

BEAVER LAKE PARK COMMITTEE  
MEETING MINUTES  
Monday, January 29, 2024 at 4:30 p.m.  
Howard Male Conference Room

Beaver Lake Park Committee meeting commenced at 4:30 p.m.

COMMITTEE MEMBERS PRESENT: Gerald Lucas, Pamela Kirchoff, John Kozlowski,  
Beaver Lake Park Managers Earl Martin and Marcia Martin.

OTHERS PRESENT: Kevin Osbourne, Park Commission Chairman

First order of business was the appointment of a Point Person/Committee Chair.  
Gerald Lucas was appointed and commenced to conduct the meeting.

**MANAGER MONTHLY REPORT** – (attachment #1)

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

French drain / tile project by garage

The French drain / tile system project by the garage has been completed, with the exception of some leveling and reseeding which will be done in the spring. The stump on the northwest corner of the garage in the driveway has also been removed. There is a small hole in garage roof – may be just a loose screw/board and will check that out as soon as able to do so.

Deck Project

With regard to the day park deck project, the Managers reported the following:

- a. Prior to her departure, Mary Catherine Hannah had drafted a Grant Agreement at the request of Ossineke Township . Discussion was to amend the language in said Grant Agreement to say “up to” \$10,000. The Martins plan to present same to Ossineke Township at an upcoming Township meeting.
- b. The grant for the Community Foundation of Northeast Michigan has been submitted online. Acknowledgment has been made by CFNEM. Grant approval to be completed by March 12, 2024. If notified of approval, a grant agreement will also need to be submitted to the Foundation within two weeks of notification.

Manager Earl Martin reported on his discussions with Kevin Krentz, Building Inspector for Ossineke Township. It has been determined that in order to meet all state and local building requirements, there will be a need for blueprints and a licensed, insured contractor must oversee the project. Mr. Krentz had indicated that he was not opposed to volunteers building but do need blueprints. Pam Kirchoff inquired whether the contractor could do the blueprints? Earl Martin will check with Mr. Krentz to see if it has to

be an engineer or if a contractor may do the blueprints. Mr. Martin also suggested that perhaps John Schulze would be available to oversee the project and pull the necessary permits.

### Schedule of Events

Park Managers provided a proposed schedule of events for 2024 at Beaver Lake (attachment #2).

**ACTION ITEM #1: The Committee recommends approval of the proposed 2024 schedule of events for Beaver Lake.**

### **OLD BUSINESS**

#### Meeting Dates:

The Committee reviewed the proposed meeting dates for 2024 to ensure no changes were required at this time.

#### Camp Spot

The Co-Managers provided an update on Camp Spot and advised of some issues with that transition. One of the issues is that somewhere built in the system is a "rain refund". Lots of discussion regarding this refund – even though apparently a third party vendor, do we need to contact the people in charge at Camp Spot to get this turned off? Kevin Osbourne reported that he is also attempting to acquire Administrator access to the system so that he will be able to work with the managers and ensure that all Commission members have view rights. Chairman Osbourne also commented that there are still some issues with regard to the credit card terminals. Although some are "connected", the Managers still need info on how to set them up and use them.

There was also some discussion regarding the booking / reservation fees being assessed – whether the fees should be charged to every reservation or just for "online" reservations? Additionally, thus far the Managers have not figured out a clear way to distinguish those fees on the reports for the Treasurer's office. Chairman Osbourne indicated that Parks has received a bill for fees from Camp Spot. He will follow-up with the Treasurer's office on how much Camp Spot is charging.

#### Computers

The parks were due to get new computers but with the departure of the previous County Administrator, no one is sure where that process stands. The Park Managers will check with IT and the Commissioners' Office to get further information including the budgeting aspect.

#### Credit Cards

There is some delay with the issuance of credit cards through Alpena Alcona, including the Parks. Some county departments are in disagreement as to whether cards should be individual names versus departments. There is also some discrepancy as to the limits for the parks. Commissioner Kozlowski reported that he had a meeting regarding this topic on January 30, 2024.



## **2024 BUDGET**

There are no anticipated budget adjustments required at this time.

## **NEW BUSINESS**

### Camp Hosts

Park Managers presented applications from Michael McCorry as well as Jesse & Amber Ritthaler for camp hosts for the 2024 season (attachment #3). At this point, the managers do not have a third candidate and most likely will have to advertise for same in early spring.

It was moved by Pamela Kirchoff and seconded by John Kozlowski to accept and approve the applications subject to the background checks. Motion carried.

**ACTION ITEM #2: The Committee recommends to accept and approve applications from Michael McCorry as well as Jesse & Amber Ritthaler as Camp Hosts for Beaver Lake for the 2024 season, upon approval of their background checks.**

### Contract Review

The Managers submitted a copy of their proposed Employment Agreement and list of duties for review and discussion. A “marked up” copy is attached to the Minutes to be reviewed by the full Parks Commission, along with the proposed wage scale (attachment #4). During the review, the following items were also discussed:

BS& A access – moved by Pam Kirchoff and seconded by John Kozlowski to include on the Parks Commission agenda the issue of sending to the Full Board a request for approval of the Parks Managers to have view only access to BS&A. Motion carried.

Some years ago, there was an ad hoc Personnel Committee - discussion whether the Commission should consider bringing that back.

Wages – the Committee discussed the issue of implementing a wage scale. The current contract includes wages at \$23,020 which would represent Step 1 wages. Proposed wage scale attached. There was also discussion regarding the rubric to be established and what criteria should be included – things tied into the performance review – items such as budget / revenues, increased number of campers with the intent to be to establish a guideline that is consistent.

In the contracts, the County Employee Handbook is referenced but Managers do not have a copy. Commissioner Kozlowski reported that the handbook is not complete as of yet and will need to be approved by the Full Board.

### Additional Work Projects

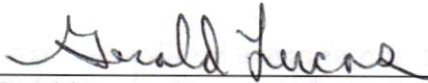
Manager Earl Martin reported that there are some additional work projects that will need attention. In the spirit of time, this discussion will be held at a later meeting.

**\*Next Meeting: Monday, February 26, 2024, at 4:30 p.m. in the Howard Male Conference Room**

### **ADJOURNMENT**

The meeting was adjourned at 7:01 p.m.

Respectfully Submitted,



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Gerald Lucas, Beaver Lake Park Committee Chair

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