

#2

BEAVER LAKE PARK COMMITTEE
DRAFT MEETING MINUTES
DATE January 29, 2024 at 4:30 p.m.
Howard Male Conference Room

Beaver Lake Park Committee meeting commenced at 4:30 p.m.

COMMITTEE MEMBERS PRESENT: Gerald Lucas, Pamela Kirchoff, John Kozlowski,
Beaver Lake Park Managers Earl Martin and Marcia Martin

OTHERS PRESENT: Kevin Osbourne, Park Commission Chairman

First order of business was the appointment of a Point Person/Committee Chair.
Gerald Lucas was appointed and commenced to conduct the meeting.

MANAGER MONTHLY REPORT – (attachment #1)

Beaver Lake Park Managers Earl Martin and Marcia Martin presented the following for discussion:

French drain / tile project by garage

The French drain / tile system project by the garage has been completed, with the exception of some leveling and reseeding which will be done in the spring. The stump on the northwest corner of the garage in the driveway has also been removed. There is a small hole in garage roof – may be just a loose screw/board and will check that out as soon as able to do so.

Deck Project

With regard to the day park deck project, the Managers reported the following:

- a. Prior to her departure, Mary Catherine Hannah had drafted a Grant Agreement at the request of Ossineke Township. Discussion was to amend the language in said Grant Agreement to say “up to” \$10,000. The Martins plan to present same to Ossineke Township at an upcoming Township meeting.
- b. The grant for the Community Foundation of Northeast Michigan has been submitted online. Acknowledgment has been made by CFNEM. Grant approval to be completed by March 12, 2024. If notified of approval, a grant agreement will also need to be submitted to the Foundation within two weeks of notification.

Manager Earl Martin reported on his discussions with Kevin Krentz, Building Inspector for Ossineke Township. It has been determined that in order to meet all state and local building requirements, there will be a need for blueprints and a licensed, insured contractor must oversee the project. Mr. Krentz had indicated that he was not opposed to volunteers building but do need blueprints. Pam Kirchoff inquired whether the contractor could do the blueprints? Earl Martin will check with Mr. Krentz to see if it has to

be an engineer or if a contractor may do the blueprints. Mr. Martin also suggested that perhaps John Schulze would be available to oversee the project and pull the necessary permits.

Schedule of Events

Park Managers provided a proposed schedule of events for 2024 at Beaver Lake (attachment #2).

ACTION ITEM #1: The Committee recommends approval of the proposed 2024 schedule of events for Beaver Lake.

OLD BUSINESS

Meeting Dates:

The Committee reviewed the proposed meeting dates for 2024 to ensure no changes were required at this time.

Camp Spot

The Co-Managers provided an update on Camp Spot and advised of some issues with that transition. One of the issues is that somewhere built in the system is a “rain refund”. Lots of discussion regarding this refund – even though apparently a third party vendor, do we need to contact the people in charge at Camp Spot to get this turned off? Kevin Osbourne reported that he is also attempting to acquire Administrator access to the system so that he will be able to work with the managers and ensure that all Commission members have view rights. Chairman Osbourne also commented that there are still some issues with regard to the credit card terminals. Although some are “connected”, the Managers still need info on how to set them up and use them.

There was also some discussion regarding the booking / reservation fees being assessed – whether the fees should be charged to every reservation or just for “online” reservations? Additionally, thus far the Managers have not figured out a clear way to distinguish those fees on the reports for the Treasurer’s office. Chairman Osbourne indicated that Parks has received a bill for fees from Camp Spot. He will follow-up with the Treasurer’s office on how much Camp Spot is charging.

Computers

The parks were due to get new computers but with the departure of the previous County Administrator, no one is sure where that process stands. The Park Managers will check with IT and the Commissioners’ Office to get further information including the budgeting aspect.

Credit Cards

There is some delay with the issuance of credit cards through Alpena Alcona, including the Parks. Some county departments are in disagreement as to whether cards should be individual names versus departments. There is also some discrepancy as to the limits for the parks. Commissioner Kozlowski reported that he had a meeting regarding this topic on January 30, 2024.

2024 BUDGET

There are no anticipated budget adjustments required at this time.

NEW BUSINESS

Camp Hosts

Park Managers presented applications from Michael McCorry as well as Jesse & Amber Ritthaler for camp hosts for the 2024 season (attachment #3). At this point, the managers do not have a third candidate and most likely will have to advertise for same in early spring.

It was moved by Pamela Kirchoff and seconded by John Kozlowski to accept and approve the applications subject to the background checks. Motion carried.

ACTION ITEM #2: The Committee recommends to accept and approve applications from Michael McCorry as well as Jesse & Amber Ritthaler as Camp Hosts for Beaver Lake for the 2024 season, upon approval of their background checks.

Contract Review

The Managers submitted a copy of their proposed Employment Agreement and list of duties for review and discussion. A "marked up" copy is attached to the Minutes to be reviewed by the full Parks Commission, along with the proposed wage scale (attachment #4). During the review, the following items were also discussed:

BS& A access – moved by Pam Kirchoff and seconded by John Kozlowski to include on the Parks Commission agenda the issue of sending to the Full Board a request for approval of the Parks Managers to have view only access to BS&A. Motion carried.

Some years ago, there was an ad hoc Personnel Committee - discussion whether the Commission should consider bringing that back.

Wages – the Committee discussed the issue of implementing a wage scale. The current contract includes wages at \$23,020 which would represent Step 1 wages. Proposed wage scale attached. There was also discussion regarding the rubric to be established and what criteria should be included – things tied into the performance review – items such as budget / revenues, increased number of campers with the intent to be to establish a guideline that is consistent.

In the contracts, the County Employee Handbook is referenced but Managers do not have a copy. Commissioner Kozlowski reported that the handbook is not complete as of yet and will need to be approved by the Full Board.

Additional Work Projects

Manager Earl Martin reported that there are some additional work projects that will need attention. In the spirit of time, this discussion will be held at a later meeting.

