



111 S. Michigan Ave LL012, Saginaw, MI 48602
www.saginawcounty.com/parks

Ruth Averill
Chair
Tim Courtney
Vice Chair
Brian Wendling
Secretary
Delena Spates-Allen
Darwin Baranski
Rob Brown
Deb Kestner
Sheldon Matthews
David Sommers
Demond Tibbs

Brian Keenan-Lechel
Director
Jordan Beal
Operations Supervisor
Jeanette Flers
*Outdoor Recreation and
Event Coordinator*
Tom Kowalski
Parks Foreman
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Parks Specialist
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Saginaw County Parks

Imerman Memorial Park

Price Nature Center

Ringwood Forest

*Saginaw River
Headwaters Rec Area*

Saginaw Valley Rail Trail

Veterans Memorial Park

*William H. Haithco
Recreation Area*

November 27, 2024

SAGINAW COUNTY PARKS AND RECREATION COMMISSION
Notice of Regular Meeting

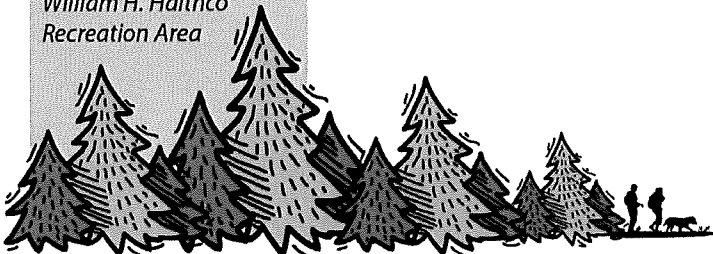
Dear Park Commission Member:

The regular monthly meeting of the Parks and Recreation Commission will be held on December 5, 2024, at 11:30am In the Board of Commissioners Room 215, at the Saginaw County Governmental Center.

The meeting packet is attached, including the meeting agenda and copies of referenced documents for your review prior to the meeting.

Respectfully,

Brian Keenan-Lechel
Director



SAGINAW COUNTY PARKS AND RECREATION COMMISSION
Regular Meeting
Thursday, December 5, 2024
Agenda

I. Call to Order (_____)

II. Roll Call:

Ruth Averill
Darwin Baranski
Rob Brown
Tim Courtney
Deb Kestner
Sheldon Matthews
David Sommers
Delena Spates-Allen
Demond Tibbs
Brian Wendling

Others Present: _____

III. Introductions

IV. Public Comment – members of the public not on the agenda may speak for up to 3 minutes.

V. Business Section:

A. Approval of minutes:

1) Approval of minutes of November FY25, regular meeting of the Commission.

Motion _____ Second _____
Ayes _____ Nays _____ Carried/lost

VI. New Business:

A. Receive and consider Disbursement Voucher Report for October FY25.

Motion _____ Second _____
Ayes _____ Nays _____ Carried/lost

B. Receive and consider Budget Summary Report for October FY25.

Motion _____ Second _____
Ayes _____ Nays _____ Carried/lost

VIII. Unfinished Business:

A. Operations Supervisor Report

- 1) Seasonal Hiring
 - Seasonal Grounds Maintenance
- 2) Park Operations Update

B. Outdoor Recreation and Event Coordinator's Report

- 1) Program Results
 - Snakes Alive – Nov. 9th @ Freeland SportsZone
 - Cider & Doughnut Hike – Nov. 13th @ Ringwood Forest
- 2) Upcoming Events
 - Santa's Holiday Hike – Dec. 6th @ 5:30pm Imerman Memorial Park
 - Snowman/Sculpture Building Contest – Jan. 1st – March 21st
 - Full Moon Hike – Jan. 13th @ 5:30, Price Nature Center

C. Directors Report

- 1) Imerman Bid Opening
- 2) SVRT Rehab – MNRTF Grant Agreement and Timeline

A. Commissioners Heard:

B. Adjournment (_____)

Motion _____ Second _____

Ayes _____ Nays _____ Carried/lost

SAGINAW COUNTY PARKS AND RECREATION COMMISSION
Minutes of Regular Meeting
Thursday, November 7, 2024

Chairperson Averill called the meeting to order at 11:38 a.m.

