



MEMORANDUM

To: Alpena County Parks & Recreation Commission

Cc: Burt Fransisco, Board of Commissioners
Finance/Ways & Means Committee Chair

From: Alpena County Administrator

RE: Alpena County Procurement & Purchasing Policy and County Campground Operations

Date: 05 May 2023

Attached for your review/discussion and approval is the County Procurement and Purchasing Policy, with some suggested amendments. The County Board of Commissioners approved this policy in June of 2022, as a rewrite and update of an older purchasing policy.

The Bylaws for the Parks & Recreation Commission provide that the Commission will follow all Alpena County Operating Policies and Procedures, and further notes that all employees shall be subject to the Alpena County Employee Handbook and all other policies and procedures for Alpena County employees. [Which is consistent with the original grant of authority to the Parks & Recreation Commission when created by the County Board of Commissioners.]

The Park Managers – as the day-to-day operational leads for the county owned campgrounds – are in a slightly different posture than “Department Heads” as it comes to County policies and procedures; which has partially led to the confusion. The Procurement and Purchasing Policy does not, as currently drafted, make different provisions for Park Managers – and does not specifically reference the Parks & Recreation Commission. In order to help clear up the confusion and make for consistent policy and uniform procedures across the county, the attached proposed amendments make specific referral to the Park Managers and the approvals necessary by EITHER the County Board of Commissioners OR the County Parks & Recreation Commission, as is appropriate. It also sets some slightly different expenditure limits for Park Managers.

As the direct line supervisor for the County Park Managers, it would be the responsibility of the County Administrator to ensure compliance with all applicable policies and procedures – under the direction of the Parks & Recreation Commission.