

**Sunken Lake Park Committee
DRAFT Meeting Minutes
Wednesday, September 27, 2023, at 1:00 p.m.
Howard Male Conference Room**

The Sunken Lake Park Committee met on Wednesday, September 27, 2023, at 1:00 p.m. in the Howard Male Conference Room.

Sunken Lake Park Committee members in attendance were Bonnie Krajniak, Marty Thomson, Managers Erin Felax & Keith Felax, and Chuck LeFebvre. Also in attendance were County Administrator Mary Catherine Hannah, and County Board Assistant/Parks Recording Secretary Lynn Bunting.

CALL TO ORDER

Chair Chuck LeFebvre called the Sunken Lake Park Committee meeting to order at 1:00 p.m.

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

ROLL CALL

All members present.

PARK COMANAGERS REPORT (attachment #1)

Managers Erin Felax & Keith Felax presented the following:

1. Erin gave an update reporting a few boats there, a couple of seasonals leaving end of September and no issues just left early and stated they do not want anyone on their site for 2023. Erin informed the committee that one seasonal may sit on site only to pass out Halloween candy.
2. Discussion on not power being high and Erin noted the band was playing in the Pavilion. Marty reported that the meter readings should be actual now and there are three different invoices, and the house is \$207, campground is \$1,600 and there was an extra charge for wiring \$595 Omega bill paid out of power line. Mary Catherine reported to email to her any budget adjustment requests, and she will inform the Treasurer's Office. Moved by Marty Thomson and supported by Bonnie Krajniak to approve the below action item. Roll call vote was taken: Ayes: All ayes, Nays: None. Motion carried.

ACTION ITEM #1: The Committee recommends approval of the following 2023 budget transfer requests:

Transfer \$20 from the Port-a-John line item #208-758-924.000 and put into the Insect Control line item #208-758-801.004

Transfer \$1,500 from Dues, Subscriptions, and Licenses line item #208-758-955.002 and put into the Lights line item #208-758-921.000

Transfer \$300 from the Port-a-John line item #208-758-924.000 and put into the Cell Phone line item #208-758-851.000

3. Discussion on needs at the park and Mary Catherine recommended Erin work with Lynn to get the work tickets put into the system for the County Maintenance and put flags to sites so that they are aware and report findings at next Sunken Lake Park meeting in October.
 - a. Floor buckling – Erin will speak with Wes stating it is in the house (living room)

- b. Pipes leaking near lots 48 and 50 Bonnie noted she mentioned to Marty and Wes last Fall. Marty reported part of water line from site to site. Plumber should look at it ASAP.
 - c. Door lock on bathroom 3 needs to be checked, lock inside but not on outside, Wes is aware and tiles in bathrooms will be worked on this Fall-Wes knows and if Wes cannot do the committee recommends to get some quotes.
 - d. No lights in basement of house Marty noted he will look at it.
 - e. Day Use Area – add power to Pavilion and the old Pavilion wiring in hanging and Marty noted that he will look at this also and will need to disable the breaker to remove the wiring.
4. Received NSF check from Jen Spomer in the amount of \$228, not seasonal and she only stayed a week. Discussion to send a certified letter to the camper for the money owed.
 5. Camping is full for 2024.
 6. Youth & Recreation Grant for 2024 – Mary Catherine informed the board that the Youth & Recreation Committee approved but not for the full amount and will not be approved by the Board of Commissioners until they approve the 2024 budget.
 7. Spark Grant – Mary Catherine noted that there were 400 applications and that the DNR is still reviewing.
 8. Erin requested to remove the port-a-johns after closing date and the committee concurred and recommends to remove as soon as she can.

OLD BUSINESS

- a. Project Report Forms – Reminder to do for all projects including the Youth & Recreation Grant for 2024.
- b. Park Evaluation Forms Update – Chucked asked to turn in final at PointPersons meeting in November and reminded committee for each one to do then will combine into one final report to turn in. Have ready to review from each committee member at the October 25th meeting for final due at the November PointPersons meeting.
- c. Maintenance and Inspection Form Update – Mary Catherine clarified the report needing update as there was some confusion and reported that Beaver Lake Park at their last meeting gave an updated recommendation. Mary Catherine noted that there are some items that the managers do not have knowledge to fill out and that some items may not apply to that park. Mary Catherine informed the committee that an approved checklist is required to have a DNR Grant and she is trying to update the report for the parks as some items do not apply and presented for discussion. The maintenance checklist will be done and one final report will be kept in the Commissioner's Office and one final report will be kept at the park.
 1. No power washing on roof as it shortens the life of the shingles Marty noted and should be removed off the checklist.
 2. Add mildew or mold on roof and if this has been treated Marty recommended.