***Next Meeting: DATE Monday, February 26, 2024, at 4:30 p.m. in the Howard Male Conference Room**

ADJOURNMENT

The meeting was adjourned at 7:01 p.m.

Respectfully Submitted,

Gerald Lucas, Beaver Lake Park Committee Chair

mm

#1

PARK MANAGER MONTHLY REPORT

#1

BEAVER LAKE

JANUARY-FEBRUARY 2024

Ongoing Improvements Project(s) Progress:

Drain / tiling issue by garage and the stump removal have been completed.

Deck project -

Grant Agreement for Ossineke Township

CFNEM grant

Discussion with Kevin Krentz

Campground Activities & Site Notes:

Proposed Schedule of Events

Budget Adjustments Needed/Budget Look Ahead:

None at this time.

Upcoming/Needed Maintenance:

OTHER / MISCELLANEOUS:

Other items included on agenda under Old and/or New Business

#2

BEAVER LAKE PARK HAPPENINGS 2024

May 4th/5th AND
May 11th/12th
(weather
permitting)

FREE CAMPING WEEKEND (IN EXCHANGE
FOR ASSISTANCE WITH SPRING CLEAN-
UP (PLEASE CALL PARK FOR DETAILS)

May 26th @ 2:00 p.m.

WELCOME BACK ICE CREAM SOCIAL

JUNE 15th

FATHER'S DAY WEEKEND

JULY 26th/27th

CHRISTMAS IN JULY WEEKEND

LABOR DAY WEEKEND -

AUGUST 31st
SEPTEMBER 1st

KIDS DAY
POTLUCK FEATURING 3rd ANNUAL
BBQ SMOKEOFF ; LIVE MUSIC

OCTOBER 5th

TRICK & TREATING IN THE PARK /
MOVIE NIGHT / CHILI COOK-OFF

OCTOBER 12TH

HARVEST FEST

OCTOBER 19th/20th

FREE CAMPING WEEKEND / FALL
CLEAN-UP

**Other events including movie nights and karaoke may be scheduled throughout the season.
Please check out our Facebook page from time to time for updates.**

**Beaver Lake Park
17354 Beaver Lake Park Road
Lachine MI 49753
989-379-4462
alpenacounty.org**

~~#10~~
#3

Alpena County Parks and Recreation Commission
720 Chisholm Street Suite 7
Alpena, MI 49707

CAMPGROUND HOST VOLUNTEER APPLICATION

Complete the application in its entirety and return to the Alpena County Parks and Recreation Commission at the address above.

Applicant's Name (First, M.I., Last) <div style="font-size: 1.2em; font-family: cursive;">MICHAEL K. MCCORRY</div>			
Address <div style="font-size: 1.2em; font-family: cursive;">1712 LIVINGSTON ST.</div>	City <div style="font-size: 1.2em; font-family: cursive;">SARASOTA</div>	State <div style="font-size: 1.2em; font-family: cursive;">FL</div>	Zip Code <div style="font-size: 1.2em; font-family: cursive;">34231</div>
Retired? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Occupation (Current or Past) <div style="font-size: 1.2em; font-family: cursive;">AIRLINE OPERATIONS</div>	Home Phone Number <div style="font-size: 1.2em; font-family: cursive;">(407) 923-9827</div>	
Cell Phone Number <div style="font-size: 1.2em; font-family: cursive;">(407) 923-9827</div>		Email Address <div style="font-size: 1.2em; font-family: cursive;">MICMIC57@AOL.COM</div>	

I hereby apply for a position with the Alpena County Parks and Recreation Commission as a Campground Host at :

Park being applied for: (mark correct box)

☒ Beaver Lake Park ☐ Long Lake Park ☐ Sunken Lake Park

Have you ever camped at any of the Alpena County Parks? NO Which one(s) _____

Are you familiar with the Alpena County Park Rules? ☒ Yes ☐ No

Approximately how many years have you been a camper? 3

Are there dates that you are NOT available during the camping season (May 15th-Oct 15th)?
If Yes, please specify _____

What type of camping unit will you be using if you are selected as a Campground Host?
☐ Motor Home ☐ Pickup Camper ☒ Trailer ☐ Tent

Size <div style="font-size: 1.2em; font-family: cursive;">22 FT.</div>	Length <div style="font-size: 1.2em; font-family: cursive;">22 FT.</div>	
Do you have vehicle liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, complete next section below		
Name of Insurance Company <div style="font-size: 1.2em; font-family: cursive;">STATE FARM</div>	Policy Number <div style="font-size: 1.2em; font-family: cursive;">G93 3666-P2013</div>	Expiration Date <div style="font-size: 1.2em; font-family: cursive;">6/20/24</div>

List your specific outdoor interest or hobbies: (botany, hiking, bird watching, etc.)

Biking, Hiking, Boating

List any special needs which may limit your work conditions:

NONE

List all additional immediate family members who will reside fulltime at the campsite:

Name (First, M.I., Last)	Relationship

Please list two (2) personal references:

Name	Occupation	Phone Number
MICHAEL PHALAN	RETIRED	(313) 459-6137
FRIS MALATO	HUMAN RESOURCES	(224) 349-6044



ALPENA COUNTY APPLICATION FOR EMPLOYMENT

To the Applicant: We appreciate your interest in Alpena County and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications. You may complete this application now or return the completed application at a later time. You may show this application to any person of your choice.

As an Equal Opportunity Employer, we base employment decisions on job-related information and do not discriminate unlawfully because of race, color, religion, sex, age, national origin or ancestry, marital status, veteran status, height, weight, physical or mental disability unrelated to performance, or any other status protected by law.

PERSONAL

Name McCORRY MICHAEL KEVIN Date of Application 12/16/23
(Last Name) (First Name) (Middle Name)

Address 1712 LIVINGSTONE ST. SARASOTA FL 34231
(Street) (City) (State) (ZIP)

Email address: MICK MC 57 @ AOL.COM

Telephone Number (with area code) _____ Cell Number (with area code) 407 923-9827

Are you 18 years or older? Yes ☒ No ☐

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes ☐ No ☒
(Proof of Citizenship or immigration status will be required upon employment.)