Roll Call:	Averill, Chairperson	Present
	Courtney, Vice Chair	Present
	Wendling, Secretary	Present
	Baranski	Present
	Brown	Present
	Kestner	Present
	Matthews	Present
	Spates-Allen	Present
	Sommers	Absent
	Tibbs	Absent
		8 Present/ 2 Absent

Also Present: Brian Keenan-Lechel - Director, Jeanette Fiers – Outdoor Recreation & Event Coordinator, Jordan Beal-Operations Supervisor, Mary Williams-Office Coordinator.

Moved by Courtney, supported by Kestner to receive, and approve the Minutes of the October FY24 Regular Meeting of the Commission as amended. Motion carried.

Moved by Spates-Allen, supported by Courtney to receive, and approve the Disbursement Voucher Report for September FY24. Motion carried.

Moved by Matthews, supported by Spates-Allen to receive, and approve the Budget Summary Report for September FY24. Motion carried.

Beal gave the Operations Supervisor's Report.

Beal handed out the 2025 Summer Employment Opportunities Form. Beal stated that there was no increase in pay rate, but returning employees still received \$.50 per hour for each year employed with Saginaw County Parks.

Beal stated applications will go live on December 1st through March 10th and that the 2025 season will be May 12th through September 1st.

Beal stated that the bathrooms are winterized at all parks and that Imerman's floating dock will be removed on November 12th.

Beal stated with the weather still being nice, picnic tables & nets will stay out as long as possible.

Fiers gave the Outdoor Recreation and Event Coordinator's Report.

Fiers stated yoga by Kathryn had about 55 people total throughout the summer season.

Fiers stated Walk-with-Ease had 18 sessions and about 12 people who were consistent on showing up. Fiers mentioned that with the weather still be nice, a few of them are going to continue to walk outside while they can.

Fiers stated Senior Rail Trail rides were a great success with good weather and 138 people attending.

Fiers stated Howl-O-Ween was beautiful weather and 60 adults showed with 40 dogs in costumes.

Fiers stated Jack-O-Dash had a good turn out with around 90 people and a lot of adults were dressed up.

Fiers stated the mural at Saginaw Valley Rail Trail is done for the season and will resume in the spring.

Fiers passed around the 2025 Dog Calendars which are \$15.00 each.

Keenan-Lechel gave the Director's Report.

Keenan-Lechel updated commissioners on a potential property acquisition that came available since the October Commission Meeting. A farmhouse on a 14-acre parcel, including river frontage, immediately north of Imerman Memorial Park was listed the week of on October 23rd. Although interest in the property was high, it was already under contract after three days on the market. Keenan-Lechel requested approval from the County Administrator/Board of Commissioners to place a backup offer in the event the initial offer fell through. The original offer was accepted, and the buyer plans to utilize all acreage for hunting and other activities.

Keenan-Lechel stated that although we have a 5 Year Recreation Plan goal of continued acquisition of parkland, we have not formed a formal strategy around it, which could include introduction/future interest letters to neighboring parcels.

Keenan Lechel gave an update on Headwaters Rec Area. He stated that the final component of the three Michigan Natural Resources Trust Fund Grants that the State of Michigan received was completed this fall, an observation platform in the southeast corner of the property. Habitat restoration work funded by the Great Lakes Fish and Wildlife Recovery Act grant, and the Natural Resources Damage Assessment funding began this fall with helicopter treatment of the invasive species Phragmites. The work will continue this fall with wildflower seed, phragmites mowing this winter, and tree plantings in Spring 2025.

Hearing there was no further business, Averill requested a motion to adjourn. Moved by Brown, supported by Courtney to adjourn the meeting at 12:14 p.m. Motion carried.

