

## **Louis M. Groen Nature Preserve Fiscal and Property Management Policy**

The purpose of this Policy is to define the procedures involved with the management and funding of the Louis M. Groen Nature Preserve.

### Fiscal Management

- Property Caretakers: There are two caretakers employed and funded directly by the Louis M. Groen Charitable Trust, per the Caretaker Agreement of 11/22/11.
- Establishment of the Groen Nature Preserve Fund: The County shall establish a fund named the Groen Nature Preserve Fund. All revenues from the Louis M. Groen Charitable Trust, as well revenues from other sources related to the Louis M. Groen Nature Preserve, shall be deposited in the Groen Nature Preserve Fund. These funds shall be used only for expenditures related to the Louis M. Groen Nature Preserve.
- Groen Nature Fund Budget: The Parks and Recreation Director and the Parks and Recreation Commission shall prepare the annual budget, subject to input and approval by the County Administrator and the Otsego County Board of Commissioners.
- Groen Visioning Committee: The Groen Visioning Committee shall provide input and recommendations concerning long-range planning and the annual capital project budget for the property.
- Otsego County Planning Commission: Plans for new construction, or for repairs/alterations over \$200,000, must be presented to the Planning Commission for input and recommendations.
- Groen Nature Fund Budget Expenditures: The Parks and Recreation Department, including its Director and Commission, shall have general oversight over expenditures from the Groen Nature Preserve Fund, subject to Otsego County Policies. Capital outlay expenditures shall also be approved by the County Administrator.

### Property Management

- General Property Management: General management of the Louis M. Groen Nature Preserve property shall be under the general direction of the Parks and Recreation Director and the Parks and Recreation Commission, subject to County Policies. The County Administrator has broad oversight over all Otsego County properties and facilities.
- Nature Preserve Policies: Policies related to the Nature Preserve must be approved by the County Administrator and Otsego County Board of Commissioners, with input from the Parks and Recreation Director and the Parks and Recreation Commission.
- Nature Preserve Staff: Any staff paid out of the Groen Nature Preserve Trust Fund or directly by the Louis M. Groen Nature Preserve, other than those referenced in the Caretaker Agreement, shall be County employees within the Parks and Recreation Department.