Have you been previously employed here? Yes ☒ No ☐ If yes, date(s) CAMP HOST 2022-2023

Supervisor Name (s) EARL MARTIN

Have you filed an application before? Yes ☒ No ☐ If yes, date(s) _____

List any friends or relatives working here _____

EMPLOYMENT DESIRED:

Position(s) applied for PART TIME CAMP HOST

Kind of work sought: Full time ☐ Part time ☒ Other ☐ _____

Do you have any special training, skills, qualifications or other experiences that relate to the position(s) applied for?

Salary desired _____

Date available to work MAY 15th 2024

EMPLOYMENT EXPERIENCE (List current or most recent job first)

Employer <u>UNITED AIRLINES</u>	Date		Work Performed
Address <u>233 S. WACKER DR.</u>	From	To	
City <u>CHICAGO</u> State <u>IL</u> Zip <u>60606</u>	<u>4/13/89</u>	<u>8/31/23</u>	<u>OPERATIONS</u>
Phone Number (with area code) <u>800 864-8331</u>	Hourly Rate/Salary		
Job Title <u>CSR</u>	Starting	Final	
Supervisor <u>GARY WONG</u>			
Reason for Leaving <u>RETIRED</u>			
Employer	Date		Work Performed
Address	From	To	
City State Zip			
Phone Number (with area code)	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Date		Work Performed
Address	From	To	
City State Zip			
Phone Number (with area code)	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			

List any other positions held on a separate sheet.

Please explain all periods of unemployment: _____

Have you ever been discharged or requested to resign from any position? Yes ☐ No ☒

If yes, explain: _____

Have you ever been disciplined or discharged for absenteeism or tardiness? Yes ☐ No ☒

If yes, explain: _____

Education	Name/Location	Years Completed	Diploma/ Degree	Courses of Study
Elementary	ST. VALENTINES	8	DIPLOMA	READ
	BETHEL PARK PA 15103			
High School	BETHEL SENIOR HIGH	4	DIPLOMA	READ
	BETHEL PARK PA			
College				
Graduate				
Vocational/Training	TECHNICAL TRAINING		ASSOCIATE DEGREE	
	SCHOOL McKees Rocks PA.		AUTOMOTIVE TECH	

REFERENCES (Do not include relatives or former employers)

	Name	Address	Phone Number	Years Acquainted
1	JOHN BAZZANO	Perit PA	412 398-6007	40 YRS
2	JOE CANA	BETHEL PARK PA	412 223-7390	45 YRS
3	IRIS MALATO	CHICAGO IL.	224 349-6044	30 YRS

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes ☐ No ☐

If yes, what branch? _____ Rank at Discharge _____ Date of Discharge _____

Special/technical training _____

ADDITIONAL INFORMATION

Have you been convicted of a felony or a misdemeanor?* Yes ☐ No ☒

If yes, please explain: _____

*You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

Do you have a valid driver's license? Yes ☒ No ☐ License No. M260 551-57-2870 State FL.

List professional trade, business or civic activities and offices held excluding groups the name or character of which indicate race, color, religion, sex, national origin, disability, marital or veteran status, height, weight or age:

CAUCASIAN CATHOLIC IRISH DIVORCED 5'11" 235 66 YR

State any additional information that you feel may be helpful to us in considering your application.

I'VE BEEN A PREVIOUS CAMP HOST FOR THE
LAST 2 SEASONS AT BEAVER LAKE

PRE-EMPLOYMENT STATEMENT - READ CAREFULLY BEFORE SIGNING

I understand that submission of this application does not assure that I will be employed. I certify that the statements made by me in this application are true and complete. I understand that any false statement or misstatement on this application or in my interview(s) may cause rejection of the application, or dismissal if such false statement or misstatement is discovered subsequent to employment. I understand that before an offer of employment is extended I may have to pass a drug and alcohol test.

I understand that the information in this application will be used by Alpena County and my current and previous employers and others may be contacted to make an inquiry concerning my personal, employment, financial, educational, and medical history and other matters related to employment. I request my current and previous employers, educational institutions and medical providers to answer any inquiry and to provide any requested information contained in any employment, medical or educational records or files relating to me. I hereby release and agree to hold harmless Alpena County and my current and previous employers, educational institutions, and medical providers (and their agents and employees) from any and all claims arising in any way from their cooperation in any inquiry or investigation about me, and I waive my right to receive any notice concerning any disclosures made as a part of such inquiry or investigation. I also release and agree to hold harmless Alpena County and the medical/technical testing agencies (and their agents and employees) from any and all claims arising in any way from their administration or use of results of tests from physical examination of me, including any laboratory tests (including tests for drugs and alcohol), and I authorize the medical/testing agencies conducting the examination and/or tests to report the results thereof to the company, its agents and employees.

I understand that my employment shall be on such terms and conditions as Alpena County may determine and change from time to time and is based upon the requirement that employees become familiar with and abide by the rules, regulations, policies and procedures of Alpena County, as may be established and changed from time to time. Such employment is at will and, therefore, can be terminated by Alpena County at any time, with or without cause and with or without notice. I understand that no one except the Alpena County Board of Commissioners by an action of a quorum of the Board at a Board meeting has any authority to enter into any agreement for employment other than a terminable at will basis, and that no such agreement shall be effective or binding unless it is individually addressed to me in writing and acted on by the Board as provided above.

I acknowledge that I have read and understand the forgoing disclosures, waivers, releases and agreements.

SIGNED: _____

DATE: _____

12/16/23

#3

Alpena County Parks and Recreation Commission
720 Chisholm Street Suite 7
Alpena, MI 49707

CAMPGROUND HOST VOLUNTEER APPLICATION

Complete the application in its entirety and return to the Alpena County Parks and Recreation Commission at the address above.

