

BEAVER LAKE PARK COMMITTEE
MEETING MINUTES
Monday, October 23, 2023- 4:00 p.m.
Howard Male Conference Room

Beaver Lake Park Committee Chair Gerald Lucas called the Beaver Lake Park Committee meeting to order at 4:00 p.m.

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

COMMITTEE MEMBERS PRESENT: Chair Gerald Lucas, Bill LaHaie, John Kozlowski, and Beaver Lake Park Managers Earl Martin and Marcia Martin.

OTHERS PRESENT: County Administrator Mary Catherine Hannah, and Board Assistant/Parks Recording Secretary Lynn Bunting,

MANAGER MONTHLY REPORT – (attachment #1)

Beaver Lake Park Managers Earl Martin and Marcia Martin presented the following for discussion:

1. Drain/Tiling issue by garage update – Rob Z. will be completed this year.
2. Purchase of new laptop with MS Office (Word, Excel, etc.) request – date of their current one is 3-5 years old. MS office subscription for the park is needed and Marcia stated she uses her own computer and personal email to use the excel report. Mary Catherine noted that the cost of the MS Office is \$220 per computer.
3. Fall clean up – picnic tables need to move under pavilion but need to finish electrical issues first, need estimate for electrical.
4. Trust Fund Grant Application Status – nothing to date yet.

OLD BUSINESS

1. Maintenance and Inspection Form Update – will get update form to committee for next meeting to review.
2. Parks Performance Final Review – Chair Lucas reported will work on and get final next month when work is done for October.
3. Longevity Pay for Managers discussion – discussion and recommendation and to bring to the PointPersons Committee meeting for recommendation.
4. Campspot Online Reservation System Update – Earl noted that the campsite requirement is 30x40 lot size per state law required and the minimum size of camper is 1,200 feet. BLP requests to link video to BLP. Mary Catherine reported that the managers and Lynn are working closely with the Campspot representative to get all items needed into the Campspot system and the managers are doing training in the process.

2023 BUDGET

The committee reviewed and discussed the following:

1. Budget Adjustments needed for garbage pickup and merchant fees.

Move \$15 from Janitorial to cover bank fees for the merchant services clover connect.

Move \$496 into Garbage as there will be another pickup for garbage.

Mary Catherine noted and will inform the Treasurer's Office.

NEW BUSINESS

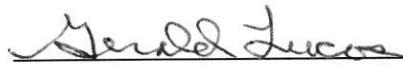
None.

***Next Meeting: Monday, November 27, 2023 at 4:00 p.m. in the Howard Male Conference Room**

ADJOURNMENT

The meeting was adjourned at 5:15 p.m.

Respectfully Submitted,



Gerald Lucas, Beaver Lake Park Committee Chair

llb

PARK MANAGER MONTHLY REPORT

BEAVER LAKE

OCTOBER - NOVEMBER 2023

Ongoing Improvements Project(s) Progress:

Drain / tiling issue by garage – Rob will be starting this project in the near future. We have been in touch with Ms. Dig and Alband regarding any underground wires.

Campground Activities & Site Notes:

Fall clean-up / free camping weekend this weekend and then shutting down.

Budget Adjustments Needed/Budget Look Ahead:

Last garbage bill was higher than what we had left in budget for garbage pickup – working with MCH to transfer from janitorial supplies to cover the difference. Also, to use \$15 from janitorial to cover the bank fees for the merchant services (Clover Connect) if sufficient funds.

Upcoming/Needed Maintenance:

Nothing new.

OTHER / MISCELLANEOUS:

Computer related – although not budgeted specifically, would like to explore the possibility and recommend purchase of new laptop - one with Microsoft Office so that we have access to word/excel, etc.

Follow-up on topic discussions from last month?