

ALPENA COUNTY PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES
Wednesday, October 8, 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 were present.

ADOPTION OF THE AGENDA

Chair Fournier added to New Business discussion regarding a spending freeze and a lease agreement submitted by Beaver Lake Park Manager Earl Martin from Alpena GMC Buick. Vice Chair Osbourne also added discussion of 2026 Camping Fees. Motion by K. Osbourne, second by G. Macarthur to adopt the agenda with the New Business additions, as presented. A voice vote was taken, motion carried with unanimous support.

PUBLIC COMMENT

There was no public comment.

PARK UPDATES & MANNING HILL UPDATE

1) Sunken Lake Park Manager Austin Barnett reported that the exercise and playground equipment has been installed. The ADA trail has been paved and is complete. Gravel leading to the campground and house has been placed. The gazebo has been received and is ready for placement. The concrete slabs have been poured, one for the gazebo and one for the bench by the playground equipment in the day use area. There is also one for the cement pad at the beach area.

Austin addressed the project request he submitted to install a 20'X30' concrete slab down in the playground area, to be utilized as a small basketball court. He has received donations to cover this project, one donation will cover the materials and the other is for the labor to install the concrete slab. Gerry Macarthur will pour the concrete slab. Chair Fournier confirmed with Austin that he has the available funding. Motion by D. Guthrie, second by C. Lefebvre, to approve the project request as presented by Austin Barnett. Roll call vote was taken. AYES: Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Kevin Osbourne, Michael Rhodes and Brenda Fournier. NAYS: None. Motion carried.

Austin reported that he has received four seasonal reservations for next year. Vice Chair Osbourne also reported that there has been a problem at the park with beavers creating dams under the bridge. Since it doesn't fall under DNR responsibility, it is being taken care of internally. Every time a dam is taken apart, another is built quicker than the last.

2) Long Lake Park Manager Brian Ulch reported that all four gazebos are installed, fencing for the Day Use Park is getting ready to be installed, some landscaping type chores need to be finished such as the horseshoe pit. Everything has been pulled out of the water except for the two docks which will be taken care of by Maintenance.

Laura Ulch brought to the Board's attention the seasonal camper from Lot 44 who accidentally posted a 2024 deposit of \$267.00 for Lot 43. The camper has requested that the erroneously posted deposit be used as their deposit for next year. The issue has been discussed between Laura and K. Osbourne, who recommended the issue to be put before the Board. There being no further input from Board members, motion made by K. Osbourne to refund the misappropriated 2024 \$267.00 deposit, to be used as a seasonal deposit for 2026, second by D. Guthrie, as presented. Roll call vote was taken. AYES: Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Lucille Bray and Brenda Fournier. NAYS: None. Motion carried.

3) Beaver Lake Park Manager Earl Martin thanked Gerry Macarthur, Mike Rhodes, the Road Commission, and the Parks Board for completion of the road work at the park. They are working on projects for the winter closing of the park which are going well.

Earl submitted to the Board copies of a vehicle lease proposal he obtained from Alpena Buick GMC, while he was at that location for vehicle servicing. Since the subject of campground managers using their private vehicles was discussed at the last meeting, he pointed out that this company's rental rate is so low, three vehicles can be leased for the price that is currently being paid for one vehicle. He described all the incidentals that would be included with a lease. He is asking that other options be pursued in addition to enforcing the use of personal vehicles. Mike Rhodes also provided a list of pros and cons from input he received from the campground managers. He would like the topic to be forwarded to the Board of Commissioners with this new information, to revisit. Since the estimate is for new vehicles, he questioned if that is a necessity. Chair Fournier explained that the county has historically provided used vehicles for the campground managers, and after experiencing the exorbitant costs of the current vehicle lease program, has made the decision to end the current lease program. D. Ludlow informed the Board that the Sheriff is searching the military surplus program for three used trucks that the county could obtain free of charge. Chair Fournier indicated that utilizing used vehicles is not a topic that would require action from the Board of Commissioners, it can be decided by the Parks Board. She also added that she is not comfortable with the lease estimate provided as the new vehicle leases is what drove the high costs. Although the estimate provided is lower, she prefers not going in that direction. The county has the winter to search for used vehicles. Motion by G. Fournier for the Administrator to research the legalities of the county purchasing used vehicles, and come back to the Board with his findings, second by G. Macarthur. A voice vote was taken, motion carried with unanimous support.

