



Louis M. Groen Nature Preserve
Irontone Springs
Libke Field
Pontresina Park

Otsego Lake County Park
Wah Wah Soo
Community Center

Approved Minutes
Otsego County Parks and Recreation Regular Meeting
February 13th, 2023

Call to order at 6:01pm by vice-president Jack Korte at the Otsego County Community Center.

Members Present: Jack Korte, Trevor Burroughs, Troy Huff, Judi Jarecki, Scott Courterier and Justin Wing.

Members Absent: Bonny Miller and Randy Stults.

Others Present: Jacob Brown, Jacob Meyer, Keri Swantek, Brandy McVannel, Manda Breuker, Karen Howell and Thom Marquardt.

Jack Korte appointed Keri Swantek as the recording secretary from 1/1/23-12/31/23.

Jack Korte appointed Justin Wing as acting secretary for this meeting.

Jack Korte reminded the board members that Dave Baragrey has retired from the Parks and Recreation Commission after 25 years. Jack Korte asked Jacob Brown and Keri Swantek to make a certificate of appreciation for Dave Baragrey.

Approval of Previous Minutes: A motion to approve the minutes for the meeting held on January 9th, 2023 as presented was made by Troy Huff and seconded by Judi Jarecki. Motion carried.

Public Comment: Karen Howell asked about an electric bill from the Groen Preserve along M-32 East and if it was a new meter. Keri Swantek said that the particular account had several credits and that we don't receive a bill each month. Karen Howell asked where in the financial statements is the boat rental commission recorded as well as the \$500.00 listed. Jacob Brown said he will look into where the income from the Adult Basketball League is recorded. Jacob said that rental commission monies were received from 2016 – 2020 and he will look into where they are displayed in the statements. Jacob Brown and Trevor Burroughs said that when a pontoon boat is rented, the customers are charged a day pass.

Presentations:

1. **Otsego County Child Welfare Alliance Grant Opportunity (OCCWA):** Brandy McVannel and Manda Breuker discussed they had a grant opportunity and decided to write a grant for water safety and education. Brandy and Manda said that if funding is received they would like to donate a life jack station at the Otsego Lake County Park. The board members were interested



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in this project. A motion was made by Justin Wing and seconded by Scott Courterier to support OCCWA installing a life jacket loaner station at the County Park at their expense and the maintenance done by OCCWA contingent on OCCWA receiving the grant and the station design and location being approved by the board members as well as contingent upon any objections from the county attorney. Motion carried.

2. **Otsego County Child Welfare Alliance Event Rental Discount Request (OCCWA):** Brandy McVannel and Manda Breuker discussed they are hosting a craft fair as part of AlpenFrost on Saturday February 18th at the Otsego County Community Center from 9:00am-1:00pm with set-up taking place starting at 7:00am. Brandy explained the fees for a kid booth is a suggested donation of \$5.00 and an adult booth is a suggested donation of \$20.00. Brandy and Manda said the event is designed to raise funds for OCCWA, which is a non-profit group. Brandy and Mana said they are not charging an entry fee for customers. Troy Huff asked about the measures being taken to protect the gym floor. Brandy said that each table will have furniture sliders. A motion was made by Scott Courterier and seconded by Troy Huff to offer a 50% reduction in the typical hourly rate for the OCCWA Craft Fair being held on Saturday February 18th, 2023 from 7:00am-1:00pm. Motion carried.

Financial Reports:

1. **Bills:** Justin Wing asked about a bill paid to the State of Michigan for the MI Deal Membership. Jacob Brown explained that this annual fee for discounts on John Deere equipment. Justin Wing asked about the camping refunds on the bill list. Jacob Brown said a few cancellations have come in but they are not out of the ordinary. The members discussed updating the refund policy. Jacob Brown said the staff has been looking at refund policies that the state parks use. A motion was made by Troy Huff and seconded by Scott Courterier to approve the bills dated January 1st – February 2nd, 2023 in the amount of \$9,890.80. Motion carried.
2. **Budget Reports:** Jacob Brown discussed the budget reports from January for the County Parks, the Community Center and the Groen Preserve.

