

**Sunken Lake Park Committee  
Meeting Minutes  
Wednesday, March 29, 2023 at 1:00 p.m.  
Howard Male Conference Room**

The Sunken Lake Park Committee met on Wednesday, March 29, 2023 at 1:00 p.m. in the Howard Male Conference Room.

Sunken Lake Park Committee members in attendance were Marty Thomson, Bonnie Krajniak, and Chuck LeFebvre. Also in attendance were County Maintenance Superintendent Wes Wilder (via telephone) if needed; County Administrator Mary Catherine Hannah, Alice Thompson, and County Board Assistant/Parks Recording Secretary Lynn Bunting.

**CALL TO ORDER**

Chair Chuck LeFebvre called the meeting to order at 1:01 p.m.

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

**WELCOME OF NEW PARK MANAGERS**

Erin & Keith Felax introduced themselves. The committee welcomed them.

**ROLL CALL**

All members present.

**PUBLIC COMMENT**

None.

**UPDATES**

1. House – Chair LeFebvre reported that he spoke with an official photographer and would like pictures before managers move in and the managers moved in last Monday. Chair LeFebvre reported that the photographer is still available and recommended to have pictures of the house in/out for the future to showcase the home when in need of a manager.
2. Co Managers –
  - a) Contract – Administrator Hannah reported they have a current contract started March 20, 2023 and have also a winter contract and firewood contract.
  - b) Training – Started training with Long Lake Park Manager and will train with Beaver Lake Park Managers as well.
  - c) Phone, Computer – Discussion on phone for the managers as there is no landline phone though paying for Frontier for a landline. Administrator Hannah spoke with IT Director regarding the Frontier bill and he asked to have a ticket put in for Frontier to be fixed as the line is not hooked up in the house.
  - d) Tool/Equipment discussion on park needs.
  - e) CPR/AED Update – County HR has arranged for the training/certification and they found AED in house and will post before park opens.
  - f) Request of maintenance assistance for first time installation of new dock – Chuck reported Wes come out and put in. Bonnie reported Kevin putting sides up/handicap ADA rails and bumpers put in when putting in. Marty said Kevin was going to charge to put dock and should clarify and Chuck said that he will speak with Kevin and Bonnie and Marty agreed. Wes and

one of his crew members along with Kevin and the managers work on it together per Chuck. Kevin wants to be there per Chuck. Marty paid \$11,000 for new dock and still owe \$4,000 when ADA accessible gets delivered. Marty delivered the buoys to SLP.

f) Role of park managers and friends of SLP discussion. Chuck informed the managers that he is available as well as Marty and Bonnie for them. Marty reported two new managers and new leadership in the Friends. Marty explained that they raise monies and need to request permission from the SLP Managers to put on events in the park and do not oversee the Friends as they are a separate entity. When Manager put things on an event list in the park will need Friends permission on some events and work together. If any issues the committee want to know to find answers and assist. Once a year a list of events that are going to take place and idea what the friends are going to do that the managers approve and the committee needs to review/approve and recommend to the Parks Commission for review/approval. Mary Catherine clarified that Friends can purchase what they want but need Managers approval as well as the Committee approval to have in the park.

g) EGLE Application copy for buoys and throw rings in packet. Sarah ordered and Marty had in storage and delivered to the park.

h) SLP Tool/Equipment Inventory discussion. Recommendation to keep the manager tools separate from the County Tools. Insurance for store and renter insurance for their content and include tools and document and take pic of their own tools and lock up. Need to do checklist annually before park opens.

i) Pickup Truck & Tractor Update – Mary Catherine reported Wes trailers the tractor and will bring out to the park as they are stored at the fairgrounds. Mary Catherine offered a truck to BLP and if they do not want it will offer to SLP from Enterprise. The \$950 lease payment, tow package, front hooks, nice and good truck and will hold value - 2023 Chevy Silverado 1500 4 wheel drive 6 foot back crew cab 4 x 4 and can put a current plow on it (not set up possible \$1,000 fee to add to frame).

#### SUNKEN LAKE PARK CAMPGROUND 2023 ACTIVITIES

Events discussion for 2023 – Fishing derby on the ice. Pam reported any groups/organizations need to come and talk to the Parks Commission to let them know their request and will review and for Park Board to review/approve. Chuck reported no people allowed in park for hunting.

#### 2023 BUDGET

- a) TruGreen – Insect Control for 2023 camping season budget adjustment will need to be done. Wes and a crew member will purchase equipment and do training to be certified for next year. Pam reported that companies were contacted to get quotes and TruGreen was the company chosen and approved for the parks. Contract approved at last Parks Commission meeting and is for two applications for the 2023 camping season. Good for now for one application and will adjust when needed.
- b) Campground Master Upgrade – Erin reported she brought the computer today to do the upgrade using the County Internet as there is no internet service at the park.

