

ALPENA COUNTY PARKS AND RECREATION COMMISSION

MEETING MINUTES

Wednesday, April 12, 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	Vice Chairman
Jesse Osmer	Secretary (Commissioner)
Chuck LeFebvre	Planning Commission
Bill LaHaie	Commissioner
Gerald Fournier	Drain Commissioner
Gerald Lucas	Road Commission
Bonnie Krajniak	
Marty Thomson	
John Kozlowski	Commissioner

OTHERS PRESENT:

Kim Ludlow County Treasurer  
Lynn Bunting, County Board Assistant/Parks Recording Secretary  
Earl & Marcia Martin - Beaver Lake Park Co-Managers  
Sarah Jore - Long Lake Park Manager  
Cathy Skerski - Long Lake Park Assistant Manager  
Erin & Keith Felax – Sunken Lake Park Co-Managers  
Patrick Martin - Fairground Manager  
Tammy Bates  
Alice Thomson

**ADOPTION OF THE AGENDA**

Moved by Gerald Fournier and supported by Kurt Pratel to approve the agenda with the following amendment: 1) Kurt Pratel – Approval to contact Halls Serv-All for a port-a-john for 2023 from May to October for two services per month for Manning Hill, and 2) Gerald Fournier – Pull Fairgrounds under New Business off list for dates of park visits and pull off on Consent Calendar under PointPersons Action Item #1. Bill LaHaie opposed. Motion carried.

**CONSENT CALENDAR/APPROVAL OF MINUTES & ACTION ITEMS**

Moved by Gerald Fournier and supported by Chuck LeFebvre to approve the minutes from the following meetings: March 8, 2023 (Regular meeting); March 27, 2023 (Beaver Lake Park Committee meeting); March 29, 2023 (Sunken Lake Park Committee meeting); March 30, 2023 (Long Lake Park Committee meeting); and April 3, 2023 (PointPersons Committee meeting) as presented. Roll call vote was taken: All ayes. Motion carried. (attachment #1 - updated Consent Calendar)

Beaver Lake Park Manager Earl Martin gave an update on the park trailer stored at the fairgrounds that all three parks can utilize and needs repairs. Moved by Marty Thomson and supported by Bill LaHaie to recommend the Beaver Lake Park Manager Earl Martin repair the park trailer for all three parks and split the cost of the repairs with all three parks and not to exceed \$75 per park. Roll call vote was taken: All ayes. Motion carried.

## **PUBLIC COMMENT**

Patrick Martin, Fairgrounds Manager, requested to be added to agenda to bring a couple of items to the Parks Commission for approval. Patrick reported that he gets the tractor from Beaver Lake Park to use at the fairgrounds as he does not have a tractor. He stated that he took the tractor to Hudson to get looked at for service with an estimate of \$3,500 for a complete fix and an estimate of \$500 for a fix to run only. Patrick presented a quote for a new tractor to the board. Patrick also reported that he met with Paul with Efficiency United and went through the Merchants building and told him that if he spends \$350-\$400 on lightbulbs he will get \$209.75 returned as an incentive. Chair Kirchoff recommended bringing to the next PointPersons meeting the Fairgrounds being part of the Parks Commission and addressing the tractor issue and bring back recommendation to the board in May.

## **TREASURER'S REPORT**

Treasurer Kim Ludlow presented the monthly treasurer's report and balance sheet for April 2023. Moved by John Kozlowski and supported by Kurt Pratel to approve the Treasurers Report for April 2023 as presented. Roll call vote was taken. All ayes. Motion carried.

**BILLS PRESENTED:** Treasurer Ludlow presented total bills in the amount of \$8,036.05 for approval (Bills paid 3/09/23 to 4/11/23 \$2,406.14, Bills for 04/12/23 \$4,114.75, and Bills turned in at/before the meeting \$1,515.16 for SLP Eagle Supply for janitorial supplies and reported that she has 3 signatures for this bill to pay), plus payroll expenses. Moved by Kurt Pratel and supported by Gerald Lucas to approve the bills as presented. Roll call vote was taken: All ayes. Motion carried.

Refunds: No refunds presented.

## **NEW BUSINESS**

1) Chair Pam presented the Parks POLL Action Item for Garbage Disposal Services with GFL Environmental for approval. Gerald Lucas reported they did replace one and will replace the other one, one was not in good condition when they delivered the dumpsters at BLP. Moved by Marty Thomson and supported Kurt Pratel to approve the action item below. Roll call vote was taken: All ayes. Motion carried.

