

ALPENA COUNTY PARKS AND RECREATION COMMISSION

DRAFT MEETING MINUTES

Wednesday, May 14, 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 K. Osbourne, who was replaced by Bill Lahaie.

ADOPTION OF THE AGENDA

Chair Fournier called for adoption of the agenda. Motion by D. Guthrie to adopt the agenda as presented. Second by G. Fournier, a voice vote was taken, motion carried with unanimous support.

PUBLIC COMMENT

Krystal May, a seasonal camper at Long Lake Park spoke requesting status on their project request to remove a dead tree at Lot 93. D. Ludlow will take care of getting the removal finalized.

PARK UPDATES & MANNING HILL UPDATE

- 1) Beaver Lake Park Manager Earl Martin said things are moving along smoothly other than the water distribution system situation that required professional assistance in addition to water heater repair at the house. He plans to have docks and well samples in by Friday. When asked by Chair Fournier if the campground is starting to fill up, he stated they have a number of seasonals that have arrived.
- 2) Long Lake Park Co-Manager Laura Ulch started by thanking all the members and groups that assisted in the clean up for preparation of opening for the season. Their water samples have been sent in and they are just waiting for results. They have a large supply of wood. Activity has picked up and they expect a number of seasonals to arrive for camp opening.
- 3) New Sunken Lake Park Managers Cody and Anna Kirchoff were introduced to the Commission and Commission members were also introduced to the new park managers. The managers stated that the park is cleaned up, they still have six sites to clean up; however there is a water issue. There is water to the sites, but none to the restrooms and showers. Much discussion ensued as a few members had been out to the park the prior week and there was water at that time. It was suggested that there is possibly an isolation valve that is not open. G. Macarthur will go out and investigate. Anna also stated there is no water to the house, the spicket is broken along with numerous other broken spickets. It was explained how to turn on the water at the valve box which Cody stated he had not repaired yet because he is unable to enter the

manager's house. He was told it is not necessary to enter the house to turn on the water that needs turning on. G. Macarthur will be at the park the next morning to look into the issues. Chair Fournier asked about their progress in learning the Camp Spot program, which they responded they have no internet or a computer. They were told their laptop is in and being set up for their use. In the meantime, Chair Fournier told Anna she will have to contact Long Lake Park Co-Manager Laura Ulch, former Co-Manager of Sunken Lake, to have her access Camp Spot for information when needed. When Vice Chair K. Osbourne returns he will take care of getting them set up. P. Kirchoff asked whether the park can open the next day on the 15th without a women's bathroom available for use. Chair Fournier asked how extensive the roof damage is in the women's bathroom as she was unable to inspect it when she was at the park since she did not have a key. When told about the size of the holes in the roof at the peak, Chair Fournier instructed the managers to allow use of the bathroom since they are usable as long as it does not rain.

Motion was made by D. Guthrie, second by G. Macarthur to give the Sunken Lake Park Co-Managers the petty cash check being held by the County Treasurer. Roll call vote was taken: AYES: Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Bill Lahaie, Michael Rhodes and Brenda Fournier. NAYS: None. Motion carried.

CONSENT CALENDAR

Chair Brenda Fournier presented the Consent Calendar for approval.

CONSENT CALENDAR May 14, 2025

- A) Parks Commission Meeting Minutes – March 12, 2025
- B) Parks Commission Meeting Minutes – April 9, 2025
- C) Beaver Lake Park Committee Meeting Minutes – April 21, 2025
- D) Sunken Lake Park Committee Meeting Minutes – April 30, 2025

Motion by M. Rhodes, second by G. Fournier to approve the Consent Calendar, which includes the filing of all reports and the minutes from the following meetings: Full Board March 12 and April 9, 2025 (Regular meetings); April 21, 2025 (Beaver Lake Park Committee Meeting); and April 30, 2025 (Sunken Lake Park Committee meeting) as presented. A voice vote was taken, motion carried with unanimous support.

TREASURER'S REPORT

Treasurer Cindy Cebula presented the monthly treasurer's report and balance sheet through May 31, 2025. She explained the high net revenue vs expenditures amount as funds were received from the Long Lake Park boat launch expected funding and the advanced funding received for the SPARKS grant at Sunken Lake Park.

- 1) Due to Line Item 208-757-924.000, Beaver Lake Porta Johns/Septic Cleaning, becoming over budget by \$20.00 after payment to the vendor, Treasurer Cebula is recommending transferring the \$20.00 from Line Item 208-757-931.000, Beaver Lake Equipment Maintenance/Mechanic to cover the over budget.
- 2) To cover payment for the laptops and ipad received for use by the parks, Treasurer Cebula set up new Line Item 208-760-971.000, Computers, in Parks General. She is recommending increasing this Line Item by \$3,139.00 in order to pay for the laptops and ipad. She is also recommending decreasing Line Item 208-757-727.003, Beaver Lake Office Equipment by \$750.00 to help cover this expense.

Motion by Bill Lahaie to approve the Line Item transfers outlined above, as presented. Second by D. Guthrie. Roll call vote was taken. AYES: Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Bill Lahaie, Michael Rhodes, Lucille Bray and Brenda Fournier. NAYS: None. Motion carried.

