

ALPENA COUNTY PARKS AND RECREATION COMMISSION  
**DRAFT MEETING MINUTES**  
Wednesday, June 14, 2023 – 6:00 p.m.  
Manning Hill Park

Dinner provided by Parks Commission Board Member Bonnie Krajniak at 5:30 p.m.

CALL TO ORDER by Chair Pam Kirchoff at 6:11 p.m.

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

ROLL CALL - PRESENT:

Pam Kirchoff	Chairman
Kurt Pratel	Vice Chairman
Jesse Osmer	Secretary (Commissioner), excused
Bill LaHaie	Commissioner
Gerald Fournier	Drain Commissioner
Gerald Lucas	Road Commission
Bonnie Krajniak	
Marty Thomson	
John Kozlowski	Commissioner
Chuck LeFebvre	Planning Commission, excused
Brenda Fournier	Commissioner, alternate (sitting in for Jesse Osmer)

OTHERS PRESENT:

Cindy Cebula, Chief Deputy Treasurer  
Mary Catherine Hannah, County Administrator  
Lynn Bunting, County Board Assistant/Parks Recording Secretary  
Earl & Marcia Martin - Beaver Lake Park Co-Managers  
Sarah Jore - Long Lake Park Manager  
Erin & Keith Felax – Sunken Lake Park Co-Managers  
Alice Thomson, SLP Camper  
Bob Adrian, LLP Member  
Geri Mulka, SLP Camper  
Mrs. LaHaie  
Mrs. Wilder and grandkids  
Tammy Bates  
Terry Bates

**ADOPTION OF THE AGENDA**

Moved by Gerald Fournier and supported by Kurt Pratel to approve the agenda as presented.  
Motion carried.

**PUBLIC COMMENT**

None.

**CONSENT CALENDAR**  
**June 14, 2023**

- A) Parks Commission Meeting Minutes – May 10, 2023 (**Minutes only**)
- B) Beaver Lake Park Committee Meeting Minutes – May 30, 2023

**ACTION ITEM #BLP-1:** The Committee recommends authorizing the Treasurer to transfer \$500 from the Beaver Lake Parks Ground Maintenance line item #208-757-933 and move to the Beaver Lake Park Power Tools line item #208-757-727.002 and approve the Beaver Lake Park Manager to purchase a pull behind leaf vacuum of \$500 out of the Beaver Lake Park Power Tools line item #208-757-727.002 which will attach to the current riding lawn mower.

- C) Sunken Lake Park Committee Meeting Minutes – May 31, 2023
- D) Long Lake Park Committee Meeting Minutes – June 1, 2023

**ACTION ITEM #LLP-1:** The Committee recommends approval for the Long Lake Park Manager to purchase paint up to \$250 to paint outside the old bathhouse (storage building) and front sign and to pay for it out of line item #208-759-932 Long Lake Park Building and Maintenance.

**ACTION ITEM #LLP-2:** The Committee recommends approval for Long Lake Park Manager to obtain a credit/in-house account application with Ace Hardware on US 23 North in Alpena and approve Ace Hardware as an approved vendor.

**ACTION ITEM #LLP-3:** The Committee recommends approval for the Long Lake Park Manager to purchase up to \$200 of bark for the playground at Long Lake Park from grounds maintenance budget line item #208-759-933.

**ACTION ITEM #LLP-4:** The Committee recommends approval of the 2023 Long Lake Park Events as presented with the addition of a band (Truckey Road Experience) on July 1, 2023.

**ACTION ITEM #LLP-5:** The Committee recommends approval of the Camp Host Application – Chris Deboer for the 2023 Camping Season for Long Lake Park. The background check came back clear.

- E) PointPersons Committee Meeting Minutes – June 5, 2023

**ACTION ITEM #PP-1:** The Committee recommends approval to advertise for Sealed Bids for Lawn Service for Manning Hill for the 2024 season.

