

Alpena County Parks & Recreation Commission  
February 14, 2024  
Meeting Minutes

**1 CALL TO ORDER**

- The meeting was called to order at 6:00 PM ET on Wednesday, February 14, 2024 in the Howard Male Conference Room.

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

**4 MOTION TO ADOPT THE AGENDA**

- P. Kirchoff asked for amendments: 1.) Discussion on the contracts for Park Managers; 2.) Discussion on the rubric for Park Manager reviews. Chair Osbourne put Item #1 under Old Business, and Item #2 under New Business (first).
- G. Fournier asked to be placed on the agenda. Chair Osbourne added him under New Business (second).
- J. Osmer moved to adopt the motion with the two amendments, Second by R. Lalonde. Motion carried.

**5 PUBLIC COMMENT (3-minute limit per person)**

- None

**6 CONSENT CALENDAR**

- J. Kozlowski had a question on the minutes from one of the parks, regarding seasonal lake lots. He didn't believe we had these types of lots. Chairman Osbourne replied we don't currently have any, however, there was discussion on the new spots added at Long Lake being made seasonal in the future. To be discussed further during discussion. Long Lake Park manager, Sarah Jore shared the 7 current rustic waterfront lots at Long Lake Park would have power and water ran to them (cost: \$20,000), these would be rented at \$3,000 each. The suggestion on price was from Bob Adrian. Current cost for rustic waterfront is \$1650. They would pay for themselves within two years. A lottery will be performed for these seasonal lots.
  - Motion made by P. Kirchoff, seconded by J. Kozlowski to continue using the lottery approach for the seasonal lots and price them at \$3,000.

Motion carried unanimously by roll-call vote.

7 ACTION ITEM #1: Motion to approve Consent Calendar which includes actions as listed attached and filing of all reports.

- Motion by G. Fournier, seconded by R. LaLonde to approve the Consent Calendar. Motion carried by unanimous roll-call vote.

8 Jennifer Mathis, Interim County Administrator, HR Specialist

1) Parks Credit Card - Point of Contact & Alpena County Credit Card Policy Discussion

- Motion by P. Kirchoff to maintain the two credit cards currently held with a \$5,000 limit. These are to be signed out for use and returned with receipt after purchase, with purchases exceeding \$500 to be pre-approved by the Board, and with oversight being returned to the Treasurer's Office. Seconded by J. Kozlowski. Motion carried unanimously by roll-call vote.

9 Kim Ludlow, Treasurer

1. Campspot & Cardpointe Fees Discussion

- The online tool is being well received. However, the Treasurer wanted to note that we may want to look at adjusting the reservation fees to compensate for the loss in revenue when patrons use the online application.
  - The Treasurer shared that until we have more information, we cannot act but it was important to bring to our attention.

2. Bills to Pay

- The responsibility of handling accounts payable for the parks was moved from the Treasurer's Office to the Department Head/Administrator. The Treasurer's Office had previously been handling this job for over 20 years – but there was nothing in writing clarifying who was in charge of this task exactly. The Treasurer stated their office would take on this responsibility again, but would need something in writing.
  - J. Osmer moved to remove the duty of paying the bills for the Parks from the Department Head/Administrator, return it to the Treasurer's Office and officially request to make that duty permanent in her office. G. Fournier seconded. Motion carried by unanimous roll-call vote.
- Motion to approve paying the bills as presented made by R. LaLonde, seconded by G. Fournier. Motion carried by unanimous roll-call vote.
- Two refund requests were brought forth:
  - The first requested refund dealt with an error on the app. A gentleman was able to reserve a lot in the off-season. He was able to go back in and purchase for the intended date, but needed a refund on the mistaken booking. (\$119.00)
    - J. Kozlowski made a motion to pay the refund, seconded by P. Kirchoff. Motion carried by roll-call vote.



