CESWL-CO-L DEPARTMENT OF THE ARMY LRDOM 1130-2-26
Little Rock District, Corps of Engineers
P.O. Box 867
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Office Memorandum
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Project Operations
PARK MANAGEMENT STANDARDS FOR LEASED/LICENSED PARKS

1. Purpose. To provide guidance for minimum acceptable standards of park management within leased/licensed parks. These standards promote a high quality of maintenance to assure perpetual conservation of the parks' natural resources and to provide safe, quality recreational opportunities for our park visitors.

2. Applicability. All leased/licensed recreational areas within Little Rock District (LRD) civil works water resource projects.

3. References. The following referenced regulations provide additional detailed guidance in management of recreation areas.

a. ER 1165-2-400, dated 9 August 1985, Water Resource Policies and Authorities, Recreation Planning, Development and Management Policies.

b. SWDR 1130-2-7, dated 1 November 1978, Project Operations, Administration of Reservoir Lands and Waters.

c. ER 1130-2-400, dated 1 June 1986, Project Operation, Management of Natural Resources and Outdoor Recreation at Civil Works Water Resource Projects.

d. LRDOM 10-2-1, dated 30 September 1987, Organization and Functions Civil Works Land and Water Areas.

4. Grounds Maintenance. The lessee shall be responsible for managing the park's natural resources in accordance with an approved management plan. Maintenance activities shall meet or exceed the following minimum requirements in order to conserve the park's natural resources for future generations.

a. Erosion Control.

(1) Maintain ground cover on all areas as required to prevent soil erosion.

(2) Remove debris, leaves, and sediment from drainage ditches, catch basins, culverts, and gutters as needed to maintain adequate drainage.

(3) Maintain rock protection around boat launching ramps and existing riprap shoreline as required.

(4) Maintain rock ditch checks and ditch paving as required. Construct ditch checks or develop diversion ditches as needed.

(5) Seed and mulch disturbed areas immediately upon completion of excavation, fills, or construction activities.

(6) Control traffic to roads and designated parking areas.

b. Trees and Shrubs.

(1) Remove dead trees and limbs promptly to reduce potential accidents or visitor injury. Cut limbs flush with the tree trunk and paint wounds more than 1-inch in diameter with an approved tree wound dressing.

(2) Prune low branches to 7 feet high above sidewalks, trails, around campsites, picnic sites, and other high pedestrian use areas.

(3) Prune overhanging branches along roads and parking areas as required to prevent vehicle damage.

(4) Monitor and treat diseased or infected vegetation as required.

(5) Prune shrubs to control growth, remove dead or damaged branches, and maintain aesthetic qualities.

(6) Remove dead trees and shrubs.

(7) Water shrubs, ornamental trees, and small planted trees during drought as required.

(8) Cut back branches that overhang powerlines and branches that endanger roofs.

c. Turf Care.

(1) Mow high visitor use areas around developed park facilities such as campsites, picnic sites, restroom, group shelters, and swimming beach areas to maintain grass to a height of 2 to 6 inches.

(2) Mow undeveloped and previously maintained park areas occasionally to maintain pastoral settings and to provide fire protection.

(3) Apply fertilizer and lime based on soil analysis and turf grass requirements to maintain turf in a healthy condition.

(4) Apply approved herbicides and pesticides to control weeds, insects, and poisonous plants within high visitor use areas. Application must be in compliance with State and Federal laws.

(5) Aerate, seed, fertilize, and mulch barren areas to re-establish turf as required.

(6) Mulch or rake and remove leaves from turfed areas and ditches. Remove leaves around campsites to reduce possible fire hazards.

(7) All pesticides and fertilizer application must be reported quarterly on Form No. SWL 343, "Control Report for Restricted and Unrestricted Pesticides and Fertilizers."

d. Sensitive Areas.

(1) Those areas identified by the Corps to be sensitive or fragile environmental areas or archaeological sites which cannot sustain pedestrian use shall be protected.

(2) Erect signs, barriers, walkways, or related facilities to prevent damage or destructions to sensitive areas.

5. Recreational Facilities. The lessee shall be responsible for managing the park's recreational facilities in accordance with an approved management plan. Maintenance activities shall meet or exceed the following minimum requirements.

a. Day Use and Camping.

(1) Maintain picnic sites and campsites in a neat, clean, and sanitary condition.

(2) Police grounds frequently to remove litter, broken glass, refuse, and debris.

