

Alpena County Parks & Recreation Commission Meeting  
December 13, 2023  
Howard Male Conference Room

Present: P. Kirchoff, K. Pratel, J. Osmer, B. Krajniak, G. Lucas, M. Thomson, J. Kozlowski, B. LaHaie, C. LeFebvre  
Absent: None  
Excused: Gerald Fournier

1. TO ORDER - Chair Kirchoff called the meeting to order at 6:00PM ET.
2. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA - Recited.
- 3, ROLL CALL - All members were present with the exception of Gerald Fournier. Brenda Fournier was present as his proxy.
4. ADOPTION OF THE AGENDA – Chair Kirchoff noted that there would need to be a change of numbers on the agenda, as the sequence was not accurate. The second (2) would be moved to (3), and the current (3) would be moved to (4). Marty Thomson moved adoption of the agenda with those changes; Kurt Pratel seconded. Discussion: None. Motion carried.
5. CONSENT CALENDAR  

ACTION ITEM #1, CONSENT CALENDAR – Kurt Pratel moved adoption of the consent calendar; Bill LaHaie seconded. Discussion: John Kozlowski noted that previous minutes stated copies of bills/invoices would be received prior to each meeting, he inquired as to whether that was still going to happen. Mary Catherine Hannah answered that every bill in the packet had been approved per the previous financial policies. She said that going forward, Lynn will scan in the bills and send them out as a packet. No other discussion. The vote was taken by roll call vote; Motion carried unanimously.
6. PUBLIC COMMENT – None.
7. TREASURER’S REPORT – Balances were given by Cindy Cebula. Beaver Lake Park to be discussed in regards to budget adjustments and bills to be paid. It was noted that Sunken Lake Park had many line items that were overdrawn and that those would also be discussed – both in Action item #2. It was also noted that the Youth & Rec Grant for Long Lake Park (Day Use Area for \$10,000) needed to be turned in, except for the narrative. It was determined a narrative was not needed. Additionally, it was stated that someone would need to request the \$50,000 from AARPA funds be transferred into the 2023 budget so that it could then be carried over into 2024. Mary Catherine Hannah said that that was already approved, but she would add it to the next Full Board agenda. Kurt Pratel moved to accept and file the report as presented; John Kozlowski seconded. The vote was taken by roll call vote; Motion carried unanimously.

ACTION ITEM #2, Recommendation that the Treasurer be authorized to pay all remaining bills for 2023 and to make any needed budget adjustments for 2023 – Motion made by John Kozlowski; Chuck LeFebvre seconded. The vote was taken by roll call vote; Motion carried unanimously.

8. APPROVAL OF REFUNDS AND BILLS – Mary Catherine Hannah stated that she was unaware of any refunds. She went on to state that the bills submitted with appropriate signatures total \$11,422.45. Bill LaHaie made the motion to pay the bills; Kurt Pratel seconded. The vote was taken by roll call vote; Motion carried unanimously.

## 9. NEW BUSINESS

1. Approve draft 2024 Parks & Recreation Commission Meeting Dates – Marty Thomson moved to accept the dates; Chuck LeFebvre seconded. No discussion. The vote was taken by voice-vote; Motion carried.

2. Budget Adjustment Request – Mary Catherine Hannah said that there were a number of items to address under this line item. First two items were to move money around to purchase new computers, desperately needed by both Beaver Lake and Long Lake Parks. There are a number of issues with not being able to log into the server with the current computers. The other items pertain to Sunken Lake Park. The trash removal bill ended up being higher than anticipated, and after moving around as much money as they could, an increase was needed to pay the last of this year's bills. Kurt Pratel asked how old the current computers were, Mary Catherine Hannah said each of the two computers are over 5 years old. Kurt Pratel also asked what happens when the computers are turned in, Mary Catherine Hannah explained that they are turned back into the IT Department, at which time they either decommission them and find if anything on them is salvageable for sale, or they are recycled. It was asked whether they are laptops or desktops, Mary Catherine Hannah said that they will be laptops. Chuck LeFebvre moved to approve the budget adjustment requests; Gerald Lucas seconded. Further Discussion: None. The vote was taken by roll call vote; Motion carried unanimously.

3. Recommended Bonuses for the Park Managers for 2023 – In reviewing the proposal, Bonnie Krajniak asked why the different numbers. Kurt Pratel said that Long Lake Park manager, Sarah Jore, is by herself. Bonnie Krajniak replied that was by her own choice. John Kozlowski agreed with Bonnie Krajniak, that the amount should be the same regardless of sole or multiple managers at the park. He felt that we need a consistent plan that calculates the total using a formula that possibly includes items like longevity. Marty Thomson said it was discussed at point person that a committee would be placed to work on this so it wouldn't be an issue going forward. Pam expanded on what Marty Thomson said with different examples, maybe not longevity but performance. Brenda Fournier said she agrees with John Kozlowski's comments, and is opposed to a manager

making more than another at this time until a plan is in place. Mary Catherine Hannah stressed that there is no criteria or guidance at this time – nothing was promised, and consistency in amount has been absent. Brenda feels that longevity should be taken into account with the newest managers getting \$100, the rest getting \$400. Jesse Osmer stated that as we don't have a uniform plan, until we have one, he thinks it makes sense to have it as a flat rate across the board. Jesse Osmer moved that the amount given will be \$450 for each manager; John Kozlowski seconded. Further Discussion: None. The vote was taken by roll call vote; The motion carried with Kurt Pratel and Brenda Fournier opposed. Chair Kirchoff stated that anyone interested in being on the committee should let her know.

