property Owners Association was present to talk to the Park Commissioners regarding weed control and the tax assessment for the upcoming year. He would like to work together with the parks for the lake quality. Todd explained the current company PLM is used and the treatment process, costs associated, and additional monies needed to control the weeds and a proposed special assessment for 2017 for land owners. Chairman Langworthy discussed the boat launch area was DNR property and the Crittenden Park property to be county owned. He asked that the Big Lake Property Owners Association keep in contact with the parks, keep the parks informed of programs they are reviewing, and that the Parks Director would be available for all concerns the association may have.

Walk around at Crittenden Park
The fish station new roof and screened in area was viewed, the new boat dock, the septic tank was being pumped, replacement of two windows in the office to be completed, six trees were purchased and will be placed soon, 8 faucets will need to be replaced and cedar trees in beach area need to be removed. The playground equipment was discussed regarding grant money $12,400.00 from Fremont Community Area Foundation and another $1110.00 was taken in from donations. The restroom is being discussed for replacement within the next three years. The Commissioners discussed stick built versus prefab, the costs associated with the replacement, and the moisture and ventilation of the building were discussed, moving and selling the existing restroom, and the timeframe to complete this project were all reviewed.

Finance Committee Report: Commissioner Tiedt gave the following September 13th Finance Committee report.
Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to accept the drawing submitted by KPM and have the Parks Director sign and deliver the permit needed to the Osceola County Road Commission. Recommendation carried unanimously. Commissioner Tiedt moved for support, Commission Gregory seconded, motion carried unanimously.

Recommendation by Commissioner Elkins, supported by Commissioner VanEpps to approve the claims in the amount of $5,410.57. Recommendation carried unanimously. Commissioner Tiedt moved for support, Commission Gregory seconded, motion carried unanimously.

Recommendation by Commissioner Elkins, supported by Commissioner VanEpps to approve BA # 8 in the amount of $3000.00, with a decrease in Rose Lake Seasonal Camping of $3000.00 and an increase in Bank Charges of $3000.00. Recommendation carried unanimously. Commissioner Tiedt moved for support, Commission Thompson seconded, motion carried unanimously.

Recommendation by Commissioner Elkins, supported by Commissioner VanEpps to approve BA # 9 in the amount of $12000.00, with a decrease in Rose Lake Camping of $6000.00, a decrease in Crittenden Camping of $5000.00 and a decrease of $1000.00 in Seasonal Camping Rose Lake. The increases needed were $5000.00 in Electric, $6000.00 in Equipment Maintenance and $1000.00 in Building Maintenance. Recommendation carried unanimously. Commissioner Tiedt moved for support, Commission Elkins seconded, motion carried unanimously.
Recommendation by Commissioner Elkins, supported by Commissioner VanEpps to approve the payment of $1500.00 to Lapham for the initial work to be started on the survey and conceptual design of sections I, J, & L at Rose Lake Park and for the Parks Director to sign the contract with Lapham. Recommendation carried unanimously. Commissioner Tied moved for support, Commission Elkins seconded, motion carried unanimously.

Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to have the Parks Director review all options regarding prebuilt or stick built, disposal of existing building, ventilation, water heaters, and grant money available. Recommendation carried unanimously. Commissioner Tied moved for support, Commission Lewis seconded, motion carried unanimously.

Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve up to $650.00 to Johnson Septic of Sears to pump the drain field at Crittenden Park. Recommendation carried unanimously. Commissioner Tied moved for support, Commission Thompson seconded, motion carried unanimously.

Directors Report: Parks Director Carl Baumgras gave the following Parks Directors report. He presented his list of walk around items for both parks. He discussed the 2017 season for new employees needed, managers will be needed for both parks and discussed, the dates of employment, and the dates for camping in the 2017 season were reviewed. He reported on the supply inventory recommendations from Manager Karen Tribley, the raffle at Crittenden, the north well at Rose Lake being repaired with insurance money coverage less the $1000 deductible, tree trimming at Rose Lake, RAP grants for security cameras in the parks, the 2017 Recreational Plan, a managers meeting to wrap up the season for both parks, buoys needing replacement, Rose Lake bypass funding, as well as three vendors who are willing to complete the 2017 snowplowing and leaf cleanup at Rose Lake for the same dollar as in 2016 and the well startup cost for both park will remain at the 2016 level.

