

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

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

Long Lake Park Point Committee members in attendance were Gerald Fournier and Kurt Pratel. Jesse Osmer, excused. Bob Adrian via telephone. Also in attendance: Manager Sarah Jore, Assistant Manager Cathy Skerski, County Maintenance Superintendent Wes Wilder, County Administrator Mary Catherine Hannah, County Treasurer Kim Ludlow, and County Board Assistant/Parks Recording Secretary Lynn Bunting.

Chair Kurt Pratel called the meeting to order at 11:00 a.m.

I. Alpena County Parks Opening May 12, 2023

Kurt reminded the committee that the parks opening day for 2023 will be on Friday, May 12, 2023, previously approved by Parks Commission.

II. Date of Parks Visit Parks Commission Saturday, May 20, 2023

Kurt reminded the committee that the Parks Visit with the Parks Commission will be on Saturday, May 20th starting at 9 a.m. at Beaver Lake Park, Manning Hill, Sunken Lake Park, then Long Lake Park.

III. Camp Hosts for 2023 Camping Season

Sarah reported that Shane and Ernie Donnan were already approved as Camp Hosts for Long Lake Park for 2023 and background checks are clear and she has their ID Badges and they did their CPR training last year. Sarah reported that Sarah Dihle has not turned in a Camp Host application.

IV. Board Approved Parks Credit Card Policy

Kurt reported PointPersons Committee at their last meeting discussed and approved to notify Commissioners Office. Treasurer Ludlow informed the committee that she has the Parks Credit Card in their office and not the Commissioners Office and will bring up the process for discussion at the Parks Commission meeting on May 10th.

V. Long Lake Home/Water Damage Insurance Repairs Update

Treasurer Kim Ludlow reported she received a call from Jess Ross that the Parks Board did not approve him to be paid stating he did job at LLP and was going to tear flooring out at park until he gets paid. Treasurer Kim contacted Wes and the Sheriff and the Sheriff's Deputy went out there and issued a report and left a message with the County Administrator. County Administrator Mary Catherine Hannah reported she was told there were tools in the house, doors were unlocked and that the floor was not completed with no one out there while he was there. Kurt reported that the work being done so far, he and Sarah are happy with it. Treasurer Ludlow reported on an invoice/proposal received with no progress report form attached and explained that the bills go to the Board of Commissioners to approve all the bills at their board meeting and that the Parks Commission do the same and needs the Parks Commission to approve bills, not only two or three members. Administrator Mary Catherine reported she will review the invoices.

and get information together for the Parks Commission meeting.

VI. Long Lake Park Boat Launch Project & Bid Opening April 26, 2023 Update

Kurt reported both himself and Bob Adrian were at the bid opening yesterday with two bids received (both local) and Elmer's was the lowest bid at \$721,000 (budgeted \$50,000 Parks Fund; \$34,100 Y&R; \$133,000 RPG; Waterways/MEDC \$300,000). Kurt reported that Mark Straley of RS Scott Associates will review both bids before submitting recommendation to the Board of Commissioners and Parks Commission for approval before submitting to the DNR for their approval. Kurt reported that Bob sees no problems with this bid and recommends to do in September being the best time to do construction and water is down at that time.

Bob reported specs for what to do under the concrete for the Youth & Recreation Day Use Project and that he needs to get with Sarah and start working on in May to get forms filled out and ground prepped and concrete to be poured after that. Bob reported that one picnic table is completed, and what to do for the other three, and for the park benches, and get the grills ordered. Wes spoke with Marty, and they were going to store the picnic table that is completed at the fairgrounds and take it out there at the park when ready. Kurt reported that ACC Tech can make one picnic table per semester. Discussion for a commitment to making four before the end of the year, wait on them, and order the concrete and park benches.

Treasurer Ludlow reported that at the last parks meeting she was to reach out to Y&R about the \$500 donation as a reimbursable expense and she was told it is not; the parks would need to speak to the Youth & Rec Committee and to have someone to request at the Y&R Committee on May 4th. Kurt reported he will work on a memo to the Youth & Recreation Committee and someone to reach out to them to request to be on the agenda.

Wes reported on the status of the pump at the bathhouse reported that one pipe was leaking that was fixed; problem with filter. Wes reported that he took care of couple of things for the bathhouse and second pump was fixed. Both pumps at South Bathhouse are working.

VII. Culligan Water Filter System Update & Maintenance Issues preparation for Park Opening and Culligan Water Filter System Update

Sarah reported that the Culligan Water Filter System will be installed tomorrow, rest taken care of by maintenance. Sarah reported a hole is dug for draining and waiting on gravel to fill in and have a lot out there before putting a seasonal on them and need gravel. Kurt authorized for her to do as an emergency, gravel donated just had to pay for delivery. Administrator Mary Catherine reported that this is an item that happens every year and recommended to budget as routine maintenance in grounds maintenance. Wes reported the door on the old bathhouse he has not gotten to it yet but will.

