

ALPENA COUNTY PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES
Wednesday, August 12, 2026 – 5:00 p.m.
Howard Male Conference Room

CALL TO ORDER by Chair Osbourne at 5:00 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

ROLL CALL: All members were present.

ADOPTION OF THE AGENDA

Board member D. Ludlow added the topics Vehicles and Craft Shows. Board member D. Guthrie added the small claims court suit from Karen Redwood regarding denial of a Beaver Lake campground payment. Board Member B. Fournier added discussion of an email received regarding Long Lake Park. Motion by D. Ludlow, second by D. Guthrie to adopt the agenda with the New Business items, as presented. A voice vote was taken, motion carried with unanimous support.

PUBLIC COMMENT

Chair Osbourne called for Public Comment. There was no public comment.

PARK UPDATES & MANNING HILL UPDATE

1) Tammy Bates provided the update for Manning Hill Park. The park sign is currently being painted and will be re-installed once complete. The park has been actively used this summer, flowers were donated by Netta's. Tammy reported that there is a large tree located at the back corner of the pavilion that is quite damaged from the ice storms and appears to be dying. She is concerned that it could fall onto the pavilion, and with its size they will need assistance removing it. Chair Osbourne will take a look at it and report back to the board.

Tammy updated the board on the tower project for the park. In order to find out insurance costs, they need some design plans. They also need to determine the costs and funding avenues. She attended a Youth and Recreation meeting and received information needed if their group plans to submit a grant request to that organization. Tammy is also researching various governmental grant options. Danny Manning informed the board that as far as design plans, he has located a five-story tower that is a replica of the one they are proposing, in Dade County. He would be able to get a copy of the engineered plans at no cost. He has not actively pursued getting the plans due to the uncertainty of approving the project. Since the board does not object to her pursuing information on funding and insurance for a tower, she will report back to the board when she has more information.

2) Sunken Lake Manager Austin Barnett reported that he has completed the fishing platform located out at the peninsula. He has started the process of installing new site

markers for the rustic and main campgrounds. He found that the lettering/numbering method that has been used at the rustic site is now changed on the mapping created by Huron Engineering. The change will need to be reflected in Camp Spot and he needs to figure out the process. Installation of the garage door is complete.

During their park meeting, he was approached by the Friends of Sunken Lake group, who is planning to hire a local band to play at the park on Sunday of Labor Day weekend. He is looking for approval to advertise the event on the Facebook page. Chair Osbourne requested a motion to approve the event and advertise on Facebook and the County website. Motion by D. Guthrie, second by C. Lefebvre, to approve the event and advertising, as presented. A voice vote was taken, motion carried with unanimous support.

Chair Osbourne notified the board that he received a complimentary letter from campers that stayed at Sunken Lake Park. They were very pleased with their stay and the amenities they experienced. He thanked Austin for a good job provided Austin a copy of the letter.

3) Long Lake Park Manager Brian Ulch reported that a Scouts group is helping to put up a cover over the recycling bin at the boat launch. They were unable to finish as his generator sprung a leak and needed to be repaired, which he will finish in the upcoming weekend. He and Laura are planning an ice cream social for the Saturday of Labor Day weekend.

The board was reminded of the flagpole dedication on Labor Day, Brian said Laura will send out an email reminder with the date and time. Brian also asked for approval of the request he received from the Agent Orange group who would like permission to fly their flag below the American flag that is being dedicated. Chair Osbourne asked for a motion. Motion by D. Ludlow, second by D. Guthrie to approve the request, as presented. A voice vote was taken, motion carried with unanimous support.

The Scouts group Brian works with has requested permission to come out to the park on the 22nd to kayak and canoe for the day and stay the night. He would set them up by Lots 104, 105 and 106 area. Since this group has assisted at the park for numerous projects, he would like to provide the space for them to spend the night free of charge. Motion by B. Fournier, second by D. Ludlow to approve the request, as presented. Roll call vote was taken. AYES: Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes and Kevin Osbourne. NAYS: None. Motion carried.

4) Beaver Lake Park Manager Jesse Ritthaler reported that there was a party held on the deck at the Day Use Park where a lot of trash was left behind. Since it is a public area, he is concerned about the area being used in that manner. Chair Osbourne confirmed that gatherings can be held and possibly make sure there is a trash receptacle located in the area. He is working on getting all the lawn work completed, he

is approximately 70% through the lawn pile. He has also figured a way to fix the molding at the cabin and needs approval to do so.

CONSENT CALENDAR

Chair Osbourne presented the Consent Calendar for approval. Board Secretary L. Bray asked that the minutes of the July 8, 2026 meeting be corrected under the New Business section, Paragraph 1. The paragraph should be changed to read Beaver Lake Park Manager Jesse Ritthaler as opening the mini fridge discussion. The minutes will be corrected to reflect the correction.

