

**Leelanau County Parks and Recreation Commission
Meeting Minutes**

April 3, 2024 3:00 p.m.

Leelanau County Government Center – Commissioners Meeting Room
8527 E. Government Center Dr., Suttons Bay MI 49682

CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Chair Godbout called the meeting to order at 3:00 p.m. and led the “Pledge of Allegiance.”

ROLL CALL:

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| ▪ John Arens - <i>Absent</i> | ▪ Melinda Lautner – <i>Absent, prior notice.</i> |
| ▪ Keith Beduhn | ▪ Casey Noonan, Vice Chair |
| ▪ Steve Christensen, Secretary – <i>Absent, prior notice.</i> | ▪ John Popa |
| ▪ Don Frerichs | ▪ Kama Ross |
| ▪ Charles Godbout, Chair | ▪ John Walter |

Staff in Attendance:

- Lori Eubanks, Recording Secretary
- Gail Myer, Planning Director

Approval of Agenda:

Requests to add to the agenda:

- Tree Planting Purchase for Veronica Valley Park (Popa)
- Approval to Install Fencing at Veronica Valley Park (Popa)

Motion by Noonan to approve the agenda, as amended. Seconded by Beduhn.

Ayes: 7 (Beduhn, Frerichs, Godbout, Noonan, Popa, Ross, Walter)

Opposed: 0 Absent: 3 (Arens, Christensen, Lautner)

Motion Carries.

Conflict of Interest: None.

Public Comment: None.

Staff Comments:

Gail Myer, Planning Director provided three handouts; 1) Planning Department Procedures; 2) Open Meetings Act Handbook; and 3) 2024 Budget Rules. Additionally, Myers noted that she received a request to use the parks once a month. She said she will gather more information before adding the request to the May (2024) Parks agenda.

Approval of Minutes:

Godbout noted that under the “Approval of Agenda” section of the March 6, 2024 minutes, the second bullet should be corrected to read, “Discussion of Request for Proposal (RFP) for Gazebo at **Old Settlers Park** (not Myles Kimmerly Park).”

Motion by Noonan to approve the minutes of March 6, 2024, as amended. Seconded by Walter.

Ayes: 7 (Beduhn, Frerichs, Godbout, Noonan, Popa, Ross, Walter)

Opposed: 0 Absent: 3 (Arens, Christensen, Lautner)

Motion Carries.

Unfinished Business:

2024 Proposed Meeting Schedule (Handout) – Godbout noted that this document was being redistributed because the addition of due dates for agenda reports have been added.

Discussion/Action Items:

1. **Tree Plantings at Veronica Valley Park** – Presented by Tom Adams, Leelanau County Conservation District

Adams explained that tree plantings at Veronica Valley Park have been done for over 12 years now. Typically, 40-50 trees are ordered and planted by volunteers. This year's discounted total for the purchase of the trees is \$223.20.

Motion by Popa to approve the March 25, 2024 invoice from the Leelanau County Conservation District in the amount of \$223.20. Seconded by Ross.

Ayes: 7 (Beduhn, Frerichs, Godbout, Noonan, Popa, Ross, Walter)

Opposed: 0 Absent: 3 (Arens, Christensen, Lautner)

Motion Carries.

2. **Veronica Valley Pond Fish Report** – Presented by Heather Hettinger, DNR Fisheries Biologist
Hettinger provided a document showing the history of fish costs for Kids' Fish Day from 2005 to present as well as an invoice dated March 29, 2024 from Laggis' Fish Farm, Inc. totaling \$8,566.00, a \$2,040.00 increase from 2023. Hettinger said 2024 will be the 14th Kids' Fish Day that she has been involved with.

Motion by Popa to recommend to the Board of Commissioners to approve the March 29, 2024 invoice from Laggis' Fish Farm, Inc. in the amount of \$8,566.00 for the purchase of fish for Kids Fish Day (2024) at Veronica Valley Park. Seconded by Noonan.

