

ALPENA COUNTY PARKS AND RECREATION COMMISSION

MEETING MINUTES

Wednesday, November 8, 2023 – 6:00 p.m.

Howard Male Conference Room

Chair Pam Kirchoff presented awards for BLP Camp Hosts Chris & Heather Freehling presented by Earl and Marcia Martin, BLP CoManagers and Alpena County Parks & Recreation Commission. Earl spoke a few words of appreciation to the Freehlings. The Freehlings shared their appreciation. Chair Kirchoff reported that Bonnie Krajniak gave almost 41 years of service and served and dedication to the Alpena County Parks & Recreation Commission. Bonnie shared her appreciation and thanked everyone. Chuck personally thanked Bonnie for the tree planting and presented to her a card of appreciation from the Sunken Lake Park Committee.

CALL TO ORDER by Chair Pam Kirchoff at 6:02 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 LaHiae	Commissioner
Gerald Fournier	Drain Commissioner
Gerald Lucas	Road Commission
Bonnie Krajniak	
Marty Thomson	
John Kozlowski, excused	Commissioner
Chuck LeFebvre	Planning Commission
Brenda Fournier	Commissioner (sitting in for John Kozlowski)

OTHERS PRESENT:

Cindy Cebula, Chief Deputy Treasurer  
Mary Catherine Hannah, County Administrator  
Earl Martin - Beaver Lake Park Co-Manager  
Marcia Martin – Beaver Lake Park Co-Manager  
Sarah Jore - Long Lake Park Manager, excused  
Erin Felax - Sunken Lake Park Co-Manager  
Keith Felax – Sunken Lake Park Co-Manager  
Heather Freehling, Beaver Lake Park Camp Host  
Chris Freehling, Beaver Lake Park Camp Host  
Mrs. Gerald Lucas  
Kevin Osbourne

**ADOPTION OF THE AGENDA**

Moved by Fournier and supported by Pratel to adopt the agenda with the addition of a budget adjustment for additional bills received (emailed to board 11.08.23) as presented. Motion carried.

**PUBLIC COMMENT**

None.

Chair Kirchoff presented the Consent Calendar for approval.

## **CONSENT CALENDAR**

### **APPROVE ACTION ITEMS & MINUTES:**

1. Long Lake Park Committee Meeting Minutes October 26, 2023 (attachment #1)

**ACTION ITEM #LongLakePark #1:** The Committee recommends approval to replace the back storm door on back of house with a new storm door and put a new storm door on the front door of the front of the house and to move funds from chloride to building maintenance to cover the cost when the bill comes in, with maintenance installing both storm doors.

**ACTION ITEM #LongLake Park #2:** The Committee recommends to approve to sell the old john deere tractor and send to maintenance for storage and put out for bids.

2. PointPersons Committee Meeting Minutes October 30, 2023 (attachment #2)

**ACTION ITEM #PointPersons #1:** The Committee recommends approval of the final Parks Performance Review for the Long Lake Park Manager Sarah Jore for 2023 as presented.

### **APPROVE MINUTES ONLY:**

1. Beaver Lake Park Committee Meeting Minutes October 24, 2023 (attachment #3)
2. Sunken Lake Park Committee Meeting Minutes October 27, 2023 (attachment #4)
3. Parks & Recreation Commission Meeting Minutes – October 11, 2023 – (attachment #5)

Moved by Kurt Pratel and supported by Mary Thomson to approve the Consent Calendar, as presented, which includes actions as listed above and filing of all reports and the minutes from the following meetings: Full Board October 11, 2023, (Regular meeting); October 24, 2023, (Beaver Lake Park Committee meeting); October 27, 2023, (Sunken Lake Park Committee meeting); October 28, 2023, (Long Lake Park Committee meeting); and October 30, 2023, (Point Persons Committee meeting) as presented. Motion carried.

### **TREASURER'S REPORT**

Chief Deputy Treasurer Cindy Cebula presented the monthly treasurer's report and balance sheet for November, 2023. Discussion on the merchant fees being charged and Administrator Hannah reported she is working on getting a credit on them as should not be charged.

