

ALPENA COUNTY PARKS AND RECREATION COMMISSION

DRAFT MEETING MINUTES

Wednesday, September 9, 2026 – 5:00 p.m.

Howard Male Conference Room

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

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

ROLL CALL: All members were present, except for D. Guthrie, who was excused. Alpena County Commissioner J. Kozlowski attended in lieu of B. Fournier, who has resigned from the Board. Commissioner Kozlowski will continue to attend until a replacement is appointed.

ADOPTION OF THE AGENDA

Chair Osbourne added a New Business item of tires for the newly donated Gator received by the Maintenance Department. Motion by G. Macarthur, second by C. Lefebvre to adopt the agenda with the New Business item, as presented. A voice vote was taken, motion carried with unanimous support.

PUBLIC COMMENT

A Long Lake Park seasonal camper asked the board of the possibility of getting updated park rates before the end of the season. Chair Osbourne indicated that the Finance Committee is planning to meet and discuss as next fiscal year's budget is currently being worked on.

Long Lake Park seasonal camper Tammy Kish notified the board that she and her husband have retained an attorney to represent them in their dispute of the violation received at Long Lake Park that resulted in their eviction from that park. Their attorney has sent a letter requesting a zoom conference and is awaiting a response.

PARK UPDATES & MANNING HILL UPDATE

1) Sunken Lake Park Manager Austin Barnett reported that the park has been running smoothly. The park hosted a band event at the park Labor Day weekend that was attended and enjoyed by all campers.

Chair Osbourne asked Austin if he has any planned projects for the park, he recalled prior discussions regarding some trees that need to be removed. Austin said there is a large maple tree and some pine trees near the store that he would like to remove after the park closes. Motion by D. Ludlow, second by M. Rhodes to approve Sunken Lake Park Manager removing the identified dead trees at the park, after park seasonal closure, as presented. Board member J. Kozlowski asked for the number of trees Austin is planning to remove and the determining factor for their removal. Austin said there are three trees, a large maple that he has spoken about previously, and the two pine trees near the store. He has been watching the maple tree, it is definitely

dead, and the pine trees have had no needles this year. A voice vote was taken, motion carried with unanimous support.

2) Beaver Lake Park Manager Jesse Ritthaler updated that the baseball diamond project is complete, along with junk clean-up. He has some discussion items on the agenda under New Business that he will address later in the meeting.

3) Long Lake Park Manager Laura Ulch reported that their park received the donated Gator which was greatly appreciated and very helpful during the recent holiday weekend. The flag ceremony was held on Monday and they submitted a photo to the Alpena News.

Board member G. Macarthur addressed the board and Laura Ulch, inquiring about the evidence used to determine the eviction of Wayne and Tammy Kish from Long Lake Park. Laura briefly explained a photo she received, and the email received from the camper who witnessed the behavior.

CONSENT CALENDAR

Chair Osbourne presented the Consent Calendar for approval.

CONSENT CALENDAR September 9, 2026

A) Long Lake Park Committee Meeting Minutes – August 19, 2026

B) Beaver Lake Park Committee Meeting Minutes – September 1, 2026

Sunken Lake Park Committee Meeting Minutes – August 26, 2026 (Cancelled)

Parks & Recreation Commission Meeting Minutes* – August 12, 2026

**Minutes provided during meeting for review, will be approved with October Consent Calendar.*

Motion by D. Ludlow, second by C. Lefebvre to approve the Consent Calendar, which includes the action as listed above and filing of all reports and minutes from the following meetings: August 19, 2026 (Long Lake Park Committee Meeting); September 1, 2026 (Beaver Lake Park Committee Meeting); and August 26, 2026 (Sunken Lake Park Committee Meeting)(Cancelled), as presented. Included in the motion is approval to review the August 12, 2026 Parks & Recreation Commission Meeting minutes and include with the October Consent Calendar. Roll call vote was taken. AYES: Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Kristie Morlan, Michael Rhodes and Kevin Osbourne. NAYS: John Kozlowski. Motion carried.

TREASURER'S REPORT

Deputy Treasurer Nadeau presented the treasurer's report and balance sheet through September 8, 2026. Deputy Nadeau identified Line Item 208-758-931.000, Sunken Lake Park Equipment Maintenance/Mechanic as becoming \$52.99 over-budget after payment of a current invoice. She recommends transferring \$500.00 from Line Item 208-758-784.000, Sunken Lake Park Janitorial Supplies.

