

ALPENA COUNTY PARKS AND RECREATION COMMISSION  
**DRAFT MEETING MINUTES**  
Wednesday, September 13, 2023 – 6:00 p.m.  
Howard Male Conference Room

CALL TO ORDER by Chair Pam Kirchoff at 6:00 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)
Bill LaHaie	Commissioner
Gerald Fournier	Drain Commissioner
Gerald Lucas	Road Commission
Bonnie Krajniak	
Marty Thomson	
John Kozlowski	Commissioner
Chuck LeFebvre	Planning Commission

OTHERS PRESENT:

Cindy Cebula, Chief Deputy Treasurer  
Mary Catherine Hannah, County Administrator  
Lynn Bunting, County Board Assistant/Parks Recording Secretary  
Earl Martin - Beaver Lake Park Co-Manager  
Marcia Martin – Beaver Lake Park Co-Manager, excused  
Sarah Jore - Long Lake Park Manager  
Erin Felax - Sunken Lake Park Co-Manager  
Keith Felax – Sunken Lake Park Co-Manager  
Pennie Wahoski  
Jackie Koencke  
Courtney Krentz, Alpena County Fairboard  
Corey Standen, Alpena County Fairboard  
Amanda Johnson, Alpena County Fairboard  
Lynn Borke, Alpena County Fairboard

**PUBLIC COMMENT**

Courtney Krentz, Fairboard, asked a question on what will happening with the fairgrounds and the Parks & Recreation Commission. Chair Pam responded to her question. Administrator Hannah responded to her question.

Commissioner Kozlowski reported not getting rid of fairgrounds from where it is, but only one of eight. Commissioner Osmer concurred.

Chair Pam reported to request to be put on the October meeting can be, think about improvements with grants, and camping.

Corey Standen, Fairboard, recommends fairboard and commissioners come together and work together for the fairgrounds and some issues with the fair and to improve buildings.

### **ADOPTION OF THE AGENDA**

Moved by Bill LaHaie and supported by Marty Thomson to adopt the agenda as presented. Motion carried.

### **CONSENT CALENDAR**

Chair Kirchoff presented the Consent Calendar for approval.

### **CONSENT CALENDAR September 13, 2023**

- A) Parks Commission Meeting Minutes – August 9, 2023 **(Minutes only)**
- B) Beaver Lake Park Committee Meeting Minutes – August 21, 2023
- C) Sunken Lake Park Committee Meeting Minutes – August 30, 2023

**ACTION ITEM #Sunken Lake Park C1: The Committee recommends approval to pay the Omega Invoice #28187 in the amount of \$595.22 out of the Lights line item #208-758-921 for the electrical in the Pavilion in the day use area and to approve the purchase of the backpack (estimate \$630) and the trailer \$400 out of the Equipment line item #208-758-931 as presented.**

- D) Long Lake Park Committee Meeting Minutes – August 31, 2023

**ACTION ITEM #Long Lake Park D1: The Committee recommends approval for Sarah Jore, Long Lake Park Manager, purchase two metal roof canopies with monies to come out of the Park Improvement Donations Expense line item #208-759-957.000 as presented.**

- E) PointPersons Committee Meeting Minutes – September 6, 2023

**ACTION ITEM #PointPersons E1: The Committee recommends approval to purchase the Online Reservation System for all four Parks from Campspot for the 2024 Camping Season as presented.**

**Item Pulled for Further Discussion and Not Approved on Consent Calendar**

Moved by Marty Thomson and supported by Kurt Pratel to approve the Consent Calendar with the exception of PointPersons Committee Action Item #E1 was pulled for further discussion, which includes actions as listed above and filing of all reports and the minutes from the following meetings: Full Board August 9, 2023 (Regular meeting); August 21, 2023 (Beaver Lake Park Committee meeting); August 30, 2023 (Sunken Lake Park Committee meeting); August 31 (Long Lake Park Committee meeting); and September 6, 2023 (PointPersons Committee meeting) as presented. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, John Kozlowski, Marty Thomson, Gerald Lucas, Bill LaHaie, Jesse Osmer, and Pam Kirchoff. NAYS: Gerald Fournier and Bonnie Krajniak. Motion carried.

**INFORMATON ITEM:** Commissioner Kozlowski pulled Action Item #PP-E1 and the minutes from the PointPersons Committee Meeting for September 6, 2023 for further discussion. Chair Pam reported that the action item from PointPersons Committee Meeting from September 6, 2023 is for the Parks Online Reservation System and that the rest of the following items were just discussion and no action was taken at the PointPersons Committee meeting from September 6, 2023: 1) Park Administrative Assistant, 2) Fairgrounds, and 3) Lottery on Seasonals.

### **TREASURER’S REPORT**

Chief Deputy Treasurer Cindy Cebula presented the monthly treasurer’s report and balance sheet for August 2023. Cindy noted to adjust the travel expense line item in the Parks General Fund before the end of this year.

Moved by Chuck LeFebvre and supported by Jesse Osmer to approve the Treasurers Report for August 2023 and the transfer items as presented. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, John Kozlowski, Marty Thomson, Gerald Lucas, Bill LaHaie, Jesse Osmer, and Pam Kirchoff. NAYS: None. Motion carried.

### **BILLS PRESENTED:**

Cindy presented the Bills for approval: Invoices paid 08/10/23 - 09/12/23 of \$16,197.91, Invoices at meeting 09/13/23 of \$12,929.94, and additional invoices approved at the meeting of \$1,233.39 with total invoices of \$30,361.24. Moved by Kurt Pratel and supported by Gerald Lucas to approve the bills as presented. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, John Kozlowski, Marty Thomson, Gerald Lucas, Bill LaHaie, Jesse Osmer, and Pam Kirchoff. NAYS: None. Motion carried.