Moved by Bonnie Krajniak and supported by Chuck LeFebvre to accept and file the Treasurer's Report for November 2023 as presented. Roll call vote was taken: AYES: Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, Brenda Fournier, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: None. Motion carried.

### **BUDGET ADJUSTMENTS**

**Garbage & License Renewals (Informational Only)**

**Beaver Lake Park**

Garbage Pick-Up line item #208-757-925.000 increased by \$500 to pay the Garbage bill of \$495.60 (due 11.30.23).

Dues, Subscriptions, Licenses line item #208-757-955.002 increased by \$210 to pay the EGLE Invoice of \$171.92 (due 11.30.23) and the 2024 Campground License of \$184 (due 12.31.23).

### **Sunken Lake Park**

Dues, Subscriptions, Licenses line item #208-758-955.002 increased by \$115 to pay the EGLE Invoice of \$171.92 (due 11.30.23).

### **Long Lake Park**

Garbage Pick-Up line item #208-759-925.000 increased by \$450 to pay the Garbage bill of \$495.60 (due 11.30.23)

Dues, Subscriptions, Licenses line item #208-759-955.002 by \$379 to pay the EGLE Invoice of \$171.92 (due 11.30.23) and the 2024 Campground License of \$330 (due 12.31.23).

### **BILLS PRESENTED:**

Administrator Hannah presented total bills in the amount of \$51,265.19 for review and approval and asked if anyone had any questions. Administrator Hannah informed the board that they have not passed the new financial process policies yet, and the bills do have three signatures and can be paid. Next month will be emailed to the board the list of bills that all will review in the packet ahead of the meeting. Kurt reported he will call Culligan to verify monthly bill and thought it was all covered, he asked to pay bill and he will clarify. Kurt noted leasing the equipment and everything supposed to be covered and they start up in the spring and shut down in the winter and have been paying this monthly. Bonnie reported that Ed Perrault contacted her stating he never received his check and this was approved last month. Administrator Hannah reported that she spoke with the manager and will get it taken care of to make sure both invoices go to accounts payable for payment processing.

Moved by Bonnie Krajniak and supported by Chuck LeFebvre to approve the bills as presented. Roll call vote was taken: AYES: Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, Brenda Fournier, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: None. Motion carried.

### **REFUNDS**

None presented.

### **NEW BUSINESS**

1. Chair Kirchoff presented Resolution #23-02 to receive MDNR Spark Grant Funds and the MDNR Spark Grant Agreement (attachment #1) for Sunken Lake Park for approval.

### **RESOLUTION #23-02 MDNR SPARK GRANT FUNDS & GRANT AGREEMENT FOR ALPENA COUNTY SUNKEN LAKE PARK**

**WHEREAS**, the Alpena County Parks & Recreation Commission accepts the Michigan DNR Sparks Grant Funds and approves the Michigan DNR Spark Grant Agreement for the “Sunken Lake Park Improvements” to the Spark Grant Program for infrastructure and facilities improvements at Alpena County Sunken Lake Park; and,

**WHEREAS**, the location of the proposed project at Sunken Lake Park is within the jurisdiction of Alpena County and serves the residents of Alpena County; and,

**WHEREAS**, the project will be, upon completion, open and available to all residents in the State of Michigan as recreational facilities and encourages residents to use these facilities for their enjoyment, and for a benefit to the community; and,

**WHEREAS**, the amount approved by the Michigan DNR Sparks Grant Program is \$473,700.00; and the grant agreement will start October 20, 2023 and end on October 31, 2026; and,

**NOW THEREFORE, BE IT RESOLVED** that Alpena County Parks and Recreation Commission hereby go on record accepting the Michigan Department Natural Resources Spark Grant Funds and approve the Michigan Department Natural Resources Spark Grant Agreement for Alpena County Sunken Lake Park for Sunken Lake Park Improvements.