APPROVAL OF BILLS

Treasurer Cebula presented additional bills to add to the expense report of bills paid during the period of April 10, 2025 through May 13, 2025, which will bring the total of bills paid to \$19,531.74. Motion by D. Guthrie to pay remaining bills as presented by the Treasurer, second by M. Rhodes. Roll call vote was taken: AYES: Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Bill Lahaie, Michael Rhodes, Lucille Bray, Dan Ludlow and Brenda Fournier. NAYS: None. Motion carried.

NEW BUSINESS

- 1) Chair Fournier opened discussion regarding the direction campers are pulled into their lots upon arrival to the campground. The policy she would like adopted will require backing in of campers upon arrival at campsites. For the 2025 season only, Chair Fournier is exempting Sunken Lake Park from enforcement due to the limited size of the lakefront lots. If a camper is arriving at a lot that is big enough to be backed in, they must do so. Beaver Lake Park Co-Manager Marcia Martin addressed the Commission that the discussion she is hearing leads her to interpret the policy being discussed is going to apply to all campsites, not just lakefront. Chair Fournier indicated that the policy will apply to all campsites and she is requesting a motion. Motion by D. Ludlow to generate a policy that directs campers to pull into their campsites parallel to the lake, using discretion based on lot size and park location, maintaining the state required 4.5 feet of clearance between campers. Park Manager approval will be required for any deviations. Second by B. Lahaie. A voice vote was taken, motion carried with unanimous support.
- 2) Chair Fournier tabled discussion of CPR/AED Training and AED Pad Replacement, at the request of Vice Chair Osbourne. Discussion will take place at a later date.

3) Chair Fournier did not receive info pertaining to the Cost Allocation subject, prior to the meeting. P. Kirchoff inquired the amount allocated each year for maintenance. Treasurer Cebula responded that the amount is \$2,500.

4) Chair Fournier did not receive info pertaining to the Background Check Fees subject, prior to the meeting. P. Kirchoff inquired how the fees are allocated between the parks. Treasurer Cebula responded that there is a Line Item in Parks General, 208-760-802.001, Background Check, which is utilized for paying those type of fees.

INFORMATIONAL

County Administrator Osmer notified Chair Fournier that he has the boat launch passes ready to pass out with a sign out sheet.

1) Chair Fournier presented the following poll vote:

POLL VOTE ACTION ITEM #1: Recommendation to sell the RV located at the Alpena County Fairgrounds which is owned by the Commission, and the listing price be set at \$7,500, or best offer as presented.

Since there was only one response to the Poll Vote request, Administrator Osmer recommended roll call vote. Motion by B. Lahaie to sell the RV located at the Alpena County Fairgrounds, for a listing price set at \$7,500, or best offer as presented, second by D. Guthrie. Roll call vote was taken: AYES: Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Bill Lahaie, Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre and Brenda Fournier. NAYS: None. Motion carried.

2) The Monthly Fuel Report was discussed regarding the need for the report and the decision was made to continue the report. The April 2025 report attached with the agenda is received and filed.

PUBLIC COMMENT

Tony Bors from the public recommended changing the word parallel used in the new campsite parking policy to perpendicular. After discussion it was agreed the word change better reflects the intent of the policy and D. Ludlow made a motion to use the word change. No vote was taken.

Another member from the public questioned which policies are the ones that are supposed to be followed by the campers. There are policies on Camp Spot that were approved by the Commission in 2023 and appear to differ from policies discussed and implemented in recent meetings. Since campers must sign a contract on Camp Spot that contain the policies and policies are changed by the Commission that differ and a camper does not agree, it is felt that the camper should be refunded. Chair Fournier reminded that refunds are not issued. P. Kirchoff suggested that effort be made to ensure that all policies, whether on Camp Spot or issued by the Commission, are reviewed and in agreement prior to the camping season.

Tammy Kitsch reported that there have been some recent issues with Camp Spot. Chair Fournier recommended that she contact Vice Chair Osbourne, who is currently out of town and will be returning shortly. He is aware of some Camp Spot issues that need to be looked at and corrected.

Bob Lang, a seasonal camper at Long Lake Park, spoke that he first wanted to commend the Ulch's on their work getting the park cleaned up and ready to open. He wants to speak to his concern regarding the addition of the A, B, C and D lots. He thinks the A and B lots on the grassy area by the waterfront are good, but finds the C and D lots to be questionable. Not only has that area been used as a launch area, but is also used as a turn around for oversized vehicles. Those types of vehicles have attempted to utilize the new boat launch area to turn around but are usually unable to do so with the amount of vehicles and boats. He feels that area is critical for entering and exiting if there is a public safety event. He would like the Commission to reconsider utilizing those two lots. Chair Fournier will go out to the park and take a look.

***Next Meeting: Wednesday, June 11, 2025, at 6:00 p.m. in the Howard Male Conference Room**

ADJOURNMENT

Motion by M. Rhodes, second by D. Guthrie to adjourn the meeting. Motion carried. The meeting was adjourned at 7:18 p.m.

Respectfully Submitted,

Lucille Bray, Secretary
Alpena County Parks Commission