

**ALPENA COUNTY PARKS COMMISSION
POINTPERSON COMMITTEE
MEETING MINUTES
Monday, June 5, 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; Sunken Lake Park Chair Chuck LeFebvre; and Pam Kirchoff, PointPersons Chair.

Others Present: Commissioner John Kozlowski, 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 11:30 a.m.

POINTPERSONS DISCUSSION

Chair Pam Kirchoff presented the following items for discussion:

1. Parks Online Reservation System Recommendation – Mary Catherine reported that the Park Managers recommend Campspot. Chair Kirchoff recommended the spreadsheet be updated and sent to the PointPersons and Park Managers for review and a copy sent to the Treasurer as the parks need something online.
2. Parks Tour Visit – May 20, 2023
Pam reported the Parks Commission went to all four of the County Parks to visit and presented the Manning Hill report from Kurt Pratel and the Committee reviewed. Pam reported that the rustic fence needs to be updated at Manning Hill. Kurt recommended that Wes look at fence and give recommendation and to also look at how to get the graffiti off of the table.
3. Manning Hill Lawn Service
Pam presented the Manning Hill Lawn Service original contract for 2021-2023 reporting that this needs to be put out for bids for 2024. Kurt spoke with Cam about this and is aware and will put a bid in. Moved by Kurt Pratel and supported by Chuck LeFebvre to approve the below Action Item. Motion carried.

**ACTION ITEM #1: The Committee recommends approval to advertise for Sealed Bids for
Lawn Service for Manning Hill for the 2024 season.**

BEAVER LAKE PARK

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

1. BLP Youth & Recreation Grant 2024 Presentation on Monday, June 12th at 7:30 p.m. in HMCR.
2. Dust Control - Gerald recommends the 2023 Dust Control Agreements for the three parks in the meeting packet and reported that compared to last year the fee went up a little bit. Gerald will bring it up to the Road Commission meeting tomorrow. Pam reported this is budgeted, but not for the increase and will need to cover for 2023 and be presented to the Parks Commission for approval.
3. Pam reported that Beaver Lake Park did not get the wolverine grant. Gerald reported that the cost will be about \$100, and he said he will donate the wood and that there will only be a saw bill that can come out of their budget; some nails were purchased at about \$68-\$70 and Earl has them. Gerald informed the committee that he will contact Earl.

SUNKEN LAKE PARK

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

1. SLP Youth & Recreation Grant 2024 Presentation on July 6th at 7:40 p.m. in HMCR.
2. Discussion on donation for a small additional boat dock that a man wants to donate, and Chuck stated that this man needs to know this is county property and if the dock is full he will not have exclusive rights as he requested. Chuck reported they discussed whether to accept the donation at the SLP meeting, and it is recommended to have paperwork/agreement, and he wanted to bring it to PointPersons for discussion. Kurt reported they no longer have the dock donated at Long Lake Park. Pam reported the man cannot get exclusive use of it and to put on the donation form that this is donated with the understanding no exclusive use by the donator. Discussion and recommendation to have the SLP Committee look at it and present the donation form for approval to the Parks Commission. Chuck will contact the man to complete donation form before the Parks Commission meeting on June 14th.
3. Plumbing work completed. Chuck reported the total bill is \$1,118.84. Pam reported that Cindy from the Treasurer's Office brought in two Alpena Supply Invoices to her stating that Ed Perrault ordered it and a worker signed for it and was sent in. (Alpena Supply Two Invoices \$163.35 and \$186.63 and had shipping included). Moved by Chuck LeFebvre and supported by Gerald Lucas to recommend that the two Alpena Supply Invoices be brought forward to the Parks Commission and for monies to come out of the capital outlay for SLP line item. Roll call vote was taken: All ayes. Motion carried.
4. Discussion on complaints – Chuck reported that Pam informed them at the SLP committee meeting to send her the complaint in writing so that the board can review them. Tabled until letter received for review.
5. Northern Pest Control Discussion – Chuck reported campers complaining of mosquitos and that he spoke with Kurt, and Chuck spoke with someone in corporate at TruGreen and could not locate the local manager and contacted Chuck back and was to schedule Friday and went out and sprayed Friday and it was raining. Chuck got some more calls complaining of little black flies and mosquitos. Chuck spoke with Earl at BLP and he had trouble also getting it sprayed and scheduled. Bonnie reported that she tried contacting TruGreen as well and gave the SLP Committee information about Northern Pest Control to go out and give them a quote. Discussion on current company and the current contract stated not happy with current company. Wes reported he checked into it and he and his guys can do training classes online; they do not have in person training for spraying here anymore.
6. Sand Bay Marina Invoice discussion – Chuck reported there was money in the budget for 2022 for the dock project and did not move the remaining funds to 2023 budget for the dock project rails and charge what was done and then when rails are done will send invoice. Chuck reported the flagpole and flag is up from the Friends and recommends to transfer funds to cover the remaining invoice. Mary Catherine reported \$2,200-\$2,300 short and needs funds to pay for the rails and recommends approving \$2,500 and increasing the 2023 budgeted capital outlay in parks general for SLP GL line item to pay for the invoice for this remaining dock project. Moved by Kurt Pratel and supported by Gerald Lucas to approve the transfer and increase the 2023 budget for Parks General Capital Outlay SLP by \$2,500 to pay the Sand Bay Marina Invoice. Roll call: All ayes. Motion carried. The Committee recommends to put this item on the agenda and presented to the Parks Commission and not on consent calendar.
7. Chuck reported he spoke with Dave from Frontier on the land line phone issue at SLP and Dave told him that the land line is cut in multiple places, not sure if equipment or intentional, they want to charge to replace and bury a new cable, pass the day use area and by the house, and will get a quote to Chuck, and to have them examine the inside of the building to see what there is for circuit. Chuck reported that he found out it

had not been in use for a long time, and that Greg informed him not to fix it and was using the cell phone and having it forward to the County cell phone. Chuck reported he spoke with a representative in Gaylord, which is Dave's supervisor, and told Chuck not to worry that she will be by next Friday and will have it done for them. Chuck reported he was concerned that they will be charged and would like a quote from them.

