

BEAVER LAKE PARK COMMITTEE
DRAFT MEETING MINUTES
Tuesday, September 19, 2023- 4:30 p.m.
Howard Male Conference Room

Beaver Lake Park Committee Chair Gerald Lucas called the Beaver Lake Park Committee meeting to order at 4:33 p.m.

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

COMMITTEE MEMBERS PRESENT: Chair Gerald Lucas, Bill LaHaie, John Kozlowski, Beaver Lake Park Managers Earl Martin and Marcia Martin

OTHERS PRESENT: Janet Lucas

MANAGER MONTHLY REPORT – (attachment #1)

Beaver Lake Park Managers Earl Martin and Marcia Martin presented the following for discussion:

Earl Martin has been in contact with Rob Zielaskowski regarding the drain/tiling issue by the garage. Rob is in the middle of a large project but is hoping that in the next few weeks he will be wrapped up and able to start working on the drain/tiling project.

Discussion was had with regard to the budget, line-item transfers and budget adjustments that may be needed. There is concern that the Lights budget will be insufficient for the remainder of the year and may require a budget adjustment. John Kozlowski suggested that Park Managers acquire a printout from the Treasurer's office depicting usage from last quarter of 2022 so that Chair Lucas could bring the issue to the Point Persons meeting with a request to increase the Lights line item accordingly (utilizing 2022 figures with a 6% increase). Moved by John Kozlowski and seconded by Bill LaHaie to recommend the below action item. Roll call vote was taken: AYES: 3, NAYS: 0, Motion carried.

ACTION ITEM #1: The Committee recommends approval to transfer \$500 from Dues, Subscriptions, and Licenses line item #208-757-955.002 and put into the Lights line item #208-757-921.000.

Moved by John Kozlowski and seconded by Bill LaHaie to recommend the below action item. Roll call vote was taken: Ayes 3, Nays 0, Motion Carried.

ACTION ITEM #2: The Committee recommends approval to transfer \$175 from Port-a-johns line item #208-757-924.000 and put into the Garbage pickup line item #208-757-925.000.

The Committee recommends that these line-item transfers should be included in the line-item transfer requests with the Consent Calendar at the full Parks Commission meeting.

It was brought to the Committee's attention that the camp fee revenue line item did not accurately reflect the total of fees collected over the course of the year. Once brought to the Treasurer's attention, they were able to determine that there was a posting error with regard to payroll which is being rectified in the next payroll cycle. As part of that discussion, Marcia Martin again inquired about view/print access from BS&A. Ms. Martin reported that during discussions with the Treasurer's office, it was suggested that in order to do so, the Full Board of County Commissioners would have to approve IT establishing VPN access for the Parks Managers. Further discussion may be had regarding this issue.

The Parks Managers also inquired about some wage related issues. There was discussion about the wages being the same across the board, potential longevity and payroll incremental pay. It was recommended that the Point Persons may want to consider a more incremental wage scale with corresponding contracts for probationary period and incremental steps.

Moved by John Kozlowski and seconded by Bill LaHaie to recommend the below action item. Roll call vote was taken: Ayes 3; Nays 0; Motion carried.

ACTION ITEM #3: The Committee recommends approval to have the Point Persons look into a longevity policy for the Park Managers to align with and possibly review and adopt the County's Longevity Policy.

The Parks Managers also inquired whether under the current contracts, although established as seasonal for winter/summer seasons, set up as salary, then could the payroll be equally divided into the 26 bi-weekly pay cycle. Further discussion to be had on this topic.

Beaver Lake Park Manager Earl advised that he has recently noticed sloping and wash-out in the ground in the north side of the pavilion. Will look at building that up and possibly installing a retaining wall and steps. This item should be included in CIP and future budget considerations.

The Parks Managers also provided an update on anticipated 2024 camp hosts. The Freehlings and Batchelder/McNeils will be reverting back to seasonal campers next year as opposed to Camp Hosts. Mike McCorry will be returning as Camp Host and another couple, Jesse & Amber Ritthaler, have expressed interest and will be submitting their applications. May need to advertise in the spring for a third camp host.

