

ALPENA COUNTY PARKS AND RECREATION COMMISSION

DRAFT MEETING MINUTES

Wednesday, May 13, 2026 – 5:00 p.m.

Howard Male Conference Room

CALL TO ORDER by Chair Osbourne at 5:00 p.m.

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

ROLL CALL: All members were present except B. Fournier, who was excused.

ADOPTION OF THE AGENDA

D. Ludlow requested addition to the agenda of additional items for discussion, Porta John for the Day Use area at Long Lake Park, Manager contracts as they pertain to the camp stores and employee discounts. Motion by G. Fournier, second by C. Lefebvre, to adopt the agenda with the New Business additions, as presented. A voice vote was taken, motion carried with unanimous support.

PUBLIC COMMENT

Chair Osbourne called for Public Comment. There was no public comment.

PARK UPDATES & MANNING HILL UPDATE

1) Sunken Lake Park Manager Austin Barnett reported that all the water has been turned on at the park, and he has completed the second water sample and will pick up the results tomorrow and turn in to the Health Department. A flooring company installed new flooring in the shower stalls at the unisex bathroom. He is considering further flooring installation and showed pictures of the completed work on his phone. Austin also provided copies of planned events at the park. Motion by D. Guthrie, second by C. Lefebvre, to approve the planned events at Sunken Lake Park, as presented. A voice vote was taken, motion carried with unanimous support.

Austin asked about a box of cameras he discovered by the house and bathrooms. He is not familiar with them and would like direction. Chair Osbourne responded that the cameras were purchased by a manager two managers ago and not installed. He actually was previously looking for them and been unable to locate them. There were also some purchased for the store and not installed due to wiring issues. It is the intent for the cameras to be the responsibility of the County as that is how they were purchased. The delay has been in wiring installation and repair of wiring destroyed by the ice storms. He told Austin he will have someone from the County go out and take a look at the wiring and move forward with getting the cameras installed.

2) Beaver Lake Park Manager Jesse Ritthaler reported that park opening preparations have been completed and outlined the work that has been done. All the water has been turned on in the park. Chair Osbourne asked Board members if they have reviewed the planned events list submitted by Jesse, and are ready to approve at

this meeting. Motion by D. Guthrie, second by M. Rhodes, to approve the planned events at Beaver Lake Park, as presented. A voice vote was taken, motion carried with unanimous support.

3) Board member D. Ludlow reported for Long Lake Park. Park opening preparations have been completed, the water is on at the park, tested and cleared. Work to repair the fence that had been damaged from the high water, has begun.

4) Board member G. Macarthur questioned the status of the tower proposal for Manning Hill Park. Administrator Osmer reported that he has contacted the insurance carrier who indicated that there would be a need for insurance coverage; however, a quote cannot be provided until a project plan is submitted for review. Mr. Macarthur will contact Mr. Manning and encourage him to submit his proposed project plan.

CONSENT CALENDAR

Chair Osbourne presented the Consent Calendar for approval.

CONSENT CALENDAR May 13, 2026

A) Parks & Recreation Commission Meeting Minutes – April 8, 2026

B) Sunken Lake Park Committee Meeting Minutes – April 8, 2026

C) Beaver Lake Park Committee Meeting Minutes – April 15, 2026

Motion by K. Osbourne, second by G. Macarthur to approve the Consent Calendar, which includes any action as may be listed above, filing of all reports and the minutes from the following meetings: Full Board April 8, 2026 (Regular meeting); April 8, 2026 (Sunken Lake Park Committee meeting); and April 15, 2026 (Beaver Lake Park Committee meeting) as presented. Roll call vote was taken: AYES: Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie. Kristie Morlan, Michael Rhodes and Kevin Osbourne. NAYS: None. Motion carried.

