

**Sunken Lake Park Committee
Meeting Minutes
Friday, October 27, 2023, at 1:30 p.m.
Sunken Lake Park**

The Sunken Lake Park Committee met on Friday, October 27, 2023, at 1:30 p.m. at Sunken Lake Park.

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, 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 1:30 p.m.

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

ROLL CALL

All members present.

PARK COMANAGERS REPORT (attachment #1)

Managers Erin Felax & Keith Felax presented the following:

1. Suggestions from Seasonals – Recommendation to put in a fishing platform and not for swimming, discussion on a location and not by kayak launch, fishing dock separate.
2. Water leak in park discussion and recommendation for Duffy to turn on this piece first in the spring to see where the water leak is coming from and mark it.
3. Budget Adjustments – Recommendation to move \$1,000 from Grounds Maintenance and put into the Lights line item, move \$200 from Janitorial and put into the Porta-John line item, and move \$400 from Vehicle Lease and put into the Garbage line item.
4. Access Fireplace in house discussion – Marty reported that he reviewed and there is a liner that is gone. Maintenance came out and fixed and removed old cap that is waterproof is leaking. Marty reported a new cap needs replacing, fireplace flue liners on side are gone and Wes and crew repaired to seal up but cannot stop moisture from going into house. Kits are available with flex stainless into fireplace as one option, may need additional plate-cap it, redo chimney part, insulate the fireplace for the winter as there is a hole area that goes 9 feet down, look into and not using fireplace as it is blocked off. Keith noted there is leftover insulation that can be used to put in there and Marty spoke with Keith about it, fixing it for this winter and finding funds to purchase a new cap. Keith noted he will get a tarp to cover for the winter and Marty reported he has a gray one he can give him to cover it.
5. Halloween weekend event went well with 125-150 kids, all well behaved and had a lot of fun.
6. Friends of the Sunken Lake – Geri Mulka reported that there is a new board the first of the year as the current one has not been that active. Geri noted that shelves were put in the cookhouse and will be painted in the spring. Donations and Camping weekend - Friends thanked the Sunken Lake Park Committee and Mary Catherine received a thank you card from the Friends.
7. Thank you to Committee members, Volunteers 2023 – Erin and Keith thanked them.

8. Next year's Camp Hosts/Greeters "2024" –Discussion on Camp Host program not changing at this time.

OLD BUSINESS

1. Park Performance Final Review – Chuck reported that the blank form Lynn passed out to Committee members do before next meeting. Updated building and grounds form Erin will get a copy to the committee. Discussion and recommendation for Committee to have a conference call before the next committee meeting to discuss the review.
2. Campspot Implementation – Mary Catherine gave an update reporting Lynn has been working with the managers and campspot representative on getting basic info into for setup in the system and will need measurements for the lots, pictures, with maps being interactive in the system and there is a call setup with Lynn and the managers to go over and will have training done before the call.
3. Financial Policy/Procedure document – Mary Catherine reported that the Treasurer and the Clerk received a copy and sent it to the Park Managers as well for comments/review. Will present to the PointPersons for review and recommendation for board approval.
4. Campstore Info on website – Mary Catherine asked the committee and managers the best way to put info about the campstore on the County Website and to think about it and get info to her. Amenities will be listed on Campspot for the parks.

BUDGET REVIEW/ADJUSTMENTS FOR 2023

The committee and comanagers reviewed the 2023 budget and recommended the following:

1. Already discussed under managers' report.

NEW BUSINESS

1. Contract Renewals – Mary Catherine reported the manager's salary is put in the 2024 budget. Discussion on bonuses, longevity pay compensation, and revenue in the parks and when revenue increases then can increase pay. Will further discuss bonuses next week at the PointPersons meeting.
2. Campstore Info on Website – Already discussed.
3. Discuss Planning & Implementation for Spark Grant and 2024 Youth & Recreation Grant – Mary Catherine reported that the exhibit A approved by the Youth & Recreation Committee and Board of Commissioners for the 2024 Youth & Recreation Grants was put in the 2024 budget to approve with the budget is presented for approval.

Mary Catherine reported that the MDNR Spark Grant for Sunken Lake Park needs to be approved at the next Parks Board meeting to approve to receive the grant funds on 11.08.23. Mary Catherine noted that Lynn and she have a MDNR Webinar on November 9th regarding the Spark Grant process and will get result information to the committee. Mary Catherine explained the projects for Sunken Lake Park with \$250,000 construction for an 8-foot-wide trail loop and to work with NEMCOG who has a grant for nonmotorized transportation plan to include trails and also work with MDOT who is working on a Mountain Bike Trail Mapping project. MSU Students are currently working on a trail plan to present by

the end of the year and can utilize as a good start to work from with the wayfinding's piece, educational and interpretative signs and history of the area. Erin noted that Huron Pines recommended doing on the island with being level and compliant with vegetations and history.

Chuck reported two committees with be created and separate meetings but communicate together on these projects with the trails and with the park improvements. Chuck noted that the playground rep contacted him again.

Mary Catherine recommended a project manager where all information flows and keeps track and prevents duplication, coordinate projects and can either be the role of the SLP Committee, the Comanagers, Commissioners Office. Planning session, maps, work on a plan. There are companies that already do this and saves time and gets you want needs to be done and compliant.

Marty reported a project/program manager is a good way to start but first have an ad hoc committee appointed by the Parks Board.

Mary Catherine recommended for the board to accept the MDNR Spark Grant Funds with Resolution for Sunken Lake Park then to appoint the Sunken Lake Park Committee to implement project and out an RFP for project designs/engineer. There is \$42,500 in the grant for design/engineer for an RFP/RFQ.

***Next meeting: Wednesday, November 29, 2023, at 1:00 p.m. at Sunken Lake Park**

ADJOURNMENT

Moved by Bonnie Krajniak and supported by Marty Thomson to adjourn. Motion carried. The meeting adjourned at 3:32 p.m. Motion carried.

Respectfully submitted,



Chuck LeFebvre, PointPersons/Committee Chair

llb

Park: Sunken Lake

Report by: Erin Felax

Date: October 19, 2023

#1



PARK MANAGER MONTHLY REPORT

Ongoing Improvements Project(s) Progress: Fall Cleanup has begun, Wes and his men came to assess the water leak in park, the floor buckling in house, and the power issue in the basement, wall coming down in office for more space, most campers already gone, couple staying for another week. 4 winter storage campers. Halls removing the port a johns, GFL called to remove dumpster, Duffy G coming Week of 23rd, all water and electric off before October 30th.

Campground Activities & Site Notes: Halloween Weekend seemed to be a success, dock will be removed this next week,

Budget Adjustments Needed/Budget Look Ahead: Didn't we put in the line items for the quick release for the tractor? Where is it in the budget?

Upcoming/Needed Maintenance: Marty came out to assess the fireplace in the house, it is not able to be used. Found several chimneys all in disrepair. Keith is re adding a heat run to the side room between house and old office (it was there previously but disconnected)

***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