

ALPENA COUNTY PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES
Wednesday, September 11, 2024 – 6:00 p.m.
Howard Male Conference Room

CALL TO ORDER by Chair Kevin Osbourne at 6:01 p.m.

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

MOMENT OF SILENCE IN HONOR OF PATRIOT DAY

ROLL CALL - PRESENT:

Kevin Osbourne	Chairman
John Kozlowski	Commissioner
Bill Lahaie	Commissioner
Dan Ludlow	Commissioner
Gerald Fournier	Drain Commissioner
Gerald Lucas	Road Commission
Chuck LeFebvre	Planning Commission
Pamela Kirchoff	
Dave Guthrie	

OTHERS PRESENT:

Cindy Cebula, Chief Deputy Treasurer
Earl Martin - Beaver Lake Park Co-Manager
Marcia Martin – Beaver Lake Park Co-Manager
Laura Ulch - Sunken Lake Park Co-Manager
Brian Ulch – Sunken Lake Park Co-Manager\
Patrick Martin – Long Lake Park Co-Manager
Sharon Wirgau
Dean Wirgau
Gerri Mulka – Friends of Sunken Lake Park
Krystal May
Chuck May
Tony Boris
Tammy Kish
Carol Donnan

VICE CHAIR

Chairman Osbourne announced that he would accept nominations for Vice Chair. Gerald Fournier nominated Gerald Lucas, who declined. Pamela Kirchoff nominated John Kozlowski. John Kozlowski accepted. Roll call vote was taken: AYES: Gerald Lucas, Pam Kirchoff, Bill LaHaie, Gerald Fournier, Dan Ludlow, Chuck LeFebvre, Dave Guthrie, John Kozlowski, and Kevin Osbourne. NAYS: None. Motion carried. John Kozlowski appointed as Vice Chair.

ADOPTION OF THE AGENDA

Moved by Gerald Fournier and supported by Gerald Lucas to adopt the agenda. Unanimous vote. Motion carried.

APPROVAL OF CONSENT CALENDAR –

Motion by John Kozlowski, **seconded** by Dan Ludlow to approve the Consent Calendar as follows:

1. Draft Parks & Recreation Commission Meeting minutes from August 14, 2024
2. Draft Sunken Lake Park Committee Meeting Minutes from August 28, 2024
3. Draft Long Lake Park Committee Meeting Minutes from August 20, 2024 along with Action Item #1:

Recommendation to move \$600 from 208-759-801.005 Chloride Roads line item to 208-759-932.000 Building Maintenance line item to repaint the inside of old bathhouse and showers on new bathhouse. and,

4. Draft Beaver Lake Park Committee Meeting Minutes from August 26, 2024 along with Action Item #1:

Recommendation to transfer \$200 from 208-757-727.002 Power Tools line item to 208-757-727.000 Office Supplies line item in anticipation of replacement ink.

Unanimous Vote. Motion carried.

PUBLIC COMMENT

None.

TREASURER’S REPORT

Chief Deputy Treasurer Cindy Cebula presented the monthly treasurer’s report and balance sheet. Individual park discussion as follows:

Beaver Lake: Merchant Service fees is over but in discussing same with Treasurer Ludlow, there will be additional fees and an adjustment will just be made at the end of the year.

Sunken Lake Park: Chairman Osbourne has worked with Cindy in Treasurer’s office to make several necessary adjustments.

Long Lake Park: No adjustments required other than what was on the Consent Calendar.

In Parks General: Several items in Parks General will also require end of year adjustments.

Parks Comparison – Fees are up at all three parks; some items are a little less than last year but overall, the Parks have brought in \$89,097.91 more than last year at this time.

Moved by Gerald Lucas and seconded by Gerald Fournier to accept the Treasurer’s report as presented. Unanimous vote. Motion carried.

BILLS PRESENTED:

Chief Deputy Treasurer Cindy Cebula presented the bills for approval. Invoices paid 08/15/24 through 09/10/24 of \$33,285.98 and bills from 9/11/24 through 9/13/24 (some ACH that won’t go through until after meeting), are \$25,427.84 for a total of \$58,713.82.