TREASURER'S REPORT

Deputy Treasurer Nadeau presented the treasurer's report and balance sheet through May 12, 2026. Deputy Nadeau identified several items that are currently over-budget, and some that have the possibility of becoming over-budget with forthcoming payments. She provided the recommended transfers as follows:

1) Line Item 208-758-727.003, Sunken Lake Park Office Equipment is over-budget by \$121.24. Deputy Nadeau recommended transferring that amount from Line Item 208-758-727.001, Sunken Lake Park Building/Grounds Supplies, which has a current balance of \$1,399.74.

2) Deputy Nadeau recommended transferring the current \$4,000.00 balance in Line Item 208-758-955.000, Sunken Lake Contingency Fund, to Line Item 208-758-932.000, Sunken Lake Building Maintenance. This will cover payment for the garage door.

3) Line Item 208-760-700.000, Parks General Manning Hill Expense is over-budget \$48.15. Deputy Nadeau recommended amending this Line Item by \$3,500.00 to cover expenses through the end of the fiscal year. Line Item 208-760-727.006, Parks General Equipment Purchase – Under \$5,000 is over-budget \$4,750.00. Deputy Nadeau recommended amending this Line Item by \$5,000.00 to cover payment for the donated flagpole at Long Lake Park.

4) Deputy Nadeau addressed the invoice that has been received for the electrical work performed by Smith Electric. Line Item 208-760-972.001 Capital Outlay – Long Lake Park has been budgeted \$11,500.00 to cover payment; however an invoice has been received adding an additional \$2,000.00. She is looking for direction regarding funding for the additional amount. Board member D. Ludlow, who has been working on the project, recommended payment of \$11,500.00 that is currently approved, and he will work on reviewing the funding possibilities. He will present options at a later meeting. Chair Osbourne agreed to this recommendation.

Motion by D. Guthrie, second by G. Macarthur to receive and file the treasurer's report, as presented, performing the budget transfers identified above. Roll call vote was taken. AYES: Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes, Lucille Bray and Kevin Osbourne. NAYS: None. Motion carried.

Sunken Lake Park Manager Austin Barnett informed the Board that he has been contacted by one of the park's seasonal campers, requesting a refund of the deposit for this year. Her husband passed away recently and she is unable to come to the park this year. Motion by D. Guthrie, second by C. Lefebvre to approve a refund in the amount of \$150.00, as presented. Roll call vote was taken. AYES: Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes, Lucille Bray, Dan Ludlow and Kevin Osbourne. NAYS: None. Motion carried.

APPROVAL OF BILLS

Deputy Treasurer Nadeau presented an additional bill total that needed to be added to the expense report of bills paid during the period April 9, 2026 through May 12, 2026. This will bring the amount total to \$6,693.33. Motion by G. Macarthur, second by D. Guthrie to approve all bills, as presented. Roll call vote was taken. AYES: Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre and Kevin Osbourne. NAYS: None. Motion carried.

NEW BUSINESS

1) Duffy Gorski from Green Acres Irrigation & Trenching addressed the Board. He has been starting up and winterizing the sprinkler systems at the parks for eleven years, and has come across several leaks when starting up Long Lake Park the past two years. He explained his closing processes and also the processes used to evaluate the leaks. It is his determination that the leaks occur due to water being turned on in the park during winter months. His service has been terminated by the county without explanation, and he feels this is the cause. Chair Osbourne responded that it is unclear at this time the cause of the leaks, just that they have just started occurring the past two years, so the decision was made to start a process of elimination of personnel involved. Repairing the leaks has been costly, and unfortunately, since Mr. Gorski was the last to work on the system, the decision was made to terminate his services and assign the county maintenance department to the task. They will evaluate the situation next spring to see if the same leaks occur. Mr. Gorski recommended that the doors that provide access to the park's electrical, pumps and valves be outfitted with keypad locks so that at the end of the year, combinations can be changed, and access would be prevented throughout the winter. Chair Osbourne explained the policy of turning in park keys at the end of the season and admitted that there has been turnover at that park with the possibility of keys not being turned in. After discussion, Chair Osbourne suggested that the main maintenance doors be padlocked when the park closes, which would eliminate access to all the panel doors contained within. G. Fournier made the motion to change the locks on the maintenance doors in all the parks, where there will be one key turned in at the end of the camping season, second by M. Rhodes. Roll call vote was taken. AYES: Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier and Kevin Osbourne. NAYS: None. Motion carried.

2) Chair Osbourne opened discussion regarding a memorial tree in Beaver Lake Park that is situated too close to the children's slide, after installation of the playground equipment. It needs to be removed and the estimate obtained is for \$125.00. He is looking for a motion to have it removed and the Park's Manager and Park's Committee determine its new placement. Motion by M. Rhodes, second by D. Ludlow to approve the removal and new placement of the memorial tree located at Beaver Lake Park for \$125.00, as presented. Roll call vote was taken. AYES: Dave Guthrie, Kristie Morlan, Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur and Kevin Osbourne. NAYS: None. Motion carried.

3) Chair Osbourne opened discussion regarding the temporary docks located at Beaver Lake Park, that had previously been used by the manager and on occasion, campers. They have not been placed in the lake for a number of years and he was approached by a seasonal camper who stated that he would be willing to pay an additional \$500.00 to his yearly fee if he were able to utilize one of the docks exclusively at his campsite. Chair Osbourne is asking for approval to waive the 12 foot mooring policy for this year and see if more campers are willing to pay the additional \$500.00 for access to a dock. The funds collected could be used to repair the existing docks and in the future, replace the existing docks. Austin has already been approached by two

campers who are interested. Board member K. Morlan asked if these additional rentals will affect the insurance coverage. Administrator Osmer feels it may minimally, but will check into the cost and report back to the Board. Motion by D. Guthrie, second by C. Lefebvre, to allow seasonal campers at Beaver Lake Park to utilize the unused boat docks, exclusively, for an additional \$500.00 added to their seasonal rental fee, as presented. Roll call vote was taken. AYES: Kristie Morlan, Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie and Kevin Osbourne. NAYS: None. Motion carried.

4) Board member L. Bray asked if there were any changes to the Campground Policies handout sheet discussed at last month's meeting. Board member D. Guthrie provided some suggested verbiage changes which she will implement. After completion of the changes, copies will be printed for the parks that would like to use for their campground packets. Deputy Treasurer Nadeau suggested that the handout also be made available on the County website. Motion by G. Fournier, second by K. Morlan, to implement the changes recommended above, as presented. A voice vote was taken, motion carried with unanimous support.

5) Board member D. Ludlow spoke to the Board about installation of a Porta-John at the Day Use Park at Long Lake Park. He feels this will reduce usage of the main campground bathroom. He has researched and the cost would be \$145.00 per month for three months. There being no opposition, motion was made by D. Ludlow, second by G. Macarthur, to arrange installation of a Porta-John at the Day Use Park at Long Lake Park, with a cost of \$145.00 per month for a term of three months. Roll call vote was taken. AYES: Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kristie Morlan and Kevin Osbourne. NAYS: None. Motion carried.

6) Board member D. Ludlow asked the Board to approve the three hiring documents for new Beaver Lake Park Manager Jesse Ritthaler. Motion by K. Morlan, second by M. Rhodes, that the Manager's Contract, Housing License Agreement and Store Agreement be signed and submitted to the County HR Department, as presented. A voice vote was taken, motion carried with unanimous support.

7) Board member D. Ludlow informed the Board that he has been approached by several Alpena County employees asking if there would be consideration for employees to receive a camping discount. Motion was made and seconded and discussion followed. D. Guthrie recommended this issue be tabled for further research and discussion. All Board members were in agreement.

OLD BUSINESS

There was none.

COMMENTS FROM THE BOARD

There were none.

***Next Meeting: Wednesday, June 10, 2026, at 5:00 p.m., Long Lake Park**

ADJOURNMENT

Motion by M. Rhodes, second by D. Ludlow to adjourn the meeting. Motion carried.
The meeting was adjourned at 6:19 p.m.

Respectfully Submitted,

Lucille Bray, Secretary
Alpena County Parks Commission