



**Louis M. Groen Nature Preserve Otsego Lake County Park Irontone Springs Wah Wah Soo Libke Fields Community Center**  
These are the minutes of the regularly scheduled meeting of the Otsego County Parks and Recreation Commission held on February 10th, 2014.

Meeting called to order at 6:02pm.

**Members Present:** Bill Holewinski, Randy Stults, Scott Courterier, Dave Baragrey, Abel Cruz and Pete Awrey.

**Members Absent:** Bonny Miller, Doug Johnson and Tom Johnson

**Others Present:** Rich Sumerix, Mike Tarbutton, Joe Duff and Keri Swantek

**Consent Agenda:** Under Public Comment it should have read that D. Johnson and Fleming both amended their motion to not authorize use of the tennis courts until the lease is in place and not D. Johnson and Fleming both amended their previous motions. Under budget it should have indicated which monies were being transferred in the Parks and Recreation budget and which monies were being transferred in the Groen Preserve budget. Also under budget it should have read Workers Compensation in two sentences and not Workman's Comp. Motion by Stults, second by Fleming to accept the January minutes with corrections. Motion passed by voice consent of members.

**New Business:** Joe Duff, City of Gaylord Manager came to answer questions about the lease agreement. Joe Duff indicated the property being discussed included the tennis courts, basketball courts, horseshoe pits and the garage. Joe stated he has worked with John Burt and the city attorney to generate the lease and that the lease states that the maintenance of the property is the responsibility of the Otsego County Parks & Recreation Department, the City of Gaylord will be covered from any liabilities that occur on the site, there are no fees attached to the lease and that the property continued to be maintained for recreational purposes. R. Stults was concerned about putting any large funding into improvements of the tennis courts if the lease remains on a year by year renewal basis. Joe Duff stated the city may be open to extending the lease long term or possibly donating the property to the county. Joe Duff said he would need to discuss with the City Council regarding the property being given, donated or gifted to the county. M. Tarbutton stated the city has always been very helpful in assisting the parks department with developing the property such as construction of the basketball courts. D. Baragrey spoke in favor about transferring the property to the county or making the current lease a long term agreement. Joe Duff recommended a minimum of a 10 year lease if the county and city choose to establish a long term agreement. Joe Duff stated that when improvements are made to parks, they normally last 10 years until major improvements needed to be made again. Rich Sumerix stated that the Board of Commissioners is happy with the year by year lease and that a long term lease has not been proposed to the board. Dave Baragrey advised the Parks board to get input from the Board of Commissioners regarding the agreement. Joe Duff stated he can have the City attorney look at the lease and if the county agreed to a 15 year agreement, at the 10 year mark there would be an automatic renewal of another 5 years so the lease would always have 10 years remaining. Mike Tarbutton was asked to meet with John Burt to discuss the possible transfer of the property. The county Board of Commissioners will be able to offer their preference on the lease agreement before a new draft is written by the city. Joe Duff said he will present the parks board with a draft of the new lease agreement at the meeting in March.



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**Resolution to adoption of Amended Plan for the Courthouse Plaza.** Motion made by Stults to adopt the Otsego County Community Recreation Plan for 2012 – 2016 Resolution to adopt the resolution amendment. Second by Cruz. Randy Stults read the amendment to the members. No further questions were posed regarding the plan.

A roll call vote was taken on the amendment: P. Awrey – yes, B. Fleming – yes, A. Cruz – yes, S. Courterier – yes, B. Holewinski – yes, R. Stults – yes, ~~R. Sumerix – yes~~, D. Baragrey – yes.

The resolution was adopted.

**Cabins at the County Park:** M. Tarbutton provided a list of additions to the cabin drawings which include:

- A light with a fan
- A green roof
- Specify the type of door lock
- Add an electrical outlet outside
- Add two more windows
- The foundation will be gravel and the cabin would need to be tied down or anchored
- The beds will be 1 double bed and 1 bunk bed.

Stults stated the foundation is going to be wood flooring and not cement. Scott Courterier said the floor system needs to be pressure treated. M. Tarbutton stated the porch of the cabins will face the water and the members determined that only 2 windows were necessary instead of 3.

