

ALPENA COUNTY PARKS AND RECREATION COMMISSION  
ORGANIZATIONAL MEETING MINUTES  
Wednesday, January 11, 2023 - 6:00 p.m.  
Howard Male Conference Room

**OATH OF OFFICE**

County Clerk Keri Bertrand presented the Oath of Office to all the Parks Commission Members who took their Oath of Office for the Alpena County Parks Commission as members of the board for 2023.

CALL TO ORDER by County Chief Deputy Treasurer Cindy Cebula at 6:00 p.m.

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

ROLL CALL – Present: Bill LaHaie, Pam Kirchoff, Chuck LeFebvre, Jesse Osmer, Gerald Fournier, Marty Thomson, Bonnie Krajniak, Kurt Pratel, and Gerald Lucas. Jeff Kowalski, excused.

OTHERS PRESENT – County Chief Deputy Cindy Cebula, County Clerk Keri Bertrand, County Administrator Mary Catherine Hannah, Long Lake Park Manager Sarah Jore, Beaver Lake Park Managers Earl & Marcia Martin, Sandy Ostrowski, Kevin Osbourne, Maintenance Superintendent Wes Wilder, County Fairgrounds Manager Patrick Martin, and Jan Kendzierski.

**ELECTION OF OFFICERS**

**Chairman:** Chief Deputy Treasurer Cindy Cebula called for nominations for Chairman of the Parks & Recreation Commission for 2023. Bonnie Krajniak nominated Kurt Pratel for Chair and supported by Gerald Fournier. Kurt Pratel accepted the nomination. Kurt Pratel nominated Jeff Kowalski for Chair and Pam Kirchoff supported. Motion removed as Jeff Kowalski was not present to accept. Kurt Pratel nominated Pam Kirchoff as Chair and supported by Marty Thomson. Pam Kirchoff accepted the nomination. Chief Deputy Treasurer Cebula asked for any other nominations three times. Nominations closed. Moved by Marty Thomson and supported by Bill LaHaie to elect Pam Kirchoff as Chair. Motion was withdrawn as a vote was needed as there are two nominations for Chair: Kurt Pratel and Pam Kirchoff. Pam Kirchoff received 6 votes and Kurt Pratel received 3 votes. Chief Deputy Treasurer Cebula presented Pam Kirchoff as Chair for the Alpena County Parks & Recreation Commissioner for 2023.

**Vice Chairman:** Chair Pam Kirchoff called for nominations for Vice Chairman of the Parks & Recreation Commission for 2023. Marty Thomson nominated Kurt Pratel for Vice Chair. Gerald Fournier nominated Kurt Pratel for Vice Chair. Kurt Pratel accepted the nomination. Chair Kirchoff asked for any other nominations three times. Marty Thomson made a motion to close the nominations with support from Gerald Fournier. Motion carried. Roll call vote was taken to accept Kurt Pratel as Vice Chairman: AYES: All ayes. NAYS: None. Motion carried. Chair Pam Kirchoff presented Kurt Pratel as Vice Chairman of the Parks & Recreation Commission for 2023.

**Secretary:** Chair Pam Kirchoff called for nominations for Secretary of the Parks & Recreation



Commission for 2023. Pam Kirchoff nominated Jess Osmer and supported by Kurt Pratel. Jesse Osmer accepted the nomination. Motion by Marty Thomson to close the nominations and supported by Bill LaHaie. Motion carried. Roll call vote: AYES: All ayes. NAYS: None. Motion carried. Chair Kirchoff presented Jesse Osmer as Secretary of the Parks & Recreation Commission for 2023.

Chair Pam Kirchoff chaired the remainder of the meeting.

### **ADOPTION OF AGENDA**

Moved by Chuck LeFebvre and supported by Kurt Pratel to adopt the agenda with the addition of:

1) Repairs for Sunken Lake Park House. Motion carried.