Moved by Bill LaHaie and supported by Marty Thomson to approve the above Resolution #23-02 to receive the MDNR Spark Grant Funds and approve the MDNR Spark Grant Agreement for Sunken Lake Park as presented. Roll call vote was taken: AYES: Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, Brenda Fournier, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: None. Motion carried.

2. Chair Kirchoff presented the recommendation to appoint the Sunken Lake Park Committee to implement the MDNR Spark Grant for the Sunken Lake Park Improvement Project and put out an RFP/RFQ for a project designs/engineer for approval. Roll call vote was taken: AYES: Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, Brenda Fournier, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: None. Motion carried.

**ACTION ITEM #4: Recommendation to appoint the Sunken Lake Park Committee to implement the MDNR Spark Grant for the Sunken Lake Park Improvement Project and put out an RFP/RFQ for a project designs/engineer with Parks Commissioner Marty Thomson to act as Project Manager. [There is \$42,500 in the MDNR Spark Grant for design/engineer]**

3. Chair Kirchoff presented the discussion/review of the seasonal contract and winter contracts for the park managers.

4. Chair Kirchoff presented the updated draft Financial Policy & Procedures for review and approval (attachment #2). Roll call vote was taken: AYES: Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, Brenda Fournier, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: None. Motion carried.

**ACTION ITEM #5: Recommendation to approve the proposed updated draft Financial Policies and Procedures for the Alpena County Parks & Recreation Commission as presented.**

#### **MANNIG HILL PARK UPDATE**

Nothing to report.

#### **OLD BUSINESS**

Chair Pamela Kirchoff presented the following for discussion/recommendation:

1. Review Draft Job Description for Parks Administrative Assistant/Recording Secretary – Administrator Hannah reported she left the red in the draft so they could see the changes and clarified

the job position and was asked to put together by the board to draft a job description and proposed over a year ago to them a job description for a Parks Director. Administrator Hannah brought a draft version previously to board for review and made the recommended changes and presented updated draft for review/approval. Brenda shared her history being on the board and as the Parks Chair and Parks Secretary previously and recommends a board member do the duties of Parks Secretary. Moved by Brenda Fournier and supported by Jesse Osmer to remove County Administrator Mary Catherine Hannah as department head, and bring her back to the Board of Commissioners, and to bring Lynn Bunting back to the Board of Commissioners, and get someone on the Parks Board to be the Secretary, and recommends Jesse Osmer be the Parks Recording Secretary for the board. Roll call vote was taken: AYES: Jesse Osmer, Bonnie Krajniak, Gerald Fournier, and Brenda Fournier. NAYS: Kurt Pratel, Chuck LeFebvre, Marty Thomson, Gerald Lucas, Bill LaHaie, and Pamela Kirchoff. Motion failed.

Discussion further with Chuck LeFebvre reporting that it states in the park bylaws that the Parks & Recreation Commission can hire or contract with someone to do this position down the road. Jesse reported the parks do elect a secretary, and stated he can take the minutes; or the parks chair could do. Chair Kirchoff shared her concerns and would step down if she had to take on the role of Administrator Hannah as she does not have the time to take on the additional tasks. Jesse shared his concerns of this board with adding another employee. Administrator Hannah clarified that the parks is paying for her time and other county offices/departments are working on parks and they are paying cost allocation for work on packets, agendas, documents, copies, CIP management, and grant compliance reporting. Administrator Hannah reported that Cost Allocation cost for the Parks for 2024 includes Maintenance, Accounts Payable, Administrator Hannah's time, Commissioners Office work/time, and may go up next year, and additional time spent by departments and goes back to those departments as revenue as cost allocation. Jesse reported he can do the agenda and minutes. Gerald shared history of the park meetings. Kurt shared history of the park meetings. Marty reported he would like to go back to the discussion on why they asked to discuss this position in the first place and that parks have changed since he was parks chair. Marty reported that the parks are a lot better, grants, and involve the park managers and they need someone to report to. Marty recommends pursuing the position and not in favor of removing Administrator Hannah as department head.

