



Bills June 6<sup>th</sup> – July 4<sup>th</sup>

**Other**

Kyle Ryan	\$37.00	Travel Expense
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**Community Center**

City of Gaylord	\$55.46	Water Bill
Otsego Co. EMS	\$438.95	New Battery & Pads for AED
Charter Communications	\$77.06	Cable Bill
Debbie Troppins	\$22.50	Party Refund
Gil Roy's	\$6.95	Bungee Cords
Gil Roy's	\$5.97	Air Freshener
Gil Roy's	\$20.99	Trash Can
Gil Roy's	\$27.67	Tarp, Keys Caps
Gil Roy's	\$1.92	Pipe Cap, Bolts
Spartan Sewer	\$90.00	Toilet Rental
Spartan Sewer	\$85.00	Toilet Rental
Spartan Sewer	\$90.00	Toilet Rental
American Waste	\$80.00	Garbage Bill
Charter Communications	\$77.06	Cable Bill
Sport Supply Group	\$163.78	Ground Sleeves
Choice Publications	\$48.00	Center Ad
Choice Publications	\$48.00	Center Ad
New Century Signs	\$188.00	Hours Sign
Dunns	\$65.44	Toner
UCMAN	\$59.95	Wireless Connection
Otsego Co. Treasurer	\$270.00	Work Camp

**County Park**

Frontier	\$229.34	Phone Bill
Dan Jennings	\$40.00	Camping Refund
Amanda Witt	\$42.00	Camping Refund
Nick Staudacher	\$42.00	Camping Refund
Christian Berryer	\$42.00	Camping Refund
Brent Blair	\$42.00	Camping Refund
Christi Pratt	\$40.00	Camping Refund
Johnson Oil	\$82.45	Replaced Belt on Truck
Johnson Oil	\$308.24	Fix Brakes on Truck
Johnson Oil	\$221.90	New Tires on Gator
Pro Build	\$73.06	Boards
Frank Zarembo	\$125.00	Firewood
Frank Zarembo	\$125.00	Firewood
Patrick Tholl	\$165.00	Camping Refund
Wilber Auto	\$16.98	Impact Socket
Gil Roy's	\$19.17	Air Freshener, Dish Soap
Gil Roy's	\$47.97	Light Bulbs
Gil Roy's	\$28.35	Keys
Gil Roy's	\$3.18	Key Ring

Gil Roy's	\$69.99
Elizabeth Styles	\$90.00
Melanie Geister	\$94.00
Susan Gehris	\$68.00
Holly Thrush	\$162.00
Lansing Sanitary Supply	\$168.90
Rebecca Jagoda	\$718.00
Norm Kasubowski	\$65.00
Jen Grzebk	\$94.00
Consumers	153.80
Consumers	\$1,254.70
Melissa Hall	\$65.00
Frank Zaremba	\$250.00
Christain Berryer	\$42.00
Trevor Belleau	\$55.00
Carmen Poll	\$52.00
Chuck's Electric	\$377.00
Artic Glacier	\$120.00
American Waste	\$240.00
Zaremba Equipment	\$52.50

Vacuum  
Camping Refund  
Camping Refund  
Camping Refund  
Camping Refund 2 Sites  
Pit One Toilet Treatment  
Camping Refund  
Camping Refund  
Camping Refund  
South Camp Electric  
North Camp Electric  
Camping Refund  
Firewood  
Camping Refund  
Camping Refund  
Camping Refund  
Changed Pole Light, GFI Breaker on Campsite  
Ice  
Garbage Bill  
Mower Blades

**Groen Preserve**

Great Lakes Energy	\$82..76
Gil Roy's	\$35.10
Frontier	\$90.60
Maximum Security	\$209.94
Choice Publications	\$48.00
Choice Publications	\$48.00
Great Lakes Energy	\$67.96
Johnson Oil	\$19.58
Tractor Supply	\$171.92

Electric bill  
Bowl Cleaner, Cleaning Wipes  
Phone Bill  
Monitor Visitor Center, Restroom  
Groen Ad  
Groen Ad  
Electric Bill  
Gasoline  
Grass Seed, Weed Killer

**Libke Fields**

Consumers	\$62.70
Spartan Sewer	\$150.00

Electric Bill  
Toilet Rental

**Irontone Springs**

Consumers	\$28.39
Otsego Co. Treasurer	\$270.00

Electric Bill  
Work Camp

**Other Total: \$37.00**

**Community Center Total: 2,322.70**

**County Park Total: \$5485.53**

**Irontone Springs Total: 298.39**

**Libke Fields Total: \$212.70**

**Groen Preserve Total: \$773.86**

**Grand Total: \$9,130.18**



Louis M. Groen Nature Preserve • Otsego Lake County Park • Irontone Springs • Wah Wah Soo • Libke Fields • Community Center

## Reservation Fees

For the past year we have been incorrectly charging reservation fees only to those paying with a credit card. This amounts to basically a "credit card fee" which is something we are not allowed to charge. We need to change this to a reservation fee charged for all future campground reservations as it is titled in our reservation system. This will also alleviate issues with mistakes made while trying to waive fees for cash and check payment which leads to difficulties with accounting.