BUDGET REVIEW/ADJUSTMENTS FOR 2023

The committee and comanagers reviewed the 2023 budget and recommended the following:

1. Already discussed under managers' report.
2. Capital Improvement Plan (CIP) – Capital Projects nothing into Parks General Budget for 2024 for Sunken Lake Park, Mary Catherine clarified that this is for budgeted matching money for grants in the Parks General Budget and CIP will be budgeted into Sunken Lake Parks 2024 Budget. Need to prioritize projects for each year.
3. Ed Perrault Plumbing Invoices (attachment #2) – Marty spoke with Ed and informed him that they need estimates and quotes and not do the work and turn in Invoice without being informed of the total price of work. Marty noted that Ed will remove leaking water line off the invoices as Marty and Keith will fix and do. Marty reported that the faucet work in bathrooms Ed installed but the parks bought the faucets. Softener was not working noted Marty. Marty reported that he spoke with Ed last year and all the bills for the water softener he wanted in before the end of the year and complete and that Ed spoke with his bookkeeper recently and sent us a new updated bill. Two invoices need to be paid: Invoice #0611 of \$855.62 and another Invoice of \$297.50 with total of \$1,153.12 owed to Ed Perrault Plumbing.

Moved by Bonnie Krajniak and supported by Marty Thomson to recommend the below action item. Roll call vote was taken: Ayes: All ayes, Nays: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval to transfer \$500 from Equipment Maintenance/Mechanic line item #208-758-931, and \$400 from Port-a-john line item #208-758-924, and \$260 from Vehicle Lease line item #208-758-948 and put \$1,160 into the Grounds Maintenance line item #208-758-933 to cover the cost to pay the two Invoices from Ed Perrault Plumbing (Invoice \$855.62, Invoice \$297.50) with total being paid to Ed Perrault Plumbing of \$1,153.12.

REVIEW BUDGET RECOMMENDED FOR 2024

The committee reviewed and discussed the 2024 proposed budget for Sunken Lake Park.

1. Parks General – Capital Outlay Sunken Lake Park: Marty recommended to make sure that one project for 2024 for Sunken Lake Park should be to upgrade the electric in the campground \$10,000. Projects for Youth & Recreation Grant not fully funded and will need to budget balance and matching and there is no electric work in project listed.
2. Mary Catherine informed the committee that at the last Board of Commissioners meeting they approved a Cost Allocation in the Parks General Expense line item for the 2024 budget.

NEW BUSINESS

Discussion on advertising for camp hosts for 2024 and SLP will need 2 hosts for the 2024 camping season. Erin reported would like it if all the hosts were not working during the day and one team during the day to work and others at different time. Bonnie recommended camp hosts be retired and very ambitious. Camp Hosts will have to go through application process, background checks, and need to have a few more applicants to have choices. Need job description updated and redesign of the camp host program and can look at having physical required.

Erin reported Bakers came out and he got sick and they went home and Erin feels not a good fit and one of the campers has lung issues and gets sick easily and the job has certain physical requirements and someone's capacity to fill position and if they are able to do what is required on the list.

Memory Boards Discussion - Curved Cedar flatted on two sides to be engraved and mounted in. Marty knows someone who has a sawmill and lives close to the park. Recommendation to get a name engraved and to put on board and put on bridge. Discussion on having an 8 ½ lovely bound book to put more memory information in this bound book laminated and can put pdf doc on website and Facebook to share. Chuck will get a list of names to engraver and will work with Erin and Keith on this project. Moved by Bonnie Krajniak and supported by Chuck LeFebvre to recommend the below action item. Motion carried.

ACTION ITEM #3: The Committee recommends approval to put names on memory boards from the list on who have paid Sunken Lake Park and mount on the bridge under one sign mounted to keep the phrase the same for everyone.

OTHER DISCUSSION

Lottery for seasonal campers Chuck reported. Erin reported the seasonal campers are not happy about a lottery for seasonal campers. Bonnie is not happy with that.