4. Recommend to Approve the Sunken Lake Park and Beaver Lake Park 2024 Committee Meeting Dates – Chuck LeFebvre moved to approve the recommended dates; John Kozlowski seconded. Discussion: John Kozlowski discussed the dates and how they coincide with other meeting dates. It was decided we could discuss further at a later date. Brenda Fournier inquired as to why Long Lake Park dates weren't offered. Kurt Pratel explained that it was decided by the subcommittee that they would meet as needed. Brenda Fournier wanted to know why the other parks aren't following suite. Chuck LeFebvre explained due to the grant money that needs to be spent, more regular meetings are needed. The vote was taken by a voice-vote; Motion carried.

10. MANNING HILL PARK UPDATE – Mary Catherine Hannah said no update was received. Kurt Pratel said that he called about the portable restroom that Brenda Fournier has previously mentioned wasn't picked up yet, he was assured with would be picked up.

#### 11. OLD BUSINESS

1. Updated Job Description (a. Recommendation from Point Persons is to go with Option #3) – Chair Kirchoff gave an overview of the options. Brenda Fournier said she felt that reference to "County Administrator" in Option #3 should be taken off the table as we are losing Mary Catherine Hannah. Mary Catherine Hannah explained that whoever takes her place, would be the person referenced in #3. Discussion #1 was taken off the table because it was rejected in previous meetings. Brenda Fournier asked about the structure with no longer having Points Person meetings, specifically whether the position is needed. Mary Catherine Hannah explained the elevated duties of the managers should Option #3 be approved. Brenda Fournier expressed she felt the Board of Commissioners should have nothing to do with the Parks. Jesse Osmer interjected that the one concern he has is that the managers are employees of the County. Bill LaHaie added that if something goes wrong it would fall at the feet of the County Commissioners. Brenda Fournier said she likes Option #3 but with the reference to the County Administrator stricken out. Mary Catherine Hannah clarified that whatever action approved by the Alpena County Parks & Recreation Committee, must be approved by the Alpena County Board of Commissioners. Jesse Osmer made the motion we go with Option #3 with the stipulation that the County Board would revisit the reference to the County

Administrator. Chair Kirchoff intervened with additional information that there would also be a salary increase from \$20,000 to \$22,340. Jesse Osmer amended his motion to include that change; Kurt Pratel seconded. Further Discussion: Gerald Lucas asked for clarification on the motion, which was given by Chair Kirchoff. The vote was taken by roll call vote; Motion carried with Gerald Lucas and Brenda Fournier opposed.

## 12. COMMENTS FROM THE BOARD

John Kozlowski said when he was reading through the previous minutes it was noted that the park managers are entering things into the CampSpot app, with the new program will members of the board have access to that app? Mary Catherine Hannah explained the program and how it works, it was decided that “view only” would be acceptable. John Kozlowski had a second question regarding the the “soft open” from what he understood, the seasonals are being put in right now and that’s all that would be in there as of this meeting. Mary Catherine Hannah confirmed that, and stated that the app will go live for the public on January 3.

Bonnie Krajniak said she is happy she’s leaving and she enjoyed working with everyone. She also said Kevin Osbourne is taking her place and is sure he’ll do well.

Chuck LeFebvre had comments on Sunken Lake Park. He said there has been a lot of calls and stories about deer hunting on Sunken Lake, those are all false. In the future they are going to get some proposals on 2024 for setting boundaries due to neighbors’ requests. He said that RFPs are ready to go on the engineering side of the 475 situation. He ended with giving an update that the furnace and roof have been repaired, but a plan will need to be made for their replacement in the coming years. Bill LaHaie said there were two bids and one seemed high, Chuck LeFebvre said Weinkauff Plumbing & Heating was very high. Mary Catherine Hannah said that the furnace is working, and should get us through the season, a replacement should be found late summer, early fall.

Kurt Pratel said the two Youth & Rec projects at Long Lake Park are going well. He wanted to thank Marty, Bob and Sarah for their work in getting the day use area in order. The boat launch is coming along incredibly well. He’s been there at least once or twice a week throughout the project. He said in speaking to the foremen and workers, they have a lot of pride in what they are doing, he also felt that Elmers was the right selection to do this work, as well as RF Scott doing a good job of overseeing things.

Earl Martin (Beaver Lake Park) – He went to a meeting for Ossineke Township, they requested help for the building a deck for the park. A reply was given that they are willing to help, but they would like a contract with a letter for their records as they move forward on meeting the request. John Kozlowski echoed what Earl said, that a contract was being requested with details. Kurt Pratel said he’s dealt with Ossineke Township for years and said what they most likely want is a letter requesting a specific amount of money and how it would be used. He said that Ossineke Township has been generous in past years.

13. Organization Meeting announced for Wednesday, January 10, 2024 at 6:00PM in Howard Male Conference Room.

14. ADJOURN – Moved by Jesse Osmer; Seconded by Kurt Pratel. Motion carried. Adjourned at 7:07PM

DRAFT