Moved by Gerald Fournier, supported by Gerald Lucas to approve the bills as presented. A roll call vote was taken. All AYES. Motion carried.

REFUNDS

There were several requests for refunds:

Sunken Lake –

- Josiah Lowe - had a family emergency and had to leave ; only requesting camp credit. **Moved** by Dave Guthrie and **seconded** by Chuck LeFebvre to allow for the camp credit. All AYES. Motion carried.
- Patrick Steele from Howell – backed into a tree and had to go home and get the camper repaired. Lot was re-rented. Requesting refund of \$266 (charge of \$271 less the \$5 fee). Paid with credit card. Inquiry by Cindy Cebula whether past the dispute time with credit card company and discussion regarding same. **Moved** by Gerald Fournier to table until we get all information.
- Kara Evans – had a death in the family. Lot was re-rented. This one also paid with a credit card but was paid in May. **Moved by Gerald Fournier to refund and seconded by Dave Guthrie.** Discussion from John Kozlowski regarding policy on refunds. Pam Kirchoff indicated that review of policy would be warranted and Dave Guthrie also mentioned exceptions to be approved by the Commission. Also discussion regarding refund amounts to not include any fees County would have to pay (booking and merchant service fees). Ms. Evans' paid \$152; Commission deducting \$5 booking fee and approximately \$5 credit card fee, so total refund amount would be \$142. **Roll call vote was taken. All AYES. Motion carried.**

Long Lake –

- Amanda Labarge moved reservation to the fairgrounds to be closer to the hospital. Amount requested: \$33. Chair Osbourne reported to the Commission that this is a problem with Campspot – that we are not able to move from park to park. Chair Osbourne indicated that is one of the things that should be discussed at the Point Persons meeting- on how to address some of these issues. There seems to be two options in these situations. Manager Marcia Martin indicated that the external transfer option reflects on the reports given to the Treasurer but then hand-written adjustments need to be made; recommended the refund (from Park A) / recharge (to Park B) option just to keep the records cleaner. **Moved by Gerald Fournier, supported by Pamela Kirchoff to refund.** Discussion that this one was also paid with credit card; therefore, best to hold off on until we find out what dispute time is. **Gerald Fournier amended motion to table; seconded by Pamela Kirchoff. Unanimous vote. Motion carried.**
- Jake Heltsley – moved from Long Lake to Beaver Lake. Total of \$132 – originally paid with credit card on 07/25/24 at Long Lake; then paid by credit card at Beaver Lake on 8/29/24 so will hold off on action on this one as well.

John Kozlowski mentioned that the Commission needs to know what dispute time is for these situation. Pamela Kirchoff checked online and reported that it appears Federal dispute time is 60 days. In the meantime, Manager Patrick Martin will notify persons expecting refund.

Beaver Lake -

- Kim Ritthaler - \$185
Chair Osbourne reported that apparently there is an ongoing issue with CampSpot requiring

customers to pay full balance at time of making reservation. Customer originally made a reservation for three nights in July and cancelled which resulted in a camp credit of \$185. Then she booked four nights for Labor Day weekend so she should have been able to just pay for one night and then we could have applied the camp credit toward the remaining balance, however, CampSpot required full payment. Since this was a credit card payment, we will table this one as well.

- In the meantime, Chairman Osbourne indicated he would contact CampSpot as all Park Managers acknowledged that they have had customers experiencing the same issue.

MONTHLY FUEL REPORT - Informational only. No discussion.

POLL VOTE

Poll Vote Action Item #1: Recommendation to approve the 2024 Camp Host applications for Sunken Lake Park: Anna & Cody Kirchoff and Scott Huskey, pending a background check.

Roll Call vote: AYES: Kurt Pratel, Gerald Lucas, Pam Kirchoff, John Kozlowski, Gerald Fournier, Dan Ludlow, Dave Guthrie, Robin LaLonde, Chuck LeFebvre and Kevin Osbourne. NAYS: None. Motion carried.

