

ALPENA COUNTY PARKS AND RECREATION COMMISSION  
MEETING MINUTES

Wednesday, May 8, 2024 – 6:00 p.m.

Howard Male Conference Room

CALL TO ORDER by Chair Kevin Osbourne at 6:04 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

ROLL CALL - PRESENT:

Kevin Osbourne	Chairman
Kurt Pratel	Vice Chairman
Jesse Osmer (excused)	Secretary (Commissioner)
Robin LaLonde	Commissioner
John Kozlowski (excused)	Commissioner
Gerald Fournier	Drain Commissioner
Gerald Lucas	Road Commission
Chuck LeFebvre	Planning Commission
Pamela Kirchoff	
Dave Guthrie	
Brenda Fournier (sitting in for Osmer)	Commissioner

OTHERS PRESENT:

Cindy Cebula, Chief Deputy Treasurer  
Earl Martin - Beaver Lake Park Co-Manager  
Marcia Martin – Beaver Lake Park Co-Manager  
Erin Felax - Sunken Lake Park Co-Manager  
Keith Felax – Sunken Lake Park Co-Manager  
Patrick Martin  
Marissa Matuzak  
Wes Wilder, Maintenance Supervisor  
Matthew Srebnik  
Sharon Wirgau  
Gerri Mulka – Sunken Lake Park  
Mark Straley - R. S. Scott  
Bob Adrian  
Terry & Tammy Bates – Manning Hill/Green Township

**ADOPTION OF THE AGENDA**

Discussion to amend agenda to add the following: Gerald Fournier under new business before Long Lake; Enterprise quote; to add discussion regarding printer and air compressor under Beaver Lake; discussion regarding appointment of new Secretary; and to discuss Item XXVI under the Special Meeting minutes of 4.24.24 from the Consent Calendar.

Moved by Gerald Fournier and supported by Dave Guthrie to adopt the agenda as amended. Motion carried.

## **LONG LAKE PARK – BOAT LAUNCH UPDATE**

Mark Straley from R. S. Scott presented an update on the Long Lake Park boat launch project. Depending on the weather, should be done before Memorial Day but aiming for May 17, 2024. They've added an entrance road to it and are paving the parking lot. They had to take all the big stones out - to get channel deep enough and with the proper slopes, they had to excavate those rocks but there wasn't anything in contract for that. Area needs to dry out in order to be able to get the heavy equipment out there. Parking lot needs additional gravel; pave and markings; pit toilet has to go in - moving to east side of parking lot; additional work approximately 7-10 days. Bob Adrian inquired whether they could amend the permit from DEQ to put a fishing pier out and they were going to use some of the rocks for that. EGLE was not too keen on amending the permit. Planning a ribbon cutting.

## **APPOINTMENT OF SECRETARY**

Commissioner Jesse Osmer is still on board until he actively resigns; starts position as new County Administrator on May 20, 2024. Once Commissioner position vacated, County has 30 days to fill it. Board Chair and Secretary are to get \$100 per month? Treasurer's office allocated to get \$1200 per year - but Cindy receiving overtime pay instead. There is over \$20,000 in administrative assistant position from Parks General. Commissioner Fournier indicated that a member of the Commission should be appointed as Secretary and not get paid. Discussion regarding what prior Recording Secretary was being paid (\$2400 [\$200/ month]) but Tammy Bates pointed out that Lynn was doing all kinds of Parks work - at least five hours per week. It was noted that Jesse Osmer, current Secretary, is getting paid nothing additional. Gerald Fournier suggested the Commission appoint a board to get with the new administrator to propose a wage scale. Commissioner LaLonde suggested that \$1600 could be transferred into the appropriate line items so that the Chair and Secretary could be paid \$100 per month beginning in May.

Motion by Gerald Fournier, seconded by Chuck LeFebvre, to move \$1200 out of county treasurer line item: 208-760-703.001 into Parks Chairman wages line item 208-760-703.000. Roll call was taken. All AYES. Motion carried.

