

**Sunken Lake Park Committee  
Meeting Minutes  
Wednesday, July 26, 2023, at 1:00 p.m.  
Howard Male Conference Room**

The Sunken Lake Park Committee met on Wednesday, July 26, 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 County Administrator Mary Catherine Hannah (via telephone), Brian and Chris Wirgau, 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.

**MANAGERS MONTHLY REPORT**

1. Bridge posts have been painted.
2. Cleaning up old/dead trees.
3. Cookhouse ongoing.
4. Memory Boards in the works.
5. Store moved. (cameras outside but where can be placed)
6. Christmas in July.
7. Labor day activities by the Friends.
8. Picnic tables for rustic area.
9. Request golf carts.
10. Flooring fixed in bathroom in the fall.

**PARK MANAGERS REPORT**

Managers Erin Felax & Keith Felax presented the following:

1. Need an updated county park map for website.
2. Power was a problem for pavilion, lights, trim and shelving needs to put in; ongoing process. Cost the friends so far \$1,600; will get committee a procurement form.
3. 4<sup>th</sup> of July went well.
4. Donations down for the Friends.
5. Pavilion power update - Omega will be there first part of August and will close south entrance gate to do electric, trenching August 2,3 and 4.
6. Ron's last day is September 20, 2023, need ID badge returned. Ron Welch reported he took on the restrooms this year, he passed out information to the committee his recommendation on the bathrooms, and shared his concern of the bathrooms being opened, some people do not use the bathrooms and use their campers. Ron reported that he worked at the schools for 30+ years. Bathrooms closed and Erin was unlocking them. Mary Catherine informed the committee and the manager to follow the license

requirements and a judgement call beyond that. Chuck reported he spoke with the health department in the past. Erin reported campers will contact youth and recreation if an issue. Ron stated he has gotten complaints, communication not working for him, he asked for committee to do a trial run on the bathrooms for a couple of weeks to see how it goes. Marty gave input to leave 2 open. Mary Catherine recommended that she will reach out to Erin and go out to park to meet with the managers and the camp hosts to resolve bathroom issue.

7. Season – fall clean up. October 15<sup>th</sup> close park, schedule with Duffy when to shut water down, Halloween weekend moved to a different weekend. Erin will contact Duffy.

8. Store update – doing good down in the park, no complaints, one camper went wrong way and had a one way. More traffic now.

9. Toilet leaking at house – trying to fix it, just to inform them.

10. Census is low, park not full, get last minute campers, right now include seasonals 35-40% on weekends, and more due to softball tournaments.

11. Amy and kids discussion – Lady called in domestic situation, emergency, has a camper, prorated the rest of her days at \$11.25 and set her on a site and wants to make sure that was ok, not seasonal from last year, a new one and there are openings. Committee alright with it.

12. Curt and Nona Manning, previous campers, now want to be a seasonal, prorated the rest of their stay. Committee alright with it.

13. Keith painted the bridge, repaint pavilion after power in, painted picnic tables in pavilion. Committee recommended to just touchup only the pavilion

14. Searching for long shower curtains, Amazon has some, \$16 each with magnets at bottom, budget adjustments, (in the unisex showers and water issue with the shorter curtains per Ron), replace twice a year with rust on them, longer ones are approved. Building into 2024 budget.

15. Don's Tractor – real set of forks to the tractor, (capital request for 2024) quick attach to fit tractor to hook into bucket or fork without having to bolt anything.

16. Found a trailer, for hauling wood, trailer before was Gregs. Committee recommends not for 2023, and to do as a capital outlay for 2024 budget.

17. Playground equipment in day use area – fundraiser and split cost with friends discussion. Committee agrees and will need to go to parks commission for approval. Waiting on second round of DNR sparks grant.

18. Raft and trampoline issues – had set out in water beginning of season, rope got cut, tied back down someone cut it, people trying to get up on the raft to get on the trampoline and rope gets cut, raft is out and not in water and up by house, trampoline in water. Committee concurs with the managers removing the raft out of the water due to safety concerns, people were jumping back and forth from raft to trampoline.

19. Tree that held rope swing and would like to take it down, kids not listening, and a safety issue and the Committee agrees.

20. Power at poles still issues with putting fan up, CIP project for electrical panel upgrades for capital outlay for 2024 and will need new estimate as this was not done for 2023.

