

Alpena County Parks & Recreation Commission January 10, 2024 Organizational Meeting

Minutes

1. Call Meeting to Order

- The meeting was called to order at 6:00PM in the Howard Male Conference Room by Treasurer Kim Ludlow, acting as temporary chairperson.

2. Pledge of Allegiance to the Flag of the United States of America

- The Pledge of Allegiance to the Flag of the United States of America was recited.

3. Roll Call

- Present: Kurt Pratel, Chuck LeFebvre, Kevin Osbourne, Gerald Fournier, Gerald Lucas, Jesse Osmer, Pamela Kirchoff
- Excused: Robin Lalonde, John Kozlowski

4. Election of Officers

- Chairperson
 - i. Temporary Chairperson Ludlow called for nominations for the office of Chairperson. G. Fournier nominated K. Osbourne, seconded by J. Osmer. No other nominations were made. J. Osmer moved to close nominations and cast a unanimous ballot for K. Osbourne to be elected Chairperson. Motion was seconded by P. Kirchoff. Motion carried by a voice vote. Chair Osbourne took his seat and assumed the role of chairperson for the remainder of the meeting.
- Vice-Chairperson
 - i. Chair Osbourne called for nominations for the office of Vice-Chair. J. Osmer nominated K. Pratel, seconded by G. Fournier. K. Pratel accepted, but noted he would be absent for both the months of February and April. No other nominations were made. G. Lucas made the motion to close nominations and cast a unanimous ballot for K. Pratel to be elected Vice-Chair. P. Kirchoff seconded. Motion carried by a voice vote.
- Secretary
 - i. Chair Osbourne called for nominations for the office of Secretary. P. Kirchoff nominated J. Osmer for the office of Secretary, seconded by K. Pratel. No other nominations were made. Nominations were closed. J. Osmer was elected Secretary by a unanimous voice vote.

5. Adoption of the Agenda

- G. Lucas asked to add discussion on Beaver Lake Park and their submission of a grant request to the Community Foundation in the amount of \$5,000.
- K. Pratel asked to add discussion on Long Lake Park and the electrical/plumbing work being planned.
- Chair Osbourne suggested adding both items following the Consent Agenda.
 - i. Motion made by K. Pratel to approve the agenda as amended, seconded by P. Kirchoff. Motion carried by voice vote.

6. Consent Calendar

- J. Osmer made note of the corrections to the 'Draft Alpena County Parks & Recreation Commission Meeting Minutes – JO 12.12.33', specifically where K. Pratel spoke of working with Ossineke Township, he had meant Alpena Township.
 - i. ACTION ITEM #1: Motion to approve the Consent Calendar which includes actions as listed attached and filing of all reports.
 - 1. Chair Osbourne asked for a roll call vote: Consent Calendar approved by roll call vote with no member dissenting.

7. ITEM ADDED BY G. LUCAS: SEE #5, BULLET-POINT 1.

- G. Lucas asked Beaver Lake Parks Co-Manager, Marcia Martin, to speak to the grant application being submitted to the Community Foundation in the amount of \$5000, which will assist with the funding gap they have with a planned project. The total cost of the project is XXXX. They received a grant in the amount of \$13,000+ from Youth and Rec. They hope to make up the difference by requesting funds from both Ossineke Township and the Community Foundation to make up the difference. They require the Board's approval.
 - i. G. Lucas moved to allow a grant request in the amount of \$5,000 to be made to the Community Foundation. Seconded by K. Pratel.
 - 1. Discussion: Earl Martin mentioned that Mr. Krentz who is the building inspector for Ossineke Township offered to try and assist in finding help as well. P. Kirchoff brought up she had previously sent an email to Mr. Krentz and hasn't hear back, Earl said that Mr. Krentz is trying to figure out who to forward it to as he doesn't feel he is the person to handle that correspondence. Chair Osbourne asked which method should be used I handling this vote. Mary Catherine Hannah recommended a roll call vote.
 - a. Motion carried by roll call vote, with no member dissenting.

8. ADDED ITEM BY K. PRATEL: SEE #5, BULLET-POINT 2.

- K. Pratel spoke about the electrical project at Long Lake Park. The person the selected to work on the project has indicated he has another big job coming up in the Spring and he needs to get this job completed soon. Only half of the project will get done as the old boat launch has not yet been completely taken out. Sarah Jore followed by explaining there was \$15,000 allocated toward the project, and that another \$5,000 will be needed. She believes she can find most of these funds in her current budget. The plan includes putting in a 400-amp service which will take care of the 6 sites on one side immediately, and 6 sites on the opposite side when those go in. She noted that in order to do this they will have to power Site #104 to balance the sites on either side of the power-box. Sarah finished by saying they hope to make these seasonal sites, and that she has those sites reserved which would bring in \$18,000.
 - i. K. Pratel moved to approve the additional \$5,000 for the project, seconded by G. Fournier.
 - 1. Discussion: J Osmer asked whether the projected cost estimate is locked in, or if the cost could possibly increase over the next two months due to product pricing. Sarah replied that the materials have been ordered so prices are locked in. P Kirchoff asked if EGLE permits need to be pulled. Sarah said she doesn't believe so, Mary Catherine Hannah said the license will simply need to reflect the appropriate number of sites. Earl Martin said the license does need to be pulled. Mary Catherine Hannah disagreed. Discussion ended.
 - a. Motion passed by roll call vote, with no member dissenting.