Submitted by:

Approved by:

Brian Wendling
Secretary

Brian Keenan-Lechel
Director

FY2025 - October 1 - 31 2024 Disbursement Voucher

General

<i>Voucher #</i>	<i>Acct #</i>	<i>Vendor</i>	<i>Description</i>	<i>Amount</i>
25-001	77600	The Work Wear Store	Fall Uniforms	\$204.00
25-024	77600	Jonnie-On-The-Spot	Porta Potty, Hoyt	\$100.00
25-025	77600	Home Depot	1000 Watt Portable Car Power Inverter	\$159.00
25-025	77600	Tractor Supply	Straw	\$16.58
25-025	77600	Panera Bread	Lunch for GLBRT Trailhead Meeting, 10/15/24	\$140.10
25-025	77600	Staples	Office Chair	\$229.99
25-025	77600	Napa Auto Parts	Oil & Fuel for Brush Hog	\$36.98
25-025	77600	Wohlfeil Hardware	Grease for Small Equipment	\$15.98
25-025	77600	Wohlfeil Hardware	Sharpening Hedge Trimmers	\$15.98
25-025	77600	Home Depot	Returned Portable Inverter	(\$159.00)
25-025	77600	Menards	Supplies, Oil, Stain	\$193.99
25-025	77600	Home Depot	Tree Removal Equipment	\$75.92
25-025	77600	Harbor Freight	Tools	\$49.99
25-025	77600	Home Depot	Screws, Duct Tape, Garbage Bags, Winterizer Fluid	\$50.69
25-025	77600	Brick Wheels	Refund for Wrong Credit Card	(\$45.89)
25-025	77600	Brick Wheels	Used Wrong Credit Card	\$45.89
25-025	77600	Hotel Indigo	Hotel-Michigan Outdoor Summit, 10/9-10/10/24	\$10.12
25-025	77600	Egle	Yearly Campground License Fee	\$109.00
25-025	77600	Spotify	Monthly Fee	\$11.99
25-025	77600	Menards	Shelf, Phone Charger, Floor Mat	\$223.95
25-025	77600	Lingle	Lugnut, Kubota Tractor	\$5.41
25-025	77600	Harbor Freight	Tools	\$15.97
25-025	77600	Tractor Supply	Brush Hog Parts	\$29.70
25-025	77600	Wohlfeil's	Replacement Head for Weed Whip	\$25.99
25-025	77600	Wohlfeil Hardware	Equipment Repair	\$100.07
25-025	77600	Andujar Construction	Fraud Charge-Jordan's Card	\$1,000.00
25-025	77600	Hoffman's Power Equipment	Chainsaw Parts	\$9.49
25-025	77600	Wohlfeil Hardware	Porta Potty Repairs	\$30.30

25-025	77600	Tractor Supply	New Hand Trimmers	\$29.99
25-025	77600	Andujar Construction	Refund- Fraud Charge	(\$1,000.00)
25-026	77600	Brian Keenan-Lechel	Expenses for Michigan Outdoor Summit	\$250.66
			Sum	\$1,982.84

Events

<i>Voucher #</i>	<i>Acct #</i>	<i>Vendor</i>	<i>Description</i>	<i>Amount</i>
25-009	77600	United Wholesale	Candy for Sheriff's Trunk or Treat	\$384.48
25-025	77600	The Bread Gal	Graduation Gathering-Walk-With-Ease	\$78.50
25-025	77600	Walmart	Supplies for October Events	\$57.97
25-025	77600	Walmart	Supplies for Jack-O-Dash	\$65.05
25-025	77600	Facebook	Advertising-Jack-O-Dash & Howl-O-Ween	\$49.94
25-025	77600	Home Depot	Supplies for Jack-O-Dash	\$116.62
25-025	77600	Walmart	Donuts & Cider-Rail Trail Rides	\$55.37
25-025	77600	Walmart	Supplies for Jack-O-Dash	\$80.74
25-025	77600	Walmart	Donuts, Cider & Ice-Rail Trail Rides	\$72.29
25-025	77600	Walmart	Donuts & Cider-Rail Trail Rides	\$55.37
25-025	77600	Walmart	Ice-Rail Trail Rides	\$1.88
25-027	77600	Titan Golf Car Parts	Golf Cart Rental for Fall Rail Trail Rides, 10/8/24-10/10/24	\$160.00
			Sum	\$1,178.21

