

ALPENA COUNTY PARKS AND RECREATION COMMISSION  
**DRAFT MEETING MINUTES**  
Wednesday, May 10, 2023 – 6:00 p.m.  
Howard Male Conference Room

NOTICE OF PUBLIC HEARING – MDNR Trust Fund Grant Application for the Beaver Lake Park – Safety and Accessibility Improvements Project for 2024.

OPEN COMMENT – Open Comment at 6:00 p.m., being none closed comment.  
CLOSED COMMENT – Closed Comment at 6:01 p.m.

CALL TO ORDER by Chair Pam Kirchoff at 6:02 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, excused	Planning Commission

OTHERS PRESENT:

- Kim Ludlow, County Treasurer
- 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
- Erin & Keith Felax – Sunken Lake Park Co-Managers
- Alice Thomson, SLP Camper
- Commissioner Brenda Fournier, guest
- Bob Adrian, LLP Member

**ADOPTION OF THE AGENDA**

Moved by Gerald Fournier and supported by Bonnie Krajniak to approve the agenda with the following additions: 1) Old Business – Old Sunken Lake Park Truck, 2) Before Bills – Discuss Procedures on bills and credit card – Treasurer. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

## CONSENT CALENDAR/APPROVAL OF MINUTES & ACTION ITEMS

### CONSENT CALENDAR May 10, 2022

A) Parks Commission Meeting Minutes – April 12, 2023 (**Minutes only**)

B) Beaver Lake Park Committee Meeting Minutes – April 24, 2023

**ACTION ITEM #BLP-1: The Committee recommends approval of the proposal from Rob Zielaskowski Builders to do the drain project for Beaver Lake Park not to exceed \$5,000 (budgeted for 2023) with material supplied by the County for water proofing will be deducted off invoice before submitting.**

**ACTION ITEM #BLP-2: The Committee recommends approval of the Camp Host Applications of Michael Batchelder and Alyssa McNeill as Beaver Lake Park Camp Hosts for the 2023 Camping Season, pending background check. If background check comes back clear, approve refund in the amount of \$221.56 to Michael Batchelder and Alyssa McNeill for their 2023 Camping Season as they will be Camp Hosts for Beaver Lake Park for 2023.**

**ACTION ITEM #BLP-3: The Committee recommends approval of two weeks free camping (valued at \$392) to company in Mio for tree and stump work (removal of two large and two smaller stumps, future downing of a tree and removal of its stump) for a total 5 stumps removed with the estimated total work amount of \$800-900 in trade for camping for the 2023 Camping Season.**

**ACTION ITEM #BLP-4: The Committee recommends approval to pay the bill to Pure Water Well for the service calls minus the sales tax with the total approved of \$566.57.**

C) Sunken Lake Park Committee Meeting Minutes – April 26, 2023

**ACTION ITEM #SLP-1: The Committee recommends approval of the Sunken Lake Park Activities for 2023 as presented.**

**ACTION ITEM #SLP-2: The Committee recommends approval for the Sunken Lake Park Manager to order and install 5 parks signs (two signs for rustic campers parking, two signs for bunkhouses parking, and one sign for 3-ton weight limit on Sunken Lake Park Bridge) from Omega Signs with a limit of \$200 with monies to come out of the Sunken Lake Park Grounds Maintenance line item #208-758-933.00.**

D) Long Lake Park Committee Meeting Minutes – April 27, 2023

**ACTION ITEM #LLP-1: The Committee recommends approval for the Long Lake Park Manager to take the John Deere Tractor to Sumerix Implement to have it looked at and to get an estimate for repairs and to approve to pay up to \$300 for the labor charged to look at the tractor with monies to be paid from the line item #208-759-931 Equipment Maintenance.**

**ACTION ITEM #LLP-2: The Committee recommends approval for the Long Lake Park Manager to purchase boards for two boat launch docks that need repair, as it is a safety hazard, up to \$880 total with monies to be paid from line item #208-759-931 Equipment Maintenance.**

**ACTION ITEM #LLP-3: The Committee recommends approval for the Long Lake Park Manager to use the County stumpgrinder with a total of 6-10 stumps to be removed before opening day.**