**ACTION ITEM #PP-2:** The Committee recommends approval for the County IT Director to order the equipment for the internet (Starlink) at Sunken Lake Park up to \$600 and to pay out of line item #208-758-850.

Moved by Marty Thomson and supported by Kurt Pratel to approve the Consent Calendar which includes actions as listed above and filing of all reports and the minutes from the following meetings: Full Board May 10, 2023 (Regular meeting); May 30, 2023 (Beaver Lake Park Committee meeting); May 31, 2023 (Sunken Lake Park Committee meeting); June 1, 2023 (Long Lake Park Committee meeting); and June 5, 2023 (PointPersons Committee meeting) as presented. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

### **TREASURER'S REPORT**

Chief Deputy Treasurer Cindy Cebula presented the monthly treasurer's report and balance sheet for June 2023. Cindy presented the following recommended transfers for each park as some line items are over:

1) **Beaver Lake Park:** Transfer \$45 from vehicle lease line-item number to vehicle maintenance management line item number and transfer \$838 from grounds maintenance line item number to equipment maintenance line-item number. Mary Catherine reported that the vehicle maintenance management is included in the vehicle lease payment now. Earl reported the equipment maintenance is for the pull behind vac for the riding lawn mower.

Moved by Kurt Pratel and supported by Gerald Lucas to recommend approval of the following transfer recommendations for Beaver Lake Park:

**Transfer \$45 from Vehicle Lease line item #208-757-948 and move to Vehicle Maintenance Management line item #208-757-826.**

**Transfer \$838 from Grounds Maintenance line item #208-757-933 and move to Equipment Maintenance/Mechanic line item #208-757-931.**

Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

2) **Sunken Lake Park:** Transfer \$150 from building and grounds supplies to office supplies and transfer \$21 from vehicle lease to vehicle maintenance management. Moved by Marty Thomson and supported by Bill LaHaie to recommend approval of the following transfer recommendation for Sunken Lake Park:

**Transfer \$150 from Building/Grounds Supplies line item #208-758-727.001 and move to Office Supplies line item #208-758-727.**

**Transfer \$21 from Vehicle Lease line item #208-758-948 and move to Vehicle Maintenance Management line item #208-758-826.**

Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

3) **Long Lake Park:** Transfer \$620 from building and maintenance line item number to porta john line item number. Moved by Kurt Pratel and supported by Marty Thomson to recommend approval of the following transfer recommendation for Long Lake Park:

**Transfer \$620 from Building Maintenance line item #208-759-932 and move to Porta**

## **Johns/Septic Cleaning line item #208-759-924**

Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

4) **Parks General:** Cindy informed the board that she transferred \$2 from the Parks Office Supplies line item number #208-760-727 and moved to the Postage line item number 208-760-728 as she was notified by the Clerk's Office the postage was over.

Moved by John Kozlowski and supported by Gerald Fournier to approve the Treasurers Report for June 2023 as presented. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

**REFUNDS/BILLS PRESENTED:** Cindy presented a refund request from Long Lake Park due to medical reasons in the total amount of \$140.00 for approval. Moved by Gerald Fournier and supported by Kurt Pratel to approve the total refund of \$140 for Long Lake Park. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

Cindy presented the Bills for approval (Bills from 5/10/23 to 6/13/23 \$22,601.17, Bills for 06/14/23 \$16,388.57, and Bills turned in at/before the meeting \$4,502) with total amount of \$44,531.74. Moved by Marty Thomson and supported by Kurt Pratel to approve the bills as presented. Roll call vote was taken: AYES: Kurt Pratel, Brenda Fournier, Marty Thomson, Gerald Lucas, John Kozlowski, Gerald Fournier, Bill LaHaie, and Pam Kirchoff. NAYS: Bonnie Krajniak. Motion carried.

## **NEW BUSINESS**

Chair Kirchoff presented the following previously approved POLL action items to have in the minutes:

1) **POLL Action Item #1:** Approval to Pay SLP Co-Managers Mileage – Pam informed the board that Sunken Lake Park did not have a truck and had to use their own vehicle when moving in end of March.

