

ALPENA COUNTY PARKS AND RECREATION COMMISSION

DRAFT MEETING MINUTES

Wednesday, March 12, 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 P. Kirchoff, who was excused.

ADOPTION OF THE AGENDA

Chair Fournier notified the Commission that she will be adding several additional agenda topics. Topics to be discussed are; possible business truck for use at Long Lake Park, Trugreen bids, seasonal lots at Beaver Lake Park and homemade Porta Johns. Vice Chair Osbourne added discussion of mooring boats at Long Lake Park.

C. Lefebvre made a request to the Chair for proceeding into closed session after this meeting's adjournment to discuss events at the Organizational Meeting conducted on January 8, 2025. Chair Fournier responded that the subject matter does not fall under Robert's Rules of Order for conducting closed session. The meeting proceeded and C. Lefebvre made the motion to add the additional topics, identified previously by the Chair, to the agenda and adopt the agenda as presented. Second by K. Osbourne, a voice vote was taken, motion carried with unanimous support.

PUBLIC COMMENT

A gentleman from the audience stated that he was looking for park information on the county website and unable to find campground rules and other miscellaneous information. K. Osbourne directed him to Camp Spot. The same speaker also asked for some information on the Lottery. Although he was bumped this year, he hopes it works out and wonders if it will be annual. K. Osbourne explained that he is hoping to have an idea by August how the program is working and is encouraging responses from all campers. Asked what could replace the program, K. Osbourne responded that he is unsure at this time, commented regarding the expense of the waterfront lots due to their expensive rates. Lots 1-13 are only at 54% occupancy.

PARK UPDATES

Long Lake Manager P. Martin updated that other than processing reservations, there has been no activity to report. Memorial Day reservations are rapidly filling up. He has been surveying park trails for downed trees and branches, cleaning up in the process. The recently purchased tractor with the mini-grant required servicing and since it was determined that the tractor only required 12% service, it was able to be serviced on site at the park.

Beaver Lake Co-Manager E. Martin updated that 14 trees have been removed in the day park. He will provide documentation with exact count and type of trees for record. The new patio door has been installed. They have been processing reservations which are rapidly filling up. He has been working with Trugreen to obtain cost for their service to all three parks. The cost has been increased 3% since last year, they will have all spraying completed in the parks by May 15th. They are willing to return to the parks to also spray 40 feet deep into the woods with another truck. Vice Chair Osbourne expressed concern that 14 trees in the park were removed when approval was only granted for a maximum of 8 trees. He stressed the importance of obtaining Commission approval prior to tree removal. Commission member G. Macarthur informed that he voluntarily provided his equipment and during the removal process it was discovered that the additional trees needed removal to ensure that they not cause damage to the property and campers. Since he hauled his equipment to the park and removed the trees free of charge, he would not be returning to do the same to remove trees that should have been removed in the beginning. In order to enforce compliance with obtaining approval prior to tree removal, Chair B. Fournier stated that a phone call to her will suffice.

Sunken Lake Co-Manager B. Ulch updated that they have also been processing reservations for the upcoming season. They have been making weekly trips to the house for cleaning and plan to be in residence by the end of April. The furnace and everything else is working good. Administrator J. Osmer spoke regarding the request made to run a kayak business at the park. He has sent the business request for attorney review and will report findings to the Commission.

CONSENT CALENDAR

Chair Brenda Fournier presented the Consent Calendar for approval.

CONSENT CALENDAR March 19, 2025

- A) Parks & Recreation Commission Meeting Minutes – February 19, 2025
- B) Sunken Lake Park Committee Meeting Minutes – February 26, 2025

Motion by G. Fournier, 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 February 19, 2025 (Regular meeting), and February 26, 2025 (Sunken Lake Park Committee meeting) as presented. Roll call vote was taken: AYES: Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, 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 March 10, 2025. Since we are very early in the fiscal year, all accounts are

flush and there is no need for any transfers. Weekly submissions of Camp Spot transmittals from the parks is working smoothly. Motion by G. Fournier, second by D. Guthrie to accept the Treasurer's Report and file as presented. AYES: Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Kevin Osbourne, Michael Rhodes, Brenda Fournier and Lucille Bray. NAYS: None. Motion carried.

Motion by K. Osbourne, second by C. Lefebvre to pay bills as presented by the Treasurer. AYES: Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kevin Osbourne, Michael Rhodes, Brenda Fournier, Lucille Bray and Dan Ludlow. NAYS: None. Motion carried.

NEW BUSINESS

1) Vice Chair K. Osbourne presented proposed 2025 Parks Policies for discussion/recommendation.

2025 PARKS POLICIES

POLICY 2025-01 – RULE NUMBERING POLICY

Policies and rules adopted by the Parks and Recreation Commission shall be assigned a sequential policy/rule number beginning with the year the Policy or Rule is adopted. Policy numbering will be assigned by the Parks and Recreation Commission Secretary.

POLICY 2025-02 – WEEKLY FINANCIAL TRANSMITTALS POLICY

The Co-Manager financial transmittal to the Alpena County Treasurer's Office shall be completed once per week. The transmittal shall be made before noon on Monday, or another weekday designated and approved by the Alpena County Treasurer.