20. Walkie talkies, does county have they can use. Erin will contact Wes and let the committee know and committee will discuss further.

21. Yard sale at park – The Friends have one. Discussion on yard sale that someone would need to watch it overnight, put in pavilion, find best location, not at each individual site, have one central location, have an arts and craft show there near the pavilion area and is a big draw for a weekend.

22. Mary Catherine spoke with Mary Beth about camping and she does a camping profile and if managers have anything to send to Mary Catherine, as Mary Beth is working on 2024 summer camping.

23. Letter to campers reminders quiet times, children - no person under 8 in playground or swimming area without adult.

24. Weekend off – Erin requested that Cathy Skerski cover office while her and Keith are out of town, as she was previously vetted. Discussion that Cathy can cover store, but not the office as she cannot handle county money for payment of campsites. Mary Catherine said not as a volunteer and not for office, store is alright as the merchandise belongs to the managers. Discussion to have someone cover while on vacation for the parks and to put on the agenda for PointPersons.
25. Letter of intent if coming back next year – Erin asked the Committee and Mary Catherine clarified that the current manager contract is good through April 2024 and to give a letter of intent 30 days before contract is up.

## **PRESENTATION**

Brian Wirgau made a presentation to the Committee on memory boards for the Sunken Lake Park Bridge. Brian gave a background that he does laser etching and engraving. He will have fire extinguisher with him and will not catch fire but will have as backup. Teak oil will not get under it like varnish and will last. A 2x6 board he can etch in the center. Brian asked to verify the spelling of the names. Brian informed the committee that he would prefer to trade camping in lieu of paying him and does not have the number of people/boards to do. Brian would like two weeks of camping in lieu of paying him. The Wirgaus reported that Erin and Keith took care of them when they were out there camping and enjoyed it and can do camping this year or next year.

## **2023 BUDGET REVIEW**

1. 2023 Budget Review – The committee reviewed and recommends no adjustments at this time. This fall Erin wants to purchase a \$700 backpack blower (vehicle lease may have some funds left in it to move it to a line item to purchase it). Mary Catherine reported combining CIP projects, planning committee makes recommends to full board and board reviews/approves. Treasurer will send a full list to department heads budget workbook will open August 1, 2023 and at next meeting will be available to enter and think about what they want in the budget and discuss at next meeting.
2. Thunder Bay Tree Service estimate – The committee reviewed and discussed to do after park closes and discussed where to get the funds. Tree in front yard needs to go. Marty recommends to put in capital outlay budget for 2024 and the committee agrees.
3. Ed Perrault's second invoice was not paid - \$1,118.84 = credit or money and Erin asked the committee. The committee discussed and Marty reported he spoke with Ed yesterday, softener for house, replacement of water heater at some point, resident plumbing set up not efficient and not much water pressure on the hot water side. Marty said they put new elements in water heater, he told Ed need to get estimates to Erin and Keith to present for capital improvement plan 2024. He explained to Ed if not a budget item he cannot just go to do and appreciate all that he does, but needs permission and not to just do. Ed sent bill for the additional work to the Treasurer and Marty thought this was previously all included when he told him this last year. Marty informed the committee that Ed cannot keep trade camping for his work.
4. CIP Planning, moving forward with recreation plan and survey is out.
5. Trees Invoice Update – (attachment #1) – Money put back into the Building and Grounds line item number, trees was paid out of line item. Marty clarified that he bought trees that could not get planted and took out of parks general line item number and wants put back into line item #208-758-727.001. The committee concurred.

6. Youth & Recreation 2024 Grant Application Presentation – Erin did her presentation, and sent updated budget to the Youth & Recreation Committee per their request.

7. Marty recommends camper that did not pay and was sending to small claims, paid on Friday and he filled out paperwork so not to file as she paid before deadline to file claim. The \$50 filing fee off of the seasonal camping fee of \$1,600 (parks general). Marty signed off to settle case so no court costs, and recommends to put \$1,550 (\$1,600 minus \$50 filing fee) put back into Sunken Lake Park Revenue and Mary Catherine also recommended. Moved by Marty Thomson and supported by Bonnie Krajniak to approve the below Action Item. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends to approve the settlement of \$1,600 minus the \$50 parks general paid for the claims filing fee with the balance of \$1,550 be put back into the Sunken Lake Park Revenue line item as presented.**

Marty reported that camper would like to come back and camp labor day weekend now that she has paid in full. Discussion and recommendation not to allow camper to camp at Sunken Lake Park for 2023, though in good standing now, but may be able to camp next year in 2024; camper can camp at either Long Lake Park or Beaver Lake Park for 2023 camping season, but not Sunken Lake Park.

