

ALPENA COUNTY PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES
Wednesday, October 11, 2023 – 6:00 p.m.
Howard Male Conference Room

CALL TO ORDER by Chair Pam Kirchoff at 6:00 p.m.

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

ROLL CALL - PRESENT:

Pam Kirchoff	Chairman
Kurt Pratel (excused)	Vice Chairman
Jesse Osmer	Secretary (Commissioner)
Bill LaHaie (excused)	Commissioner
Gerald Fournier	Drain Commissioner
Gerald Lucas	Road Commission
Bonnie Krajniak	
Marty Thomson	
John Kozlowski	Commissioner
Chuck LeFebvre	Planning Commission

OTHERS PRESENT:

Cindy Cebula, Chief Deputy Treasurer
Mary Catherine Hannah, County Administrator
Earl Martin - Beaver Lake Park Co-Manager
Marcia Martin – Beaver Lake Park Co-Manager
Sarah Jore - Long Lake Park Manager
Erin Felax - Sunken Lake Park Co-Manager
Keith Felax – Sunken Lake Park Co-Manager
Kim Ludlow – County Treasurer
Keri Bertand – County Clerk
Kevin Osbourne
Gerri Mulka - SLP
Robert Adrian

ADOPTION OF THE AGENDA

Moved by Gerald Lucas and supported by [REDACTED] to adopt the agenda as presented.
Motion carried.

PUBLIC COMMENT

Robert Adrian gave an update on the boat launch project at Long Lake. Elmers mobilized two weeks ago. Dredging is taking longer than expected and much more material than anticipated. Due to the composition of the dredge material being so full of clay and rocks, uncertain what can be done with it - possibly use some as fill for primitive lots? Engineers may be looking at requesting EGLE to amend permit for that as well as to put in a fishing pier. Working on putting planks for ramps in but water murky and deep; once planks in, project should speed up. If pier installed, in the future would be able to work off of that.

Gerri Mulka reminded everyone that the Halloween celebration was coming up the weekend of October 13/14th at Sunken Lake Park.

Chair Kirchoff presented the Consent Calendar for approval.

CONSENT CALENDAR

2023 APPROVE FOLLOWING BUDGET ADJUSTMENTS:

1. Long Lake Park

ACTION ITEM #1: The Committee recommends approval to transfer \$800.00 from Dues, Subscriptions and Licenses line item #208-759-955.002 and put into the Garbage pickup line item # 208-759-925.000.

ACTION ITEM #2: The Committee recommends approval to transfer \$200 from Dues, Subscriptions and Licenses line item # 208-759-955.002 and put into the Equipment Maintenance line item #208-759-931.000 to cover the cost to send the bad boy mower and the LS tractor to Sumerix for fall servicing and winterization at the end of the season.

2. Sunken Lake Park – Two Ed Perrault Plumbing Invoices (attachment #1)

ACTION ITEM #3: The Committee recommends approval to transfer \$500 from Equipment Maintenance/Mechanic line item #208-758-931 and \$400 from Port-a-john line item #208-758-924, and \$260 from Vehicle Lease line item #208-758-948 and put \$1,160 into the Grounds Maintenance line item #208-758-933 to cover the cost to pay the two invoices from Ed Perrault Plumbing (Invoice \$855.62, Invoice \$297.50) with total being paid to Ed Perrault Plumbing of \$1,153.12.

3. Point Persons

ACTION ITEM #4: The Committee recommends approval to increase the 2023 budgeted Beaver Lake Park lights line item #208-757-921.000 by \$4,231.00 to cover the light expenses for the rest of the year.

ACTION ITEM #5: The Committee recommends approval to move \$8,500 from the Transfer to Other Funds line item #208-760-995.000 (one-half FTE maintenance) and to put into the County General Fund as budgeted and with the remaining funds available for use by the Parks General budget as presented.

****LINE ITEM TRANSFERS (BUDGET ADJUSTMENTS) COMPLETED:**

Beaver Lake Park

Transfer \$500 from Dues, Subscriptions and Licenses line item #208-757-955.002 and put into the Lights line item #208-757-921.000 for Beaver Lake Park.