9. Budget Request to Roll 2023 Capital Outlay to 2024 Capital Outlay

- ACTION ITEM #2: Recommendation to approve the following carryover from the budgeted 2023 line items to the 2024 budget:
 - i. 2023 Carryover \$5,000 French Drains in Parks General Capital Outlay Beaver Lake Park line item #208-760-972.000 and put into the 2024 Budget Parks General Capital Outlay Beaver Lake Park line item #208-760-972-000
 - ii. 2023 Carryover \$2,766.00 Long Lake Park – Park Improvement Donations line item #208-759-957.000 Park Improvement from Donations.
 - 1. P, Kirchoff moved to approve both items in Action Item 2, seconded by G. Lucas. Motion carried by roll call vote with no member dissenting.

10. Budget Adjustments

- Park Managers Pay (as per action approved at last board meeting)
 - i. ACTION ITEM #3: Recommendation to increase the 2024 Park Managers' pay by a total of \$7,020.00 (\$2,340.00 reduce line item #208-760-704.001 Parks Admin Assistant by \$7,020.00:
 - 1. Beaver Lake Park line item #208-757-704.000 at \$2,340.00
 - 2. Sunken Lake Park line item #208-758-704.000 at \$2,340.00
 - 3. Long Lake Park line item #208-759-704.000 at \$2,340.00
 - a. J. Osmer moved to recommend the increases, seconded by P. Kirchoff. Motion carried by a roll call vote with no member dissenting.
- Clover Connect Equipment for Campspot
 - i. ACTION ITEM #4: Recommendation to increase the line items for Office Equipment by a total of \$2,238.00 (\$746 x 3) for the following 2024 Budgeted line-item numbers to pay the Clover Connect Equipment purchased for each park that was budgeted in 2023 and came in the first part of January 2024.
 - 1. C Lefebvre moved to increase the line items as recommended, seconded by P. Kirchoff. Motion passed by roll call vote with no member dissenting.

11. Public Comment

- None

12. Treasurer's Report

- Cindy Cebula gave the report, citing packets that were distributed prior to the meeting. A full review was conducted of the report.
 - i. J Osmer moved to receive and file the report as presented, seconded by G. Fournier. Motion passed by voice vote.

13. Approval of Refund and Bills

- No refunds presented.
- Bills were emailed out prior to the meeting and total \$1983.36
 - i. K. Pratel moved to approve the bills be paid, seconded by C. Lefebvre. The vote was taken by roll call and passed with no member dissenting.

14. New Business

- Recommend approval to renew membership with NACPRO for 2024

- i. ACTION ITEM #5: Recommend approval to renew membership with NACPRRO (National Association of County Parks & Recreation Officials) for 2024 in the amount of \$90.00 with monies to come out of Parks General (not budgeted for 2024). PointPersons recommend from December 11, 2024 meeting. (previous subscription paid in 2022 out of line item #208-760-955.002)
 1. Moved by C. LeFebvre to renew the membership, seconded by K. Pratel. Motion passed with a roll call vote, no member dissenting.

15. Manning Hill Park Update

- No updates. However, it was asked by K. Pratel that we get bids for the “rustic fence” project in hopes of getting it completed by the end of the year. Mary Catherine Hannah said she would ask Wes to get a couple of bids.

16. Old Business

- Mary Catherine Hannah asked to give a quick report on the Long Lake Boat Launch. Submissions have been made on the grants; the first set of reports on the Waterways Grant have been made and they are getting ready to submit the first report for the MEDC’s “Michigan Enhancement” grant. Mary Catherine Hannah notified that Board that her and Lynn have been working hand-in-hand on these and Lynn will continue the work on these reports to make sure that we are compliant.

17. Comments from the Board

- J. Osmer thanked P. Kirchoff for her leadership over the past year, during her time as chair and expressed that her work was greatly appreciated.

18. Next Parks & Recreation Commission Meeting: Wednesday, February 14, 2024 at 6:00PM in the Howard Male Conference Room.

19. Adjournment

- Motion made by P. Kirchoff to adjourn, seconded by J. Osmer.
 - i. Motion carried by voice vote. Adjourned at 6:39PM

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