

**Long Lake Park Committee
DRAFT Meeting Minutes
Thursday, August 31, 2023 at 11:00 a.m.
Howard Male Conference Room**

The Long Lake Park Committee met on Thursday, August 31, 2023 at 11:00 a.m. in the Howard Male Conference Room.

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

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

Long Lake Park Budget Review for 2023

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

1. Request to transfer \$700 from Equipment Maintenance line item #208-759-931 and put into Insect Control line item #208-759-801.004. Mary Catherine will reach out to the Treasurer's Office.

2024 BUDGET RECOMMENDATIONS

The committee discussed and went through the 2024 budget recommendations for Long Lake Park.

Chair Kurt presented the proposed 2024 budget for Long Lake Park stating he worked on it with Sarah. Discussion on occupancy report. Sarah reported she spoke with Kurt and ordered a dumpster for the shingles removed from the old Pavilion by the boat launch in the amount of \$250 and a bill will be coming.

The committee concurred with their proposed 2024 budget recommendations and will present to Point Persons for review/recommendation to the Parks & Recreation Commission for approval.

CIP PROJECTS FOR 2024

The committee discussed Capital Improvement Plan Project for Long Lake Park for 2024 recommending Lot #7 be set on an angle as it is not level and plan improvement for it for 2024.

Pole Barn to replace the existing garage in 2024. New electrical \$10,000 to campsites, run water with electrical with \$1,000 for the water expense.

Old boat launch area discussion to put campsites on it and will need fill for the trenches that will be dug for \$2,000 and recommended to put the total project at \$15,000 for 2024 out of grounds maintenance. A soil erosion permit will be needed. Discussion on seasonal waterfronts.

Long Lake Park Manager Monthly Report (attachment #1)

Manager Sarah reported on the following:

1. Gravel spread, topsoil spread, and seeded in Day Use Area.

2. Discussion on Pavilion and Sarah requested that monies from the Park Improvement Donations be used towards purchasing two canopies with a metal roof to cover two gazebos with concrete pads as coverage for use. Sarah noted that 50/50 money collecting for Pavilion and requests to use funds for the two canopies. Moved by Gerald Fournier and supported by Kurt Pratel to recommend the below Action Item. Roll call vote was taken: AYES: All ayes. NAYS: None. Jesse Osmer, absent. Motion carried.

ACTION ITEM #1: The Committee recommends approval for Sarah Jore, Long Lake Park Manager purchase two metal roof canopies with monies to come out of the Park Improvement Donations line item #208-759-957.000 as presented.

Discussion and recommendation for Sarah to purchase these two canopies using the Board of Commissioners Credit Card. Moved by Gerald Fournier and supported by Kurt Pratel to approve Sarah Jore, Long Lake Park Manager, to use the Board of Commissioners Credit Card for purchase of the two metal roof canopies out of the Park Improvement Donations Expense line item \$208-759-957.000. Motion carried.

3. Topsoil, Gravel Update – Sarah reported she spend more out of the budget for topsoil, etc. to open (old road) driveway as recommended by the Youth & Recreation Committee to open for a parking lot with a fence around it with a gate for walk through and will not go all the way through the park. There will be two parking areas for the Day Use and will do another load of gravel estimated at \$500 to come out of Grounds Maintenance.

4. Karaoke – Sarah reported there will be karaoke this weekend on a concrete pad with popped up tent where the old Pavilion was from 7 pm to 10 pm.

OLD BUSINESS

Chair Pratel presented the following updates:

1. Long Lake Park Day Use Area Project Update – Youth & Recreation 2023 Grant – The three 4' Commercial Graded Picnic Tables and three 7' benches for the Day Use Area were ordered with 30% payment down and will receive in about 6 weeks with the balance of \$4,000 from Treasurer's Forever to be paid.

2. Maintenance installation of well head screws – Sarah reported that Wes's crew did and replaced all the head screws on the well.

3. Preconstruction meeting – Kurt reported they met with RS Scott, the Long Lake Park Committee, and Elmers and the meeting went well for the Long Lake Park Boat Launch project starting this fall. Kurt reported they discussed the Long Lake Dam, start date and new time sheet will be sent by either Elmers's or RS Scott.

4. Field Correction Notice Update – Sarah reported she has no bids and will contact for 2 bids. Kurt reported he will follow up with Sarah on this.

5. Subscription to Michigan Lakes & Streams Magazine – Kurt reported that Bob Adrian has recommended a subscription to the Michigan Lakes & Streams (Riparian) Magazine for some time that he thought would be beneficial for the parks. Moved by Gerald Fournier and supported by Kurt Pratel to recommend to purchase the magazine Subscription from Michigan Lakes

and Streams for one year in the amount of \$25 and to try it out to see if the parks benefit from it and to present it to the Parks Point Persons and Parks & Recreation Commission for approval. Roll call vote was taken: AYES: All ayes. NAYS: None. Jess Osmer, absent. Motion carried.

