

ALPENA COUNTY PARKS AND RECREATION COMMISSION  
**DRAFT MINUTES**

Wednesday, September 21, 2022  
Howard Male Conference Room

CALL TO ORDER by Vice Chairman Kurt Pratel at 6:00 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  
Lynn Bunting, Parks Recording Secretary  
Dr. Greg & Donna Mote–Sunken Lake Park Co-Managers, absent  
Earl & Marcia Martin - Beaver Lake Park Co-Managers  
Sarah Jore - Long Lake Park Manager via telephone  
Tammy Bates, Manning Hill Park  
Terry Bates, Manning Hill Park  
Wes Wilder, Maintenance Superintendent  
Sheriff Erik Smith  
Tammy Kish  
Carol Ulch  
Darrel Ulch

Chairman Jeff Kowalski, excused.

**ADOPTION OF THE AGENDA**

Moved by Tom Spaulding and supported by John Kozlowski to approve the agenda as presented.  
Motion carried.

**APPROVAL OF MINUTES**

Moved by Bonnie Krajniak and supported by Gerald Fournier to approve the minutes from the following meetings: August 10, 2022 (Regular meeting); August 29, 2022 (Beaver Lake Park Committee meeting); August 31, 2022 (Sunken Lake Park Committee meeting); September 7, 2022 (Sunken Lake Park Committee meeting); September 8, 2022 (Long Lake Park Committee meeting); and September 12, 2022 (PointPersons Committee meeting) as presented. Motion carried.

Discussion on utilizing a Consent Calendar for Minutes and Action Items. Moved by John Kozlowski and supported by Marty Thomson to approve using a Consent Calendar for parks meeting minutes and action items. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Bonnie Krajniak, and Kurt Pratel. NAYS: Gerald Fournier and Tom Spaulding. Jeff Kowalski, excused. Motion carried.

### **PUBLIC COMMENT**

Tammy Kish, Camper at Long Lake Park, informed the board that she is being charged with an outdoor kitchen fee and wanted to be credited as she heard we are no longer charging that fee and requests that her money that she paid for that fee be applied for her next season camping fee.

Darrel Ulch, Seasonal Camper at Long Lake Park, informed the board that he has been a seasonal camper for 4 to 5 years, and recommends the committee come up with a senior citizen discount. Moved by Gerald Fournier and supported by Chuck LeFebvre to discuss the extra fee for an outside kitchen and a senior citizens discount at the next PointPersons Committee meeting and to include discussing a discount for Veterans as well. Motion carried.

### **TREASURER'S REPORT**

Treasurer Kim Ludlow presented the monthly treasurer's report and balance sheet for August 2022. Moved by John Kozlowski and supported by Chuck LeFebvre to approve the Treasurer's Report for August 2022. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: None. Jeff Kowalski, excused. Motion carried.

### **PROPOSED BUDGET 2023**

Treasurer Ludlow presented the proposed Alpena County Parks Commission Budget for 2023 for approval. Discussion of money added at PointPersons for vehicle lease for Sunken Lake Park. Moved by Marty Thomson and supported by Chuck LeFebvre to approve the proposed 2023 budget for the Alpena County Parks Commission as presented. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: Gerald Fournier. Chair Jeff Kowalski, excused. Motion carried.

### **REFUNDS AND BILLS**

No Refunds. Chief Deputy Treasurer Cindy Cebula presented the bills for approval. Moved by Marty Thomson and supported by Bonnie Krajniak to approve the bills in the total amount of \$27,687.73 (bills paid 08/11/22 to 09/20/22 \$19,147.85 plus bills presented 09/21/22 \$8,539.88) as presented. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: None. Chair Jeff Kowalski, excused. Motion carried.

### **NEW BUSINESS**

None.

