

Long Lake Park Committee
DRAFT Meeting Minutes
Thursday, July 27, 2023 at 11:00 a.m.
Howard Male Conference Room

The Long Lake Park Committee met on Thursday, July 27, 2023 at 11:00 a.m. in the Howard Male Conference Room.

Long Lake Park Point Committee members in attendance were Gerald Fournier, Bob Adrian, Manager Sarah Jore, and Kurt Pratel. Jesse Osmer, excused. Also in attendance: County Administrator Mary Catherine Hannah (via telephone), and County Board Assistant/Parks Recording Secretary Lynn Bunting.

Chair Kurt Pratel called the meeting to order at 11:00 a.m. and presented an agenda addition: 1) Animal issue at park.

I. Long Lake Park Manager Monthly Report (attachment #1)

Manager Sarah reported on the following:

- Working on Day Use area. Picnic tables project discussion and to table and put on agenda for next month, unless something comes up sooner to address picnic tables. Commercial industrial type tables. If approved by the parks commission to move forward. Bob worked on spreading top soil around the concrete slab area in the day use area for the picnic tables as there is a lot of sand showing still and will need more topsoil per Sarah. Concrete slabs are built up, need to dig a trench in front of the concrete slabs and need drainstone \$800 estimate per load but will get a confirmed estimate to help with flooded area on road way side; the other side goes to lake. Sand and gravel top soil estimate \$25 per yard and will need 5 to 10 yards. Bob recommended to budget for 20 yards for around the concrete pads and to plant grass seed for day use area. Kurt reported that the man working on the concrete picnic tables for them has passed away and will need a solution and research where to get commercial type picnic tables. Moved by Gerald Fournier and supported by Kurt Pratel to approve the below Action Item. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

ACTION ITEM #1: The Committee recommends approval to purchase up to 20 yards of topsoil and drainstone for the concrete pad area in day use area as part of the Youth & Recreation Grant reimbursement for 2023 as the parks portion as presented.

- Sarah requested that someone contact Brad Smith regarding cannot keep power on in house, overloaded, have to shut power to washer/dryer, slushie machine, the breaker is tripping, he has the breaker and could not do during covid and did not install yet, cannot run microwave if washing laundry. Kurt will come out and they can call him together.
- Had a complaint of the chicken and goats per Sarah. Mary Catherine spoke with the township supervisor about the complaint, and need a special land use application to be able to have the animals there. Sarah talked with the neighbors and campers who enjoy seeing them and feed/pet them and are in favor of them being there. Mary Catherine noted that the application needs to come from the county. Having them there without a permit the park is in violation of zoning ordinance and zoned as waterfront residential, not considered agricultural use and the supervisor of Charter Township is not in favor of agriculture zoning exception. Should be set as attraction – petting zoo, not in free range and need to be fenced and Sarah noted they are fenced. Discussion on fencing and signage, license requirements, health department health codes. Mary Catherine recommended to further discuss at

PointPersons with a plan and she will contact the supervisor at Charter Township to let him know they are working on it. Will need additional signage for crossing area or put in a crossing walk for having these animals, if approved. Committee recommended Sarah check with the health department and/or licensing requirements for a petting zoo, farm animal attraction. The PointPersons can discuss and have a recommended ready for the Parks Commission to decide/approve to apply for a special land use permit. Moved by Gerald Fournier and supported by Kurt Pratel to approve sending this to the PointPersons and Long Lake Park Committee supports setting up a petting zoo type with proper signage and other areas appropriate for health department and for the township. Motion carried. Check on permits if required and though there is fencing will check on a more appropriate permanent fencing with 4 foot or higher required. Sarah will do more investigation on the requirements and inform the committee. Kurt recommends that Sarah invite her supporters at the park to come to the parks board meeting or have letters of support presented to the board.

II. Long Lake Park Budget Review for 2023

- 2023 Budget Review – The committee reviewed and no adjustments needed at this time. Sarah requested to go to Sumerix to get parts for the York rake, and back of tractor. Moved by Gerald Fournier and supported by Kurt Pratel to allow Long Lake Park Manager Sarah Jore to purchase parts for the York rake, and back of tractor from Sumerix within the Long Lake Park 2023 Budget. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

- 2024 Budget Planning/CIP Planning – Recreation Plan (2024-2028) -

(Will work on proposed 2024 budget recommendations. *Will note to budget two dumps from Halls for the 2024 budget)

OLD BUSINESS

- Long Lake Park Day Use Area Project – Discussion on commercial style picnic tables and get delivered due to man passing.

