

**Long Lake Park Committee
Meeting Minutes
Thursday October 26, 2023 at 11:00 am
Howard Male Conference Room**

The Long Lake Park Committee met on Thursday, October 26, 2023 at 11:00 am in the Howard Male Conference Room.

Long Lake Park Committee members in attendance were Gerald Fournier, Jesse Osmer, Manager Sarah Jore, and Kurt Pratel. Also in attendance: Mark Straley, RS Scott Associates; and Lynn Bunting.

Chair Kurt Pratel called the meeting to order at 11:01 am.

Long Lake Park Boat Launch Project

Bob reported that the start first bill submitted and went to Straley and then we sign and process to Treasurer. DNR wants for breakdown between the two grants, he s/w MC Y&R Grant 2023 submit for reimbursement quickly to close out first, well over ½ completed, met with Elmers last week all dredged material that came out was unusable other than the big stone, they need it out of the middle of the parking lot – haul away or get a permit with DNR and use as fill elsewhere, the big hole in parking lot dumped dredging and sorted big rocks out first, would have had to haul in fill but used fill onsite, and may need to bring in more fill, disposed of the clay and smaller rock in hole and in the berm, additional cost from Elmers came to \$14,000, pulling out next week (rained out), make sure the ramp is safe before they leave for year to fill in,

Mark reported approved and need to sign off on the invoice for review and submit for payment processing. Mark reported about 60% done, vault toilet and paving next year, paid RS Scott Associates two invoices, one a long time ago and use for match and one invoice recently paid, need 25% done for construction before putting in first invoice in and can incl engineering (\$40,000 Team Elmers include with next Invoice before submitting as it is not enough to Lansing per Mark – all engineering costs). This fall all gravel in (coming back 3-4 days of work today pending the rain), on budget, little behind schedule due to rain, only upcharge is the \$14,000, do not need split rail fence went all the way to pit toilet, halfway down the ramp, can put a hold on it for now and check in the spring – berm in there, between pavilion and launch – no separation down in that area, fill out on the sides, topsoil on top and may be mowing that by August of next year. Mark asked Sarah to check and see where the pit toilet is and recommends to move up, and DNR wants to open all the time and closer to the parking lot and easier to get it pumped and a spring decision, relook it over when shutting down for the winter per Gerald -

Kurt reported all boat planks onsite and updated progress schedule in meeting packet from Team Elmers (attachment #1). Long Lake Improvement Association donated \$5,000 to this project.

The committee agreed to wait until spring and hold off this year for the split rail fence.

Long Lake Park Manager Monthly Report (attachment #2)

Manager Sarah reported on the following:

1. Boat Launch looks different.

2. New tables arrived and stored in men's bathroom and inside for the winter and out of the weather. Tables down blocking so people cannot get through the parking lot.
3. Old bathroom is not painted yet.
4. Everything put away for the winter. Duffy is going to winterize tomorrow.
5. Too wet to mow and when dries up will chop leaves more.
6. Campspot all sites need to be measured and pictures and will do next week. Started training today.
7. Maintenance – storm door on back of house dented in and rotten on bottom and she has put three handles on it this year and can maintenance and bldg. maint for a new storm door. Moved by Gerald Fournier and supported by Jesse Osmer to replace the back storm door on back of house with a new storm door and put a new storm door on the front door of the front of the house and to move funds from chloride to bldg. maint to cover the cost when the bill comes in, with maintenance installing both storm doors. RC vote: All ayes. Nays: None. Motion carried.

The committee asked Lynn to put in a ticket for maintenance to install once ordered and doors are in.

8. Old John Deere mower sitting out in front of garage, needs a head gasket, sent to Sumerix in the spring and may not have used at all this year and used last fall, had it checked and has a blown headgasket on it and is 20 years old. Still has a mower deck. Moved by Jesse Osmer and supported by Gerald Fournier to approve the below action item as presented. Motion carried.

ACTION ITEM #2: The Committee recommends to approve to sell the old John Deere tractor and send to maintenance for storage and put out for bids.

OLD BUSINESS

1. Receiving and storage of LLP day use tables, benches, canopies stored for winter - Kurt reported 4 BBQ grilles for the day use area and to use Y&R grant for 2023 for this project. Bob reported he had \$5,500 plus picnic tables and park benches that was purchased \$6,187. Lynn will do report and get to the committee. Will invite Y&R out once completed so they can see project and see the boat launch project. Bob took picture when picnic tables on it.