Administrator Hannah clarified Parks Director, financial management, that the park manager would report to the parks director as department head, responsible to the board, administrative support that the Board of Commissioners Office is providing, compliance reporting, licensing, coordination of meetings, packets, park manager's needs, financial policy department head signs off on bills and makes budget adjustments, these would all go to a parks director. Administrator Hannah noted that the park managers are creating revenue to put back into the parks, general fund would normally have to support, neither have authority, Administrator Hannah only has authority granted by the Board of Commissioners, or what the parks board have given her.

Administrator Hannah clarified that the Parks Director is staff and the Administrative Assistant is staff, not chair or on the board and that the park documents need to be in the Commissioners Office where park files are kept in case of a FOIA. Brenda Fournier took back her motion and Jesse Osmer withdrew his support and Brenda Fournier made a new motion to hire an administrator who would report to Administrator Hannah and keep her up-to-date for the parks board and supported by Jesse Osmer and remove Lynn Bunting and Mary Catherine Hannah back with the Commissioners. Roll call vote was taken: AYES: Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, Brenda Fournier, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: None. Motion carried.

Brenda Fournier made a motion and supported by Jesse Osmer to appoint Jesse Osmer to be the parks

recording secretary for agendas/minutes. Roll call vote was taken: AYES: Jesse Osmer, Bonnie Krajniak, Gerald Fournier, and Brenda Fournier. NAYS: Kurt Pratel, Chuck LeFebvre, Marty Thomson, Gerald Lucas, Bill LaHaie, and Pam Kirchoff. Motion failed.

Discussion on option. One option bring back director position to see the difference in the two and get them a clean copy and County HR Jennifer can run numbers so they can see the costs on what other counties pay their directors.

Moved by Jesse Osmer and supported by Brenda Fournier for County Administrator Mary Catherine Hannah bring back options of a Parks Director vs Park Administrative Assistant and the cost allocation. Motion carried.

2. Discuss Alpena County Longevity Pay/Policy for Park Managers – Administrator Hannah passed out information to the board reporting that the managers do not qualify for the longevity pay in the county policy due to not being full time but are contract employees and the board can approve. It would start as the hire date and need to be an employee for three years to qualify for longevity pay; it does cap out at \$2,400 and is not budgeted for. Administrator Hannah noted that if do for 2023 will need to do budget adjustments and include as part of the 2024 budget and include in contracts if the board decides to move forward with this. Bonuses were not budgeted for 2023 and there was discussion about them during budget time; no rubric, historically just a number given, differently allocated by committees, if decide to do and recommend some kind of scoring criteria. Administrator Hannah informed the board the bonuses approved last year with 3% tentatively budgeted for 2024 and can do as a pay increase or hold in reserves as a bonus for the end of the year.

Discussion and recommendation to give either a bonus or longevity pay and that the managers are part-time contract employees and would be eligible for longevity pay if approved. Marty reported with camp store, firewood they receive and recommends to improve the bonus payments and based on something measurable. Chair Kirchoff recommended reevaluating the performance review form, with 5-point criteria added; bonus reflects the performance. Administrator Hannah reported that all parks did well this year and exceeded their budgeted revenues and though down a little compared to last year. Moved by Jesse Osmer and supported by Kurt Pratel to present bonuses and discuss at the PointPersons Commission Meeting for the amount and bring forward to parks board at the December meeting. Roll call vote was taken: AYES: Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, Brenda Fournier, Marty Thomson, Gerald Lucas, Jesse Osmer and Pamela Kirchoff. NAYS: None. Motion carried.

Discussion and recommendation for the PointPersons to come up with a rubric number and present to board next year and follow last year's guidelines for this year as a flat amount and bring to board recommendation for the December 13<sup>th</sup> board meeting. Budget amendment for 2024 after discussion.

## **COMMENTS FROM THE BOARD**

Brenda Fournier reported all are doing a good job and appreciated being here tonight.

Chair Kirchoff reported that she wanted to recognize Beaver Lake Park Managers Earl and Marcia Martin for spearheading the food, ideas to have the potluck, and coordinated everything and thanked them for getting the plaque prepared, ordered, and picked up for Bonnie Krajniak.