Motion by Robin LaLonde to pay the Parks Chairman retroactively \$100 per month. Seconded by Dave Guthrie. Roll call was taken. All AYES. Motion carried.

No action taken on Secretary at this time as the existing Secretary line item may be tied directly to prior Recording Secretary and may need to be dissected.

## **APPROVAL OF CONSENT CALENDAR – approval of minutes only**

Discussion regarding Item XXVI from the Special Parks Meeting of April 24, 2024 - references "all seasonal sites for lottery"; clarification that it should reference the new waterfront seasonal sites at Long Lake Park and further discussion that a lottery for said sites should be held in December.

Motion by Robin Lalonde, seconded by Brenda Fournier, to approve the Consent Calendar approving the following Minutes:

1. Draft Sunken Lake Park Committee Meeting Minutes from April 18, 2024
2. Draft Beaver Lake Park Committee Meeting Minutes from April 22, 2024
3. Draft Long Lake Park Committee Meeting Minutes from April 23, 2024; and,
4. Draft Special Parks & Recreation Commission Meeting Minutes from April 24, 2024, as



**amended.**

Motion carried.

## **PUBLIC COMMENT**

Sharon Wirgau, 9452 Long Rapids Road, Alpena inquiring why lottery on just the seven new sites at Long Lake Park and why rule not consistent for all parks. Parks Chairman explained that the other parks do not have seasonal sites on the water and that the Commission will have to establish policy on how the lottery will be conducted which will be posted in an ad on website and social media later in the year.

## **TREASURER'S REPORT**

Chief Deputy Treasurer Cindy Cebula presented the monthly treasurer's report and balance sheet. Individual park discussions and adjustments as follows:

Beaver Lake: Port-a-john/septic over by \$95; transfer \$100 from power tools to cover that deficit. Also, increase grounds maintenance line item by \$2000 (transfer from Parks general?) Motion by Gerald Lucas, seconded by Robin LaLonde to make those adjustments. Roll call taken. All AYES. Motion carried.

Sunken Lake Park: Building and Grounds Supplies are over. Transfer \$500 from Building Maintenance (208-758-932.000) to Buildings and Grounds Supplies (208-758-727.001). Motion by Robin LaLonde, supported by Chuck LeFebvre to make that adjustment. Roll call taken. All AYES. Motion carried.

Long Lake Park: \$299.73 previously paid out of capital outlay for waterfront sites and now have bill for \$20,000. The power company is charging extra. Query to move money from park donations? Vice Chair Kurt Pratel indicated that they had to tear down the pavilion and those donations were being made to eventually build a new pavilion. Suggested to take \$300 from office supplies. Motion by Chuck LeFebvre, supported by Dave Guthrie to move \$300 from office supplies (208-759-727.000) into Capital Outlay Power/Water Lakefront Sites (208-759-972.002). Roll call taken. All AYES. Motion carried.

In Parks General: under 2007 Flagstaff trailer, had previously allocated \$8000 to pay for the trailer but there were a couple items that were needed for the trailer which resulted in \$148.56 over. Moved by Chuck LeFebvre, seconded by Gerald Fournier, to increase that line item by \$200. Roll call was taken. All AYES. Motion carried.

## **BILLS PRESENTED:**

Chief Deputy Treasurer Cindy Cebula presented the bills for approval. Invoices paid 04/11/24 through 05/07/24 of \$13,829.43, bills from 05/08/24 of \$30,563.65 and bills brought to the meeting of \$3,377.33, for total invoices of \$47,770.41. Moved by Gerald Lucas, supported by Gerald Fournier, to approve the bills as presented. A roll call vote was taken. All AYES. Motion carried.

Chief Deputy Treasurer Cebula also advised the Commission that with the anticipated / budgeted revenues and expenditures, they are looking at ending the year with approximately \$144,000 exclusive of any anticipated major expenses for the home at Sunken Lake, or other major items.



