

**Sunken Lake Park Committee**  
**DRAFT Special Meeting Minutes**  
**Tuesday, June 4, 2024 at 9:00 a.m.**  
**Howard C. Male Conference Room**

The Sunken Lake Park Committee met on, Tuesday June 4, 2024 at 9:00 a.m. at the Howard C. Male Conference Room.

**CALL TO ORDER**

Chair Chuck LeFebvre called the Sunken Lake Park Committee meeting to order at 9:00 a.m.

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

ROLL CALL Chuck Lefebre, Robin Lalonde, and Dave Guthrie, and board chair Kevin Osbourne, present

**I. Discuss and List of Priorities**

**A. Roof on Managers House**

- a.** Bids – We have received a bid from Kenyon Brothers Construction in Hillman for the roof replacement in the amount of \$24,000. A second bid has been received from Down the Road Roofing our of Alpena and this bid was for \$13,000.

After discussion of each bid the committee determined that each bid amount was contingent on there being no underlying problems with the rafters, if a problem was found both of the estimates would more. Move from Dave Guthrie and 2<sup>nd</sup> from Robin Lalonde to add an action item to the Full Board to move the rest of LLP “pole barn” money to the SLP home repairs, starting with the roof. All ayes motion passed; Item will be moved forward to Full Board.

**B. Chimney**

- b.** Keep or Remove – Many Discussions over the past year have been concerning the beautiful fireplace in the managers home that is original to the construction done in the 1930’s by the CCC. Removing the fireplace and/ or chimney has not been something wanted by the committee. Due to the deterioration of the chimney and it is causing roof leaks, the committee discussed the need for the chimney to be removed above the roofline and the fireplace to have a gas or electric insert planned in coming years budgets.

- i.** Get Bids or Advise – Both the current bidders on the roof will be contacted and asked if there would be any more cost to remove the chimney to below the roofline and if there will be additional charges it will be brought back to the committee at the next meeting on June 20<sup>th</sup>.

- C.** Managers House – Status of Repairs or Replacements, discussion of what other needs the house has and needs attention. Erin and Keith advised that 1 bedroom and the bathroom were not done with the flooring when the house underwent maintenance when the previous manager had left.

- D.** Mold – after some discussion on previous mold tests and the fact that there is not mold growing in the main floor of the house at present, committee member Dave feels testing biweekly for a short

time to ascertain if there are airborne mold spores causing the respiratory issues Erin had been having. Erin informed the committee that the tests were relatively inexpensive, about \$10 to purchase and then another \$40 per test to send in for analysis.

- E.** Electric – Omega Electric came to the house in May and tightened many loose wires in the 100-amp electrical panel, while there it was explained that an overheating of the panel is what usually causes these wires to loosen.
- F.** Furnace – Last years winter at the managers house was fraught with furnace issues, having Tim L from the maintenance department coming out several times to change the mother board and fuses to get the furnace to limp by for the spring. When trying to find the age of the furnace it was determined that it was over 18 years old and not a great brand when it was new. The furnace will need replaced this fall. Wes is in possession of the 3 bids from fall of 2023, committee will need to get them from Wes for further discussion.
- G.** Appliances – The appliances in the managers house are newer models and are working well at the time that Erin and Keith started living in the camper. They will not need replaced for the new managers
- H.** Camper – The camper that was purchased by the Parks and Recreation Board in April has no issues that need fixed as of this meeting.

**II.** Resignation – Erin and Keith tendered their resignation on May 31<sup>st</sup> to be leaving July 5, 2024

- A.** Replacements
  - c.** Request for applications – Chuck asks that a request for application be put online asap as the current managers would like some time with the new hires if at all possible. Kevin Osborne will be seeing Jennifer Mathis later this morning and will get the ball rolling today.
- B.** Other Solutions – Hosts – Prior to this meeting Kevin Osborne was made aware of a possible Camp host who would like to apply for this position from Beaver Lake, and also another from Sunken Lake. These 2 Camp Hosts will be urged to apply and will be in the interview process as soon as the posting is completed. Erin and Keith have worked with the host from Sunken Lake and have met the Camp Host from Beaver Lake, both seem eager and knowledgeable in park maintenance and activities. Erin and Keith were asked to be involved with the interviews, both agreed.
- C.** Store – Chuck Lefebvre has already received calls about the Camp Store being closed if the current managers sell out their inventory, Erin assured the committee she will work with the new managers and try her best to prevent the store being closed for the season. It is a great expense for the management to acquire the amount of goods that the campers are used to getting and Erin has said she will see if the new management can work with her if she leaves her inventory for them to pay as they go.
- D.** Camp spot – The new managers will not be versed in the online reservation system when they are hired but Erin and Keith have agreed to try to help them through the transition. Erin asks if there is any violation if she goes through steps with some of the potential new managers, her and beaver Lakes camp hosts specifically, prior to hiring one. Committee realizes the time involved in learning the new system and as long as they DO NOT handle any county money, they aren't aware of any policies that would be broken.
- E.** Camper – When the new managers are hired the house will not be ready for occupancy, the camp hosts that are applying have their own campers to stay in so the counties would be placed at the

managers house until needed. If someone else is hired the camper will be ready for them to move right in when hired, Erin will have it cleaned and ready by July 5<sup>th</sup>.

- F. Additionally Erin and Keith would like a committee member to come to the park to take possession of the county's property and view that they left the house and camper in as good a condition as they were given it, being as this is a holiday week when they are leaving Erin has agreed to send many pictures if no one is available to meet. The week of July 4<sup>th</sup> Erin and Keith will be handing their keys to the entire park, office, bathrooms, storage room, garage, shed, truck, tractor and cook house to the commissioners' office and they will need to be reissued for the camp hosts and managers to continue operation of the park. Erin wishes this will be coordinated with the new hired managers to keep fluidity of the campground. Committee agrees that this would be ideal and will try to make this happen.

### **ADJOURNMENT**

Moved by Dave and supported by Chuck Lefebvre. Motion carried. The meeting adjourned at 10:04 a.m. Motion carried.

Respectfully submitted,

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Chuck LeFebvre, Sunken Lake Committee Member

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\*Next Sunken Lake Park meeting: Wednesday, June 19, 2024 at 1:00 p.m. in the Howard Male Conference Room