Applicant's Name (First, M.I., Last) <u>Amber-Rose Rittaler</u>			
Address <u>2160 Briar Hill Rd, Herron, MI 49744</u>		City <u>Herron</u>	State <u>MI</u>
Zip Code <u>49744</u>		Retired? <u>Yes</u> <input type="checkbox"/> <u>No</u> <input checked="" type="checkbox"/>	
Occupation (Current or Past) <u>CNA</u>		Home Phone Number <u>(989) 590 9247</u>	
Cell Phone Number ()		Email Address <u>amber.f21@yahoo.com</u>	

I hereby apply for a position with the Alpena County Parks and Recreation Commission as a Campground Host at :

Park being applied for: (mark correct box)

☒ Beaver Lake Park ☐ Long Lake Park ☐ Sunken Lake Park

Have you ever camped at any of the Alpena County Parks? Yes Which one(s) Beaver Lake Park

Are you familiar with the Alpena County Park Rules? Y Yes ☐ No ☐

Approximately how many years have you been a camper? 11 years

Are there dates that you are NOT available during the camping season (May 15th-Oct 15th)?
If Yes, please specify _____

What type of camping unit will you be using if you are selected as a Campground Host?
☐ Motor Home ☐ Pickup Camper ☒ Trailer ☐ Tent

Size	Length <u>32 Ft</u>	
Do you have vehicle liability insurance? <u>Yes</u> <input checked="" type="checkbox"/> <u>No</u> <input type="checkbox"/> If Yes, complete next section below		
Name of Insurance Company	Policy Number	Expiration Date

List your specific outdoor interest or hobbies: (botany, hiking, bird watching, etc.)

Swimming, Boating, tubing,

List any special needs which may limit your work conditions:

List all additional immediate family members who will reside fulltime at the campsite:

Name (First, M.I., Last)	Relationship
Jesse Rithaler	Husband
Allyson, Stanley, Lilly, Riley, + Benjamin Rithaler	
Jaycee Smith	Kids

Please list two (2) personal references:

Name	Occupation	Phone Number
Kristy Haks		(586) 383-0203
Karren Rithaler	Retired	(989) 727-2457



ALPEN COUNTY APPLICATION FOR EMPLOYMENT

To the Applicant: We appreciate your interest in Alpena County and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications. You may complete this application now or return the completed application at a later time. You may show this application to any person of your choice.

As an Equal Opportunity Employer, we base employment decisions on job-related information and do not discriminate unlawfully because of race, color, religion, sex, age, national origin or ancestry, marital status, veteran status, height, weight, physical or mental disability unrelated to performance, or any other status protected by law.

PERSONAL

Name Bathaker Amber-Rose Lynn Date of Application 1-21-24
(Last Name) (First Name) (Middle Name)

Address 7160 Bear Hill Rd Herron Mi 49744
(Street) (City) (State) (ZIP)

Email address: Amber.t21@yahoo.com

Telephone Number (with area code) _____ Cell Number (with area code) 989 590 9242

Are you 18 years or older? Yes ☒ No ☐

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes ☒ No ☐
(Proof of Citizenship or immigration status will be required upon employment.)

Have you been previously employed here? Yes ☐ No ☒ If yes, date(s) _____

Supervisor Name (s) _____

Have you filed an application before? Yes ☐ No ☒ If yes, date(s) _____

List any friends or relatives working here _____

EMPLOYMENT DESIRED:

Position(s) applied for Beaver Lake Park camp host

Kind of work sought: Full time ☐ Part time ☐ Other ☐ _____

Do you have any special training, skills, qualifications or other experiences that relate to the position(s) applied for?

Salary desired _____

Date available to work _____

EMPLOYMENT EXPERIENCE (List current or most recent job first)

Employer	Date		Work Performed
Address	From	To	
City			
State			
Zip			
Phone Number (with area code)	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Date		Work Performed
Address	From	To	
City			
State			
Zip			
Phone Number (with area code)	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Date		Work Performed
Address	From	To	
City			
State			
Zip			
Phone Number (with area code)	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			

List any other positions held on a separate sheet.

Please explain all periods of unemployment: Stay at home momHave you ever been discharged or requested to resign from any position? Yes ☐ No ☒

If yes, explain: _____

Have you ever been disciplined or discharged for absenteeism or tardiness? Yes ☐ No ☒

If yes, explain: _____

Education	Name/Location	Years Completed	Diploma/ Degree	Courses of Study
Elementary				
High School	Hazel Park High School	4	Diploma	Student
Graduate of 7013 College	Hazel Park, Mi			
Graduate				
Vocational/Training				

REFERENCES (Do not include relatives or former employers)

	Name	Address	Phone Number	Years Acquainted
1	Stephany Ward	Livonia Mi	734-837-4443	4
2	Stephany Eddy	Alpena Mi	989 884 9601	3
3	Sue Adams	Alpena Mi	989-884-2923	3

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes ☐ No ☒

If yes, what branch? _____ Rank at Discharge _____ Date of Discharge _____

Special/technical training _____

ADDITIONAL INFORMATION

Have you been convicted of a felony or a misdemeanor?* Yes ☐ No ☒

If yes, please explain: _____

*You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

Do you have a valid driver's license? Yes ☒ No ☐ License No. T 460 066 564 974 State Mi

List professional trade, business or civic activities and offices held excluding groups the name or character of which indicate race, color, religion, sex, national origin, disability, marital or veteran status, height, weight or age:

White, None, Female, Married, 5ft 2in 135lbs 29 years old

State any additional information that you feel may be helpful to us in considering your application.

PRE-EMPLOYMENT STATEMENT - READ CAREFULLY BEFORE SIGNING

I understand that submission of this application does not assure that I will be employed. I certify that the statements made by me in this application are true and complete. I understand that any false statement or misstatement on this application or in my interview(s) may cause rejection of the application, or dismissal if such false statement or misstatement is discovered subsequent to employment. I understand that before an offer of employment is extended I may have to pass a drug and alcohol test.

