

ALPENA COUNTY PARKS AND RECREATION COMMISSION  
**DRAFT MEETING MINUTES**  
Wednesday, November 12, 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 except D. Guthrie, who was excused.

**ADOPTION OF THE AGENDA**

Motion by M. Rhodes, second by G. Macarthur to adopt the agenda as presented. A voice vote was taken, motion carried with unanimous support.

**PUBLIC COMMENT**

A gentleman who said he lives in Alpena County, didn't get his name, camps at all three of the county owned campgrounds. He is concerned about the ordinance changes he has been hearing about and if they are implemented as he has heard, he wanted to advise the Board that he will no longer be utilizing the county owned campgrounds. He has also heard the same from numerous other campers. Chair Fournier informed that the ordinance changes have been turned over to the County Board of Commissioners, who will be determining final approval.

Dan Manning approached with a plan for Manning Hill Park. He is proposing building a new four story viewing tower at the park. He will take care of researching for funding but before he begins with moving forward on design and funding, he is inquiring if once built, the county will be able to insure the tower. Chair Fournier responded that he will need to submit his proposal to the County Board of Commissioners for approval. Administrator Osbourne is presently working with the insurance company on the 2026 bid and will make a note to look into this question of coverage.

Darrell Ulch spoke that he feels the county needs to spend more time taking care of the park to bring it back to the park he enjoyed in the seventies. He pointed out the old bathroom that needs to be torn down. He would prefer that this be addressed versus how many items he has plugged into his camper. He feels this Board needs to do better.

**PARK UPDATES & MANNING HILL UPDATE**

1) Sunken Lake Park Manager Austin Barnett outlined work completed to prepare for winter, since park closing. Austin said he was working on completing a licensing form and noticed that applicable sites that would be reported had been reduced by installing the playground equipment and gazebo. He feels this would save approximately \$400 towards the licensing fee. Vice Chair Osbourne instructed Austin to collect all documentation and work with Dave Guthrie on getting site plans and moving

forward to contact the DNR. They encountered the same situation with Long Lake Park last year as the SPARKS Grant has paid for the improvements. Austin was reminded of the December 31 deadline and he will ensure it is met.

2) Long Lake Park Manager Laura Ulch outlined work completed to prepare for winter, since park closing. The large rocks in the parking lot were being removed today. G. Fournier asked if all electrical boxes are locked, which Laura assured they were and keys turned in.

3) Beaver Lake Park Manager Earl Martin reported that park winterizing is complete and the park closed for the winter. He said the contractor for the playground equipment has made adjustments to the slide that caused concern.

4) Since Dan Manning spoke earlier pertaining to the viewing tower, there was no further update information provided for Manning Hill Park.

### **CONSENT CALENDAR**

Chair Brenda Fournier presented the Consent Calendar for approval.

#### **CONSENT CALENDAR November 12 , 2025**

A) Parks Commission Meeting Minutes – October 8, 2025

B) Long Lake Park Commission Meeting Minutes – October 22, 2025

C) Sunken Lake Park Committee Meeting Minutes – October 29, 2025

Beaver Lake Park Committee Meeting – October 25, 2025 – meeting cancelled

Motion by G. Fournier, 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 October 8, 2025 (Regular meeting); October 22, 2025 (Long Lake Park Committee meeting); and October 29, 2025 (Sunken Lake Park Committee meeting) as presented. A voice vote was taken, motion carried with unanimous support.

### **TREASURER'S REPORT**

Deputy Treasurer Nadeau presented treasurer's report and balance sheet through November 30, 2025.

1) Line Item 208-757-850.000, Beaver Lake Telephone/Internet is over-budget by \$15.39. Line Item 208-757-921.000, Beaver Lake Lights, is over-budget by \$418.78. Line Item 208-757-925.000, Beaver Lake Garbage Pick-Up will be over \$409.00 after payment of a current bill. Deputy Nadeau is recommending transferring the total over-budget amounts from Line Item 208-757-948.000, Beaver Lake Vehicle Lease.

2) Line Item 208-759-727.001, Long Lake Park Building/Grounds Supplies is over-budget by \$428.00, Deputy Nadeau is recommending transferring from 208-759-784.000, Long Lake Park Janitorial Supplies.

3) Line Item 208-759-920.001, Long Lake Park Heating Propane will be over-budget by \$395.00 after payment of current bill. Deputy Nadeau is recommending transferring from 208-759-925.000, Long Lake Park Garbage Pick-Up.

4) Line Item 208-759-955.002, Long Lake Park Dues, Subscriptions, Licenses, is over-budget \$199.13. Deputy Nadeau is recommending transferring from 208-759-727.002, Long Lake Park Power Tools.

