

## Alpena County Parks & Recreation Commission Special Meeting – April 24, 2024

### DRAFT Minutes

- I. The meeting was called to order at 6:01PM.
- II. The Pledge of Allegiance to the Flag of the United States of America was recited.
- III. Roll call was performed, all present with the exception of C. LeFebvre who was excused.
- IV. J. Osmer made the motion to adopt the agenda; J. Kozlowski seconded. Discussion: Chairman Osbourne asked that the agenda be amended to include additional discussion with the Treasurer behind the “Park Contracts”. Amendment was accepted. A vote was taken by voice vote. Motion carried unanimously.
- V. Long Lake Park Co-Manager Discussion – J. Mathis announced that 12 applications had been submitted. Chairman Osbourne appointed J. Kozlowski, K. Pratel, G. Fournier, and himself to a committee to review the applications and choose the individuals to interview.
- VI. Parks Contracts Discussion – J. Mathis asked that a change be made to include giving managers 24-hours-notice before entering offices/stores (to be added under #8). Discussion: K. Pratel mentioned the lock at Long Lake Park may need to be repaired. J. Osmer moved to adopt the new contract with the amendment; R. Lalonde seconded. A vote was taken by voice vote. Motion carried unanimously.
- VII. Deputy Treasurer Cebula reminded everyone that all invoices need to go to the Treasurer’s Office, signed and numbered, as some things are still going to the Commissioner’s Office which is slowing down the process. Be sure they are originals.
- VIII. Deputy Treasurer Cebula announced that there is a need to increase line item 208.760.940.000 to pay for the invoice received by S. Jore for the camper rent for Sunken Lake Park. R. Lalonde moved to increase that line item by \$750 to cover the camper rent; K. Pratel seconded. A vote was taken by rollcall. Motion passed unanimously.
- IX. Deputy Treasurer Cebula requested approval of a check to be cut from Parks General for \$15 to allow the County Clerk to transfer the titles for the new camper, this would come from line item 208.760.955.001. G. Lucas moved to approve the requested amount; R. Lalonde seconded. A vote was taken by rollcall. Motion carried unanimously.
- X. Deputy Treasurer Cebula brought up the Smith Electric bill in the amount of \$22,800, although a portion of this was approved, there is a remaining amount that didn’t show a budget adjustment being approved, so it’s believed that the previous County Administrator intended for it to be taken from a line item. The work is completed. This was brought to the

Board's attention for informational purposes only as the bill will be submitted at the next regular Parks & Recreation meeting.

- XI. Deputy Treasurer Cebula stated that although an actual invoice has not been submitted, a "boom" was rented from Fitzpatrick Hardware for \$280. She wanted to confirm that this was permitted. Discussion was held on whether this had been previously allowed. G. Lucas said this had been approved previously, others echoed this statement.
- XII. Deputy Treasurer Cebula brought up the Amazon bills. She asked where invoices were going. J. Mathis said these invoices go to the department heads, they sign off on them, and then they should be submitted to the Treasurer's Office. Discussion was held on clarifying the process. Also, it was mentioned that park managers have not yet been labeled as department heads. It was determined that these should go to Chairman Osbourne for signature. There was further discussion as to where these invoices are being emailed, J. Mathis said she would look into it and report back.
- XIII. Deputy Treasurer Cebula inquired as to where the petty cash for Long Lake Park was, and that it needed to be turned back into the Treasurer's Office; S. Jore stated she still had the check and would return it.
- XIV. Chairman Osbourne stated that there are still many problems at the Sunken Lake Park house. G. Lucas said that they are trying to locate a contractor to walk-through and give a list of problem areas. R. Lalonde said that her father, who is retired, will do a walk-through – similar to a home inspection – but will not give a quote. It was determined this would be a good starting point. E. Martin mentioned he has a general contractor coming out to their park next week and that he could also be utilized, R. Lalonde said they'd communicate.
- XV. Chairman Osbourne said that the Board needed to authorize the County Clerk to sign the title for the new camper and take it to the Secretary of State. J. Osmer moved to authorize the action; K. Pratel seconded. G. Fournier recused himself from the vote. A vote was taken by rollcall. Motion carried unanimously.
- XVI. J. Mathis discussed the 'Name Badge Policy', and asked whether it should still be enforced, and also asked that we update it to eliminate the Secretary from being charged with distribution of the badges. After discussion it was determined to keep the policy with the update, putting HR in charge of distribution going forward. Additionally, the Chairman will be added as being able to sign the policy, along with the County Administrator. K. Pratel moved; R. Lalonde seconded. A vote was taken by voice vote. Motion carried unanimously.
- XVII. CPR Training was discussed. Mandatory training will be required for both managers and hosts. The money to cover this training will be taken from 'Education and Training', line item 208.760.955.002. Certificates of completion must be turned in to Human Resources. The total number of people taking the training will not surpass 15. J. Osmer moved to approve this action; R. Lalonde seconded. A vote was taken by rollcall. Motion carried unanimously.

- XVIII. R. Lalonde moved to go into closed session, G. Fournier seconded. The Board went into closed session at 6:34PM.
- XIX. The Board returned to open session at 8:12PM. Roll call was taken. All members were present, with the exception of C. Lefebvre, who was excused and not previously present.
- XX. J. Osmer moved to approve the hiring of the camp host for Sunken Lake Park; R. Lalonde seconded. A vote was taken by voice vote. Motion carried unanimously.
- XXI. J. Osmer moved to approve S. Jore's return pending receiving and reviewing her doctor's note; K. Pratel seconded. Discussion included that approval of her return depend on limitations listed, which may then be considered for a poll-vote. Furthermore, that the list of all 22 tasks required by managers be provided to S. Jore to give to her doctor – so that each item listed may be addressed. A vote was taken by voice vote. Motion carried unanimously, with the exception of J. Kozlowski.
- XXII. J. Osmer moved that the Board look into the possibility of requiring a waiver be signed by S. Jore depending on the doctor's note; R. Lalonde seconded. A vote was taken by voice vote. Motion carried unanimously.
- XXIII. R. Lalonde moved that all current policies of the Alpena County Parks are submitted to the managers/co-managers for them to sign and return to H.R. for filing, that they have been read and understood. Furthermore, that as changes are made throughout the year, copies of those updates be provided to the managers/co-managers for them to also sign and return to H.R. for filing; J. Kozlowski seconded. A vote was taken by voice vote. Motion carried unanimously.
- XXIV. During public comment E. Martin made note that for years it had been promised a handbook would be provided for the managers/co-managers for reference and record. It was noted that R. Lalonde's motion begins that process.
- XXV. J. Kozlowski moved to update the fee schedules to include seasonal sites, etc. and send it up to the Board of Commissioners; R. Lalonde seconded. Vote taken by voice vote. Motion carried unanimously.
- XXVI. R. Lalonde moved that at any Alpena County Parks, all seasonal sites are to be distributed by lottery, to be performed at a meeting of the Alpena County Parks & Recreation Commission; J. Kozlowski seconded. Vote taken by voice vote. Motion carried unanimously.
- XXVII. J. Osmer moved to adjourn at 8:21PM; J. Kozlowski seconded. Motion carried unanimously by voice vote.

*The next Parks & Recreation Commission meeting will take place at 6:00PM on May 8, 2024 in the Howard Male Conference Room.*