

**Alpena County Parks & Recreation Commission Meeting
March 13, 2024**

DRAFT Minutes

- I. Call to Order at 6:02PM
 - The meeting was called to order in the Howard Male Conference Room at 6:00PM by Vice-Chairman Pratel, who was serving instead of Chairman Osbourne.
- II. Pledge of Allegiance to the Flag of the United States of America
 - Recited
- III. Roll Call
 - Present: Kurt Pratel, Chuck LeFebvre, Pam Kirchoff, Gerald Fournier, John Kozlowski, Gerald Lucas, Robin Lalonde, Jesse Osmer, Dave Guthrie. Excused: Kevin Osbourne
- IV. Motion to Adopt the Agenda
 - G. Lucas requested that the Beaver Lake Boat Launch be added to the agenda, Chairman Pratel suggested adding it after old business
 - J. Osmer requested a brief discussion on salary scales and schedule be added, Chairman Pratel suggested adding it after new business
 - R. Lalonde requested discussion on the vouchers given out by organizations to the homeless for use at the campgrounds, this was to be added after new business
 - i) C. LeFebvre moved to adopt the agenda with the additions, R. Lalonde seconded.
(1) Roll call vote. Motion passed with unanimous support.
- V. Public Comment
 - Frederick Hubert introduced himself as an applicant for camp-host at Sunken Lake Park. After a brief introduction of himself, he was welcomed by the Board and thanked for his application to the position.
- VI. Consent Calendar
 - ACTION ITEM #1: Motion to approve the consent calendar as listed attached and filing of all reports.
 - i) Motion made by C. LeFebvre, seconded by G. Lucas
(1) Roll call vote. Motion passed with unanimous support.
- VII. Treasurer's Financial Reports
 - The report was given by Deputy Treasurer, Cindy Cebula (C. Cebula)

- (1) Motion made by J. Osmer, seconded by G. Fournier, Roll call vote. Motion passed with unanimous support.

VIII. Bill to Pay

- The list was supplied and recited by C. Cebula
 - i) Motion made to pay the bills by G. Fournier, seconded by R. Lalonde
 - (1) Roll call vote. Motion passed with unanimous support.
 - (a) C. Cebula announced that invoiced are due to the Treasurer's office by Monday at noon, prior to these meetings in order to be added to the list of bills to be paid. Also, transmittals should be brought in prior to month end.

IX. Old Business

- POLL ACTION ITEM #1: Recommendation to approve to budget 2024 for MDNR Sunken Lake Sparks Grant. G. Lucas made the motion with R. Lalonde seconding. Reaffirmed with unanimous support by voice vote.
- POLL ACTION ITEM #2: Recommendation to approve the RFP for the MDNR Sunken Lake Park Sparks Grant with Huron Engineering and Surveying, Inc. for Design and Project Oversight Services in the total estimated amount of \$47,899.48 for Sunken Lake Park Improvements as presented. J. Osmer made the motion with R. Lalonde seconding. Reaffirmed with unanimous support by voice vote.
- Draft Park Manager Agreement for 2024
 - i) After discussion it was determined that this vote should be taken in three parts, as presented below.
 - (1) J. Osmer moved that the contracts presented begin on May 1, 2024 and end of December 31, 2024. Chairman Pratel seconding. Roll call vote. Motion passed with unanimous support.
 - (2) J. Osmer moved that the contracted amount be taken, less what has already been paid for the calendar year of 2024 and divide that bi-weekly through the balance of the contract, R. Lalonde seconds. Roll call vote. Motion carried with unanimous support.
 - (3) J. Osmer moved that the approach be taken that Sunken Lake Park is in Step 1, with the others being in Step 5, G. Fournier seconds. Roll call vote. Motion carried with unanimous support.
- Discussion on Camp Host Application Packet
 - i) Presented by Interim County Administrator, Jennifer Mathis (J. Mathis)
 - (1) Motion made by J. Kozlowski to accept the packet with the Camp Host Volunteer Application, the Emergency Contact Form, and the Background Check – removing the need for the Personnel and Emergency Contact for the Alpena County form, seconded by R. Lalonde. Passed unanimously by voice vote.
- Parks Credit Card Policy
 - i) Presented by J. Mathis

(1) J. Osmer moved to accept the financial procedures as presented, seconded by Chairman Pratel. Passed unanimously by voice vote.