4) Tammy Bates provided an update for Manning Hill Park. All is going well, there are no issues to report. The new road is very helpful for access to the park and she has

received numerous compliments. She submitted thank you letters that she is asking the Commissioners to sign in her behalf. She has one for Netta's Nursery who donated flowers, The Hilltop Café owner who yokes the lawn in the winter, Curt Gonyea who used his equipment to clean up the park after the ice storm and Danny Manning who assisted in the clean-up and has performed numerous projects over the years that need to be acknowledged. There were also two gentlemen who donated their time for the new Manning Hill sign which has also received numerous compliments. Motion by G. Fournier for the Board to accept the thank you letters provided for signature and mailing, second by M. Rhodes. A voice vote was taken, motion carried with unanimous support.

CONSENT CALENDAR

Chair Brenda Fournier presented the Consent Calendar for approval.

Motion by D. Guthrie, second by D. Ludlow 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 September 10, 2025 (Regular meeting); September 17, 2025 (Long Lake Park Committee meeting); September 22, 2025 (Beaver Lake Park Committee meeting); and September 24, 2025 (Sunken Lake Park Committee meeting), as presented. Roll call vote was taken. AYES: Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Lucille Bray, Dan Ludlow and Brenda Fournier. NAYS: None. Motion carried.

TREASURER'S REPORT

Deputy Treasurer Nadeau presented the monthly treasurer's report and balance sheet through October 31, 2025.

1) Line Item 208-760-700.000, Manning Hill Expense will become over-budget after payment of a \$57.00 light bill. Deputy Nadeau is recommending that line item be increased by \$500 in order to pay bills through the remainder of the fiscal year. Motion by G. Fournier to increase the line item by \$500, second by G. Macarthur, as presented. Roll call vote was taken. AYES: Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre and Brenda Fournier. NAYS: None. Motion carried.

2) Motion by G. Fournier, second by K. Osbourne to receive and file the Treasurer's Report, as presented. Roll call vote was taken. AYES: Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier and Brenda Fournier. NAYS: None. Motion carried.

APPROVAL OF BILLS

Deputy Treasurer Nadeau presented additional bill totals that needed to be added to the expense report of bills paid during the period September 11, 2025 through October 10, 2025. These will bring the amount total of bills paid to \$46,443.32. Motion by K. Osbourne, second by D. Guthrie to pay remaining bills as presented by the Treasurer. Roll call vote was taken. AYES: Dave Guthrie, Pam Kirchoff, Kevin Osbourne, Michael

Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur and Brenda Fournier. NAYS: None. Motion carried.

NEW BUSINESS

1) Chair Fournier opened discussion regarding the sale of the red 2012 Ford F-250 pickup truck with plow. Motion by Kevin Osbourne, second by D. Ludlow to approve the sale of the 2012 Ford F-250 Pickup Truck with Plow. Roll call vote was taken. AYES: Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie and Brenda Fournier. NAYS: None. Motion carried.

2) Chair Fournier addressed the budget increase for the Long Lake Park Lights line item. Motion by D. Ludlow, second by K. Osbourne to approve a Budget Increase of \$6,000 to Line Item 208-759-921.000 Long Lake Park Lights. There being no further discussion, roll call vote was taken. AYES: Kevin Osbourne, Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff and Brenda Fournier. NAYS: None. Motion carried.

3) Beaver Lake Park Co-Manager Marcia Martin addressed their request for approval of free camping weekends the weekend prior to campground opening and the weekend after campground closing. G. Macarthur asked if the water lines had been taken care of, Earl indicated that the Managers take care of contacting Duffy, which has already been done. G. Fournier stressed the electrical distribution boxes for the water lines need to be padlocked and reminded everyone of the vandalism that occurred last winter where the water lines were opened up and created extensive costly damage that needed to be repaired. Weather resistant locks should be purchased with all three parks keyed identical. Motion by G. Fournier, second by D. Ludlow to approve the purchase of weather resistant locks for the campground electrical distribution boxes, with all three keyed identical. Roll call vote was taken. AYES: Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Kevin Osbourne and Brenda Fournier. NAYS: None. Motion carried.