Transfer \$175 from Port-a-johns line item #208-757-924.000 and put into the Garbage pickup line item #208-757-925.000 for Beaver Lake Park.

Sunken Lake Park

Transfer \$20 from Port-a-johns line item #208-758-924 and put into the Insect Control line item #208-758-801.004.

Transfer \$1500 from Dues, Subscriptions & Licenses line item #208-758-955.002 and put into to the Lights line item #208-758-921.000.

Transfer \$300 from port-a-johns line item #208-758-924 and put into the cell phone line item #208-758-851.000.

APPROVE ACTION ITEMS & MINUTES

1. Long Lake Park Committee Meeting Minutes September 21, 2023 (attachment #2)

ACTION ITEM # Long Lake Park: The Committee recommends approval to have County Administrator Mary Catherine Hannah work with HR Specialist Jennifer Mathis to write up an agreement for Long Lake Park Camp Host Chris Deboer to stay in his camper and camp at Long Lake Park during the winter season and present for approval to the Parks & Recreation Commission.

2. Beaver Lake Park Committee Meeting Minutes September 25*, 2023 (attachment #3)
Correct date September 19, 2023

ACTION ITEM # Beaver Lake Park: The Committee recommends approval to have the Point Persons look into a longevity policy for the Parks Managers to align with and possibly review and adopt the County’s Longevity Policy.

3. Sunken Lake Park Committee Meeting Minutes September 27, 2023 (attachment #4)

ACTION ITEM #Sunken Lake Park: The Committee recommends approval to put names on memory boards from the list on who have paid Sunken Lake Park and mount on the bridge under one sign mounted to keep the phrase the same for everyone.

4. Point Persons Committee Meeting Minutes October 2, 2023 (attachment #5)

ACTION ITEM #Point Persons #1: The Committee recommends approval of the updated job description for the County Parks & Recreation Administrative Assistant as presented.

ACTION ITEM #Point Persons #2: The Committee recommends approval to write off the remainder of \$700 seasonal fee owed by June Walker for 2023 at Sunken Lake Park as presented.

ACTION ITEM # Point Persons #3: The Committee recommends approval of Smith Electric’s quote of \$2800 and any other cost to cover the electrical work at Long Lake Park.

ACTION ITEM #Point Persons #4: The Committee recommends approval of the Long Lake Park Manager, Sarah Jore, to remain sole manager of Long Lake Park for the 2024 camping season.

APPROVE MINUTES ONLY:

Parks & Recreation Commission Meeting Minutes – September 13, 2023 (attachment #6)

The following items were **pulled** from the Consent Calendar as budget adjustments have already been made and/or can be made within the budget and no board action is required:

Budget Adjustments:

- Long Lake – Action Items 1 and 2
- Sunken Lake – Action Item 3
- Beaver Lake – line item transfers
- Sunken Lake – line item transfers

The following items were pulled from the Consent Calendar for further discussion:
Under Budget Adjustments:

Point Persons – Action Item 5

Under Action Items and Minutes:

Long Lake Park Action Item

Point Persons Actions Items 1, 2, 3 and 4

Moved by John Kozlowski and supported by Chuck LeFebvre to approve the Consent Calendar, as amended, which includes actions as listed above and filing of all reports and the minutes from the following meetings: Full Board September 13, 2023, (Regular meeting); September 19, 2023, (Beaver Lake Park Committee meeting); September 27, 2023, (Sunken Lake Park Committee meeting); September 21, 2023, (Long Lake Park Committee meeting); and October 2, 2023, (Point Persons Committee meeting) as presented. Roll call vote was taken: AYES: Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, John Kozlowski, Marty Thomson, Gerald Lucas, Jesse Osmer and Pam Kirchoff. NAYS: None. Kurt Pratel and Bill LaHaie, excused. Motion carried.

BUDGET ADJUSTMENTS

Per lengthy discussion, all proposed budget adjustments and line item transfers have either already been made or will be adjusted within the budget with the approval of the Department Head.

