

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

Committee Members Present: William LaHaie, Beaver Lake Park (sitting in for Gerald Lucas, Chair); Kurt Pratel, Long Lake Parks Chair; Chuck LeFebvre, Sunken Lake Parks Chair; and Pam Kirchoff, PointPersons Chair. Gerald Lucas, excused.

Others Present: Erin Felax & Keith Felax, Sunken Lake Park CoManagers; Earl Martin & Marcia Martin, Beaver Lake Park CoManagers; Sarah Jore, Long Lake Park Manager (on phone); Wes Wilder, County Maintenance Superintendent; and Lynn Bunting, County Board Assistant/Parks Recording Secretary.

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. Parks Performance Final Review 2023 – Chair Pam reported the proposed updated evaluation form has a #5 added to the scale as well as the Camp Hosts section updated and reported she will contact Jennifer in the HR department to update for them and can present to the board at the 11.08.23 for approval for use starting in 2024.

Kurt reported that the Long Lake Park Committee did their final review at their meeting and presented the review for approval (attachment #1). Moved by Chuck LeFebvre and supported by Kurt Pratel to recommend the below action item. Motion carried.

ACTION ITEM #1: The Committee recommends approval of the final park's performance review for Long Lake Park Manager Sarah Jore for 2023 as presented.

2. Reminder Proposed 2024 Committee Meeting Dates – Pam recommended the committees set their proposed 2024 meeting dates and bring them to the board for approval at the next board meeting in December. The committee recommends to keep the PointPersons Committee meetings from 2023 the same for 2024.

3. PointPersons Committee Meeting Date Change – Pam reported that the County HR Specialist Jennifer Mathis requested if the committee would be able to change their meeting on December 4th to another day as the Personnel Committee will be conducting Boards/Commission Appointment Interviews. The committee recommended to move the meeting from December 4th to Monday, December 11th at the same time.

4. Review Draft Financial Policy/Procedures – Lynn passed out an updated draft to the committee for review/discussion. Will be discussed further at the next PointPersons meeting in December.

5. Review of Parks Administration Assistant Position/Parks Secretary and items needed to be excluded/updated – Lynn passed out an updated draft to the committee for review/discussion. position for discussion/review. Pam noted that if board does not approve then each committee will need to do their own agendas and take their own minutes, and then the Parks & Recreation Commission Secretary will put all the minutes together for board approval. Chair Pam recommended to add to the board agenda so get

input on what the board is looking for. Discussion on too many meetings with PointPersons getting redundant, and items get rehashed at board. PointPersons members each shared their concerns and recommended in the winter do a meeting every other month. Kurt will review the job description and let Pam know his recommendation. Pam asked the committee to review and get something for the parks board to review on 11.08.23.

BEAVER LAKE PARK

Beaver Lake Park Member William LaHaie reported for Chair Gerald Lucas stating the Committee met and reported on the following:

1. Longevity Pay for Park Managers – Discussed at the Beaver Lake Park Committee meeting and recommended for an incentive to stay as it was so hard to get managers for the parks. Earl reported they made a recommendation to the BLP Committee who discussed and recommends to follow the County Longevity Pay Policy – Marcia clarified the County Policy – Longevity Pay \$100 a year starting after 3 years up to 25 years. Discussion and review on bonuses and longevity pay. Earl shared his background and concerns. Park managers are county employees, and this is the procedure to follow. Moved by Kurt Pratel and supported by Chuck LeFebvre to recommend to add the county longevity pay/policy to the park managers for discussion at the board meeting on November 8, 2023. Pam requested to place it on the board agenda on 11.08.23.

SUNKEN LAKE PARK

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

1. Discuss Bonuses for all Park managers recommendation/proposal to board – Pam recommended a tier bonus structure. Erin shared her concerns that if one manager does not get a bonus should not affect the other manager. Chuck recommended an individual bonus. Discussion and recommendation committee brings recommendation to board. Earl recommends parks budget should be component of park manager bonus. Discussion on tiers for bonus structure, bonus park or bonus individual. Pam recommended to tie the bonuses with the evaluation sheet and Kurt recommended to have this discussed from the individual committee meeting and bring recommendation to PointPersons for review/discussion and approval and present recommendation to the board for approval. Kurt shared what was done in the past and now there is a committee, pointpersons and present to parks board for review, discussion, approval. More meaning behind the bonuses and tie in with the performance review.
2. Chuck reported on the SLP MDNR Spark Grant Application approval, planning company that do parks & recreation and come in and find someone that they would bring forward to do design, procurement of playground equip, how to fix the beach up, MC is working on with the committee. He gave an update on the trails mtg, getting to be very involved, two parts to it: 1) county park trails concentrating initial with SLP and tie three parks together, local trails and connections and with SLP, and 2) committee involved with group and look at big concept and how to develop big trails and connect with the park trails and put the three parks together, 32/65 involved and work with the County and the State, etc. a lot going on and how to spend funds and who will have input and how commission will be involved and PointPersons be involved, who decides what is approved or can SLP approve or PP Committee approve? Need to spend funds within 2 years and possible extension. Pam reports a great idea to hire a planner in the proposal. ADA compliant and 8 feet wide trail, most paving and trail cutter machines are 8-foot wide, hard surface (not decided on the material possibly clay gravel mix, for the ADA part of it)