Motion by K. Osbourne, second by D. Ludlow, to receive and file the treasurer's report, as presented, and allow the Treasurer to complete the budget transfers as recommended above. Roll call vote was taken. AYES: Dan Ludlow, Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Lucille Bray and Brenda Fournier. NAYS: None. Motion carried.

### **APPROVAL OF BILLS**

Deputy Treasurer Nadeau presented additional bill totals that needed to be added to the expense report of bills paid during the period October 9, 2025 through November 11, 2025. These will bring the amount total of bills paid to \$189,748.40, of which \$168,000.00 is payment for SPARKS Grant expenses at Beaver Lake Park and Long Lake Park. Motion by K. Osbourne, second by D. Ludlow to pay remaining bills as presented by the Treasurer. Roll call vote was taken. AYES: Chuck Lefebvre, Gerald Fournier, Gerald Macarthur, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Lucille Bray, Dan Ludlow and Brenda Fournier. NAYS: None. Motion carried.

### **NEW BUSINESS**

1) Chair Fournier asked for information regarding the new business agenda item for a budget increase of \$2,000 to Line Item 208-760-972.000, Capital Outlay – Beaver Lake Park. Since there was no information available, this item was tabled until the next meeting.

2) Vice Chair Osbourne opened discussion regarding the \$5,000 donation received from the Alpena Visitor's and Convention Bureau. One suggestion received was to erect a 30 ft flagpole that would hold a 3X5 flag and a solar powered light, at Long Lake Park. He has done some research and was able to obtain a quote that is shy of \$5,000. He will forward to anyone interested. Motion by C. Lefebvre, second by G. Macarthur to utilize the \$5,000 donation received from the Alpena Visitor's and Convention Bureau to purchase and install the flagpole at Long Lake Park. Roll call vote was taken. AYES: Gerald Fournier, Gerald Macarthur, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre and Brenda Fournier. NAYS: None. Motion carried.

3) D. Ludlow passed out balance sheets for all three parks through November 11, 2025. The reports show the revenue and expenditures for the parks and he explained how the revenue generated is used by the general fund. He wanted to bring these numbers to the attention of the Board as he sees a great need to start thinking about revenue generating ideas. What is occurring is that Long Lake Park is generating the revenue for the general fund that is being utilized for all three parks. Later during conversation during this meeting, motion was made by Gerald Fournier, second by C. Lefebvre to receive and file the reports, as presented. A voice vote was taken, motion carried with unanimous support.

4) Vice Chair Osbourne brought up the Campspot programs he has been reviewing and discussed previously at prior meetings. He would like to get Board approval to implement the Auto Charging feature for campers to use much like hotel reservations. He has also been studying their Dynamic Pricing program, working extensively with their representatives. Dynamic Pricing is a program where pricing is varied depending on days of the week, holidays, occupancy rate, etc. Another of their suggestions is allowing campers at the rustic spots during deer season. Overall, he plans to review the rates and their timing. He is making the motion to implement Auto Charge, Dynamic Pricing, Minimum Three Day Stay on Holiday Weekends and Increase Holiday Weekend rates, effective January 1, 2026. Motion seconded by D. Ludlow. Roll call vote was taken. AYES: Gerald Macarthur, Pam Kirchoff, Kevin Osbourne, Michael Rhodes, Lucille Bray, Dan Ludlow, Chuck Lefebvre, Gerald Fournier and Brenda Fournier. NAYS: None. Motion carried.

5) D. Ludlow added to his earlier conversation regarding funding that he has read local news that Alpena Power Company has requested approval to raise rates 64%. As an example he reviewed usage for Long Lake Park and if approved, this could raise usage charged by approximately \$17,000. He asked if someone could reach out to see if Presque Isle Electric is planning the also increase substantially. C. Lefebvre stated that the Board needs to look into meters where campers would be paying for their electrical usage.

6) Chair Fournier called for a motion to receive and file a letter received from a camper objecting to the ordinance changes. A voice vote was taken, motion carried with unanimous support.

#### **INFORMATIONAL ONLY**

The October 2025 Monthly Fuel Usage Report was received and filed.

#### **CLOSED SESSION**

The Commission went into closed session at 7:04 p.m. to discuss Contracts and Employee Evaluations, and opened session at 8:02 p.m. All Commission members present.

**\*Next Meeting: Wednesday, December 10, 2025, at 6:00 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 7:15 p.m.

Respectfully Submitted,

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Lucille Bray, Secretary  
Alpena County Parks Commission