E) PointPersons Committee Meeting Minutes – May 1, 2023

**ACTION ITEM #PP-1: The Committee recommends approval for the Long Lake Park Manager to be the sole manager for the rest of the year for 2023 without an Assistant Manager and review at the end of 2023 to see if to continue or to advertise for an Assistant Manager position.**

Not Approved on Consent Calendar

Moved by Marty Thomson and supported by Kurt Pratel to approve the Consent Calendar which includes actions as listed above and filing of all reports and the minutes from the following meetings except for PointPersons Action Item #1 which was pulled for further discussion: April 12, 2023 (Regular meeting); April 24, 2023 (Beaver Lake Park Committee meeting); April 26, 2023 (Sunken Lake Park Committee meeting); April 27, 2023 (Long Lake Park Committee meeting); and May 1, 2023 (PointPersons Committee meeting) as presented. Roll call vote was taken; AYES: All ayes. NAYS: None. Motion carried.

#### **PUBLIC COMMENT**

None.

#### **TREASURER'S REPORT**

Treasurer Kim Ludlow presented the monthly treasurer's report and balance sheet for May 2023. Moved by John Kozlowski and supported by Gerald Lucas to approve the Treasurers Report for May 2023 as presented. Motion carried.

#### **REFUNDS**

Chair Pam Kirchoff presented the refund request for Beaver Lake Park in the amount of \$221.56 for Michael Batchelder and Alyssa McNeill's 2023 seasonal payment as they were recently approved as Camp Hosts for Beaver Lake Park for the 2023 camping season. Chair Kirchoff also presented two requests from Sunken Lake Park for refunds of seasonal deposits of \$150 each from the DeSenders and from Brenda Marwede Walls as both have cancelled their seasonal site for 2023. Discussion do not refund deposits and could use as a credit towards a 2023 camping site at any of the three County Parks but not a refund and cannot put towards a deposit for 2024 camping season and is not transferrable to a family member for 2024. Discussion and recommendation that the camper(s) can come before the board with their request if they choose. Moved by Kurt Pratel and supported by Marty Thomson to approve the total refunds in the amount of \$221.56 for Beaver Lake Park Camp Hosts Michael Batchelder and Alyssa McNeill for the 2023 camping season and approve a credit up to \$150 to the DeSenders and a credit up to \$150 to Brenda Marwede Walls to be applied towards the 2023 camping season at any of the three County Parks. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

#### **DISCUSS PROCEDURES ON BILLS & CREDIT CARD**

Chief Deputy Treasurer Cindy Cebula presented the bills and credit card process for discussion and passed out information reporting on bills received in question and credit card authorization process. Administrator Hannah reported the board approved her to be the Department Head under the Alpena County Procurement and Purchasing Policy and the Park Bylaws that were approved not too long ago and

requested the need to know the boards direction on the Parks Credit Card purchases.

Discussion on Long Lake Park Committee approving in March of \$3,000 quote plus \$1,000 additional to cover any issues that arise and wanting to know what the total is from Jess Ross and what the additional \$1,000. Long Lake Park Manager Sarah reported that the project is completed. Moved by Marty Thomson and supported by Kurt Pratel to approve the credit card payment for the Long Lake Park Home/Water Damage Insurance Repairs project and authorize the County Administrator to work with the Long Lake Park Manager to straighten out the final invoice and include the GFL Invoice as part of the insurance claim to be paid. Roll call vote was taken: AYES: Kurt Pratel, Marty Thomson, Gerald Lucas, Bill LaHaie, and Pam Kirchoff. NAYS: Bonnie Krajniak, Gerald Fournier, John Kozlowski, and Jesse Osmer. Motion carried.

**BILLS PRESENTED:** Chief Deputy Cebula presented total bills in the amount of \$17,661.57 for approval (Bills from 4/13/23 to 5/09/23 \$3,868.74, Bills for 05/10/23 \$11,476.03, and Bills turned in at/before the meeting \$2,316.80). Moved by Kurt Pratel and supported by Bonnie Krajniak to approve the bills as presented. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

#### **NEW BUSINESS**

1) County Administrator Mary Catherine Hannah presented the County Procurement & Purchasing Policies for review of the procedures for submitting bills to table as she would like to incorporate decisions made tonight into the policy and will bring back to the board for approval.