Imerman

<i>Voucher #</i>	<i>Acct #</i>	<i>Vendor</i>	<i>Description</i>	<i>Amount</i>
25-007	77600	Consumers	9/16/24-10/14/24	\$51.85
25-008	77600	Consumers	9/16/24-10/14/24	\$118.41
25-017	77600	Rent-Rite	Porta Potty, 9/24/24	\$110.00
25-020	77600	Rent-Rite	Porta Potty, 9/28/24	\$100.00
25-025	77600	Menards	Adapter & Power Strip	\$9.73
			Sum	\$389.99

Price Nature Center

<i>Voucher #</i>	<i>Acct #</i>	<i>Vendor</i>	<i>Description</i>	<i>Amount</i>
25-003	77600	Consumers	9/9/24-10/7/24	\$103.66
25-016	77600	Rent-Rite	Porta Potty, 9/24/24	\$110.00
25-025	77600	Home Depot	Boardwalk & Observatory Repair	\$40.88
25-025	77600	Home Depot	Boardwalk Repair	\$155.17
25-031	77600	Egle	Annual Water Supply Fee	\$137.42
Sum				<i>\$547.13</i>

Haithco

<i>Voucher #</i>	<i>Acct #</i>	<i>Vendor</i>	<i>Description</i>	<i>Amount</i>
25-010	77600	Consumers	09/19/24-10/17/24	\$86.40
25-011	77600	Consumers	09/19/24-10/17/24	\$47.97
25-021	77600	Rent-Rite	Porta Potty, 9/28/24	\$110.00
25-022	77600	Rent-Rite	Porta Potty, 9/3/24	\$110.00
25-025	77600	Stone Quest	Topsoil	\$230.74
25-025	77600	Lowe's	Supplies for Grills	\$73.26
25-025	77600	Lowe's	Grass Seed	\$269.94
25-025	77600	Cabela's	Wadder's	\$169.99
25-025	77600	Speedway	Diesel Fuel	\$97.10
25-028	77600	AT&T	9/20/24-10/19/24	\$63.92
Sum				<i>\$1,259.32</i>

Ringwood Forest

<i>Voucher #</i>	<i>Acct #</i>	<i>Vendor</i>	<i>Description</i>	<i>Amount</i>
25-015	77600	Rent-Rite	Porta Potty, 9/23/24	\$110.00
25-032	77600	Egle	Annual Water Supply Fee	\$137.42
Sum				<i>\$247.42</i>

Vets Memorial Park

<i>Voucher #</i>	<i>Acct #</i>	<i>Vendor</i>	<i>Description</i>	<i>Amount</i>
25-019	77600	Rent-Rite	Porta Potty, 9/23/24	\$110.00
Sum				<i>\$110.00</i>

Saginaw Valley Rail Trail

<i>Voucher #</i>	<i>Acct #</i>	<i>Vendor</i>	<i>Description</i>	<i>Amount</i>
25-002	77600	Quick Reliable Printing	3-Aluminum Signs - Mural Project	\$168.82
25-004	77600	Consumers	9/10/24-10/9/24, Van Wormer	\$51.39
25-005	77600	Consumers	9/11/24-10/9/24, Stroebel	\$28.76
25-006	77600	Consumers	9/11/24-10/8/24, Water St.	\$38.44
25-013	77600	Rent-Rite	Porta Potty, 9/16/24, Stroebel	\$110.00
25-014	77600	Rent-Rite	Porta Potty, 9/16/24, Van Wormer	\$110.00
25-025	77600	Menards	Fence Post	\$17.69
25-025	77600	Menards	Marsh Bridge Repair	\$24.27
25-025	77600	Home Depot	Porta John Repairs, Van Wormer	\$11.92
25-025	77600	Wohlfeil Hardware	Hedge Trimmer Repair	\$16.95
25-025	77600	Stone Quest	Topsoil	\$70.32
25-025	77600	Home Depot	Fence Repair	\$13.82
Sum				\$662.38

Headwaters

<i>Voucher #</i>	<i>Acct #</i>	<i>Vendor</i>	<i>Description</i>	<i>Amount</i>
25-018	77600	Rent-Rite	Porta Potty, 9/22/24	\$110.00
25-023	77600	Saginaw Basin Land Conservancy	GLFWRA Project-Admin, Labor, Equipment & Wildflower Farm Seed Mix	\$24,249.99
Sum				\$24,359.99

