

**ALPENA COUNTY PARKS COMMISSION
POINTPERSON COMMITTEE
MEETING MINUTES**

**Monday, July 31, 2023, at 11:30 a.m.
Howard Male Conference Room**

Committee Members Present: Bill LaHaie, Beaver Lake Parks Member (sitting in for Gerald Lucas, 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, excused; Sarah Jore, Long Lake Park Manager, on telephone; Mary Catherine Hannah, County Administrator; Jennifer Mathis, County HR Specialist, on telephone; 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

Chair Pam Kirchoff presented the following items for discussion:

1. Complaints discussion at Fairgrounds regarding homeless camping and any regulations on how they can stay, where they can stay, etc. recommendation to have something in writing being contracted through the agency. Discussion on policies and procedures of the park, refund procedure, refund goes back to agency that paid. If do not follow the rules and violation are asked to leave even if indigent. Some campers live in their camper and have no home. No other options available at this time.
2. Discussion on Fairgrounds camping and bringing into Parks & Recreation Commission with a committee and a budget – redevelop and moving fairgrounds to another location. Would not affect the other parks, fairgrounds would have their own budget and be in parks fund budget then this is the board that manages the fairgrounds and the planning board in planning for the fairgrounds. Mary Catherine explained then the fairgrounds is a campground in the county and not looked at or managed differently. Kurt requests to see their budget and Kim reminded that the budget is public viewing and Lynn will send the fairgrounds budget to the PointPersons Committee for viewing. Concerns shared with the cons of baggage coming with it not just camping, but the whole fairgrounds (events, etc.), buildings. Mary Catherine informed the committee that the Fairboard only manages the county fair and only uses fairgrounds 2 weeks out of the year. Fairboard is their own organization and just rent their space. Wes gave an update on the fairgrounds on a few items. Grandstands county owns the whole property and all the buildings. Both launches by the fairgrounds is the County. Pam recommends to help the fairgrounds and look at their budget and discuss further.
3. County HR Specialist Jennifer Mathis reported on CPR Training update for park managers and park camp hosts and sent a 2023 Park Managers and Camp Hosts CPR Training list to the committee for review (attachment #1). A requirement of park managers and park camp hosts is to be CPR certified and Jennifer reported certification is only good for 2 years. Sarah's is expired and does not have copy of LLP certification. Kurt will get info to Jennifer. Pam reported that Mike Batchelder get a copy. Earl and Marcia getting ahold of someone per Erin and to set up another class. Jeannie Rhode from SLP did not have to do due to medical reasons and Mary Catherine confirmed. Chuck asked why not at hospital and set up class there like before. Cost associated with it per Mary Catherine and should be a consequence if not CPR certified and if policy needs to have consequence in there listed with needing a copy of certification in file. Some camp hosts joined after this was done previously and is required by the camp hosts and Parks Commission agreed to pay for that and is a minimal requirement for being a camp host. Chuck noted if

come in late should be done. Kurt reported if dealing with public need to be certified. Pam will reach out to Earl and Marcia. Heather Freehling of BLP did it but why not Chris Freehling of BLP, and can be done anywhere per Pam. Sarah thought it was good for 3 years and did not receive it and was sent to the County and did not expire until next year at hospital and Ernie and Shane did theirs last year. Red Cross website you can search certification to see if still active. Chris Deboer and Mike Johnson still need a class as they are new to LLP as camp hosts. Ron Welch is waiting on a date for training to go for SLP per Erin.

4. Budget Planning for 2024 – next meeting in August for all committees – Mary Catherine clarified that each individual committee review their park and bring recommendation to the PointPersons. Treasurer recommends that each committee do 2024 budget and bring recommendation to PointPersons and Treasure's Office will attending PointPersons meeting on September 6th for 2024 budget discussion/recommendation for the Parks Commission.

5. CIP Planning 2024-2028 – Will work on draft CIP Planning in Munetrix and will have lists sent to them to review ahead of time and to have when each committee sits down for their 2024 budget in August.

6. Revamp performance review form – Pam reported to looking at opening, during season, closing and a list done by park opening for initial review, during season, and something at closing. Mary Catherine reported looking at checklist by all park managers and will send to their committees to review list. Pam have list sample performance review before next pointpersons meeting in September and an action item for a checklist and review and approve to present to parks board in September.