2) Administrator Hannah presented the bid selection for the Long Lake Park Boat Launch Project (attachment #1) for approval reporting this recommendation will need to be submitted to the DNR for approval. Moved by Kurt Pratel and supported by Jesse Osmer to approve the below action item as presented. Roll call vote was taken: AYES: Kurt Pratel, Jesse Osmer, Gerald Lucas, Bill LaHaie, John Kozlowski, Gerald Fournier, Marty Thomson, and Pam Kirchoff. NAYS: Bonnie Krajniak. Motion carried.

**ACTION ITEM #4: Recommend approval of RS Scott Associates bid recommendation and award the Long Lake Park Boat Launch Project Contract Bid to Elmer's Crane and Dozer in the amount of \$721,453.00 and to submit to the MDNR for approval as presented.**

Discussion and recommendation to have an Adhoc Committee for the Long Lake Park Boat Launch Project. Treasurer Ludlow recommended to have an Adhoc Committee like the Commissioners had for the new jail project being the boat launch project is a big project and will need bills to be reviewed closely before submission for request for payment to help not delay bills. Discussion and recommendation to have the Long Lake Park Committee to be the Adhoc Committee for this project. Moved by Marty Thomson and supported by John Kozlowski to authorize the Long Lake Park Committee to serve as the Adhoc Committee to review/approve bills for the Long Lake Park Boat Launch Project. Motion amended by Marty Thomson and supported by Kurt Pratel to also authorize Bob Adrian to be on the Adhoc Committee for the Long Lake Park Boat Launch Project. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

3) Administrator Hannah presented the General Objectives/Specific Campground Objectives from 2019-2023 Recreation Master Plan for review and discussion recommending the board to review and if any comments/recommendations and/or additions in the next 5 years to send to her within the next 2 to 3 weeks and she will send the recommendation back to the Planning Commission. Mary Catherine reported that the Planning Commission works with the County on the County Recreation Master Plan and the

current plan will expire the end of this year. This recreation master plan is required by the DNR for grants current and new.

4) Administrator Hannah presented the Trails Projects - General Objective 7 – Recreation Master Plan for review and discussion reporting that using the existing recreation master plan will resubmit to the DNR Sparks Grant for Sunken Lake Park for a Trails Project with the Karst Preservation, Mystery Valley, and Sinkholes at Sunken Lake. Mary Catherine reported she spoke with the National Parks Service representative and he will help with the trail project and there is a Technical Assistant Grant also that can be applied towards this project. Mary Catherine informed the board that there is a group interested in the trail project with community members and nonprofit organizations with the Sunken Lake Park Committee taking the lead on this project.

### **OLD BUSINESS**

1) Chair Kirchoff presented the PointPersons Action Item #1 for further discussion. Kurt reported that the current Assistant Manager gave a 2 week notice with the last day being May 14, 2023. Discussion on hours of the manager and if able to do. Sarah reported that she will handle the 40-hour week and will be living at the park during the 2023 camping season. Moved by Bill LaHaie and supported by Kurt Pratel to approve the below action item with the addition that the Long Lake Park Manager receive 100% compensation for the rest of 2023. Roll call vote was taken: AYES: Kurt Pratel, Jesse Osmer, Gerald Lucas, Bill LaHaie, John Kozlowski, Gerald Fournier, Marty Thomson, and Pam Kirchoff. NAYS: Bonnie Krajniak. Motion carried.

**ACTION ITEM #PP-1: The Committee recommends approval for the Long Lake Park Manager to be the sole manager and receive 100% compensation for the rest of 2023 without an Assistant Manager and review at the end of 2023 to see if to continue or to advertise for an Assistant Manager position in 2024.**

2) John presented the 25 primitive sites and the permit needed for Long Lake Park and shared his concerns for discussion. Sarah gave an update reporting on the lots that will be primitive and their locations and clarified they will not affect the day use area. Chair Kirchoff reminded Sarah (Long Lake Park Manager) that EGLE requires a map with the permit on where the 25 primitive sites will be located and the board will need a copy as well.

