

**Sunken Lake Park Committee
Meeting Minutes
Wednesday, June 28, 2023, at 1:00 p.m.
Howard Male Conference Room**

The Sunken Lake Park Committee met on Wednesday, June 28, 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 Gerri Mulka, County Administrator Mary Catherine Hannah, Nona Manning, 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.

PUBLIC COMMENT

Gerri Mulka, Camper, presented a letter to the committee (attachment #1). Chair LeFebvre thanked Gerri for presenting and committee concurred to put this letter in the minutes as received and filed.

APPROVE AGENDA

Moved by Bonnie Krajniak and supported by Marty Thomson to approve the agenda with the addition of a closed session at the end of the meeting. Motion carried.

PARK MANAGERS REPORT (attachment #2)

Managers Erin Felax & Keith Felax presented the following:

1. Inform camper changing store/office location.
2. Cookhouse update, no procurement on it yet.
3. #20 lb propane available for campers if they want to trade out or purchase one.
4. Violation status – Erin gave an update reservation on a camper with a dog scheduled to come in and in campground master, social media complaint from camper, and Erin requested she can come in and if have dog to bring a copy of the vaccination card and other camper has an aggressive dog and cannot bring dog into park.
5. Camp Hosts for 2024 – Moved onto from special meeting they decided to keep at 2 camp hosts instead of 3 for SLP.
6. May Seasonal Camper complaint update – Marty reported have not heard back from camper and no update at this time.

7. Friends of Sunken Lake Park update/questions – Lynn gave an update and received information of the new officers and will send out to the committee and the managers. Discussion to have a meeting with the Friends to touch base and see what their plans are. Erin reported that the Friends are working on the cookhouse and they asked about licenses through the Health Department and who was handling. Friends provided the cookhouse to the County Park and is owned now by the County. Discussion on obtaining a food license through the Health Department. Equipment inside – Marty reported was all donated by the Friends. The County responsibility to maintain the building and equipment. Can license the space as commercial kitchen but does not cover everyone using it, the County responsible for overseeing for all the prep handled in that kitchen or do not license and handle as a vendor needs a license to use kitchen to host an event. Discussion and recommendation to not obtain a commercial license and up to food vendors to obtain a food license to use the cookhouse and provide a copy of the license/insurance to the County.

8. Lock needs replacing/repair on new bathhouse – Keith gave an update. Marty reported only a year old from Franks Key & Lock, Wes take a look at, 2nd one from the right. Erin spoke with Wes yesterday and may be a screw not tightened down and wanted Keith to look at, if still does not work they will get ahold of Wes.

9. Power – Pavilion - Chuck reported the bill was \$4,200. Discussion Pavilion power needs done. No funds in capital outlay for SLP to do. Marty recommends go back to the Parks Board and request funds of \$4,200 transferred from Parks General Fund – money from Timber Harvest to pay for dock, to fund the power needed for the Pavilion put into Capital Outlay Sunken Lake Park line item #208-760-972.002 to pay for the power updated for the Pavilion in the Day Use Area at SLP. Moved by Marty Thomson and supported by Bonnie Krajniak to take to the PointPersons that Sunken Lake Park put electric to the Pavilion from Parks General and transfer to SLP Capital Outlay. Motion carried.

2023 BUDGET REVIEW

1. 2024 Budget Planning/CIP Planning/Recreation Plan - June and July internal schedule reviewing CIP for and managers presented projects and will add into the CIP and priority projects that SLP committee score the highest will be recommended to put into the 2024 budget. Review the priorities of what managers recommend and get listed as part of the CIP, updating the master plan/recreation plan for the county, copy in packet of SLP park of previous rec plan and went through projects of what is completed and not completed. Will get update to the planning group to update. Will update into Munetrix for the CIP and bring back to committee for review.

2. Mary Catherine reported managers should be able access BS&A to view only their budget and was discussed at the BLP committee meeting and that the Treasurer can set up. The managers can track their budgets and can see bills that come in that go straight to the Treasurer's Office. At BLP mtg, additional reports, the managers are asked to prepare, are they still necessary, the fuel log and vehicle inspection sheet – Mary Catherine reported that the vehicles leased through Enterprise are on a vehicle maintenance management program and can run a report from Enterprise and send a notification when something is due. Mary Catherine asked Ryan Brege at Road Commission and they can run a report of all gas purchased per campground. Mary Catherine recommends the managers do not do those two reports anymore (fuel log & vehicle maintenance), but still need to do the monthly playground equipment checklist and monthly report.

3. Alpena Supply bills update – Erin reported to Erin Dickinson at Alpena Supply to have charges reversed, and spoke with Ed Perrault who authorized the charges and he will get credit for those two bills, list of names to give them for people at each park authorized and to confirm with each park.