- The second request was from a gentleman who moved to Ohio. No explanation or further discussion was given. (\$193.00)
  - G. Fournier moved, seconded by R. Lalonde. Motion failed by roll-call vote with D. Guthrie, C. LeFebvre, G. Fournier, R. Lalonde opposed.
  - Chairman Osbourne then moved to refund the gentleman a lesser amount (\$183.00), seconded by G. Fournier. Motion passed by roll-call vote with P. Kirchoff, J. Kozlowski, G. Lucas, J. Osmer opposed.

### 3) Treasurer's Report Financial Reports

- G. Fournier moved to allow the Treasurer to make the adjustments to Campspot and Merchant Services Fees, and to receive and file the Treasurer's Report, seconded by C. LeFebvre. Motion carried by roll-call vote unanimously.

## 10 OLD BUSINESS

### 1) MDNR Long Lake Park Boat Launch Project Plaque

- Motion to purchase the required plaque using grand funds by J. Kozlowski, seconded by R. Lalonde. Motion carried by roll-call vote unanimously by roll-call vote.

### 2) ADDED BY P. KIRCHOFF: Park Manager Contracts

- Motion to approve the contract as adjusted and marked-up for presentation and signature by J. Kozlowski, seconded by J. Osmer. Motion carried by unanimous roll-call vote.

### 3) ADDED BY P. KIRCHOFF: Evaluation Rubric for Park Managers

- Discussion on the creation of a static rubric to be used for the annual evaluations of park managers.
  - Chairman Osbourne directed the Point Persons Committee to take on this task and report back.

### 4) ADDED BY G. FOURNIER: Reject Current Flow-Chart, Go Back to Previous Structure

- Motion by G. Fournier to get rid of everything the former County Administrator did and go back to how it was before. No second.
- Discussion: J. Kozlowski felt the motion was too vague and though he understands the intent, he feels the motion needs to be better defined. R. Lalonde expressed that as she is unfamiliar with how things ran before, she would like to know more. G. Fournier clarified his intention.
  - Chairman Osbourne directed an ad-hoc committee consisting of G. Fournier, R. Lalonde, J. Osmer to review and propose a new structure to be presented at the next meeting.

## 11 INFORMATIONAL ONLY: Monthly Fuel Report for January 2024

## 12 NEW BUSINESS

- 1) Approve to Budget 2024 for MDNR Sunken Lake Park Sparks Grant
  - The Treasurer noted that prior to any money being budgeted, the committee should have in-hand a resolution from the Board of Commissioners to cover bills if the committee doesn't have the cashflow.
    - Motion by G. Lucas to send the resolution to the Board of Commissioners, second by P. Kirchoff. Motion carried by unanimous roll-call vote.
- 2) RFP Recommendation for MDNR Sunken Lake Park Sparks Grant
  - G. Fournier moves to table until the resolution is returned from the Board of Commissioners, seconded by Chairman Osbourne. Motion carried by voice-vote.
- 3) Sunken Lake Park Welcome Packet
  - J. Kozlowski moves to approve the Welcome Packet as presented, seconded by P. Kirchoff. Motion carried by voice-vote.
- 5) MDNR Recreation Grants Application Request for Sunken Lake Park
  - Chairman Osbourne suggested the SLP Co-Manager give the application to the Grant Review Committee for approval, then bring it back to the board.
- 5) Beaver Lake Park Committee request for approval of the Park Managers to have only view access to BS&A Discussion
  - Chairman Osbourne will go to the Board of Commissioners to see whether access can be granted, and gather additional information.
- 6) Long Lake Park Committee Meetings for 2024
  - Chairman Osbourne recommended the Long Lake Park Committee schedule meeting for 2024, which can be cancelled if decided they are not needed.

## 13 ADJOURNMENT

- Motion to adjourn by G. Lucas, seconded by J. Kozlowski. Motion carried by voice-vote, unanimously. Adjourned at 8:40 PM.

*Kevin Osbourne* (Kevin Osbourne Vice Chair)  
for Kevin Osbourne, Parks Chair  
Alpena County Parks & Recreation Commission

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