

ALPENA COUNTY PARKS AND RECREATION COMMISSION

**DRAFT MEETING MINUTES**

Wednesday, February 19, 2025 – 6:00 p.m.

Howard Male Conference Room

CALL TO ORDER by Chair Brenda Fournier at 6:00 p.m.

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

ROLL CALL: All members present except for D. Guthrie and C. Lefebvre, who were excused.

**ADOPTION OF THE AGENDA**

Motion by G. Fournier to add Sunken Lake house repair project to park updates and adopt the agenda as presented. Second by P. Kirchoff, a voice vote was taken, motion carried with unanimous support.

County Administrator Osmer passed out sample boat launch passes on white stock for review. The white stock will have color stickers to identify day of the week and can't be reused, they sit on the vehicle dashboard. He is waiting for color paper stock samples. The vendor they are working with can print for approximately \$400 versus \$1200 spent previously. Motion by G. Fournier to approve moving forward as presented by Administrator Osmer, second by K. Osbourne. Roll call vote was taken: AYES: Brenda Fournier, Lucille Bray, Dan Ludlow, Gerald Fournier, Gerald Macarthur, Pam Kirchoff, Kevin Osbourne, and Michael Rhodes. NAYS: None. Motion carried.

**CONSENT CALENDAR**

Chair Brenda Fournier presented the Consent Calendar for approval.

**CONSENT CALENDAR**

**February 19, 2025**

- A) Parks Commission Meeting Minutes – January 8, 2025
- B) Beaver Lake Park Committee Meeting Minutes – January 27, 2025

**ACTION ITEM #Beaver Lake Park B1: The Committee recommends approval to remove eight trees at Beaver Lake Park as presented.**

- C) Sunken Lake Park Committee Meeting Minutes – February 5, 2025

Motion by K. Osbourne, second by G. Macarthur 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 January 8, 2025 (Regular meeting); January 27, 2025 (Beaver Lake Park Committee meeting); and February 5, 2025 (Sunken Lake Park

Committee meeting) as presented. Roll call vote was taken: AYES: Lucille Bray, Dan Ludlow, Gerald Fournier, Gerald Macarthur, Pam Kirchoff, Kevin Osbourne, Michael Rhodes and Brenda Fournier. NAYS: None. Motion carried.

### **TREASURER'S REPORT**

Treasurer Cindy Cebula presented the monthly treasurer's report and balance sheet through February 18, 2025. Since we are very early in the fiscal year, all accounts are flush and there is no need for any transfers.

Treasurer Cebula requested approval from the Commission to reimburse petty cash to the park managers. She explained that this is done each fiscal year, the managers are allowed to use for emergency purchases. They keep all receipts, complete the required form for reimbursement and turn in to the Treasurer who approves, then issues a check to bring their petty cash back to \$300. There was no motion made; however all members verbally agreed that the Treasurer could move ahead with the petty cash reimbursements.

Brought to the Commission's attention by Treasurer Cebula is that the Camp Spot reservation transmittals are beginning to build up rapidly. During the winter months policy has been to require the park managers turn in monthly transmittal documentation; however, Treasurer Cebula requested that this policy be changed to reflect already established policy during the summer months that requires deposit information be turned in weekly. Doing so will alleviate the volume for processing by the Treasurer's office, enabling more up to date information on revenue. Motion by K. Osbourne to approve establishing policy of weekly Camp Spot transmittals to the Treasurer, second by P. Kirchoff. A voice vote was taken, motion carried with unanimous support. Beaver Lake Park manager Earl Martin asked the Treasurer if the transmittal documentation can be sent to the Treasurer's office electronically by e-mail. Treasurer Cebula will need a PDF with an original signature.

Treasurer Cebula explained that with the new accrual accounting process recently adopted, bills from work performed or purchases from the prior fiscal year, are back posted to that fiscal year. Delays in turning in invoices for payment may cause budget line items to become over budget. The Treasurer is requesting strong enforcement of a rule requiring bills be turned in for payment no longer than 30 days after a purchase is made or work completed. She does not want payments to cross fiscal years. Chair Fournier asked if project sheets were still being used, if not would like to have them being used moving forward. Discussion regarding method of enforcement ensued with no clear ruling. Motion by G. Fournier to backdate posting to the prior fiscal year and pay bills as presented by Treasurer Cebula, second by P. Kirchoff. AYES: Dan Ludlow, Gerald Fournier, Gerald Macarthur, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Brenda Fournier and Lucille Bray. NAYS: None. Motion carried.