### **APPROVAL OF MINUTES**

Chair Kirchoff presented the Consent Calendar with minutes from the Parks Commission meeting on November 9, 2022; and the Sunken Lake Park Committee meeting from December 7, 2022 for approval. Moved by Chuck LeFebvre and supported by Kurt Pratel to approve the below Consent Calendar which includes actions as listed and filing of reports. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Gerald Lucas, Marty Thomson, Bill LaHaie, Jesse Osmer, Bonnie Krajniak, and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

### **CONSENT CALENDAR**

A) **Parks Commission Meeting Minutes – November 9, 2022 (Minutes only)**

#### **POLL ACTION ITEMS ON AGENDA**

B) **Sunken Lake Park Committee Meeting Minutes – December 7, 2022**

**ACTION ITEM #1: The Committee recommends approval of the two invoices from Sunken Lake Park Camp Host Christy Mamp in the total amount of \$85.50 as presented.**

**ACTION ITEM #2: The Committee recommends approval of Ronald Welch, Jeanie & Larry Rhode as Camp Hosts for the 2023 Camping Season pending background check.**

### **POLL ACTION ITEMS**

Chair Pam Kirchoff presented POLL #1 – Approve Bonus for each Park for approval. Moved by Kurt Pratel and supported Marty Thomson to approve the below POLL Action Item. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Gerald Lucas, Marty Thomson, Bill LaHaie, Jesse Osmer, Bonnie Krajniak, and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

**POLL ACTION ITEM #1: Recommend approval for a bonus of \$350 each to Long Lake Park Manager Sarah Jore, Long Lake Park Assistant Manager Cathy Skerski, and Beaver Lake Park Co-Managers Earl & Marcia Martin with the Martins also receiving a \$100 longevity bonus in recognition of their 10 years of service at Beaver Lake Park.**

Chair Kirchoff presented POLL #2 – Parks Commission meeting minutes from November 2022 for approval. Moved by Gerald Fournier and supported by Kurt Pratel to approve the below Action



Item. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Gerald Lucas, Marty Thomson, Bill LaHaie, Jesse Osmer, Bonnie Krajniak, and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

**POLL ACTION ITEM #2: Recommend approval of the draft Parks Commission meeting minutes from November 9, 2022 in order for the Treasurer to receive compensation for 2022; there is not a Parks Commission meeting in December 2022.**

#### **PUBLIC COMMENT**

None.

#### **TREASURERS REPORT**

Chief Deputy Cindy Cebula presented the Treasurer's report, Balance Sheet for December 2022 & January 2023, budget adjustments for 2022, and passed out information to the board. Cindy presented the following for discussion/approval:

- 1) Order Copy Paper – Discussion and recommendation for Cindy to order copy paper as requested for 2023. Cindy reported the cost of the paper went up \$22; it will cost \$82 for 2023.
- 2) Order Boat Launch Tickets – Request to order 1,000 boat launch tickets and reported cost from Garants would be estimated \$249 and cost from Allegra would be estimated \$298.19. Discussion and recommendation for Cindy to check into and get a breakdown from Allegra and bring bids back to the next Parks Commission meeting for approval to choose a vendor and for the Treasurer's Office to place the order. Chair Kirchoff recommended to hold until the next meeting.
- 3) Tax Exempt Letter – Discussion and recommendation for Chair Pam Kirchoff to sign the tax exempt letters for the Treasurer's Office and for copies to go to the managers. Chair Kirchoff will sign letter for Sunken Lake Park once a Sunken Lake Park Manager is hired.
- 4) Parks Visa Credit Card – Discussion on Parks Visa Credit Card. Cindy informed the board that the Visa charges for swim buoys & Safety Rings are not budgeted for 2023 and will need to carry over amount approved from 2022 with \$2,500 for Long Lake Park, \$1,500 for Sunken Lake Park and \$75 for Beaver Lake Park (they made their own swim buoys & monies are for safety rings) with a total of \$5,000 budget adjustments from 2022 approved to the budget of 2023. Moved by Kurt Pratel and supported by Jesse Osmer to approve the carry over monies approved from 2022 budget to 2023 budget with monies to come from each park equipment maintenance line item.
- 5) Two Invoices received from Alpena Septic in the total amount of \$1,100 in Treasurer's Office – Cindy presented invoices for discussion and approval. Long Lake Park Manager Sarah Jore reported this was for an emergency repair at Long Lake Park as the regular septic service did not respond when needed. Cindy reported monies would need to be increased in the 2023 budgeted port-a-john line item to pay the two invoices to Alpena Septic Service. Sarah reported that the pumps will need to be serviced twice a year.
- 6) Invoice received from Sand Bay Marina in the amount of \$655 for new dock at Sunken Lake Park in Treasurer's Office – Cindy presented invoice for discussion and approval.