BayZil

<i>Voucher #</i>	<i>Acct #</i>	<i>Vendor</i>	<i>Description</i>	<i>Amount</i>
25-012	77600	Rent-Rite	Porta Potty, 9/28/24	\$100.00
Sum				\$100.00

Grand Total \$30,837.28

Saginaw County Parks FY25 YTD Budget
as of 10/31/24

ACCOUNT DESCRIPTION	TYPE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
Parks&Rec Curr Real Prop Tax	R	-1,830,568	-1,830,568	0.00	-1,830,568	0.00
Parks&Rec Unpd Personal Prop T	R	-4,500	-4,500	0.00	-4,500	0.00
Parks&Rec PILT	R	-5,200	-5,200	0.00	-5,200	0.00
Interest-Delinquent Taxes	R	-300	-300	0.00	-300	0.00
Parks&Rec State Grants	R	-27,500	-27,500	0.00	-27,500	0.00
Parks&Rec Local Comm Stabiliz	R	-104,000	-104,000	0.00	-104,000	0.00
Parks&Rec Local Grants	R	-8,000	-8,000	0.00	-8,000	0.00
Parks&Rec Sales-Public Auction	R	-30,000	-30,000	-1,200.00	-28,800	4.00
Parks&Rec Paddle Boat Rental-H	R	-7,000	-7,000	0.00	-7,000	0.00
Parks&Rec Concession Fees-Park	R	-3,000	-3,000	0.00	-3,000	0.00
Parks&Rec Gate Entry Fees-Hait	R	-9,500	-9,500	0.00	-9,500	0.00
Parks&Rec Gate Entry Fees-Imer	R	-250	-250	0.00	-250	0.00
Parks&Rec Boat Launch Fees-Ime	R	-300	-300	0.00	-300	0.00
Parks&Rec Season Passes-Parks	R	-360	-360	0.00	-360	0.00
Parks&Rec Pavilion Reservation	R	-20,000	-20,000	0.00	-20,000	0.00
Boat Rental-Imerman Park	R	-100	-100	0.00	-100	0.00
Parks&Rec Program Income-Restr	R	-8,000	-8,000	0.00	-8,000	0.00
Parks&Rec Int Earned-Invstmnt	R	-48,000	-48,000	0.00	-48,000	0.00
Rents & Leases	R	-28,000	-28,000	-1,159.27	-26,841	4.10
Donations-General	R	-5,500	-5,500	0.00	-5,500	0.00
Parks&Rec Other Revenue/FB	R	-46,941	-46,941	0.00	-46,941	0.00
S & W-Full Time	E	394,709	394,709	13,387.42	381,322	3.40
S & W-Temporary/Seasonal	E	240,000	240,000	2,961.93	237,038	1.20
S & W-Overtime	E	15,000	15,000	0.00	15,000	0.00
S & W-Longevity	E	1,330	1,330	0.00	1,330	0.00
Meeting Per Diems	E	6,000	6,000	0.00	6,000	0.00
S & W-Insurance Opt Out	E	4,800	4,800	400.00	4,400	8.30
Clothing Allowance	E	75	75	0.00	75	0.00
Hospitalization Insurance	E	70,734	70,734	5,626.28	65,108	8.00
Dental Insurance	E	5,657	5,657	437.62	5,219	7.70