TREASURER’S REPORT

Chief Deputy Treasurer Cindy Cebula presented the monthly treasurer’s report and balance sheet for October, 2023. Ms. Cebula reported that there are new line items on the parks’ respective budgets for merchant service fees for Clover Connect, the credit card service for Camp Spot. Each park will be assessed \$5 every month for the banking fee. The Treasurer’s office will also set up a revenue line item starting next year as there will be fees associated to the reservations.

Ms. Cebula also reported during the respective park reports that the following items needed to be addressed:

Beaver Lake Park will be short on garbage pick up after payment of current bill; lights addressed through separate action item; Sunken Lake Park is over on lights and port-a-john, and will be a little short once garbage bill paid; Long Lake Park does not have enough money in Dues, Subscriptions and Licenses to do proposed transfers. All park managers will work with Department Head to make appropriate budget adjustments.

Treasurer Ludlow addressed concerns regarding the bill process and passed out MCL 46.353. The County Treasurer’s statutory responsibility is to provide balance sheets, revenue and expenditure reports, ensuring sufficient funds and signing checks. Treasurer Ludlow indicated there is a disconnect and unclear direction as we are working through changes, and advised that the Treasurer’s office will no longer be collecting payable invoices as we have a Department Head for that whose responsibility it is per County policy for coding and submitting invoices.

There is also a disconnect with the Clerk’s office. Clerk Bertrand indicated that her office needs clarification on the process / policy. Example: bills coded and payment requested, but cannot be released until approved by Board. There are certain regular bills that cannot wait for Parks Commission meeting (eg., Enterprise, credit cards bills; phone bills, utilities, etc.). Clerk’s office needs directive and what bills may get immediately released.

Another issue brought forth by Treasurer Ludlow was that there should be some process in place for the Clerk's office to be aware of project sheets and related expenses. County Administrator Hannah suggested that she could work with Clerk to put together a packet for board as well as a simple written policy aligning with normal county procedures / policy for payment. Department Head will collect invoices, properly code and give to Clerk's office; utilities and 'regular bills' can be paid immediately – just need clarity and directive as to what is okay to pay versus what to bring to Commission.

Marty Thomson moved to have County Administrator Hannah draft a policy and present to the Commission at next meeting; supported by Chuck LeFebvre. All in favor with exception of Gerald Fournier who opposed. Motion carried.

It was moved by Gerald Fournier and seconded by Gerald Lucas to accept and file the Treasurer's Report for October 2023 as presented. Roll call vote was taken: AYES: Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, John Kozlowski, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: None. Motion carried.

BILLS PRESENTED:

Chief Deputy Treasurer Cindy Cebula presented the bills for approval. Invoices paid 09/14/23 through 10/10/23 of \$12,245.16; bills received 10/11/23 of \$5,833.33; and GFL invoices for all three parks totaling \$1,736.80 for total invoices of \$19,815.29. Moved by Bonnie Krajniak and supported by Jesse Osmer to approve the bills as presented. A roll call vote was taken. AYES: Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, John Kozlowski, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: None. Motion carried.

REFUNDS

None presented.

NEW BUSINESS

Chair Pam Kirchoff recommended that the Commission next review individually the items pulled from the Consent Calendar:

1) Sunken Lake Park Action Item #3

Discussion regarding dates on bills. Marty Thomson clarified dates of service. Actual invoice is from 9/8/23 regarding work performed. The second bill deals with the commercial two tank system in bathhouse. Sunken Lake thought they would have enough money left from Youth & Rec match to install a softener system. Tannins removal cost a lot more money so working on a system to help clean up some of the contaminants from the water, etc. The County purchased the equipment so Mr. Perrault did not get his normal overhead and therefore did not have any commissions. The system wasn't even working the first few months of the year. He had to work with Duffy once system back on line in the spring. Manufacturers had to reprogram the system and there was some faulty equipment. He did plumbing but Sunken Lake's position is that he should be paid for his time in working with everyone to get system back up and running.

Chuck LeFebvre moved to pay the invoices to Ed Perrault Plumbing; supported by Bonnie Krajniak. A roll call vote was taken: AYES: Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, John Kozlowski, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: None. Motion carried.