### **WRITTEN PARKS REPORTS AND ACTION ITEMS**

**PointPersons Committee Meeting – September 12, 2022**

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

1. **Proposal on Seasonal Contracts for Park Managers** – Moved by John Kozlowski and supported by Kurt Pratel to table the proposed seasonal contracts for the park managers for further discussion. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: None. Chair Jeff Kowalski, excused. Motion carried.
2. **Campground Fees Recommendation increase 5% for all three parks for 2023** - Eliminate Fridge/Freezer Fee for 2023 – John presented the new management software for discussion. Moved by Marty Thomson and supported by Tom Spaulding to approve the 5% increase in campground fees for all three parks for 2023 as presented. Roll call vote was taken: AYES: Chuck LeFebvre, Bob Adrian, Marty Thomson, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: Pam Kirchoff, Gerald Fournier, and John Kozlowski. Chair Jeff Kowalski, excused. Motion carried.
3. **Transfer request to move 2022 budgeted \$5,000 from other Funds to General Fund** – Moved by Gerald Fournier and supported by Bob Adrian to approve the transfer request to move 2022 budgeted \$5,000 from other line item #208-760-995 Funds to General Fund. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: None. Chair Jeff Kowalski, excused. Motion carried.
4. **Updated Recommendation for Subcommittee, PointPersons Committee & Parks Commission Meeting Dates for 2023** – Moved by Tom Spaulding and supported by Kurt Pratel to approve the below Action Item as presented. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: None. Chair Jeff Kowalski, excused. Motion carried.

**ACTION ITEM #1: The Committee recommends approval to move the Subcommittee meetings to end of the month, PointPersons Committee meetings to first week of the month, and Parks Commission meetings to second week of the month for 2023 to pay the Park bills on time as presented**

5. **Donation – Library House at Long Lake Park Recommendation** – Kurt reported that Long Lake Park has one and Sunken Lake Park will be receiving a library house and will have one made for Beaver Lake Park. Moved by Marty Thomson and supported by Gerald Fournier to approve the below Action Item. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: None. Chair Jeff Kowalski, excused. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of the donation of the library house from Ashlee Smarr (Alpena Rotary Club) in the amount of \$200 as presented.**

**6. Stumps Removal (40) Expense at Long Lake Park in lieu of camping Recommendation –** Moved by Gerald Fournier and supported by Bob Adrian to approve the below Action Item. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: None. Chair Jeff Kowalski, excused. Motion carried.

**ACTION ITEM #3: The Committee recommends approval of the removal of stumps (40) from Al Krey in the amount of \$439.00 in lieu of two weeks camping for 2023 camping season as presented.**

**Beaver Lake Park –** Chair Pam Kirchoff reported the committee met on August 29, 2022 and reported on the following:

1. **Increase Budgeted Equipment Maintenance/Mechanic for 2022 –** Moved by Tom Spaulding and supported by Kurt Pratel to approve the below Action Item. . Roll call vote was taken: AYES: Pam Kirchoff, Bob Adrian, Marty Thomson, John Kozlowski, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: None. Chuck LeFebvre not present for voting. Chair Jeff Kowalski, excused. Motion carried

**ACTION ITEM #4: The Committee recommends to move \$1,000 from the 2022 budget line item #208-757-931.000 Equipment Maintenance/Mechanic for Beaver Lake Park and to put into the 2022 budgeted line item #208-757-920.001 to pay for propane expenses through the rest of 2022.**

2. **Request to transfer monies from maintenance to garbage line item –** Moved by Pam Kirchoff and supported by John Kozlowski to recommend to move \$900 from the 2022 budget line item #208-757-931.000 Equipment Maintenance/Mechanic for Beaver Lake Park and to put into 2022 budgeted line item #208-757-925.000 Garbage as presented. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: None. Chair Jeff Kowalski, excused. Motion carried

**Sunken Lake Park –** Chair Chuck LeFebvre reported the committee met on August 31, 2022 and reported on the following:

1. **Request to move \$5,850 from Timber Harvest monies and put into Parks General Outlay for Sunken Lake Park –** Moved by Marty Thomson and supported by Pam Kirchoff to approve to move \$5,850 from Timber Harvest monies and put into Parks General Outlay for Sunken Lake Park line item #208-760-972.002. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: None. Chair Jeff Kowalski, excused. Motion carried

2. **Approval Electric Project for Rustic Sites – Total 2022 Project \$8,100 –** PIE&G Invoice of \$4,535 presented and approved with the total bills to be paid tonight leaving \$3,565 still available to use for the electrical project for rustic sites. Moved by Chuck LeFebvre and supported by Bonnie

Krajniak to approve the below Action Item. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: John Kozlowski. Jeff Kowalski, excused. Motion carried.