OLD BUSINESS

There was also some discussion regarding the use of maintenance personnel. Two tickets were submitted and subsequently closed after 60 days had expired. Park Manager Earl completed the work himself. Maintenance has not performed any work at Beaver Lake during the 2023 season thus far.

The Committee reviewed the Parks Performance Review form and made the following suggestions/revisions:

- Overall, would like an option numbered five (5)

- There was some confusion about the 3-6-9-month inspection reports. The Committee originally recommended omitting that from the Park Managers' review; however, subsequent discussion clarified what report that referred to which would seem appropriate.
- Under the "Camp Hosts" section of the Parks Manager review, the Committee recommends that the only two specific inquiries should be – (1) Did the Managers submit the Camp Hosts applications to their Sub-Committee? And (2) Did the Managers submit for the Camp Hosts to have an identification badge issued by the County?
- The Committee recommends removing the remaining items under Camp Hosts. However, the Committee also recommends adding a measure, to-wit: "Does the Park Manager have a folder for the Camp Hosts containing all training certificates, safety checklists and/or any disciplinary comments or rule violations?"
- The proposed changes are reflected on the attached copy as edited (attachment #2).

The Committee also reviewed and discussed the Facilities Inspection Report. It was suggested that it would be more appropriate for the maintenance department to do an annual inspection of the facilities with the understanding that during the normal course of business, should the managers notice something that needs attention, they will see that it is taken care of.

2023 BUDGET

The committee reviewed and discussed the following:

1. Proposed line-item transfers as reflected in Managers Report section.

NEW BUSINESS

None.

OTHER DISCUSSION

None.

***Next Meeting: Monday, October 23, 2023, at 4:00 p.m. in the Howard Male Conference Room**

ADJOURNMENT

The meeting was adjourned at 6:21 p.m.

Respectfully Submitted,

Gerald Lucas, Beaver Lake Park Committee Chair

mm

#1

PARK MANAGER MONTHLY REPORT

BEAVER LAKE

SEPTEMBER-OCTOBER 2023

Ongoing Improvements Project(s) Progress:

Drain / tiling issue by garage – will be checking in with Rob in the next week or so to check on availability to commence this project

Campground Activities & Site Notes:

October events (already on approved event list)

10/7/23 – Movie Night

10/14/23 – Harvest Fest

Budget Adjustments Needed/Budget Look Ahead:

Lights (208-757-921.000) are running short. With a full quarter plus ahead of us, this will most likely run over and would require a line item budget adjustment. For now, suggest we transfer \$500 from dues, subscriptions & licenses (208-757-955.002) and \$500 from grounds maintenance (208-757-933.000).

Also suggest we take the remaining \$175 from port-a-johns (208-757-924.000) and add it to the garbage pick up (208-757-925.000).

Also budget related -

Discrepancy on revenue/expenditure report – as depicted in our email

BS&A – view access – status?

Wage scale / longevity

Upcoming/Needed Maintenance:

Noticed some sloping and washout in the ground area on north side of pavilion. Will look at building that up/ maybe adding some steps off to the side when/if budget allows in 2024.

OTHER / MISCELLANEOUS:

Camp Hosts – Chris & Heather Freehling and Mike Batchelder & Alyssa McNeil are not returning as camp hosts; rather are reverting back to seasonal campers. Mike McCorry intends to return next year as well as new hosts, Jesse & Amber Ritthaler. Do not have a third lined up at this time - may need to advertise for one in the spring.

Playground inspection sheet and occupancy reports attached.



