

**ALPENA COUNTY PARKS COMMISSION
POINTPERSON COMMITTEE
MEETING MINUTES
Monday, July 3, 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 Managers; Earl Martin & Marcia Martin, Beaver Lake Park Managers; Mary Catherine Hannah, County Administrator; Wes Wilder, County Maintenance Superintendent; and Lynn Bunting, County Board Assistant/Parks Recording Secretary. Sarah was excused.

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. Manning Hill CIP Schedule/Recreation Plan (2019-2023) Discussion/Recommendation – Mary Catherine will speak with Wes regarding the fencing project if need to bid out for repair. Whole fence does not need repair.
2. Manning Hill Structure, clean picnic tables, paint steps and curbs, repair wooden structure – Discussion/Recommendation to have Wes and crew to do. Moved by Gerald Lucas and supported by Kurt Pratel to recommend the below action item. Roll call vote was taken: AYES: all ayes. NAYS: None. Motion carried.

ACTION ITEM #1: The Committee recommends approval up to \$500 for repairs to the Manning Hill wooden structure, clean picnic tables, paint steps and curbs and authorize County Maintenance Superintendent and his crew to do as presented.

3. Parks Survey – Pam reported County IT needs approval and will be a fillable form. Mary Catherine reported replicates the previous survey for the website (attachment #1). Moved by Kurt Pratel and supported by Chuck LeFebvre to recommend the below action item. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the County Parks Survey for the new County Website for all the County Parks and is a fillable form. This survey replicates the previous survey on the old County Website.

Earl requested that the managers get a chance to review surveys so that they can be aware of any issues. Mary Catherine reported she will speak with the County IT Director to have the surveys sent to the commissioner's office email. The committee recommended to forward to the individual park subcommittees and the committee can review and forward to their managers. Mary Catherine recommends to include the managers in the individual committee member's email when receiving the surveys. The Park Managers have surveys at the park for campers to turn into the office or mail in.

BEAVER LAKE PARK

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

1. Youth & Recreation Grant 2024 Application Budget Update Sheet – Earl gave an update reporting they updated the budget sheet for Chair Pam and BLP PointPersons Chair Gerald sign and Earl stated he will have quotes attached when he sends to the Youth & Rec Committee Chair. Earl reported they would like to build a couple of ADA compliant platforms for the Day Use Area for swim area.
2. Water samples update – Earl gave an update that all came back well and that the health department required list of emergency contacts and where the nearest emergency phone is and this list put in the welcome packet and placed at the campground for campers to view. Erin reported that Sarah said she was told the same thing and Erin posted in the bathroom areas and in the office.
3. Special Tribute to Beaver Lake Park – Gerald reported that this tribute was sent to Earl and was placed in the meeting packet for the committee.
4. Earl reported they had a fuel leak and got it taken care of.

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 – Erin reported she will be there Thursday for the presentation. Pam reported that Tony mentioned that the Chair of the Park should write a letter but will attend in person instead.
2. Sherwin Williams – Chuck reported that new paint was put down and some epoxy over it and now one of the chemicals is not working well with one of the other chemicals and is blistering and losing the coverage for the floor. Chuck informed the committee that a ceramic tile floor is recommended, will need to grind it off, get some adhesive application, committee move forward into the fall and get by this summer, then look at ceramic flooring. Keith reported he did not know they had a sealer on it and painted over it and the paint did not stick to the sealer already on the concrete.
3. SLP Camp Store – Chuck reported that moving the camp store was discussed at their meeting and is up to the manager as it states in the manager agreement (item #6 in meeting packet). If move store down into the campground would be easier and more convenient to access and kids would not need to go up the road and is a safety concern. Discussion on the camp store and if the Parks Commission would be concerned if the managers did not have a camp store.

Bunkhouse: Rent out both sides and needs windows, floors be upgraded, plug in issues. Chuck reported committee will discuss and review after camping season and will move the store back up to the house if it does not work out.

4. Power to Pavilion – Chuck reported power outages, cancellations due to no power, kicking the breakers, and the committee discussed the estimate from Omega to provide power down to the Pavilion to be able to rent out (attachment #2). The committee discussed and questioned if need to bid out and Mary Catherin reported not required under the County purchasing policy threshold and they have money in their budget. Moved by Chuck LeFebvre and supported by Gerald Lucas to recommend the below action item. Roll call vote was taken: AYES: all ayes. NAYS: None. Motion carried.