I understand that the information in this application will be used by Alpena County and my current and previous employers and others may be contacted to make an inquiry concerning my personal, employment, financial, educational, and medical history and other matters related to employment. I request my current and previous employers, educational institutions and medical providers to answer any inquiry and to provide any requested information contained in any employment, medical or educational records or files relating to me. I hereby release and agree to hold harmless Alpena County and my current and previous employers, educational institutions, and medical providers (and their agents and employees) from any and all claims arising in any way from their cooperation in any inquiry or investigation about me, and I waive my right to receive any notice concerning any disclosures made as a part of such inquiry or investigation. I also release and agree to hold harmless Alpena County and the medical/technical testing agencies (and their agents and employees) from any and all claims arising in any way from their administration or use of results of tests from physical examination of me, including any laboratory tests (including tests for drugs and alcohol), and I authorize the medical/testing agencies conducting the examination and/or tests to report the results thereof to the company, its agents and employees.

I understand that my employment shall be on such terms and conditions as Alpena County may determine and change from time to time and is based upon the requirement that employees become familiar with and abide by the rules, regulations, policies and procedures of Alpena County, as may be established and changed from time to time. Such employment is at will and, therefore, can be terminated by Alpena County at any time, with or without cause and with or without notice. I understand that no one except the Alpena County Board of Commissioners by an action of a quorum of the Board at a Board meeting has any authority to enter into any agreement for employment other than a terminable at will basis, and that no such agreement shall be effective or binding unless it is individually addressed to me in writing and acted on by the Board as provided above.

I acknowledge that I have read and understand the forgoing disclosures, waivers, releases and agreements.

SIGNED: Amber Rose Rattthaly

DATE: 1-21-24

#3

Alpena County Parks and Recreation Commission
720 Chisholm Street Suite 7
Alpena, MI 49707

CAMPGROUND HOST VOLUNTEER APPLICATION

Complete the application in its entirety and return to the Alpena County Parks and Recreation Commission at the address above.

Applicant's Name (First, M.I., Last) <u>Jesse M Rittaler</u>				
Address <u>7160 Briar Hill Rd</u>		City <u>Herron</u>	State <u>M:</u>	Zip Code <u>49744</u>
Retired? <u>Yes</u> <input type="checkbox"/> <u>No <input checked="" type="checkbox"/></u>	Occupation (Current or Past) <u>Customer Service</u>		Home Phone Number ()	
Cell Phone Number (989) 590-9001		Email Address <u>rittz2994@gmail.com</u>		

I hereby apply for a position with the Alpena County Parks and Recreation Commission as a Campground Host at :

Park being applied for: (mark correct box)

☒ Beaver Lake Park ☐ Long Lake Park ☐ Sunken Lake Park

Have you ever camped at any of the Alpena County Parks? ☒ Yes ☐ No Which one(s) Beaver Lake Park

Are you familiar with the Alpena County Park Rules? ☒ Yes ☐ No

Approximately how many years have you been a camper? 2

Are there dates that you are NOT available during the camping season (May 15th-Oct 15th)?
If Yes, please specify _____

What type of camping unit will you be using if you are selected as a Campground Host?
☐ Motor Home ☐ Pickup Camper ☒ Trailer ☐ Tent

Size	Length <u>32 ft</u>
------	------------------------

Do you have vehicle liability insurance? ☐ Yes ☒ No If Yes, complete next section below

Name of Insurance Company	Policy Number	Expiration Date
---------------------------	---------------	-----------------

List your specific outdoor interest or hobbies: (botany, hiking, bird watching, etc.)

walking, Biking, Bag toss, Mowing

List any special needs which may limit your work conditions:

List all additional immediate family members who will reside fulltime at the campsite:

Name (First, M.I., Last)	Relationship
Amber Rittaler	wife
Allyson, Stanley, Lilly, Riley, and Benjamin Rittaler	kids

Please list two (2) personal references:

Name	Occupation	Phone Number
Mona Thiem	Retired	(989) 255 - 1536
Kristy Hicks		(586) 383 - 0203



ALPENA COUNTY APPLICATION FOR EMPLOYMENT

To the Applicant: We appreciate your interest in Alpena County and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which, in our judgment, best meets your qualifications. You may complete this application now or return the completed application at a later time. You may show this application to any person of your choice.

As an Equal Opportunity Employer, we base employment decisions on job-related information and do not discriminate unlawfully because of race, color, religion, sex, age, national origin or ancestry, marital status, veteran status, height, weight, physical or mental disability unrelated to performance, or any other status protected by law.

PERSONAL

Name Rittaler Jesse M Date of Application 1/21/24
(Last Name) (First Name) (Middle Name)

Address 7160 Briar Hill Rd Herron Mi 49744
(Street) (City) (State) (ZIP)

Email address: ritzz2994@gmail.com

Telephone Number (with area code) _____ Cell Number (with area code) 989-590-9281

Are you 18 years or older? Yes ☒ No ☐

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? Yes ☒ No ☐
(Proof of Citizenship or immigration status will be required upon employment.)

Have you been previously employed here? Yes ☐ No ☒ If yes, date(s) _____

Supervisor Name (s) _____

Have you filed an application before? Yes ☐ No ☒ If yes, date(s) _____

List any friends or relatives working here _____

EMPLOYMENT DESIRED:

Position(s) applied for Beaver Lake Park Camp Host

Kind of work sought: Full time ☐ Part time ☐ Other ☐ _____

Do you have any special training, skills, qualifications or other experiences that relate to the position(s) applied for?

Salary desired _____

Date available to work _____

EMPLOYMENT EXPERIENCE (List current or most recent job first)

Employer <u>Home Depot</u>	Date		Work Performed
Address <u>1348 M 32</u>	From	To	<u>Customer Service</u>
City <u>Alpena</u> State <u>Mi</u> Zip <u>49707</u>	<u>1/18</u>		<u>Stock</u>
Phone Number (with area code) <u>989-358-0900</u>	Hourly Rate/Salary		<u>Cashier</u>
Job Title <u>Head Cashier</u>	Starting	Final	
Supervisor <u>Jenny Speaks</u>	<u>10.50</u>	<u>18.25</u>	
Reason for Leaving			
Employer	Date		Work Performed
Address	From	To	
City State Zip			
Phone Number (with area code)	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			
Employer	Date		Work Performed
Address	From	To	
City State Zip			
Phone Number (with area code)	Hourly Rate/Salary		
Job Title	Starting	Final	
Supervisor			
Reason for Leaving			

List any other positions held on a separate sheet.

