

**ALPENA COUNTY PARKS COMMISSION
POINTPERSON COMMITTEE
DRAFT MEETING MINUTES
Monday, December 11, 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; Chuck LeFebvre, Sunken Lake Parks Chair; and Pam Kirchoff, PointPersons Chair.

Others Present: Earl Martin and Marcia Martin, Beaver Lake Park Co-Managers; Sarah Jore, Long Lake Park Manager; Erin Felax, Sunken Lake Park Co-Manager (via zoom); Wes Wilder, County Maintenance Superintendent; and Mary Catherine Hannah, County Administrator. Janet Lucas, guest.

Chair Pam Kirchoff called the meeting to order at 11:30 a.m.

POINTPERSONS DISCUSSION

Chair Pam Kirchoff presented the following for discussion/review:

1. Chair Pam Kirchoff initiated discussion on the committee structures. There was a variety of viewpoints and discussion regarding the need for committee meetings, and the need and purpose of the Point Persons Committee. Ultimately, it was recommended to keep the individual park committees intact and to reduce Point Persons to a special committee for topics requiring further investigation, research, and recommendations.

Kurt Pratel made a motion and Chuck LeFebvre supported to shift from monthly Point Persons meetings to “as needed” by discretion of the full Parks & Recreation Commission. Motion carried.

2. Proposed 2024 meeting dates for Beaver Lake Park and Sunken Lake Park **should be added to December meeting for approval.**
3. County Administrator Hannah presented invoice for NACPRO (National Association of County Park & Recreation Officials) membership renewal for 2024 in the amount of \$90.00 (attachment #1). Moved by Chuck LeFebvre and supported by Gerald Lucas to recommend the below action item. Motion carried.

ACTION ITEM #2: Recommend approval to renew membership with NACPRO for 2024 in the amount of \$90.00 with monies to come out of Parks General. (not budgeted for 2024)

4. Lengthy discussion regarding bonuses for the managers. For 2023, County Administrator Hannah made a written recommendation via memorandum to the Commission dated December 7, 2023. Gerald Lucas raised issue of discrepancy for consideration of years of service. Discussions regarding longevity indicating his thought was to follow structure of county policy – not necessarily the amount; that it should consider managers’ start dates but not with any retroactivity of pay; and would be over and above any bonus afforded to the managers. County Administrator Hannah reminded the committee that at the last full Parks meeting, the Commission opted not to do longevity.

Continued discussion regarding bonuses – in the present for 2023 and for the future, designing a rubric which would consider such things as the managers meeting/exceeding goals, percentages above and beyond budgeted revenues, years of service, as well as whether bonuses

should be “per park” or “per person”. Chuck LeFebvre mentioned that he would also like to see future goals included in the end of year evaluation, establishing a written plan.

It was moved by Kurt Pratel and supported by Chuck LeFebvre to accept the bonuses recommended by County Administrator Hannah. Motion carried.

The Committee further reiterated that beginning early next year, the Commission should commence discussions to establish the rubric/point system and to confirm whether it should be based on park or individual managers.

BEAVER LAKE PARK

PointPersons & Beaver Lake Parks Chair Gerald Lucas reported the Committee met and reported on the following:

Manager Earl Martin provided an update on the French drain/tiling project and the issues recently encountered.

Chair Pam Kirchoff inquired about the status of the windows. It was suggested that follow-up be made with Jon Schultze and/or look at other ordering options.

Manager Marcia Martin also mentioned that Beaver Lake minutes include an action item to replace wording on the refund policy language.

County Administrator Hannah indicated that Campspot will go live once everybody is confirmed to be ready; however, the public will not be able to make any reservations until January 2nd per county policy. County Administrator Hannah reiterated that the only reservations that should be in the system prior to that time are the seasonal reservations that the managers have been entering. The Commission may also consider to amend that policy moving forward.

SUNKEN LAKE PARK

PointPersons & Sunken Lake Parks Chair Chuck LeFebvre reported the Committee met and reported on the following:

There have been some complaints that someone is hunting on the property which is prohibited by county ordinance. Keith has not been hunting on the property. Suggestion that the park be surveyed and boundaries marked, along with signage indicating no hunting. This may also be a consideration for the other parks. County Administrator Hannah will reach out to some surveyors to get some preliminary quotes.

Chuck LeFebvre also reported that there are some issues with the furnace and roof at Sunken Lake. County maintenance has performed some repairs. Wes Wilder, County Maintenance Superintendent, provided preliminary information on the roof repairs – he will measure up and get some estimated costs gathered. Also have two bids on furnace replacement – one from Weinkauff for approximately \$10,000; the other from Control Solutions for \$4,625. While not quantifying an emergency at this point, the Commission will need to address these items in 2024 which will require budget adjustments.

LONG LAKE PARK

PointPersons & Long Lake Parks Chair Kurt Pratel reported the committee met and reported on the following:

The Youth and Recreation funding reports for the Long Lake Park projects for 2023 need to be completed. The Commissioners’ office has the numbers for the budget portion of the report; however, the report does

require a narrative. Manager Sarah Jore will work with Point Person Kurt Pratel to compose information needed for these funding reports.

COUNTY ADMINISTRATOR

County Administrator Mary Catherine reported on the following:

1. Administrator Hannah presented a proposed Request for Proposals for design and engineering services related to the Sparks Grant project at Sunken Lake (attachment #2). No questions or comments presented by the committee. Administrator Hannah will present it for publishing once approved by MDNR.
2. Administrator Hannah presented a proposed policy regarding petty cash as in the past, there has been a process in place, but no policy (attachment #3). Discussion to remove the provision regarding individual out-of-pocket expenditure cap of \$75 but otherwise committee seemed to approve.
3. Administrator Hannah provided the committee a comparison of options relative to the recent discussions regarding Parks Director/Administrative Assistant. Three options included in the comparison include Director, Administrative Assistant, and modified manager job duties.

Discussion that the most expensive option would be for the Director but that would also provide other opportunities. The other two options include additional compensation for managers. Administrator Hannah indicated that while the Commission is evaluating options, they might also want to consider what their vision is long term - whether that be in the next few years, staged out, etc. – considering things like maintenance versus improvements, expansion of parks properties and/or amenities, etc.

Option 3 increases role for managers. For all intents and purposes, would basically become department heads. They would be responsible for budgets, projects planning and management, all aspects of grants (researching, writing applications, compliancy reports), preparing agendas/packets and minutes. Also, would be considered first point of contact for any issues and held accountable / responsible for virtually every aspect of management. With the additional responsibilities should be additional compensation. Discussion on what that would look like with funds to be drawn from those budgeted for the Administrative Assistant position.

It was moved by Kurt Pratel and supported by Chuck LeFebvre to recommend to the full Commission to go with option 3 to expand the managers roles with a proposed increase of \$2,340. Motion carried.

ADJOURNMENT

The meeting adjourned at 1:28 p.m.

Respectfully submitted,

Pam Kirchoff, PointPersons/Parks Commission Chair
Alpena County Parks & Recreation Commission

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