ACTION ITEM #3: The Committee recommends approval of the Omega quote of \$4,200 for power down to the Sunken Lake Park Pavilion, and to Transfer \$4,200 from line item #208-758-921 (Sunken Lake Park Lights) and put into line item #208-760-972.002 (Capital Outlay Sunken Lake Park) to pay bill.

5. Old SLP Truck – Chuck reported that he received a call from Brett from Brett's Auto and stated he has the truck and needs the title to the truck. Erin reported that they have the plow from the truck in their backyard. Mary Catherine reported that she has the title to the truck and informed the committee that the Clerk's Office has the originals and she will give the truck title to the park managers to take to Brett and get a receipt in exchange for the title to stated bill is paid in full for whatever was old last year. Moved by Kurt Pratel and supported by Gerald Lucas to recommend the below action item. Motion carried.

ACTION ITEM #4: The Committee recommends approval to allow the Sunken Lake Park Managers to transfer the title of the old Sunken Lake Park Truck to Brett's Auto in lieu of a previous bill that was not paid for and to obtain a paid in full receipt as presented.

LONG LAKE PARK

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

1. Incident at Long Lake Park – Kurt reported there was an incident at the park involving two of the campers with their dogs, and that Sarah and the campers tried to rectify the situation on their own and Sarah provided an incident report to him and Mary Catherine and is a nonissue. Mary Catherine reported that one of the campers contacted her and she spoke with him, and he felt the dog got ahold of one of his dogs and is taking his dog to the vet (no skin was broken) and he was going to inform the Parks Commission that he wants two days off his camping. Mary Catherine reported that the Animal Control Officer would be reaching out to him. Kurt reported that the camper wants two days off his camping due to this incident.

2. Pavilion B – Kurt reported taking down the Pavilion, furthest one down on the south beach area where the boat launch will be and a camper stated they would take down and haul away. Kurt reported that they were originally going to have Wes do and Wes stated that he is okay with someone else doing it if they wanted it. Kurt reported that their committee approved the camper and the camper has the equipment and manpower to do.

COUNTY ADMINISTRATOR

Administrator Hannah reported on the following:

1. Park Vehicle Fuel Log & Vehicle Maintenance Checklist Update – Mary Catherine reported that this came up at the BLP meeting and addressed at other committee meetings. Mary Catherine reached out to the Road Commission and they told her it is easy for them to do a report monthly for the fuel used by all the parks, and the managers will not need to do the fuel log report. Discussed maintenance on vehicles and Mary Catherine informed the committee that they can keep track on this through Enterprise. Working on maintenance checklists that will be kept at the parks. The park manager's monthly reports and monthly playground checklists will still be done by the managers.

2. BS&A Revenue and Expenditure Report (view only) for Park Managers – Mary Catherine reported that she has not had a chance to speak with the Treasurer yet, but will contact her about this so the managers can login and view only their financial report, and can review their budget.

PARK MANAGERS CONCERNS/COMMENTS

Beaver Lake Park – All good.

Long Lake Park – Sarah informed Kurt and he reported that he made a communication with the volunteer working at Long Lake Park (Johnson) and that Sarah wanted the full parks commission to approve as a camp host in the park for 2023. Will add to the parks agenda per recommendation of the PointPersons.

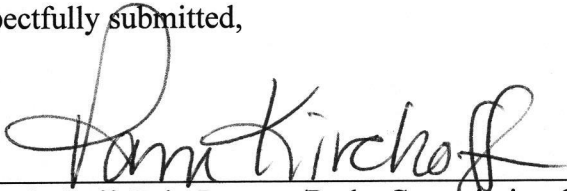
Sunken Lake Park – Erin reported vandalism in one of the bathrooms, halls, and did a report and know who did it, child confessed, Keith cleaned it but items were tossed in river, and two boys put out of the river, and broke in the bathroom in ADA one, and grandma said she would pay for it, toilet paper in the toilet vault, and the river. Erin noted that the rod that holds the toilet paper was tossed into the river. Camp host is back now. Greg last year given out some vouchers for some things in the park, campers brought in and she did what they asked and contacted committee members Chuck and Marty. One got a three day vacation with firewood and 6 bags of ice, either or a bucket load of wood and asked for one night of camping. Vouchers were from auction last year. She gave to them and Chuck and Marty thought she handled it well and she did to avoid issues. There are no more vouchers Erin noted.

