

ALPENA COUNTY PARKS AND RECREATION COMMISSION

DRAFT MEETING MINUTES

Monday, March 23, 2026 – 4:53 p.m.

Howard Male Conference Room

CALL TO ORDER by Chair Kevin Osbourne at 4:53 p.m. Early start of meeting due to accommodate board member G. Macarthur's early departure to attend another meeting.

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

ROLL CALL: All members were present.

ADOPTION OF THE AGENDA

Chair Osbourne added a fifth item to New Business, he would like to establish a line item in the Beaver Lake Park budget for unemployment payments. Also, board member G. Macarthur will be addressing planned projects for Sunken Lake Park. Motion by B. Fournier, second by G. Macarthur, 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) Board member G. Macarthur provided a project update for Sunken Lake Park. An insurance settlement sum of \$12,000 has been received and he is recommending several projects. The first is door repairs to the garage, which he estimates will cost \$5,000. Next, the house needs a third bedroom for Austin's family. He outlined how the house can be modified which will cost approximately \$2,000 for material and he and Austin will absorb labor for the addition. Lastly, they would like to repair the fireplace and chimney so that it can be used to heat the house by burning wood. He has estimated approximately \$5,000 for materials but it still shopping around for some better prices. He and Austin will absorb the labor for this project also. Motion by K. Osbourne, second by D. Guthrie to move forward with utilizing the insurance settlement funds for the projects outlined above by G. Macarthur, as presented. Roll call vote was taken. AYES: Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes and Kevin Osbourne. Motion carried.

Chair Osbourne asked Sunken Lake Park Manager Austin Barnett to provide a park update. There is still much snow at the park, nothing happening to report. Asked if there is tree damage from the ice storm, Austin is unsure yet down at the park, but has none around the house. Austin inquired whether the streetlight at the front of the house can be turned off during the off season, since the monthly bills run approximately \$1,000 per month. Chair Osbourne will look at the billings, he was currently reviewing

some electric bills that he feels are too high for an off season and now with Austin's question, thinks the streetlights at the parks could be causing the expense.

2) Long Lake Park Manager Laura Ulch reported that there was no new news. They are planning to go out to the park in the next few days to assess any damage from the ice storm. They can get into the park now that the road has been plowed.

3) Sunken Lake Park Manager Austin Barnett asked if he is required to obtain liability insurance to run the store at the park. After discussion, it was determined that he is required to have his own insurance to cover his sales at the store. Laura Ulch provided information to Austin of the company they use for theirs. He will check with the insurance company he pays renters insurance to.

4) During the liability insurance discussion, board member G. Macarthur asked Administrator Osmer if there would be an increase to the county's liability insurance by adding the viewing tower at Manning Hill Park, presented by Mr. Manning at a previous meeting. Administrator Osmer said the response he received is that there would be an increase; however, they were unable to provide a cost as there was not enough information in the rendering that was provided. G. Macarthur will contact Mr. Manning for a set of blueprints so the project can move forward.

5) Chair Osbourne and Vice Chair Guthrie updated the board on the advertisement for Managers at Beaver Lake Park. They are hoping to extend the advertisement as they have gone through the first round of applicants, there were eight and only two were acceptable. They are advertising in the Alpena News for three separate dates, and in publications in the surrounding counties. They will publish this week and hope to receive more resumes so they can move towards interviews.

Chair Osbourne reported that Beaver Lake Park has the playground equipment installed, the excavating is complete, with the remaining dirt to be removed. The fall protection still needs to be moved. M. Rhodes has all the keys to the park and plans to go out to the park with Nick from Maintenance to inventory and assess conditions at the park needing to be addressed. He will also coordinate with Earl Martin for removal of his personal items in the back yard that were unable to be removed until snow melts.

Chair Osbourne reported that the flagpole for Long Lake Park is due to arrive April 23rd. Once it arrives, the ground situation will be looked at for scheduling installation. After installation is complete a ceremony will be scheduled and the donor will be invited to attend.

CONSENT CALENDAR

Chair Kevin Osbourne presented the Consent Calendar for approval. Board member D. Guthrie asked that the minutes for the February 11, 2026 meeting be corrected under the Committee Assignment section of New Business. The Sunken Lake Committee assignment of M. Rhodes should be replaced with G. Macarthur. Board Secretary L. Bray will amend the minutes to reflect the correction.

CONSENT CALENDAR
March 23, 2026

- A) Parks & Recreation Commission Meeting Minutes – November 12, 2025
- B) Parks & Recreation Commission Meeting Minutes – December 10, 2025
- C) Parks & Recreation Commission Meeting Minutes – February 11, 2026
- D) Sunken Lake Park Committee Meeting Minutes – February 11, 2026

Motion by D. Guthrie, second by B. Fournier, 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 November 12, 2025, December 10, 2025 and February 11, 2026 (Regular Meetings); and February 11, 2026 (Sunken Lake Park Committee meeting), as presented. A voice vote was taken, motion carried with unanimous support.

TREASURER’S REPORT

Treasurer Cebula presented the treasurer’s report and balance sheet through March 20, 2026. Since we are early in the budget year, all accounts are flush, not requiring any transfers at this time.