Please explain all periods of unemployment: _____

Have you ever been discharged or requested to resign from any position? Yes ☐ No ☒

If yes, explain: _____

Have you ever been disciplined or discharged for absenteeism or tardiness? Yes ☐ No ☒

If yes, explain: _____

Education	Name/Location	Years Completed	Diploma/ Degree	Courses of Study
Elementary	Wilson elementary	6		
High School	Harrel Parth High School	3		
College				
Graduate				
Vocational/Training				

REFERENCES (Do not include relatives or former employers)

	Name	Address	Phone Number	Years Acquainted
1	Stephanie Ward	Livonia Mi.	734-837-4443	4
2	Stephanie Gddy	Alpena Mi.	989-884-9601	3
3	Sue Adams	Alpena Mi.	989-884-2923	

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes ☐ No ☒

If yes, what branch? _____ Rank at Discharge _____ Date of Discharge _____

Special/technical training _____

ADDITIONAL INFORMATION

Have you been convicted of a felony or a misdemeanor?* Yes ☐ No ☒

If yes, please explain: _____

*You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

Do you have a valid driver's license? Yes ☒ No ☐ License No. R 346403581594 State Mi

List professional trade, business or civic activities and offices held excluding groups the name or character of which indicate race, color, religion, sex, national origin, disability, marital or veteran status, height, weight or age:

White, None, Male, Married, 5ft 10, 300 lbs

State any additional information that you feel may be helpful to us in considering your application.

PRE-EMPLOYMENT STATEMENT - READ CAREFULLY BEFORE SIGNING

I understand that submission of this application does not assure that I will be employed. I certify that the statements made by me in this application are true and complete. I understand that any false statement or misstatement on this application or in my interview(s) may cause rejection of the application, or dismissal if such false statement or misstatement is discovered subsequent to employment. I understand that before an offer of employment is extended I may have to pass a drug and alcohol test.

I understand that the information in this application will be used by Alpena County and my current and previous employers and others may be contacted to make an inquiry concerning my personal, employment, financial, educational, and medical history and other matters related to employment. I request my current and previous employers, educational institutions and medical providers to answer any inquiry and to provide any requested information contained in any employment, medical or educational records or files relating to me. I hereby release and agree to hold harmless Alpena County and my current and previous employers, educational institutions, and medical providers (and their agents and employees) from any and all claims arising in any way from their cooperation in any inquiry or investigation about me, and I waive my right to receive any notice concerning any disclosures made as a part of such inquiry or investigation. I also release and agree to hold harmless Alpena County and the medical/technical testing agencies (and their agents and employees) from any and all claims arising in any way from their administration or use of results of tests from physical examination of me, including any laboratory tests (including tests for drugs and alcohol), and I authorize the medical/testing agencies conducting the examination and/or tests to report the results thereof to the company, its agents and employees.

I understand that my employment shall be on such terms and conditions as Alpena County may determine and change from time to time and is based upon the requirement that employees become familiar with and abide by the rules, regulations, policies and procedures of Alpena County, as may be established and changed from time to time. Such employment is at will and, therefore, can be terminated by Alpena County at any time, with or without cause and with or without notice. I understand that no one except the Alpena County Board of Commissioners by an action of a quorum of the Board at a Board meeting has any authority to enter into any agreement for employment other than a terminable at will basis, and that no such agreement shall be effective or binding unless it is individually addressed to me in writing and acted on by the Board as provided above.

I acknowledge that I have read and understand the forgoing disclosures, waivers, releases and agreements.

SIGNED: _____

DATE: _____

1/21/24



ALPENA COUNTY PARKS & RECREATION COMMISSION

PARK MANAGEMENT EMPLOYMENT AGREEMENT

This agreement made this ____ day of _____, 2024, between Alpena County Parks and Recreation Commission, a duly authorized body of the Alpena County Board of Commissioners, (hereinafter referred to as the "Commission") and the undersigned person(s) Marcia & Earl Martin, as Co-Managers, herein jointly referred to as Manager. All references to Manager, Managers or Co-Managers are to both employees jointly, unless specifically noted.

1. **Term of Agreement.** The Commission agrees to employ the Managers to supervise and conduct the management of the Beaver Lake Park campground in the County of Alpena for the period of **01-01-2024 through 12-30-2024**. This agreement will renew annually for a period of twelve (12) months unless notice is given by either party within thirty (30) days of renewal.
2. **Personal Performance of Duties.** The performance of the duties required under this agreement may be divided between the co-managers [if existing], as they shall determine. The Managers may not utilize the services or hire employees, sub-agents, or members of the Managers immediate family to assist in performing duties without the prior written consent of the Commission.
3. **Management Duties.** The Campground is a seasonal, recreational establishment open to the public for camping during the period from May 1 through October 15th. During the winter closure period from Oct 16th through April 30th the Campground is not open for camping or facilities rentals unless it is approved by the Commission. The Managers will perform all duties as outlined by Commission in the "Park Managers Job Description/Duties" document, attached and incorporated by reference. The County Administrator serves as the Department Head for Parks & Recreation as is the direct supervisor for Park Managers. 5/15
5/14
4. **Campground Residence.** The Commission provides and maintains a residence at each campground. As a condition of employment, the Manager(s) are required to live in the residence during the Summer Operational Period. The Commission shall be responsible for maintaining and repairing any damages to the structure, heating, plumbing and electrical systems. The Commission shall assume the liability for the power, heat, water, local telephone service and internet at the residence. The Manager(s) shall be and

responsible for personal long-distance telephone charges and all other amenities as they desire (cable/satellite television, cell phone, etc.). All personal long-distance telephone charges must be paid to the Treasurer's Office monthly. Upon termination of this Agreement, the Manager(s) shall immediately surrender possession of the residence in the same condition as received. The Parties agree the benefit of living in the residence shall not be considered compensation to the Manager(s). The Manager(s) agrees to allow any member of the Alpena County Parks and Recreation Commission, the Alpena County Administrator and/or the Maintenance Supervisor of Alpena County to inspect the residence with a twenty-four (24) hour notice to the Manager(s). The Manager(s) agrees to obtain and maintain personal property and liability renter's insurance and provide annual documentation of such to the Commission.