Memory board names for the bridge Chuck asked and received three calls and people are upset on the verbiage being recommended with a short phrase and paid for something longer. Chuck clarified never received the money and will get the boards with names on them and keep it all the same. Chuck reported putting up a big round sign out of rock or wood and put the phrase and the boards with names with the ones we have and ones that want to. People that have donated listed. Plank owners will have their names on the railings of the bridge is all that was Greg informed campers of per Erin.

Received a notification from Bonnie, a letter of resignation from the board effective 12.31.23 from Bonnie and the committee accepted her letter of resignation and thanked her for her service.

Recommendation to have the next Sunken Lake Park Committee Meeting at Sunken Lake Park in the office.

***Next meeting: Wednesday, October 25, 2023, at 1:00 p.m. at Sunken Lake Park**

ADJOURNMENT

Moved by Marty Thomson and supported by Bonnie Krajniak to adjourn. Motion carried. The meeting adjourned at 2:35 p.m. Motion carried.

Respectfully submitted,

Chuck LeFebvre, PointPersons/Committee Chair

llb

Park: Sunken Lake

Report by: Erin Felax

Date: September 15, 2023



PARK MANAGER MONTHLY REPORT

Ongoing Improvements Project(s) Progress: Picnic tables being assessed for repairs, trampoline and small docks brought in,

Campground Activities & Site Notes: Halloween Weekend coming up, will have haunted trail, kid's games, pumpkin painting, hayride, campsite decorating contest, A Couple seasonal have told me they are leaving end of September,

Budget Adjustments Needed/Budget Look Ahead: Will need to move money to lights line now that the bills have come in we are going to be short,

Upcoming/Needed Maintenance: Floors in house (living room) are buckling (Wes was notified in early September) Pipe near sites 48, 50 needs attention (we were told that this was to be fixed last fall? Wes said he wasn't told?) Door lock on bathroom 3 needs looked at, tile needs done in the bathrooms this fall (Wes was notified, early September)

***Attached: Occupancy Reports, Revenue YTD (actual v budget)**

Manager Should Keep on Site and Available for Inspection: Maintenance Checklists (3 month, 6 month, annual), Vehicle Inspection Checklist, Playground Inspection Checklist

Rec'd 9-11-23
#6
No 0611



Ed Perrault Plumbing

Master Plumber
(989) 733-0075

6765 E. County Rd. 638 Hwy., Posen, MI 49776

Contractors Invoice

TO: County of Alpena 420 W Chisholm St Suite 7 Alpena Mi 49707		WORK PERFORMED AT: Sunken Lake Park
DATE: 9/8/23	YOUR WORK ORDER NO.	OUR BID NO.

DESCRIPTION OF WORK PERFORMED

4/29/23

1.) Meet with Ma Duffy To Show Him New procedure To Return water service to New Bath Area Also To New Large Double Tank water softener system & water test softener & piping which could not be ck'd when installed due to CAN NOT TEST with Air. System installed in winter months & manufacturer says "Do Not Test with Air. Fill system ck for leaks (I) was located & repaired also fine tune & set parameters on computer boards. Replace water heater filter & return water to tank.

* I did not tell Marty Thompson that I included extra hrs for spring time start up. 9/8/23.

Thank you
😊
EP

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of \$855.00

Dollars (\$ 855.00)

This is a Partial Full invoice due and payable by: _____

No 0718



Ed Perrault Plumbing

Master Plumber

(989) 733-0075

6765 E. County Rd. 638 Hwy., Posen, MI 49776

Contractors Invoice

WORK PERFORMED AT:

Sunkiew Lake

Alpena County
720 W. Chisholm St. Suite 7

Alpena mi 49707
Worked Performed on
6/09/23

YOUR WORK ORDER NO.

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

1. Water Softener Not Working

1) Upon Arrival Found water softener could not operate Buttons for Computer Board. Found BAD Button on Board.

2) Called Alpena Supply for New Board. They did warranty Board. Install New Board System will not Run.

3) Called supply they came out to service system. Found Boards were Not Set up by Manufacturer

Parts & Alpena Supply N/C under Warranty.
Ed Perrault Master Plumber Did Not Supply Unit. - Supplied by Alpena County - OUR Time = 3.5 hrs

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of labor Time only.

Dollars (\$ 297.50).

This is a Partial Full invoice due and payable by:

Month Day Year
11/1 To End Feb 9/1/23