

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

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

Sunken Lake Park Committee members in attendance were Bonnie Krajniak (excused due to illness) Marty Thomson, and Chuck LeFebvre.

Managers

Erin Felax – through Zoom, Keith Felax (excused for employment)

Also in attendance were County Administrator Mary Catherine Hannah

CALL TO ORDER

Chair Chuck LeFebvre called the Sunken Lake Park Committee meeting to order at 12:58 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA
ROLL CALL Chuck Lefebvre and Marty Thomson present

PARK CO-MANAGERS REPORT (attached)

Manager Erin Felax presented and reported the following:

1. Fall Cleanup has finished, equipment is being readied for winter storage, garage is cleaned to put equipment away.
2. Camp Spot reservations have been inputting and we are on track for when we go live. Erin has taken the classes an information and sent the certification to Lynn.
3. The power bill may be higher due to electric heater use, discussion followed regarding 2 bids needed for furnace to be replaced. Will take to full board in December
4. In early Spring managers will need to purchase the boards to make picnic tables and repair some also.
5. The Recall on the new truck was completed, will need an oil change in the spring (at about 10,000 miles?) only at 4000 @ present, will need to

change the oil in tractor and zero turn in spring. Marty discussed that probably wont need to change oil in the truck until about 6,000 miles, Mary Catherine stated to contact Kim McArthur to be able to log into Enterprise site where the trucks recalls and general maintenance would be alerted.

6. Discussion on an electrical pedestal near campsite #44/46 that had an issue Labor Day with smoking when plugged into. Manager Keith will have someone look at it in the spring prior to opening the park for guidance on how to fix/ proceed.
7. Managers will need to change 12 water spigots before turning water on to the park in the spring, discussion on changing each water spigot to have a shut off valve put on when they are needing changed to prevent an open waterline and possible access to contaminates making another chlorination to be performed.

OLD BUSINESS

1. Spark Grant RFP update, Mary Catherine discussed that she and Lynn will be working on an RFP to receive bids for the work to be done at Sunken Lake with regards to the Spark grant. Also mentioned by Mary Catherine Hannah the fact that she had spoken to Rachael Smolinski with the City of Alpena regarding that they have just hired a Parks Director for the City parks and he is an engineer and she would inquire if we could maybe ask him to bid on the RFP.
2. Discussed that final Financial Policies and Procedures has been approved and is in use now with the parks managers.
3. Manager Erin spoke with the SLP Committee that for the following 8 weeks Erin will be available on Zoom for Day mtgs, Keith will be present for evening mtgs, committee agreed that wasn't an issue as long as someone was at the meetings.

BUDGET REVIEW/ADJUSTMENTS FOR 2023

None at present

NEW BUSINESS

1. Committee reviewed proposed 2024 SLP Committee meeting dates for approval (attached) Discussed moving November 2024 date to November 20, 2024 due to Thanksgiving holiday. Agreed to move to November 20th
2. Erin presented a Duffy Gorski Invoice and had questions on the amount being higher than previous years. (attached). This year is the first year of having to winterize the new softener system and Mr. Gorski had someone from Alpena Supply come and double check that it was properly done, this was agreed that the higher invoice was warranted because we wanted to make sure it was done correctly.
3. Short discussion regarding a replacement for Bonnie Krajniak in 2024, Mary Catherine stated that there are 2 candidates and that they will be interviewing next week for this position.

***Next meeting: Wednesday, January 24, 2024, at 1:00 p.m. in the Howard Male Conference Room**

ADJOURNMENT

Moved by Marty Thomson and supported by Chuck Lefebvre. Motion carried. The meeting adjourned at 1:56 p.m. Motion carried.

Respectfully submitted,

Chuck LeFebvre, PointPersons/Committee Chair

Park: Sunken Lake

Report by: Erin Felax

Date: November 19, 2023

#1



PARK MANAGER MONTHLY REPORT

Ongoing Improvements Project(s) Progress: Fall Cleanup has finished, equipment is being readied for winter storage, garage cleaned to put equipment away.

Campground Activities & Site Notes: Camp Spot reservations have been input and we are on track for when we go live. Erin has taken the classes and sent certification to Lynn.

Budget Adjustments Needed/Budget Look Ahead: Power Bill maybe higher due to electric heater use, Furnace replacement funding (if that is what the board wants to do)

Upcoming/Needed Maintenance: In early Spring we will need to purchase the boards to make picnic tables and repair some also. Recall on the new truck was completed, will need an oil change in the spring (at about 10,000 miles?) only at 4000 @ present, will need to change oil in tractor and zero turn in spring. Electrical pedestal near 44/46 it had issue Labor Day with smoking when plugged into, Will need to change 12 water spigots before turning water on to the park. Will want tree work done prior to season (has this been budgeted?)

***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

#2

Alpena County Parks & Recreation Commission Sunken Lake
Park Committee

2024 Meeting Dates

January 24

February 21

March 27

April 24

May 22

June 26

July 24

August 28

September 25

October 23

November 27 ** (Thanksgiving week)

Alpena County Sunken Lake Park Committee meetings will be held the fourth
Wednesday of the month at 1:00 p.m. in the Howard Male Conference Room
unless otherwise noted

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Green Acres Irrigation & Trenching Inc.
746 S State Ave
Alpena, MI 49707

Invoice

Phone #	989-657-6946	Or text me at this number
E-mail	gaiti6946@gmail.com	

Date	Invoice #
11/12/2023	6282

Bill To	Alpena County Treasurer 720 West Chisholm Suite #3 Alpena Mi 49707
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Rec'd 11-29-23 116

P.O. No.	Terms

Item	Q...	Description	Rate	Amount
Winterize Note	1	Winterize sprinkler system Sunken Lake Park	295.00	295.00
	0	The price increase is to cover the extra work needed to winterize the new water softener equipment. I had Jeff from Alpena Supply who is a water softener equipment specialist come and winterize the new water softener.	0.00	0.00
		208-758-227-001 Keith Feley Amy Calk 11/30/23	6.00%	0.00
Total				\$295.00
Payments/Credits				\$0.00
Balance Due				\$295.00