

ALPENA COUNTY PARKS AND RECREATION COMMISSION

DRAFT MEETING MINUTES

Wednesday, April 9, 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 Brenda Fournier stated that she will be adding an update of the Sparks Grant to Old Business. Motion by K. Osbourne to adopt the agenda as presented. Second by G. Macarthur, a voice vote was taken, motion carried with unanimous support.

Chair Fournier informed the Commission that she re-arranged the Park Committee assignments. Pam Kirchoff is assigned to Beaver Lake Park and Chuck Lefebvre is assigned to Sunken Lake. Motion by K. Osbourne to accept re-assignments as presented. Second by M. Rhodes, a voice vote was taken, motion carried with unanimous support.

PARK UPDATES & MANNING HILL UPDATE

- 1) K. Osbourne visited the park and reported that there were no downed trees, just a lot of fallen branches on top of the pavilion structures that will require some major clean-up. He was asked to visit and survey the area as it is assumed that Tammy Bates is retired from that responsibility. He recommended that this subject be presented with discussion at a later date.
- 2) Sunken Lake Co-Manager Brian Ulch reported that he and Laura visited last week to survey accessibility and damage. It was difficult to enter the park from the downed trees across the main road. The day use site was not hit as bad, they are looking for direction on how the Commission would like them to proceed with the clean-up. He confirmed the hole in the bathhouse door and that photos were taken for insurance purposes. The electric power box is now in the water from the downed power line and has not yet been repaired. The access will be cleared either by the County or when workers come to repair the power issue. Chair Fournier will address clean-up when the meeting gets to New Business.
- 3) Beaver Lake Manager Earl Martin said they moved back out to the park on Monday and is submitting a Project Request to remove a number of trees. They have accomplished substantial clean-up during this time, and have a bear issue at the moment which they are controlling. He made a recommendation to the Commission for the purchase of generators for use during power outages and has information he can

provide. When asked by Chair Fournier if they are able to complete the clean-up needed, he said he felt that they could do so.

4) Long Lake Park Manager Patrick Martin reported that although there weren't too many trees that fell and blocked the road, all have been cleaned up. However, there are a number of trees that should be removed as they could cause damage. He has submitted the project request with backup. He was also asked by Chair Fournier if he is able to complete the clean-up needed, he said with some minimal assistance he feels he can do so.

Administrator J. Osmer reported that as requested by Commissioner Ludlow, he is putting together a clean-up crew of grounds and maintenance employees to assist in park clean-up. They will begin with Sunken Lake Park, then Long Lake Park, Beaver Lake Park and Manning Hill Park lastly. He requested email and photos of any structural or other park damage for insurance reporting. Chair Fournier confirmed with Sunken Lake Park Managers that the damaged fifth wheel has been turned in to the owners insurance.

NEW BUSINESS

1) Chair Fournier received two project requests, the first from Beaver Lake Manager Earl Martin to level the area between Lots 36 and 37, and Lot 40, at no cost to the County. Start date of the work is 4/10/25, estimated completion date of 6/1/25. The request was approved by Chair Fournier.

2) Chair Fournier presented the second project request from Long Lake Park Manager Patrick Martin to remove trees in the park. He will need to rent a lift but can perform the actual removal himself. He provided photos of all the trees he is recommending to be removed. He estimates the removal to take approximately two weekends utilizing the lift. Cost of the lift would be \$450 per weekend which covers the lift being picked up Friday afternoon and returned on Monday morning. Since not all the trees recommended for removal require a lift, there is a possibility of not needing the lift that long. There are a number of large trees in all three parks requiring removal which will leave stumps. He is recommending proceeding with tree removal in all three parks first, then rent a stump grinder afterwards that can be used in a weekend.

3) Also identified in the above project request is painting the south bathhouse. Paint materials were purchased last year utilizing the building maintenance line item and recommendation was made to use the paint so it does not go bad. All materials needed are on hand, he estimates that \$600 has been spent so far. P. Kirchoff questioned the 10/20 start date on his project request, that is an error, and he plans to complete the painting this spring as soon as there are warm dry days.

Chair Fournier questioned Administrator Osmer whether the work outlined in the tree removal request (Item 2 above) can be done by county maintenance. Administrator Osmer answered that any tree work being done by county maintenance at this time is more clean-up versus tree removal. Since funding will need to be approved, Chair

Fournier asked for questions or discussion. Motion by D. Ludlow to approve renting a lift and stump grinder for an estimated cost of \$1400 to remove and grind trees at Long Lake Park and grind stumps from removed trees at Beaver Lake and Sunken Lake Parks, second by D. Guthrie. Roll call vote was taken. AYES: Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Brenda Fournier, and Lucille Bray. NAYS: None. Motion carried.

CONSENT CALENDAR

Before moving forward with presentation of two bills requiring approval, Chair Fournier asked for a motion to approve the Consent Calendar. The following is the Consent Calendar as it appeared on the Agenda:

CONSENT CALENDAR April 9, 2025

- A) Parks & Recreation Commission Meeting Minutes – March 12, 2025**
- B) Long Lake Park Committee Meeting Minutes – March 14, 2025**
- C) Beaver Lake Park Committee Meeting Minutes – March 24, 2025**

BLP ACTION ITEM #1: The Committee recommends that Lot 36 be leveled off and that a project sheet shall be submitted for this purpose.

BLP ACTION ITEM #2: The Committee recommends proceeding with laptop purchase through IT Department.