Erin reported there are 4 MSU students' part of their class is to the trail design, advertising, wayfinding's and signage and need to have done by December 15th.

LONG LAKE PARK

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

1. Parks Performance Final Review for 2023 – Already discussed.
2. One-half Camp Host Discussion – Kurt presented a lot of discussion in their committee and understand a position for a park activities coordinator that LLP has three Camp Hosts scheduled but if have an activities director only get ½ Camp Host position. Sarah reported she gets three camp hosts and work all season long and if go to an activities camp host and take away a camp host will be down a camp host but will have someone for meet/greet and will be short-handed and has people interested in an activities position and will need to be full time or if half time will need three camp hosts and one ½ camp host for the activities director. Erin reported SLP Committee did not approve three camp hosts for SLP. Can there be a budget for the events coordinator (fundraisers at park, pop bottle money) park managers feel they would lose a camp host. Pam recommended ½ events coordinator helping coordinate with the park manager the events coordinator meet/greet, coffee, fundraisers for the park events, check the campground to make sure everyone is having fun, etc. and do not clean, etc. and three camp hosts duties discussion for each park. Chuck reported the friends are involved in the activities at SLP. Pam reported should not lose a camp host for an ½ camp host for events coordinator. The committee agrees the parks bring in more people with the events they hold. This will be discussed further and will be brought to the board when ready for recommendation/discussion.

All three parks are allowed to have three camp hosts per Parks & Recreation Commission prior approval.

Discussion on Friends at the Park, their donations, their events, a 501(c) 3, Friends of SLP will meeting next year in 2024 and will have a new board.

COUNTY ADMINISTRATOR

County Board Assistant Lynn Bunting reported on the following for Mary Catherine:

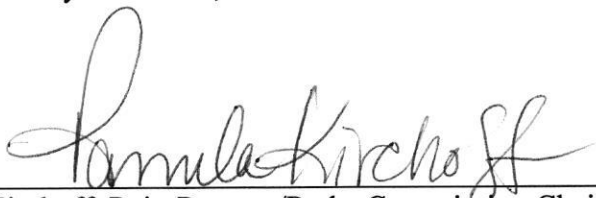
1. Campspot Parks Online Reservation System Update - Lynn gave an update reporting that she has been working with the park managers on getting basic information to the Campspot representative including training the managers are working on before the follow up call on November 7th with the representative who will go through the site with the park managers showing them how to add seasonals, etc. Mary Catherine will give the board an update at the board mtg on 11.08.23.
2. Park Managers Seasonal Contract & Winter Contract will be discussed at the next PointPersons Committee meeting and Mary Catherine will discuss with the park managers at their meeting tomorrow and present update to either Parks board on 11.08.23 or the PointPersons meeting on 12.11.23.

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

ADJOURNMENT

Moved by Kurt Pratel and supported by Chuck LeFebvre to adjourn the meeting. The meeting adjourned at 1:02 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Pam Kirchoff". The signature is written in dark ink and is positioned above a horizontal line.

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

llb



ALPENA COUNTY PARKS

Rating Key:

- 1) Consistently Below Expectations
- 2) Below Expectations
- 3) Meets Expectations
- 4) Exceeds Expectations
- n/a Not Applicable or Unknown

MANAGER ANNUAL PERFORMANCE REVIEW

Name Kurt A. Patel Date of Review 12 and 15 Oct 2023

Position Title: Point Person Long Lake Park Park: ☐ Sunken Lake ☐ Beaver Lake ☒ Long Lake

Park Sub-Committee Member Name(s): G. Fournier, J. Ossmer, B. Adrian

Period Review from: ONGOING MAY 15 to 1 Hour 12 Oct, 1 Hour 15 Oct

CUSTOMER SERVICE:

Did the Co-Managers always display excellent customer service: knowledgeable, courteous, friendly, and respectful?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ n/a

Were Co-Managers readily available and willing to help guests, answers phone calls, and returns phone calls in a reasonable amount of time?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ n/a

Comments: Sarah is acting alone as manager. She responds to all ASAP
I have had no complaints from anyone in Park

EQUIPMENT, BUILDING AND GROUNDS MAINTENANCE:

Were the grounds clean, orderly, and maintained to ensure that all trash and debris in common areas and restrooms had been picked up?