CONSENT CALENDAR

August 12, 2026

- A) Parks & Recreation Commission Meeting Minutes – July 8, 2026
- B) Sunken Lake Park Committee Meeting – July 29, 2026
- C) Beaver Lake Park Committee Report – July 29, 2026
- D) Long Lake Park Committee Meeting Minutes – July 15, 2026 (Cancelled)

Motion by D. Ludlow, second by B. Fournier to approve the Consent Calendar, which includes the action as listed above and filing of all reports and the minutes from the following meetings: Full Board July 8, 2026 (Regular Meeting); July 29, 2026 (Sunken Lake Park Committee Meeting); July 15, 2026 (Long Lake Park Committee Meeting Minutes)(Cancelled); and July 29, 2026 (Beaver Lake Park Committee Report), as presented. Roll call vote was taken. AYES: Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier and Kevin Osbourne. NAYS: None. Motion carried.

TREASURER'S REPORT

Deputy Treasurer Nadeau presented the treasurer's report and balance sheet through August 12, 2026. Deputy Nadeau identified several items that are currently over-budget, and some that have the possibility of becoming over-budget with forthcoming payments. She provided the recommended transfers as follows:

- 1) Line Item 208-758-801.005, Sunken Lake Park Chloride Park will become over-budget after payment of a current invoice. Deputy Nadeau recommended transferring \$16.00 from Line Item 208-758-955.002, Sunken Lake Park Dues, Subscriptions, Licenses to cover the payment.
- 2) Line Item 208-758-924.000, Sunken Lake Park Porta Johns/Septic Cleaning is currently over-budget \$176.00. Deputy Nadeau recommended transferring \$1,000.00 from Line Item 208-758-727.000, Sunken Lake Park Building/Grounds Supplies to cover the over-budget amount and future payments through the end of the fiscal year.

3) Line Item 208-759-850.000, Long Lake Park Telephone/Internet is over-budget \$141.97. Deputy Nadeau recommended transferring \$300.00 each from Line Item 208-759-727.001, Long Lake Park Building/Grounds Maintenance and Line Item 208-759-727.002, Long Lake Park Power Tools to cover the over-budget amount and future payments through the end of the fiscal year.

4) Line Item 208-760-801.000, Parks General Clothing Allowance is over-budget \$45.00 after payment for the employee shirts. Deputy Nadeau recommended transferring \$45.00 from Line Item 208-760-955.001, Parks General Miscellaneous to cover the over-budget amount.

Motion by D. Guthrie, second by G. Fournier to receive and file the Treasurer's Report as presented, performing the budget transfers identified above. Roll call vote was taken. AYES: Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray and Kevin Osbourne. NAYS: None. Motion carried.

APPROVAL OF BILLS

1) Deputy Treasurer Nadeau opened discussion regarding bills their office received from Green Acres Irrigation for the spring testing of the water systems at the parks. The bills received for both Sunken Lake and Beaver Lake were \$200.00 each and the bill for Long Lake Park was \$490.00. The bills received were dated August 7, 2026 with no service date identified, it is assumed they are for spring testing. Sunken Lake Park Manager Austin Barnett indicated that he had not seen the company at the park this year. Deputy Treasurer Nadeau said that the two bills for Sunken Lake Park and Beaver Lake Park each state that the service was for "start up and test water systems". The Long Lake Park billing states that the service was for "start up and test water systems, test all bathrooms, toilets, showers and sinks, test all campsite water spickets, found leaky shower and water spicket line in the new bathhouse and unplugged water filter in old bathhouse, start and test caretaker house". Long Lake Park Managers Brian and Laura Ulch stated that they witnessed only testing performed by Mr. Gorski. After the testing, there were still leaks that required repair by the maintenance department. Chair Osbourne directed Deputy Nadeau to hold the bills and contact Mr. Gorski for more information regarding service dates.

2) Deputy Treasurer Nadeau presented additional bill amounts that need to be added to the expense report of bills paid during the period July 9, 2026 to August 12, 2026. This will bring the amount total to \$29,373.69. Motion by C. Lefebvre, second by K. Morlan to approve all bills, as presented. Roll call vote was taken. AYES: Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow and Kevin Osbourne. NAYS: None. Motion carried.

NEW BUSINESS

1) Chair Osbourne asked the Finance Committee to arrange to meet in order to identify and discuss capital improvement planning for budgeting purposes. The Finance

Committee consists of K. Morlan, M. Rhodes and L. Bray. They will meet next week and bring back information to the board.

