

ALPENA COUNTY PARKS AND RECREATION COMMISSION

MEETING MINUTES

Wednesday, August 9, 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)
Bill LaHaie	Commissioner
Gerald Fournier	Drain Commissioner
Gerald Lucas	Road Commission
Bonnie Krajniak	
Marty Thomson	
John Kozlowski	Commissioner
Chuck LeFebvre	Planning Commission

OTHERS PRESENT:

Cindy Cebula, Chief Deputy Treasurer  
Mary Catherine Hannah, County Administrator  
Lynn Bunting, County Board Assistant/Parks Recording Secretary  
Earl Martin - Beaver Lake Park Co-Manager  
Marcia Martin – Beaver Lake Park Co-Manager  
Sarah Jore - Long Lake Park Manager  
Erin Felax - Sunken Lake Park Co-Manager  
Keith Felax – Sunken Lake Park Co-Manager  
Kim Elkie, Alpena County 911/EM Director  
Al Rapson, Alpena County 911/EM Assistant Director  
Nate Skibbe, Charter Township of Alpena Supervisor  
Mike Arthur, Fairboard  
Bob Adrian  
Darin Himes, Fire Chief, Long Rapids Township Fire/EMS  
Corey Standen, Fairboard

**PUBLIC COMMENT**

Nathan Skibbe, Charter Township of Alpena Supervisor, informed the board that by having chickens, roosters, and goats at Long Lake Park, they are in violation of zoning and he encourages to supersede jurisdiction of immediate removal of the animals if they do not approve to move forward and apply for a special land use permit in order to have them reside on the property as a petting zoo and not agricultural.

## **ADOPTION OF THE AGENDA**

Chair Pam Kirchoff reported a couple of items to be added to the agenda: 1) New Business: Mary Catherine Hannah, County Administrator, presenting a recommendation from the Board of Commissioners to modify Parks Ordinance, and 2) Sarah Jore, Long Lake Park Manager, report on corroded electrical panel at Long Lake Park.

Moved by Bill LaHaie and supported by Kurt Pratel to adopt the agenda with the two additions presented. Motion carried.

## **911 EMERGENCY RESPONSE DISCUSSION – SUNKEN LAKE PARK**

911/Emergency Management Director Kim Elkie presented the discussion to the board on recent incidences for medical response at Sunken Lake Park reporting that the park is in Posen Fire Departments jurisdiction. Fire Chief Daren Himes of Long Rapids Township Fire/EMS reported they received a couple of calls and there was a delayed response from Posen Fire Department. Chief Himes noted that Long Rapids and Posen Fire Departments have a mutual aid agreement in place and if Posen Fire Department needs aid that they know to reach out to Long Rapids Fire Department. Chief Himes reported that he was informed of the reason for the delayed response to Sunken Lake Park being a mix-up with the address. Chief Himes noted that the park is in Presque Isle County and he spoke with the Posen Fire Department and if there is going to be a delayed response or a critical care patient to feel free to contact the Long Rapids Fire Department to assist as they are closer.

911/EM Director Elkie noted that Presque Isle County does not have a priority list that Alpena County uses; medical dispatch priority protocols. Chief Himes reported that he has spoken and confirmed with Posen Fire Department and they assured that they will respond accordingly. Bob Adrian informed the board that the ambulance will be coming from Rogers City. Chief Himes reported the ambulance responds with Posen responders if ambulances are tied up from Presque Isle (in Rogers City).

## **CONSENT CALENDAR**

Chair Kirchoff presented the Consent Calendar for approval. Two items were pulled: 1) Sunken Lake Park Action Item #C1: already completed back in July, 2) PointPersons Action Item #E1: magazine incorrect and not sure cost for Lake & Streams Magazine, and 3) PointPersons Action Item #E2: further discussion and put these Action Items under New Business.

### **CONSENT CALENDAR**

**August 9, 2023**

- A) Parks Commission Meeting Minutes – July 12, 2023 **(Minutes only)**
- B) Beaver Lake Park Committee Meeting Minutes – July 24, 2023

**ACTION ITEM #Beaver Lake Park B1: The Committee recommends approval of a cost analysis on two seasonal sites in exchange for concrete slab 12x40 (cost of material, prep work, labor) for Beaver Lake Park Day Use Area and nothing additional as presented.**

C) Sunken Lake Park Committee Meeting Minutes – July 26, 2023

**ACTION ITEM #Sunken Lake Park C1:** The Committee recommends to approve the settlement of \$1,600 minus the \$50 parks general paid for the claims filing fee with the balance of \$1,550 be put back into the Sunken Lake Park Revenue line item as presented.  
*Not Approved on Consent Calendar*

D) Long Lake Park Committee Meeting Minutes – July 27, 2023

**ACTION ITEM #Long Lake Park D1:** The Committee recommends approval to purchase topsoil and drain stone for the concrete pad area in day use area as part of the Youth & Recreation Grant reimbursement for 2023 as the parks portion as presented.