**POLL Action Item #1: Recommend approval to pay Erin and Keith Felax, Sunken Lake Park Co-Managers the total of \$327.50 (500 total miles at .655 per mile) for mileage that occurred 04.14.23 (428 total miles) and 05.10.23 (72 total miles) prior to SLP having a county vehicle and authorize the Treasurer to create a Travel line item #208-758-860 and budget \$328 for 2023 to pay the \$372.50 mileage to the Sunken Lake Park Co-Managers.**

2) **POLL Action Item #2:** Approval to Pay SLP Co-Managers Additional Mileage – Pam informed the board that Sunken Lake Park did not have a truck and had to use their own vehicle and received a truck in May and will no longer have mileage.

**POLL Action Item #2: Recommend approval to pay Erin and Keith Felax, Sunken Lake Park Co-Managers the total of an additional \$165.06 (252 total miles at .655 per mile) for mileage that occurred 04.20.23 (108 total miles) and 04.24.23 (144 total miles) prior to SLP having a county vehicle and authorize the Treasurer to create a Travel line item #208-758-860 and budget \$166.00 for 2023 to pay the \$165.06 mileage to the Sunken Lake Park Co-Managers.**

Chair Kirchoff presented the following for approval:

1) Pay Sand Bay Marina Invoice #1125 (attached #1) – Moved by Marty Thomson and supported by Kurt Pratel to recommend the below action item. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

**ACTION ITEM #6: Recommendation to authorize the Treasurer to increase the 2023 Budgeted Parks General line item 208-760-972.002 Capital Outlay Sunken Lake Park by \$2,500.00 to pay the Sand Bay Marina Invoice #1125 in the amount of \$5,402.00 (without sales tax) as presented.**

2) Approving Camp Host Anthony Vanvolkenburg Application for Sunken Lake Park – Moved by Brenda Fournier and supported by John Kozlowski to recommend Sunken Lake Park hold a special meeting to review camp host applications and bring back recommendation to the board. Motion carried.

3) Approve 2023 Dust Control Agreements (attached #2) – Moved by Kurt Pratel and supported by Marty Thomson to approve the below action item as presented. Roll call vote was taken: AYES: Kurt Pratel, Brenda Fournier, Marty Thomson, Gerald Lucas, Bonnie Krajniak, Gerald Fournier, Bill LaHaie, and Pam Kirchoff. NAYS: John Kozlowski. Motion carried.

**ACTION ITEM #8: Recommendation to approve the 2023 Dust Control Agreements with the Alpena County Road Commissions for Beaver Lake Park, Long Lake Park, and Sunken Lake Park and is budgeted for 2023 as follows:**

**Beaver Lake Park \$250 to be paid from line item #208-757-801.005 (Chloride Roads - one application)**

**Sunken Lake Park \$300 to be paid from line item #208-758-801.005 (Chloride Roads - two applications \$300 ea, total \$600)**

**Long Lake Park \$400 to be paid from line item #208-759801.005 (Chloride Roads - two applications \$400 ea, total \$800)**

#### **OLD BUSINESS**

Brenda presented a request for an update on the Long Lake Park John Deere Tractor. Sarah reported that there was a blown head gasket and was not repairable and is a 20+ year old lawn tractor. Discussion on tractor for Long Lake Park. Sarah reported the tractor is at Sumerix currently.

Bob gave an update on the Long Lake Park Boat Launch Project reporting that he met with Mary Catherine to go over the finances for the project and will be having a preconstruction meeting soon with RS Scott and the contractor.

#### **COMMENTS FROM THE BOARD**

Kurt recommended to have Wes to look at the fence that needs replacing at Manning Hill and get his recommendation. Wes reported that estimating \$400 structure and tighten railing and can paint as he has paint at the shop and also working on getting the graffiti off the picnic table.

**OTHER COMMENTS**

Administrator Hannah reported that she is working on a Press Release for the Long Lake Park Boat Launch and drone video footage for the website of Beaver Lake Park.

