

Sunken Lake Park Committee
DRAFT Meeting Minutes
Wednesday, February 22, 2023 at 1:00 p.m.
Howard Male Conference Room

The Sunken Lake Park Committee met on Wednesday, February 22, 2023 at 1:00 p.m. in the Howard Male Conference Room.

Sunken Lake Park Committee members in attendance were Marty Thomson, Pam Kirchoff, and Chuck LeFebvre. Also in attendance were County Maintenance Superintendent Wes Wilder (via telephone) if needed; Friends of Sunken Lake Park President Dave DeSender; Rich Shields, County Administrator Mary Catherine Hannah, and County Board Assistant/Parks Recording Secretary Lynn Bunting.

CALL TO ORDER

Chair Chuck LeFebvre called the meeting to order at 1:35 p.m.

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

ROLL CALL

All members present, except Bonnie Krajniak, excused.

PUBLIC COMMENT

Rich Shields reported he stays at the park in the summer and shared his concerns of possible future managers as he had an unpleasant stay last summer.

UPDATES

1. SLP Manager Applications/Interviews Status – Chair LeFebvre reported all set on the applications and interviews as the committee decided whom to hire as Sunken Lake Park CoManagers for the 2023 Camping Season pending background, physical and drug screen. Will discuss further in the agenda.

2. 2023 Budget

a) No budget adjustments needed at this time.

b) TruGreen Quote – Chair LeFebvre reported on the TruGreen quote and move onto the PointPersons Agenda to discuss and recommend further for 2023 camping season.

Marty reported any other options than TruGreen. Pam was at BLP meeting yesterday and Earl called two other companies; one do not spray anymore and one recommended monthly sprays, BLP budgeted \$800 and TruGreen do not offer any discounts. BLP may forgo no treatment and will discuss further at the PointPersons. BLP has not in the past and TruGreen may be the best option. Dave reported the most issue is sand fleas at the park. Pam will circle back to Earl.

c) SLP Capital Outlay Projects Review - Electrical upgrade \$10,000 budgeted for 2023 is completed and waiting on Omega Invoice of \$8,500. Marty reported that PI&G Electric has already been paid and will follow up with them. Manager's House Repairs/Improvement \$5,700 budgeted for 2023 and was approved. Chair Chuck informed the committee that he will contact Wes and go out and check out the house. Marty reported the electric upgrade is done, cabinetry paid in 2022, \$1700 omega took off bill, \$6,000 or \$8,000 approved at last parks meeting, little left to run electrical up to fish cleaning station or up to the pavilion.

Applications went out and did interviews, decision liked candidates and proceed with an offer contingent on background check, testing. Recommend be in the house earlier, contract start April 15, 2023, instead of May 1, 2023 – contract early or just move in house early.

Discussion on training prior to May 1 and try April 1, 2023 – Pam reported spring clean up start before May 1 and training of system. Mary Catherine reported that Wes & his crew did a fall clean up and will have access to continued assistance from maintenance department in the budget and will look at the maintenance team to help with some cleanup this year with new manager, work prior to start of contract discussed compensation. Committee discussed and concurred that the new manager moves into house April 15 and settle in for 2 weeks then the contract would start May 1st. Dave reported he was down in the park after the first big snow. Not normal cleanup per Marty being maintenance was there this past fall and did cleanup.

Move in 2 weeks prior to the 1st of May and the contract starts first of May 2023 pending, training with Sarah, Jennifer will do basic county onboarding ahead of that, etc to go over with them. Move in process on their own and contract with compensation would start May 1, 2023. Moved by Marty Thomson and supported by Pam Kirchoff to recommend the below Action Item. Motion carried.

ACTION ITEM #1: The Committee recommends extending the contingent employment offer to candidates Keith & Erin Felax as the Managers of Sunken Lake Park.

3. Camp Hosts for 2023 Camping Season

Ron Welch did not receive form and is on hold until form completed.

a) Ron Welch is approved by board but waiting on further paperwork to be able to complete background check.

b) CPR Training for Park Managers, Fairground Manager, and Park Camp Hosts –

Mary Catherine reported discussion with Jennifer on this she to work with hospital and Andy Marceau with training set up and prior to campgrounds opening and some other county employees, \$60 per person for the certification, Parks decide on how to pay for camp managers and camp hosts. Jennifer will handle getting it set up.