☐ 1 ☐ 2 ☐ 3 ☒ 4 ☐ n/a

Were the boat docks repaired, refurbished, installed, and maintained for safe use?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ n/a

Were camp sites clean and maintained?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ n/a

Were Opening and Closing Checklists completed on time and in a satisfactory manner?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ n/a

Were all annual inspection/reports completed and submitted on time: ☐ 1 ☐ 2 ☒ 3 ☐ 4

Comments: I have had no complaints as Long Lake Point Person

Were all 3-6-9 month inspection/reports completed and submitted on time: ☐ 1 ☐ 2 ☒ 3 ☐ 4

Comments: I have had no complaints

Were all maintenance and repairs on equipment completed in a timely manner: ☐ 1 ☐ 2 ☐ 3 ☒ 4

Comments: Sarah does an excellent job reporting needed repairs and

Comments regarding any of the above: maintenance issues. She is constantly aware of her budget and working with committee to complete needed

COMPLIANCE, REPORTING & FINANCES:

Did the Manager/Co-Manager's supply all needed and necessary information and reports for all meetings?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ n/a

Did the Manager/Co-Managers comply with all licensing requirements and reporting requirements necessary for the operation of the Park (state, local, etc.)?

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☒ n/a

Were funds deposited weekly during the season with the Alpena County Treasurer?

☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ n/a

Were funds presented for deposit with all the proper paperwork attached? ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ n/a

Were all invoices submitted on time? Yes No

Were all invoices submitted with expense line-item numbers and signatures? ☐ 1 ☐ 2 ☐ 3 ☒ 4

Did the Manager/Co-Manager comply with all applicable County policies and procedures? ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ n/a

Were all invoices submitted within the budget? If not did the manager get request budget adjustments as needed?

☐ 1 ☐ 2 ☐ 3 ☒ 4

Comments: Above question should be answered by Treasurer's Office or County Administrator. I have ~~not~~ not had any complaints

CAMP HOSTS: (Co-Managers are responsible for the following items and will be evaluated for them.)

Did the Camp Host(s) submit an application to their Sub-Committee? ☒ Yes ☐ No

Is the Camp Host application on file with the Parks files? ☒ Yes ☐ No

Did the Camp Host receive a yearly background check through the County HR Department? ☒ Yes ☐ No

Does the Camp Host have an identification badge issued by the County? ☒ Yes ☐ No ☐ unknown

Did the Camp Host(s) wear their badge while on duty? ☒ Yes ☐ No ☐ unknown

Comments: The camp hosts I observed many times while monitoring
work progress at Park. Very professional, always wearing E.D. Work
over and beyond expectations. One camp host will not be invited
back "2024"

COMPLAINTS

Were there any complaints or problems concerning this Manager/Co-Manager? ☐ Yes ☒ No

Were the issues properly handled by the Manager/Co-Manager? ☒ Yes ☐ No

Were appropriate staff or board members informed in a timely manner? As needed

Comments: I have had nothing but compliments from campers
about Sarah's running of Park, Store opening, maintenance

MEETING ATTENDANCE

Does the Manager/Co-Manager attend the regular Parks Commission meetings? ☒ Yes ☐ No

Does the Manager/Co-Manager attend Subcommittee meetings of their Park? ☒ Yes ☐ No

ADDITIONAL INFORMATION

Any additional information that may be helpful in considering this evaluation.

Sarah has requested to remain as the sole manager of
Long LK Park. Although I feel the Park is a heavy
load she handles it well. Works great with her time & Budget

I have reviewed this document and discussed the contents with my Point Person. My signature means that I have been advised of my performance status and I agree to address those areas that may require my attention with the Park Subcommittee for resolution but does not necessarily imply that I agree with this evaluation and that I may request a review of my status with the Point Person's Committee.

Employee's Signature

Date

Ruth A. Butler

OCT. 11, 2023

Point Person's Signature

Date