S. Courterier asked about an allowance being provided for additional costs for the cabins including electricity, some type of window coverings and site preparation. Mike Tarbutton said the cabins come pre-wired but that Chuck's electric will determine if the power can be wired into an existing area such as the pavilion or if a new electrical pedestal will need to be installed. M. Tarbutton proposed rental prices will be \$55.00 per night and a \$50.00 security deposit will be required. The security deposit will be returned if the keys are returned and the cabin is left in good condition. Scott Courterier recommended that whoever receives the bid will be responsible for the entire process of construction of the cabin and all the site preparation. Courterier also stated the foundation needs to be crushed rock and not road gravel. The electrician will be hired when construction is complete. A motion was made to have the plans redesigned by Todd Sidell to include the additions previously stated. Once the drawings were completed, the plans would be advertised for bid. Completion date for the cabins will be May 15th. Bid opening will take place on March 10th at 1:00pm in John Burt's office. The results will be presented to the parks board at the meeting in March. Motion by Holewinski, second by Courterier. Motion passed by voice consent. A motion was made to establish the rental prices for the 2014 season at \$55.00 per night with a 2 night minimum on weekends and appropriate adjustment on holiday weekends and a \$50.00 security deposit for the cleaning of the cabin and returning of the keys. Motion by Stults, second by Awrey. Motion passed by voice consent.

**Bills:** Approved to go to finance for payment.

**Budget:** M. Tarbutton indicated that the tax charge back is from the tax tribunal in the Parks and Recreation report. Tarbutton will check with the county treasurer on line item section for tax interest. The following line items from deductions will be deleted: misc rent, women's volleyball and zumba. Mike Tarbutton stated that the inside purchase service line item increased from \$19,900.00 in 2013 to \$22,000.00 in 2014. This line item is costs paid to the county administration office. The women's volleyball line item will also be eliminated under expenditures. Tarbutton informed members that on December 31st 2013 the fund balance was at \$113,000.00 but the current reports show an increase to



**Louis M. Groen Nature Preserve Otsego Lake County Park Irontone Springs Wah Wah Soo Libke Fields Community Center** \$115,000.00 and he is not sure why it increased. Tarbutton will meet with the finance department to determine if this is correct. Tarbutton said \$6,919.61 needs to be replaced because of the tax tribunal. Tarbutton stated that the price increases at the County Park will generate approximately an additional \$10,000.00 and cabin rent will provide additional income. On a quarterly basis M. Tarbutton will present a report to John Burt to have money transferred from the Groen budget to the Parks budget to cover expenses related to work and travel by Tarbutton to the Groen Property up to \$5,000.00 per year. The year ended with a fund balance between \$110,000.00 and \$115,000.00.

Mike Tarbutton advised the board that there are some concerns with unemployment payments in regards to Charlie Lovelace. These issues are being investigated by the Human Resources Department.

Keri Swantek presented a proposal from Dunn's Office Supply for a new printer/copier. Swantek was advised to get prices from other companies to compare. Dave Baragrey will work with K. Swantek to get some prices.

**Old Business:** Secretary Awrey appointed Park employee Keri Swantek to record and provide the minutes at any Parks and Recreation Commission meeting for 2014.

**Public Comments:** None

**Community Center Gym Floor:** Mike Tarbutton informed the board that the gym floor has been buckling and Olmstead Construction performed moisture readings at various locations on the gym floor. A claim has been filed with the insurance company and Tarbutton has not heard anything back yet. Tarbutton advised the members that the gym floor may need to be ripped up to determine where the moisture is coming from. Scott Courterier asked how the gym floor is constructed. Tarbutton said the floor consists of the gym floor followed by a sub floor and cement beneath the sub flooring.

**Libke Fields:** Tarbutton said someone drove their snowmobile onto the fields and that some additional materials will need to be installed in the spring to prevent other vehicles such as ATV's ORV's and snowmobiles from driving on the fields.

**Louis M. Groen Nature Preserve:** Tarbutton stated that the Groen board would like the Parks board to reconsider establishing the alarm system if only Roger Latuszek would respond if the alarm sounded. Latuszek is instructed to not confront individuals and to call the police. Several members voiced concerns over liability issues since Roger Latuszek is not a Parks employee but a Groen employee. Both Dave Baragrey and Abel Cruz suggested providing R. Latuszek with some type of safety training or guidelines. Dave Baragrey asked Tarbutton to speak with John Burt regarding the liability. This issue was tabled until the liability is determined. M. Tarbutton said that overall use over this winter has been down due to the weather however, snowshoeing has increased this year. Roger Latuszek is going to approach the Groen Board about purchasing snowshoes for the Groen property. Tarbutton stated that the parks department would be interested in purchasing some snowshoes but it would have to wait until the end of the year to see if any money is left.

**Commissioner Comments:** Chairman Baragrey mentioned that someone suggested using the Community Center for laser tag. Baragrey will get more information regarding the costs and the equipment that is required.



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**Next Meeting:** Monday March 10, 2014 at the Gaylord Regional Airport at 6:00pm.

Motion to adjourn passed on voice consent of members. Meeting was adjourned at 7:28pm.

Keri Swantek  
Recording Secretary