2. Field Correction Notice – Sarah reported Brad ordered the parts to come in any time now to complete. Power issue getting resolved. Brad s/w inspector and knows what is going on.

Budget Review

1. Already discussed during managers' report.
2. Team Elmer's Invoice already discussed during LLP Boat Launch Project.

NEW BUSINESS

1. Closure of LLP grounds, store/office, home, structures – Sarah reported closed up good and tomorrow water will be done when Duffy comes out, Culligan to do new system and will contact Sarah when they can pump it out.
2. CH for 2024 – Sarah reported Chris coming back, Shane and Ernie as well, just need to come up with an events coordinator and has been speaking to a couple of people and ppl wanted to know why ½ camp host and be a full time lot – takes a lot of time for events and is handled now with hosts and Sarah. Sarah has a couple of people interested and will apply.
3. Upgrade sites after boat launch to discuss further – discuss next meeting in November and Lynn ck to

see if in Munetrix as CIP. Gerald reported that he will not be available for meeting on November 30th.
4. Performance Review for Sarah – Kurt did the review and is out there several times through the year and presented to the committee for review and approval (attachment #3). Moved by Jesse and supported by Gerald to approve the manager annual performance review and present to the PointPersons Committee for recommendation to full board as presented. Motion carried.

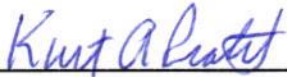
5. Jesse asked question – Sarah did not take deposits for rustic for seasonal until she knows where the power will be – may be an increase in power and expected to pay per Jesse, Sarah put in the campers in the computer but did not take a deposit yet until she knows. Discussion on how seasonals would get sites and Sarah reported she would do by lottery system. She said in there for the spot but if become seasonal waterfront will be lottery system. Jesse recommended first come first serve and send out an email to the campers. Sarah reported not everyone has email. Site going live in November Jesse recommends to send out to campers who inquire about the sites and pay for them.

***Next meeting: Thursday November 30, 2023 at 11:00 am in the Howard Male Conference room**

ADJOURNMENT

Moved by Jesse Osmer and supported by Gerald Fournier to adjourn the meeting. The meeting adjourned at 11:56 a.m.

Respectfully Submitted,



Kurt Pratel, Committee & PointsPersons Chair
Long Lake Park Committee

llb

Attachments:

Information required by MDOT in order to establish a construction schedule.
This form is not required when a CPM Schedule is required.

Distribution: Original - Project Files

CONTRACT ID		WORK DESCRIPTION	
County of Alpena		Long lake new boat launch and parking area	
CONTRACTOR		SCHEDULE TYPE	DATE SUBMITTED
Elmers crane and Dozer, Inc		☒ Initial ☐ Update	10/02/23
LETTING DATE	AWARD DATE	ESTIMATED START	ESTIMATED COMPLETION
04/25/23		10/02/23	05/15/24
PLANNED WORK DAYS ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday			PLANNED WORK HOURS 11

[illegible]

DESCRIPTION OF PLANNED WORK CREWS (major/specialty subcontractors, major pieces of equipment, plants, etc. Reference 108.05.A.2.e)

OTHER COMMENTS (weather considerations, seasonal suspensions, non-work periods, night work, third-party operations, etc. Reference 108.05A.2.e&f)

APPROVALS		
CONTRACTOR REPRESENTATIVE	LOCAL AGENCY - If applicable	MDOT - CONSTRUCTION/PROJECT ENGINEER

Park: LONG LAKE

Report by: SARAH

Date: 10/24/23

#2



PARK MANAGER MONTHLY REPORT

Ongoing Improvements Project(s) Progress:

Parks looking different with the boat launch improvements.

Tables are stacked for the season and I am moved home. I will continue to check on the park and chop leaves as they fall.

Campground Activities & Site Notes:

Will work on measuring all the sites starting next week. {For Campspot}

Budget Adjustments Needed/Budget Look Ahead:

Upcoming/Needed Maintenance:

I need a new storm door on the back door/ big porch side of the house. Could someone put in a ticket please.

***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