ACCOUNT DESCRIPTION	TYPE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
Life Insurance	E	1,368	1,368	114.00	1,254	8.30
Vision Insurance	E	624	624	48.02	576	7.70
Hosp. Retirees Reserve	E	60,000	60,000	5,000.00	55,000	8.30
Retiree Health Savings Plan	E	3,627	3,627	117.57	3,509	3.20
Retirement Contributions	E	128,270	128,270	10,689.17	117,581	8.30
Retirement-Defined Contributio	E	26,119	26,119	852.18	25,267	3.30
Taxes-Social Security	E	48,261	48,261	1,193.22	47,068	2.50
Workers' Compensation	E	13,306	13,306	326.18	12,980	2.50
Disability Insurance-Def Contr	E	720	720	0.00	720	0.00
Operating Supplies	E	40,000	40,000	910.77	39,089	2.30
Janitorial Supplies	E	10,000	10,000	415.96	9,584	4.20
Office Supplies	E	3,200	3,200	0.00	3,200	0.00
Recreational Supplies	E	3,500	3,500	0.00	3,500	0.00
Gas, Grease, & Oil	E	32,000	32,000	204.00	31,796	0.60
Uniforms & Accessories	E	7,000	7,000	204.00	6,796	2.90
Purchases for Resale	E	4,500	4,500	0.00	4,500	0.00
Books	E	0	0	72.85	-73	100.00
Parks&Rec Security Guard Servi	E	12,000	12,000	0.00	12,000	0.00
Parks&Rec Consultant Services	E	30,000	30,000	0.00	30,000	0.00
Parks&Rec Pre-Emp'l Physicals	E	7,250	7,250	0.00	7,250	0.00
Parks&Rec Telephone Charges	E	9,500	9,500	751.07	8,749	7.90
Parks&Rec Postage	E	3,800	3,800	0.00	3,800	0.00
Parks&Rec Security (Alarm) Svc	E	2,000	2,000	0.00	2,000	0.00
Parks&Rec Trans-Mileage Reimb	E	3,500	3,500	0.00	3,500	0.00
Parks&Rec Advertising&Recruit	E	12,500	12,500	49.94	12,450	0.40
Parks&Rec Printing&Publishings	E	17,000	17,000	168.82	16,831	1.00
Parks&Rec Professional Dev	E	20,000	20,000	788.98	19,211	3.90
Meeting Expenditures	E	2,400	2,400	83.99	2,316	3.50
Parks&Rec Memberships	E	4,000	4,000	0.00	4,000	0.00
Public Utilities	E	45,000	45,000	911.72	44,088	2.00
Waste & Rubbish Disposal	E	4,000	4,000	145.44	3,855	3.60
Parks&Rec Building R & M	E	12,000	12,000	0.00	12,000	0.00
Parks&Rec Grounds Care&Mainten	E	245,000	245,000	2,501.42	242,499	1.00

ACCOUNT DESCRIPTION	TYPE	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	% USED
Parks&Rec Equipment R & M	E	7,500	7,500	203.59	7,296	2.70
Office Equipment R & M	E	1,200	1,200	0.00	1,200	0.00
Parks&Rec Vehicle R & M	E	9,000	9,000	0.00	9,000	0.00
Parks&Rec Software Maintenance	E	300	300	0.00	300	0.00
Software Licensing Fees	E	7,000	7,000	11.99	188	97.30
Parks&Rec Ins-Public Liability	E	21,802	21,802	0.00	21,802	0.00
Parks&Rec Bonds-General	E	300	300	0.00	300	0.00
Parks&Rec Special Projects	E	5,000	5,000	0.00	5,000	0.00
Indirect Costs-County	E	258,426	258,426	0.00	258,426	0.00
Computer Services-Processing	E	56,241	56,241	0.00	56,241	0.00
Auction Costs	E	3,000	3,000	120.00	2,880	4.00
Taxes-Michigan Sales	E	500	500	0.00	500	0.00
Taxes-Michigan Use	E	500	500	109.00	391	21.80
Parks&Rec Restricted Expenditr	E	30,000	30,000	1,128.27	28,872	3.80
Parks&Rec CapOutay Under \$5K	E	13,500	13,500	609.98	12,890	4.50
Parks&Rec Land Improvements	E	25,000	25,000	0.00	25,000	0.00
Buildings and Grounds	E	90,000	90,000	0.00	90,000	0.00
Machinery & Equipment	E	12,000	12,000	0.00	12,000	0.00
Parks&Rec Recreation&Lounge Eq	E	45,000	45,000	0.00	45,000	0.00
Parks&Rec Vehicles	E	50,000	50,000	0.00	50,000	0.00
Total 20875100 Parks & Recreation C		0	0	48,186.11	-54,986	100.00
Total 208 Parks & Recreation		0	0	48,186.11	-54,986	100.00
Revenue Total		-2,187,019	-2,187,019	-2,359.27	-2,184,660	0.10
Expense Total		2,187,019	2,187,019	50,545.38	2,129,674	2.60
Grand Total		0	0	48,186.11	-54,986	100.00