- 2) Point Persons Action Item #5 regarding transfer of \$8500 for one-half FTE maintenance to the County General Fund.

Discussion - John Kozlowski indicated that \$19,650 had been budgeted for this purpose – wondering how the \$8500 was derived at and what meant by “remaining funds available for use by the Parks General budget as presented”. Clarification was provided that the remaining funds would be available in Parks General budget for other purposes. Chair Kirchoff advised that they had discussed at Point Persons the fact that nothing had been done by maintenance at Beaver Lake Park; Sunken Lake Park had some work done with a lot more in the last few weeks; and Gerald Fournier had indicated not much done at Long Lake. There had also been discussion regarding intent for future allocation to the maintenance department for work at the parks - if so, then they need to do the work. That is part of the reason why we are not paying them the whole amount allocated.

Moved by Marty Thomson and supported by Gerald Lucas to approve the transfer of \$8500. A roll call vote was taken. AYES: Chuck LeFebvre, Bonnie Krajniak, John Kozlowski, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: Gerald Fournier. Motion carried.

- 3) Long Lake Park Action Item #1 regarding campghost, Chris DeBoer. Manager Sarah Jore reported that Mr. DeBoer had secured housing and that action item is now moot.
- 4) Point Persons Action Item #1 regarding job description for Administrative Assistant -
Pulled as item already on agenda for discussion.
- 5) Point Persons Action Item #2 regarding write off of balance owed by June Walker.

Discussion – Ms. Walker was a partial seasonal; had to move camper. She had paid \$500; previously paid \$150 deposit. She left in August and Sunken Lake has been able to continue renting that site and generating income from that rental. Ms. Walker claimed that manager, Erin Felax, has caused damage to the camper but is not pressing that issue. Sunken Lake does not wish to pursue collection of remainder of seasonal rate.

Moved by Jesse Osmer and seconded by Marty Thomson that the Committee not pursue collection of remaining seasonal rate from June Walker for 2023 at Sunken Lake Park. A roll call vote was taken. AYES: Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, John Kozlowski, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: None. Motion carried.

- 6) Point Persons Action Item #3 regarding Smith Electric quote.

Discussion – John Kozlowski indicated he was concerned about the language “any other cost” and further indicated that in the past, the Commission has always said “not to exceed”. This invoice is for the field correction notice at Long Lake which had to be fixed by 10/6/2023. Long Lake had received two quotes – one from Smith Electric which was much less than quote from Thunder Bay Electric. Additional costs would be coming from Alpena Power Company for connect/disconnect. Manager Sarah Jore says she thinks they need something down the pole /line – maybe \$150 or so.

Moved by Jesse Osmer and supported by Chuck LeFebvre to pay Smith Electric \$2800 as

quoted and any costs from Alpena Power Company to complete the connection of the electrical at Long Lake Park. A roll call vote was taken. AYES: Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, John Kozlowski, Marty Thomson, Gerald Lucas Jesse Osmer and Pamela Kirchoff. NAYS: None. Motion carried.

- 7) Point Persons Action Item #4 regarding Sarah Jore being sole manager at Long Lake Park for 2024 season.

Discussion - concerns regarding a single manager system despite the fact that she has been doing an excellent job. Discussion re: past processes, preferences, etc. Gerald Fournier reported that he has had lots of good reports from campers.

Moved by Jesse Osmer, supported by Gerald Fournier to approve Sarah Jore to remain as sole manager of Long Lake Park for the 2024 camping season. A roll call vote was taken. AYES: Chuck LeFebvre, Gerald Fournier, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: Bonnie Krajniak and John Kozlowski. Motion carried.

OLD BUSINESS

Chair Pamela Kirchoff presented the following for discussion/recommendation:

- 1) Approve 2024 budgets for Beaver Lake Park, Sunken Lake Park, Long Lake Park, Manning Hill Park, and Parks General (attachment #2).