Marty Thomson reported that the Friends will be buying a flagpole and bumpers from Sand Bay Marina and need to separate the two bills and he will contact them to have an updated invoice sent to the Treasurer's Office. Cindy reported the monies will need to come out of line item #208-760-972.002 Capital Outlay.

7) Invoice received from Alpena Supply in the amount of \$164.64 for the Sunken Lake Park Bathhouse for 2022 project in the Treasurer's Office – Cindy presented invoice for discussion and approval reporting that this invoice is not budgeted for 2023. Discussion and recommendation to pay the invoice as there are monies in the 2023 budget.

8) Petty Cash – Cindy reported that each park will received \$300 each and will wait on Sunken Lake Park until a manager is hired. Discussion on increasing petty cash to \$500 for each park. Administrator Hannah reported that petty cash should be for petty cash and purchases should be using the Parks Credit Card. Cindy reminded the board that a project sheet needs to be attached to the invoice along with a copy of the minutes approving the project.

Moved by Kurt Pratel and supported by Gerald Fournier to approve the Treasurer's Report as presented. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Gerald Lucas, Marty Thomson, Bill LaHaie, Jesse Osmer, Bonnie Krajniak, and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

#### **APPROVAL OF REFUNDS**

Chair Pam Kirchoff presented the refund for Long Lake Park Seasonal Lisa Guy who is unable to camp due to a medical procedure and requests a refund of her deposit of \$200. Long Lake Park Manager Sarah Jore reported the refund will be \$190 minus a \$10 charge. Moved by Kurt Pratel and supported by Gerald Fournier to approve the refund to Long Lake Park Seasonal Lisa Guy in the amount of \$190 for the deposit of 2023 seasonal camping fee. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Gerald Lucas, Marty Thomson, Bill LaHaie, Jesse Osmer, Bonnie Krajniak, and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

#### **APPROVAL OF BILLS**

Chief Deputy Treasurer presented the bills in the amount of \$25,005.88 (bills paid 11/10/22 to 1/10/23 of \$20,664.94, bills for 1/11/23 of \$3,521.30, and additional bills approved at meeting tonight of \$819.64) for approval. Moved by Gerald Fournier and supported by Kurt Pratel to approve the bills in the total amount of \$ for approval. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Gerald Lucas, Marty Thomson, Bill LaHaie, Jesse Osmer, Bonnie Krajniak, and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

#### **BUDGET ADJUSTMENTS**

Chair Kirchoff presented the carry over request from 2022 to 2023 for Long Lake Park House Insurance Claim for approval. Moved by Marty Thomson and supported by Chuck LeFebvre to approve the below Action Item. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Gerald Lucas, Marty Thomson, Bill LaHaie, Jesse Osmer, Bonnie Krajniak, and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

**ACTION ITEM #4: Recommend approval to carry over the unspent funds from the 2022 budget Parks General Insurance Recoveries line item #208-760-698.000 in the**



**amount of \$9,339.61 for the Long Lake Park House/Shower Damage Insurance Claim and increase the 2023 budgeted Long Lake Park Expenditure line item #208-759-932 Building Maintenance by \$9,340.00 as presented.**

Chair Kirchoff presented the Parks Commission Liability Insurance Budget Adjustment Request for 2023 for approval. Moved by Kurt Pratel and supported by Gerald Fournier to approve the below Action Item. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Gerald Lucas, Marty Thomson, Bill LaHaie, Jesse Osmer, Bonnie Krajniak, and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

