

**Sunken Lake Park Committee**  
**DRAFT Meeting Minutes**  
**Wednesday, February 21, 2024, at 1:00 p.m.**  
**Howard C. Male Conference Room**

The Sunken Lake Park Committee met on, Wednesday, February 21, 2024, at 1:00 p.m. at the Howard C. Male Conference Room.

Sunken Lake Park Committee members in attendance were.

Robin Lalonde (absent for work)

Kevin Osbourne (standing in for Robin LaLonde)

Chuck LeFebvre, Chair

Dave Guthrie

Managers: Erin Felax , Keith Felax (excused for employment)

**CALL TO ORDER**

Chair Chuck LeFebvre called the Sunken Lake Park Committee meeting to order at 1:05 p.m.

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

ROLL CALL Chuck LeFebvre, Dave Guthrie and Kevin Osbourne, present

**PARK CO-MANAGERS REPORT** – none to report (discussed later in agenda)

**OLD BUSINESS:**

- a) Camp Spot Update- Erin brought to the board that Camp Spot Reservations are working well, Occupancy is already at about 35% in comparison to ending last year at about 48%. The Clover equipment is still not functional. Erin has reported that about two-thirds of her 2024 budgeted reservations are already in Camp Spot and she has deposited about 15% with the treasurer.
- b) EGLE Permits Update – After contacting the health department and being moved to the correct agency for the beach improvements it was found that EGLE prefers the use of pea stone gravel to combat the mucky bottom in the swim area to sand, there is still a permit process for the use of pea stone. Also, Erin asked EGLE about the tent-only site proposed in the horseshoe pit area and found that it would not be feasible to use this spot, she will update with a new area to be considered later this year.
- c) Office Updates- Keith and Erin have found a business willing to donate a large reception desk for the office and have placed that in the office area, found a 4-drawer locking file cabinet at a discount to be used for forms and better organization, also 2 -10-foot-long counters were donated to be used for storage and cleanliness of the office/store building.
- d) Tent-Only Update (please see above under EGLE Update)
- e) Camp Host Update- One of the potential camp hosts will be at the March meeting for the committee to meet and approve the background check.

## **BUDGET REVIEW/ADJUSTMENTS FOR 2024**

- Propane Plus has delivered propane after 3 weeks' notice that the tank was getting low, a receipt that was given to Erin has still an old balance showing, Erin contacted Kim Ludlow, and the check was written on February 14<sup>th</sup> and it must have just passed in the mail, Erin will keep an eye out to make sure bill is paid.
- Erin again updated the committee that the CIP for the Trees, picnic tables, and tractor forks was not budgeted in 2024 although the Committee and board had passed these improvements. Erin asks that the highest priority be the tables and the trees, both need to be done before the start of the season, and the tractor forks can be pushed to 2025 if needed. Also, another reminder that the roof and furnace for the manager's house will need to be budgeted before fall, please.

## **NEW BUSINESS**

- a) Dave Guthrie welcome- The committee and managers welcome Mr. Guthrie to the Committee and the Board. Mr. Guthrie is not new to the Parks Commission, or the Board of Commissioners, and he will be a valuable asset.
- b) Amazon Account – the Amazon account that previously was discussed with Jennifer Mathis is on hold at present, more updates as they are available.
- c) Credit Card for Parks Use- Erin asked for clarification on the use of the parks card to order the items for the Youth and Recreation Grant. The cards are in the treasurer's office and can be picked up there for use, Erin will talk to Kim Ludlow about the process of obtaining items that are over the \$500 spending limit and not available through a preferred vendor.
- d) Softener Salt line item – Late in 2022 the water softener was installed at the park. Because of the winter closure, the system was not charged until May of 2023, in the original purchase, a small amount of salt came with the unit. Erin asks that the salt in 2024 be purchased from the Building Maintenance line item. (208-758-932-000) and that in 2025 and going forward the salt be considered as an expense in the yearly budget.
- e) **CIP** information – Please see above under 2024 Budget review

\*Next meeting: Wednesday, March 27, 2024, at 1:00 p.m. in the Howard Male Conference Room

## **ADJOURNMENT**

Moved by Kevin Osbourne and supported by Chuck LeFebvre. Motion carried. The meeting adjourned at 2:07 p.m. Motion carried.

Respectfully submitted,

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Chuck LeFebvre, Sunken Lake Park Committee Chair  
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