POLICY 2025-02 – WEEKLY FINANCIAL TRANSMITTALS POLICY

The Co-Manager financial transmittal to the Alpena County Treasurer's Office shall be completed once per week. The transmittal shall be made before noon on Monday, or another weekday designated and approved by the Alpena County Treasurer.

POLICY 2025-03 – YEARLY INVENTORY POLICY

Managers are required to conduct and complete a bi-annual inventory of all county owned equipment and supplies at the park of their responsibility, at least 30 days but not more than 60 days prior to the yearly park opening, and within 45 days after the yearly park closing. Inventory will include all hand tools, power tools, vehicles, trailers, appliances and supplies for operating the park. The inventory should include Model numbers, Serial numbers, license plates and other identifying information.

POLICY 2025-04 – VOLUNTEER DOCUMENTATION POLICY

Managers are required to utilize the form created for documenting volunteer information. The form will include all volunteer names and hours where park functions are performed by Camp Hosts and other park volunteers. Submission of the form to the County Commissioner's office is required on the same day as the Weekly Financial Transmittals.

POLICY 2025-05 – PARKS FINANCE COMMITTEE POLICY

The Parks and Recreation Commission shall form a finance committee of three Parks Commission members. The Parks Commission Chairperson shall appoint the Chairperson of the committee with approval of the Parks Commission. The committee will oversee the General and individual park budgets and report any pertinent findings to the point person of the park and/or the Parks Commission. The committee will develop a Capital improvement plan with input from the public, parks managers and Parks Commission members. The committee will evaluate, select and recommend Capital improvement projects for the next Budget year at least 30 days prior to the annual budget meetings. The committee will be responsible for working other tasks as assigned by the Parks Commission Chairperson.

POLICY 2025-06 – PARKS PERSONNEL COMMITTEE POLICY

The Parks and Recreation Commission shall form a Personnel committee of three Parks commission members. The Parks Commission Vice Chairperson shall be Chairperson of the Personnel committee. The remaining two members shall be Parks point persons appointed by the Parks Commission Chairperson. The committee will handle complaints or violations of policies by parks and recreation employees, volunteers and customers. The committee will be responsible for working other tasks as assigned by the Parks Commission Chairperson.

Motion by K. Osbourne, second by D. Ludlow to adopt the 2025 Parks Policies as presented. Beaver Lake Park manager Earl Martin expressed unhappiness with Policy 2025-04, regarding documentation of volunteer hours. Member G. Macarthur stated that there should be a form that is consistent and can be utilized by all parks. Sunken Lake Park co-manager Laura Ulch will send out the form she has designed for this use to the other park managers. A voice vote was taken, motion carried with unanimous support.

2) Vice Chair K. Osbourne opened discussion regarding the practice of allowing winter storage for Camp Hosts. He performed extensive research through minutes dating back to 2021 and was unable to find a motion, vote or discussion that initiated this practice. Camp Hosts are volunteers that are approved for each camping season that covers May 15th to October 15th of the year the Camp Host has been approved for. Motion by K. Osbourne, second by D. Ludlow to deny free winter storage to Camp Hosts during the 2025-2026 winter storage season and future storage seasons. AYES: Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kevin Osbourne, Michael Rhodes, Brenda Fournier and Lucille Bray. NAYS: None. Motion carried.

3) Motion by K. Osbourne, second by D. Ludlow to submit request to County Board of Commissioners to amend the Parks Ordinance to allow the mooring of boats and personal watercraft for guests who are residing in the campground; and that a Policy and fee schedule be determined by the Parks Commission before parks open in May 2025, as presented. AYES: Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kevin Osbourne, Michael Rhodes and Brenda Fournier. NAYS: None. Motion carried.

- 4) Vice Chair K. Osbourne will submit the Camp Host Program packet to the Personnel Committee for evaluation, no motion required at this time.
- 5) Chair Fournier addressed the Commission regarding a letter received from the County Board of Commissioners Chair, offering to transfer a 2012 Ford F-250 SRE Super Duty truck to fill request made by Long Lake Park Co-Manager Patrick Martin, for a flat-bed truck. Motion by K. Osbourne, second by D. Guthrie to proceed with transfer, as presented. AYES: Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kevin Osbourne and Michael Rhodes. NAYS: None. Motion carried.
- 6) Beaver Lake Co-Manager Marcia Martin addressed the Commission regarding a refund for a gentleman that has already pre-paid for 2026 but will be unable to camp this season to surgery. Chair Fournier said she received a call from the camper and a refund for future use is not an option as they are selling their camping trailer. Since there is a no refund policy, the only option is for them to attempt to sell their space for what they have already paid. Marcia will wait until she hears from them.
- 7) C. Lefebvre addressed the Commission regarding his unhappiness with the Commission's organizational meeting that occurred in January. No motions or actions required.

INFORMATIONAL ONLY

- 1) Monthly Fuel Report – **No Activity for the Month of February**

***Next Meeting: Wednesday, April 7, 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 7:39 p.m.

Respectfully Submitted,

Lucille Bray, Secretary
Alpena County Parks Commission