BEAVER LAKE PARK

The Committee met and reported on the following:

1. Mary Catherine reported door on bathrooms paint chipped off and there is a work ticket for maintenance for the bathroom and have to close bathroom and not efficient to do right now and will do when camping season is done. Wes is aware. Not an emergency to do during camping season.

2. Drain tiling issue in garage and have solution.

3. Tree emergency situation rent a lift, get some limbs off of a tree, limb broke and needed to remove and was taken care of and a couple more trees to deal with.

4. Bill reported that the revenue for the parks is ahead compared to last year.

5. House waiting for windows, on order almost 18 months now, and received first set and installed, but budgeted and still on order. Discussion to cancel and try to find through another supplier, and supplier keeps saying it will be here soon. Recommendation not to cancel order and to check with other suppliers first. Not an emergency.

SUNKEN LAKE PARK

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

1. Power to Pavilion Update – Wed, Thur and Fri this week Omega will be out to work on the power to the pavilion and that Marty spoke with Omega and they said the traffic will be controlled and will be trenching.

2. Comanagers found someone moving up from downstate to Rogers City who has experience with and has a laser burner and willing to work on the memorial boards on Sunken Lake Park bridge and gave a presentation at the committee meeting.

2. Camp Store relocation update – relocated down into the campground and into the ½ bunkhouse and is working so that kids do not need to go up hill to store. Erin reported the mamps are not happy with tearing down his hard work (1/2 bunkhouse). Previous manager Greg came in and stayed for 2 days and no issues and Erin informed the committee.
3. Miscommunication issues with camp hosts and managers – Chuck reported on stated it was addressed well, had conversation with misunderstanding regarding the bathrooms and camp host recommendation and have a great team. Rules were not previously followed and Erin gives out with payment/checking in. Camp hosts did not know what their duties wee, etc. and were informed and now they understand.
4. Discussion to cover managers while on vacation – Chuck gave an update for the need. Mary Catherine reported that camp hosts are not allowed to touch county funds. Discussion on hiring a person with camp hosts background and would need to be a county employee for liability coverage, if work forward with online reservation system will help with this, vast majority of campers would have already paid. Discuss further moving forward. Erin and Keith will be gone a couple of days in August and will have someone that left the park not due to fired, to come in and watch the store for them. Pam reported that Earl and Marcia are going to be gone during the week in August, not weekend and if write a check put in envelope and drop in box. Earl and Marcia was to let campers know ahead of time to pay, stores are closed, and if show up put money in envelope in dropbox. Vacation time to discuss with an employee policy. Kurt recommends assistant be on staff and rotate between the parks. Discussion on payments with credit cards, cash, check. Kim recommends campers processing credit card online and to pay balance in person and have to have a manager to do that, process still through system, and cannot give camp hosts access. Online reservation system handle credit cards to prepay. Kim reported they do not refund credit cards. Discussion and recommendation on coverage for park managers and to have a plan, person working for the county who reports to Mary Catherine (new position, not an existing county person). Kurt recommends this new person works with each park to get familiar with their park and go from site to site, substitute if needed, not be a director to oversee. Will discuss further at budget 2024 discussions. Mary Catherine reported that her and County HR Specialist Jennifer will pull two or three potential job descriptions for the PointPersons to review for recommendation to the Parks Commission. Will bring to the PointPersons September 6th meeting.
5. Golf cart versus pickup truck around park – Will discuss further at next meeting.
6. Walkie talkies discussion and will discuss further at next meeting.
7. PIE&G internet coming to all areas committee discussed.
8. Arts and craft show in the park.
9. Trails going on with partners at SLP, a lot of interest and word getting out in community, someone talked to park managers get ahold of the man to see how deep it was for the karst system.

LONG LAKE PARK

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

1. Subscribe to Michigan Trails & Streams Magazine per Bob Adrian recommendation – Kurt reported Bob recommended for the parks to subscribe to this magazine to just get a subscription (attachment #2). Full of information for the parks. Chuck reported state legislature and what other counties are doing with valuable information. Moved by Kurt Pratel and supported by Chuck LeFebvre to approve the below action item. Motion carried.

ACTION ITEM #1: The Committee recommends approving purchase of an annual magazine subscription for the parks to the Michigan Trails & Streams Magazine in the amount of \$22.75 as presented.