Discussion – background checks came back good, camp hosts have badges and have signed their forms. **Moved by Gerald Lucas, supported by Dan Ludlow, to approve the poll vote. All AYES. Motion carried.**

Poll Vote Action Item #2: Recommendation to approve the 2024/2025 T-Mobile Grant Application for the County Parks in the total amount of \$50,000 with no County match for one Mobi-Mat for each park (Beaver Lake Park, Long Lake Park, Sunken Lake Park) with one roll up dispenser, and two Mobi-Chairs with two life vests per park, and one storage unit with a padlock for each park.

Roll call vote: AYES: Pam Kirchoff, Gerald Fournier, Chuck LeFebvre, Dan Ludlow, Dave Guthrie, Gerald Lucas, Robin LaLonde and Kevin Osbourne. NAYS: John Kozlowski. Kurt Pratel abstained. Motion carried.

Motion to approve the poll vote made by Dan Ludlow, supported by Chuck LeFebvre. AYES: Gerald Lucas, Pam Kirchoff, Bill Lahaie, Gerald Fournier, Dan Ludlow, Chuck LeFebvre, Dave Guthrie and Kevin Osbourne. NAYS: John Kozlowski. Motion passed.

PROPOSED 2025 BUDGET RECOMMENDATIONS

Chair Osbourne presented the proposed 2025 Parks Budgets for discussion. Manager Patrick Martin inquired about some line items that were lower than the present year to date (i.e., merchant service fees). Chair Osbourne indicated that since this is our first year with the new systems, future adjustments may be required but they were using a best guess as an initial guideline. Manager Marcia Martin inquired about the General Fund where there are county matches for grants as there did not seem to be anything included for the match for the Michigan DNR Trust Fund Grant; expectation at this time given the current fund situation is that even if the grant is approved, we may need to reject the grant due to the inability to fund any portion thereof.

Motion by Gerald Fournier, seconded by Pam Kirchoff to approve the 2025 Parks Budget Recommendations as presented and present to the Board of Commissioners for review and approval. Roll call vote was taken. All AYES. Motion carried.

NEW BUSINESS

Chairman Osbourne indicated that they are looking at a docks policy for all three parks but that will be referred back to Point Persons for further discussion.

Chairman Osbourne then presented the fee schedule for discussion. Recommendation to increase the following:

- **Winter storage from \$185 to \$200 to help cover costs of fees charged by CampSpot;**
- **Waterfront lots - \$40**
- **Rustic - \$30**
- **Regular lot - \$35**
- **Weekly regular lot - \$210**
- **Seasonal lot - \$1800**

Chair Osbourne then advised that the Waterways grant for Long Lake does not allow for a seasonal launch fee and that the language contained in the grant requires that a fee schedule needs to be submitted. Daily boat launch - discussion regarding tickets and possibility of monthly tickets. Difficulty in monitoring. In order to get reasonable cost, need to order in quantity. Also discussion regarding the fee schedule for the facility at which the grant was awarded, may need to have a poll vote in order to get that established timely to allow for submission and reimbursement of the grant. Also discussion that the seasonal passes use to be good at all three county parks. Also have a commercial rate which is primarily used by the BoatHouse which is \$265 per truck but all of the seasonal boat launch charges are up in the air right now. Discussion needs to go to Point Persons to see what can be resolved. Chair Osbourne also interjected comment about a camper ban but no one seems to have a complete list. Manager Marcia Martin indicated that they have a list they could provide but do not know whether it all inclusive.

Additional fees that Beaver Lake mentioned that have fallen off over the years:

- **Pavilion ½ day rentals \$50**
- **Extended day stay - \$10**
- **Temporary storage (up to two weeks) - \$25**

Specific to Beaver Lake:

Cabin - \$60/night

Weekly from 05/15 – 06/14 and from 09/16 – 10/15: \$300

Weekly from 06/15 through 09/15: \$350

All of this needs to get to County Administrator to update reservation fee schedules so that we can get it to Campspot for implementation – Chair Osbourne to follow-up with them. Also would like to address issues with charges – for example, a monthly charge but where camper has to move from a lot to another in order to avoid custom / manual calculations.

Internet fee is not really a fee issue but rather a use of cost allocation. IT Department will be taking over control of all computer, equipment, security cameras, etc. No effect on providers / leased equipment (Alband).