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## Otsego County Parks and Recreation Special Use Policy

Otsego County Parks and Recreation values the role of community organizers and wishes to assist whenever possible to provide an enjoyable experience to the members of the community at the lowest cost possible. At times, Otsego County Parks and Recreation will provide the use of parks facilities, resources and products to causes deemed to be worthy and necessary. In order to determine qualifying programs and entities for Otsego County Parks and Recreation special use a standard policy is to be put in place based on the relationship to the following criteria.

- Every organization requesting a special use must explicitly define the parameters used to qualify intended recipients, and must make special uses available to everyone who fits within those parameters.
- Favoritism in any form cannot be used in the selection of recipients.
- Amounts and definition of need must be specifically expressed in the request for special use.
- Cash considerations are not allowed.
- Special uses must not only benefit an organization of need, but also Otsego County Parks and Recreation.
- Recipients of special uses must explicitly and publicly thank Otsego County Parks Recreation for all uses.
- Uses must be specifically defined during request.
- Special use form must be filed with Otsego County Parks and Recreation no later than 45 days prior to date needed and can be found on our website [www.otsegocountyparksrec.com](http://www.otsegocountyparksrec.com). If possible filing in the year prior to need is preferred to allow for budgeting concerns.

The Otsego County Parks and Recreation Director, and ultimately the Otsego County Parks and Recreation Commission will have final say in determining all organizations qualification for special uses based on these criteria. Applicants for special uses from Otsego County Parks and Recreation will be notified of the Director's and Commission's decision in a timely manner.

# Otsego County Parks and Recreation Commission Bylaws

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- A. Officers. Officers of committees are appointed by the President of the Commission at the time the committee is created, or are elected by the committee's membership at their first meeting. Officers, at a minimum, include a Chair and Secretary-Vice-Chair.
- B. Quorum. A committee's quorum shall be at least half the total appointed membership of the committee.
- C. Voting. Only those appointed members of a committee, who are present at the time of a vote shall be eligible to cast a vote.
- D. Attendance. If any member of a committee is absent from three consecutively scheduled meetings, then that member shall be considered delinquent. Delinquency shall be grounds for the Commission to remove any member from the committee. The committee Secretary-Vice-Chair or acting committee Secretary in the absence of the elected committee Secretary-Vice-Chair shall keep attendance records and notify the Commission of any committee member who is absent from three consecutively scheduled meetings so the Commission may consider removal of the individual from the committee or excuse the absence(s).
- E. Minutes. The Secretary-Vice-Chair of the committee shall keep minutes of the committee meetings in the same format used by the Commission and filed in the same office as the Commission's minutes.
- F. Staff. Committees have reasonable use of Parks and Recreation Department Director's and staff time, and assistance and direction for performing the work of the committee.
- G. Public. All committee meetings are open meetings available for public attendance and participation and minutes of the meetings are to be available for public inspection under the same principals found in P.A. 267 of 1976, as amended, (being Michigan Open Meetings Act, M.C.L. 15.261 *et seq.*).
- H. Subcommittees. Citizen committees may form subcommittees from their own membership and/or with additional citizens when deemed necessary. Subcommittees are subservient to the parent committee. Subcommittees are informal, not requiring quorums, attendance requirements, minutes, or public participation. Subcommittee membership shall consist of less than half the parent committee's membership.

## ARTICLE X

### Mileage and Pre Diem

- Section 1. Mileage and per diem shall be paid to members of the Commission at rates established by the Otsego County Board of Commissioners for attending Commission meetings and Executive Committee meetings, and other authorized meetings and trips to represent the Otsego County Parks Board, if those Commission members bill the Otsego County Parks Board for the same. Only mileage shall be paid for attendance at ad hoc committee meetings, if those Commission members bill the Otsego County Parks Board for the same. No mileage or per diem is paid to any members of a citizen committee, unless authorized and budgeted by the Otsego County Board of Commissioners with recommendation by the Commission.

## ARTICLE XI