**\*Next Parks & Recreation Commission Meeting: Wednesday, December 13, 2023 at 6:00 p.m. in Howard Male Conference Room.**

**ADJOURNMENT**

Moved by Gerald Lucas and supported by Brenda Fournier to adjourn the meeting. Motion carried. The meeting was adjourned at 7:51 p.m.

Respectfully Submitted,



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Pam Kirchoff, Chair  
Alpena County Parks Commission

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## Alpena County Parks Commission

720 W. Chisholm Street, Suite #3  
Alpena, Michigan 49707



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Moved by Bill LaHaie and supported by Marty Thomson to approve the above Resolution #23-02 as presented. Roll Call Vote: AYES: Kurt Pratel, Chuck LeFebvre, Bonnie Krajniak, Gerald Fournier, Brenda Fournier, Marty Thomson, Gerald Lucas, Bill LaHaie, Jesse Osmer and Pam Kirchoff. NAYS: None. Motion carried.

I hereby certify that the above resolution was adopted at the Alpena County Parks and Recreation Commission held on November 8, 2023.

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Pam Kirchoff, Parks and Recreation Commission Chair

## #2

## *Parks & Recreation – Operations Handbook*

### *Financial Policies & Procedures*

**Unless otherwise noted in these policies & procedures, all employees will abide by and be in compliance with all Alpena County Policies & Procedures, including the County of Alpena Purchasing and Procurement Policy.**

#### *I. Payment of Invoices*

To ensure bills are paid in a timely fashion each invoice shall be addressed to Alpena County Parks & Recreation Commission or the specific County Park to which the bill applies/is for (no invoices will be paid that are addressed to an individual). Invoices should all be mailed to the County of Alpena, Parks & Recreation Commission, Attn: (Park Name), 720 W. Chisholm, Suite 7, Alpena, MI, 49707. Invoices should contain the following:

- vendor name,
- date of purchase/service,
- item or service purchased,
- cost.

Alpena County/Alpena County Parks & Recreation Commission as a governmental entity is sales tax exempt. Therefore, no sales tax should be included on any invoice submitted for payment.

If there is a payment needed to a new vendor, all new vendor forms will need to be filled out by the vendor and submitted to the Clerk/Accounts Payable PRIOR to the request for payment. Copies of those forms are attached or may be obtained from either the Clerk's office or the Commissioner's Office.

As soon as an invoice is received, the Park Manager will allocate a line item, sign it, and submit it to the Department Head for review. The Department Head will counter-sign and submit to the County Clerk's Office for payment. If sufficient funds are not available in a line item, the invoice will be placed on 'Hold' in the BS&A Accounts Payable system and the Department Head will be notified by e-mail. The Department Head will need to request a budget adjustment in writing through the Treasurer's Office. Once the adjustment is completed and the Clerk's Office is notified the invoice will be released from the 'Hold' status.

For all capital improvement projects – keep a copy of the invoice with the Project Approval form and be sure to indicate the name of the project for which the invoice is being submitted for tracking purposes.

Department Heads have the authority to request a budget adjustment of funds within their budget, at any time, with the exception of wage and benefit line items – or capital outlay associated with a grant obligation. The transfer of monies related to wages and benefits is restricted to the full Parks & Recreation Commission.

All bills will be submitted at the Parks & Recreation Commission meeting for approval with the exception of the following items: utility, payroll items, travel reimbursements and standard maintenance agreements (i.e. telephone, copiers, postage), contracts (i.e. lawn care, lawn

treatment, insect treatment, water treatment), and lease agreements (i.e. Enterprise) which may be paid immediately by the Clerk upon proper submittal.

Other invoices requiring immediate payment prior to a Parks & Recreation Commission meeting shall be submitted to the Commissioners' Office for the signature of the Chair of the Parks & Recreation Commission. In addition, the Department Head must allocate a line item and sign it.