(3) Repair or replace broken, damaged, or vandalized tables, grills, fireplaces, trash barrels and lids, or other furniture promptly.

b. Boat Launching Areas.

(1) Police parking areas and launching ramps to remove broken glass, rocks, limbs, litter, refuse, and debris.

(2) Remove sediment from launching ramps and check and repair dropoffs at the edge of the launching ramp as required. Replace protective stone.

(3) Maintain and repair concrete surfaces as required.

(4) Maintain and set buoys to achieve proper location with varying lake levels. Buoys must be in good condition and in place year around.

(5) Maintain warning signs at boat launching area.

c. Swimming Beaches.

(1) Police swimming beaches and sunbathing areas frequently during the summer season to remove hazardous items such as glass and other litter.

(2) Apply sand or other approved protective measures to slippery surfaces as required.

(3) Maintain buoys and adjust their location as required during the summer season.

(4) Maintain warning signs at swim beach area.

(5) Monitor water quality by using Corps established sampling and testing requirements on a monthly basis. Furnish a copy of test results to the District Engineer.

d. Buildings.

(1) Clean and sanitize restrooms and shower facilities as often as required to maintain them in a safe, clean, attractive, and near odor-free condition.

(2) Replenish soap, paper towels, and deodorants at each cleanup of all restrooms. Apply insecticide as required.

(3) Clean group picnic shelters and tables after each scheduled usage or as needed.

(4) Clean all other structures as required to maintain them in a clean, attractive condition free of litter, dirt, insects, and debris.

(5) Paint or stain structures with approved products following manufacturer's recommendations for preparation and application. Painting or staining of designated surfaces shall be performed at least every 5 years or as required to maintain a high quality protective appearance.

(6) Repair broken, damaged, or vandalized facilities promptly, restoring them to their design condition with like facilities. Remove or paint over graffitti as soon as possible.

(7) Maintain plumbing fixtures and piping, lighting fixtures, receptacles, switches, heaters, etc., in a safe, operable condition.

(8) Walkways shall be kept clean, safe, in good repair, free of tripping hazards or obstructions.

(9) Maintain windows and screens, siding, roofing, and surfaces of all buildings in good repair.

(10) Maintain chlorination pumps, replenish chlorine as needed, and replace plumbing fixtures and pumps as needed in the well houses.

e. Playgrounds and Playfields.

(1) Inspect playground equipment, courts, bleachers, etc., regularly to assure proper operation, free of protruding sharp objects, broken or missing parts, or other hazards. Make repairs promptly.

(2) Restore or replenish sand, pea gravel, or wood chip surfaces under playground equipment as required for safety.

(3) Playground equipment shall be maintained in accordance with recommendations contained in, A Handbook for Public Playground Safety, Vol. I and II, published by the U.S. Consumer Product Safety Commission.

(4) Mow and maintain open playfield surfaces to assure proper drainage, free of hazardous objects.

f. Other.

(1) Other recreational facilities such as trails, footbridges, amphitheaters, fitness courses, courtesy docks, and fishing docks shall be maintained in a clean, operable, and safe condition.

(2) Repairs shall be made promptly to eliminate safety hazards and restore the facility to its design condition.

(3) The park entrance complex including the park attendant quarters shall be organized, clean, and in good repair condition. Information signs, display boards, and regulations shall be posted and kept current. Entrance gate shall be maintained in good repair condition.

(4) Marina facilities must meet the requirements stated in LRDOM 1130-2-6, "Project Operations, Safety Directive for Docks and Related Facilities Provided Under Outgrant."

6. Support Facilities. The lessee shall be responsible for managing and supplying all necessary support facilities in accordance with an approved management plan. Maintenance activities shall meet or exceed the following minimum requirements to provide safe, clean, sanitary facilities essential for successful operation of the park.

a. Restrooms and Showers.

(1) Restrooms and showers shall be maintained as described in paragraph 5d, Buildings.

(2) Adequate supplies of paper products, deodorants, and light bulbs shall be provided.

(3) Floors, lavatories, commodes, urinals, and showers shall be cleaned, disinfected, and rinsed. Mildew and other stains shall be removed from shower walls, ceilings, and floors as required.

(4) Monitor sewage treatment facilities and holding tanks to prevent untreated waste from entering waterways or drainage ditches.

(5) Pump out toilet vaults or other waste holding tanks prior to inundation by rising lake levels.

b. Roads and Parking.

(1) Asphalt surfaced roads and parking areas shall be maintained in good condition, free of potholes, excessive cracking, dropoffs, and other hazards.