2. Commercial/Industrial type picnic tables needed for LLP Day Use Area for Youth & Recreation Grant Project for 2023 – Kurt reported the person who was going to prepare and deliver the concrete picnic tables and benches just passed away. Kurt stated that he has not called yet but will see if there is anything that was already prepared for them and try to find something else. Kurt reported that Sarah, himself and Bob are all checking and have some things they found out with not a lot of time to find another person and need to spend before the end of the year. Kurt noted that possibly if need be to appear before the Y&R committee and explain situation if not able to get done this year and are working on it, if can find someone, picnic tables and benches and secure, if not just the tables to find something this year. Y&R wants to see material on tables consistent per Kurt. Sarah looked online, need agreement on what kind of table to get. Need 4 tables, and get regular benches, cement slabs need some fill, and topsoil around there to plant grass seed. If cannot do in budget will do just the picnic tables.

3. Issue of animals at park discussion – Kurt reported Long Lake Park needs a special use permit for having a petting zoo/animal attraction and Mary Catherine will work closely with the Charter Township Supervisor on this. Kurt reported that Sarah has these animals self-contained and there was a complaint about the animals in the park and the supervisor said they need a special use permit as this is considered residential. Mary Catherine gave an update reporting that the park is in violation of zoning to have the animals there and to correct it is to apply for a special land use permit if the Parks Commission agrees to apply and cannot be for agricultural use, just an attraction/petting zoo (goats, chickens, turkeys). Sarah reported she has a petition to turn in with signatures from campers and neighbors and will turn in with special land use permit application if approved. Sarah requests to fill out and allow them to stay and it is not year round as the animals go where she goes and they are not harming anyone as they are fenced in. If they have to go back to her house there is no one living there during the camping season and they will see no people. Sarah has cattle panels 16 feet by 4 foot tall, 6 foot tall dog kennels, regular fencing around up to the woods and lots of area to roam and lots of shelter, chicken coop with tall fence to keep them contained and there is a walk way up there and looks like an attraction. Will need to put a roof on it so chickens cannot fly out and no free range for the animals. If pursue come up with the policy and allow in all the parks and will need each apply for a special land use permit for all three parks. Pam reported there is no room for BLP and BLP can give proposal and the BLP Committee will address at that time. Moved by Chuck LeFebvre and supported by Kurt Pratel to approve the below Action Item. Motion carried.

ACTION ITEM #2: The Committee recommends to approve that Long Lake Park Manager Sarah Jore work with County Administrator Mary Catherine Hannah to apply for a special land use permit for Long Lake Park to have a petting zoo/animal attraction during the camping season as presented.

4. Peninsula at the south end of the park create some waterfront lots and have a lumber company Hincka Logging if willing to do the work to lumber the site and present a quote and trade work for seasonal camping for a few years to develop 6 sites and if possible around the peninsula at site 19 then have another 12 sites, 12 waterfront and 12 non with total 24 more sites. Will do a separate ELGE permit application and to be a one way traffic area, in one way and out another way. Would need a total estimate so can see amount of seasonal trade would come up to. They would clean up and logs would stay with the park and would be select cut. Kurt recommends wilderness sites.

COUNTY ADMINISTRATOR

Administrator Hannah reported on the following:

1. Status of BS&A Revenue and Expenditure Report view only for Park Managers – Mary Catherine reported she spoke with Treasurer. Treasurer reported that if camp managers have access to the BS&A read only program and have network and VPN access will be able to do. Mary Catherine reported they do not have current access yet and no dedicated fiber to them and would be difficult with added security and more than what they want to invest. Easy to print off for them prior to committee meetings or when they need/want by contacting Treasurers office and Commissioners office.

2. Status of Parks Online Reservation System – Treasurer passed out a sample report on Campspot and Clover Connect Fees (attachment #3) stating she is still investigating and requested that they look at companies that work with point n pay. She explained customer pays 3% fee by pointnpay, and do not have to pay pointnpay anything, paid directly by customer. Another merchant service system, customer paying their fee and county will be charged by customer services, campspot uses clover, looking at 2.75% plus a monthly fee, absorb those charges for those customers, increase price you are showing them, two charges looking at and not one, 5 other counties that currently use campspot, two use cloverconnect. Kim spoke with Govpro and the same thing. Campspot bills monthly transactions online, we pay them with a credit card or they pull from our county bank account and this is not encouraged. Clover connect does this also. If recommend to move forward Kim recommends to have a complete separate bank account with nothing but the parks credit card charges, and this is how other counties are handling as she checked into on how they handled. Will have bank account fees to do this. Kim is still researching on any concerns/issues.