5. **Compensation.** The Commission shall compensate the Manager(s) as follows:

During the Summer Operational Period, it is expected that the Manager(s) will work the hours necessary for the successful operation of the park.

During the Winter Closure Period, it is expected that the Manager(s) will work the hours necessary to complete the Winter Closure Period tasks (see attachment).

The Commission shall pay Manager(s) a salary of \$23,020 for services rendered the term of the agreement), equally divided if Co-Managers. The compensation will be paid in bi-weekly installments during the term of the contract.

per
wage
scale

The Manager(s) are eligible for performance based ^{bonuses} ~~bonus~~ based on a rubric ^{to be} established by the Parks & Recreation Commission and approved annually on the recommendation of the Department Head and/or the Committee responsible for the oversight of the campground. The Commission may amend the compensation under this agreement at the time of renewal.

With regard to the Affordable Care Act, Public Law 111-148, paragraph 4980H, the co-managers are irregular employees and are not eligible for any health care payment. PHS Act paragraph 2708 also does not apply to the co-managers, due to them not becoming eligible during the period for coverage under the plan.

6. **Other Benefits.** The Managers, as employees of the County of Alpena, are eligible to participate in the health incentive programs, e.g. memberships at Plaza Pool, APlex and reduced membership cost at Bay Health Club.
7. **Compliance with County of Alpena Policies & Procedures.** Unless specifically directed otherwise by an action by the Parks & Recreation Commission, the Managers are required to comply with the Alpena County Employee Handbook and all other Policies, Procedures and Rules of the County of Alpena, as well as the Parks & Recreation Commission.
8. **Camp Store.** The Commission shall grant the Manager(s) a concession to operate a store on the Campground. The Manager(s) shall operate said concession as their own business, entirely separate from their employment and duties as required by the Commission. The

Manager(s) agree to obtain and maintain liability insurance and provide documentation of such to the Commission in connection with the operation of the store with policy limits in amounts as deemed appropriate by the Commission. The Manager(s) shall indemnify and shall hold harmless the Commission and the County of Alpena of any and all liability arising in any way from the operation of the store. All inventory of the store shall be the property of the Manager(s). All Parties agree that the store shall cease operation immediately upon termination of this Agreement. Manager(s) agree to abide by all state and federal laws. Manager(s) shall not co-mingle funds of the Campground with funds from the store. The granting of a concession for a Camp Store does not authorize the Manager(s) to monetize any real or personal property owned by the Commission/County or derived from Commission/County owned property (e.g. lumber, firewood, minerals, etc.).

9. **Firewood Sales.** The Park Managers are allowed to gather, cut, and split all deadfall trees that are on the park property for firewood purposes. If there are live trees that are cut down as part of a forest/park management program, any wood left on Park property may similarly be gathered, cut, split, etc., for firewood.
 - a. Any wood so gathered by Park Managers may be used by the Park Managers and/or sold to patrons of the Park in the best judgment of the Park Managers.
 - b. Any revenue/proceeds from the sale of wood by the Park Managers gathered on Park property goes directly to the Park Managers.
 - c. The Parks and Recreation Commission fully understands that the Park Managers may work with Camp Hosts or other volunteers in the gathering, cutting, splitting, and transporting of the wood and may choose to compensate them accordingly.
10. **Camp Hosts, Volunteers & Fundraisers.** Camp Manager(s) are responsible for overseeing and coordinating Camp Hosts and Volunteers. Major fundraisers must be approved by the Parks & Recreation Commission. Money from major fundraisers or donations must be deposited with the County Treasurer. Any large donations from community must be approved for acceptance by the Commission.
11. **Working time.** The Commission expects the Manager(s) to be available for work whenever necessary and they will be compensated as outlined in Paragraph 5. The Manager(s) agree that time spent within the residence, sleeping, eating, relaxing at the residence is not considered working time for the Commission. The Manager(s) are required to be available to work and serve the campground customers as needed ~~during peak times.~~
12. **Termination of the Agreement.** The Manager(s) are employed on an at-will basis and at the sole discretion of the Commission. The Commission may terminate the employment and this Agreement for any reason or no reason at all. The Manager(s) may also terminate their employment and this Agreement at their discretion and upon proper notice to the Commission.

13. **Budgetary Restrictions.** The Manager(s) shall have no authority to commit the Commission or the County of Alpena to any indebtedness that exceeds their annual budget line item without the consent or permission of the Parks Commission.
14. **Amendment.** This Agreement constitutes the terms and conditions of the employment agreement between the Commission and the Manager(s). This Agreement shall only be modified or amended by subsequent written agreement and ~~reviewed by point persons~~ ~~committee~~ and signed by the Commission and the Manager(s).
15. **Renewal of Agreement.** The Manager(s) shall advise the Commission, in writing, 30 days prior to the end of the Agreement term of their intention to not seek renewal of the Agreement. The Commission will advise the Manager(s) not less than 30 days prior to the end of the Agreement of the intention to not offer the Manager(s) a renewal of the Agreement. This agreement will renew automatically in one-year increments if no notice of non-renewal is given.

