

ALPENA COUNTY PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES
Wednesday, April 10, 2024 – 6:00 p.m.
Howard Male Conference Room

CALL TO ORDER by Chair Kevin Osbourne at 6:00 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

ROLL CALL - PRESENT:

Kevin Osbourne	Chairman
Kurt Pratel (excused)	Vice Chairman
Jesse Osmer (excused)	Secretary (Commissioner)
Robin LaLonde	Commissioner
John Kozlowski	Commissioner
Gerald Fournier	Drain Commissioner
Gerald Lucas	Road Commission
Chuck LeFebvre	Planning Commission
Pamela Kirchoff	
Dave Guthrie	

OTHERS PRESENT:

Cindy Cebula, Chief Deputy Treasurer
Jennifer Mathis, Interim County Administrator
Earl Martin - Beaver Lake Park Co-Manager
Marcia Martin – Beaver Lake Park Co-Manager
Erin Felax - Sunken Lake Park Co-Manager
Keith Felax – Sunken Lake Park Co-Manager
Bonnie Krajniak
Janet Lucas
Gerri Mulka – Sunken Lake Park
Daniel Gapske
Major Prezza Morrison- Salvation Army
Bill Morford – St Vincent DePaul

ADOPTION OF THE AGENDA

Moved by Gerald Fournier and supported by Dave Guthrie to adopt the agenda as amended, with inclusion of a Closed Session regarding contracts and to approve new Beaver Lake camp host applications. Motion carried.

APPROVAL OF CONSENT CALENDAR – approval of minutes only

Motion by Robin Lalonde, seconded by Gerald Fournier, to approve the Consent Calendar approving the following Minutes:

1. Draft Parks & Recreation Commission Meeting Minutes from March 13, 2024
2. Draft Sunken Lake Park Committee Meeting Minutes from March 21, 2024
3. Draft Beaver Lake Park Committee Meeting Minutes from March 25, 2024

Motion carried.

PUBLIC COMMENT

Bonnie Krajniak indicated disappointment in the Commission, indicating she did not feel that the Commission was treating their Managers right, specifically as to the housing situation at Sunken Lake.

Both Major Prezza Morrison from Salvation Army and Bill Morford from St Vincent DePaul indicated their gratefulness of the Commission collaborating with their entities to assist families in time of need. Each provided respective numbers from their organizations with Salvation Army spending \$14,000 at the campgrounds and helping 84 people and St. Vincent spending \$7500 by assisting 35 people.

Daniel Gapske, a seasonal at Long Lake, thought he was renting a rustic site, indicated things were happening at the park and indicated his willingness to assist as a Camp Host. He was referred to the Commissioner's office for application.

TREASURER'S REPORT

Chief Deputy Treasurer Cindy Cebula presented the monthly treasurer's report and balance sheet. Sunken Lake Park was slightly over on their power tools line item so need budget adjustment for that – suggested \$20 be taken from grounds maintenance to cover the shortage. She also indicated that the mileage expense line item in General Fund was under-budgeted so that will need to be addressed. Moved by Gerald Fournier, seconded by Chuck LeFebvre to approve the Treasurer's Report and proposed budget adjustment for Sunken Lake. Roll call taken. All AYES. Motion carried.

REFUNDS

A refund request was presented by Sunken Lake in the amount of \$201 for Cindy Schluckbier. Motion by Gerald Fournier, seconded by Robin LaLonde to approve said refund. Roll call was taken. All AYES. Motion carried.

BILLS PRESENTED:

Chief Deputy Treasurer Cindy Cebula presented the bills for approval. Invoices paid 03/14/24 through 04/09/24 of \$11,096.64 and bills paid 04/10/24 of \$2,309.15 for total invoices of \$13,405.79. Moved by Gerald Fournier and supported by Robin LaLonde to approve the bills as presented. A roll call vote was taken. All AYES. Motion carried.