4. Ed Perrault Invoices update – Erin reported Ed wanted to know to take out of camping for 2024 of \$1,425.56 total of two bills of his. Discussion and Marty shared his concerns and has not seen these bills as a condition of finishing up the bathrooms, he told him he was billing last year for water softener hookup and may be billing again. Erin gave Marty the bills to review and Ed prepared the cutline at the park and knew it was broken. Marty reported Ed ordered items that Marty was not aware of and informed Ed that he cannot order items on behalf of the County. Marty will contact Ed Perrault and Bonnie stated Ed is upfront and she trusts him. Discussion and recommendation to pay one bill from Ed Perrault Plumbing in the amount of \$306.72 (attachment #3), and to deny the second one until further review. The Treasurer's Office received these two bills. Copy passed out to the Committee to review. Marty will contact Ed Perrault on the other invoice. 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 #1: The Committee recommends approval to pay \$306.72 to Ed Perrault Plumbing for installation of the faucets at Sunken Lake Park Bathhouse with the bill to be paid from line item#208-758-727.001.

5. Tree Purchase Invoice – Marty presented a trees purchase invoice of \$196.56 (attachment #4) to be taken out of Bldg & Grounds Supplies line item #208-758-727.001. Discussion and recommendation to increase the 2023 budgeted line item for building and grounds supplies for the trees invoice. Moved by Marty Thomson and supported by Bonnie Krajniak 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 increase the budgeted 2023 line item #208-758-727.001 Building and Grounds Supplies by \$197 to pay the trees purchase invoice in the amount of \$196.56 as presented.

OLD BUSINESS

1. Recreation Plan – Discussed above under CIP Planning and 2024 Budget Planning.
2. Sherwin Williams update – on bathhouse – Marty gave an update reporting that paint was purchased and put on the new bathroom floors and he checked with them after last meeting, purchased end of April, interior/exterior latex enamel, Keith picked up, Sherwin did not realize it was for a shower bathroom floor, same paint used for doors, clear epoxy over it bought from Ace Hardware. Marty reported floor will need to be ground down with a grinder, see if Wes has a grinder that might work, talk more about this during budget time to do something better, to place tile so that the tile can easily stick, get by through summer, floor still sealed but additional material is peeling. Ceramic tile budget for 2024 or grind down and tile in the fall this year. Retile the other shower pans and do all at the same time. Discussion to wait until fall when campground is closed. May be an early spring budget 2024 project. Discuss with Mary Catherine on what maintenance can do to assist.
3. Trees update – Covered under the 2023 Budget Review.

PARKS PERFORMANCE REVIEW

1. Opening Day – The Committee discussed and nothing done on paper. One of the best openings in a long time and park looks better than it has in a while and Wes concurred with Marty. Letter from seasonal camper to include in the minutes and thank the Mulkas for the letter (attachment #4). The Committee would like this included in the minutes and in the manager's file.

2. New Form being revamped – Will be worked on and recommendation brought to the board for review.

NEW BUSINESS

1. Youth & Recreation 2024 Grant Application Presentation – Thursday, July 6, 2023 at 7:40 p.m. in Howard Male Conference Room. Erin presented powerpoint presentation in meeting packet for Committee review. Chuck will be present at the presentation.

CLOSED SESSION

Moved by Marty Thomson and supported by Chuck LeFebvre to go into Closed Session to discuss the Wong property for future land acquisition. Motion carried. Closed Session at 3:14 p.m. and Open Session at 3:38 p.m. Roll call: All members present.

OTHER DISCUSSION

Discussed Trails System meeting yesterday for walk through at SLP with SLP Committee, managers, and organizations. Walked trails, bear island, and met for luncheon under pavilion and discussed plans and a survey to get out to the public for their input of people's use of recreation.

***Next meeting: Wednesday, July 26, 2023, at 1:00 p.m. in the Howard Male Conference Room**

ADJOURNMENT

Moved by Bonnie Krajniak and supported by Chuck LeFebvre to adjourn. Motion carried. The meeting adjourned at 3:43 p.m. Motion carried.

Respectfully submitted,



Chuck LeFebvre, PointPersons/Committee Chair

llb

27 June 2023

#1

Sunken Lake Park Committee
Alpena County Recreation Board

Dear Committee,

It is human nature for people to complain and those who are satisfied tend to keep quiet. I believe it is time to give credit where credit is due.

As you are well aware, the previous two years were difficult in the park. I don't feel the need to rehash that mess.

I do want, however, to compliment the new managers, Erin and Keith Felax. When we came into the park this year, the park was in excellent condition. The lots were clean and raked. The grass has been regularly mowed; the garbage is picked up every day. The bathrooms are cleaner than I have ever seen them. Erin and Keith are friendly, and are willing to answer any questions that I have had in a professional manner. I am also greatly relieved not to have people standing on my lot yelling at me because their reservations were messed up again and again.