NEW BUSINESS

Chair Kurt informed the committee that he will be leaving to go out of the states on September 28th and will not return until October 12 and requests that the Long Lake Park Committee meeting on Thursday, September 28th be moved up a week to Thursday, September 21st at the same time and location.

Chair Kurt noted that he will not be attending the Parks & Recreation Commission meeting on October 12th and requested Gerald Fournier represent him at the Point Persons Committee meeting on Monday, October 2nd at 11:30 am in the HMCR.

Discussion on the Fairgrounds joining the Parks & Recreation Commission. Moved by Gearld Fournier and supported by Kurt Pratel that the Long Lake Park Committee reject admittance of the Fairgrounds joining the Parks & Recreation Commission. Motion carried.

****Next Meeting: Thursday, September 21, 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 12:17 p.m.

Respectfully Submitted,

Kurt Pratel, Committee & PointPersons Chair
Long Lake Park Committee

llb

Park: Long Lake

Report by: Sarah Jore

Date: 8-29-23

#1



PARK MANAGER MONTHLY REPORT

Ongoing Improvements Project(s) Progress:

Day Use improvements going good!
Pavillion Down!

Campground Activities & Site Notes:

Karaoke on Labor Day Saturday.

Budget Adjustments Needed/Budget Look Ahead:

Upcoming/Needed Maintenance:

More gravel for Day Use + Top Soil

Fencing + 2 Gazebo's from budget.

*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

WEEKLY VEHICLE INSPECTION SHEET

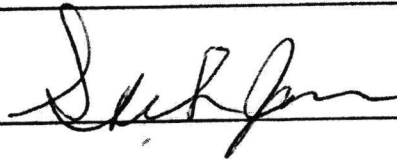
Employee Sarah Jore Date 8-29-23
Vehicle Truck Mileage 66822

The items on this inspection sheet should be checked weekly. Please an X by any item that needs attention. Place a check mark by the rest. Any discrepancies should be detailed on the bottom of this sheet.

- Visual inspection for exterior damage/leaks under vehicle
- Check inside engine compartment for leaks/loose items
- Oil level
- Washer fluid level
- Coolant level
- Power steering fluid level
- Start engine and check transmission fluid level (fluid should be hot)
- Check tires with air gauge
- Check tires for wear and pressure (35 PSI COLD) LF 35 LR 35 RF 35 RR 35
- Check heater/defroster/air conditioner
- Check windshield wipers/washers
- Check highlight/signal lights/4 way flashes/tail lights/backup lights/horn
- Check interior lights
- Check mirrors for damage and adjustments
- Check fuel level (Should not be less than 1/2 tank)
- Check for any strange smells, sounds, vibrations or anything that does not feel right

The following discrepancies were noted:

Inspectors' signature:



Corrective action taken:



TRIDENT

www.tridentinsurance.net

PLAYGROUND SAFETY CHECKLIST

NOTE: This checklist assumes the playground complies with U.S. Consumer Product Safety Commission guidelines. For more information contact your Risk Control Consultant.

Long Lake Campground 8-29-23
 District / School Location Date
Sarah Jore 7:20
 Inspector Time

Indicate 'yes' or 'no'. If 'no', recommendations or comments should be made on the line, or on the reverse side of the form identified by the number that corresponds to the question.

#	Target Issue	Yes	No
1.	Has the "fall cushion", sand, gravel or wood chips, under equipment been compacted or displaced?		X
2.	Are there any foreign objects or obstructions in the fall zones under and around play equipment?		X
3.	Are any concrete footings on play equipment sticking out above ground or not secure?		X
4.	Are there any obstructions in the normal traffic patterns?		X
5.	Are there any sharp edges, broken parts, or loose bolts?		X
6.	Are there any frayed cables, worn ropes or chains that can pinch?		X
7.	Is any wood part rotting, splitting, insect infested or excessively worn?		X
8.	Does any play equipment need re-finishing (sanding, painting)?		X
9.	Is the playground fence in good condition?		NA
10.	Are there any electrical hazards, low wires, transformers, uncovered outlets, etc. on the playground?		X
11.	Are there any pools of contaminated water in the playground?		X
12.	Are there any holes, which could cause a fall, in the playground?		X
13.	Does the grass, trees or shrubs need care?		X
14.	Are there any other fixtures / structures in the playground area that are not in good repair?		X

Comments: _____