Mary Catherine gave an update create a fee (reservation fee to the customer) we pay all other fees out of this reservation fee and to cover all the fees with the online booking system and our credit card system. Have back in September on the 6th and bring a recommendation to the Parks Commission, and if approved to have a January 1 roll out program.

3. Advertising for Parks through CVB – Mary Catherine reported she spoke with Mary Beth Stutzman, Tourism Director as FYI, talked a little bit at SLP mtg, opportunities for camping, worthwhile to bring her in later this fall to update the Parks Commission on her marketing campaign for 2024 and she highlights camping. Mary Catherine informed the committee in making sure to take advantage of CVB for advertising and marketing and use her for professional resource and informed managers to send to county for website and send to Mary Beth put up on her social media on any events or have availability in camping at the parks. Mary Catherine will reach out to Mary Beth to see if she is available for either September or October Parks Commission meeting to present to the board on her marketing campaign for the parks.

4. Parks Recreational Plan Survey on County Website – Mary Catherine reported received a lot of response and that Mary Duncel and Denise Cline said the numbers jumped when we put it out on our social media as well. Bring the Parks Recreational Plan Surveys to the county or drop off to Mary Duncel at MSU Extension Office at the Fairgrounds and she will get them to Denise Cline of NEMCOG.

PARK MANAGERS CONCERNS/COMMENTS

Beaver Lake Park – Excused.

Long Lake Park – Sarah noted that a camper was not able to camp at Sunken Lake Park and was complaining that Sarah notified people which she did not do and does not even know the camper, and that the camper said they paid their seasonal last week. Mary Catherine confirmed that the seasonal camper is paid in full and is allowed to camp at Long Lake Park.

Sunken Lake Park – Erin reported she has received phone calls with regards to the seasonal complaining and Marty informed the camper that she could go to Long Lake Park or Beaver Lake Park if openings, and is upset that she cannot come back to SLP this year due to small claims filing and though paid in full not this year but may be able next year.

Need more tables for day use and stopped at Northwoods outlet and saw that they have hardware and legs in box/kit for \$19.99, includes the metal, not the boards, and need 11 new tables for day use area. Erin asked if can they use the truck to get some of those. Thick metal, round up, eventually get cement for day use area, looking for the camp side. Have budget for the lumber. Chuck approved to use truck to pick up. Kurt reported check with LLP and BLP to see if they need any. Sarah reported need table frames also. Sarah will get together with Erin.

Erin requested to purchase hitch receiver to haul trailer behind the truck and has the frame. Mary Catherine reported if money in the budget she can get it and Chuck approved. Erin will get with Sarah to see how many she needs.

OTHER DISCUSSION

Chuck reported looking at stumpgrinding at SLP and have one permit and 15-16 stumps and three trees. Tree overhangs the water and a danger to the kids going to remove the tree, but will wait until winter to do.

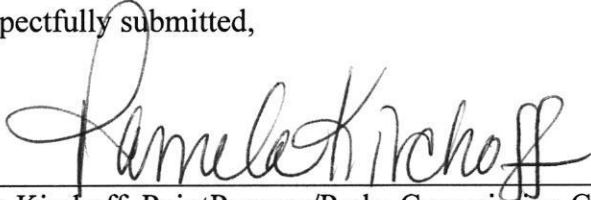
Chuck reported TV station wanting to know when the trails is going in and the Karst system. Reforestation report has nice hidden things in the woods in the report and recommends to read it.