**PARKS POLL ACTION ITEM #1: Recommend approval of the quote from GFL Environmental for Garbage Disposal Services (two 8-yard dumpsters at each park at \$495.60 per month charge at each park, emptied once/week) for all three County Parks: Beaver Lake, Long Lake, and Sunken Lake Park with additional pickups if needed at an extra cost of \$12.58 per yard for an extra pickup during the week with a 2 day advance notice to get a truck out at the parks for the 2023 Camping Season and to begin immediately as service is needed at the parks (no current service) and authorize the Long Lake Park Manager Sarah Jore to contact them to set up. Companies were notified to send a quote and GLF was the only company that did. The Parks Commission authorizes the Treasurer to increase the following 2023 budgeted line items accordingly for 2023:**

**Beaver Lake Park Garbage Pick Up Expense line item #208-757-925.000 (budgeted \$2,250)**

**Sunken Lake Park Garbage Pick Up Expense line item #208-758-925.000 (budgeted \$2,500)**

**Long Lake Park Garbage Pick Up Expense line item #208-759-925.000 (budgeted \$2,000)**

2) Dates of Parks Visits: Chair Kirchoff reported that two different dates were sent out for either May 16 or May 18<sup>th</sup> for Parks Visits, which was done previously in the spring. Bill LaHaie reported new members never been out to the park. Bonnie Krajniak reported this was done in the past on a Saturday. Discussion on Saturdays, in the month of July, and do before the Parks open. Gerald Fournier reported that the fairgrounds are not part of the Parks & Recreation Commission, therefore, should not be included

in the Parks Visits. Moved by Gerald Fournier and supported by Kurt Pratel for the Parks Visit to be held on Saturday, May 20, 2023 starting at 9 am for BLP, MH, SLP, and LLP. Gerald Lucas opposed. Motion carried.

Chair Kirchoff reminded the board to do the Parks Review by parks opening.

3) Update Parks Credit Card Policy – Chair Kirchoff presented the updated policy for approval reporting the only change is increasing no purchases by managers by \$500 total, was \$300, and to return the credit card the same day it is checked out. County Maintenance are approved to spend over \$500 for emergency services upon their discretion. All items that can be billed to do and not purchase on credit card, and to return credit card within 24 hours for emergency purchases. Treasurer reported an issue with the parks previous credit card which was stopped at credit union and minor but at the same time where the card was missed. Moved by Kurt Pratel and supported by John Kozlowski to approve the below action item. Roll call vote was taken. All ayes. Motion carried.

**ACTION ITEM #5: Recommend approval to amend the Parks Credit Card Policy and to increase the approval for park managers to purchase preapproved items by the board on the Parks Credit Card and not to go over \$500 for emergency purchases not more than one calendar day for emergency purchases and for the park managers to return the Parks Credit Card within 24 hours. An exception is made for the County Maintenance Department for approval to spend over \$500 for emergency purchases at their discretion or for purchases for board approved projects, also at their discretion.**

Discussion on chain of command and who has the authority to approve and why the Treasurer's Office needs three signatures. Moved by Bill LaHaie and supported by Chuck LeFebvre to amend policy for the PointPersons Chair to approve purchases with Parks Credit Card for nonemergency purchases up to \$500 with vendors that we do not have terms with as long as money is in their budget and is a cost savings. Roll call vote was taken: All ayes. Motion carried.

Discussion on parks board, administrator, and managers responsibilities.

4) SLP Request for approval of a \$50 filing fee for a small claims filing – Marty Thomson reported that there was a camper that did not pay for 2022 and recommends to file a small claims filing at 88<sup>th</sup> District Court and the Sheriff will serve for the parks at no cost. Discussion and recommendation to file the small claims. Moved by Jesse Osmer and supported by John Kozlowski to approve the below action item. Roll call vote was taken: All ayes. Motion carried.

**ACTION ITEM #6: Recommend approval to authorize Sunken Lake Park Committee Member & Parks Commission Board Member Marty Thomson to file the small claims against a Sunken Lake Park camper for non-payment from 2022 and if successful for money to come back to the Parks General with the filing fee of \$50 to be paid out of the Parks General miscellaneous expense line item #208-760-955.001.**

Discussion and recommendation to ban camper from SLP and to inform all three park managers as a flag manually to the reservation system not to let them camp until this claim is resolved and paid in full. Discussion and recommendation that camper can camp at the parks but will need to pay in full first to do so. Marty Thomson reported this camper is aware and knows they did not pay the bill and promised they would pay and did not.