VIII. Long Lake Park Events for 2023 & Tool/Equipment Inventory List

Sarah reported she has the events for 2023 and reported she only has a couple and read to the committee and will get them sent in to the Commissioners Office for the parks board meeting packet for approval. This will be added to the next Long Lake Park Committee meeting agenda for June 1, 2023 for review/approval for recommendation to the next Parks Commission meeting in June.

Sarah reported she will work on the Tool/Equipment Inventory list.

IX. Maintenance Issues present boat launch site

Kurt reported on water filter, pipes cleaned. Sarah reported water is on. Treasurer Kim informed the committee and the manager that the managers need to turn in unused boat launch tickets to the Treasurer's Office as they are numbered and the Treasurer's Office uses up the old ones first before issuing new boat launch tickets.

X. Long Lake Park Managers Report

Sarah reported on the following:

1. The gravel was delivered today.
2. The John Deere Tractor has issues, smoking a lot at end of season last year, contacted Sumerix and reported it may be a water pump issue between \$200-300 estimate. Sarah is asking if she can send to have the tractor checked out to see if it is a water pump and if worth fixing and will have labor expense to just look at it. Moved by Gerald Fournier and supported by Kurt Pratel to authorize the manager to take the John Deere Tractor to Sumerix to get it checked and get an estimate on it, not to fixed it until committee reviews the estimate. Gerald Fournier amended to approve no more than \$300 to approve to pay for labor at Sumerix to look at the John Deere Tractor and supported by Kurt Pratel to add this into the action item below. Roll call vote: All ayes. Jesse Osmer, excused. Motion carried.

ACTION ITEM #1: The Committee recommends approval for the Long Lake Park Manager to take the John Deere Tractor to Sumerix Implement to have it looked at and to get an estimate for repairs and to approve to pay up to \$300 for the labor charged to look at the tractor with monies to be paid from the line item #208-759-931 Equipment Maintenance.

3. Culligan coming on Friday.
4. Day Use for grant: Sarah asked if there is a set amount for the sand for the beach. The committee informed Sarah that the grant says it is all for picnic tables and cement pads, not sand.
5. Went to The Home Depot to check out what it would cost for board and estimated at \$440 per dock for deck boards and both docks need repair and getting dangerous and edges are getting rotten and estimate will be different at Builders Choice. Just the two boat launch docks used that need repairs and would be \$880 total estimate. Sarah will go to Builders Choice for estimate. Moved by Gerald Fournier and supported by Kurt Pratel to approve the below action item. Roll call vote was taken: All ayes. Jesse Osmer, excused. Motion carried.

ACTION ITEM #2: The Committee recommends approval for the Long Lake Park Manager to purchase boards for two boat launch docks that need repair, as it is a safety hazard, up to \$880 total with monies to be paid from line item #208-759-931 Equipment Maintenance.

Administrator Mary Catherine explained that if an expense is in the budget and a routine cost it is ok to do if committee approves, but if over \$500 then will need Parks Commission approval. Moved by Gerald Fournier and supported by Kurt Pratel to allow Sarah to get boards for picnic tables as requested. Roll call vote was taken: All ayes. Jesse Osmer, excused. Motion carried.

6. Stumpgrinder – Sarah spoke with Wes about them coming out to remove some stumps before opening day and he told her that he and his crew are very busy and short handed, Sarah requests if they can use the stumpgrinder at Long Lake Park (Wes has the County Stumpgrinder). Discussion if county equipment and she is a county employee and if Wes approves, recommend

that Sarah can use to get the stumps removed before the seasonals come in. Wes reported he would allow Sarah and her people to use if approved by the board. Discussion and recommendation not to allow volunteers to do as they are not county employees. Moved by Gerald Fournier and supported by Kurt Pratel to approve the below action item. Motion carried.

ACTION ITEM #3: The Committee recommends approval for the Long Lake Park Manager to use the County stumpgrinder with a total of 6-10 stumps to be removed before opening day.

XI. Long Lake Park Budget Review for 2023

The committee received and filed, no need for adjustments at this time.

XII. Preparation of ground for Day Use Area Project

Recommended to discuss further at the next committee meeting.

XIII. EGLE Permit needed to add 25 primitive sites (EGLE Campground Construction permit request)

Discussion for Sarah to do and get with Parks Chair Pam Kirchoff on what needs to be done to submit permit.

XIV. Long Lake Park Campground License for 2023 Camping Season

Kurt reported that Parks Chair Pam Kirchoff handled and obtained a license for the 2023 Camping Season for Long Lake Park and that this is greatly appreciated by the committee and the manager.

XV. Parks Performance Review

Kurt reported the first review needs to be done before opening day and will review at next meeting.

XVI. Parks Project Forms

Administrator Mary Catherine informed the committee and the manager that a Parks Project Forms needs to be submitted with all projects for Long Lake Park and to include estimates/quotes.

***Next Meeting: Thursday, June 1, 2023 at 11 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 12:07 p.m.

Respectfully Submitted,

Kurt Pratel, Committee & PointPersons Chair
Long Lake Park Committee

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