-Chair Kevin Osbourne presented quotes from TruGreen for insect control services at the respective parks. Pam Kirchoff inquired whether anyone from the Maintenance Department had been licensed as previously discussed. Not aware that has been done and currently maintenance down a person so not likely to happen in the near future. Earl Martin volunteered to get licensed for future purposes. Motion by Pam Kirchoff, seconded by Robin LaLonde to proceed with TruGreen for the 2024 season with the expense for same as follows:

Beaver Lake Park \$1,144.00 - 2024 Budgeted \$1,200 (208-757-801.004 Insect Control)
Sunken Lake Park \$1,162.96 - 2024 Budgeted \$1,400 (208-759-801.004 Insect Control)
Long Lake Park \$1,628.36 - 2024 Budgeted \$1,700 (208-759-801.004 Insect Control)

Roll call vote was taken. AYES: Pam Kirchoff, Gerald Fournier, Dave Guthrie, Gerald Lucas, Robin Lalonde, Kevin Osbourne. NAYS: Chuck LeFebvre, John Kozlowski. Motion carried.

-Chairman Osbourne then presented the need to purchase two air purifiers from Home Depot which were billed on the county Visa (purchased by Maintenance) for Sunken Lake Park in the amount of \$578.00. Said items to be paid from Sunken Lake's Buildings and Grounds Supplies (208-758-727-.001) with any shortages to be transferred from grounds maintenance to cover any differences. Moved by Gerald Fournier, co-seconded by Pam Kirchoff and Dave Guthrie. Roll call vote taken. All AYES. Motion carried.

-Chairman Osbourne presented request by Park Managers to do initial bulk order through Amazon Business for much of the janitorial supplies needed. Discussion regarding cost savings – comparisons provided by Erin Felax. Cleaners cannot be shipped due to chemical content so Managers will still need to obtain those from local vendors. Moved by Robin LaLonde, seconded by Pam Kirchoff,, to allow \$1000 for each park for their initial bulk order through Amazon Business. Roll call vote. All AYES. Motion carried.

INFORMATIONAL – Fuel Reports

Commissioner Kozlowski noted that there seemed to be much higher fuel usage from Sunken Lake than Beaver Lake and inquired of the Sunken Lake Managers, requesting that they look into their usage and advise him further.

NEW BUSINESS

The following action items were discussed:

LONG LAKE PARK

(1) Approve Long Lake Park apply for a 2025 Youth & Recreation Grant Application (attached) - deadline to apply is May 1, 2024

ACTION ITEM #5: Recommendation to approve Long Lake Park apply for a 2025 Youth & Recreation Grant Application before the deadline of May 1, 2024 for Day Use Enhancements.

Moved by Gerald Fournier, seconded by Dave Guthrie. Roll call. All AYES. Motion carried.

2) 2024 Long Lake Park Committee Meetings (attached)

ACTION ITEM #6: Recommendation to approve the 2024 Long Lake Park Committee Meeting schedule as presented.

Moved by Gerald Fournier, seconded by Chuck LeFebvre. All AYES. Motion carried.

SUNKEN LAKE PARK

1) Parks POLL Action Item - Need Motion and Support to file on record. Already have Roll Call Vote taken during POLL.

While on this topic, lots of discussion regarding the residence situation, mold testing, current circumstances/update, potential options including cleanup efforts, repairs, unavailability of contractors, etc. and need for a long term plan. Certain Commission members aware of some available campers. Motion by Robin LaLonde, seconded by Chuck LeFebvre, for the Commission to spend up to \$8000 to purchase a camper (upon inspection by Robin LaLonde and Kevin Osbourne) and relocate same immediately to Sunken Lake for the Park Managers' use. Roll Call vote taken: Gerald Fournier abstained. All others AYE; Motion carried.

POLL Action Item #1: Recommendation to approve that the Long Lake Park Manager Sarah Jore rent her RV out to Sunken Lake Park Managers Erin & Keith Felax for \$25 per day for

emergency purposes due to a mold and illness situation at the Sunken Lake Park House and for the monies to come from the Parks & Recreation General Fund budget.
Moved by Robin LaLonde, seconded by Chuck LeFebvre.