5) Donation to the ACC Foundation for concrete picnic tables – Marty Thomson reported on the Youth & Recreation 2023 Grant for Day Use Enhancements Project reporting that he reached out to ACC and

they agreed to do one picnic table for the parks per semester and already have one ready. Marty informed the board that the parks cannot pay them for tables as the materials are paid for and can make a donation to the college. Discussion and recommendation to make a contribution to the ACC Foundation and Marty spoke with Tim at ACC and stated that Brenda Herman earmarked this as a Concrete Tech Enhancement Program. Discussion that a \$500 contribution per table donation for ACC and will have only two tables for 2023 and will need to purchase and spend the Youth & Rec funds and Parks Commission match by end of December 2023 with pads, grills to get in place for at least two tables per each park with the first table going to LLP and then decide next park who gets. Treasurer Ludlow reported Youth & Recreation Committee approved this project for only Long Lake Park. Marty spoke with Tom Spaulding and this should be all three parks. Discussion on only Long Lake Park and the way the grant agreement is written. Chuck recommend to go see Y&R to request to have changed to all 3 parks and to put pads in. Treasurer Ludlow recommended to check with the Youth & Rec Chair Tony first. Long Lake Park Manager Sarah recommends adding sand to the beach, and a horseshoe pit for the day use area. Decision of \$500 if approved by Y&R as a reimbursable expense. Moved by Marty Thomson and supported by Bill LaHaie contingent upon approval of Youth & Rec Committee of \$500 as a reimbursable expense for the concrete picnic tables from ACC for Long Lake Park and if not approved to bring back to the board for discussion for donation to ACC donation/concrete enhancement fund. Roll call vote was taken: All ayes. Motion carried.

### **OLD BUSINESS**

- 1) LLP Boat Launch Project Update – Kurt Pratel reported the project plans/specs have been finally been approved by the DNR Reps and RPG, Waterways, MI Enhancement Grant (Rep Sue Allor and Jesse Osmer from the SOM), Parks match and Y&R Grant can proceed with bid requests. A press release was sent out to the media. Kurt reported the ability to launch 4 boats at the same time and are hoping the parking lot will be widened, graded and stone, though cannot pave at this time. Bids asked for and due April 25<sup>th</sup> and open on April 26, 2023.
- 2) Parks Reservation Online System Demo Presentations Update – Chair Pam reported had four demonstrations so far and two coming back for a second presentation. Chuck LeFebvre shared the importance of the data collection in these online systems. Chair Kirchoff reported cloud based, not just the park on their own computer, data collection, payments, per reservation fee and can build into the fees, flag people, marketing information, some charge texting, and looking at the costs. Camper can go online to make reservation or manager can do. Chair Pam reported that there is an occupancy feature in the systems and will look to see who integrates with Point-n-Pay.
- 3) Enterprise Park Vehicles Update – Chair Pam reported BLP has committed to a truck and SLP has one coming. Treasurer Ludlow reported that she does not know when a vehicle will be coming until it shows up, any leased vehicle being leased through Enterprise they take the current County vehicle and replace it and it is sold through Enterprise.

### **COMMENTS FROM THE BOARD**

None.

### **OTHER DISCUSSION**

SLP Manager Erin Felax reported that she went to the Health Department today and needed to do something with the cookhouse for a welcome dinner weekend opening up, get with Friends of the Park and what they have budgeted.

SLP Manager Erin reported that the residence roof leaking is very minimal. Chuck reported on water heater looking at replacing elements and if kicking breaker again to look at it.

Tammy Bates informed the Parks Chair to do Halls-Serv-All through October and not September this year as in the past.

Treasurer Kim reported that Bonnie Krajniak contacted her today to present a revenue and expense report for the fairgrounds and how it has been functioning through the years with a 5-year history report plus current and passed out to the board.

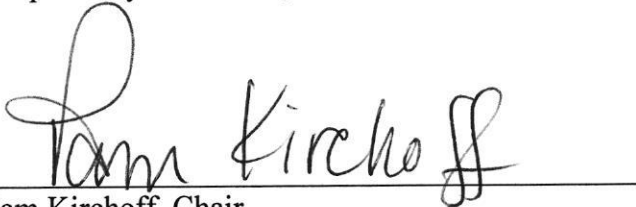
Moved by John Kozlowski and supported by Jesse Osmer to authorize Kurt Pratel to contact Halls-Serv-All to place a port-a-john at Manning Hill starting in May through October for 2023. Roll call vote was taken: All ayes. Motion carried.

**\*Next Meeting: Wednesday, May 10, 2023 at 6:00 p.m. in the Howard Male Conference Room**

**ADJOURNMENT**

Moved by John Kozlowski and supported by Gerald Lucas to adjourn the meeting. The meeting was adjourned at 7:56 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Pam Kirchoff", is written over a horizontal line.

Pam Kirchoff, Chair  
Alpena County Parks Commission

llb