Long Lake Park Manager Sarah Jore informed the board that the power loading issue has been addressed with the recently passed Parks Ordinance as the Marine Sheriff and DNR issued tickets during the Memorial Holiday weekend as there was a fishing tournament being held.

**\*Next Meeting: Wednesday, July 12, 2023 at 6:00 p.m. in Howard Male Conference Room.**

**ADJOURNMENT**

Moved by Gerald Fournier and supported by John Kozlowski to adjourn the meeting. Motion carried. The meeting was adjourned at 7:08 p.m.

Respectfully Submitted,

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Pam Kirchoff, Chair  
Alpena County Parks Commission

llb

DRAFT

Rec'd  
5-18-23

#1

Status: Posted  
Invoice Date:  
Print Date: 5/18/2023

Invoice #: 1125



# SAND BAY MARINA

SALES SERVICE STORAGE

14019 US 23 S Presque Isle, MI 49777  
989-595-2502

BILLING ADDRESS
Sunken Lake Park
Sunken Lake Park
10300 LEER RD
POSEN, MI 49776
United States
989-356-4557

SHIP ADDRESS
Sunken Lake Park
Sunken Lake Park
10300 LEER RD
POSEN, MI 49776
United States
989-356-4557

Sales Rep	Terms	Tax Code	Customer PO	Permit Number	Sales Type	Ship Date
7 - Brandie Krajniak	CC	EXEMPT			Regular or Over the Counter	5/17/2023

Req	Fill	OEM Code	Item Description	Bin Location	Sell	Your Price	Amount
6.00	6.00	FLOE	12' Universal Handrail		817.00	817.00	4,902.00
1.00	1.00		Dock Service Labor at Sunken Lake Park		250.00	250.00	250.00
1.00	1.00		Labor to Install Handrails		250.00	250.00	250.00

Invoice Payments		
Type	Amount	Date

THANK YOU FOR YOUR BUSINESS

All returns are subject to a 20% restock fee.  
No returns without receipt.  
No returns on electrical items.  
No returns after 14 days.  
No returns on special orders or close out items.

Tracking No.

Total Invoice	
Item:	4,902.00
Fee:	0.00
Labor:	500.00
Kit:	0.00
Unit:	0.00
Misc:	0.00
<b>Subtotal:</b>	<b>5,402.00</b>
<b>Ship by DEFAULT:</b>	<b>0.00</b>
NT	0.0000
<b>Total Due:</b>	<b>5,402.00</b>
Total Paid:	0.00
<b>Balance Due:</b>	<b>5,402.00</b>

# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

#2

TWP. ALPENA COUNTY PARKS COMMISSION ROAD NAME BEAVER LAKE PARK  
 SEC. \_\_\_\_\_ TOWN \_\_\_\_\_ RANGE \_\_\_\_\_ TERMINI \_\_\_\_\_  
 PROJECT NO. 040 050  
 ESTIMATE PREPARED 5/30/2023 LEGAL CLASSIFICATION LOCAL  
 (Date) (Local or Primary)  
 BY Ryan Brege ACTIVITY Routine Maintenance  
 (Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL	
SURFACING	
DUST CONTROL	
OTHER      2023 DUST CONTROL PROGRAM--BRINE	\$250
<b>TOTAL ESTIMATE</b>	
	<b>\$250</b>
<b>ROAD COMMISSION SHARE</b>	
	<b>\$0</b>
<b>TOWNSHIP SHARE</b>	
	<b>\$0</b>
<b>OTHERS SHARE</b>	
	<b>PARKS COMMISSION      \$250</b>
(Name)	

**REMARKS OR STIPULATIONS**

Work does not include surface preparation shaping or grading of road surface prior to brine application.  
 The above cost estimates are approximate only. The Parks Commission will be billed for the actual cost of application.

