

ALPENA COUNTY PARKS AND RECREATION COMMISSION

DRAFT MINUTES

Wednesday, November 9, 2022 – 6:00 p.m.

Howard Male Conference Room

CALL TO ORDER by Vice Chairman Kurt Pratel at 6:04 p.m.

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

ROLL CALL - PRESENT:

Kurt Pratel	Vice Chairman
Pam Kirchoff	Secretary
Chuck LeFebvre	Planning Commission
John Kozlowski	Commissioner
Gerald Fournier	Drain Commissioner
Bob Adrian	Commissioner
Tom Spaulding	Road Commission
Marty Thomson	Commissioner
Bonnie Krajniak	

OTHERS PRESENT:

Kim Ludlow, Treasurer
Cindy Cebula, Chief Deputy Treasurer, excused
Lynn Bunting, Parks Recording Secretary
Earl & Marcia Martin - Beaver Lake Park Co-Managers
Sarah Jore - Long Lake Park Manager
Tammy Bates, Manning Hill Park
Terry Bates, Manning Hill Park
Wes Wilder, Maintenance Superintendent

Chair Jeff Kowalski, excused.

ADOPTION OF THE AGENDA

Moved by Gerald Fournier and supported by Bonnie Krajniak to approve the agenda as presented. Motion carried.

CONSENT CALENDAR/APPROVAL OF MINUTES

Moved by Marty Thomson and supported by Tom Spaulding to approve the minutes from the following meetings: October 19, 2022 (Regular meeting); November 1, 2022 (Beaver Lake Park Committee meeting); November 2, 2022 (Sunken Lake Park Committee meeting); November 3, 2022 (Long Lake Park Committee meeting); and November 7, 2022 (PointPersons Committee meeting) as presented. Roll Call Vote: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Bob Adrian, Tom Spaulding, John Kozlowski, Marty Thomson, Bonnie Krajniak and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

PUBLIC COMMENT

None.

TREASURER'S REPORT

Chief Deputy Treasurer Cindy Cebula presented the monthly treasurer's report and balance sheet for October 2022. The Parks Commission concurred with the monthly Treasurer's report as presented.

BUDGET ADJUSTMENTS FOR 2022

Chief Deputy Treasurer Cindy Cebula presented the recommended Budget Adjustments for 2022 (attachment #1) for approval. Moved by Bob Adrian and supported by Kurt Pratel to approve the Budget Adjustments for 2022 as recommended by the Treasurer's Office as presented and the \$100 to pay advertising (line item #208-760-903 Parks General Advertising) for the Sunken Lake Park Manager position is in the Budget Adjustments for 2022. Roll Call Vote: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Bob Adrian, Tom Spaulding, John Kozlowski, Marty Thomson, Bonnie Krajniak and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

REFUNDS

Chief Deputy Treasurer Cindy presented two refunds in the total amount of \$370.00 - (two refunds in the amount of \$185 each for Winter Storage SLP). Moved by Marty Thomson and supported by Gerald Fournier to approve the refunds in the total amount of \$370.00 as presented. Roll Call Vote: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Bob Adrian, Tom Spaulding, John Kozlowski, Marty Thomson, Bonnie Krajniak and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

BILLS

Chief Deputy Treasurer Cindy presented the bills for approval in the total amount of \$11,453.99 (bills 10.20.22 to 11.08.22 of \$668.98, bills 11.09.22 of \$10,250.26, and additional bills received today 11.09.22 of \$534.75). Moved by Bob Adrian and supported by Pam Kirchoff to pay the bills as presented. Roll Call Vote: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Bob Adrian, Tom Spaulding, John Kozlowski, Marty Thomson, Bonnie Krajniak and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

WRITTEN PARKS REPORTS AND ACTION ITEMS

PointPersons Committee Meeting – November 7, 2022

PointPersons Vice Chair Kurt Pratel reported the Committee met and reported on the following:

1) Discussion County support Treasurer, Parks Chairman, Parks Recording Secretary, and Commissioners Office. Administrator Hannah stressed the importance of the Commissioner's Office and Board of Commissioners supporting the parks as part of the County and explained that the parks cannot afford the cost allocation. Treasurer Kim Ludlow reported that the Treasurer is paid, not the County, for performing tasks for the parks. Treasurer Ludlow informed the board that she had Chief Deputy Cindy Cebula fill in for her and recommended the Treasurer be paid \$600 for 2022 and the balance of \$600 be left in the Parks General to offset the over time in the Treasurer's Office for performing tasks for the parks.

Bob Adrian reported that Administrator Hannah looking into the state law on the parks mission and explained that the County Parks is the County and not its own entity, only a separate fund. Administrator Hannah reported that the Board of Commissioners grant the Parks Commission what authority they can have and can dissolve. Administrator Hannah presented a draft organizational chart for the County to the Parks Commission as an informational chart for a County structure and parks structure from a Human Resources perspective and will update from a Board of Commissioners to Parks Commission to Managers on the chart.