Old Business:

1. **Campsite Improvement:** Thom Marquard discussed the progress of the project. Thom Marquard asked the board members for any information that would help him present this project to the Otsego County Budget and Finance Committee. Justin Wing said he will provide the pictures of flooded sites that he took last year. Trevor Burroughs asked about the cost of the project. Thom Marquard said that 3 of the sites will be ADA compliant which require ADA compliant pads, fire rings and picnic tables. Thom Marquard said some of the



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sites require 12-14 inches of fill. The members requested a detailed cost estimate, along with any associated specifications and any other associated documents that have been generated by Wade Trim and decided to discuss this more at the next meeting.

2. **Boat Rental Agreement:** Jack Korte said he spoke with Randy Stults, Bonny Miller and Jacob Brown and decided that this issue will be discussed at the next meeting.

New Business:

1. **Parks and Recreation Commission By-Laws:** Jacob Brown recommended a sub-committee be created to review the By-Laws. Scott Courterier asked that an executive sub-committee be created to review the by-laws and schedule a special meeting to discuss the proposed updates. A motion was made by Jack Korte and seconded by Scott Courterier to establish an executive sub-committee consisting of Bonny Miller, Jack Korte and Randy Stults. Motion carried.
2. **Otsego Lake County Park Special Events:** Jacob Brown presented a list of the special event weekends taking place this summer and recommended approval of these events.
Free Camper Clean-Up Weekend: Jacob Brown said the campground will open on Wednesday May 3rd and a camper is required to pay for a campsite on Wednesday and Thursday night or only Thursday night and Friday and Saturday are free for camping. A motion was made by Justin Wing and seconded by Troy Huff to approve the Free Camper Clean-Up Weekend for May 5th and 6th 2023. Motion carried.
Otsego Lake Splash-In: A motion was made by Justin Wing and seconded by Scott Courterier to approve the Otsego Lake Splash-In on June 9th-11th, 2023. Trevor Burroughs said that tax-id number was not listed on the event permit. Justin Wing rescinded his motion to approve the event due to the paperwork being incomplete. Scott Courterier seconded the rescission. This event will be discussed at the next meeting.
July 1st Fireworks. July 2nd Weather Day: A motion was made by Justin Wing and seconded by Troy Huff to approve the fireworks display for July 1st with a weather day scheduled for July 2nd, 2023. Motion carried.
Mark Mellon Triathlon: A motion was made by Justin Wing and seconded by Jack Korte to approve the event scheduled for August 12th, 2023. Motion carried.
Halloween Weekends: A motion was made by Justin Wing and seconded by Scott Courterier to approve the first Halloween Weekend scheduled for September 15th-17th, 2023 and the second Halloween Weekend scheduled for September 22nd – 24th, 2023. Motion carried.



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- 3. Community Center Roof:** Jacob Brown presented a list of repairs from Story Roofing including holes in the corners of the roof, leaking by the chimney and loose fascia on the front of the building. Jacob said Story Roofing said the roof over the back door has significant ice build-up. Jacob Brown said this portion of the roof is currently shingles and it is recommended to put a roof similar material to the current roof material. Jacob Brown said the roof over the warming hut, located on the north side of the building is metal sheathing and discussed replacing with it with a roof material to the current roof material in order that they look alike. The estimated cost for these repairs is \$23,185.00. Jacob presented an estimate for Alpine Roofing to construct a new roof on the building for \$112,950.00. Justin Wing recommended hiring an architect to determine the repairs that are necessary and have them create a bid package specifying the proposed repairs that we want done. We can then re-solicit bids using the bid package provided by the architect in order to get bids that are on the same work and should therefore be more comparable. The board members said to allow Story Roofing to do only the emergency repairs not to exceed \$5,000.00 and to have Story or staff take pictures of the damage before and after the repairs.
- 4. Trees at the Community Center:** Jacob Brown said there are 10 trees on the property that are dying and need to be removed. Jacob Brown said that Collins Tree Service removed 5 trees in 2021 and Scott Collins said he had a verbal agreement with Tom Pratt to allow his company to remove some of the trees each year for the same cost as is 2021 which was \$850.00 per tree. The board members told Jacob Brown they will not honor this verbal agreement. Jacob presented an estimate from Mitten Timber for \$9,360.00 to cut down 10 trees and grind the stumps. Jacob said the cost per tree is also \$850.00 and the additional charges include a fuel sur charge. The board asked Jacob Brown to get a third estimate.
- 5. Community Center Vision:** Justin Wing said he would like to have a “Community Center Vision” adopted by the board and presented a proposed vision to the board. The proposed vision lists the positive attributes and historic significance of the existing community center and proposes renovations to the center and surrounding property that would be guided by community input. Jacob Brown said he would like a vision plan developed for each of the properties. Justin Wing discussed spending money to determine potential improvements. Scott Courterier asked Justin Wing to design a survey based on the vision plans and leave room for additional comments. Troy Huff asked about the lease agreement with the City of Gaylord. Thom Marquard discussed the Michigan Spark Grant and said the application for



