

2025 PARKS POLICIES

POLICY 2025-01 – RULE NUMBERING POLICY

Policies and rules adopted by the Parks and Recreation Commission shall be assigned a sequential policy/rule number beginning with the year the Policy or Rule is adopted. Policy numbering will be assigned by the Parks and Recreation Commission Secretary.

POLICY 2025-02 – WEEKLY FINANCIAL TRANSMITTALS POLICY

The Co-Manager financial transmittal to the Alpena County Treasurer's Office shall be completed once per week. The transmittal shall be made before noon on Monday, or another weekday designated and approved by the Alpena County Treasurer.

POLICY 2025-03 – YEARLY INVENTORY POLICY

Managers are required to conduct and complete a bi-annual inventory of all county owned equipment and supplies at the park of their responsibility, at least 30 days but not more than 60 days prior to the yearly park opening, and within 45 days after the yearly park closing. Inventory will include all hand tools, power tools, vehicles, trailers, appliances and supplies for operating the park. The inventory should include Model numbers, Serial numbers, license plates and other identifying information.

POLICY 2025-04 – VOLUNTEER DOCUMENTATION POLICY

Managers are required to utilize the form created for documenting volunteer information. The form will include all volunteer names and hours where park functions are performed by Camp Hosts and other park volunteers. Submission of the form to the County Commissioner's office is required on the same day as the Weekly Financial Transmittals.

POLICY 2025-05 – PARKS FINANCE COMMITTEE POLICY

The Parks and Recreation Commission shall form a finance committee of three Parks Commission members. The Parks Commission Chairperson shall appoint the Chairperson of the committee with approval of the Parks Commission. The committee will oversee the General and individual park budgets and report any pertinent findings to the point person of the park and/or the Parks Commission. The committee will develop a Capital improvement plan with input from the public, parks managers and Parks Commission members. The committee will evaluate, select and recommend Capital improvement projects for the next Budget year at least 30 days prior to the annual budget meetings. The committee will be responsible for working other tasks as assigned by the Parks Commission Chairperson.

POLICY 2025-06 – PARKS PERSONNEL COMMITTEE POLICY

The Parks and Recreation Commission shall form a Personnel committee of three Parks commission members. The Parks Commission Vice Chairperson shall be Chairperson of the Personnel committee. The remaining two members shall be Parks point persons appointed by the Parks Commission Chairperson. The committee will handle complaints or violations of policies by parks and recreation employees, volunteers and customers. The committee will be responsible for working other tasks as assigned by the Parks Commission Chairperson.

The above Policies presented and approved at the March 12, 2025 Parks & Recreation Commission Meeting

POLICY 2025-07 – APPROVED CAMPING TENT DEFINITION

The Parks and Recreation Commission has established that the term “camping tent” contained in the park regulations be expanded to read: “camping tents specifically designed and manufactured for camping are allowed”.

The above Policy presented and approved at the February 19, 2025 Parks & Recreation Commission Meeting

POLICY 2025-08 – CAMPER PARKING RULES AT CAMPSITES

The Parks and Recreation Commission has expanded Parks Policy Regulations to include the direction that all campers arriving at their respective campsites must be pulled in perpendicular to the lake, using discretion based on lot size and park location, maintaining the state required 4.5 feet of clearance between campers. Park Manager approval will be required for any deviations.

The above Policy presented and approved at the May 14, 2025, Parks & Recreation Commission Meeting