

**Sunken Lake Park Committee
DRAFT Meeting Minutes
Wednesday, August 30, 2023 at 1:00 p.m.
Howard Male Conference Room**

The Sunken Lake Park Committee met on Wednesday, August 30, 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 Geri Mulka, Alice Thompson, 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.

AGENDA

Chair LeFebvre recommended to discuss the budget adjustments for 2023 and the 2024 budget for Sunken Lake Park before the Park Comanager's Monthly Reports.

BUDGET REVIEW/ADJUSTMENTS FOR 2023

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

1. The committee approved the Sunken Lake Park Comanagers purchase a backpack blower out of the Equipment line item #208-758-931 and to move \$500 out of the Grounds Maintenance line item #208-758-933 and to move \$140 out of the Power Tools line item #208-758-727.002 to purchase the backpack blower (estimate \$630) out of the Equipment line item \$208-758-931 to cover this expense.
2. The trailer previously approved by the committee and will be paid out of the Equipment line item #208-758-931 in the amount of \$400.
3. Marty reported that there will be an additional \$600 for electricity (Omega Invoice #28187 \$595.22 attachment #1). Discussion and recommendation to pay out of the lights line item. Moved by Bonnie Krajniak and supported by Chuck LeFebvre 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 to pay the Omega Invoice #28187 in the amount of \$595.22 out of the Lights line item #208-758-921 for the electrical in the Pavilion in the day use area and to approve the purchase of the backpack (estimate \$630) and the trailer \$400 out of the Equipment line item #208-758-931 as presented.

4. Discussion to increase the Janitorial line item by \$500. Moved by Marty Thomson and supported by Bonnie Krajniak to transfer \$500 from the Grounds Maintenance line item #208-758-933 and put

into the Janitorial line item #208-758-784 to cover expenses coming in through the end of the year. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

5. Discussion on the landline phone through Frontier. Erin reported that the landline phone was working.

BUDGET RECOMMENDATIONS FOR 2024

The committee reviewed and discussed the 2024 proposed budget for Sunken Lake Park. Discussion on occupancy report. Recommendation to purchase new forks for the tractor at an estimate amount of \$2,500 for 2024 and not 2023. Moved by Marty Thomson and supported by Bonnie Krajniak to recommend the proposed 2024 budget for Sunken Lake Park and present to the Point Persons for review/recommendation to the Parks & Recreation Commission. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

CIP PROJECTS FOR 2024

The committee reviewed and discussed the Capital Improvement Plan Projects for 2024. Improvements to the campsites with electric will need another well for water to take off usage of house. Discussion and recommended that 50+ sites will need improvement with upgrade of main electric panels in main campground for 2024 before adding new sites.

PARK COMANAGERS REPORT (attachment #2)

Managers Erin Felax & Keith Felax presented the following:

1. What to do with two walk behind blowers and the committee recommended to hold onto until try new backpack blower.
2. Tiles in showers the committee recommended to involve Wes and his crew to grind floors off for concrete surface, etc.
3. Bunkhouse use second site, take wall down for store after season. Erin gave an update reporting a lot more foot traffic being the bunkhouse/store down in the campground, children safety, not going up hill to store, now down in campground. Lost revenue one side of bunkhouse, no permit, no egress, no windows in bunkhouse, liability risk, managers have hours posted to go down into campground with office. Ok per committee.
4. Committee consented to a maximum of 3 seasonal campers in the rustic area for 2024, as long as they are not near the pavilion. Bonnie was concerned that there may not be any places to park cars for ay use.
5. Signs for rustic and office/store Erin bought and put up.
6. Picnic tables - purchased hardware and paid \$20 each for the sets at Ace Hardware. Erin contacted Sarah and Earl at the other parks and asked if they needed any hardware that is at Ace Hardware that she could pick up for them while she was picking up Sunken Lake Park's.

7. EGLE Inspection –Change sign by the beach to state that this water is not tested, and Erin put up already and will have a bill to turn in. The committee wanted a sign by the beach stating water not tested by the lake.
8. 2024 season and no holiday weekend certificate for two nights and three days camping per Friends request. The committee concurred and approved the certificate.
9. Erin informed the committee that Camp Host Ron Welch informed her that he is leaving the park on 09.12.23 and signed a form to allow rent on his lot.
10. Erin passed out campground directory and asked to advertise in.

OTHER DISCUSSION

Geri Mulka invited everyone to come to the events happening at the park this weekend.

***Next meeting: Wednesday, September 27, 2023 at 1:00 p.m. in the Howard Male Conference Room**

ADJOURNMENT

Moved by Bonnie Krajniak and supported by Marty Thomson to adjourn. Motion carried. The meeting adjourned at 2:55 p.m. Motion carried.

Respectfully submitted,

Chuck LeFebvre, PointPersons/Committee Chair

llb

#1

Rec'd 8-23-23 vb



Remit to:
1109 CRITTENDEN CT
ALPENA, MI 49707

Invoice

Date: 8/14/2023

SUNKEN LAKE CAMPGROUND
10300 S. Leer Road
Posen, MI 49776

P.O. #: pavillion
Invoice #: 28187
Due Date: 9/13/2023
Terms: Net 30

Job Description	Amount
REPLACE EXISTING 250' OF UF ROMEX WIRING FOUND TO BE BRITTLE AND UNSERVICEABLE UNDER PAVILION CANOPY, INSTALL 2 FLOOD LIGHT KITS WITH LED LAMPS	595.22

We accept Mastercard & Visa.

Mastercard Visa
 Card # _____
 Expiration Date ____/____
 Security Code _____
 Signature _____

Total	\$595.22
Payments/Credits	\$0.00
Balance Due	\$595.22

Accounts that are 30 days past due will be subject to finance charges of 1.5% per month.

Invoice #: 28187

Park: Sunken Lake

Report by: Erin Felax

Date: August 5, 2023

#2



PARK MANAGER MONTHLY REPORT

Ongoing Improvements Project(s) Progress: Improvements on the Cookhouse still ongoing, added end vents, painted ceiling, getting floor sanded and then painted, finished painting the bridge, working on wooden playground equipment and then painting them, power now at pavilion waiting on inspection? Longer shower curtains for showers working well.

Campground Activities & Site Notes: Had an Ice cream social, limbed lake lots trees for larger campers to safely get in.

Budget Adjustments Needed/Budget Look Ahead: Will need to move money (\$500) into janitorial line from building maintenance line (if approved), Still trying to save enough \$\$ to get backpack blower in September/October from Vehicle Maintenance Line

Upcoming/Needed Maintenance: Labor Day Weekend Activities will be done by the Friends of Sunken Lake Park Committee.,

***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