

**ALPENA COUNTY PARKS COMMISSION  
POINTPERSON COMMITTEE  
DRAFT MEETING MINUTES  
Monday, May 1, 2023 at 11:30 a.m.  
Howard Male Conference Room**

**Committee Members Present:** Gerald Lucas, Beaver Lake Parks Chair; Kurt Pratel, Long Lake Parks Chair; Marty Thomson, Sunken Lake Park Committee Member; and Pam Kirchoff, PointPersons Chair. Chuck LeFebvre, Sunken Lake Parks Chair; excused.

**Others Present:** Mary Catherine Hannah, County Administrator; Wes Wilder, County Maintenance Superintendent; and Lynn Bunting, County Board Assistant/Parks Recording Secretary.

Chair Pam Kirchoff called the meeting to order at 11:38 a.m.

**POINTPERSONS DISCUSSION**

Chair Kirchoff reported that the 2023 revenue and expenditure reports are attached for review including what is in their capital outlay budget for 2023 projects.

Chair Pam presented the following items for discussion:

1. Camp Hosts Job Description – County Administrator Mary Catherine Hannah reported on Camp Hosts on duty hours will be mutually agreed with manager and host but must be at least 20 hours a week and the job description does not state have to be 2 camp hosts to get seasonal free as a camp host. Discussion to have it the same with all the parks on Camp Hosts and the total number allowed per park and recommendation to have to accomplish the work. At least 20 hours per week to get a campsite, one is all they have to have at 20 hours per week at each park. Marty reported couples that have other jobs would work in the evening and weekends but no good help during the week, during the day, and Erin wants more help and both willing to work 40 hours a week, and requests help in the office with Keith out working in the park and with the store she can hire who she wants to handle the store. Discussion and recommendation to get through this year with current job description and her and Jennifer can review and bring to parks commission as a slight revision at next meeting or a complete revision and bring back to pointpersons for review/recommendation to the parks board. Kurt recommended to rewrite part of it and get it done with camp hosts for the 2023 camping season. Jennifer and Mary Catherine will do a quick modify description of a workweek with hours provisions. Recommendation by PointPersons that if a single person can get a campsite if doing a minimum of 30 hours at each park.

Marty Thomson reported that the SLP Manager requests to have additional help. Kurt reported camp host can handle store money but not camping money. Going with the two, Pam will speak with Erin, and hosts do not handle the store, other duties come first in the campground and camp hosts can help in spare time in the store.

Discussion on Parks General Increase Background Check line item # as balance of \$60.09. Pam recommended to increase to \$150. Administrator Hannah can send request to Treasurer's Office.

2. Parks Performance Review – Pam reported like to revamp, do review before park opens and right before closing, and if stop in between, do not need to update today, just to see updated. Administrator Hannah reported at the MAC conference re: performance reviews, and other county's scrapped all together, be better to do twice annual inspection report as it has some camp hosts and managers on it and some items for beginning of season and some for end of season, open inspection or mid season inspection and closing

inspection with a checklist to go over and review and the managers to do monthly inspections that the pointpersons can review.

3. Youth & Recreation 2024 Grant Application – Grants submitted.

4. Rental Equipment – Park Managers – Discussion and recommendation for a policy if equipment is to be rented and have a process and who has to sign off on it (PointPersons or Chair, County Administrator’s Office for Insurance Purposes). If not budgeted go to the Parks Board but if a certain amount budgeted and have a policy for the rental.

Administrator Hannah reported on the new organizational chart and under old bylaws she explained that board members are volunteered except a few are by statute. Administrator Hannah reported that she is a department head for the parks to make sure they are in compliance at following all the county parks regulations that govern the county employees. Administrator Hannah reported that there needs to be a clear policy for the County Parks and for the parks to follow the County Procurement and Purchase Policy. Administrator Hannah informed the committee that she will be meeting with the County Finance Chair and County Treasurer on a better process.

5. Parks Tour – Reminder of the tour on May 20<sup>th</sup>.

6. Parks Credit Card Policy & Procedures – Parks Credit Card Policy – Current policy attached. Chair Pam reported if a cost savings, explained the process, tractor supply does not invoice and can use the credit card, this will be part of the discussion with County Finance Chair Burt Francisco and Treasurer Kim Ludlow. Administrator Hannah explained the County Policy and the LLP house repairs issue and payment. Pam reported the importance of the Parks Project Forms to be used and do not prepay an invoice, and to get very specific details from contractor.

7. Park Mileage Reimbursement Requests – Park Mileage Reimbursement requests - Erin submitted mileage reimbursement sheets. Administrator Hannah reported the managers do not typically turn in mileage as they use County vehicles, but Erin does not have a County Vehicle at this time and using her own vehicle. BLP has a truck now and will give SLP theirs until they get their new one.

8. Fairgrounds – Chair Pam reported fairgrounds needs a tractor and discussion on the fairgrounds being a part of the Parks & Recreation Commission and to discuss further for future as there is camping at fairgrounds. Administrator Hannah explained the fairground revenue and expenditure and maintenance budget get separated and that purchasing equipment is a county bid process. Administrator Hannah reported that this can be a discussion for the Board of Commissioners and for the parks to have their own fund, could be run as a general fund budget with a Parks & Recreation Department that runs through the General Fund, County still owns the assets, care and attention, contribution from the building and maintenance fund, equipment fund or the General Fund if it needed it to look after county assets, parks do not stand on their own. Bring back up during budget. Revenue is associated with it as well. Pool covers itself, NLA covers itself, walk through the dept, not touching parks budget and to share this information and make a presentation so that the parks board understand. Table for now and look when do budgets for 2024, budget process starts Aug/Sept. (Parks reservation system recommendation as part of the 2024 budget) start with fairgrounds use.

