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: Fritz & Kathy Denny, Rose Lake Park: Mike & Karen Tribley
Others: Bob Patterson, Rose Lake Youth Camp

**Agenda:** Motion by Commissioner Elkins, supported by Commissioner VanEpps to approve the agenda as written. Motion carried unanimously.

**Public Comments** – Bob Patterson, Rose Lake Youth Camp President updated the staff on the youth camp. Staff for the youth camp has been hired, a teepee will be used this year, a sign at the entrance for the youth camp was discussed, and the youth camp would like to initiate a joint marketing and advertising plan with Osceola County Parks. The new restroom at the youth camp was discussed for costs associated with building the restroom.

**Approval of Prior Minutes.** Motion by Commissioner VanEpps, supported by Commissioner Elkins to approve the minutes of September 13, 2016 as written. Motion carried unanimously.

**New Business:**
Claims were presented in the amount of $1,434.55. Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve the claims in the amount of $1,434.55. Recommendation carried unanimously.

The revenues and expenditures through April 4, 2017 for both parks were reviewed. The revenues to date were $61,052.20 and the expenditures were $34,602.61. The checkbook balances are $103,248.50. A quote for the 2017 annual passes was awarded to Allegra Printing in Cadillac for $438.06 with the approval of the Parks Director.

A proposal for the needed supplies for the 2017 season was presented. Recommendation by Commissioner Elkins, supported by Commissioner VanEpps to approve $5,654.81 in total charges for supplies as report submitted, with LeRoy Hardware total bid received was $1622.71, Lansing Sanitary total bid received was $3005.82, Smith Lumber total bid received was $506.73 and Marion Lumber total bid received was $519.55. Recommendation carried unanimously.

The leaf cleanup at Rose Lake Park was discussed. The contractor Deverman Builders is in the park and using equipment that may be damaging to the park. The Parks Director will follow up with the cleanup and continue to assess the cleanup at the park for any damages.

The fee structure for the parks was reviewed for possible increases to help pay for costs associated with operation of the park. The timeframes and personnel issues were reviewed. The Finance Committee would like recommendations from the staff on rate increases that may be needed for the 2018 season and to discuss these needs at the next meeting. A meeting with the Personnel Committee is needed to review the staffing needs at the parks.

**Old Business:**
The Rose Lake entrance and gatehouse project were reviewed. The blacktop on the entrance should be completed by middle of May and a building permit for the gatehouse has been initiated. The entrance building design, electrical input/output, insulation of building, phone line, finishing of the inside, and other cost were all discussed. A cost of $20,000 was discussed for total cost of purchase, setup, delivery, installation and finishing. A 6" concrete pad will be placed for the gatehouse and the alignment of the road with the building were discussed. Bids were reviewed for the gatehouse, delivery and set up with the Parks Director recommending Cedar Creek Storage Barns in Manton. Recommendation by Commissioner VanEpps, supported by Commissioner Elkins to approve up to $5,000.00 to Cedar Creek Storage Barn in Manton with a total bid of $4,274.00 and additional $175.00 for steel siding to construct, deliver and set up the gatehouse at Rose Lake Park. Recommendation carried unanimously.
The Rose Lake sections I, J, and L electrical/water upgrade were reviewed with the need for some minor road changes to widen turns for campers where needed and remove trees if needed. The need for electrical upgrade is important and the parks will continue to review this need at a later date.

Review of Crittenden playground project was discussed. The Parks Director discussed the storage of this equipment, the need for a contractor to help with the installation and setup, and due to the clay ground it may be May timeframe before set up can be done.

Discussion was received regarding Crittenden Park restroom facility. Discussion was received regarding the need for a development plan and an RFP for construction of the restroom. Commissioner VanEpps provided a list of items needed for the restroom and further discussion was received regarding this list. Initial cost of $90,000.00 and a possible grant with the DNR for the construction of this restroom was reviewed.

Grants initiated for 2017 were reviewed. The Osceola Community Foundation has a grant from the Parks Commission for swim buoys at both parks and grants to MMRMA have been completed, signed and ready to submit for new concrete filled fire rings and security items needed at both parks.

The Five Year Plan and the projected plan for projects were received and reviewed. Minor changes were received and both will continue to be a topic of discussion at all future meetings.

**Park Manager/Employee Comments:** none given.

**Motion by Commissioner VanEpps, seconded by Commissioner Elkins to adjourn at 3:20 p.m. Motion carried.**

Respectfully submitted,