***Next PointPersons Committee Meeting: Wednesday, September 6, 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 1:37 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Pamela 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

#1
2023 Park Managers and Camp Hosts

Beaver Lake Park

Managers

1. Earl Martin- CPR certified
2. Marcia Martin- CPR certified

Camp Hosts

1. Mike McCorry
2. Heather Freehling-CPR certified
3. Chris Freehling
4. Mike Batchelder-CPR certified but do not have copy of certification
5. Alyssa McNeil

Sunken Lake park-

Managers

1. Erin Felax- CPR certified
2. Keith Felax- CPR certified

Camp Hosts

1. Jeannie Rhode
2. Larry Rhode-CPR certified
3. Ron Welch

Long Lake Park

Managers

1. Sarah Jore

Camp Hosts

1. Shane Donnan
2. Ernie Donnan
3. Chris Debore

4. Mike Johnson

Fairgrounds

Managers

1. Patrick Martin- CPR certified
2. Marissa Matuzek- CPR certified

#2



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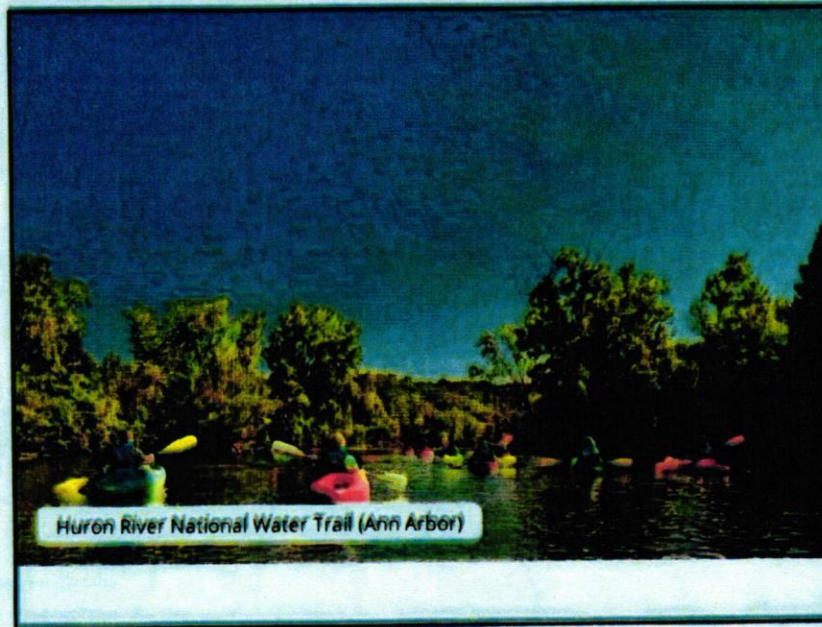
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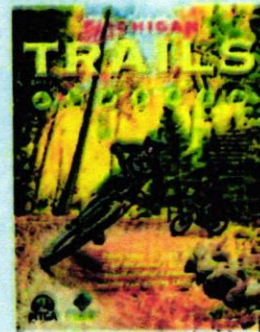
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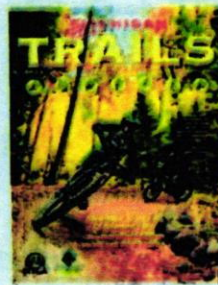
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#3

Sample Campspot & Clover Connect Fees

\$ 171.00 normal fee
 \$ 3.00 Campspot
 \$ 5.00 Clover(?? Charge 3%)
 \$ 179.00 Charged to Customer

\$ 179.00 In our bank
 \$ (3.00) to Campspot
 \$ (4.92) Clover 2.75%
 \$ 171.08

1 wk = \$196

\$ 100.00 reservation online
 \$ 3.00 campspot
 \$ 96.00 balance pd on sight w Card
 \$ 2.00 campspot
 \$ 6.03 Clover @ 3%
 \$ 207.03

\$ 207.03 In our bank
 \$ (5.00) to Campspot
 \$ (5.69) Clover 2.75%
 \$ 196.34

1 wk = \$196

\$ 100.00 reservation online
 \$ 3.00 campspot
 \$ 96.00 balance pd on sight w Ck/cash
 \$ 2.00 campspot
 \$ 3.09 Clover @ 3%
 \$ 204.09

\$ 204.09 In our bank
 \$ (5.00) to Campspot
 \$ (2.83) Clover 2.75%
 \$ 196.26

1 wk = \$196 + 3 days boat of \$15 = \$211

\$ 100.00 reservation online
 \$ 3.00 campspot
 \$ 96.00 balance pd on sight w Ck/cash
 \$ 2.00 campspot
 \$ 15.00 3 days boat launch
 \$ 6.00 campspot
 \$ 3.72 Clover @ 3%
 \$ 225.72

\$ 225.72 In our bank
 \$ (11.00) to Campspot
 \$ (3.41) Clover 2.75%
 \$ 211.31