**ACTION ITEM #5: Recommend approval to increase the 2023 budgeted line-item numbers to reimburse the County for the Parks Liability Insurance as follows:**

**Beaver Lake Park Public Liability Insurance line item #208-757-803.000 to \$977 (2023 Budgeted \$875)**

**Sunken Lake Park Public Liability Insurance line item #208-758-803.000 to \$1,106 (2023 Budgeted \$1,000)**

**Long Lake Park Public Liability Insurance line item #208-759-803.000 to \$1,078 (2023 Budgeted \$1,000)**

#### **NEW BUSINESS**

County Administrator Mary Catherine Hannah presented the following for discussion/approval:

1) 2023 Organization of Committees/New Committee Structure – Discussion and recommendation to have a current committee for January 2023 meetings. Administrator Hannah recommended one committee of 4 people for Parks with subcommittees; and a committee with 3 people for Fairgrounds Committee; and a committee with 3 people for Northern Lights Arena & Plaza Pool. Discussion and recommendation to create committee members for January committee meetings and discuss further at the next Parks Commission meeting in February. Chair Kirchoff recommended to table proposed organizational chart and choose committees tonight and Administrator Hannah draft proposed committees for the board to review and address at next Parks Commission meeting on February 8, 2023. Administrator Hannah will draft and send out to the Parks Commission for consideration and recommendation at next Parks Commission meeting in February. Discussion and recommendation from the board to assign the following board members to the following committees:

**Long Lake Park Committee – Gerald Fournier, Kurt Pratel, and Jesse Osmer**

**Sunken Lake Park Committee – Chuck LeFebvre, Bonnie Krajniak, and Marty Thomson**

**Beaver Lake Park Committee – Gerald Lucas, Bill LaHaie, and Jeff Kowalski**

2) Meetings Scheduled for 2023 (attachment #1) – Moved by Jesse Osmer and supported by Marty Thomson to approve the below Action Item as presented. Motion carried.



**ACTION ITEM #6: Recommend approval of proposed 2023 Parks Commission & Committee meeting schedule as presented.**

**3) Beaver Lake Assessment Payment Discussion/Recommendation – Administrator Hannah**

presented the prepay payment with no interest rather than an annual payment for the Beaver Lake Park Assessment for discussion (attachment #2). Moved by Marty Thomson and supported by Chuck LeFebvre to recommend to approve to increase the 2023 Parks General Fund Budget by \$10,676 to pay for the prepayment of the Beaver Lake Park Assessment as presented. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Lucas, Marty Thomson, Bill LaHaie, Jesse Osmer, Bonnie Krajniak, and Pam Kirchoff. NAYS: None. ABSTAIN: Gerald Fournier. Jeff Kowalski, excused. Motion carried.

**4) Sunken Lake Park House Repairs – Administrator Hannah** presented the request repairs for the Sunken Lake House in the total amount of \$5,700 (attachment #3) for discussion/approval. Marty reported that he and County Maintenance Superintendent Wes Wilder went out to the house to review the status and reported there is work to be done, small repairs, and purchase appliances before a new manager moves in. Administrator Hannah reported that Wes and his crew will be doing the labor. Wes gave an update.

Moved by Kurt Pratel and supported by Gerald Lucas to approve the project repairs and improvement for the Sunken Lake House in the amount of \$5,700 as presented. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Gerald Lucas, Marty Thomson, Bill LaHaie, Jesse Osmer, Bonnie Krajniak, and Pam Kirchoff. NAYS: None. Jeff Kowalski, excused. Motion carried.

**OLD BUSINESS**

Administrator Hannah reported that the job posting for the Sunken Lake Park Manager is up and once all the applications are in will reach out to the Sunken Lake Park Committee.

Kurt reported that Long Lake Park Manager Sarah Jore has been handling the Sunken Lake Park Computer and reservations and thanked Sarah for doing and recommended that she receive a stipend for straightening this out. Administrator Hannah reported that there are monies in the Sunken Lake Park Budget for 2023 as there is no manager at this time and will draft up an agreement for the Sunken Lake Park Committee to review and bring to their next committee meeting.

