



MEYERS/HARTER PARK PROCEDURES Page (1 of 1)

Chairperson: _____

PURPOSE:

To provide guidance for management of the Meyers/Harter Sanctuary Park.

APPLICABLE REGULATIONS:

None

PROCEDURE:

- The park is provided for day use only, no overnight visits are allowed.
- The park will be open 2 days prior to Memorial Day weekend and will be closed two days following Labor Day weekend. The gates are unlocked all summer.
- The park manager maintains the key to the main gate and storage room. The storage building includes lawn mower, leaf blower, small tools and restroom supplies.
- Park manager duties consist of the following:
 1. Visit the park about 3 times a week or work about 20 hours a month.
 2. Every week, clean restrooms and add supplies as needed. Also purchase any supplies as required.
 3. Empty trash cans, clean tabletops, empty BBQ ash and check area for trash or damage.
 4. When needed use the leaf blower to remove debris from volleyball court. And level the sand with a designated 4X4. The net is installed in the spring and remains up for the season.
 5. Check dock for damage or wear.
 6. About 2 to 3 times a year use the weed trimmer to cut grass or weeds around the perimeter, along the edge of trails/pathways and the large rocks. Follow with the lawn mower in the open areas.
 7. At the end of the season after the gate is locked all tables and the children's slide will receive a coat of clear stain.
 8. If fishing season is open prior to Memorial weekend or following Labor Day the restroom is maintained to allow fishermen to come by the dock.
 9. Some small trees, if fallen, will require removal.
 10. As needed pickup or rake tree branches and small debris throughout the park.
- Park manager reports to the W&S commissioners through the managing secretary for payment of wages and reimbursement of purchases. All purchases above the normal restroom supplies, fuel etc. requires prior approval. Wages are by the hour worked with no paid benefits.
- All requests for use of the park by a large group over 50 require approval of the commissioners.