3) Kurt presented the ACC Concrete Technology Donations update reporting that he attended the Youth & Recreation Committee meeting presenting the request to use the donation as a reimbursable expense for the Day Use Enhancement. Kurt reported that the Youth & Recreation Committee denied the request stating they will not accept one picnic table per semester and wants all the picnic tables at the same time. Kurt explained that the Youth & Recreation Committee reported that the donation cannot be used as a reimbursable expense but can be used as part of the match. Marty reported that he knows of someone that can build and install picnic tables and informed the Long Lake Park Committee that they can still continue to get concrete tables from ACC at one table per semester. Discussion on the one concrete picnic table from ACC that is ready to offer to either Beaver Lake Park or Sunken Lake Park and the four picnic tables required in the Youth & Recreation 2023 Grant for Long Lake Park can be built and installed and paid for as part of the grant and match.

Sunken Lake Park Co-Manager Erin reported they would like the concrete picnic table at Sunken Lake Park and requested to move monies within her budget to purchase more picnic tables. Discussion and recommendation to take to Sunken Lake Park Committee at their next meeting for further discussion and recommendation.

4) Administrator Hannah presented the DNR Spark Grant Scoring results for review for all three parks (attachment #2), reporting that the next round application is open and recommended to submit for Sunken Lake Park only, with scoring highest and no need for additional notice of public hearings. Mary Catherine reported she will work with the Sunken Lake Park Committee on the updates and resubmit the Spark Grant Application to the DNR before the deadline next month (June). Moved by Kurt Pratel and supported by Marty Thomson to approve the DNR Sparks Grant Application resubmission for Sunken Lake Park. Motion carried.

5) Administrator Hannah gave an update on the Enterprise Vehicles for the Park reporting that the new truck has been delivered with decals on it for Beaver Lake Park and that Sunken Lake Park will use Beaver Lake Parks old truck until they get their new truck in, which has been ordered.

6) Old Sunken Lake Park Truck – Chair Kirchoff reported that when the old truck from Sunken Lake Park was taken to Brett’s Auto to be repaired Brett’s Auto informed them that there is a bill in the amount of \$437.71 from last year that has not been paid and that Brett reported he would keep the truck in exchange of the bill owed and call it even. Administrator Hannah recommends to sign over the truck for forgiveness of this outstanding bill. Marty reported that there is a plow on it that fits that old truck and recommended to see if Brett would like to buy it, or the County can sell it or scrap it. Discussion and recommendation to allow Brett to purchase the plow being the old truck already is framed for it. Moved by Gerald Lucas and supported by Marty Thomson to approve Brett’s Auto to keep the old Sunken Lake Park Truck in exchange of the outstanding bill and offer the plow at \$500 (lowest offer at \$350) or the County can sell or scrap the old truck if Brett says no. Roll call vote was taken: AYES: All ayes. Commissioner Jesse Osmer, excused. NAYS: None. Motion carried.

#### **COMMENTS FROM THE BOARD**

Bonnie reported that there will be a dinner provided at the next Parks & Recreation Commission meeting on Wednesday, June 14<sup>th</sup> at 5:30 p.m. at Manning Hill Park and to bring your own drinks and chairs and spouses are welcome.

Chair Kirchoff reminded everyone of the Parks Tour on Saturday, May 20<sup>th</sup>.

**\*Next Meeting: Wednesday, June 14, 2023 at 6:00 p.m. at Manning Hill Park with Dinner provided by Bonnie Krajniak at 5:30 p.m.**

#### **ADJOURNMENT**

Moved by Bill LaHaie and supported by Gerald Lucas to adjourn the meeting. The meeting was adjourned at 8:27 p.m.

Respectfully Submitted,

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Pam Kirchoff, Chair  
Alpena County Parks Commission

llb

#1

Alpena County, Bid Tab

Long Lake Park Boat Launch Project

Bid opening Friday May 5, 2007 3:00 P.M.

<u>Contractor</u>	<u>Amount</u>
Elmers Crane and Dozer Inc	\$721,453.00
McArthur Construction	\$785,095.00

**Elmers Crane and Dozer Inc. is in good standing with Alpena County.  
I recommend that Elmers Crane and Dozer be awarded the bid.**



Brian Olsen P.E.

Justification for the award of the bid.

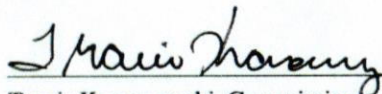
This project was advertised in the local paper and sent to 11 different Plan houses. Additional efforts were made to make sure local contractors were aware the project was out for bids.