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playground and beach improvements and installing a splash pad at the Otsego Lake County Park was not approved. Thom Marquard recommends re-submitting the application for the second round of grants. Thom Marquard asked the board members for their suggestions for the next two rounds of the grant. Justin Wing asked if information has been received on how to approve the scoring on the next application. Thom Marquard said this information has not been received yet. Justin Wing recommend to wait until the scoring information comes in. Trevor Burroughs said the meeting has lasted 2 hours. A motion was made by Scott Courterier to continue with the meeting. Motion carried.

Director's Update:

- 1. Community Center:** Jacob Brown said the Community Playgroup has been busy with 15-30 families per session. Jacob Brown said the open pickle ball has been steady. Jacob Brown said the latest adult basketball league started on January 31st. Jacob Brown said the lady's volleyball league will start in April. Keri Swantek said the BEAR Basketball season will finish up this coming weekend. Jacob Brown said the rules policy is with the county attorney for review. Jacob Brown wants to evaluate any changes to the league policies and any changes be established starting in September 2023. Justin Wing asked if the schedule of events is available online and when the open gym on the weekends will start. Jacob Brown confirmed the schedule is posted on the website site and the open gym will start in the end of February after BEAR Basketball is done.
- 2. County Park:** Jacob Brown said that property taxes were paid on one of the lots due to the time of year the lot was purchased which was April 2022 and the taxes were for that year. Jacob Brown said he was approached by Northland Sportsman Club about opening the gate for the boat launch February 18th and 19th to allow for parking for a fishing derby. Justin Wing asked if day passes were being sold for this event. Jacob Brown said that day passes were not being sold and the park was not being staffed for the weekend. Keri Swantek said the two property deeds that needed to be updated have been submitted to Alpine Title and Escrow.
- 3. Irontone Springs:** Jacob Brown said someone parked a semi-truck at the park and the sheriff's department contacted the driver and the truck has been removed.



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4. **Groen Preserve:** Jacob Brown said some money was found at Groen from snow shoe rentals and the donation pipe that has not been deposited in a while. Jacob Brown said he contacted Matt Barresi and Mel Maier and this money has been deposited . Scott Courterier asked if the Groen Foundation Board is in favor of having a donation tube on the property. Jacob Brown said the easement allows for donations and charging for snowshoe rentals. Jacob Meyer said at least 144 visitors visited the preserve in January. Jacob Meyer said the arrows and signs have been put up on the east side of the property. Jacob Meyer said the updates to the trail maps are nearly complete and that Jacob Brown has been visiting the property and getting more familiar with the trails and equipment. Jacob Meyer said he has received some estimates on projects including pouring cement in one of the barns and installing a pump for the wind mill.

Commissioner Comments: Judi Jarecki thanked Jacob Brown for the update he provided regarding the semi-truck parked at Irontone Springs.

The next meeting in Monday March 13th, 2023 at 6:00pm at the Otsego County Building, room 100.

The meeting was adjourned at 8:31pm.

Attachments as part of these minutes:

- January 9th, 2023 Proposed Minutes.
- Bills dated January 1st – February 2nd 2023 in the amount of \$9,890.80.
- Budget reports from January for the County Parks, the Community Center and the Groen Preserve.

Keri Swantek, Recording Secretary

Justin Wing, Acting Secretary



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