Date: _____

Managers: _____

Alpena County Parks and Recreation Commission

By: _____

Kevin Osbourne, Chair
Parks & Recreation Commission

By: _____

Jennifer Mathis
Alpena County Human Resource Specialist



Job Title: **Park Manager(s)**
Reports To: County Administrator
FLSA Status: Hourly, non-exempt
Approved/Revised: December 2023

SUMMARY:

The Managers of the Alpena County Parks are employees of Alpena County, under the Parks and Recreation Commission, and will be expected to provide skill, labor and attention necessary to operate the Campground in a welcoming, efficient, safe, and fiscally responsible manner. The Managers direct report to the County Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Register incoming campers. Take reservations by telephone and/or in person and monitor reservations through online reservation system. Exemplary customer service is always required.
2. Greet and assist visitors, answer questions, and explain regulations, distribute maps, distribute copies of Park rules, regulations, and brochures about the County Parks and points of interest in and around County.
3. Keep the grounds clean and orderly. All trash and debris in common areas, roads, and restrooms shall be picked up daily and put in a proper receptacle as necessary.
 - a. Maintain grass at maximum 3" to include trimming and weeding. Grass must be mowed on all camping sites (including seasonals) between rentals when above 3". If a site is vacated the mowing, trimming and cleanup must be done before the next camper arrives.
 - b. Fire rings must be cleaned and maintained on a regular basis and shall be done immediately when a site is vacated and before the next camper arrives. All ashes and waste from the fire ring cleaning shall be handled in a safe manner to prevent unwanted wildfires.
 - c. Boat docks must be cleaned and maintained on a regular basis. Docks must be inspected, repaired if necessary, and then put in and taken out of the lake annually. Pavilions must be monitored and thoroughly cleaned and maintained after each use.
 - d. All picnic tables will be inspected for safety and needed repairs on a continual basis. Any table found unsafe or unfit for use will be removed



from site and replaced or repaired. A minimum of 6 tables will be repaired and painted annually.

- e. Bathrooms must be kept clean and stocked in a safe and sanitary manner at least twice daily – more during peak use times.
4. Managers shall perform spring and fall required maintenance, inventory, and clean up, including but not limited to: raking and removal of leaves and twigs, storing picnic tables and fire rings in the fall and returning them to campsites as appropriate in the spring.
5. Oversee/coordinate ongoing or periodic third-party contractors doing work at the Park and report on project progress.
6. Maintain all park buildings and playground equipment including repairing, painting and cleaning as needed.
7. Maintain and repair all equipment and tools owned by Alpena County/Alpena County Parks and Recreation Commission. An annual inventory of equipment, tools and supplies will be provided to the Commission and updated as needed.
8. Complete and maintain all maintenance logs and follow applicable Maintenance Plans as approved by Parks & Recreation Commission.
9. Keep accurate available records on all reservations, camping fees, ^{and} pavilion rentals, ~~and fundraiser proceeds~~ using the approved campground management software system.
10. Keep accurate and up to date records of all expenditures and submit all invoices, bills, receipts on time and properly notated for payment, as provided in approved Financial Policies/Procedures. Monitor expenditures against approved budget and make recommendations for necessary budget adjustments as needed and work with Department Head to carry-out.
11. All monies collected for camping fees, pavilion rental, dump station fees, ^{showers} and boat launches will be collected according to the fee schedule set by the Commission and safeguarded by the Managers until it is deposited with the Alpena County Treasurer on a weekly basis. Manager will provide weekly ^{and monthly reconciliation} and camp use reports using the approved campground management software.
12. Assist in creating and implementing systems to manage, oversee and ensure compliance for grant funded projects. Work with other assigned personnel to provide Project Management as needed for capital improvements.
13. Manage online social media presence for the promotion of the Park, monitor for issues, questions, complaints, etc., and resolve as needed.



14. Provide to the Commission several (at least 3) recommendations for suitable Camp Hosts. (Who will be subject to an interview with the Commission and must submit a resume and agree to a background check.) Ensure that Camp Host application files are complete and accurate and on file with Alpena County HR Department. - Submit to the
15. Supervise the Camp Hosts in performing the duties assigned to them. The Camp Hosts are intended to assist the Managers with their duties – they are not intended to assume the duties of the Managers. The Camp Host should set an example by being always a model camper – practice good housekeeping in and around their assigned site and by observing all rules and regulations.
16. Maintain and manage repairs of the campground vehicles and use them ONLY for campground use. (Examples of acceptable uses: work around park grounds, attending Parks meetings, making deposits with County Treasurer, supply purchases, etc.).
17. Attend all Alpena County Parks and Recreation Commission meetings, including any relevant Committees.
18. Prepare and disseminate all meeting materials for Park specific committee meetings or workgroups, record and transcribe meeting minutes. Coordinate with Parks & Recreation Commission Secretary and Commissioner's Office staff to prepare materials as needed for Parks & Recreation Commission meetings.
19. Always maintain the Campground residence in a clean and neat condition. The residence is open to inspection by persons designated by the County and/or Parks Board members to do so. - upon 24 hour notice.
20. The Managers understand and agree that time spent working in the Camp Store, sleeping, eating, and relaxing at the residence is not considered working time for the County Parks. The Managers are expected to be available to work and serve the campground customers as needed during peak times. -
21. Be in compliance with all County of Alpena and Alpena County Parks & Recreation Commission rules, policies and procedures.
22. The Managers may be requested to perform additional duties as required by Alpena County/Alpena County Parks Commission.

**SUPERVISORY RESPONSIBILITIES:**

Supervise the Camp Hosts in performing the duties assigned to them

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to recognize and effectively report on operational conditions and problems.
2. Knowledge of standard methods, materials, tools, equipment, safety, and techniques used in facility and grounds maintenance.
3. Ability to maintain effective working relationship with county employees and the general public.
4. Ability to perform tasks with minimal supervision.
5. Must present neat and orderly appearance in conformance with county policy.

EDUCATION:

High school diploma or general education degree (GED); with three or more years related experience and/or industrial/vocational training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in non-standardized situations.

WORK ENVIRONMENT:

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the



essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions.

I HAVE READ THE ABOVE JOB DESCRIPTION AND AGREE TO PERFORM DUTIES AS OUTLINED ABOVE.

Manager

Date

PARKS MANAGERS WAGE SCALE

Base	Step 1	Step 2	Step 3	Step 4	Step 5
\$22,520	\$23,020	\$23,520	\$24,020	\$24,520	\$25,020