**ACTION ITEM #Long Lake Park D2:** The Committee recommends approval of the TruGreen Invoice in the amount of \$782.87 and to pay out of line item #208-759-801.004 Insect Control.

E) PointPersons Committee Meeting Minutes – July 31, 2023

**ACTION ITEM #PointPersons E1:** The Committee recommends approving purchase of an annual magazine subscription for the parks to the Michigan Trails & Streams Magazine in the amount of \$22.75 as presented.

*Not Approved on Consent Calendar*

**ACTION ITEM #PointPersons E2:** The Committee recommends to approve that Long Lake Park Manager Sarah Jore work with County Administrator Mary Catherine Hannah to apply for a special land use permit for Long Lake Park to have a petting zoo/animal attraction during the camping season as presented.

*Not Approved on Consent Calendar*

Moved by Marty Thomson and supported by Kurt Pratel to approve the Consent Calendar with the exception of which includes actions as listed above and filing of all reports and the minutes from the following meetings: Full Board July 12, 2023 (Regular meeting); July , 2023 (Beaver Lake Park Committee meeting); July , 2023 (Sunken Lake Park Committee meeting); July 2023 (Long Lake Park Committee meeting); and July 31, 2023 (PointPersons Committee meeting) as presented. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Bonnie Krajniak, John Kozlowski, Marty Thomson, Gerald Lucas, Bill LaHaie, Jesse Osmer, and Pam Kirchoff. NAYS: Gerald Fournier. Motion carried.

#### **BUDGET ADJUSTMENTS**

Chair Kirchoff presented the following Budget Adjustments for approval.

#### **BUDGET ADJUSTMENTS**

**August 9, 2023**

1. Approval to increase 2023 budgeted Parks General Office Supplies line item

**ACTION ITEM #1: Recommendation to approve to increase the 2023 budgeted Parks General Office Supplies line item #208-760-727.000 by \$50 to cover the overage for the purchase of additional copy paper (2 additional cases) in that line item (LLP 5 packs paper, BLP 5 packs paper, SLP 12 packs of paper for 2023).**

Addition:

**2) Sunken Lake Park:**

**Approve Increase to 2023 budgeted Sunken Lake Park expense line item #208-758-727.001 Building/Grounds Supplies by \$197.00.**

Moved by Chuck LeFebvre and supported by Marty Thomson to approve the above budget adjustments as amended with the addition. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, John Kozlowski, Marty Thomson, Gerald Lucas, Bill LaHaie, Jesse Osmer, and Pam Kirchoff. NAYS: None. Motion carried.

**TREASURER'S REPORT**

Chief Deputy Treasurer Cindy Cebula presented the monthly treasurer's report and balance sheet for July 2023. Cindy presented the following recommended transfers for each park as some line items are over:

**Budget Adjustments:**

**1) Beaver Lake Park:**

Transfer \$150 from line item #208-757-933.000 Grounds Maintenance to line item #208-757-727.001 Building/Grounds Supplies.

**2) Long Lake Park:**

Transfer \$600 from line item #208-759-933 Grounds Maintenance to line item #208-759-924 Porta Johns/Septic Cleaning.

**Parks Comparison Report:**

Cindy reported on the Parks Comparison report for all three parks.

Moved by Jesse Osmer and supported by John Kozlowski to approve the Treasurers Report for July 2023 and the transfer items as presented. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, John Kozlowski, Marty Thomson, Gerald Lucas, Bill LaHaie, Jesse Osmer, and Pam Kirchoff. NAYS: None. Motion carried.

**BILLS PRESENTED:**

Cindy presented the Bills for approval (Bills from 7/13/23 to 8/08/23 \$10,415.92), (Bills for 8/09/23 \$27,343.73), (Bills turned in at/before the meeting \$120) with total amount of \$37,879.65. Moved by Kurt Pratel and supported by Marty Thomson to approve the bills as presented. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, John Kozlowski, Marty Thomson, Gerald Lucas, Bill LaHaie, Jesse Osmer, and Pam Kirchoff. NAYS: None. Motion carried.

**REFUNDS**

No Refunds.