## REFUNDS

No refund requests were presented

## NEW BUSINESS

Gerald Fournier moved that the Commission authorize issuance of a county phone for Chairman's use; supported by Dave Guthrie. Roll call vote taken. All AYES. Motion carried. Further discussion that the Treasurer's office will need to create a line item for that purpose and get estimated cost from IT. Future motion to be presented with specific numbers.

## LONG LAKE PARK

Chairman Osbourne requested approval to set up a new electric service account with Chairman Osbourne and Chief Deputy Cindy Cebula contacting the power company together to get that established. Moved by Robin LaLonde to authorize same, supported by Kurt Pratel. Roll call taken. All AYES. Motion carried.

Chairman Osbourne presented the personal mileage and hours tracker presented by interim manager for hours and mileage expended for covering Long Lake Park work. Discussion regarding fact that in the past when Sarah Jore covered for Sunken Lake, she was paid \$300 per month. Not sure if that amount sufficient given the number of hours worked (113). Motion by Brenda Fournier to pay \$500 to Erin Felax for that work, supported by Robin LaLonde, with transfer of wages from Long Lake Park to Sunken Lake Park. Roll call vote taken. All AYES. Motion carried. Manager Erin Felax inquired about reimbursement of gas / mileage. The Commission advised they would look into costs and come back to look at any necessary adjustments.

Chairman Osbourne then presented application to approve Dennis Moldenhauer as camp host at Long Lake Park. Moved by Robin LaLonde, seconded by Brenda Fournier, to approve Dennis Moldenhauer for camp host, subject to background check. Roll call vote taken. All AYES. Motion carried.

POLL Action Item #2 (taken out of order): Recommendation to offer the Long Lake Park Co-Manager positions to Patrick Martin and Marissa Matuzak and hire pending their acceptance to the positions. Roll call already taken. Moved by Gerald Fournier, supported by Robin LaLonde. All AYES.

Chairman Osbourne then presented info that appliances will need to be replaced at Long Lake Park as well as some other expense requests from new managers. Patrick Martin reported that apparently the heating element in stove was not working properly; and the appliances had been sitting in storage for seven years while previous manager used her own appliances. Jennifer Mathis had suggested they go to Young's Appliance to get a quote which they received: \$3094 for the appliances, delivery, installation and removal of old appliances. New managers are also seeking a privacy fence for their dog as well as to have some separation from the campers while still being accessible. Cost for that would be \$1257.40 for materials and Park Managers would do install. Patrick Martin also addressed the fact that the Commission had previously approved and budgeted



\$40,000 for a 30 x 40 pole barn with materials to cost approximately \$15,000.00; however, the tractor at the park is very small. Patrick spoke with Sumerix LS who indicated they would value current tractor for trade in at between \$8000 to \$10,000 and further that they do have a 30-35 hp sitting at the shop. Patrick suggested that with a lot of clean up in the garage, the Commission could save several thousand dollars to hold off on building the pole barn and instead get a bigger tractor which seems to be a more pressing need.

Motion by Kurt Pratel, seconded by Gerald Fournier to hold off on building pole barn and instead use \$15,000 of those funds to purchase a 35 horse tractor from Sumerix in addition to the trade-in. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Gerald Fournier, Dave Guthrie, Gerald Lucas and Brenda Fournie; NAYS: Pam Kirchoff, Robin LaLonde, Kevin Osbourne. Motion carried. It was also indicated that managers would need to acquire another bid for the tractor.

Robin LaLonde explained that her concern was the unknown costs the Commission may encounter with the housing situation at Sunken Lake. Wes Wilder, Maintenance Superintendent, advised the Commission that the insurance company called that day and will be sending an engineer next week to review the house.

Robin LaLonde then moved to approve up to \$3100 for the Long Lake Park co-managers to submit for purchase of the refrigerator/stove; supported by Kurt Pratel. Roll call was taken. All AYES. Motion carried.

Robin LaLonde then moved to authorize no more than \$1270 for a fence to be put up around the Managers home at Long Lake Park for privacy and dog containment; supported by Kurt Pratel. Roll call was taken. All AYES. Motion carried.