Motion by Commissioner Gregory, seconded by Commissioner Maturen to approve $49.00 per plow for Rose Lake snowplowing to Deverman in LeRoy, $5575 for Rose Lake leaf cleanup to Deverman of LeRoy for 2017 and $2125 to Waldron Well of Evart for startup cost for wells at both parks for the 2017 season. Motion carried unanimously.

Financial Report: Parks Executive Secretary/Bookkeeper Julie Homan gave the following financial report. Park balances as of September 27, 2016 were as follows: Revenues - $286,796.18, Expenditures - $216,134.76. 1st Merit Bank balance: $145,603.54, with cash on hand with the County Treasurer office of $9,293.06. Review of budget amendment #10 was presented, as well as the bills from September 13th to present were reviewed. She talked of the additional funding available in the 2016 budget that could make funding the bypass project at Rose Lake Park a reality for 2016.

Motion by Commissioner VanEpps, supported by Commissioner Elkins to approve the Accounts Payable for $14,905.80. Motion carried unanimously.

Motion by Commissioner Gregory, supported by Commissioner Thompson approve the Budget Amendment #10 with a decrease in Capitol Equipment and an increase in Capitol for $4,000.00. Motion carried unanimously.

The meeting was adjourned at 11:05 a.m. for travel to Rose Lake Park and reconvened at 12:00 p.m. A great lasagna lunch was served by the staff (Karen Tribley, thank you) of Rose Lake Park and reconvened the meeting at 1:00 p.m.

Walk around at Rose Lake Park
Park Commissioners at Rose Lake Park viewed the bypass area and designated route for the new entrance at Rose Lake Park. Gary of KPM Engineering was present to answer questions and show the area of the bypass. Tree trimming was reviewed for marked trees at Rose Lake park, the new fish station was inspected and looked great, and the lake drain and concrete repairs wanted to be completed was received. Mike Tribley introduced his staff present from Rose Lake and complimented them on the great season with the best camping season ever, and the activities that were a big hit.

Commissioner Lewis left at 2:00 p.m.

Rose Lake Bypass Engineering Bid: The Rose Lake Park bypass engineering bid package was received from KPM Engineering and reviewed. The costs associated for these projects were reviewed and discussed. Parks funds were reviewed for completion of this project and the gatehouse, with discussion involving county funds to help support this project if needed. Motion by Commissioner Gregory, supported by Commissioner Tiedt approve the bid package presented from KPM Engineering for submission to vendors for the bypass entrance 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 concept plans surveying with Lapham Associates will be completed soon with an update from Laphams possible for the October 18th meeting.
Bids were received for tree trimming at Rose Lake Park and presented. **Motion by Commissioner Maturen, supported by Commissioner Thompson to approve the bid package presented by Sky Guy of Chase to trim marked trees at Rose Lake Park for a total of $1800.00. Motion carried unanimously.**

Inventory disposal was presented for equipment at Rose Lake Park to be removed. **Motion by Commissioner Gregory, supported by Commissioner Elkins to approve the disposal of inventory as listed at Rose Lake Park. Motion carried unanimously.**

**2017 Budget:** A 2017 preliminary budget of $336,550.00 was submitted for review. Review of the amounts needed for 2017 will be done up till the October time frame when the final budget is due.

**Public/Park Comments:** Rose Lake Manager discussed the new locked tool crib, the need for additional personnel in the new booth when operational, thanked everyone for the opportunity to work with them and Mike and Karen will miss us all. The Commissioners talked again about the increase in the amount paid for weed cleanup at Big Lake, fund raising at both parks and the good ideas to continue this, the need for the list of projected plan for improvement list to be completed for all future meetings and the need to visit other county parks with cabins in them to help with what Osceola County Parks might propose. The parks expenditure procedure was updated, presented for review and will be reviewed for approval as written at the October 18th meeting.

The Park Commissioners discussed the October 18th Parks Commission meeting to be held at 6:00 p.m. in the courthouse of Reed City.

**Motion by Commissioner Maturen, supported by Commissioner Gregory to adjourn at 2:50 p.m. Motion carried unanimously.**

Respectfully submitted,

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