



# Tuscola County Parks & Recreation Commission

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## MINUTES OF THE JULY 21ST 2021 MEETING OF THE TUSCOLA COUNTY PARKS AND RECREATION COMMISSION

Wednesday, July 21, 2021 – 3:00 pm  
Commissioners' Board Room of the H.H. Purdy Building  
125 W Lincoln Street, Caro MI

**Roll call:** Terri Lynn Eden, Steve Escott, Cynthia Kapa (Planning Commission), Bob Mantey (Drain Commissioner), Julie Matuszak (Designated Road Commissioner), Robert McKay (Chairman), Gerald Peterson (Vice Chairman), Megan Rule, Kim Vaughan, (Tuscola County Board of Commissioners).

**Excused Absence(s):** – none --

**Call to order:** With quorum present consisting of Terri Eden, Steve Escott, Julie Matuszak, Robert McKay, and Megan Rule, the July 21st meeting of the Tuscola County Parks and Recreation Commission was called to order at 3:05 pm by Chairman McKay.

**Others present:** – none --

**Approval of agenda:** Approval of agenda moved by Escott, supported by Eden, and passed unanimously.

**Approval of minutes:** Approval of Minutes of June 16, 2021, meeting moved by Eden, supported by Matuszak, and passed unanimously.

**Public comments:** - none -

**Opening comments by the Chair:**

As per the By-laws of the Tuscola County Parks and Recreation Commission, the election of Chair and Vice Chair are to be made at the 3rd quarter meeting of the Commission, with officers so elected to assume their respective roles as Chair and Vice Chair at the 4th quarter meeting.

The duties of the Chair, aside from organizing and conducting meetings of the Commission, also include contact with, and representation to, the Tuscola County Board of Commissioners as well as any other board, commissions, departments, and other governmental agencies or entities with which the work of the Tuscola County Parks and Recreation Commission relates unless these responsibilities and/or representations are vested in another Member of the Commission by the Chair.

Duties of the Vice Chair include assuming the functions of the Chair should the Chair become indisposed, and shall oversee the election of a replacement for the Chair should he or she become permanently indisposed, resign the Chairmanship, or no longer fulfills the responsibilities of office.

The Mission Statement of the Tuscola County Park and Recreation Commission, as stated in the Commission's By-laws reads: "*The mission of the Tuscola County Parks & Recreation Commission is to advise the Tuscola County Board of Commissioners on matters of policy and practice pertaining to the encouragement, establishment, and provision of recreational opportunities for residents of, and visitors to, Tuscola County.*"

### **Review of correspondence(s) received, and/or relevant action(s) by the Tuscola County Board of Commissioners:**

*2021-06-24 BOC Meeting - Committee of the Whole 2021-06-21 Consent Agenda:*

– *Recission of COVID-19 Rules: Board discussed that MIOSHA and State of Michigan Rules were suspended on Tuesday, June 22, 2021*

*2021-M-147 Motion by Grimshaw, seconded by DuRussel that the Tuscola County Board of Commissioners rescind all COVID-19 rules that were previously established as of June 24, 2021. Roll Call Vote: Vaughan – yes; DuRussel – yes; Grimshaw – yes; Young – no; Bardwell – yes. Motion Carried.*

*2021-07-15 BOC Meeting: From Committee of the Whole meeting of July 12, 2021 agenda reference H:*

– *Move to appoint Megan Rule to the Parks and Recreation Committee to fill a partial term that will expire December 31, 2023;*

– *2021-M-152: Motion by Grimshaw, seconded by Young to approve the Paperless Payroll Policy. Any employee not currently using Direct Deposit will be given up to eight (8) weeks from the date of the adoption of this policy, to contact the Human Resources Department and provide their direct deposit information. If the information is not provided within that time-period, the employee will receive a reloadable Debit Payroll Card for all future pay.*

– *2021-M-153: Motion by Grimshaw, seconded by Young to amend motion 2021-M-152 to include language that "This policy supersedes all prior payroll policies." Roll Call Vote: Young – yes; Vaughan – yes; DuRussel - yes; Grimshaw – yes, Bardwell – yes. Motion carried.*

– *Mo21-M-152 as amended: Motion by Grimshaw, seconded by Young to approve the Paperess Payroll Policy. Any employee not currenently using Direct Deposit will be given up to eight (8) week from the date of the adoption of this policy, to contact the Human Resources Department and provide their direct deposit information. If the information is not provided within that time-period, the employee will receive a reloadable Debit Payroll Card for all future pays. This policy supersedes all prior payroll*

policies. Roll Call Vote: Grimshaw – yes; Young – yes; Vaughan – yes; DuRussel – yes; Bardwell – yes. Motion carried.

**Correspondence:**

– none --

**Media coverage & other items related to parks and recreation:**

- 1) Frankenmuth News, June 30, 2021, “Recreation Plan Eyes the Future”.
- 2) Frankenmuth News, July 14, 2021, “Kayak Parade Lights up the Cass”.