Motion by Gerald Fournier to send campground fees back to Point Persons to straighten out. Additional discussions followed. Ultimately, this motion failed for lack of support.

Absent the boat launch fees, all other fees seemed to be approved. Proposed changes need to go to Commissioner's office for revisions/updates to the proposed fee schedules and come back to Parks Commission for review/approval and so that it can be sent to the full Board of Commissioners for

approval. **Motion by Dave Guthrie for that purpose, seconded by Chuck LeFebvre, AYES: Gerald Lucas, Pam Kirchoff, Bill Lahaie, John Kozlowski, Chuck LeFebvre, Dave Guthrie; NAYS: Gerald Fournier, Dan Ludlow. Motion carried.**

SEASONAL WATERFRONT LOTS AT LONG LAKE –

Discussion ensued regarding the seasonal waterfront lots at Long Lake Park. Vice Chair Kozlowski started the discussion by indicating that he thinks we need to eliminate the seasonal waterfront lots as county policy states that a camper should not occupy a waterfront lot more than two weeks. Motion by John Kozlowski, supported by Dan Ludlow, to eliminate the waterfront seasonals at Long Lake and go back to the way it was before.

Further discussion regarding this issue. Pam Kirchoff brought up the fact that these particular lots were already rustic seasonals and then just carried over once electrical upgraded to waterfront seasonals. Vice Chair Kozlowski indicated that what the Commission was told when this all went down is not the same as what he learned over this summer –largely due to the issue with the alleged lottery. He is also concerned that the current lakefront seasonal campers are under impression that this is a “permanent” thing and they have assumed “ownership” which is concerning, and reiterated that he does not agree with what has happened.

As there were several seasonal campers present at the meeting, the Board allowed comments and engaged in discussions with several of them. Now no differentiation between seasonals / waterfront lots and no other park allowed. Comment from the campers that the Commission should be considering each park when establishing rules and that this particular situation provides guaranteed income. Question regarding giving up their other lots to move to the waterfront, which was responded to that we could move them back to somewhere else. Chair Osbourne expressed his frustration that the possessiveness irritated him – that the seasonal campers are under the assumption that they were their lots – did upgrades and improvements which indicate a level of ownership and reminded the campers that was not the case.

With the assistance of Manager Patrick Martin, there was a determination as to the number of lakefront sites. Had 13, added the seven new ones; 20 currently with water / electric. There are seven seasonal waterfront lots but only five being used.

With regard to the lottery, the Commission presumed a lottery took place and would continue each year. One of the campers indicated that the prior manager had a list and went down the list and asked people. A list is not a lottery. The presentation to the Commission previously was that there would be a lottery. Another issue was that it was supposed to be six sites and got changed to seven. Others expressed that they would have wanted one of the sites but never had the opportunity.

Pam Kirchoff suggested that perhaps we could grandfather the current waterfront seasonals if only five using them - that would still leave 15 waterfront lots that are not seasonals. No other discussion.

Vote on motion. **AYES: John Kozlowski, Dan Ludlow, Bill Lahaie, Kevin Osbourne. NAYS: Chuck LeFebvre, Pam Kirchoff, Gerald Fournier, Dave Guthrie, Gerald Lucas. Motion failed.**

Further discussion ensued with Chair Osbourne indicating that in May of this year, there was a

unanimous vote to have a lottery, so that policy is still in place. Some discussion regarding charges.

Motion by Pam Kirchoff, seconded by Dave Guthrie to keep the seven seasonal waterfronts at Long Lake, but to cap it at that, and to continue with the lottery on an annual basis.

Roll call vote was taken. AYES: Chuck LeFebvre, Pam Kirchoff, Gerald Fournier, Dave Guthrie, Gerald Lucas, Bill Lahaie, Dan Ludlow, Kevin Osbourne. NAYS: John Kozlowski. Motion carried .

Question from the audience regarding if they don't get selected from the lottery, what options do they have. Commission indicated they would move them back to a regular site, preferably the one they came from, if available. Additional comments that typically seasonal campers are setting up their lots for the following season and paying their deposits in October before they leave. Commission acknowledged and requested that Manager Patrick Martin ensure that campers were notified of the lottery which will be drawn at next month's meeting. Seasonal questionnaire a start, but need to post a notice as well in case there is someone that isn't a seasonal that may be interested.