#### BEAVER LAKE PARK -

Gerald Lucas presented that the patio door in the Managers' residence at Beaver Lake was warping due to the fact that the subfloor was rotted. Per Wes Wilder, a portion of the floor was replaced a few years ago when the door was replaced. Contractor doing windows in the home indicated he was concerned that the door would not go back in properly if removed to allow flooring to be fixed. Lots of discussion regarding eavesdrop, gutter, need for a small roof, options of replacement or alternatives (suggested that patio door be taken out and wall closed in). It is anticipated cost would be approximately \$800 for replacement door and framing. Brenda Fournier indicated that the patio door had been replaced numerous times and inquired what cost would be to just take it out and build a wall.

Motion by Gerald Fournier, supported by Dave Guthrie, to take door out and put a wall up.

Gerald Fournier called for vote to end debate. It was explained that a 2/3 majority was needed to stop debate; if want to continue debate, vote no. Roll call vote was taken. AYES: Gerald Fournier, Brenda Fournier; NAYS: Kurt Pratel, Chuck LeFebvre, Pam Kirchoff; Dave Guthrie, Gerald Lucas, Robin LaLonde, Kevin Osbourne. Motion to end debate failed.

Further discussion ensued. Pam Kirchoff indicated she would like to see quotes for the different options – to fix flooring/replace door versus fix floor and close in wall. Robin LaLonde expressed concern about closing off an exit and suggested that maybe Commission should look at other options like resolving any leaking issues; possibly complete floor repairs and then just install a regular door so that deck was retained and still accessible; also would need to consider such things as siding, etc. Suggested that perhaps with more information this could be addressed in a future poll vote.



Roll call vote taken on motion to replace patio with wall. AYES: Gerald Fournier, Brenda Fournier; NAYS: Kurt Pratel, Chuck LeFebvre, Pam Kirchoff, Dave Guthrie, Gerald Lucas, Robin LaLonde, Kevin Osbourne. Motion failed.

It was reported that the printer at Beaver Lake no longer working. Printhead went bad and cost to replace excessive. Chairman Osbourne indicated he would like to research with IT and come up with an appropriate multifunction color laser printer replacement. Moved by Gerald Lucas, supported by Chuck LeFebvre, to have IT purchase a multifunction color laser printer. Roll call vote was taken. All AYES. Motion carried.

Manager Earl Martin reported that the air compressor had also stopped working. Discussion regarding purpose / use. Manager to get prices / quotes for replacement air compressor and once obtained, could send out poll vote if over \$500.

#### MANNING HILL PARK –

Vice Chairman Kurt Pratel indicated that with regard to Manning Hill, the Commission had budgeted \$6000 to redo the fencing; however, indicated that we also need to do something with the hill area to have access from parking space to pavilion – need handicap accessible roadway with handicap parking. Wes Wilder reported that they measured out fencing perimeter of 312 feet and estimated cost to install split rail fence would be between \$2000-\$2300.

Tammy Bates, who is also a Green Township Trustee, indicated that they would like to build a road close to the left side so they could be driven right up to the pavilion. Approximated \$40,000 for the project; however, recently received a bid of \$28,000 and just that day received a bid for \$16554 which is probably the best price we are ever going to see. Ms. Bates also indicated that she is not sure where we'd get the money from or write for grants and provided some history of improvements and donations to the park and by whom. Ms. Bates requested that the Commission forego the fence at this time and instead use those funds toward the road project as if we were to wait, cost for asphalt will be a lot more expensive than if we wait for fencing. Brenda Fournier asked about Youth and Recreation grant. Ms. Bates indicated that the only way to get those would be to apply through Parks but at this time would put it out two years and reiterated that the cost of asphalt would be too astronomical comparative to current bids. Ms. Bates also indicated that Green Township was advised by their attorneys they could not legally give money to the county. Pam Kirchoff brought up fact that Ossineke Township had granted \$10,000 to Beaver Lake Park for their deck project.