(2) Repairs shall be made in accordance with recommendations contained in MS-16, Asphalt in pavement Maintenance, published by the Asphalt Institute.

(3) Surfaces shall be swept as necessary to remove gravel, debris, glass, or other foreign objects.

(4) Gravel surfaced roads and parking shall be graded as necessary to maintain a reasonably smooth surface with proper drainage.

(5) Guardrails and delineator posts shall be maintained in good condition, structurally sound, and painted as necessary.

(6) Vegetation shall be mechanically removed or controlled by application of approved herbicide to prevent damage to paved surfaces.

(7) Many of the roads may be inundated by flooding. Barricades shall be installed to close roads when inundation occurs. Remove drift and sediment when flood waters recede.

c. Utilities and Sewage Treatment.

(1) Electrical systems shall meet the requirements of the National Electrical Code, NFPA 70, and the National

Electrical Safety Code, ANSI C2. All repairs and installations shall be performed by qualified electricians.

(2) Potable water systems and components shall be maintained to assure safe and proper operation. Water systems shall be tested in accordance with State and local requirements. A copy of the test results shall be furnished to the District Engineer.

(3) Water lines and systems which fail to meet minimum water quality standards shall be promptly repaired, disinfected, and retested.

(4) Water treatment plants shall be maintained and operated in accordance with established operating procedures and manuals by qualified personnel only.

(5) Septic tanks shall be inspected at least once a year and cleaned when necessary to remove excess scum and sludge accumulations.

(6) Subsurface disposal fields shall be properly protected to prevent heavy vehicular traffic from damaging the lines or distribution box.

(7) Sand filter disposal systems should be checked at least monthly or more often as required to assure proper operation of the chlorinator and dosing siphon.

(8) Package sewage treatment plants shall be operated and maintained by qualified personnel on a daily basis.

(9) All sewage treatment or disposal systems shall be installed, operated, and maintained in accordance with applicable State and local laws.

(10) Pump out sewage holding vaults in restrooms and dump stations when they are about 2/3 full or when needed for odor control. Sewage shall be disposed in approved off-project sanitary collection station. The cost of removal will be the expense of the lessee.

(11) Pressurized well houses and waterborne restrooms will be provided with a portable temporary electrical power unit to prevent freezing during electrical power outages.

(12) Water lines and plumbing fixtures damaged by freezing will be repaired or replaced with equal quality fixtures or parts.

d. Storage and Maintenance Areas.

(1) Storage and maintenance areas shall be maintained in a clean, organized manner and shall be properly screened from park visitors.

(2) The areas shall be used to store and maintain only the essential equipment, tools, and supplies necessary for operation of the park. Scrap and salvageable items shall be kept to a minimum and scrap frequently disposed of offsite.

(3) Fuel and combustible liquids shall be stored in a NO SMOKING area at least 50 feet from other stored materials.

(4) Above ground fuel tanks shall be diked to control spillage and protected from accidental damage by appropriate barriers. Fuel dispensing facilities shall be in good operating condition.

e. Signs.

(1) Signs shall be designed and installed in conformance with Corps of Engineers Sign Standards Manual or other acceptable standards.

(2) Missing or damaged signs shall be promptly repaired or replaced in conformance with Corps of Engineers Sign Standards Manual or other acceptable standards.

(3) Park rules and regulations shall be posted.

(4) Other advertising signs are not allowed without written permission of the Chief, Real Estate Division. Indoor advertising signs incidental to product display shall be permitted.

(5) Required Corps of Engineers standardized signs which are not commercially available will be furnished by the Corps.

f. Refuse Containers.

(1) Refuse containers must be furnished, maintained, and serviced to provide adequate collection and disposal of solid waste and refuse.

(2) Containers shall have close fitting lids with suitable handles.

(3) Refuse collection should be performed weekly or more frequently as needed during the recreation season.

(4) All refuse shall be disposed of in State approved sanitary landfills.

7. Visitor Assistance Services. The lessee shall be responsible for providing visitor assistance services in accordance with an approved management plan. The extent of these services may vary to meet the needs of the park visitors.

a. Staff.

(1) Adequate personnel shall be provided to supply visitor information, to collect fees, to perform maintenance, and to provide essential security and surveillance on a daily basis.

(2) Staff personnel shall wear positive identification such as a uniform, badge, name tag, patch, or vest.

(3) Staff shall be courteous, neatly dressed and groomed, and not be under the influence of alcohol or drugs.