Discussion – John Kozlowski noted that he had heard comments regarding the profits from each park staying in that particular park; also inquired regarding Building and Grounds Maintenance line item for Long Lake Park noting that it had significantly increased. County Administrator Hannah explained that as we work through the Capital Improvement Plan, based on revenue that is being brought in, worked some of those items into the budgets, noting that different parks have different needs. Administrator Hannah further confirmed that any “extra” money is not retained by individual parks but rather put into parks general for larger projects / Y&R grant matches, etc. Treasurer Ludlow recommended that a capital outlay expense line item number within the individual parks budgets be created for those specific items.

Motion by John Kozlowski and seconded by Marty Thomson to approve the proposed 2024 budgets for Beaver Lake Park, Sunken Lake Park, Manning Hill Park, and Parks General with the additional of a capital outlay expense line item in each of the respective parks’ budgets. A roll call vote was taken: AYES; Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, John Kozlowski, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: None. Motion carried.

- 2) Discussion of Parks Administrative Assistant Position –

Discussion including fact that job description can be approved but Commission may decide not to move forward with the position; also that the requirement for an Indiana driver’s license be amended to reflect a Michigan driver's license.

Gerald Fournier moved to turn down the administrative position at this time; John Kozlowski supported. Roll call vote was taken. AYES: Bonnie Krajniak, Gerald Fournier, John Kozlowski, Jesse Osmer. NAYS: Chuck LeFebvre, Marty Thomson, Gerald Lucas and Pamela Kirchoff. Motion failed.

Further discussion continued regarding need for someone to assist Commission as Parks is taking up approximately 50% of Lynn's time. Many park board members feel that this is a stepping stone toward Director position. While most do not agree with the Director position, most recognize need for someone to assist / replace Lynn. Discussion regarding the job description itself – what appears to be mostly clerical; while others feel that the proposed job description contains much more within the essential functions and that many of those items do not apply. Some concerns about starting with this position and then taking more steps into transitioning into the Director position. Chairman Kirchoff reiterated that there is lots of administrative work to be done and we do not expect that Lynn will be able to do this much longer. Chuck LeFebvre indicated that while we need to address the need for somebody, we need to be cautious that we are not creating additional problems. Jesse Osmer indicated that in the job description itself he would have issue with paragraphs 1, 2, 3, 4, 11, 15 and 17; and the following are questionable: 10, 15 and 18. Marty Thomson disagrees, nothing that he thinks this person has to take some of the things Administrator Hannah does; suggests maybe a committee to work on rewording description. Administrator Hannah clarified that the intent is to have an administrative assistant to the Commission, help for the managers; someone to replace the tasks Lynn has been performing; that it has nothing to do with a Director. Further she reiterated that there are lot of projects which will require a lot of coordination and project management. Additionally, the new Parks & Rec plan will be done by the end of the year - how is the Commission going to carry that forward? More discussion regarding details such as office location, to whom that person would report to, budgeted for \$27,605.

Moved by Marty Thomson, seconded by Gerald Lucas to postpone this item. AYES: All ayes. NAYS: None. Motion carried.

COMMENTS FROM THE BOARD

John Kozlowski indicated that he had heard there is some frustration with the Point Persons structure. Discussion regarding the role, goal and value of having that meeting as so many things come back to full Commission anyway for further discussion. Recommended that the Commission re-evaluate the structure and value of the Point Person Committee. It was also pointed out that currently the managers are attending four meetings per month. Suggests that we have further discussion at a later meeting regarding this issue.

OTHER DISCUSSION

Administrator Hannah reported good news in that Sunken Lake Park received the Spark grant of \$474,000 for trail projects, kayak launch, beach improvements and playground equipment. Marty Thomson thanked Administrator Hannah and Lynn Bunting for their dedication in resubmitting the grant application and seeing it through as it will definitely improve the park and day use.

***Next Meeting: Wednesday, November 8, 2023 at 6:00 p.m. in Howard Male Conference Room.**

ADJOURNMENT

Moved by Gerald Fournier and supported by Gerald Lucas to adjourn the meeting. Motion carried. The meeting was adjourned at 8:25 pm.

Respectfully Submitted,

Pam Kirchoff, Chair
Alpena County Parks Commission

(MM)

DRAFT