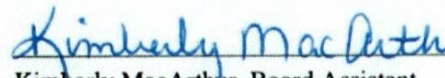
**SEALED BIDS**  
**For**  
**Alpena County Parks Commission**  
**Sealed Bids for Long Lake Park Boat Launch Project**  
**Wednesday, April 26, 2023 at 10:00 a.m. in Commissioners Conference Room**  
Alpena County has the right to accept or reject any and all bids.

Commissioners present: Travis Konarzewski

Others present: Bob Adrian, Kurt Pratel, Wes Wilder, Mark Straley, Kimberly MacArthur,

<b>Business Name</b>	<b>Amount of Bid</b>
Team Elmer's	\$721,453.00
MacArthur Construction	\$785,110.00

  
\_\_\_\_\_  
Travis Konarzewski, Commissioner  
Alpena County Board of Commissioners

  
\_\_\_\_\_  
Kimberly MacArthur, Board Assistant  
Alpena County Board of Commissioners



# APPENDIX G: Notification of Contractor/Vendor Selection and Bid Tabulation Approval

Michigan Department of Natural Resources - Grants Management



## NOTIFICATION OF CONTRACTOR/VENDOR SELECTION AND BID TABULATION APPROVAL

*This information is required by Authority of Act 299, P.A. 1980 as amended, for reimbursement of project costs.*

GRANTEE: <i>Alpena County</i>	PROJECT NO: <i>RP-180059</i>	PROJECT NAME: <i>Long Lake Park Boat launch Proj</i>
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### COMPLETE SECTIONS A. AND B. BELOW, AS APPLICABLE TO YOUR PROJECT

#### SECTION A

I propose to award contracts to the following contractors, after DNR concurrence with this proposed selection and in accordance with the procedures specified in the *Development Project Procedures booklet* (IC1912).

**Attached is a copy of the bid or quote tabulation.**

Contractor/Vendor	Contract Amount	Project Scope Item	Proposed Award Date
1. <i>Elmers Crane and Dozer Inc</i>	\$ <i>721,453.00</i>	<i>All Scope Items</i>	<i>May 12th, 2023</i>
2.	\$		
3.	\$		
4.	\$		

#### SECTION B

**Please check all that apply:**

- Permits have been secured (DEQ, MDOT, etc.).
- Fewer than three bids or quotes were received; attached to this Notification is written justification for the recommended award of the contract to the lowest bidder, including a description of the efforts taken to advertise for bids or solicit quotes.
- I propose to award the bid to the second lowest bidder, upon concurrence by the DNR; attached to this Notification is written justification for rejecting the lowest bid.

#### CERTIFICATION

*I hereby certify that the contractor(s)/vendor(s) listed in A. above was chosen for selection according to the procedures outlined in the Development Project Procedures booklet and the Project Agreement. In accordance with those procedures, I have reviewed the qualifications of the recommended bidder, have accurately calculated the total bid price, and assert that the bidding was conducted as put forth in the specifications and bid documents approved earlier. Further documentation of the contractor selection process will be provided upon request.*

\_\_\_\_\_  
Grantee's Signature (REQUIRED)

\_\_\_\_\_  
Date

**Return this completed notification along with all required attachments to:**

**Grants Management  
Michigan Department of Natural Resources  
PO Box 30425  
Lansing MI 48909-7925**

**Upon concurrence by DNR,  
a copy of this approved  
notification will be returned  
to the Grantee**

#### FOR DNR USE ONLY:

*The Michigan Department of Natural Resources concurs with your recommendation to award the contract to the bidder(s) as specified in A. above*

\_\_\_\_\_  
DNR Grant Coordinator

\_\_\_\_\_  
Date

	Max 24 points	Max 17 points	Max 19 points	Max 14 points	
Application Number	Public Benefit and Anticipated Outcomes	Access to Project Site	Financial and Social Considerations	Clarity of Scope and Ability to Execute	
ARPA-0594 (BLP)	18	11	12	11	11
ARPA-0828 (SLP)	24	12	12	13	13
ARPA-0845 (LLP)	24	10	10	13	13

	Max Points 15	Max Points 11	Total 100	
Application Number	Access to New Opportunities for People of All Abilities	New Construction, Renovation and Future Maintenance	Total Score	Tier
ARPA-0594 (BLP)	5	9	66	Tier 8
ARPA-0828 (SLP)	5	8	74	Tier 5
ARPA-0845 (LLP)	5	8	70	Tier 6

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