- Fourth of July results – Sarah reported went great, lights festival a lot of people and police in the area and came in for the fireworks and kept the crowd down and inline with just being there, no issues during the fourth event.

- TruGreen Invoice (attachment #2) – Kurt spoke with them and Sarah informed him that they have been out there and did what they expected to do as they had to come back and finish and would not be paid if not done correctly. Kurt will allow invoice and Sarah will take invoice over to Treasurer's Office. Moved by Gerald Fournier and supported by Kurt Pratel to approve the below Action Item. Roll call vote was taken: AYES: All ayes. NAYS: None. Motion carried.

ACTION ITEM #2: The Committee recommends approval of the TruGreen Invoice in the amount of \$782.87 and to pay out of line item #208-759-801.004 Insect Control.

- When not raining to paint and has the colors and this has been previously approved.
- Sarah dropped off completed and signed new credit application paperwork at Ace Hardware.
- Bark at playground – just need a truck to use to haul trailer to pick up bark for the playground.

- Maintenance/Ground Issues – over at day use, proper drainage addressed with lot issues. Kurt has checked and happy with the drainage looks like working very well. Sarah had 3 inches of rain quickly and in a short amount of time, drained down the sidewalk and opened up a few of their drains across the driveway and scraped back to relieve and went down very well; washout near boat launch and may need to grade a bit to fill the washout back in. Sarah reported that there are some head screws broken off on the well need to be replaced per the health departments requirement. Mary Catherine reported to put in a maintenance ticket and she will follow up with Wes. Lynn will put in the maintenance ticket as Sarah does not have access to it.
- Septic pump after July 4th and status of dump station – Sarah reported she will contact Halls on this and may be ready to be done.
- Road Commission – Dust Control status – Kurt reported seemed to do a better job. Sarah reported they came back after they were out there and finished. Dust control has been very well. Bob recommends to check with C&S about getting emulsion put on which helps keep the material on the road and holds well. Bob reported not sure on the cost but even if did just through the campground; put on 2024 capital outlay budget. Sarah will contact Adam to do the main driveway and was estimated at \$1,100 (double path), but did not quote on campground. Moved by Gerald Fournier and supported by Kurt Pratel to put this project (emulsion for the road/campground) on the 2024 capital outlay budget. Motion carried.

NEW BUSINESS

- Create campsites #12 and 13 and fill out the EGLE application to make camping spots out on the point. Do a map showing proposed added new sites to show committee for approval and board approval and if for 2024 include on a new application for these sites to add these sites, not on the regular renewal application. Mary Catherine will contact Mike Kieliszewski regarding soil erosion and may need a soil erosion permit, but will see if need if moving dirt close to the water; she will confirm before work is done and she can help Sarah fill out the soil erosion application to submit. Sarah said these would be waterfront sites. Discussion to trade for a camp site up to committee to approve, limit on a dollar figure to authorize the managers to trade for work, abide by purchase and procurement policy and getting value of camping and still need estimate of what their work would be.

The Committee discussed and recommended Sarah get an estimate from Hincka Logging. Moved by Gerald Fournier and supported by Kurt Pratel to approve that Sarah Jore obtain a written estimate from Hincka Logging on what it would cost them to do logging for proposed new camp sites, clean up the brush, leave the logs and what they would take, and when receive estimate present to the parks commission for approval in trade for camping for this work. Motion carried.

Bob recommends to go to the County Equalization Office to see if they can print a large area of the point and pencil in on the map the proposed camp sites and get the cost of what it will be to run power out there. Bob reported that he spoke with Jon Bullis at the Power Company and if the park has to go underground with the power and though Jon said it is not a decision he makes but may have to do on some to help save on maintenance cost for overhead wires. Discuss further at the next meeting and Sarah will check on costs for this before next meeting.

Kurt informed the committee that he will be out of town the end of September until the middle of October.

***Next Meeting: Thursday, August 31, 2023 at 11:00 a.m. in the Howard Male Conference Room**

ADJOURNMENT

Moved by Gerald Fournier and supported by Kurt Pratel to adjourn the meeting. The meeting adjourned at 12:00 p.m.