I am well aware that there are campers who are very unhappy about having to follow rules that Mr. Mote did not and would not enforce. What most of these people fail to understand, is like it or not, this park is a business. Every business has policies and rules that have to be followed. I rent a lot for whatever time frame I choose. That does not mean I own the property. Every landlord I have ever dealt with has rules. I do not believe the rules in this park system are horrible. At this point the rules are reasonable, and the managers are working hard to explain and enforce the rules. I have never observed them yelling at anyone. Frankly I saw more of Erin and Keith on Memorial Day weekend than I saw Greg all last summer.

Are mistakes going to be made? Absolutely, but everyone is human here. I also feel these managers are paying a price for the incompetence of previous managers. They are in a difficult position and trying to bring the park back to what it should be. Please support them in their efforts. Some of us are very happy here. It is just my opinion, but those who are constantly complaining should find a different hobby or just go home.

Thank you to everyone of you for your service. Your positions are not easy.

Best regards,

Greg and Gerri Mulka

Park: Sunken Lake Park

XX



Report by: Erin Felax

Date: 6/21/23

PARK MANAGER MONTHLY REPORT

Ongoing Improvements Project(s) Progress:

House - Replaced shower head, replaced kitchen sink faucet

Have propane available for campers, New ice machine, old one removed, Would like to move store to Bunkhouse A this July 14th ^{area}, into Bunkhouse B by next spring. Will need to cancel 1 guest to accomplish. scheduled in Jan w/ ^{to} deposit

Campground Activities & Site Notes:

Friends doing 4th of July activities, had mini fishing tournament for father's day. Cookhouse is getting inside walls/floor up to code (Friends paid for), I will give procurement update when available.

Budget Adjustments Needed/Budget Look Ahead:

Looking to purchase \$700 backpack blower in fall if budget allows.
Janitorial budget Adjustment (\$200)

Upcoming/Needed Maintenance:

Lock needs replaced on new bathhouse door, Pavilion power needs ^{done} ~~done~~ - done.

*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

Received
5-23

#3



Ed Perrault Plumbing

Master Plumber

(989) 733-0075

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

No 0742

Contractors Invoice

WORK PERFORMED AT:

TO:
Alpena County
720 W. Chisholm st
Suite 7

Sunken Lake Park

DATE
5/28/23

YOUR WORK ORDER NO.

OUR BID NO.

Alpena Mi. 49707

DESCRIPTION OF WORK PERFORMED

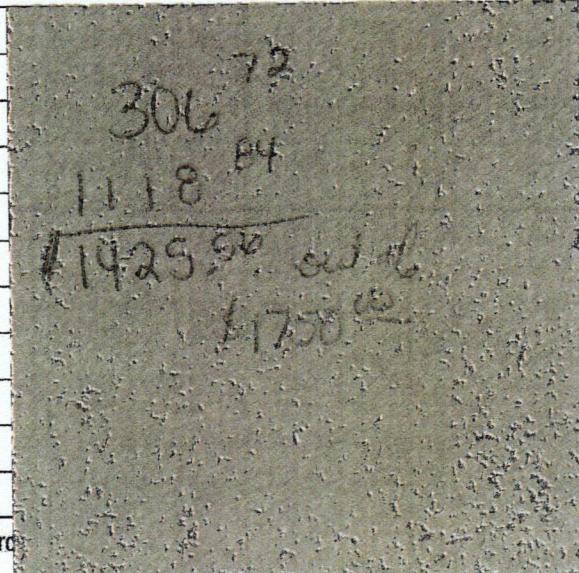
Install (4) New Lav Sink
FAUCETS IN OLD Rest Rm.
2- IN Men's
2- IN women's.

1 man 3 hrs Plus
misc. Materials

Parts & Labor
306.72

Faucet's supplied
By Park

1600.00
100.00
60.00



All Material is guaranteed to be as specified, and the above work was performed in accordance with the terms of the contract.

work and was completed in a substantial workmanlike manner for the agreed sum of

Dollars (\$ 306.72).

This is a Partial Full invoice due and payable by:

Month

Day

Year

#34

ALPENA COUNTY		Receipt #20017	05-09-77
720 W. CUSHNOLM STREET ALPENA, MI 49701 (517) 355-5334		Cashier: <i>[Signature]</i>	Entered:
RECEIVED ON THE DATE STAMPED		Received by: THOMSON, MARTIN	
		2802 MEAD N ALPENA, MI 49701	
		THE AMOUNT	196.56
DR JUNIOR LAKE, MISC ETC AND		196.56	
200.00 AS/AM		Over/Short	196.56
CASH		Total	196.56
CASH		CHECKS	196.56
		AMOUNT	

Chub