

**ALPENA COUNTY PARKS COMMISSION  
POINTPERSON COMMITTEE  
DRAFT MEETING MINUTES  
Wednesday, September 6, 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:** Erin Felax & Keith Felax, Sunken Lake Park CoManagers; Earl Martin & Marcia Martin, Beaver Lake Park CoManagers; Sarah Jore, Long Lake Park Manager, absent; Mary Catherine Hannah, County Administrator; Wes Wilder, County Maintenance Superintendent; Kim Ludlow, County Treasurer; and Lynn Bunting, County Board Assistant/Parks Recording Secretary.

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

**POINTPERSONS DISCUSSION**

1) County Treasurer Kim Ludlow presented the Proposed 2024 Parks Budget for discussion, review, and recommendations.

Discussion on bonuses to be ready for end of 2024 so money is budgeted. Treasurer Kim reported there is no separate line item for bonuses, and she recommends putting it in their salary for now and separate later.

Occupancy report discussion.

The committee discussed, reviewed, and recommended each of the Parks Proposed 2024 Parks Budgets for Beaver Lake Park, Sunken Lake Park, and Long Lake Park noting that the Capital Outlay Projects are in the individual park budgets and the Youth & Recreation Grants are in Parks General Revenue and Expense.

The committee recommended that Mary Catherine and Lynn work on the Parks General Proposed 2024 Budget and send recommendation to them for review and present all the Proposed Parks 2024 Budgets to the Parks & Recreation Commission meeting next week for review/approval.

**LONG LAKE PARK**

Point Person Chair Kurt Pratel reported the committee met and reported on the following:

1. Kurt reported met with RS Scott Associates and Elmers re: boat launch project and a will be receiving a punch list from Elmers to base their future payments on work already done. Kim reported they will send a monthly pay application, pay it then to get reimbursed.

Mary Catherine gave an update on the grants for the boat launch and recommends to carry over into the 2024 budget.

2) Field Correction Notice Update – Kurt reported that they discussed at the last meeting and no quotes were received and Sarah will be reaching out to people to get quotes. Kurt reported he will follow up with Sarah on this.

3. Michigan Lakes & Streams Magazine recommendation and will be presented to the Park & Recreation Commission for approval.

## POINTPERSONS DISCUSSION

Chair Pam Kirchoff presenting the following for discussion/recommendation:

1. Draft Parks Administrative Assistant Documents Discussion - Mary Catherine presented for review and discussion. Mary Catherine reported that County HR Specialist put the documents together and it can be filled internally, and will be a new hire either internally or outside, part time or full time position, a little seasonal, but not fully seasonal as items are being done in winter. Discussion if comanagers could do, LLP no as Sarah is sole manager, who goes to park when manager not able to be there; this person would fill that temporarily (call coverage – committee recommends to spell out). Chair Pam recommends this person attends all park meetings, and records minutes. Discussion on compensation, coverage, seasonal, etc.

Discussion on occupancy and advertising to increase revenue. Mary Catherine mentioned Mary Beth of CVB with advertising for parks and will contact her.

Mary Catherine reported she will draft a budget for this and present to the next Point Persons meeting for review and recommends an independent revenue stream for Parks General to fund this position. Mary Catherine reported she will put Campspot together for them as well. Discussion on raising camp fees \$1. Chuck reported parks need to be a destination but need to have a good overview and is a good start. Mary Catherine will update to a 30 a week position, (no benefits) in winter not that any hours and hours would be flexible and will amend with Jennifer the job description and position is expected to be at the park and Mary Catherine will send to the Point Persons for review.

2) Opening & Closing Checklist – Chair Pam reported the performance review will be revamped and to include the opening and closing of the parks checklist and be the guide for the review, categories would come in, some do not pertain to the beginning. Received SLP and just received BLP today. Gerald reported there are a couple of things missing from closure:

a. Fire rings and picnic tables put away on closing list. Kurt reported Jennifer did a good job and a good start and had everyone look at and review. Earl reported they tailored theirs that pertains to their park. Mary Catherine reported that she asked Jennifer to change over into an excel format, general items, then park specific items, work in progress, modify from year to year.

Pam reminded the committee to do the parks performance review for their park and to have done by their October/November Committee meeting. Mary Catherine recommends either a Point Persons or Parks Board meeting in December even if brief just to handle the park managers' review and recommendations on bonuses. Due date of November 15, 2023, on the checklist for closing. Pam recommends having a subcommittee meeting in December for review for more privacy.