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

APPROVAL OF BILLS

Deputy Treasurer Nadeau presented additional bill amounts that need to be added to the expense report of bills paid during the period September 8, 2026 through September 11, 2026. This will bring the amount total to \$44,675.78. Motion by C. Lefebvre, second by G. Fournier to approve all bills, as presented. Roll call vote was taken. AYES: Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Kristie Morlan, Michael Rhodes, Lucille Bray, John Kozlowski, Dan Ludlow and Kevin Osbourne. NAYS: None. Motion carried.

NEW BUSINESS

1) Sunken Lake Park Manager Austin Barnett introduced a request he has received that was not originally scheduled on the agenda. He has been contacted by a citizen named Stacy Smith who is interested in renting/utilizing 10 lots in the rustic area and also the pavilion, next August 2027 for a wedding and reception. She estimates approximately 50-60 people attending. A specific date has not yet been set. He invited her to attend tonight's meeting but she was unable to do so. Chair Osbourne indicated that since reservations for the next year aren't able to be made until after January 2nd of that year, permission would need to be given from the board in order for the reservations to be made at this time. Board member C. Lefebvre stated his support of approving the request and also accommodating the group's request to reserve 10 lots in the rustic area of the campground. Motion by G. Macarthur, second by C. Lefebvre to allow a private party to reserve 10 rustic camp spots and the pavilion, for a two day weekend wedding party in August 2027 for a one time fee of \$500.00, and also finalize their reservations prior to the January 2nd reservation rule, as presented. Roll call vote was taken. AYES: Gerald Fournier, Gerald Macarthur, Kristie Morlan, Michael Rhodes, Lucille Bray, John Kozlowski, Dan Ludlow, Chuck Lefebvre and Kevin Osbourne. NAYS: None. Motion carried.

2) Chair Osbourne introduced the refund request from a camper that reserved the cabin at Beaver Lake Park. An email received from the camper indicated that upon arrival on August 23rd, the cabin floor was still wet after a heavy rain which the camper felt was a health hazard from the dampness. Beaver Lake Park Manager Jesse Ritthaler explained that they have encountered wetness coming into the cabin after

heavy rainfall in the area identified, he worked to dry the floor before the campers' arrival but did not have time to repair the area that was wet. The campers informed him when they left early that they felt the cabin was also too small for their family and dog. The decision was made by board members to enforce the "No Refund" policy.

3) Chair Osbourne introduced another refund request from a camper at Long Lake Park. This camper stated that he is a typical seasonal camper at the park and arrived in July with the intent of remaining several months. After his arrival there was a lightning storm that the camper claims struck the lot's electrical pedestal causing damage to his Motor Coach. Long Lake Park Manager Laura Ulch reported the attempts made to assist this camper after being contacted regarding the claimed damage. The lots next to this camper were not affected and were tested while troubleshooting the problem. The camper claims that he was unable to stay at his rented lot due to the lack of power, after paying \$800.00. The Motor Coach remained on the lot for weeks mainly unoccupied before eventually being towed for repair by the camper. The camper has not provided details of repairs made and receipts for claimed repairs. When the Maintenance Department replaced the lot's electrical pedestal, there were no burn marks on the pedestal to indicate it had been struck by lightning. Due to this fact and the lengthy delay of the camper to move this vehicle, the board is denying his request for a refund and a letter will be sent to reflect this decision.

4) Chair Osbourne explained agenda item of tires for the new Gator at Sunken Lake Park. There are two unrepairable flat rear tires that need to be replaced, the cost to replace the tires is approximately \$500.00. Motion by D. Ludlow, second by K. Morlan to approve the purchase of two rear tires for the Gator at Sunken Lake Park, not to exceed \$500.00, as presented. Roll call vote was taken. AYES: Gerald Macarthur, Kristie Morlan, Michael Rhodes, Lucille Bray, John Kozlowski, Dan Ludlow, Chuck Lefebvre, Gerald Fournier and Kevin Osbourne. NAYS: None. Motion carried.

5) Long Lake Park Manager Laura Ulch provided a project request form, with photos and a map, for the tree and brush clean-up they would like to perform at the park in April 2027. They have identified trees that are in poor condition and hinder the access and egress of campers at the park. They also have identified brush that could be trimmed at the waterfront sites to improve the condition and appearance of those lots. This work is planned to begin after the park closes next month. They estimate approximately \$430.00 for rental of a lift. They plan to seek approval for removal of the stumps created by this project at next month's meeting. An estimate has been received for the 13 existing stumps and the plan is to add the new stumps that will be created. Motion by G. Macarthur, second by D. Ludlow to approve the tree removal and brush trimming project request, to be performed by the park managers after the October 15 park closing date, as presented. A voice vote was taken, motion carried with unanimous support.