#2

ALPENA COUNTY PARKS

Rating Key:	
1)	Consistently Below Expectations
2)	Below Expectations
3)	Meets Expectations
4)	Exceeds Expectations
n/a	Not Applicable or Unkown

MANAGER ANNUAL PERFORMANCE REVIEW

Name _____ Date of Review _____

Position Title: _____ Park: Sunken Lake Beaver Lake Long Lake

Park Sub-Committee Member Name(s): _____

Period Review from: _____ to _____

CUSTOMER SERVICE:

Did the Co-Managers always display excellent customer service: knowledgeable, courteous, friendly, and respectful?

1 2 3 4 n/a

Were Co-Managers readily available and willing to help guests, answers phone calls, and returns phone calls in a reasonable amount of time?

1 2 3 4 n/a

Comments: _____

EQUIPMENT, BUILDING AND GROUNDS MAINTENANCE:

Were the grounds clean, orderly, and maintained to ensure that all trash and debris in common areas and restrooms had been picked up?

1 2 3 4 n/a

Were the boat docks repaired, refurbished, installed, and maintained for safe use?

1 2 3 4 n/a

Were camp sites clean and maintained?

1 2 3 4 n/a

Were Opening and Closing Checklists completed on time and in a satisfactory manner?

1 2 3 4 n/a

Add # 5 throughout Page 1 of 3

Were all annual inspection/reports completed and submitted on time: 1 2 3 4

Comments: _____

7 Were all 3-6-9 month inspection/reports completed and submitted on time: 1 2 3 4

Comments: _____

Were all maintenance and repairs on equipment completed in a timely manner: 1 2 3 4

Comments: _____

Comments regarding any of the above: _____

COMPLIANCE, REPORTING & FINANCES:

Did the Manager/Co-Manager's supply all needed and necessary information and reports for all meetings?

1 2 3 4 n/a

Did the Manager/Co-Managers comply with all licensing requirements and reporting requirements necessary for the operation of the Park (state, local, etc.)?

1 2 3 4 n/a

Were funds deposited weekly during the season with the Alpena County Treasurer?

1 2 3 4 n/a

Were funds presented for deposit with all the proper paperwork attached? 1 2 3 4 n/a

Were all invoices submitted on time? _____ Yes _____ No

Were all invoices submitted with expense line-item numbers and signatures? 1 2 3 4

Did the Manager/Co-Manager comply with all applicable County policies and procedures? 1 2 3 4 n/a

Were all invoices submitted within the budget? If not did the manager get request budget adjustments as needed?

1 2 3 4

Comments: _____

CAMP HOSTS: (Co-Managers are responsible for the following items and will be evaluated for them.)

Did the ~~Camp Host(s)~~ ^{Managers the C.H.} submit an application to their Sub-Committee? _____ Yes _____ No

Is the ~~Camp Host~~ application on file with the Parks files? _____ Yes _____ No

Did the ~~Camp Host~~ receive a yearly background check through the County HR Department? _____ Yes _____ No

Did the Manager submit for the

Does the Camp Host have an identification badge issued by the County? Yes No unknown

Did the Camp Host(s) wear their badge while on duty? Yes No unknown

* Add -> Comments: Does the park manager have a folder for the C.M. containing all training certificates, safety check lists and/or any disciplinary comments or rule violations? - y - n

COMPLAINTS

Were there any complaints or problems concerning this Manager/Co-Manager? Yes No

Were the issues properly handled by the Manager/Co-Manager? Yes No

Were appropriate staff or board members informed in a timely manner? _____

Comments: _____

MEETING ATTENDANCE

Does the Manager/Co-Manager attend the regular Parks Commission meetings? Yes No

Does the Manager/Co-Manager attend Subcommittee meetings of their Park? Yes No

ADDITIONAL INFORMATION

Any additional information that may be helpful in considering this evaluation.

I have reviewed this document and discussed the contents with my Point Person. My signature means that I have been advised of my performance status and I agree to address those areas that may require my attention with the Park Subcommittee for resolution but does not necessarily imply that I agree with this evaluation and that I may request a review of my status with the Point Person's Committee.

Employee's Signature

Date

Point Person's Signature

Date