

**ALPENA COUNTY PARKS COMMISSION
POINTPERSON COMMITTEE
MEETING MINUTES
Monday, April 4, 2023 at 11:30 a.m.
Howard Male Conference Room**

Committee Members Present: Chuck LeFebvre, Sunken Lake Parks Chair; Gerald Lucas, Beaver Lake Parks Chair; and Pam Kirchoff, Parks Commission Chair. Kurt Pratel, Long Lake Parks Chair, excused.

Others Present: Mary Catherine Hannah, County Administrator; and Kim MacArthur, County Board Assistant.

Chair Pam Kirchoff called the meeting to order at 11:36 a.m.

POINTPERSONS DISCUSSION

Chair Pam Kirchoff announced the Parks Online Reservation meeting scheduled for 1:00 p.m. today has been cancelled and will be rescheduled. There is still a reservation meeting scheduled for 3:00 p.m.

Chair Kirchoff discussed opening the Parks on Friday, May 12th instead of Monday, May 15th. Moved by Chuck LeFebvre and supported by Gerald Lucas to approve the action item below. Motion carried.

ACTION ITEM #1: The Committee recommends approval to open the Alpena County Parks: Beaver Lake, Long Lake, Sunken Lake, and Alpena County Fairgrounds on Friday, May 12, 2023, pending water samples tested, and everything up and running by then.

Chair Kirchoff presented a garbage disposal service quote for the Parks. GFL was the only service provider to respond with a quote. Motion was made by Gerald Lucas and supported by Chuck LeFebvre to approve the action item below. Motion carried.

ACTION ITEM #2: The Committee recommends approval to contract with GFL for garbage disposal services at Beaver Lake Park, Sunken Lake Park, and Long Lake Park for the 2023 camping season.

Chair Kirchoff reported there was an issue with a missing Parks credit card. The Treasurer's Office cancelled the card number, and two new cards were issued. The Parks Credit Card Policy was reviewed, and the Committee noted on the policy that was attached that the dollar amount approved for park managers to spend without approval should be \$500 instead of \$300. If not previously approved this will go to the Parks Commission for approval. Chair Kirchoff asked that managers are reminded to stay within the \$500 charging limit per day and also reported the Treasurer's Office is asking for more transparency.

Chair Kirchoff presented the Parks Performance Review Form. At the beginning, during, and end of each season the Parks Commission will go visit and walk through each park and fill out the performance review based on the managers' performance. Chair Kirchoff reported the form is relatively new and a bit confusing. The Treasurer's portion of the form was updated, and the Committee decided to keep it as is for now. The completed forms should be submitted to County Human Resources Specialist Jennifer Mathis.

BEAVER LAKE PARK

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

1. Quotes for French Drain and Pavilion – Gerald reported he spoke with Beaver Lake Park Manager Earl Martin and Earl has not yet received quotes for the French Drain or the Pavilion.
2. Windows – Windows were ordered from Bernard's, and they are waiting for them to come in.
3. Camp Store – Gerald reported that he will be helping Earl brighten up the Camp Store and has some ideas for new shelving.
4. Tractor Bucket and Seat Update – Gerald reported the tractor bucket and seat are done and Earl would like to have the bucket sandblasted and primed and received a quote for \$150.
5. DNR Grant Applications for Safety & Misc – County Administrator Mary Catherine Hannah reported everything for the grant is in and was submitted Saturday morning.

Discussion was made on the status of the new truck for Beaver Lake Park from Enterprise. Gerald gave his approval for Mary Catherine to sign for the new truck for Beaver Lake Park.

Gerald reported Earl is currently fixing up the Parks trailer and originally planned for the cost to be around \$200 but will be more towards \$250. Discussion was made to take the money out of the Parks budget as this trailer is to be used by all Parks and this item will be sent to the full board for approval. Chuck also inquired about the donated snowmobile trailer which Chair Kirchoff believes is currently located at Long Lake Park. If the trailer is no longer in use, County Board Assistant Lynn Bunting can dispose of from the capital assets.

Chair Kirchoff reminded that the washer and dryer need to be transferred from Long Lake Park to Sunken Lake Park.

6. Youth & Rec Grant – The meeting will held at the APlex on April 6th at 7 p.m. Gerald will attend the meeting.

SUNKEN LAKE PARK

Chair LeFebvre reported the committee met and reported on the following:

1. Sunken Lake Park House Update – Chuck presented the Park Manager's request to purchase a Bluetooth printer for the campground. Mary Catherine believes the managers have already received the printer and will double check. The item was tabled upon further review.
2. Maintenance – Chuck reported the Park still has stumps that need to be removed. Mary Catherine reported she has no issues with the park renting equipment if there is a need and they would like to do the work themselves. Chuck stated there are a couple campers with construction backgrounds that he can contact to see if maybe a deal could be worked out in exchange for camping.

Chair Kirchoff asked Chuck if the Park was still having issues with large tree limbs and he reported they are.