**COMMENTS FROM THE BOARD**

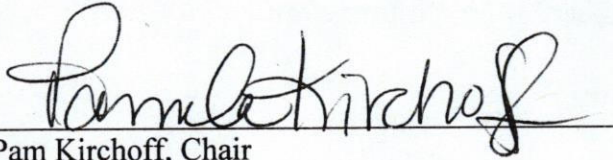
None.

Chair Kirchoff welcomed the new Parks Commission Board Members and they introduced themselves.

**Next Meeting: Wednesday, February 8, 2023 at 6:00 p.m. in Howard Male Conference Room**

## **ADJOURNMENT**

Moved by Gerald Fournier and supported by Kurt Pratel to adjourn the meeting. Motion carried.  
The meeting adjourned at 7:52 p.m.

A handwritten signature in black ink, reading "Pam Kirchoff", written over a horizontal line.

Pam Kirchoff, Chair  
Alpena County Parks & Recreation Commission

llb



#1

## **Alpena County Parks & Recreation Commission**

### **2023 Meeting Dates**

January 11 \* Organizational

February 8

March 8

April 12

May 10

June 14

July 12

August 9

September 13

October 11

November 8

December 13

Alpena County Parks & Recreation Commission meetings will be held the second Wednesday of the month at 6:00 p.m. in the Howard Male Conference Room unless otherwise noted\*



**Alpena County Parks & Recreation Commission  
Beaver Lake Park Committee**

**2023 Meeting Dates**

January 23

February 20\* 21\*

March 27

April 24

May 30\*

June 26

July 24

August 28

September 25

October 23

November 27

12:30pm

Alpena County Beaver Lake Park Committee meetings will be held the fourth Monday before the Point Persons Committee meeting each month at 5:00 p.m. in the Howard Male Conference Room unless otherwise noted\*



**Alpena County Parks & Recreation Commission  
Sunken Lake Park Committee**

**2023 Meeting Dates**

January 25

February 22

March 29\*

April 26

May 31\*

June 28

July 26

August 30\*

September 27

October 25

November 29\*

Alpena County Sunken Lake Park Committee meetings will be held the fourth Wednesday of the month at 1:00 p.m. in the Howard Male Conference Room unless otherwise noted\*



**Alpena County Parks & Recreation Commission  
Long Lake Park Committee**

**2023 Meeting Dates**

January 26\* (12:30 pm)

February 23

March 30\*

April 27

June 1\*

June 29\*

July 27

August 31\*

September 28

October 26

November 30\*

Alpena County Long Lake Park Committee meetings will be held the fourth Thursday of the month at 11:00 a.m. in the Howard Male Conference Room unless otherwise noted\*



**Alpena County Parks & Recreation Commission  
PointPersons Committee**

**2023 Meeting Dates**

January 30\*

February 27\*

April 3

May 1

June 5

July 3

July 31\*

September 5\* (due to Labor Day)

October 2

October 30\*

December 4

Alpena County Parks PointPersons Committee meetings will be held the first Monday before the Parks Commission meeting each month at 11:30 a.m. in the Howard Male Conference Room unless otherwise noted\*