Kurt Pratel moved to forego fencing and use \$6000 to provide for the roadway and handicap parking and access; supported by Gerald Fournier. Discussion of where balance would come from – motion amended to include \$11,000 to be paid out of administrative assistant line item from General Fund. Roll call vote taken. AYES: Kurt Pratel, Chuck LeFebvre, Pam Kirchoff; Gerald Fournier; Dave Guthrie; Gerald Lucas; Brenda Fournier; Kevin Osbourne; NAYS: Robin LaLonde. Motion carried.

Chairman Osbourne then advised the Commission that they had to have the locks changed at Long Lake Park. Discussion regarding key structure in future. The house and new restrooms are now part of county master key system which cannot be copied although those keys cost approximately \$250 per key. Further discussion regarding multiple keys. Wes Wilder will doublecheck with Commissioner's office but inference was that there were two house keys and only one returned. Wes further advised that just the cylinders would need to be rekeyed which would cost approximately \$70-\$80.



Chairman Osbourne advised the Commission that workers comp insurance for volunteers doesn't exist so we either need to get waivers or change the policy. Human Resources was advised by the insurance company that the current policy doesn't cover them so will get price on that

Chairman Osbourne then presented that with regard to the vehicle at Sunken Lake, he would like authorization to move forward with the Full Board of Commissioners a proposal to swap the ¾ ton Ford currently leased by Sunken Lake Park with the 2022 ½ ton Chevy crewcab pickup currently leased for maintenance. This request is being made due to the amount of distance/travel needed by Sunken Lake. Motion by Kurt Pratel, seconded by Robin LaLonde to send proposal for swap up to County Board of Commissioners for approval. Roll call vote was taken. All AYES. Motion carried.

Chairman Osbourne advised that there is another available vehicle for lease for the park system . Estimate was passed out – payment of \$1080.87 per month for five years. Discussion - Pam Kirchoff inquired about the leasing program and benefit to Parks. Chairman Osbourne explained that the leased vehicles are returned to Enterprise for sale and there is cash value back to the Parks, or in some cases, may be more appropriate to purchase the vehicle outright. Chairman Osbourne further indicated that although not budgeted for, there is a need. Chuck LeFebvre suggested to conduct a Point Persons meeting to review some of these outstanding issues.

Vice Chair Kurt Pratel advised the Commission that a Long Lake Association member would like to donate a memorial bench and some maple trees near the new Boat Launch. Moved by Kurt Pratel and seconded by Robin LaLonde, to accept said donation. Motion carried. Kurt Pratel also reported that the Passport Grant sign has been ordered.

Fuel reports – received and filed

## **OLD BUSINESS**

### **SUNKEN LAKE PARK –**

POLL Action #1: Recommendation to approve the purchase of a 2007 Flagstaff RV in the amount of \$8000 for the Sunken Lake Park Managers to reside in while mold issues in the Sunken Lake Park house are rectified. The RV will then be used as a rental at Sunken Lake Park or at a different County Park once the Park Managers are able to move back into the home.

Moved by Kurt Pratel, seconded by Dave Guthrie. Roll call vote previously taken. Motion carried.

The issue of the prior request for Parks' car wash account was brought up. Chairman Osbourne indicated he had talked to the Sheriff about their account and was gathering info regarding same as we do want to take care of these vehicles.

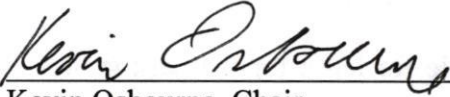
## **COMMENTS FROM THE BOARD**

**\*Next Meeting: Wednesday, June 12, 2024 at 6:00 p.m. in Howard Male Conference Room.**

**ADJOURNMENT**

Moved by Gerald Lucas, with multiple supports including Robin LaLonde, Gerald Fournier and Pam Kirchoff, to adjourn the meeting. Motion carried. The meeting was adjourned at 9:04 pm.

Respectfully Submitted,



Kevin Osbourne, Chair  
Alpena County Parks Commission

(MM)