X. Correspondence

- Chairman Pratel notified the Board of a letter was received from the Community Foundation of Northeast Michigan to Beaver Lake Park, awarding them \$2,000 for their Day Use Program.
 - i) C. Cebula announced that the Treasurer's office set up a revenue and expense line item for these funds. The revenue line item will be #208760566.004, the expense line item will be #208760972.010

XI. New Business

- R. Lalonde's item regarding vouchers was taken up at this point, with R. Lalonde leading the discussion. Some items of notation were as follows:
 - i) The entities that supply the vouchers should receive a copy of the park rules and guidelines.
 - ii) Vouchers for spots that are not seasonal should not be treated as such, regardless of the duration of time the spot is rented.
 - (1) R. Lalonde moved that no mail can be received at any of Alpena County's parks in the name of anyone staying at the parks, with the exception of the managers and the camp hosts, seconded by Chairman Pratel. Roll call vote. Motion carried with J. Kozlowski and G. Lucas opposed.
- Approve MDNR Trust Fund Grant Application for Sunken Lake Park
 - i) ACTION ITEM #7: Recommendation to approve the 2025 MDNR Trust Fund Grant Application for Sunken Lake Park for Main Campground Upgrades in the amount of \$250,000 with a 25% required match of \$62,500 to include in-kind maintenance, manager work, donations, park match, and county match. Deadline to apply is April 1, 2024.
- Approve MDNR Trust Fund Grant Application for Beaver Lake Park
 - i) ACTION ITEM #8: Recommendation to approve the MDNR Trust Fund Grant Application for Beaver Lake Park for Beaver Lake Park Safety and Accessibility Improvements in the amount of \$306,000 with a 25% required match of \$76,500 to include in-kind maintenance/manager work, donations, and park match. Deadline to apply is April 1, 2024.
 - (1) After hearing from Sunken Lake Park, the ranking of these two became easy per their suggestion.
 - (a) J. Osmer moved to approve both grant applications, prioritizing Beaver Lake Park as #1, and Sunken Lake Park as #2, seconded by C. LeFebvre. Passed unanimously by voice vote.
- Ad Hoc Committee recommendation from Parks Chair
 - i) ACTION ITEM #9: Recommendation to approve an Ad Hoc Committee to work on both the evaluation and the rubric for the Park Managers to be the following: Pam Kirchoff from BLP, R. Lalonde from SLP, and J. Osmer from LLP.

- (1) G. Fournier moved to accept the recommendation and place the committee, seconded by J. Kozlowski. Passed unanimously by voice vote.
- G. Lucas's item regarding the Beaver Lake Boat Launch. He asked for approval for repairs to be made on some of the slabs. Treasurer Ludlow suggested the funds come from the fund balance, since we would be increasing our overall budget. This would be an increase of approximately \$2000 in ground maintenance to reset the slabs for the boat launch. Treasurer Ludlow recommend we not do a budget adjustment at this time, instead wait and see if we can absorb it through already budgeted expenses later on in the year.
 - i) J. Osmer made the motion to put out bids if required and to spend not more than \$2000 to repair the boat launch slabs at Beaver Lake Park, seconded by G. Lucas. A roll call vote was taken. Passed unanimously.
 - G. Fournier asked for an update from the parks managers on the Camp Spot application.
 - i) LLP – Likes the program
 - ii) SLP – With the exception of the hidden fees, they like the program
 - iii) BLP – Along with the issues with hidden fees, they are attempting to get an representative to our area to help work through a few issues. Additionally, trying to get reports that list the items needed to report numbers to the Treasurer's Office is an issue. There's also a lag-time on reservations showing up on the app. They also feel the application isn't as user-friendly as what was presented.
 - iv) Treasurer Ludlow stated there were also issues with the Clover-Minis. The County paid approximately \$800 each, and none are working.
 - C. LeFebvre introduced Rebecca Rivard, the project engineer from Huron Engineering. Ms. Rivard has been working on the Sunken Lake Park project, utilizing the Sparks Grant.
 - Discussion the Friends of the Sunken Lake Park License/Permit
 - i) Friends of Sunken Lake are trying to get a permit license for the "Cook House", last year they were able to get upgrades to the building to get a "Class B Food License". They are also working to get a type of gambling license for 50/50's, etc.

XII. Adjournment

- J. Osmer moved to adjourn, seconded by J. Kozlowski, motion carried unanimously by voice vote.
 - i) Adjourned at 7:32PM

Kurt Pratel, Vice Chairman
Alpena County Parks & Recreation Commission

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