8. Mary Catherine reported that internet is a challenge at SLP and are on the list for Starlink and they are moving into the area by the 7th of June to order equipment. Discussion and recommendation for the County IT Director to order this for Sunken Lake Park. Moved by Kurt Pratel and supported by Chuck LeFebvre to approve the below Action Item. Roll call vote was taken: All ayes. Motion carried.

ACTION ITEM #2: The Committee recommends approval for the County IT Director to order the equipment for the internet (Starlink) at Sunken Lake Park up to \$600 and to pay out of line item #208-758-850.

9. Chuck reported that the building (shed) is gone that was Greg's brother. Kurt reported on the need for tools at SLP and SLP Manager Erin told the SLP Committee that they brought their own tools, and it was recommended that the SLP Committee revisit. Chuck reported this was approved up to a certain amount. Mary Catherine reported that there is a charge account through Fitzpatrick's and LLP recommends to add Ace Hardware as an approved vendor. Commissioner Kozlowski reported he asked BLP for a tool list and they have one and he asked if LLP and SLP have one as tools are a big expense and cannot keep starting over. Chuck reported that SLP did inventory for the past couple of years and Marty went out and took pictures of what was there at SLP that belonged to the County and is still there. Mary Catherine reported there is not a basic socket set, some bigger equipment but no screwdrivers and hammers. Pam reported that to purchase tools at SLP was approved to purchase a certain amount and will need minutes to show that this was prior approved.

10. Pam reported on the park tour at SLP: 1) behind pavilion had three rustic sites and want to remove site M,N,L to preserve the day use area, potentially combining lots and will bring up for 2024 budget.

LONG LAKE PARK

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

1. The boat launch project bid is approved by DNR and can start working on it. Mary Catherine reported that she will meet with Bob Adrian to confirm funding availability and Kurt will be in touch to set up a preconstruction meeting.
2. Day use project – Kurt reported that some of the ground has been cleared, still underground stumps, (Bob Adrian removed some), some work done for the table placements. At the last meeting the Committee approved Bob Adrian to get some lumber from Building Source and get lumber for platforms so concrete can be laid. Kurt reported that he needs to contact a person about the cable/fences; all prices so far are much lower than anticipated.
3. Opening weekend was the best weekend.

COUNTY ADMINISTRATOR

Administrator Hannah reported on the following:

1. Recreation Plan – Attached and did not go through at the last Parks Commission meeting. Review and discussed the plan is being updated, the planning commission has started, engagement with NEMCOG to go through the update, all townships including Charter Township and this year the city is planning with the County. Mary Catherine recommends the Parks Commission go through the general objectives, county

parks objectives a little more specific and still where they want to focus on for the parks, come out of master plan from the parks, checklist/action plan, trail in town but not a county circular or a county connector, have trails connecting but funding priorities in Michigan of a multiuse connector trail. Mary Catherine reported that at the MACAO conference she attended the DNR impacted scoring on spark grant, when people are on trails looking for camping, and parks do not connect to the trails; cannot get to SLP off of a trail.

Transportation urban has no control over. Asked the committee to review and have comments on, need to talk about boat launch at BLP and redo, talk about kayak trails connect to various waterways via kayak or canoe for water trails, reactivating a Recreation Commission and what it was. Need to be more emphasis on #9 indoor/outdoor recreational cultural programming to bring more people to the parks. Mary Catherine informed the Committee that she will bring it to the individual parks committees to review and recommend. This is a 5-year Recreation Plan from 2019. There are maps online for Northeast Michigan Trails in Michigan to view and actual improvements to the parks should be discussed LLP as well wants to add rustic sites, BLP acquiring property to expand, cabins all should be a part of this plan. Pam reported each committee should review and discuss this plan and make recommendations at the next committee meeting. Chuck recommended a group to look at CIP projects.

2. Parks Performance Review Form – Mary Catherine working on with County HR Jennifer and will bring back to PointPersons to review in July/August.

OTHER DISCUSSION

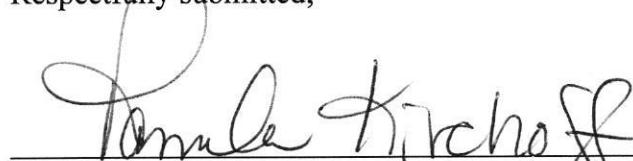
Chuck reported an update on the First Aid – another ambulance emergency at SLP, responders issue, Presque Isle County but owned by Alpena County and had to go to Rogers City and they could not find SLP address, LR Twp sent an ambulance and responders 5 min away, he s/w 911 Director Kim Elkie on this issue and they had a meeting and is being brought forward on it, want an agreement with LR Twp and PI County so they can respond to SLP ambulance/first responder needs and should look at the first responder for each park and the 911 Director will let Chuck know what she finds out.

***Next PointPersons Committee Meeting: Monday, July 3, 2023 at 11:30 a.m. in the Howard Male Conference Room**

ADJOURNMENT

Moved by Chuck LeFebvre and supported by Kurt Pratel to adjourn the meeting. The meeting adjourned at 12:42 p.m.

Respectfully submitted,



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

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