Alpena County is using BS&A accounting software, this will give the Department Head access to department expenses and revenue reports - with attachments- that can be printed. Each department is responsible for reviewing expenditures and revenue monthly for accuracy; any errors need to be brought to the attention of the Treasurer or Clerk within 60 days. The Department Head will work with Park Managers to ensure access to timely reporting.

When a Vendor requests to use electronic invoicing, the Park Manager/Department Head will be required to have the invoice emailed to their county email and to the Commissioner's Office email. This precaution is so that invoices do not get lost due to staff leaving employment with the county or being off sick or extended PTO time.

## *II. Transmittals*

Reservation System- **Every transaction** should be put into the system at the time it is received. A report from the Reservation System must be included with every Transmittal. Dates must match.

Payments System – **Every transaction** should be put into the system at the time it is received. If there was a credit card payment made to the park during the date range on the Transmittal there must be a report included with the Transmittal. Dates must match.

Transmittals forms are available from the Treasurer's Office – and are included here as a reference. Please make sure that you are using the most recent/updated Transmittal Form.

Attached is a sample of a Transmittal that was done correctly. (A)

**All dates run with a date range.** (In this example 7/6/20 – 7/9/20)

A deposit should be **brought into the Treasures Office weekly, every Monday** if possible. (If you are unable to make it in on Monday, please come in ASAP). During holidays you may have a lot of extra cash/checks/credit cards...Please do an extra Transmittal and bring it in, do not wait until Monday. **Transmittal dates should run from the day following the last Transmittal date range to the day prior that the Transmittal is brought to the Treasurer's Office.** (Example: previous Transmittal 07/01/20 to 07/05/20...this Transmittal 07/06/20 to 07/09/20)

**Please include: an adding machine tape with every Transmittal.** Group cash first, then checks, then credit cards. There should be a subtotal between each. At the bottom add cash total, check total and credit card totals together for the grand total. **(This should match exactly to the Reservation System Report)** The Reservation System Report must be included with your Transmittal.

**The Payments System Report should match the dates exactly.** This must be included with the Transmittal as well.

When filling out the **Transmittal** please fill in the date range. (Example 7/6/20 – 7/9/20)

Camping fees charged (Example \$3715.00)  
Boat Launch Fees (Example \$205.00)  
Pavilion Fees (Example \$75.00)  
Miscellaneous Revenue (Example \$40.00)  
Grand Total: (Example \$4035.00)

(There may be more line items  
depending on the park)

(B) Description: it states whether it is Cash-Check or Other (Credit Card).  
(C) Name: Person who reserved, boat launch seasonal or daily, pavilion fees or dump fees.  
(D) Site Type: Normal RV, Boat Dock, Room or Tent.  
(E) Under each category there is a total line with the number of items and a total amount. (Cash 29 items \$1775.00, Checks 5 items \$715.00 or Other 15 items \$1545.00) A total of 49 items for \$4035.00. Your transmittal should match these totals, if it does not there is an issue that needs to be addressed.

**\*\*NO FUNDS should be held at the Park.**

\*\*\* If you need additional/or changes to the General Ledger items on your new transmittals please let us know and we can update them.

### *III. Credit Card Policy*

Each Park/Park Manager(s) will be eligible for a credit card with a shared/combined credit limit of \$2,000 for all Parks. Credit Cards are issued to named individuals and those persons will be required to abide by the County of Alpena Credit Card Usage Policy. Authorized users of County of Alpena credit cards will be required to submit their information (full name, date of birth, social security number, etc.) to the banking institution with whom the County has their credit card program. The Alpena County Maintenance Superintendent/Assistant Superintendent are also approved for purchases pertaining to the Parks.

The Park Managers who are issued a credit card are responsible for abiding by all County of Alpena Policies regarding credit card use and management and will be responsible for properly submitting all required receipts.

All items that can be billed MUST BE BILLED (examples are Alpena Supply, Eagle Supply, Sherwin Williams). The credit card should not be used for routine/regular purchases.

Items purchased must be purchased under Alpena County tax-exempt status.