

BEAVER LAKE PARK COMMITTEE  
DRAFT MEETING MINUTES  
DATE November 27, 2023 at 4:00 p.m.  
Howard Male Conference Room

Beaver Lake Park Committee Chair Gerald Lucas called the Beaver Lake Park Committee meeting to order at 4:02 p.m.

COMMITTEE MEMBERS PRESENT: Chair Gerald Lucas, Bill LaHaie, John Kozlowski, Beaver Lake Park Managers Earl Martin and Marcia Martin

OTHERS PRESENT:

**MANAGER MONTHLY REPORT** – (attachment #1)

Beaver Lake Park Managers Earl Martin and Marcia Martin presented the following for discussion:

The French drain / tile system project by the garage has been started; however, have run into some issues with Ms. Dig and missing markings. Contact has been made to have them come back out and redo the markings. In the interim and while his equipment is at the park, Rob is also assisting with some other excavation /heavy equipment needs around the park. It was also reported by Earl Martin that the large stump located at the northwest corner of the garage cannot be excavated due to its near proximity of the garage foundation as well as electrical lines running underground to the garage.

Brief report by managers advising that while at courthouse for Campspot meeting, IT reviewed the county laptop and installed Microsoft 2016 so now have access to Word & Excel, although new computers may be warranted in the not so distant future.

Earl Martin inquired about possibility of getting contract for the parks' trucks at the car wash. He will check into more information.

Discussion was had with regard to the refund and cancellation language on the rate sheets which seems somewhat confusing. **Motion by John Kozlowski, seconded by Bill LaHaie to replace the wording of that paragraph with the proposed language as follows:**

**“All reservations require a minimum of a one night deposit, with a two-night deposit required for all holiday stays. Alpena County has a no refund policy. If a cancellation becomes necessary, any deposits may be applied toward a future stay within the same camping season.”**

Motion carried.

## OLD BUSINESS

The Committee Chair presented the managers with the final Parks Performance Review for their signature and submission to the Commissioner's office.

There was further discussion regarding the issue of the discrepancy in the manager's contracts / wages and the underlying reasoning for the proposed longevity pay. It is understood that there will be further discussions regarding this topic at the Point Persons meeting. The managers also reported that the Managers had all been provided a very preliminary draft of a proposed contract to review which was briefly discussed at the Managers' meeting.

### **2023 BUDGET**

There were no anticipated budget adjustments required at this time.

### **NEW BUSINESS**

Park Managers reminded the Committee of the need for representation at the Youth & Rec meeting on December 7, 2023 at 7:00 p.m. at the Aplex.

Brief discussion regarding the Point Persons meeting usually held the first Monday of the month – December 4<sup>th</sup> is not available as Personnel has interviews scheduled all day. Rescheduled for December 11<sup>th</sup>.

Meeting dates for 2024 were discussed. Proposed preliminary dates attached with meeting time at 4:30 p.m.

### **OTHER DISCUSSION**

**\*Next Meeting: DATE Monday, January 29, 2024, at 4:30 p.m. in the Howard Male Conference Room**

### **ADJOURNMENT**

The meeting was adjourned at 5:14 p.m.

Respectfully Submitted,

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Gerald Lucas, Beaver Lake Park Committee Chair

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# 1

## PARK MANAGER MONTHLY REPORT

BEAVER LAKE  
NOVEMBER - DECEMBER 2023

### Ongoing Improvements Project(s) Progress:

Drain / tiling issue by garage – Rob has begun the project; however, there were some lines that were not marked. Thus, Ms. Dig will be back out before more excavating / project can continue.

The stump along the garage needs to be cut down, ground out and then back-filled , with driveway being leveled off. Cannot excavate there without potential damage to the garage and also exposure to electrical wiring to garage.

### Campground Activities & Site Notes:

None at this time.

### Budget Adjustments Needed/Budget Look Ahead:

None known other than administrative FICA/Medicare which we believe has already been acknowledged and will be adjusted at end of year.

### Upcoming/Needed Maintenance:

Will be reaching out to Service Master to see if we can get vents in house cleaned out. Believe there should be sufficient funds in building maintenance for that service.

### OTHER / MISCELLANEOUS:

Computer related -

    Campspot transition.

    Follow-up on Microsoft Office - when computer was at IT department to get checked/ updated, they uploaded MS Office 2016 to provide word/excel pending purchase of new computers

Follow-up on topic discussions from last month: (some topics may be elsewhere in agenda)

    Longevity discussion

    Proposal for alternate administrative assistance

    Bonuses - rubric

    Proposed amendment to language re: deposits/refunds – rate sheets and county web page

    Commission – structure – need for Point Persons Committee?

**ALPENA COUNTY PARKS & RECREATION COMMISSION  
BEAVER LAKE PARK COMMITTEE**

**2024 Meeting Dates**

January 29

February 26

March 25

April 22

May 28\*

June 24

July 29

August 26

September 23

October 28

November 25

Alpena County Beaver Lake Committee meetings will be held the Monday before the Point Persons Committee meeting each month at 4:30 pm in the Howard Male Conference Room unless otherwise noted.