Fee for the waterfront lots was not changed, so remains the same.

Solar Farm Workers – Extending Stay

Chair Osbourne then presented the topic of the solar farm workers currently staying at all three county parks. Expectation is that they will complete their jobs near the end of October. Discussion regarding leaving the parks open until the end of October to allow them to stay until then. Also discussed issues with unknown weather and potential need to shut water down and/or isolate bathhouses. Beaver Lake Park can isolate; Long Lake Park can isolate with new bathhouse; Sunken Lake Park unsure. Solar workers at Sunken Lake do not want to move. If water needs to be shut down, campers may need to fill tanks. May need to have pipes blown out a second time.

Motion by Bill Lahaie, seconded by John Kozlowski, moved to allow solar farm workers to extend stay through end of October. Vote taken: Unanimous.

Camper Bank discussion came back up. Vice Chair Kozlowski indicated he thought it was only about five. Not sure about "ban for life" language. One at Long Lake that was banned for beating up another person. Manager Marcia Martin indicated there is a partial list they have at Beaver Lake which will be provided to Chair Osbourne and Vice Chair Kozlowski. Manager Earl Martin also indicated there was no way to put a "warning" flag in Campspot for other managers to see so list would be helpful.

Mileage Reimbursement Request from Long Lake Park Manager

Motion by Bill Lahaie, seconded by Gerald Lucas, to pay Manager Patrick Martin mileage as requested. Dan Ludlow reiterated that this should be for one time only for multiple months; in future, these should be turned in on a monthly basis. Chair Osbourne also indicated that manager still owes county for a replacement key and he would be willing to pay mileage once key was paid for; Vice Chair Kozlowski suggested that the Commission pay him his mileage and then manager could pay for key. **Roll call vote was taken. All AYES. Motion carried.**

MANNING HILL PARK –

Chairman Osbourne then advised the Commission that the roadway / blacktop was seal-coated on the park access up to that road at no charge. A handicap parking sign still needs to be installed.

OLD BUSINESS

Gerald Lucas advised that the Managers of Beaver Lake were presented with a bill from Larry's Collision in the amount of \$1084.96 for the repairs to camper's truck that had been hit by a rolling fire ring. Discussion that insurance would have \$1000 deductible but may not be covered anyway as wind related. What about his insurance? Leased vehicle. Dan Ludlow inquired whether he paid his deductible? Pam Kirchoff also mentioned that some insurance companies want a second quote. Work is already done and paid for. Manager to talk to him further to find out if he turned it into his insurance paid a deductible, etc. Motion by Gerald Fournier, seconded by Bill Lahaie, to table until we find out more information. Unanimous. Motion carried.

DRAFT

Old Business continued

Donations - **Motion by Bill Lahaie, seconded by Pam Kirchoff, to approve donation forms for Long Lake Park and Sunken Lake Park. Unanimous. Motion carried.**

COMMENTS FROM THE BOARD

Gerald Lucas did inquire about next Point Persons meeting. Will look at calendars and send out email.

Chair Osbourne mentioned that we had another incident at Sunken Lake with someone trying to break into our facility again. Also that he spoke with Commissioners office regarding the vacancies we have. In Robyn's absence, Bill Lahaie sitting in as alternate. We have two vacancies, so even when new person appointed, Bill Lahaie will continue as alternate.

Manager Patrick Martin inquired about Point Person for Long Lake. After initial inference that this would be decided at an upcoming meeting and after further discussion, it was determined that Dan Ludlow would assume position as Point Person for Long Lake.

Manager Marcia Martin advised the Commission that she is scheduled to be at a conference on October 9th and asked to be excused. Commission acknowledged.

ADJOURNMENT

Motion by Gerald Fournier, seconded by Dan Ludlow, to adjourn. Unanimous. Meeting adjourned at 8:05 p.m.

***Next Meeting: Wednesday, October 9, 2024 at 6:00 p.m. in Howard Male Conference Room.**

Respectfully Submitted,

Kevin Osbourne, Chair
Alpena County Parks Commission

(MM)