Respectfully Submitted,

Kurt Pratel, Committee & PointPersons Chair
Long Lake Park Committee

llb

DRAFT

Park: Long Lake

Report by: Sarah

Date: 7-26-23

#1



PARK MANAGER MONTHLY REPORT

Ongoing Improvements Project(s) Progress:

Still working at Day Use, we really need top soil to finish around the pads. We also need a load of Drain Stone to get the water to drain to the lake from the parking side of the pads.

Campground Activities & Site Notes:

Our next activity weekend is Halloween Oct 7th.

Budget Adjustments Needed/Budget Look Ahead:

None

Upcoming/Needed Maintenance:

picnic Tables for Project? How much money is left?

***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



Recvd 7-12-23

102 BRE

#2

1790 KIRBY PKWY STE 300 MEMPHIS TN 38138
7534 0410 NO RP 04 07042023 YNNNNNN 0000398 S1 T1
398 1 MB 0.528

P

| | |
|------------------|------------------|
| Invoice | |
| Customer Number: | 7006758747 |
| Due Date: | Due Upon Receipt |
| Total Due: | \$782.87 |

LONG LAKE CAMPGROUND
10002 HINKS PARK RD
ALPENA MI 49707-8871



Your account is past due

Pay by phone
(989) 202-1908

Questions
(989) 202-1908



This invoice reflects payments received by **07/03/23**. If payment has already been sent, please disregard.

| Service Date | Description of Services & Service Address | Invoice Number | Charges | Payments/Credits | Total Due |
|--------------|---|----------------|----------|------------------|-----------|
| 05/19/23 | Mosquito & Outdoor Pest Control Work Order 6713542275 Location: LONG LAKE CAMPGROUND 10002 HINKS PARK RD, ALPENA MI 49707 | 175895478 | \$782.87 | | \$782.87 |

*Service Re-scheduled
P.*

*Check for 7-11-23
208-759-801-000*

Due Date: Due Upon Receipt \$ Total Due: \$782.87

** Please make checks payable to TruGreen **

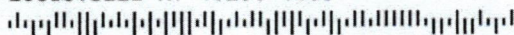


Customer Number: 7006758747
Branch Number: 5123

LONG LAKE CAMPGROUND
10002 HINKS PARK RD
ALPENA MI 49707

Mail to:

TRUGREEN PROCESSING CENTER
PO BOX 9001033
LOUISVILLE KY 40290-1033



Due Date Total Due Amount Paid Check #

Upon Receipt \$782.87

\$ Payment Options:

- Pay by phone at (989) 202-1908
- Pay by enclosed check (See back of invoice for details)
- Credit card payment (Please fill out the following):

Check One: DISCOVER VISA AMERICAN EXPRESS Gift Card

Credit Card #: (_____ - _____ - _____)

Exp. date: _____ / _____

Name (as it appears on credit card): _____

Authorized Signature: _____

REQUIRED

1 00005123 20 070067587470 00000000001758954785 0007828700078287 7



*** Cancellation Policy**

Your program will continue, year after year, until you or we cancel. To cancel just call your local branch at the telephone number shown on the front side of this letter. You may cancel your program at any time. Be sure to request and receive a cancellation number.

CHECK PROCESSING POLICY

ACH: WHEN YOU PROVIDE A CHECK AS PAYMENT, YOU AUTHORIZE US EITHER TO USE INFORMATION FROM YOUR CHECK TO MAKE A ONE-TIME ELECTRONIC FUND TRANSFER FROM YOUR ACCOUNT OR TO PROCESS THE PAYMENT AS A CHECK TRANSACTION. IF WE USE INFORMATION FROM YOUR CHECK TO MAKE AN ELECTRONIC FUND TRANSFER, FUNDS MAY BE WITHDRAWN FROM YOUR ACCOUNT AS SOON AS THE SAME DAY WE RECEIVE YOUR PAYMENT, AND YOU WILL NOT RECEIVE YOUR CHECK BACK FROM YOUR FINANCIAL INSTITUTION. **RETURNS:** IN THE EVENT THAT YOUR PAYMENT IS RETURNED UNPAID, YOU AUTHORIZE US THE OPTION TO COLLECT A FEE AS ALLOWED BY LAW THROUGH AN ELECTRONIC FUND TRANSFER FROM YOUR ACCOUNT. For any checks returned for insufficient funds, we will charge you a \$20.00 fee.