6) The flooring application project for the two bathhouses at Long Lake Park was discussed next. Park Manager Laura Ulch stated that the plan is for the contractor to begin the process on October 17th. A down payment of \$1,000.00 for each bathhouse,

with a total of \$2,000.00, is required prior to beginning work. Deputy Treasurer Nadeau stated that approval of the down payment from the board today, which will be contained in the minutes, is sufficient for a voucher in order to issue the down payment check. Funds will need to be moved from Parks General to Line Item 208-759-932.000, Long Lake Park Building Maintenance. Once the project is complete, Laura will return to the board with the remaining dollar amount to be approved for payment, and funding source will be discussed at that time. Motion by D. Ludlow, second by M. Rhodes to approve issuing a \$2,000.00 down payment check to the contractor performing the flooring application to the two bathhouses located at Long Lake Park, as presented. Roll call vote was taken. AYES: Kristie Morlan, Michael Rhodes, Lucille Bray, John Kozlowski, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur and Kevin Osbourne. NAYS: None. Motion carried.

7) Chair Osbourne opened discussion regarding the Fiscal Year 2027 budget. Board member D. Ludlow encouraged board members and managers to finalize any numbers they want to input for next year's budget as the deadline is nearing very quickly. The Finance Committee consisting of board members M. Rhodes, K. Morlan and L. Bray will make arrangements to meet for more budget discussion as they met initially to discuss capital improvement projects. A few of the capital projects were discussed, a spreadsheet showing a five year plan will be finalized to distribute to the board. Board member G. Macarthur provided his opinion that there needs to be focus on repair/replacement of dock systems at the parks. He recommends changing existing dock systems to "rolling docks" for ease of installing and removing. Beaver Lake Park Manager Jesse Ritthaler said that for next fiscal year, he only needs the boat launch dock to be replaced, although he would like to have all the docks at the park replaced. All the docks except the boat launch dock are currently in the water and need to be re-decked. The boat launch dock sags in the water due to being struck by a boat several years ago, and will eventually break away. Replacement of the dock to be considered during the budget process for Fiscal Year 2027.

8) Beaver Lake Manager Jesse Ritthaler reported that on two recent occasions he has been approached by campers who have witnessed two separate campers releasing grey water to the ground. The first is on Lot 34, he issued the second violation to that camper, and the second is on Lot 37. He only wrote up the violations and was unaware that this action required eviction from the campground. He is asking the board for direction moving forward. Chair Osbourne explained that this type of activity can result in the county losing campground licensing from EGLE. Motion by D. Ludlow, second by G. Macarthur to approve the eviction of campers from Lots 34 and 37 as a result of grey water dumping at the campground. Letters will be prepared and Chair Osbourne and board member M. Rhodes will assist Jesse in delivering to the campers.

9) Beaver Lake Manager Jesse Ritthaler requested the transfer of \$1,000.00 from Line Item 208-757-860.000, Beaver Lake Travel, to Line Item 208-757-932.000, Beaver Lake Building Maintenance, to cover rain gutter installation and a screen door at the cabin. He is proposing that he purchase the materials and do the work. Motion by G. Macarthur, second by D. Ludlow, to approve the budget transfer of \$1,000.00 between

the accounts identified above, to provide gutter installation and a screen door to the cabin, as presented. Roll call vote was taken. AYES: Lucille Bray, John Kozlowski, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Kristie Morlan and Kevin Osbourne. NAYS: None. Motion carried. *Note: Board member Michael Rhodes absent from this vote as he left for another prior commitment.*

OLD BUSINESS

Board member C. Lefebvre asked for an update on the Small Claims Court filing discussed at the last meeting. Deputy Treasurer Nadeau responded that the claim was dismissed by the court as it was addressed incorrectly to the County Treasurer. In order to move ahead, the claimant will need to refile correctly.

COMMENTS FROM THE BOARD

There were none.

INFORMATIONAL ONLY

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

***Next Meeting: Wednesday, October 14, 2026, at 5:00 p.m. in the Howard Male Conference Room**

ADJOURNMENT

Motion by G. Fournier, second by D. Ludlow to adjourn the meeting. Motion carried. The meeting was adjourned at 6:52 p.m.

Respectfully Submitted,

Lucille Bray, Secretary
Alpena County Parks Commission