

Attorney General
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04:59 PM**PERFORMANCE OBJECTIVES****I. FIRST QUARTER OBJECTIVES -- January through March**

1. Snow plowing
2. Maintain equipment and make required repairs
3. Repair chains
4. Flush hydrants

II. SECOND QUARTER OBJECTIVES -- April through June

1. Rake the pine needles on Park property and haul to the dump site
2. Clean bar ditches
3. Cut growth back from bar ditches and sides of roads
4. Spray weeds in ditches – Roundup
5. Clean around lake and burn or cut tules
6. Fill the lake as soon as it is prepared – clean
7. Block the water coming into the lake per our water use agreement
8. Make sure the creek feeding the lake is clear of debris
9. Get ready for the annual meeting
10. Get ready for the fish derby
11. Bring out the barbeques
12. Start mowing
13. Check and repair the sprinklers
14. Clean and repair the picnic tables
15. Repair and install the buoys at the lake
16. Pack the needles at the dump site
17. Help in the needle haul out program
18. Flush hydrants
19. Check the dock and repair as necessary
20. Repair and build shoulders of roads with base rock

III. THIRD QUARTER OBJECTIVES -- July through September

1. Complete the bar ditches and clean up along the roads
2. Maintain the gate
3. Prepare the snow equipment for the winter season
4. Fill sand shed
5. Maintain mower
6. Maintain buildings
7. Winterize the water system
8. Remove outdoor toilets
9. Clean culverts
10. Flush hydrants
11. Make sure there are enough snow chains and they are all in good repair

12. Repair or replace snow stakes
13. Once you think there is extreme fire danger put the barbecues into storage and put up signs banning any type of open fire at the beach, picnic area, or playground.

IV. FOURTH QUARTER OBJECTIVES -- October through December

1. Winterize all of the equipment
2. Plow snow
3. Clean the roads of debris after each storm
4. Check the Park after each storm – downed trees, power lines down and homes damaged
5. Flush hydrants
6. Drain the lake once the fire season comes to an end
7. Remove and store buoys once the lake is drained

V. ROUTINE OBJECTIVES

1. Check the water tanks on Monday, Thursday and Saturday and turn on the pump as needed
2. Check vehicle fluid levels on a daily basis (only the vehicles being used that day).
3. Maintain vehicles when scheduled based on the maintenance schedule for each vehicle (you will need to develop a schedule for each vehicle and record when the maintenance is performed)
4. Wash Park truck at least monthly
5. Wash backhoe as necessary
6. Wash snow plow at the end of the season
7. Check fuel tanks once a month
8. Check the lake including the garbage cans daily during the heavy use months
9. Be sure that we have adequate dumpster space for holiday weekends
10. Start the large generator once every three months – check oil and maintain as necessary
11. Check the cameras in the gatehouse once a week to make sure they are operating properly

WATER INFRASTRUCTURE

1. Contact our water operator and repair all leaks in the Park up to a two inch pipe width; Install new water lines and boxes for new construction
2. Clean and weed eat around water tanks as needed
3. Repair water boxes and keep a record of valve location
4. Meet with our water operator when necessary or as requested
5. Maintain swimming signs around lake for safety purposes
6. Install and maintain the signs dealing with the dangerous ice in the winter months

7. Water the playground, apple orchard and grass around the lake occasionally during the summer months

ROADS AND GATE

1. Repair small cracks with black top patch; Assist in any road repair being done by an outside company
2. Help with detours, road signs, and directing traffic when paving and/or road maintenance is in progress
3. Clean ditches, culverts and growth along the roads yearly
4. Pick-up debris along the roads
5. Keep area around the gates clean
6. Paint and maintain the gate area and do minor repairs
7. Make sure signs posted – no fireworks and no ATV's
8. Open the gate for construction workers with business in the Park
9. Monitor the gate during snow conditions (open and close)