BLP ACTION ITEM #3: The Committee recommends appointing a liaison from the Parks Commission to work with IT Department regarding updates to website.

BLP ACTION ITEM #4: The Committee requests discussion regarding rate sheets.

Treasurer Cebula asked about BLP Action Item #2 on the Consent Calendar for the laptop purchase, what line item is that to be purchased from? At this time Chair Fournier stated she did not have a copy of the Consent Calendar attached to her copy of the Agenda and was provided one in order to move forward. P. Kirchoff recommended removal of BLP Action Item #2 from the Consent Calendar and also mentioned that the Parks & Recreation Commission Minutes from March 12, 2025, that need approval, were not attached in the meeting packet. K. Osbourne recommended removing approval of those minutes from the Consent Calendar and carry over the approval for the next meeting. P. Kirchoff also wanted to remove BLP Action Item #4 as it indicates discussion required and should be on the Agenda as New Business. Vice Chair Osbourne stated that he could not recall BLP Action Item #4 and recommended

that due to what has already been discussed, the Commission should be able to finish moving through the remaining items on the Consent Calendar quickly.

Motion by P. Kirchoff to approve Action Items B and C, along with BLP Action Item #1 of the Consent Calendar as presented. This will consist of the action taken and filing the minutes from the following meetings: March 14, 2025 (Long Lake Park Committee Meeting Minutes); and March 24, 2025 (Beaver Lake Park Committee Meeting Minutes) as presented. Action Item A will be an agenda item at the next meeting, and BLP Action Items #2, #3 and #4 will be discussed next as New Business. 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.

NEW BUSINESS (Continued)

4) The laptop purchase identified in BLP Action Item #2 is part of an approved laptop upgrade budgeted a few years ago for all the parks. Further discussion revealed that Park managers have been receiving notifications of their window application expiring this fall. Asked about what line items the laptops are to be paid from, Beaver Lake Park Co-Manager Marcia Martin stated they included their replacement cost in their Office Equipment line item when they submitted their budget for this fiscal year. Vice Chair Osbourne has not completed all of his necessary documentation to complete the purchase. He will arrange a meeting with the IT Department to look into their requirements to purchase the laptops and include for the next meeting. Since Beaver Lake Park is the only park with an Office Equipment line item, the Commission will need to make a decision how the other parks are paying for their laptops.

5) Appointment of an IT Liaison identified in BLP Action Item #3 originated due to park updates to the County website needing to be followed up to ensure appropriate information is updated. Chair Fournier agreed to take on the responsibility.

6) Regarding BLP Action Item #4, Beaver Lake Park Co-Manager Marcia Martin addressed the group that they need updated rate increase information. Although updated rates are identified in Camp Spot, the County website needs updating. Managers would like to be able to also print out a hard copy that can be posted. Vice Chair Osbourne will see what he can do.

7) Chair Fournier asked Long Lake Park Manager Patrick Martin to provide information regarding a bill of \$249.34 requiring approval for payment. He explained the bill is for purchase of heavy duty extension cords for use with the generator during the ice storm related power outage. Motion by G. Macarthur to pay bill as presented, second by D. Ludlow. 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.

8) Chair Fournier presented two estimates from Halls Serv-All for a porta-john at Manning Hill. The first estimate for the regular porta-john is \$838.97 and the estimate

for a handicapped accessible porta-john is \$1,128.27. The estimates cover the period May 12, 2025 through September 29, 2025. P. Kirchoff explained that she would prefer paying additional for the handicapped accessible porta-john as the route leading to the park was recently paved for handicapped accessibility. Motion by P. Kirchoff to pay the \$1,128.27 fee for placement of a handicapped accessible porta-john at Manning Hill, as presented, second by K. Osbourne. 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.

TREASURER'S REPORT

Treasurer Cindy Cebula presented the monthly treasurer's report and balance sheet through March 31, 2025. At this time, all accounts are flush and there is no need for budget transfers. Motion by G. Fournier to accept the treasurer's report as presented, second by D. Guthrie. 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.

APPROVAL OF BILLS

Treasurer Cebula presented a couple of additional smaller maintenance type bills to add to the expense report of bills paid during the period of March 12, 2025 through April 9, 2025, which will bring the total of bills paid to \$6,976.02. Motion by D. Ludlow to pay remaining bills as presented by the treasurer, second by G. Macarthur. 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.

OLD BUSINESS

Vice Chair Osbourne reported that he received some instructional correspondence from EGLE pertaining to year-round residents, which does not apply to our location. He recommends receiving and filing the correspondence.

Huron Engineering representative updated the Commission regarding the SPARKS grant. Becky from Huron Engineering reported that bids have been received for the playground equipment, the exercise equipment, improvements to the trails leading to the ADA campsite, ADA campsite and parking area and trails leading to the bathhouse and playground area. Bids are lower than budgeted, she is requesting approval from the Commission to move forward with submission to the DNR in the amount of \$129,000. Motion by D. Guthrie to approve the submission to the DNR, as presented, second by K. Osbourne. 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.

CLOSED SESSION

The Commission went into closed session at 7:01 p.m. to conduct a personnel discussion and opened session at 7:57 p.m. All Commission members present.

Next Meeting: Wednesday, April 14, 2025, at 6:00 p.m. in the Howard Male Conference Room

ADJOURNMENT

Motion by K. Osbourne, second by D. Guthrie to adjourn the meeting. Motion carried.
The meeting was adjourned at 8:01 p.m.

Respectfully Submitted,

Lucille Bray, Secretary
Alpena County Parks Commission