**Vanderbilt Special Revenue Account Status:**

1) June 2021 financial report attached as follows:

07/14/2021 01:09 PM REVENUE AND EXPENDITURE REPORT FOR TUSCOLA COUNTY Page: 5/88  
 User: TCACONDR  
 DB: Tuscola County PERIOD ENDING 06/30/2021

GL NUMBER	DESCRIPTION	END BALANCE	2021		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		12/31/2020 NORM (ABNORM)	ORIGINAL BUDGET	2021 AMENDED BUDGET	06/30/2021 NORM (ABNORM)	MONTH 06/30/21 INCR (DECR)	BALANCE NORM (ABNORM)	
Fund 208 - COUNTY PARKS & RECREATION								
Revenues								
Dept 000 - CONTROL								
208-000-643.100	VANDERBILT DUMP STATION	0.00	0.00	0.00	10.00	10.00	(10.00)	100.00
208-000-651.100	VANDERBILT PARK CAMPING FEES	20,241.00	12,000.00	12,000.00	12,821.00	4,969.00	(821.00)	106.84
208-000-652.000	VANDERBILT PARK- PARKING FEES	891.78	7,500.00	7,500.00	7,505.62	0.00	(5.62)	100.07
208-000-699.101	TRANSFERS IN - GENERAL	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00
208-000-699.244	TRANSFER IN EQUIPT/CO ALLOCATI	35,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - CONTROL		71,132.78	19,500.00	19,500.00	20,336.62	4,979.00	(836.62)	104.29
TOTAL REVENUES		71,132.78	19,500.00	19,500.00	20,336.62	4,979.00	(836.62)	104.29
Expenditures								
Dept 000 - CONTROL								
208-000-707.000	PARKS COMMISSION PER DIEMS	2,190.00	1,600.00	1,600.00	1,310.00	100.00	290.00	81.88
208-000-715.000	F.I.C.A.	166.98	0.00	0.00	99.47	7.65	(99.47)	100.00
208-000-718.000	RETIREMENT	8.00	0.00	0.00	2.00	0.00	(2.00)	100.00
208-000-718.100	POB IN LIEU OF RETIREMENT	82.27	0.00	0.00	22.47	0.00	(22.47)	100.00
208-000-727.100	VANDERBILT PARK - SUPPLIES	992.70	1,000.00	1,000.00	484.58	0.00	515.42	48.46
208-000-801.100	CONT. SVCS VANDERBILT PARK	5,534.20	7,000.00	7,000.00	4,543.41	788.00	2,456.59	64.91
208-000-801.200	TREE TRIMMING/REMOVAL	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
208-000-861.000	TRAVEL	566.53	700.00	700.00	72.80	72.80	627.20	10.40
208-000-920.100	UTILITIES VANDERBILT PARK	7,920.28	6,500.00	6,500.00	2,932.61	690.45	3,567.39	45.12
208-000-936.100	GROUNDS CARE/MAINT VANDERBILT	947.28	1,500.00	1,500.00	451.64	432.26	1,048.36	30.11
208-000-970.100	VANDERBILT PARK RENOVATIONS	76,381.56	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - CONTROL		94,789.80	19,800.00	19,800.00	9,918.98	2,091.16	9,881.02	50.10
TOTAL EXPENDITURES		94,789.80	19,800.00	19,800.00	9,918.98	2,091.16	9,881.02	50.10
Fund 208 - COUNTY PARKS & RECREATION:								
TOTAL REVENUES		71,132.78	19,500.00	19,500.00	20,336.62	4,979.00	(836.62)	104.29
TOTAL EXPENDITURES		94,789.80	19,800.00	19,800.00	9,918.98	2,091.16	9,881.02	50.10
NET OF REVENUES & EXPENDITURES		(23,657.02)	(300.00)	(300.00)	10,417.64	2,887.84	(10,717.64)	3,472.55
BEG. FUND BALANCE		31,534.18	7,877.16	7,877.16	7,877.16			
END FUND BALANCE		7,877.16	7,577.16	7,577.16	18,294.80			

**Reporting of outside meetings and/or other official activity:**

– none --

**Election of Officers:**

1) Self-nomination of Robert W. McKay for Chair;

Moved by Escott, supported by Eden, and passed unanimously that nominations for Chair be closed and voting commence.

Results of vote for Chair: Robert W. McKay elected unanimously as Chair of Tuscola County Parks and Recreation Commission.

2) Self-nominations of Terri Lynn Eden for Vice Chair;

Moved by Matuszak, supported by Rule, and passed unanimously that nominations for Vice Chair be closed and voting commence..

Results of vote for Chair: Terri Lynn Eden elected unanimously as Vice Chair of Tuscola County Parks and Recreation Commission.

### **Old Business**

– none --

### **New Business:**

- 1) Appointment of Terri Lyknn Eden and Megan Rule by Chairman to Task Force / Subcommittee for the prepare revision of Tuscola County Parks and Recreation 5-year plan.
- 2) Discussion of need for minor grounds keeping in Parcel “B” of The Parcels to facilitate access to the Cass River from the higher ground.

**Public Comments:** – none --.

### **Adjournment:**

Moved by Eden, supported by Matuszak, passed unanimously. Meeting adjourned at 4:50 pm.

### **Tuscola County Parks & Recreation Commission Mission Statement**

*The mission of the Tuscola County Parks & Recreation Commission is to advise the Tuscola County Board of Commissioners on matters of policy and practice pertaining to the encouragement, establishment, and provision of recreational opportunities for residents of, and visitors to, Tuscola County.*