PICNIC AREA

1. Mow, weed and rake the area on a regular basis during high use months
2. Paint and/or remodel equipment as necessary

BEACH AREA

1. Dump garbage and keep the area clean around the lake during high use months – other times as needed
2. Mow and weed eat around lake on a regular basis
3. Rake the sand (beach and volleyball areas) for bird droppings and debris
4. Maintain bridges, dock, shelters, benches, tables, garbage covers, signs and beach

MECHANICS, REPAIRS, WELDING and CARPENTRY

1. Repair all minor mechanical problems with all vehicles and large equipment.
2. Make arrangements to have a qualified mechanic complete the mechanical problems you are unable or unqualified to perform (clear this with your Supervisor).
3. Keep chain saws and pole saw maintained, tuned and sharpened
4. Keep other power tools maintained and tuned
5. Weld gates and other items as needed
6. Construct, remodel and repair all Park assets made of wood
7. Paint and stain all items in need of such maintenance

ORDERS AND DELIVERIES

1. Order fuel, garbage pick-up, new dumpsters, sand, gravel and outdoor toilets as needed
2. Order sand for the beach when approved by the Board

LODGE

1. Paint, remodel or repair as needed when approved by the Board
2. Decorate and set up for all official activities in the lodge hall
3. Clean-up after all official activities in the lodge hall
4. Check on the condition of the lodge hall and report to the Director in charge of buildings following each private activity in the lodge hall (You are not to clean or put things away – those using it are to do this)
5. Keep the lodge hall and office clean and supplied with paper products (those using the lodge hall and office are required to clean up after themselves)

PARK PATROL

1. During times of high use (weekends, holidays and summer months), occasionally drive around the Park inspecting for any questionable situations such as crowds, visitors, unauthorized visitors or unauthorized activities.

GENERAL PARK CARE

1. Mow twenty feet on the road edges at the wishbone – this is formed at the intersection of Wheeler and the two Jordans
2. Pine needle removal, clean slash and fallen trees - fallen trees to be stored in area behind the caretaker cabin for disposal according to Board direction
2. Compress garbage as needed and keep area clean
3. Call for service of fire extinguishers and label tags
4. Keep industrial yard and building clean and neat and available for the collection and storage of usable material
5. Assist property owners if there is a problem or concern about Park property
6. Public relations with owners, visitors, contractors and outside service workers or suppliers

SNOW REMOVAL AND EQUIPMENT

1. Plow snow when necessary
2. Clean area by hand around gate, garbage area and parking lot
3. Use backhoe to clear the road to the water tank
4. Operate grader when necessary to curl snow further off the roads
5. Sand roads when necessary
6. Repair and maintain the chains and blades
7. Maintain and repair equipment as needed
8. Remove chains, sander and blade so that the truck can be used for the clean-up in the Spring

OTHER

1. Store barricades
2. Assist in any timbering operations
3. Keep shop, garage, and all buildings neat and clean inside and out
4. Install and maintain shelves in the shop (old firehouse) and organize supplies and equipment
5. Keep the back of the Park truck neat, clean and organized
6. After using tools they are to be repaired, maintained, cleaned and put back in the proper place so that they are ready for the next time they are needed
7. If gasoline powered equipment is to be stored for any length of time, a gas stabilizer should be added
8. Be sure we have extra files, chains, mix for gas, bar oil, and yellow caution tape
9. Be sure you wear proper safety protection at all times – ear protection, eye protection, helmet, chaps, an orange vest when you are along the roads and warning signs along the roads that warn motorists that there are workers ahead
10. Keep the Park neat and clean
11. Parking outside in the large area by the map is prohibited – you must enforce this
12. Park vehicles, equipment, tools, etc are only for use on Park property and by employees and volunteers working on jobs for the Park. Tools or equipment used on private property and by homeowners or Board members for their personal use is strictly prohibited
13. Toyota truck is not to be used for your personal business

I, Mark Higgins, have read the information I understand and agree to the performance objectives contained in this document and also understand that the Board can amend this document at any time.

Mark Higgins:

Date: