

ALPENA COUNTY PARKS AND RECREATION COMMISSION  
MEETING MINUTES  
Wednesday, March 8, 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) |
| Chuck LeFebvre  | Planning Commission      |
| Bill LaHaie     | Commissioner             |
| Gerald Fournier | Drain Commissioner       |
| Gerald Lucas    | Road Commission          |
| Bonnie Krajniak |                          |
| Marty Thomson   |                          |

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  
Cathy Skerski - Long Lake Park Assistant Manager  
Patrick Martin - Fairground Manager  
John Kozlowski, Commissioner, guest  
Steve Sharda, Great Lakes Recreation  
Matt Srebnik  
Erin & Keith Felax – Sunken Lake Park Co-Managers  
Sandy Ostrowski, Sunken Lake Park

Jeff Kowalski, excused.

**ADOPTION OF THE AGENDA**

Moved by Bill LaHaie and supported by Gerald Fournier to approve the agenda as presented. Motion carried.

**CONSENT CALENDAR/APPROVAL OF MINUTES**

Moved by Marty Thomson and supported by Kurt Pratel to approve the minutes from the following meetings: February 8, 2023 (Regular Parks Commission meeting); February 21, 2023 (Beaver Lake Park Committee meeting); February 22, 2023 (Sunken Lake Park Committee meeting); February 23, 2023 (Long Lake Park Committee meeting); and February 27, 2023 (PointPersons Committee meeting) and Consent Calendar with Action Items presented with the exception of Action Item #1 from the Sunken Lake Park Committee meeting on February 22, 2023 that was pulled from the Consent Calendar for further discussion. Roll call vote was taken: All ayes. Jeff Kowalski, excused. Motion carried.

## **PRESENTATION**

Steve Sharda of Great Lakes Recreation Company made a presentation to the board of playground equipment options for the parks. Steve presented three options available with a quote of \$68,000 each and can change the design on any feature. Steve reported that they are a member of Sourcewell which will give a discount by purchasing playground equipment through them. He stated that fitness equipment is #1 for prisons as it is durable and cannot tear apart with 18 different exercise activities. Chair Kirchoff thanked him for the presentation and the board will look at this further for discussion with their budget and the options.

## **SUNKEN LAKE PARK MEETING MINUTES - ACTION ITEM #1 (Pulled from Consent Calendar)**

Gerald Fournier pulled Action Item #1 under Sunken Lake Park Committee meeting minutes of February 22, 2023 on the Consent Calendar for further discussion. Discussion on how to handle applications, interviews and the selection process. Moved by Marty Thomson and supported by Kurt Pratel to approve the below Action Item. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Lucas, Marty Thomson, Bill LaHaie, and Pam Kirchoff. NAYS: Bonnie Krajniak, Gerald Fournier, and Jesse Osmer. Jeff Kowalski, excused. Motion carried.

**ACION ITEM #SLP-1: The Committee recommends extending the contingent employment offer to candidates Erin & Keith Felax as the Co-Managers of Sunken Lake Park.**

## **PUBLIC COMMENT**

None.

## **TREASURER'S REPORT**

Chief Deputy Treasurer Cindy Cebula presented the monthly treasurer's report and balance sheet for February 2023. Moved by Chuck LeFebvre and supported by Bill LaHaie to approve the Treasurers Report for February 2023 as presented. Roll call vote was taken. All ayes. Motion carried.

**BILLS PRESENTED:** Chief Deputy Treasurer Cindy Cebula presented total bills in the amount of \$21,361.70 for approval (Bills paid 02/08/23 to 03/07/23 of \$19,358.36, Bills for 03/08/23 \$1,600.34, and Bills turned in at the meeting \$249.00 Garant's for boat passes. Moved by Gerald Fournier and supported by Marty Thomson to approve the bills as presented. Roll call vote was taken: All Ayes. Motion carried.

## **REFUNDS**

No refunds presented.

## **NEW BUSINESS**

None.

## **OLD BUSINESS**

Chair Kirchoff presented the Parks Ordinance for discussion and approval. Moved by Jesse Osmer and supported by Kurt Pratel. Gerald Fournier and Bonnie Krajniak opposed. Motion carried.

Chair Kirchoff presented the request from camper Sharon Kauer to refund \$154 for the 2021 camping season at Sunken Lake Park stating Sharon did not approve of a camper to camp on her site while she was not there and requested a refund. Moved by Jesse Osmer and supported by Marty Thomson to approve the refund to Sharon Kauer in the amount of \$154 pending a camper ban letter if exists from September 9, 2021 to October 22, 2021 with monies to come out of Sunken Lake Park budget. Roll call vote taken:

AYES: Kurt Pratel, Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, Gerald Lucas, Marty Thomson, Bill LaHaie, Jesse Osmer, and Pam Kirchoff. NAYS: None. Motion carried.

Chair Kirchoff reported that Sharon Kauer can camp at Long Lake Park and Beaver Lake Park but would need to request to the board to camp at Sunken Lake Park.

### **MANNING HILL UPDATE**

None.

### **COMMENTS FROM THE BOARD**

Bonnie reported that in February she went to the Merchants Building to get vaccinated and had snow up to her waist and needed her daughter to help her get into the Merchants Building and requested that when renting out the Merchants Building to have it shoveled.

Chuck presented a request to have a process in place of hiring procedures for Parks Commission. Moved by Chuck LeFebvre and supported by Gerald Fournier to have a process and procedure in place for the Parks Commission in hiring managers in the parks. Motion carried.

Gerald Lucas reported the need to replace Jeff Kowalski as he has never met him, and they are short a person at Beaver Lake Park. Chair Kirchoff reported that she spoke with Jeff Kowalski and requested he send a letter of resignation to step back from the Parks Commission and he said that he would send via email to the Commissioners Office. Mary Catherine reported that the appointments come from the County Board and explained the process. Moved by Jesse Osmer and supported by Gerald Fournier to follow process and for Jeff Kowalski to send a letter of resignation and to share with the Parks Commission and present to the County Board of Commissioners for approval. Motion carried.

### **OTHER DISCUSSION**

Mary Catherine presented the Long Lake Park Campground License issue for discussion and recommendation. Chief Deputy Cebula reported that she received email correspondence from EGLE stating that the license application for Long Lake Park Campground for the 2023 Camping Season was denied due to the primitive sites added onto the license renewal application and EGLE requested that a new license renewal application for Long Lake Park Campground be resubmitted to EGLE. Discussion for the license renewal application for Long Lake Park be amended for existing sites as soon as possible and to apply for a new application for the 25 primitive sites for Long Lake Park.

Bob Adrian reported that he spoke with Culligan to order device and do the water treatment at Long Lake Park as this was approved by the board. Mary Catherine reported she wants to look at the contract to review regarding the language and if the lease is broken. Discussion that PointPersons reviewed and recommended a 3 year lease and to start up in spring and to remove in the fall from site as not to freeze. Mary Catherine reported no action is required as this is just discussion as this was previously approved and in the Long Lake Park 2023 budget.

Long Lake Park Manager Sarah reported that there is a new contractor that started the house repair today (insurance claim from 2022) and needs a deposit of \$2,500 down to get supplies stating the previous contractor decided not to do the work. Chief Deputy Cindy reported that they need to do the work and then provide an invoice to be paid. Marty reported that the Sunken Lake Park Contractors were not paid upfront.

Bob Adrian informed the board that he spoke with Straley from RS Scott Associates reporting that there is no response back yet from the DNR Grant Representatives regarding approval of the plans/designs sent in so that they can start the bid process for the Long Lake Park Boat Launch Project. Bob reported that the

DNR Grant Representatives have everything was submitted to them for review/approval and there has been a change over of staff and are also reviewing 400 DNR Spark Grant Applications.

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

**ADJOURNMENT**

Moved by Jesse Osmer and supported by Gerald Lucas to adjourn the meeting. The meeting was adjourned at 7:20 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Pam Kirchoff". The signature is written in black ink and is positioned above a horizontal line.

Pam Kirchoff, Chair  
Alpena County Parks Commission

llb