ALPENA COUNTY ROAD COMMISSION

ALPENA COUNTY PARKS COMMISSION TOWNSHIP BOARD  
 BY: \_\_\_\_\_  
 SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_  
 CLERK \_\_\_\_\_ DATE \_\_\_\_\_  
 TREASURER \_\_\_\_\_ DATE \_\_\_\_\_  
 TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_  
 TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

BY \_\_\_\_\_  
 DATE \_\_\_\_\_



# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA COUNTY PARKS COMMISSION ROAD NAME SUNKEN LAKE PARK  
 SEC. \_\_\_\_\_ TOWN \_\_\_\_\_ RANGE \_\_\_\_\_ TERMINI \_\_\_\_\_  
 PROJECT NO. 040 003  
 ESTIMATE PREPARED 5/30/2023 LEGAL CLASSIFICATION LOCAL  
 (Date) (Local or Primary)  
 BY Ryan Brege ACTIVITY Routine Maintenance  
 (Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL	
SURFACING	
DUST CONTROL	
OTHER            2023 DUST CONTROL PROGRAM--BRINE	\$300
<b>TOTAL ESTIMATE</b>	
	<b>\$300</b>
<b>ROAD COMMISSION SHARE</b>	
	<b>\$0</b>
<b>TOWNSHIP SHARE</b>	
	<b>\$0</b>
<b>OTHERS SHARE</b>	
	PARKS COMMISSION <b>\$300</b>
(Name)	

**REMARKS OR STIPULATIONS**

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 The above cost estimates are approximate only. The Parks Commission will be billed for the actual cost of application.

ALPENA COUNTY ROAD COMMISSION

BY \_\_\_\_\_  
 DATE \_\_\_\_\_

ALPENA COUNTY PARKS COMMISSION TOWNSHIP BOARD

BY: \_\_\_\_\_  
 SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_  
 CLERK \_\_\_\_\_ DATE \_\_\_\_\_  
 TREASURER \_\_\_\_\_ DATE \_\_\_\_\_  
 TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_  
 TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_

# ALPENA COUNTY ROAD COMMISSION ROAD AGREEMENT

TWP. ALPENA COUNTY PARKS COMMISSION ROAD NAME LONG LAKE PARK  
 SEC. \_\_\_\_\_ TOWN \_\_\_\_\_ RANGE \_\_\_\_\_ TERMINI \_\_\_\_\_  
 PROJECT NO. 040 004  
 ESTIMATE PREPARED 5/30/2023 LEGAL CLASSIFICATION LOCAL  
 (Date) (Local or Primary)  
 BY Ryan Brege ACTIVITY Routine Maintenance  
 (Maintenance or Construction)

DESCRIPTION OF WORK	ESTIMATED COST
CLEARING AND GRUBBING	
GRADING	
DRAINAGE AND STRUCTURES	
GRAVEL	
SURFACING	
DUST CONTROL	
OTHER            2023 DUST CONTROL PROGRAM--BRINE	\$400
<b>TOTAL ESTIMATE</b>	
	<b>\$400</b>
<b>ROAD COMMISSION SHARE</b>	
	<b>\$0</b>
<b>TOWNSHIP SHARE</b>	
	<b>\$0</b>
<b>OTHERS SHARE</b>	
	PARKS COMMISSION <b>\$400</b>
(Name)	

**REMARKS OR STIPULATIONS**

Work does not include surface preparation shaping or grading of road surface prior to brine application.  
 The above cost estimates are approximate only. The Parks Commission will be billed for the actual  
 cost of application.

ALPENA COUNTY ROAD COMMISSION

BY \_\_\_\_\_  
 DATE \_\_\_\_\_

ALPENA COUNTY PARKS COMMISSION TOWNSHIP BOARD

BY: \_\_\_\_\_  
 SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_  
 CLERK \_\_\_\_\_ DATE \_\_\_\_\_  
 TREASURER \_\_\_\_\_ DATE \_\_\_\_\_  
 TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_  
 TRUSTEE \_\_\_\_\_ DATE \_\_\_\_\_