**ACTION ITEM #5: The Committee recommend approval to move forward and approve electric installation to rustic sites with \$4,535 from PIE&G (cost to run electric) and up to \$3,565 from Omega to install equipment with monies for 2022 to come out of Parks General Fund Capital Outlay for Sunken Lake Park #208-760-972.002 as presented.**

3. **Ed Perrault's Plumbing Expense (previously approved donation) put towards 2023 Seasonal Camping Fee** – Moved by Chuck LeFebvre and supported by Marty Thomson to approve the below Action Item. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: None. Jeff Kowalski, excused. Motion carried.

**ACTION ITEM #6: The Committee recommends approval to put part of the plumbing expense of \$4,253 (donation previously approved) towards Ed Perrault's 2023 Seasonal Camping Fee of \$1,700 with balance of Plumbing expense \$2,553 be donated towards the Bathhouse Project at Sunken Lake Park as presented.**

4. **Budget Adjustments - Motions from Minutes Sunken Lake Park** - Moved by Marty Thomson and supported by Chuck LeFebvre to approve the following budget adjustments for Sunken Lake Park for 2022:

Transfer \$800 from Grounds Maintenance line item #208-758-933.000 and  
Transfer \$1,000 from Telephone/Internet line item #208-758-850.000

Put \$1,300 into Garbage line item #208-758-925.000 and  
Put \$ 500 into Dues/Subscription line item #208-758-955.002

Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: None. Jeff Kowalski, excused. Motion carried

**Long Lake Park** – Chair Kurt Pratel reported the committee met on September 8, 2022 and reported on the following:

1. **Budget Adjustment Request 1 for Long Lake Park 2022 Budget** – Moved by Bob Adrian and supported by John Kozlowski to approve the below Action Item. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, John Kozlowski, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: None. Jeff Kowalski, excused. Motion carried

**ACTION ITEM #7: The Committee recommend approval to increase the 2022 budgeted line item #208-759-784.000 Janitorial Supplies by \$300 and Transfer \$300 from line item #208-759-924.000 Port-a-John Septic Clean into the Janitorial Supplies line item as presented.**

2. **Budget Adjustment Request 2 for Long Lake Park 2022 Budget** – Moved by Bob Adrian and supported by Pam Kirchoff to approve the following budget adjustments for Long Lake Park for 2022:

Increase the 2022 budgeted line item #208-759-743.000 Gasoline by \$250 and  
Increase the 2022 budgeted line item #208-759-925.000 Garbage by \$800

Transfer \$1,050 from 2022 budgeted line item #208-759-931.000 Equipment

Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: John Kozlowski. Jeff Kowalski, excused. Motion carried

### **OLD BUSINESS**

Bob gave an update on the Long Lake Park Boat Launch Project reporting they met via Zoom with the DNR Recreation Passport Grant and DNR Waterways Grant Representatives, Legislative Liaison Jessie Osmer of Representative Sue Allor's Office, and RS Scott Associates. Moved by Bob Adrian and supported by Kurt Pratel to authorize County Administrator Mary Catherine Hannah to be placed on the title sheet and signed documents and execute for DNR. Roll call vote was taken: AYES: Pam Kirchoff, Chuck LeFebvre, Bob Adrian, Marty Thomson, Gerald Fournier, Bonnie Krajniak, Tom Spaulding, and Kurt Pratel. NAYS: John Kozlowski. Jeff Kowalski, excused. Motion carried

### **Manning Hill**

Tammy Bates reported they have two more bench donations for Manning Hill Park.

**Next Meeting:** Thursday, October 19, 2022 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 8:42 p.m.

Respectfully Submitted,

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Kurt Pratel, Parks Vice Chairman  
Alpena County Parks Commission

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