4) Chair Fournier asked about the request to change Camp Host paperwork to reflect their season dates of working to be May 1st through October 31st. Beaver Lake Co-Manager Marcia Martin explained that the Camp Hosts historically are able to arrive at the campground two weeks before campground opening, and stay two weeks after campground closing to assist the managers. They have noticed that the Camp Host paperwork only reflects the campground opening and closing dates, and feel it needs to be corrected. K. Osbourne made the motion, second by D. Guthrie to table this topic for evaluation before making any decisions. A voice vote was taken, motion carried with unanimous support.

5) D. Ludlow addressed the Board with proposed lot changes at Long Lake Park. He is proposing that Lots 41 and 42, and Lots 73 and 74 that currently have a road between them, be turned to align with policy and have a new electrical box installed. He also wants to do the same with Lots 59 and 60. These actions will ensure all the

campground lots face the same direction and campers are able to all pull in the same way. He directed to the new drawing provided by Laura Ulch where she is renumbering the lots for more consistency. Also planned for next year is the installation of four new power boxes along the waterfront lots. Since contractor has already installed some power boxes, the additional four going to the waterfront are quoted on his estimate; however, he has stated that he will not install until the county is ready and notifies him. D. Ludlow made the motion, second by P. Kirchoff to allow the installation of four pedestals and corresponding water lines on the waterfront lots at Long Lake Park, with approval to pay the invoices when presented. Roll call vote was taken. AYES: Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Kevin Osbourne, Michael Rhodes and Brenda Fournier. NAYS: None. Motion carried.

6) D. Ludlow also brought to the Board's attention that there are no light switches in the bathroom at the Long Lake Park campground. What has been occurring is when the breaker is powered up in the spring, the lights come on and remain on 24/7. He is proposing that motion sensors be installed. He does not have any pricing at this time. He made the motion, second by K. Osbourne to purchase and install motion lighting in the bathroom at Long Lake Park campground as a cost and energy savings measure. K. Osbourne asked the motion be amended to include all the parks, where needed. Roll call vote was taken. AYES: Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Lucille Bray and Brenda Fournier. NAYS: None. Motion carried.

7) Chair Fournier introduced the draft Alpena County Parks Ordinance for review and identified the changes that are shown in red. Changes/modifications were discussed as the Board reviewed the ordinance. There were comments from attendees in the lobby who disagreed with some of the ordinance changes. Motion by K. Osbourne, second by G. Macarthur to approve the amended ordinance and forward to the Board of Commissioners for final approval. Roll call vote was taken. AYES: Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Lucille Bray, Dan Ludlow and Brenda Fournier. NAYS: None. Motion carried.

8) L. Bray introduced the Parks Manager job description that she revised. Asked by Chair Fournier what the changes were, she stated that there are no changes, it has just been reformatted. She felt it helped when required to submit manager evaluations and would be more enforceable and less confusing. The only change discussed is amending the first page to indicate that managers directly report to the Parks Chair. Motion by D. Guthrie, second by M. Rhodes to approve the new Manager Job Description, as amended. Roll call vote was taken. AYES: Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre and Brenda Fournier. NAYS: None. Motion carried.

9) Vice Chair Osbourne, second by D. Ludlow made the motion to raise Park Managers contract by 2% across all levels, beginning January 1, 2026, as presented.

Roll call vote was taken. AYES: Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier and Brenda Fournier. NAYS: None. Motion carried.

10) Vice Chair Osbourne informed the Board that during review of expenses, he noticed that at the end of last fiscal year, purchases were made for supplies/materials that were not going to be used until the next fiscal year. K. Osbourne made the motion, second by D. Ludlow to implement a spending freeze of non-essential goods, effective November 1, 2025. A voice vote was taken, motion carried with unanimous support.

11) Vice Chair Osbourne informed the Board that he has learned from his Camp Spot training some different pricing options that can be utilized with their software. He gave a brief summary of their options that he would like to pursue. Motion by D. Ludlow, second by M. Rhodes to have Vice Chair Osbourne take the Camp Spot programs he would like to implement to the Finance Committee for their review and approval. A voice vote was taken, motion carried with unanimous support.

INFORMATIONAL ONLY

The September 2025 Monthly Fuel Usage Report was received and filed.

CLOSED SESSION

The Commission went into closed session at 8:18 p.m. to conduct a personnel discussion and opened session at 8:52 p.m. All Commission members present.

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

ADJOURNMENT

Motion by D. Guthrie, second by C. Lefebvre to adjourn the meeting. Motion carried. The meeting was adjourned at 8:54 p.m.

Respectfully Submitted,

Lucille Bray, Secretary
Alpena County Parks Commission