9. Project Review Forms – Managers informed to use a Project Form and turn into their Committee and a copy to the County Commissioners office.

10. ACC Concrete Technology Donation – Concrete picnic tables on ACC – Administrator Hannah will work with Kurt on a memo for Youth & Recreation to present the request if the donation is a reimbursable

expense. Marty has LLP concrete table from ACC and they said they can do another one in the fall to go to LLP. LLP needs 4 tables. Marty has a call in to someone to see if they can do the other two that LLP needs. Contact for the Community Foundation on this project is Brenda Herman, Director of the Community Foundation at ACC foundation/concrete technology enhancement program. Marty reported if can continue for other parks, to put in the budget for 2024 (one per semester) LLP needs theirs this year to spend for 2023.

### **BEAVER LAKE PARK**

PointPerson Chair Gerald Lucas reported the committee met and reported on the following:

1. Water on, no leaks, issue in bathroom they are working on. Water samples tomorrow. Picnic tables up.
2. Work on pavilion this week.
3. Built new shelves for store, and the managers painted the store.

### **SUNKEN LAKE PARK**

Committee Member Marty Thomson reported the committee met and reported on the following:

1. Trying to get water samples today.
2. PIE&G did run underground down to rustic. Found water line for repair.
3. SLP Managers are busy. Doing a great job.
4. Dock at SLP - Marty is not sure but they were going to contact Wes and he has not heard from them. Kevin Krajniak has some things to do on the dock before in the water and Marty asked Kevin to get with Wes before they go out. Wes reported dock needs to be put back together and Kevin to do work on the dock before putting in water. Marty will contact Kevin for an update.

### **LONG LAKE PARK**

PointPerson Chair Kurt Pratel reported the committee met and reported on the following:

1. LLP House Shower Water Damage Update – Completed except the toilets not set when he was in there last and Sarah said it was done at last meeting.
2. Sarah did get one dock in and wants to repair boards on the docks.
3. Stumpgrinder – Wes and crew do not have the time to do and Sarah has used previous stumpgrinders before and is aware of the equipment and if any damage to the stumpgrinder will have to be paid out of the LLP parks budget. Matt Srebnik, Thunder Bay Tree Service, has experience with the equipment and the LLP committee approved. Matt asked the pointpersons permission to allow them to do. Discussion and recommendation for Sarah only to use stumpgrinder for Long Lake Park and for Sarah to talk with Wes to get it to use at Long Lake Park.
4. Volunteers – Discussed for committees to receive and for manager to also get a copy to the Commissioner's Office for County Insurance purposes.
5. Advertise LLP Assistant Manager – Kurt reported received a two week notice from Assistant Manager Cathy Skerski and Sarah requested at the Long Lake Park Committee meeting to work without an assistant manager for the rest of the year and the committee agreed to try it out until the end of this year to see how it goes. The PointPersons discussed and concurred it would be alright for Sarah to work as the sole manager without an assistant manager at Long Lake Park for the rest of the year then to see if it would work for the following year or not. Kurt reported that Cathy will continue to work at the park until May 14, 2023. Moved by Kurt Pratel and supported by Gerald Lucas to approve the below action item. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends approval for the Long Lake Park Manager to be the sole manager for the rest of the year for**

**2023 without an Assistant Manager and review at the end of 2023 to see if to continue or to advertise for an Assistant Manager position.**

6. Boat Launch Project Update – Kurt gave an update and reported received two bids and RS & Scott reviewed the bids to make sure complete, putting together a recommendation and next step to get to Mary Catherine to submit for approval by the DNR and hope to receive approval before the next Parks Board meeting.

**COUNTY ADMINISTRATOR**

Administrator Hannah reported on the following:

1. Maintenance Guidelines Checklist – Included in meeting packet and has been sent to the managers to review and let Mary Catherine know of any recommendations. Administrator Hannah reported that this is part of a maintenance plan required for the MDNR Spark Grant for the parks and she would like to do more work on it. This checklist would help the pointpersons in keeping track of items. Administrator Hannah reported that she has the scores from the previous Spark Grant Applications for the parks and will send out to everyone. Review scores and will have Huron Pines help with the invasive species management plan for the grants to resubmit and this will be part of an overall management plan and an annual work flow for the managers.

Marty reported he attended a trails meeting last week for SLP and there was a nice presentation by Bill Houston of Michigan Karst and representatives from Huron Pines, Thunder Bay Trails, and Besser Museum that attended.

**\*Next PointPersons Committee Meeting: Monday, June 5, 2023 at 11:30 a.m. in the Howard Male Conference Room**

**ADJOURNMENT**

Moved by Kurt Pratel and supported by Marty Thomson to adjourn the meeting. The meeting adjourned at 1:37 p.m.

Respectfully submitted,

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Pam Kirchoff, Chair  
Alpena County Parks & Recreation Commission

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