ALPENA COUNTY PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES
Wednesday, June 10, 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.

ADOPTION OF THE AGENDA
Chair Osbourne added the Board Parks Tour to the agenda. He would like arrangements to be made for the Board to tour the three parks sometime in July. Motion by D. Guthrie to adopt the agenda, with the added agenda item, as presented, second by G. Fournier. 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) Beaver Lake Park Manager Jesse Ritthaler reported that their lawn mower will be returned tomorrow, they have been working on the drainage issue at Lot 8 and as of today the water is disappearing substantially. The tarps were removed from the pavilion today.

Jesse informed the board that they have received a complaint regarding the condition of the cabin. When asked by Board member B. Fournier what the complaint was, he responded that they were told the cabin was too dirty. The stove is old and the top is rusted, mini fridge is old and also beginning to rust. He is working with Board member M. Rhodes regarding cleaning up the cabin with some improvements. Board member M. Rhodes commented that the cabin is small and there is not space for a stove and refrigerator, as a hot plate and mini fridge will be sufficient. Jesse said he has seen a hot plate in the garage. Board member M. Rhodes suggested that the concrete floor of the cabin be painted with the same product recently used at Sunken Lake. They have measured the cabin and the four campground bathrooms, and estimate the floors can be done in all for approximately $2,400.00. He recommended that consideration also be given to include replacement of the base molding along all the bathroom walls as they are in very bad shape. He feels cleaning up the cabin, painting the floors, and also painting the campground bathroom floors with replacement of the base molding will significantly improve campground appearance. Board member D. Guthrie asked if the $4,000.00 in the Sunken Lake Contingency Fund had yet been used. Deputy Treasurer Nadeau said those funds have been moved for payment for the garage door replacement, those funds were from insurance reimbursement to replace the garage door at that park. She recommends moving $1,500.00 from Line Item 208-757-784.000

Janitorial Supplies to fund the proposed work as Jesse indicated that he currently has three years of janitorial supplies on hand. After discussion motion was made by D. Guthrie to move $1,500.00 from the Janitorial Supplies Line Item, and move the remaining $1,500.00 needed to cover the floor project and the $281.56 currently over-budget in Line Item 208-757-932.000, Building Maintenance, from the General Fund, second by C. Lefebvre. 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. NAYS: None. Motion carried.

2) Long Lake Park Manager Laura Ulch reported that activity at the campground has been slow due to the cold weather. The hot water has been fixed at the handicap stall and Maintenance will be installing the two toilets when they have the next rainy day. Otherwise, things have been running smoothly.

3) Sunken Lake Park Manager Austin Barnett reported that after the Memorial weekend, he dealt with an extensive flooding issue in one of the men's shower stalls. After attempting to fix it with no success, he contacted Hall's who was able to unplug the drain causing the flooding. Austin brought a piece of the material that caused the drain to be plugged and passed around to board members.

Austin reported that he encountered Camp Spot difficulties the Thursday prior to Memorial weekend where his weekend campers were moved around. He worked with Chair Osbourne to fix the situation. Board member G. Macarthur brought attention to the pricing issues Austin encountered. Chair Osbourne informed him that the Dynamic Pricing program was discussed at a prior meeting a few months ago and the board approved moving forward utilizing this program. G. Macarthur did not recall voting to approve any pricing changes. Minutes will be checked by the Board Secretary.

CONSENT CALENDAR

Chair Osbourne presented the Consent Calendar for approval.

CONSENT CALENDAR
June 10 , 2026

A) Parks & Recreation Commission Meeting Minutes – May 15, 2026

B) Sunken Lake Park Committee Meeting Minutes – May 15, 2026

C) Beaver Lake Park Committee Meeting Minutes – May 19, 2026

D) Long Lake Park Committee Meeting Minutes – May 20, 2026

Motion by D. Ludlow, 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 May 15, 2026 (Regular meeting); May 15, 2026 (Sunken Lake Park Committee meeting); May 19, 2026 (Beaver Lake Park Committee meeting);

and May 20, 2026 (Long 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, Brenda Fournier and Kevin Osbourne. NAYS: None. Motion carried.

TREASURER'S REPORT

Deputy Treasurer Nadeau presented the treasurer's report and balance sheet through June 30, 2026. Deputy Nadeau identified one line item currently over-budget and another that has the possibility of becoming over-budget with forthcoming bill payments. She provided the recommended transfers as follows:

1) Line Item 208-757-932.000, Beaver Lake Park Building Maintenance is over-budget $281.56. As discussed earlier in the Park update, $1,500.00 will be transferred from Line Item 208-757-784.000, Janitorial Supplies, with an additional $1,000.00 increased from General Fund to fund the cabin improvements and floor painting with base molding replacement in the campground bathrooms.

2) Line Item 208-758-850.000, Sunken Lake Park Telephone/Internet currently has a balance of $128.85. Deputy Nadeau recommended increasing this line item by an additional $1,000.00 to cover forthcoming bill payments through the end of the fiscal year.

Motion by G. Fournier, second by D. Guthrie 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, Brenda Fournier, Lucille Bray and Kevin Osbourne. NAYS: None. Motion carried.

APPROVAL OF BILLS

Deputy Treasurer Nadeau presented additional bill amounts to the report of bills paid during the period May 14, 2026 through June 9, 2026. The new total amount of bills paid since the last meeting to the current meeting is $48,282.54. Motion by C. Lefebvre, second by D. Ludlow to approve all bills that have been paid, as presented. Roll call vote was taken. AYES: Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow and Kevin Osbourne. NAYS: None. Motion carried.