#### CAMP HOSTS FOR 2023 CAMPING SEASON

- a) Ron Welch, Jeanie & Larry Rhode are approved and background checks are clear. Two more applications came in and Lynn passed out the applications for review. Marty reported the parks commission authorized three sets of camp hosts at the parks and feels that LLP needs three but not BLP and SLP and recommends to have just the three that have been approved. The Committee concurred and recommended to hold and keep applications on file to see how the season goes and reevaluate and if need then let them know.

- b) covered under a.
- c) Camp Host ID Badges & ID Badge Policy – will complete
- d) SLP meeting dates and parks commission meeting dates for 2023 – Managers to post and will in the store.

#### PROJECT STATUS

a) Youth & Recreation Grant Application for 2024 – SLP want to put together an application for a 2024 grant but due May 1, 2023. BLP will put together an application. LLP will pass this year and received one last year and boat launch project to work on this year. SLP put together an application and work on it; \$20,000-25,000 with local match \$10,000 budgeted for capital improvement to meet match requirement. Resources in office for SLP, different potential projects to pick and choose. CIP list for SLP, and put together for the Spark Grant and what this committee has been thinking about for SLP. Beach improvements, mobimat, and kayak launch (ADA accessible launch).

#### COUNTY ADMINISTRATOR

Administrator Hannah gave an update on the Parks Trail System Project reporting part of Spark Grant Application and did not receive the first round and will get resubmitted. She reported contact through the National Park System for a Technical Assistant Grant for a potential grant and a good conversation with regional contact and missed window to submit application but they would come on as consultants for this year and apply for this grant next year in spring. Need community partners and have reached out. Soil conservation is interested in partnering and Administrator Hannah recommends a 3 to 5 mile trail and ADA compliant.

Marty reported he forwarded to Kubota Tractor and United Way and will apply for an application for equipment for Sunken Lake Park, apply for tractor and current tractor can go to another park, user friendly and RTV Unit and if successful will apply for the other parks; \$100,000 grant, only given out 5 throughout the country. No Kubota equipment in County Maintenance or Parks. The Committee and Park Commission Chair agreed.

#### MEMORIAL BOARDS

Discussion on decision on what to do on memorial boards, do a sign with names on it, or burn into planks and engraved on bridge. Mary Catherine gave an update for the managers reporting a fundraising event to have names on the boards on the bridge and the names have not been done yet. Discussion on placards. Chair Chuck reported he contacted everyone and were to have a board/plank with their name on it. Pam reported she will check into. Discussion on doing and have stained when completed and will bring back to the committee for a plan. Limit to number of characters allowed and discussion. Recommendation to honor Ron McDonald. Discussion and recommendation on appreciation/acknowledgement of people.

#### PR FOR PARKS

Chair Chuck reported the need for PR for the Parks. Discussion on website, newspaper, talk with newspaper for an article on each campground, advertise the parks, look at further with different types of advertising, Michigan campbook article in Alpena County Parks and Fairgrounds, Pam as Chair good rep for the parks, ribbon cuttings for the new bathrooms, etc. Put resources and utilize Chamber newsletter, etc. County has a facebook page. Chuck recommended when the parks receive a grant should be in the paper, etc. so people are aware.

## MAINTENANCE

- a) Tree Trimming – dead trees, look at, managers inform the committee what needs to be done, before camping season opens, Chair reported on forest project, tree planting, look at where infection is at.
- b) Tools & Equipment discussed previously.
- c) Tree Planting – Soil Conservation District – Plant White Spruce and put out there to see who is available to help. Erin will look to find some people to plant. Moved by Bonnie Krajniak and supported by Marty Thomson to order 1,000 white spruce trees from the Alpena Conservation District for Sunken Lake Park with monies purchased from Grounds Maintenance line item #208-758-933 as presented. Motion carried.

## OTHER DISCUSSION

Erin requested to use Pavilion one day for family reunion coming in and the committee agreed it was alright (August 19, 2023) & (October 7, 2023 Wedding in park and rely on camp hosts). Moved by Marty Thomson and supported by Bonnie Krajniak to allow the Sunken Lake Park CoManagers, as a benefit, to use the pavilion on August 19, 2023 free of charge.

Erin passed out pictures of the house with some flooring not put in, countertop warped, no mirror, microwave left with rust inside, and clarified so the committee was aware. Discussion and recommendation to purchase microwave, fireproof safe, pressure washer, and janitorial supplies for the park within the budget.

Marty informed the comanagers to use the parks credit card and not petty cash for supplies. There is a list of vendors the parks have credit with to utilize. Lynn can send a copy or they can get a copy from the Treasurer's Office.

Discussion on campers have asked to be seasonal for 2023, new ordinance just passed that include the park rules and Lynn will send to the managers. Discussion on kennels in the park.

**\*Next meeting: Wednesday, April 26, 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 3:20 p.m.

Respectfully submitted,



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Chuck LeFebvre, Committee & PointPersons Chair

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