***Next PointPersons Committee Meeting: Monday, July 31, 2023 at 11:30 a.m. in the Howard Male Conference Room**

ADJOURNMENT

Moved by Kurt Pratel and supported by Gerald Lucas to adjourn the meeting. The meeting adjourned at 12:32 p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Pam Kirchoff". The signature is written in a cursive style with a large, looped initial "P".

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

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Customer Satisfaction Survey

Customer Satisfaction Survey

1. Which Alpine County Park did you visit and/or stay?

☐ Alpine County Park ☐ Alpine County Park ☐ Alpine County Park

2. What time period did you stay at the Park?

☐ 1-3 days ☐ 4-7 days ☐ 8-14 days ☐ 15-30 days

3. Cleanliness of the Restrooms

☐ Excellent ☐ Good ☐ Fair ☐ Poor

4. Cleanliness of the Ground

☐ Excellent ☐ Good ☐ Fair ☐ Poor

5. Cleanliness of the Campsite

☐ Excellent ☐ Good ☐ Fair ☐ Poor

6. Cleanliness of other facilities

☐ Excellent ☐ Good ☐ Fair ☐ Poor

START FILLING

Customer Sastisfaction Survey

1. Which Alpena County Park did you visit and/or stay?

- ☐ Beaver Lake Park
- ☐ Sunken Lake Park
- ☐ Long Lake Park

2. What time period did you stay?

- ☐ 1-3 days
- ☐ 1 week
- ☐ 2 weeks or longer

3. Cleanliness of the restrooms

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

4. Cleanliness of grounds

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

5. Cleanliness of campsite

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

6. Cleanliness of other facilities

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

7. Availability of managers and staff

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

8. Managers/Staff friendliness

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

9. Condition of swim area

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

10. Condition of playground area(s)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

11. Comments about your visit

12. What can Alpena County do better?

13. How did you find out about the park?

- ☐ Advertising
- ☐ Internet Search
- ☐ Referral (word of mouth)
- ☐ Camped here before
- ☐ Social media
- ☐ Other

14. Name, address & phone number (optional)

15. Rate your visit

Please Select

THANK YOU FOR VISITING OUR PARKS!



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Save

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1109 CRITTENDEN CT
ALPENA, MI 49707-8200

#2

Estimate

Date 6/20/2023

Estimate # 5926

SUNKEN LAKE CAMPGROUND
10300 S. Leer Road
Posen, MI 49776

Please read acknowledgement information
below and sign if accepted. Thank you.

Terms Net 30
P.O. # PAVILLION

Description	Qty	U/M	Rate	Total
PROVIDE LABOR, EQUIPMENT AND MATERIALS TO INSTALL NEW UNDERGROUND POWER TO PAVILION. INCLUDES THE FOLLOWING ITEMS. HOMELINE 6 SPACE ELECTRICAL PANEL MOUNTED ON TREATED WOOD PEDESTAL 2 DEDICATED BREAKERS FOR GFCI PLUG AND LIGHTS GFCI OUTLET TO REPLACE EXISTING NON GFCI PER NEC 3 WEATHER AND TAMPER RESISTANT DUPLEX OUTLETS WITH IN USE WEATHERPROOF COVERS PER NEC 320 FEET OF TRENCHING WITH #2 ALUMINUM DIRECT BURY WIRING PROVIDING 60 AMPS AT 120 VOLT OR 30 AMPS AT 240 VOLTS GROUND ROD PER NEC ARTICLE 250 ITB BOND BAR PER NEC ARTICLE 250	1	ea	4,200.00	4,200.00

Estimate is valid for 30 days. 50% of contract amount is due to commence work and order material. Balance will be due upon completion or based on a percentage of completion on a per month basis. All invoices are net 30 days. Signs remain the property of Omega Electric & Sign Company, Inc. until paid in full. All past due accounts will be subject to a finance charge of 1.5% per month.

Total \$4,200.00

Signature _____

Phone/Fax: 989-358-8243

Email: omegaelectric1@gmail.com

www.omegaelectricandsign.com