NEW BUSINESS

1) Chair Osbourne reported that Long Lake Park has two seasonal reservations that had been previously made that are now canceled. The first lot reservation backed out two weeks before the opening of camping season. The second canceled reservation was from a camper who was offered site 6 for their reservation and this camper indicated that the site was too muddy, so additional sand was applied. On June 5th this camper notified that they were canceling their reservation and are now requesting a refund of their deposit of $150.00. Motion by D. Guthrie, second by D. Ludlow to deny the Long Lake Park deposit refund request, as presented. Roll call vote was taken.

AYES: Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre and Kevin Osbourne. NAYS: None. Motion carried.

2) Chair Osbourne reported contact from a seasonal camper at Beaver Lake Park who requested cancellation of their reservation due to their unhappiness of the change in campground manager. They also stated that they purchased a lakefront home and no longer wished to retain their seasonal reservation. They offered to forego the $150.00 deposit fee if they could be refunded their entire seasonal campsite fee of $1,600.00. Board member B. Fournier suggested that the policy adopted last year in a similar situation where the camper requesting the refund was denied their refund request, and directed to look for another camper to purchase their seasonal lot. Using this process, a transfer can be made as the parks have a "No Refunds" policy. Motion by D. Guthrie, second by B. Fournier to deny the Beaver Lake Park deposit fee and campsite fee refund request, as presented. Camper to be directed to sell their lot directly and the transfer of the lot will be made. Roll call vote was taken. AYES: Gerald Macarthur, Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier and Kevin Osbourne. NAYS: None. Motion carried.

3) Chair Osbourne submitted quote information from the Alpena County Road Commission who provides the yearly dust control for the parks. They surveyed all three parks and provided quotes for Long Lake Park and Sunken Lake Park. It was determined to not be necessary for Beaver Lake Park due to millings just being spread last year. The quote for Long Lake Park is $375.00 and Sunken Lake is $300.00 and he is looking for approval to proceed. Motion by B. Fournier, second by C. Lefebvre to approve dust control treatment by Alpena County Road Commission in the amount of $375.00 for Long Lake Park and $300.00 for Sunken Lake Park, as presented. Roll call vote was taken. AYES: Dave Guthrie, Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur and Kevin Osbourne. NAYS: None. Motion carried.

4) Chair Osbourne explained the billing received from Prell's Towing for $100.00. Due to the electrical wiring work a camper got stuck in a ditch, requiring a tow. The camper requested the County pay the bill or give them a credit to their campsite fee. Since applying a credit into the Camp Spot software is complicated, Chair Osbourne recommends payment of the bill directly by the County. Motion by G. Macarthur, second by M. Rhodes to approve payment by the County of the $100.00 bill for towing services at Long Lake Park, as presented. Roll call vote was taken. AYES: Kristie Morlan, Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie and Kevin Osbourne. NAYS: None. Motion carried.

5) Chair Osbourne opened discussion regarding providing polo shirts to the park managers with the county logo. He obtained a quote from Omega who has the logo information on file. The polo shirts would be $22.00 each and after discussion, the

decision was made to provide three shirts each to the four current park managers, at a total cost of $264.00. Establishing a line item and moving funds will be ironed out next fiscal year. In the meantime, Parks General Miscellaneous can be used. Motion by D. Guthrie, second by K. Morlan to approve the purchase of three polo shirts each for each of the four current park managers for a total cost of $264.00, as presented. Roll call vote was taken. AYES: Michael Rhodes, Brenda Fournier, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Dave Guthrie, Kristie Morlan and Kevin Osbourne. NAYS: None. Motion carried.

6) Chair Osbourne reported that a budget amendment would be needed in order to pay the invoices received for employment background checks. The invoices provided in the packet were found to be confusing by the board members as it could not be determined if all the charges were the Parks' responsibility. After discussion, Chair Osbourne made the decision to table the issue and work with the commissioners' office to review and determine how much is the Parks' responsibility. All were in agreement.

7) Chair Osbourne opened discussion regarding the scheduling of a parks tour for the Parks Board of Commissioners. Motion by D. Guthrie, second by K. Morlan to schedule Saturday, July 18th at 10:00 a.m. for the parks tour, as presented. Starting point to be determined at the next meeting as board member L. Bray will check with TBTA to see if they could provide transportation. A voice vote was taken, motion carried with unanimous support.

INFORMATIONAL

1) The May 2026 Monthly Fuel Usage Report was received and filed.

2) Chair Osbourne opened discussion regarding the Poll Vote that was taken pertaining to the Beaver Lake docks. It has been recommended that an attorney be consulted to write a lease agreement/liability form. He received seven responses and asked if the Board is wanting to discuss at this point. Board member G. Macarthur asked why the liability waiver for the campground rental agreement is not sufficient. Jesse was asked how many renters are ready to rent the docks right now and he replied that there are three, possibly four interested campground renters. Chair Osbourne informed that the campground rental agreement does not reference docks anywhere and would not cover dock rental. After much discussion, motion was made by D. Guthrie, second by G. Macarthur to allow Beaver Lake Park to rent the docks to the three current rental requests immediately, as presented. Administrator Osmer will be asked to clarify with the insurance carrier whether attorney review of the agreement/liability form is necessary as some board members are not in agreement. 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. NAYS: None. Motion carried.

***Next Meeting: Wednesday, July 8, 2026, at 5:00 p.m. in the Howard Male Conference Room**

ADJOURNMENT

Motion by D. Guthrie, second by G. Fournier to adjourn the meeting. Motion carried. The meeting was adjourned at 6:22 p.m.

Respectfully Submitted,

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Lucille Bray, Secretary
Alpena County Parks Commission