



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 park gate may be locked at any time, subject to the District Managers/Board of Commissioners discretion.
- The District Manager and WWTO maintain keys to the main gate and storage room. The storage building includes lawn mower, leaf blower, small tools and restroom supplies.
- Park maintenance may be hired out to a landscaper/contractor/or private individual.
- Park maintenance duties consist of the following:
 1. Every week, clean restrooms and add supplies as needed. Also purchase any supplies as required.
 2. Empty trash cans, clean tabletops, empty BBQ ash and check area for trash or damage.
 3. 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.
 4. Check dock for damage or wear.
 5. 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.
 6. Some small trees, if fallen, will require removal.
 7. As needed pickup or rake tree branches and small debris throughout the park.
- Individual performing the maintenance duties will report to the District Manager and submit an invoice or record of hours worked for payment. They will also inform the District Manager of any supplies needed. 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.