### **REFUNDS PRESENTED:**

Long Lake Park Refunds – 1) \$254 camper with terminal illness and cannot camp, 2) \$122 camper’s son passed away, and 3) \$33 overcharged camper. Total Refunds \$409.00. Moved by Kurt Pratel and supported by Marty Thomson to approve the Long Lake Park Refunds of \$254 and \$122 with total refund of \$409.00. Roll call vote was taken: AYES: All ayes, NAYS: None. Motion carried.

Sunken Lake Park Refunds – 1) \$50 camper not happy with manager. Moved by Jesse Osmer and supported by Kurt Pratel to deny the \$50 refund for the Sunken Lake Park Camper as presented. Roll call vote was taken: AYES: All ayes, NAYS: None. Motion carried.

### **CORRESPONDENCE**

Chair Pam presented thank you note and pictures received from a camper of their camping experience at Sunken Lake Park with positive feedback and noted this is in the parks meeting packet for review.

### **NEW BUSINESS**

Chair Pam Kirchoff presented the following for discussion/recommendation:

1) Parks Administrator Assistant Discussion – Parks Administrative Assistant position discussed at the PointPersons Committee meeting and put expense of position in the 2024 budget as a placeholder for discussion to explore further. Discussion on park manager versus assistant and park director concerns. Park Board shared their input, Park Managers shared their input, Mary Catherine clarified position stating that the job description the managers do the day-to-day and operational control of the park with their committee and work together. Mary Catherine noted that she does try to visit the parks once a month.

Moved by Kurt Pratel and supported by Chuck LeFebvre to explore and discuss the Parks Administrative Assistant position further as presented. Roll call vote was taken: AYES: Kurt Pratel, Jesse Osmer, Marty Thomson, Chuck LeFebvre, Bonnie Krajniak, Bill LaHaie Gerald Lucas, John Kozlowski, and Pam Kirchoff. NAYS: Gerald Fournier. Motion carried.

2) 2024 Parks General Budget – Discussion and recommendation of the 2024 proposed Parks General Budget – Mary Catherine clarified and explained the budget and the expenses of Manning Hill Park and with repairs to the Pavilion and rustic fencing with parking lot not budgeted. Lights and port-a-john expenses along with lawn maintenance are all expensed in the same line item for Manning Hill Park in Parks General budget. Moved by Kurt Pratel and supported by Marty Thomson to approve the 2024 Parks General Budget as presented and keep the placeholder in the Parks General Budget for the Parks Administrative Assistant Position. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Marty Thomson, Gerald Lucs, Bill LaHaie, and Pam Kirchoff. NAYS: Bonnie Krajniak, Gerald Fournier, John Kozlowski, and Jesse Osmer. Motion carried.

Mary Catherine noted that the three individual Parks Budget will be presented at the October 11, 2023 Parks & Recreation Commission meeting for approval as the Parks Online Reservation System Fees are not completed yet and can approve the budget at the next parks board meeting. Moved by Jesse Osmer to rescind call for question. Chuck LeFebvre called to rescind for vote.

#### **OLD BUSINESS**

1) Approve Magazine Subscription for Parks – Chair Pam presented the approval for the magazine subscription with Michigan Lakes & Streams and have the correct information to subscribe. Mary Catherine informed the board that the magazine will be digital and they will send to everyone. Moved by Kurt Pratel and supported by Bill LaHaie to recommend the below action item. Roll call vote was taken: AYES: All ayes, NAYS: None. Motion carried.

**ACTION ITEM #7: Motion to approve the magazine subscription for the Parks to Michigan Lakes & Streams (Riparian magazine) for one year at \$25.00 as presented.**

2) Fairground Camping Discussion – Mary Catherine pulled up the Revenue and Expense Report for the Fairground Budget for 2023 and emailed the parks board. Moved by Marty Thomson and supported by Kurt Pratel to continue to study and bring back for further review/discussion of the Fairground Camping. Roll call vote was taken: AYES: Kurt Pratel, Jesse Osmer, Marty Thomson, Chuck LeFebvre, Bonnie Krajniak, John Kozlowski, Bill LaHaie, Gerald Lucas, and Pam Kirchoff. NAYS: Gerald Fournier. Motion carried.

#### **COUNTY ADMINISTRATOR**

Mary Catherine Hannah presented the Parks Online Reservation System for approval and noted that this will be live January 1, 2024. Mary Catherine informed the board that there is a one-time set up fee and the rental of the equipment from Clover that will be in the individual parks in their budgets and fees will be included in the \$5 Parks Reservation Fee with no ongoing cost to the board. Moved by John Kozlowski and supported by Bill LaHaie to recommend the below action item. Roll call vote was taken: AYES: Kurt Pratel, Jesse Osmer, Marty Thomson, Chuck LeFebvre, Gerald Fournier, Bill LaHaie, Gerald Lucas, John Kozlowski, and Pam Kirchoff. NAYS: Bonnie Krajniak. Motion carried.

**ACTION ITEM #9: Motion to approve the Parks Online Reservation**

**System with Campspot and authorize the County Administrator to execute all necessary contracts and/or agreements with Campspot not to exceed \$2,000**

**COMMENTS FROM THE BOARD**

Bonnie Krajniak announced she will be leaving the board due to her health and that she will finish term December 31, 2023, instead of December 31, 2024.

**\*Next Meeting: Wednesday, October 11, 2023 at 6:00 p.m. in Howard Male Conference Room.**

**ADJOURNMENT**

Moved by John Kozlowski and supported by Jesse Osmer to adjourn the meeting. Motion carried. The meeting was adjourned at 8:17 p.m.

Respectfully Submitted,

---

Pam Kirchoff, Chair  
Alpena County Parks Commission

llb