#2

RCEL GE RANGE ODE	RANGE 1 FRONTAGE	RANGE 2 FRONTAGE	WEIGHTED FRONTAGE	Frontage Apportionment %	Public Rec Use Use Factor	Public Rec Use Apportionment %	TOTAL APPORTIONMENT	TOTAL ASSESSMENT	ESTIMATED ANNUAL PAYMENT
1	38	0	38	0.04454%	0	0.00000%	0.28054%	\$1,669.24	\$216.17
1	65	0	65	0.07641%	0	0.00000%	0.15429%	\$918.01	\$118.89
1	58	0	58	0.06716%	0	0.00000%	0.30316%	\$1,803.80	\$233.60
1	52	0	52	0.06107%	0	0.00000%	0.29707%	\$1,767.60	\$228.91
1	68	0	68	0.07951%	0	0.00000%	0.31551%	\$1,877.30	\$243.12
1	63	0	63	0.07380%	0	0.00000%	0.30960%	\$1,842.10	\$238.56
1	49	0	49	0.05747%	0	0.00000%	0.29347%	\$1,748.15	\$226.13
2	300	238	478	0.55828%	1	1.00000%	1.79428%	\$10,875.85	\$1,382.56
1	48	0	48	0.05704%	0	0.00000%	0.13492%	\$802.80	\$103.97
1	70	0	70	0.08156%	0	0.00000%	0.31756%	\$1,889.45	\$244.89
1	49	0	49	0.05688%	0	0.00000%	0.29289%	\$1,742.87	\$225.88
1	95	0	95	0.11094%	0	0.00000%	0.34694%	\$2,064.28	\$267.33
1	0	0	0	0.00000%	0	0.00000%	0.04720%	\$280.84	\$36.37
1	0	0	0	0.00000%	0	0.00000%	0.04720%	\$280.84	\$36.37
1	56	0	56	0.06374%	0	0.00000%	0.30174%	\$1,795.37	\$232.51
1	69	0	69	0.08011%	0	0.00000%	0.15798%	\$940.05	\$121.74
1	0	0	0	0.00000%	0	0.00000%	0.07788%	\$463.39	\$60.01
1	0	0	0	0.00000%	0	0.00000%	0.04720%	\$280.84	\$36.37
1	0	0	0	0.00000%	0	0.00000%	0.04720%	\$280.84	\$36.37
1	54	0	54	0.06281%	0	0.00000%	0.29681%	\$1,777.92	\$230.25
1	0	0	0	0.00000%	0	0.00000%	0.07788%	\$463.39	\$60.01
1	0	0	0	0.00000%	0	0.00000%	0.04720%	\$280.84	\$36.37









## Alpena County Parks



#3

### Project Request & Approval Form

Park: Sunken Lake ParkRequester & Title: Wes Wilder, Maintenance SuperintendentDate Requested: 01.11.2023

## Building (Circle)

## Project Type (Circle)

Bathrooms

Office

A/C

Grounds

Roof

Day Use

Residence

Docks

Heating

Technology

Camp Site

Other

Demolition

Lighting

Trees

Electric

Painting

Windows

Furniture

Plumbing

Other

Flooring +  
Appliances

## Project

## Description:

Needed renovations to residence including new flooring, needed fridge and range, electrical, painting and replacement of well pressure tank and switch.

Work to be completed in house by maintenance team members.

Start date: 1.17.2023Date Project Approved: 1.11.2023Budget for Project: \$5,700.00

Completion date: \_\_\_\_\_

Budget Code/GL Line: 208-760-972.002

## AUTHORIZING SIGNATURES:

By completing this section, the requester indicates that the project has been approved by appropriate Department Head and/or Board.

Dept. Head/Director: [Signature]Date: 1/23/23Board Chair: [Signature]Date: 1-19-23

Once approved, file this form at Commissioner's Office. Please attach minutes from Full Commission Meeting stating the project has been reviewed and approved. Submit copy with invoices to be paid.

Received &amp; Reviewed By Treasurer's Office \_\_\_\_\_

Received &amp; Filed By Commissioner's Office \_\_\_\_\_

Assigned Project Number: \_\_\_\_\_



ALPENA COUNTY MAINTENANCE DEPARTMENT

720 W. Chisholm Street, Suite #6

Alpena, MI 49707

Telephone (989) 354-6016 Fax (989) 354-9648

wilderw@alpenacounty.org

SUNKEN LAKE HOUSE

The following is an estimate of cost to make necessary improvements to the house at sunken lake park.

Flooring	\$2,600.00
Refrigerator	\$648.00
Range with supply line	\$638.00
Smoke Detectors	\$110.00
Carbon Monoxide alarm	\$25.00
Paint and repairs	\$600.00
Electrical	\$150.00
Pressure tank and switch	\$610.00
Total	\$5,381.00

I would ask that \$5,700.00 be put aside for this project. *W.W.*

All work to be completed by the maintenance department.