Moved by Bonnie Krajniak and supported by Gerald Fournier to pay Treasurer Kim Ludlow \$600 with balance of \$600 (\$1,200 budgeted for 2022) transferred to the Parks General Fund to cover overtime in the Treasurer's Office for 2022. Roll Call Vote: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Bob Adrian, Tom Spaulding, John Kozlowski, Marty Thomson, Bonnie Krajniak and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

- 2) Draft Parks Ordinance (current Park Rules are included in the draft Parks Ordinance) – Discussion on the draft Parks Ordinance and recommendation to update to the following:
- a) Section 10, alcohol
 - b) Section 15, item #1b permissive – slightly more permissive recommended.
 - c) Adopt ordinance before parks opening
 - d) Add powerloading
 - e) No open carry in County Parks

Administrator Hannah reported she will update and send to the board and the managers for review and once adopted will send a copy to the Sheriff for enforcement.

Administrator Hannah reported she is working on the Employee Handbook with the HR Specialist and will update that the Parks Ordinance gives the managers the authority to call 911, Sheriff's Office or State Police to handle any violation issues with firearms, etc.

NEW BUSINESS

1) Vice Chair Kurt gave an update on playground equipment for the Parks discussed at the PointPersons Committee meeting with catalogs passed out at the PointPersons Committee meeting. Chuck informed the board that playground equipment catalogs from different companies are available to view tonight as well as in the Commissioner's Office. Kurt reported that the day use area in the parks would be a good site for playground equipment for children. Chuck reported that the company (Great Lakes) did the Ella White School playground equipment and shared a catalog for review and that he also spoke with the company that did the splash pad in town and was asked to put a plan together and they will make a presentation to the board after the first of the year if interested.

2) Vice Chair Pratel presented the Parks Resolution #22-01 for review and approval. County Administrator Hannah informed the board that a work session will need to be scheduled to discuss and put together an application for the grant (3 applications allowed only with a minimum application amount requested of \$100,000) and that the state has this new program available and gave a background of the grant. Bob Adrian, Park Managers, Chuck LeFebvre, Marty Thomson, and Pam Kirchoff and anyone else interested to work with Administrator Hannah to put together the grant application for the parks and apply before the deadline of December 19, 2022. Moved by Marty Thomson and supported by Chuck LeFebvre to recommend the below Action Item and present to the County Board of Commissioners for support/approval. Roll Call Vote: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Bob Adrian, Tom Spaulding, John Kozlowski, Marty Thomson, Bonnie Krajniak and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

ACTION ITEM #1: Recommendation to adopt Parks Resolution #22-01 and present to the County of Alpena for approval to submit the application for the Michigan Sparks Grant as presented.

MANNING HILL UPDATE

Tammy Bates reported that she is working with engineering with Goodrich Paving for a quote on the small road to go up to one end of the Pavilion and to have handicap side of pavilion to access the other roads.

OLD BUSINESS

Marty Thomson gave an update on the results of the load rating for the Sunken Lake Park Bridge Certification requirements reporting there is a limit on the bridge of a 3-ton weight for a tractor or pickup

allowable to go over the bridge. Marty reported that RS Scott Associates will write a certificate and he will obtain a sign to post on the bridge and who can use the bridge as the gate is locked for no public access.

COMMENTS FROM THE BOARD

Bonnie Krajniak presented Parks Recording Secretary Lynn Bunting a gift to thank her for all she has done for her and wanted the board to know.

Kurt Pratel reported that he spoke with Chairman Jeff Kowalski on whether to meet in December or not and he recommended not to hold a board meeting in December. Discussion and recommendation to cancel meeting in December. Moved by Gerald Fournier and supported by John Kozlowski to cancel the December 2022 Parks Commission meeting and to hold the next meeting in January 2023. Motion carried.

Discussion on draft Parks Ordinance to be brought back to the PointPersons Committee for further discussion and recommendation. Administrator Hannah reported that there will be a Public Hearing and adoption by the County Board of Commissioners who will get the recommended approval from the Parks Commission prior to adoption.

Discussion and recommendation to allow the Treasurer's Office to pay bills in December 2022 and make budget adjustments as there will not be a Parks Commission meeting in December 2022. Moved by Gerald Fournier and supported by Pam Kirchoff to recommend allowing the Treasurer's Office to pay the bills in December 2022 and make the necessary budget adjustments as recommended by the Treasurer's Office. Roll Call Vote: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Bob Adrian, Tom Spaulding, John Kozlowski, Marty Thomson, Bonnie Krajniak and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

***Next Meeting:** Thursday, January 11, 2023 Organizational Meeting at 6:00 p.m. in Howard Male Conference Room.

ADJOURNMENT

Moved by Gerald Fournier and supported by Kurt Pratel to adjourn the meeting. The meeting was adjourned at 7:35 p.m.

Respectfully Submitted,

Kurt Pratel, Vice Chairman
Alpena County Parks Commission

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