4. Memorial Boards

Chair LeFebvre reported did not bring list and still need to get ahold of two people and decide what the memo boards will look like and who is going to do it. Quotes on memo boards, take a new board, put on the side of the bridge or burner set to take existing boards and do it, discussion. Ongoing planning process. People have paid and decide what the memorial will look like. Come up with a plan other than get it done and have a list of people that are interested and paid. Some are names and some have messages and need a maximum number of letters on the board's discussion.

5. Project Status

a) Funding Report due for 2022 – SLP Bathhouse 2022

b) Youth & Recreation Grant Application for 2024 due May 1, 2023 – have some pads and tables going to do this year – Mary Catherine reported it was written for all three parks and awarded to Long Lake Park, how much what of the award LLP intends to use and could be some left over for SLP. Land and Water Conservation Application for 2024 for the trail system – apply by April 1, 2023. Will resubmit for the Spark Grant.

Previous Discussion on projects priorities: 1) Day Use Area, 2) Playground Equipment, 3) Trails – ADA, and 4) Kayak launches, possibly AMA swim/beach area.

Chuck reported that in order of priority: 1) **Playground equipment, trail system, and then kayak launch.**

Do need a water ramp/handicap ramp, handicap camping site. Need to address at least one handicap site with wheelchair accessible, maybe friends interested in to assist. Marty reported priorities are good from Chuck's recommendation and reported that he did get ahold of Tim at college about concrete tables, commit one being

completed per semester and would take up the whole lab/shop if more he said, will get a quote from him. Discussion and recommendation to get all the pads and one table to see what funds are left over in the grant, do the grills, and put a table on the pads until able to get the tables they want to have. Mary Catherine reported the concrete tables are expensive and the cost is expensive due to the shipping. Resolution of support for DNR grants and from Parks & Rec Board. Can use internal labor as part of your match. Can use cash and can use another grant and can use donations as part of your grant. Target Alpena contract with for a little help as they hired a grant writer and she had spoke with them.

COUNTY ADMINISTRATOR

1) Land & Water Conservation Application due April 1, 2023, Kayak Launch – rework spark grant application and apply to this

a) Project – Trail system, kayak, beach improvements – question is the match and need the source of the match and commit. Dave reported raised funds for last year, pontoon no longer exist and who do fireworks may not happen next year and take to his board maybe can use and need to spend somewhere at SLP to help out, some funds allocated for a small barn to store karaoke equipment in. do off the water as the parks commission do not allow fireworks in the parks.

b) SLP Committee recommendation to present to Parks Board on March 8, 2023 and need a memo and Resolution to present for approval - discussion on improvements to rustic sites per Marty, have electric down there just need to run the pedestals, room in the DNR grants could be included? Omega gave a quote for running electric to pedestals but not a quote for running the water. Cover park improvements per MC and call site improvement and add a general park improvement project – beach improvements, site improvements, etc (\$91,000) no trail, playground equipment other than outdoor exercise station. Redo site work for playground does include, do small grant to buy next piece of equipment, or fundraisers from friends to buy some equip. \$75,000 for whole new day use.

Pavilion needs another circuit per Rich as it does not have enough power. Marty reported there is a new panel. Bucket truck for pinetrees along water a lot of dead limbs need to be removed per Rich. Discussion on parks need to remove dead limbs in the parks to prevent possible issues.

2) 2023 Seasonal Reservations YTD Report & 2022, 2021 Seasonal Reservation Totals & YTD Reports – Occupancy Report # of Campers. Important to have occupancy of the park, how many campsites are full, comparison, trends. Do advertising if need and when. Help to make better revenue reporting.

OTHER DISCUSSION

Rich recommended to invite three to four people in the campground to meetings.

Discussion and recommendation to post at the park the Sunken Lake Park Committee Meetings and Parks Commission Meetings for the year.

***Next Meeting: Wednesday, March 29, 2023 at 1:00 p.m. in the Howard Male Conference Room**

ADJOURNMENT

Moved by Marty Thomson and supported by Pam Kirchoff to adjourn the meeting. The meeting adjourned at 2:48 p.m.



Chuck LeFebvre, Committee & PointPersons Chair

llb