9. Marty reported the man that was working on concrete tables for the parks has passed away and that Long Lake Park has three concrete pads ready for tables and will need to obtain tables from another source. Marty informed the committee that he spoke with Kurt.

10. Marty asked if Greg Mote was allowed to camp at Sunken Lake Park and the Committee discussed and recommended that if there are sites available that he can.

11. Discussion on camper with dogs and paperwork required.

12. Discussion on road and Erin gave Chuck an estimate. Committee reviewed and discussed fines to bring in to help. Bonnie reported she can go to road commission to discuss it. Recommendation to review and discuss further at next meeting during capital planning/budget time. Noted that road going down to day access will need some fines and grade back in that would help.

13. Ford pickup delivery title to Brett's and Brett would like to purchase the plow for \$350 and if put in parks general will need to move over into Sunken Lake Park budget for 2023.

## **PARKS PERFORMANCE REVIEW**

1. Opening Day – Needs to be done. The Committee is aware.

2. New Form being revamped – Jennifer working on with Mary Catherine and will have ready for review and use for end of season.

## **NEW BUSINESS**

Wirgaus did presentation above.



Bonnie reported trees are getting cut down on Sunken Lake Park Road and she shared her concerns that the company should watch pulling out the big log trucks and should fix that road. Bonnie will inform the company if alright with the committee and the committee concurs. She will also inform the road commission on what she is doing.

Erin passed out copy of draft new campsite map, and was told to take deposits for next year as long as they pay them before October for seasonals. The committee reviewed the draft map. Erin explained the map, drain field is under horseshoe pit, only a tent, cannot park there. Eliminated site used for parking, #35, #37 by bathroom doors small gravel site for parking requesting, yellows have said yes and deposits are being paid, #22 & another site taken out for beach area to extend beach if get grant and if not it will still be a site, taken out #21 missing off map, next to #19 next to a seasonal and seasonal will take site again and add together requesting, #46 make tent sites have water and electric requesting or a popup camper as it is smaller. Erin reported that she would like to do some better numbering as it is confusing to people and to renumber and alert the seasonals, 21 seasonals plus camp hosts (23) under 50% and the two maybes and have not decided yet.

Erin reported that emergency numbers are posted in park and how to get ahold of managers. EGLE mandates 911 emergency numbers and she also posted store hours.

Bonnie asked if someone could do this Oct/Nov measure the lots so they could place the extra large campers and what size would fit in the lots, then campers can know. Erin reported that the new online reservation system requires a size of the camp site and informs campers on what size camper can fit in that lot.

Erin reported she has been putting in seasonals with deposits into next years calendars so that no one can take their sites when the reservation system is online. She put a note into campground master.

Starlink working great and can have up to 100 users. Erin requested if charge a small fee to allow seasonals to have a wifi password and Mary Catherine said to think about it for next year and make sure the wifi is working with enough bandwidth.

**\*Next meeting: Wednesday, August 30, 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 3:47 p.m. Motion carried.

Respectfully submitted,

  
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Chuck LeFebvre, PointPersons/Committee Chair

llb

Date 7/18/23

# Thunder Bay Tree Service

1172 Halley Road, Alpena, MI 49707

LICENSED

989-356-9468 • 1-877-333-8950

INSURED

JOHN GILMET

Tree Removal - Tree Trimming - Stump Grinding - Right-of-way Clearing

Customer Erin (del)

Address 14600 Sunken Lake Park RD (posen)

Telephone 989379-3055

Requested Service ① DEAD CEDAR TREE REMOVAL \$50 ② DEAD BIRCH TREE REMOVAL \$200  
③ 15 STUMP REMOVALS 576 inches 250 inches 1432 ④ ONE HEMLOCK TREE REMOVAL \$800  
⑤ ONE OAK TREE REMOVAL at Lot 50 700.00

☒ REMOVAL

☒ STUMPS

☐ TAKE WOOD

☐ TRIMMING

☒ GRIND BRUSH

☒ LEAVE WOOD

Total Cost

3,182.00

Customer Signature \_\_\_\_\_

Date \_\_\_\_\_