3) Discussion of adding Fairgrounds under Parks & Recreation Commission – Pam reported bring the campground, not the fair, etc and no oversight she said. She cannot address issues as not under the Parks & Recreation umbrella. She spoke with fair board member and reiterated not taking over fairboard, just want to help discuss and recommend with improvements for camping, bathrooms, etc. Chuck reported the county owns the property and fairgrounds camping is a separate entity and recommends oversight of the camping area at the fairgrounds and have that under their jurisdiction and needs it. Pam invited the fairboard to a parks meeting, if seen other county park campgrounds with the improvements. Gerald reported fairboard built the horse barn and the hog barn, not the cattle barn as it was there and has been for a long time. Pam reported she saw the budget for the fairgrounds. Mary Catherine reported there are dedicated spots for the

fairboard to camp during fairweek. Wes reported the fairboard gets the whole back of the campground during fairweek. County Maintenance Shop and Office is at fairgrounds, and they mow the fairgrounds, fairground manager mows the house. Trying to pull separately maintenance budget and fairgrounds budget, fairboard responsible, camping responsible and all put together. The joint planning commission and county board of commissioners requested Mary Catherine planning meetings to discuss the fairgrounds. Thoughts and ideas discussion best use of the fairground's property community input. How to manage the camping. Camping, fairboard, grounds, some maintenance, merchants bldg., all together in one budget. A little bit of work to pull out. Wes has copies of deeds for the fairground's property. She has not spoken with the fairboard. Built fairgrounds somewhere else, but where, nice facility for fair also have infrastructure for horse shows. Pam recommends finish unraveling so it is a clear picture (69 campsites fairgrounds per Wes), a better picture of what they would be doing. Mary Catherine reported she will put together a summary sheet for the committee for review.

4) Parks & Recreation Commission meeting October 11, 2023 – Pam reported that Lynn will be out of town for the next Parks & Recreation Commission meeting in October and wondered if Marcia would be available. Earl reported Marcia can do.

5) Discuss suggestion of a “lottery” for seasonals – Pam reported issue with some seasonals, BLP, SLP discussed before with issues. Mary Catherine reported value in opening it back up, it gives people in community opportunities to obtain prime spots within campground. Pam reported number of seasonals that could not be seasonals due to capacity, Mary Catherine reported can prebook campspot, but if deposit or full camping fee by the drop-dead date it gets released. Will discuss further at the Parks & Recreation Commission meeting.

#### **BEAVER LAKE PARK**

PointPersons Chair Gerald Lucas reported the Committee met and reported on the following:

1. Campground full and nice to see.
2. Labor Day Events – The committee reviewed their meeting on August 21<sup>st</sup> and did not see any issues. Lynn contacted the County Insurance representative and they saw no issues either.

#### **SUNKEN LAKE PARK**

PointPersons Chair Chuck LeFebvre reported the Committee met and reported on the following:

1. Issues with weed. Erin reported that a couple of camphosts had blue fog at the end of the campground and a camper was upset that it made it smell and has children, so she issued a complaint. Chuck thanked Erin as she handled well and with the rules and if further issues to contact him. Pam recommended camphost to be written up first notice rules violation. Word of mouth and advertise in the spring.
2. Karaoke DJ seasonal camper first hour children, last part adults, and complaint kid singing vulgar song, DJ did not know it was a vulgar song, complaints, in front of cook shack by playground area. Pam reported she spoke with DJ, not doing the rest of this year. Pam spoke with the complainant person, being handled in an appropriate way. Erin informed them so they are aware.
3. Camper did not pay in full, sold camper, winter storage, camper complained. Erin stated she never moved the camper. Mary Catherine reported that she tried to reach out to the camper, and they did not reach

back out to her. Decision at the end of the year what to do with balance owed. The camper is gone now and took their camper. Erin stated one of the other seasonals helped to clean up the camper's site.

4. Keith reported he hit a deer with the truck, no damage. He reported that he has an accident report if need it. Mary Catherine said no damage.

5. Chuck reported that the electricity is done, phone is done.

6. Chuck gave an update on the lending library's and that BLP has books in office, SLP book house is outside. He received calls how to do books at the campground and people want to give books, donate them and swap them out and want to give some to each park.

7. Bonnie called Chuck there was a parking problem, and this person tried to give Erin a problem.

### **COUNTY ADMINISTRATOR**

Administrator Hannah reported on the following:

1. Parks Online Reservation System Recommendation – Pam presented for approval. Moved by Chuck LeFebvre and supported by Gerald Fournier to recommend the below Action Item. Motion carried.

**ACTION ITEM #1: The Committee recommends approval to purchase the Online Reservation System for all four Parks from Campspot for the 2024 Camping Season as presented.**

**\*Next PointPersons Committee Meeting: Monday, October 2, 2023 at 11:30 a.m. in the Howard Male Conference Room**

### **ADJOURNMENT**

Moved by Chuck LeFebvre and supported by Gerald Fournier to adjourn the meeting. The meeting adjourned at 1:36 p.m.

Respectfully submitted,

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

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