## NEW BUSINESS

Chair Pam Kirchoff presented the following for discussion/recommendation:

- 1) Long Lake Park Manager Sarah Jore reported that Long Lake Park received a field corrections notice from the electrical inspection of Charter Township of Alpena. Sarah stated that the main breaker runs the house and the office and one camper pedestal and Omega came last week to help keep the power on by replacing the breaker. Sarah reported that she had to call the electrical inspector to turn the power back on as it was overloaded on a 200 amp breaker. The electrical inspection requires to get this updated to a 400 amp breaker where current service is and corrected by October 6, 2023. Kurt informed the board that he has spoken with the electrician (Brad Smith) during COVID and was unable to install the breaker they needed and he authorized Sarah to contact Omega. Kurt will get quotes.
- 2) PointPersons Action Item #E2 for further discussion from the PointPersons Committee meeting for a special land use permit application. Mary Catherine reported that Nathan Skibbe is the Zoning Administrator and there is an option to take to the Charter Township of Alpena Planning Commission to request a special use permit to allow to have the animals at Long Lake Park. Mary Catherine recommended a policy be discussed for all the parks regarding animals. If the board chose to move forward to apply for a special land use permit application the animals will not need to be removed but if the board chose not to the animals would need to be removed immediately. Mary Catherine reported received one written complaint and the person reported to the township and she followed up that the Parks & Recreation Commission was informed. John reported that he spoke with Nathan and said this needs to be approved by the Planning and Zoning Commission at Charter Township of Alpena. Sarah reported she received support petitions signed by campers and neighbors and Mary Catherine passed out to the board for review.

Discussion and concerns shared from the board with having these animals in the park. Chuck reported each park would need to apply individually if approved and gave a background history of the planning and zoning process and has seen a lot of special use applications from his experience. Chair Pam read the support letters to the board. Mary Catherine reported that she spoke with insurance representative and would not need to add additional coverage or a separate policy. Sarah reported they are covered under her insurance. Motion made by PointPersons Committee recommendation and the board voted. Roll call vote was taken: AYES: Kurt Pratel, Chuck LeFebvre, and Pam Kirchoff. NAYS: Bonnie Krajniak, Gerald Fournier, John Kozlowski, Marty Thomson, Gerald Lucas, Bill LaHaie, and Jesse Osmer. Motion failed.

- 3) Mary Catherine reported an issue was brought forward in regards to public consumption of marijuana and part of Parks Ordinance does cover the Fairgrounds and was also adopted by the Board of Commissioners. She informed the board it is a violation of state law and against the law to smoke marijuana and there needs to be signs up in the public areas to show this is under current Michigan Law. Mary Catherine explained that people cannot consume tobacco in the current Park Rules/Ordinance and the board can either update or use current Park Rules/Ordinance in regards to smoking marijuana that you cannot as it states in the ordinance section 9, public conduct: "you may not interfere with the persons enjoyment" and is already in the ordinance stating you cannot do. Mary Catherine reported that it would be hard to amend the ordinance in time for the upcoming fair but to update for next season. Mary Catherine reported that she recommends looking into some premade signs to post in the campgrounds that it is against the law in the State of Michigan to consume marijuana in a public place. Mike Arthur reported he wanted to make sure Patrick, the Fairgrounds Manager, could enforce and can contact the police if need be. Mary Catherine confirmed that Patrick can enforce and all the park managers have a list on who they can call.

4) Information only – Chair Kirchoff reported the monthly Fuel Reports for June and July 2023 are in the meeting packet for information only. Mary Catherine reported she receives the monthly fuel reports from the Alpena County Road Commission and actually shows what each park vehicle is using for fuel that month.

#### **OLD BUSINESS**

None.

#### **COMMENTS FROM THE BOARD**

None.

#### **OTHER DISCUSSION**

Beaver Lake Park CoManager Earl gave an update on the CPR and First Aid Training stating that Katie can do the training for up to 8-10 people and stop the bleed training at \$35 per person and can do at the hospital or on a Sunday morning at Beaver Lake Park as she lives out by Beaver Lake Park; would need to be a second or third Sunday in September if done at the park. Mary Catherine reported there is a board action requiring CPR/First Aid Training to be current and certified for the park managers, comanagers, and camp hosts.

Chair Pam recommended to further discuss at PointPersons for help for managers while on vacation.

Discussion on concrete tables at Long Lake Park for the day use improvement project. Kurt gave an update reporting that he will be working with Sarah on this and the tables may not be concrete.

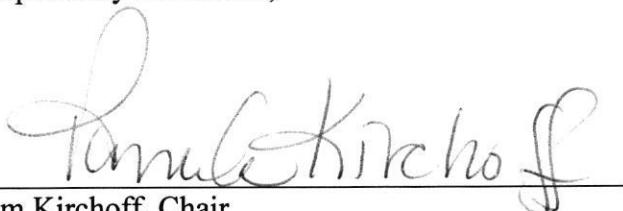
Kurt reported that they are having a preconstruction meeting soon for the Long Lake Park Boat Launch Project.

**\*Next Meeting: Wednesday, September 13, 2023 at 6:00 p.m. in Howard Male Conference Room.**

#### **ADJOURNMENT**

Moved by Bill LaHaie and supported by Jesse Osmer to adjourn the meeting. Motion carried. The meeting was adjourned at 7:12 p.m.

Respectfully Submitted,



Pam Kirchoff, Chair  
Alpena County Parks Commission

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