### **NEW BUSINESS**

1) Chair Fournier presented the following for discussion/recommendation:

**ACTION ITEM #2: Motion to approve transferring \$150,000 from Parks 208-760-699.208 as the DNR Waterways Grant funds were received on 1/14/25 as presented.**

Chair Fournier explained to the Commission that the transfer is to pay the general fund back from the reimbursement by the DNR. Motion by D. Ludlow, second by G. Macarthur to approve the transfer of funds as outlined above. A voice vote was taken, motion carried with unanimous support.

2) Chair Fournier presented the following for discussion/recommendation:

**ACTION ITEM #3: Motion to hire Taylor Santamour as a Co-Manager at Long Lake Park, pending background check and drug test, as presented.**

Chair Fournier introduced Taylor Santamour to the Commission and informed that she has met with the Personnel Committee who approved her hiring. Motion by K. Osbourne, second by D. Ludlow to approve the hiring of Taylor Santamour, pending background check and drug test, as presented. AYES: Gerald Fournier, Gerald Macarthur, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Brenda Fournier, Lucille Bray and Dan Ludlow. NAYS: None. Motion carried.

3) K. Osbourne opened Camp Host discussion, he is starting the 2025 Camp Host hiring process by first advertising, conducting background checks on applicants, interviews, HR referral with final recommendation to the Board of Commissioners. Long Lake Park Manager Patrick Martin asked for status on applications he has previously turned in. K. Osbourne responded that no interviews have yet been conducted and based on last year's experience the Camp Host hiring process will proceed as he previously stated. He is moving very quickly as he would like to have the hiring completed by the beginning of April. Beaver Lake Co-Manager Earl Martin asked if there will be advertising on Facebook and will the park managers be allowed to sit in on the interviews. Chair Fournier responded that they are allowed to attend the interviews for listening purposes only. Motion by K. Osbourne, second by D. Ludlow to begin the Camp Host hiring process. A voice vote was taken, motion carried with unanimous support.

4) K. Osbourne provided status on the internet installation for Long Lake and Sunken Lake Parks. After discussion of the prices he obtained from PIE&G (Presque Isle Electric & Gas) and Frontier, it is his recommendation that we proceed with PIE&G. Their cost will be \$94.98 per month, with an approximate \$100 per month savings, and added to the monthly electric bill. They have scheduled the installation in their pipeline and will proceed with our approval. Motion by K. Osbourne, second by P. Kirchoff to approve moving forward with internet installation to Long Lake and Sunken Lake Parks, utilizing PIE&G, as presented. AYES: Gerald Macarthur, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow and Gerald Fournier. NAYES: None. Motion carried.

5) Chair Fournier inquired if the Trugreen billing attached in the packet is for treatment of mosquitoes at all the parks. Beaver Lake Park Manager Earl Martin believes it may be for his park only as he was the one looking for quotes. He also states that he was unable to get quotes from anyone else. It was suggested during discussion that more information needs to be provided before making a decision. Motion by G. Fournier, second by K. Osbourne to table pest removal services until more detailed information is provided. A voice vote was taken, carried with unanimous support.

### **INFORMATIONAL ONLY**

Chair Fournier inquired if there were any fuel reports to be provided for review. There was some discussion where it was determined that submission of fuel reports has been sporadic to non-existent. Chair Fournier said she would like submission of these reports to resume.

### **OLD BUSINESS**

K. Osbourne reported that the Sunken Lake Park Committee at their February 5, 2025 meeting approved the 2024 Youth & Rec grant of \$12,000 be transferred to the 2025 budget and additional park funds of \$666.50 be added to the 2025 budget (GL# 208-760-969.004). This transfer was approved by the Youth & Rec Committee at their December 2024 meeting. The transfer will allow for payment of the second 50% cost of the kayak launch, which will become payable once the launch is assembled, installed and inspected by the owner.

D. Ludlow requested that the definition in the park regulations of a “camping tent” be expanded to “camping tents specifically designed and manufactured for camping are allowed”. This will help to reduce the amount of car ports and storage sheds being placed on the camping spots that owners claim are being used for camping. Chair Fournier suggested removing car ports and storage sheds as being allowed, but after discussion it was determined that would not be necessary with this new change. Motion by D. Ludlow, second by G. Macarthur to make the above change to the park regulations. A voice vote was taken, carried with unanimous support.

**\*Next Meeting: Wednesday, March 12, 2025, at 6:00 p.m. in the Howard Male Conference Room**

### **ADJOURNMENT**

Motion by D. Ludlow, second by M. Rhodes to adjourn the meeting. Motion carried. The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

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Lucille Bray, Secretary  
Alpena County Parks Commission