2) Chair Osbourne asked Vice Chair Guthrie if he wanted to proceed with discussion regarding rates or assign to the Finance Committee. Vice Chair Guthrie explained the concern among customers is that there is not a current schedule rate available. He attended a Sunken Lake Park Committee meeting recently and numerous campers expressed complaints. He asked the Commissioner's office to search prior minutes for rate change action. The last rate change found in minutes was for 2023 and 2024. September 2024 minutes contain verbiage reflecting that only boat launch fees were changed at that time and the current schedule was being forwarded to the Board of Commissioners for approval. He cannot locate any evidence that action was taken and would like the subject addressed as soon as possible. With all the rising costs, fuel, utilities, etc., he feels the seasonal rates need to seriously be reviewed. He accessed Camp Spot today and discovered that the daily rate shown is not accurate. Initially, the rate was listed as \$655.00 per month, he checked with Austin at Sunken Lake Park and was told it is now \$705.00 per month. A camper at their last meeting stated that they were charged \$775.00 per month, this error has not yet been resolved and he informed the camper that he will address the situation at tonight's Board meeting, as he feels a refund is deserved to the camper. What he discovered in Camp Spot today is that the monthly rate for the month of October is \$1,040.00, which calculates out to \$35.00 per month, the standard nightly rate. This is an issue that he wants looked at because he does not know how to fix it in Camp Spot. Chair Osbourne stated that since we are utilizing the Dynamic Pricing feature in Camp Spot, it is difficult to post just one rate to the county's website. He feels posting a range would be helpful. Chair Osbourne stated that the board needs a member to take responsibility for monitoring the County website pertaining to the parks data. Vice Chair Guthrie will take over the responsibility. He has been submitting corrections to Kim and she forwards to IT. He has been satisfied with the response and will continue in this manner.

3) Chair Osbourne opened discussion on the quotes for the flooring treatment at both bathhouses received from Ideal. The total of both quotes comes to \$7,510.00 and the question of funding was asked. Board member D. Ludlow said funding will have to be from the General Fund. Long Lake Park Manager Laura Ulch stated that she will need that amount transferred to her Building/Grounds Supplies, unless due to the dollar amount it will need to be charged to General Fund Capital Outlay. Also to take into consideration is the \$2,000 down payment which will need to be paid before the work begins. Motion made by B. Fournier, second by D. Ludlow to table and finalize line items to be used for payment, as presented. A voice vote was taken, motion carried with unanimous support.

4) Chair Osbourne opened discussion pertaining to the possible installation of boat docks at the parks. The estimate he received for all three parks was well over \$50,000. He wanted to present this to the Board for discussion and development of a plan. Board Member B. Fournier asked if consideration would be given to apply to the Youth and Recreation Board for grant funding. DNR grant funding was discussed but

dismissed since the majority are reimbursement grants, requiring up front funding. Beaver Lake Park Manager Jesse Ritthaler stated that there is a dock at his park that should not be used beyond this year. Chair Osbourne said that \$2,000.00 is available from the current \$500.00 dock rentals to the seasonal campers. Jesse will research to locate the correct ADA docking material for repairing the dock. Motion by B. Fournier, second by D. Ludlow to table and readdress in the fall after Jesse pulls the dock out in the fall and inspects the extent of the damage, as presented. A voice vote was taken, motion carried with unanimous support.

5) Seasonal dock rental was next addressed for Long Lake Park. Chair Osbourne asked Long Lake Park Manager Laura Ulch to survey seasonal renters for interest. Laura has approximately 10 seasonal renters who expressed interest and are willing to pay the \$500.00 fee. This will also be included with the dock discussion this fall, mentioned above.

6) Long Lake Park Manager Laura Ulch passed out photos and write-up for a violation that occurred on Lot 106, after human feces were discovered under a tarp left by the camper. The camper was contacted who denied the act, and attempted to place the blame on the camper that rented next to them, although this same camper's name was on the rental record. Board member D. Ludlow stated that regardless of the camper attempting to place blame elsewhere, the matter was discovered on the lot they rented, therefore according to the Policy, this camper is responsible. Board member B. Fournier recommended this camper be banned from camping at any of the county parks the remainder of this camping season and all of the camping season next year. Motion by D. Ludlow, second by D. Guthrie to ban this camper from camping at Long Lake Park, and the other county parks the remainder of this camping season and all of the camping season next year, as presented. Roll call vote was taken. AYES: Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre and Kevin Osbourne. NAYS: None. Motion carried.

7) Long Lake Park Manager Laura Ulch discussed another separate policy violation occurring at their park on Lot 32. This violation was reported by the camper that rented next to Lot 32 by an email to the Parks Board. This violation involved the camper at Lot 32 disconnecting the toilet water hose to their trailer and letting the water run to the ground for five minutes, creating a horrendous smell while the next door campers were eating a meal. The gentleman who performed this disconnection then publicly urinated. This is the third policy violation for this seasonal camper, therefore Chair Osbourne stated they need to be evicted immediately and banned the remainder of this camping season, and all of the camping season next year at all of the county parks. Motion by D. Guthrie, second by D. Ludlow to eject this camper from Long Lake Park and ban from all the county parks the remainder of this camping season, and all of the camping season next year, without issuing a refund, as presented. Roll call vote was taken. AYES: Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier and Kevin Osbourne. NAYS: None. Motion carried.