(4) Operating hours shall be in accordance with the management plan.

b. Park Security and Surveillance.

(1) Park staff shall enforce quiet hours between the hours of 10 p.m. and 6 a.m., and other approved rules and regulations as set out in the approved management plan. Corps of Engineers Rangers may enforce Title 36 Rules and Regulations Governing Public Use.

(2) Local law enforcement officers shall be contacted for assistance as required in civil disturbances.

(3) Violations which result in major damage or destruction of public property or lands shall be promptly reported to the District Engineer.

c. Visitor Safety.

(1) Emergency telephone numbers shall be posted for ready visitor reference. These numbers will include medical assistance, park staff, local law enforcement office, and Resident Engineer office.

(2) Appropriate warning signs, markers, barricades, or buoys will be placed around temporary worksites and other areas to notify visitors of hazardous conditions.

(3) The lessee shall adhere to pertinent provisions of EM385-1-1, "Safety and Health Requirements Manual".

(4) Security lights shall be provided at boat launching ramps.

8. Recreation Fees.

a. Entrance fees, overnight camping fees, and certain special use fees may be assessed for public use of the park facilities and for special services in accordance with the approved annual management plans.

b. Prices shall be conspicuously posted or marked.

9. Fire Protection. Fire suppression will be the responsibility of the lessee.

10. Special Activity Permits. For the purposes of coordination, the lessee shall notify the District Engineer of all major special activities.

11. Reports, Plans, and Inspections. The lessee or his designated representative shall be responsible for preparing reports and plans as described herein, and shall accompany Corps representatives during prescribed inspections.

a. Annual Management Plans.

(1) The lessee shall submit for approval an annual management plan as prescribed in the park lease/license. This management plan will describe the lessee's proposed methods for accomplishment of various park management activities to meet these minimum standards. All public use fees will be outlined and described.

(2) The management plans will be reviewed and updated as required on an annual basis by 1 February of each year.

(3) Approval of the management plan will be the responsibility of the District Engineer.

b. Periodic Reports.

(1) The lessee shall furnish a monthly report on visitation statistics to the District Engineer. Monthly income statements, if required, shall be furnished.

(2) The lessee shall furnish immediately reports to the District Engineer concerning accidents, theft, vandalism, operational problems, park construction and development activities, or other items of major concern.

(3) The lessee shall furnish an annual report by 1 February summarizing the previous year periodic reports, and plans for major activities scheduled for the current year. The report will state the total fee money collected for campsites and picnic shelter occupancy. The annual report will be furnished to the District Engineer in duplicate.

(4) Serious injuries and fatalities will be reported immediately to the District Engineer.

c. Monthly and Annual Inspections.

(1) Monthly safety inspections shall be performed during the recreation season by representatives of the District Engineer in accordance with LRDOM 10-2-1.

(2) An annual lease compliance inspection will be conducted by representatives of the District Engineer accompanied by the lessee, or his designated representative.

(3) The District Engineer will notify the lessee of noncompliance and the necessary corrective action.

(4) Lease administration is the responsibility of the District Engineer. The District Engineer will take immediate corrective action if emergency health and safety is involved.

d. Construction Plans. The lessee must submit, for the District Engineer's approval, detailed construction plans for all construction or major improvements of buildings, roads, parking lots, ramps and other major facilities. This would include any work outside the area of routine maintenance as set out in this LRDOM.

12. Exceptions. Deviations from the park management standards may be authorized by the District Engineer. The lessee shall submit a written request with justification for the proposed deviations. Each request will be considered on a case-by-case basis.

Anthony V. Nida

ANTHONY V. NIDA
Colonel, Corps of Engineers
District Engineer

Appendix
App A - Bibliography

DISTRIBUTION A

APPENDIX A
BIBLIOGRAPHY

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2. "Grounds Maintenance Handbook," by H. S. Conover, second edition, 1958.

3. "Environmental Health Practice in Recreational Areas," Public Health Service Publication No. 1195, 1965.

4. "Park Maintenance Standards," Robert B. Ditton, 1986, published by the National Recreation and Park Association.

5. "Management Planning for Park and Recreation Areas," by George E. Fogg and J. William Shiver, 1981, published by the National Recreation and Park Association.

6. "Cleaning Recreation Sites," 1980, published by the National Recreation and Park Association.

7. "Park Planning Guidelines Revised," by George E. Fogg, published by the National Recreation and Park Association.