Chair Osbourne explained that an unemployment claim has been received from ex-Beaver Lake Park manager Earl Martin. Therefore, the treasurer needs to set up a funded line item to pay the claim. Board member B. Fournier stated that she confirmed through HR that the claim has been approved for up to \$5,000 for this year. Motion by K. Osbourne, second by M. Rhodes for the treasurer to set up an unemployment expense line item in Beaver Lake Park, funding the line item with \$5,000 from Parks General. Roll call vote was taken. AYES: Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier and Kevin Osbourne. NAYS: None. Motion carried.

From this point on in the meeting there are no votes registered for Gerald Macarthur as he left this meeting to attend another scheduled meeting he is committed to.

Motion by D. Guthrie, second by C. Lefebvre to receive and file the treasurer’s report, as presented. A voice vote was taken, motion carried with unanimous support.

APPROVAL OF BILLS

Treasurer Cebula presented additional bill totals that needed to be added to the expense report of bills paid during the period February 12, 2026 through March 20, 2026. This will bring the amount total to \$7,449.35.

Chair Osbourne opened discussion on late fees from Presque Isle Electric & Gas, that are a result of bills from the IT Department not being forwarded to the

Treasurer for payment. Motion by B. Fournier, second by C. Lefebvre, to approve payment of the \$7.85 late fee to Presque Isle Electric & Gas and also pay remaining bills as presented by the Treasurer. Roll call vote was taken. AYES: Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray and Kevin Osbourne. NAYS: None. Motion carried.

Board member B. Fournier asked Sunken Lake Park Manager Austin Barnett if he had been able to have his office printer repaired. Austin reported that it cannot be repaired. After discussion, it was determined that the most cost effective solution will be to allow Austin to purchase a new printer. Motion by B. Fournier, second by K. Morlan, to approve the purchase of a black ink laser printer for Beaver Lake Park, with a cost not to exceed \$300, as presented. Roll call vote was taken. AYES: Chuck Lefebvre, Gerald Fournier, Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow and Kevin Osbourne. NAYS: None. Motion carried.

NEW BUSINESS

1) Chair Osbourne opened discussion regarding pay to officers of the Board. The Chair currently receives \$100 per month and he is proposing the same payment of \$100 per month for the Vice-Chair and Secretary for the calendar year. Vice-Chair Guthrie stated that he did not feel there was a need for a monthly payment to Vice-Chair. Motion by D. Guthrie, second by B. Fournier to pay the Board Chair and Secretary \$1,200 each for the 2026 calendar year, beginning with the first pay period effective May 1, 2026, as presented.

Board member B. Fournier added to the discussion by stating that she is proposing an additional \$50 per month for the 2026 calendar year to Board Chair Kevin Osbourne, who has also been handling the Camp Spot software management for the parks. This would bring his yearly total to \$1,800 per year, she has checked the budget and there is sufficient funding for payment to both officers for the 2026 calendar year. Amended motion by B. Fournier, second by D. Guthrie to pay the Board Chair \$1,800 for the 2026 calendar year 2026, which equates to \$150 per month, and the Board Secretary \$1,200 for the 2026 calendar year, which equates to \$100 per month, beginning with the first pay period effective May 1, 2026, as presented. **Note: Since the calendar year will already be in its fifth month once the payments begin, it was approved that there is to be no proration for the payments to these officers.** Roll call vote was taken. AYES: Gerald Fournier, Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre and Kevin Osbourne. NAYS: None. Motion carried.

2) Chair Osbourne opened discussion that he has received a recommendation that the Board's Finance Committee be used for planning Capital Improvement projects. He is proposing that this committee meet quarterly. The Board is in agreement and the committee will work on some meeting dates.

3) Chair Osbourne said that once applications and resumes for Beaver Lake Park are received and sufficient for review, he will have the Personnel Committee, along with the park's Board committee meet.

4) Chair Osbourne has been contacted by a camper that previously made reservations at both the Fairgrounds and Long Lake Park. The camper is requesting a refund for Long Lake Park as she only utilized one reservation, and is unwilling to roll over the unused one for a credit. The Board was unanimous in not giving a refund, as that is the policy. Chair Osbourne will contact the camper.

OLD BUSINESS

Administrator Jesse Osmer submitted a mileage expense sheet he has received from Earl and Marcia Martin, to cover the trips they made to and from their personal residence to the park, while completing their move out of the park. The voucher submitted covers the period December 1, 2025 through December 29, 2025, totalling \$312.20. Administrator Osmer requested more detail which he received and is not in agreement with some of the inconsistencies regarding dates, mileage etc. He agrees with a recommendation that was made to not continue the back and forth, just pay them the \$312.20 and move on. He would send them the payment with a letter outlining the inconsistencies. Motion by D. Guthrie, second by L. Bray, to pay mileage to ex-Beaver Lake Park Managers Earl and Marcia Martin submitted in the Expense Voucher dated December 29, 2025, as presented. Roll call vote was taken. AYES: Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier and Kevin Osbourne. NAYS: None. Motion carried.

COMMENTS FROM THE BOARD

There were none.

***Next Meeting: Wednesday, April 8, at 5:00 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 6:23 p.m.

Respectfully Submitted,

Lucille Bray, Secretary
Alpena County Parks Commission

Minutes Approved,

Kevin Osbourne, Chair
Alpena County Parks Commission