Chuck updated the Committee that Marty Thomson ordered 1,000 white spruce trees to be planted in the park and they are currently in the process of finding planters. Motion was made by Chuck LeFebvre and supported by Gerald Lucas to approve the action item below. Motion carried.

ACTION ITEM #3: The Committee recommends approval to purchase 1,000 white spruce trees from the Alpena Conservation District for Sunken Lake Park for tree planting as part of the Forest Management Plan with monies to come out of the Sunken Lake Park Grounds Maintenance expense line item #208-758-933.000 and authorize Marty Thomson to contact Alpena Conservation District to place order right away as the deadline to place the order is April 3, 2023.

Chuck reported the Sunken Lake Co-managers asked that a relative be a host at the park, but the Sunken Lake Committee declined due to potential conflict. Sunken Lake Park advertised for 3 hosts but will go with 2 for now.

LONG LAKE PARK

1. Boat Launch Project Update – Mary Catherine reported they had a call with RS Scott and a bid package should be to the Commissioner’s Office by April 5th, will be due back April 24th, and the bid opening held on the 25th at 10:00 a.m. in the Howard Male Conference Room. The bid information will be uploaded on a bid website, DemandStar and sent out as a press release to local media.
2. Campground License Update – Mary Catherine will work with Long Lake Park manager Sarah Jore, if needed, to get the campground license.
3. Culligan Water Filter System – No update at this time.
4. Camp Hosts Ernie & Shane Donnan – Background checks have passed, and item can be put on agenda for full board.
5. House Shower Damage Insurance Claim Update – Administrator Hannah reported they have a new contractor that started on the project, and she reached out to the previous contractor to let them know that they are no longer needed.

Chair Kirchoff reminded the Committee that tool lists should be updated every fall. Chuck would like to see all new tools listed as they are purchased.

Chair Kirchoff inquired if the Long Lake Park and Beaver Lake Park managers have renters’ insurance to cover their personal property in the house. Administrator Hannah knows that Sarah does for Long Lake Park and will check about Earl and Marcia at Beaver Lake Park.

Discussion was made on the pictures sent in by the Sunken Lake Park managers of the condition of the house. Chuck reported we have no pictures on the condition before the managers moved in and Mary Catherine stated she can contact Maintenance Superintendent Wes Wilder to document the condition of the home prior to the new managers moving in.

COUNTY ADMINISTRATOR

Administrator Hannah reported on the following:

1. Rule Violation Report Form – Mary Catherine reported this process was new last year, but the Parks Ordinance was just passed which is the newest parks rules.

2. Maintenance Guidelines & Checklist – Mary Catherine reported while finishing up the DNR grant, a maintenance plan was required to go with it. We did not have a plan, so she quickly put one together to be able to submit the grant. Mary Catherine asked the Committee to review the plan and she will make any updates and add the inventory tool list. She will send out to all park managers. This should be updated each year with annual inspections by the managers and turned back into their Committees. Managers may put in a maintenance work ticket for small routine regular maintenance, but larger projects would be managed by the Committee and Commissioner's Office.

3. Parks Online Reservation Demos Update – Mary Catherine reported they have had two demos presented to them and will be viewing two more.

4. Parks Enterprise Vehicles Update – Mary Catherine reported she will sign the agreement for a new truck for Beaver Lake Park and let Enterprise know to be on the lookout for another one for Sunken Lake Park.

5. Youth & Recreation Grant Application Workshop - Mary Catherine reported the Youth & Recreation Grant Workshop will be held this Thursday, April 6th at 7:00 p.m. at the APlex. Earl and Marcia Martin and Gerald plan to attend to represent Beaver Lake Park. Mary Catherine and Chuck will attend the meeting as well and ask that Keith and Erin Felax attend to represent Sunken Lake Park,

Discussion was made on the date to have a Parks Tour of all the parks. The dates of May 16th or May 18th were discussed, and Mary Catherine reported the Parks Commission will be contacted and a confirmed date will be sent out.

Chair Kirchoff discussed the Fairgrounds and NLA being included in the Parks & Recreation Commission. She would like for the Fairgrounds to come on board first. Chuck discussed the need for bleachers on the second rink and will get pricing. Discussion was held on the potential expansion of the APlex.

Chuck is looking to get a pickleball court set up for Sunken Lake Park this season.

Chuck inquired about store hours and if the Committees should be involved in hours of operation. Administrator Hannah reported there is nothing in the employment agreement that requires them to have a store and they can run the store with the hours they choose.

***Next PointPersons Committee Meeting: Monday, May 1, 2023 at 11:30 a.m. in the Howard Male Conference Room**

ADJOURNMENT

Moved by Gerald Lucas and supported by Chuck LeFebvre to adjourn the meeting. The meeting adjourned at 12:52 p.m.

Respectfully submitted,



Pam Kirchoff, Chair
Alpena County Parks & Recreation Commission

kvm