- 2) Approve to add a budget amount for line item SLP Camper Rent
ACTION ITEM #8: Recommendation to approve to add a budget amount for line item #208-760- 940.000 SLP Camper Rent Due to Mold for 2024.
Discussion with result in decision to wait for invoice.
- 3) Approve Camp Host Dan Waterman for Sunken Lake Park 2024 Camping Season
ACTION ITEM #9: Recommendation to approve Camp Host Applicant Dan Waterman for the Camping Season for 2024 for Sunken Lake Park, pending background check.
Moved by Chuck LeFebvre, seconded by Gerald Fournier. Unanimous vote – motion carried.

Jennifer Mathis, Interim County Administrator, noted that the background checks had come back good on all those submitted but she was missing the consent form from Chris DeBoer (Long Lake) and Dan Waterman (Sunken Lake).

BEAVER LAKE PARK:

- 1) Approve Beaver Lake Park apply for a 2025 Youth & Recreation Grant Application - deadline to apply is May 1, 2024
ACTION ITEM #10: Recommendation to approve Beaver Lake Park apply for a 2025 Youth & Recreation Grant Application before the deadline of May 1, 2024.
Moved by Gerald Fournier, seconded by Gerald Lucas. Unanimous vote – motion carried.
- 2) Gerald Lucas presented applications for camp host at Beaver Lake from Gregory & Lauren Maudlin. Motion by Pam Kirchoff, seconded by Robin LaLonde, to approve subject to background checks. Unanimous vote. Motion carried.

Commissioner John Kozlowski presented discussion on rental agreements for the county-owned homes. While contracts indicate Managers will reside in homes during the operational season, there is nothing in writing that defines such items as who can stay in the home, etc. Issue tabled until next meeting with John Kozlowski and Jennifer Mathis to draft proposed language.

OLD BUSINESS

Gerald Fournier provided update on Long Lake Park boat launch project. Slabs are all in. Elmers is working on grounds work – grass seed, mulch, paving parking lot – hoping to have that done before park opens. Docks built in Cedarville – awaiting delivery until things dry up a bit.

Discussion on Department Head for Parks - currently acting is Chair of Parks & Recreation Commission. Ad hoc committee previously assigned to review organization chart. Commissioner Osmer does have something drafted – tabled for next month.

CLOSED SESSION

Moved by Gerald Fournier, seconded by Gerald Lucas to go into closed session for discussion on contracts and personnel medical leave. Unanimous – motion carried. Closed session began at 7:14 p.m. Reconvened at 8:10 p.m. Roll call taken.

LONG LAKE PARK DISCUSSION

Motion by Robin LaLonde, seconded by John Kozlowski, for the Commission to immediately find a temporary park manager for Long Lake. Roll call vote. All AYES. Motion carried.

Motion by Robin LaLonde, seconded by Pam Kirchoff, that the Commission immediately advertise for a co-manager for Long Lake Park. Roll call vote. All AYES. Motion carried.

Motion by Robin LaLonde, seconded by Dave Guthrie, to offer based on seniority and willingness to the other parks managers to handle the reservations for Long Lake with compensation to be determined. Martins deferred to Felax as they had already started taking care of things at Jore's request. Roll call vote taken. All AYES. Motion carried.

Other discussion regarding allowing the camp hosts to be responsible for the lawn mowing until such time as temporary and/or co-manager hired. Moved by Robin LaLonde, seconded by Pam Kirchoff. Unanimous vote. Motion carried.

Motion by Robin LaLonde, seconded by Gerald Lucas, to allow Erin Felax to purchase items needed for Long Lake Park in interim period. Roll call vote taken. All AYES. Motion carried.

Further discussion regarding fuel usage – Erin to track separately work/errands related to Long Lake – number of trips, miles, etc.

COMMENTS FROM THE BOARD

***Next Meeting: Wednesday, May 8, 2024 at 6:00 p.m. in Howard Male Conference Room.**

ADJOURNMENT

Moved by Dave Guthrie and supported by Gerald Fournier to adjourn the meeting. Motion carried. The meeting was adjourned at 8:34 pm.

Respectfully Submitted,

Kevin Osbourne, Chair
Alpena County Parks Commission

(MM)