Board Secretary L. Bray will write up the letters to be issued to these campers and notify Chair Osbourne when they are ready.

8) Chair Osbourne asked Board members and the Park Managers their opinion on continuing the Lottery. Board member D. Ludlow feels there was too much work involved handling the Lottery sites this year, with no financial gain. Motion by D. Guthrie, second by B. Fournier to discontinue the Lottery practice at all the parks. Chair Osbourne stated that the first question the Board will receive from the seasonal campers is if they will be remaining on their lots forever, the answer is no. Board member D. Ludlow is not in favor as a number of the lakefront lots are usually empty, which he feels does not benefit the park. Chair Osbourne stated he prefers not to have lakefront seasonal lots to rent. Beaver Lake Park Manager Jesse Ritthaler said his preference is to set aside a few of his good lots for campers that just want to camp for a weekend. Currently, all his good lots are being used by seasonal campers. Board member B. Fournier suggested handing the issue to the Personnel committee to hash out a plan and come back to the Board next month.

9) Chair Osbourne said he had been notified by Board Member L. Bray of a golf cart she recommended checking into for Long Lake Park. This was suggested when the vehicles were turned in a few months ago and has not yet been pursued. However, when the subject was introduced the day before at the Board of Commissioners meeting, Alpena Sheriff Deputy J.P. Ritter informed us that they have a van they recently received for free from surplus that Laura Ulch is welcome to use. Board member D. Ludlow went out to the Sheriff Dept and said it is in good shape and they can use for six months if they wish. The Sheriff Dept also is bidding on four Gators that may be another option once they receive them. If the Board is in agreement, he will notify the Sheriff Dept that we are interested in the Gators and he will also take care of getting the van to Laura. Motion by G. Macarthur, second by D. Guthrie to accept the van and Gators offered by the Sheriff Dept for use at the parks, as presented. Roll call vote was taken. AYES: Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur and Kevin Osbourne. NAYS: None. Motion carried.

10) A refund request has been received from a prior camper at Sunken Lake Park. In 2021, the camper states that a group of campers formed and collected to replace planks at the bridge. Investigating the claim led to the conclusion that none of the funds were ever deposited for the county. The camper has repeatedly contacted the county to request the refund. Motion by D. Guthrie, second by G. Fournier to deny the refund request and if contacted again, direct the person to these minutes that reflect that this Board has denied the request, as presented. Roll call vote was taken. AYES: Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie and Kevin Osbourne. NAYS: None. Motion carried.

11) Beaver Lake Park Manager Jesse Ritthaler addressed the board requesting permission to remove the old baseball diamond backstop that is not useable and is an eyesore. Chair Osbourne said he has no problem approving if it can be removed with minimal cost. Jesse has been contacted by several people offering to assist in the removal. Motion by G. Macarthur, second by K. Morlan to approve removal of the baseball diamond backstop at Beaver Lake Park. A voice vote was taken, motion carried with unanimous support.

12) Long Lake Park Manager Laura Ulch addressed the board that she has been approached regarding hosting a craft show at the campground. She is asking if that type of event is allowed. The interested parties would also rent campsites. Chair Osbourne suggested tabling until more information is gathered for presentation for approval next year.

13) Chair Osbourne notified the board that the county has received a small claims suit from the Beaver Lake Park seasonal camper who left a check with the former manager in the amount of \$1,600.00. This camper left a voice mail back in May requesting a refund, since the former Managers Earl and Marcia Martin were no longer managing the campground. The Parks Board contacted this camper and informed them of the no-refund policy and recommended they sell their reserved lot to another camper. Vice Chair Guthrie advised the Board that he wishes to attend the small claims hearing and go on record to defend the park policy of no refunds. The Board is in agreement with the plan for the Chair and Vice Chair to attend the small claims court hearing. Dave will research the filing tomorrow and more forward.

OLD BUSINESS

There was none.

COMMENTS FROM THE BOARD

There were none.

INFORMATIONAL ONLY

The July 2026 Monthly Fuel Usage Report was received and filed.

***Next Meeting: Wednesday, September 9, 2026, at 5:00 p.m. in the Howard Male Conference Room**

ADJOURNMENT

Motion by G. Macarthur, second by C. Lefebvre to adjourn the meeting. Motion carried. The meeting was adjourned at 7:28 p.m.

Respectfully Submitted,

Lucille Bray, Secretary,
Alpena County Parks Commission