Ayes: 7 (Beduhn, Frerichs, Godbout, Noonan, Popa, Ross, Walter)

Opposed: 0 Absent: 3 (Arens, Christensen, Lautner)

Motion Carries.

Motion by Popa that the Parks and Recreation Commission approve the purchase of fish for the Lake Leelanau Lake Association's Kids' Fish Day Committee in the amount of \$500.00. Seconded by Noonan.

Ayes: 7 (Beduhn, Frerichs, Godbout, Noonan, Popa, Ross, Walter)

Opposed: 0 Absent: 3 (Arens, Christensen, Lautner)

Motion Carries.

3. **Myles Kimmerly Park Project – Engineered Wood Fiber Mulch**

Godbout explained that at the March 6, 2024 Parks meeting, the Parks Commission (Commission) approved seeking approval from the Board of Commissioners (BOC) to go out for a MMRMA RAP grant for the purchase of the engineered wood fiber mulch (mulch) for the playground at Myles Kimmerly Park; however, the Commission did not take action to approve installation of the mulch. Ross explained that the Commission should ask the BOC to waive the bid process for the project to install the mulch because it is a small project and there are limited resources to perform the work. She added that the project qualified for the RAP grant because it is a new project to lay down the mulch at the park. She further explained that the grant requires a 50 percent match and that the grant does not cover in-house labor. Ross said she pursued an estimate with a company in Florida and its cost to blow out the mulch (but not spread it) was \$14,145.00. A second quote from Deering Tree Service in Maple City (Michigan) quoted \$5,700.00 for the delivery of the mulch with an estimate from Scott Bradley, Maintenance Worker, of \$800.00 to \$1,000.00 for him, or someone he hired, to install the mulch (including excavating down 12 inches before installation). Ross also received a quote from Home Depot for approximately \$14,500.00. She added that the quote is due on April 10, 2024. Noonan expressed concern for doing the project prematurely, since the intent is to replace the playground equipment. Discussion ensued about the process to remove and reuse the mulch when the new playground equipment is installed. Ross felt that safety should take

precedent over waiting to install the mulch until the new equipment is installed. Molly Peplinski spoke as a member of the public and also felt the installation of the mulch was premature and that she thought rubber mats were needed to be installed at the base of the swings and the slide in order to be ADA-compliant. Allan Campbell, member of the public, mentioned the importance of mitigating liability. Popa supported moving forward with the installation of the mulch to ensure the safety of the playground patrons.

Motion by Ross that the Leelanau County Parks and Recreation Commission recommend to the Board of Commissioners to approve the purchase of engineered wood fiber from Deering Tree Service for the Myles Kimmerly Park playground at a cost not to exceed \$6,730.50. Seconded by Frerichs.

Discussion: Ross clarified that the grant would cover half the cost of the material and delivery, but not the cost of labor.

Ayes: 6 (Beduhn, Frerichs, Godbout, Popa, Ross, Walter)

Opposed: 1 (Noonan) Absent: 3 (Arens, Christensen, Lautner)

Motion Carries.

4. Leelanau County Parks Advertising – Visitors’ Guide and Color Tour Magazine

Meyer reported that she received a solicitation from the *Leelanau Enterprise* regarding advertising the Leelanau County Parks (which has been the practice in the past) in the *Visitor’s Guide* and the *Color Tour* magazine at a cost of \$755.00 and \$535.00, respectively. Noonan felt the price to advertise was getting too cost prohibitive, but thought the Visitor’s Guide was the most beneficial of the two publications. Godbout said he was unsure about the value of advertising in the publications.

Motion by Noonan to advertise in the *Visitor’s Guide* at a cost of \$755.00 and to forego advertising in the *Color Tour* magazine. Seconded by Godbout.

Ayes: 7 (Beduhn, Frerichs, Godbout, Noonan, Popa, Ross, Walter)

Opposed: 0 Absent: 3 (Arens, Christensen, Lautner)

Motion Carries.

5. CIP Projects/Submittals

Godbout reported that there were no new additions to the CIP as there were no new submissions from the committees. Frerichs commented that he thought CIPs were “black holes” and that they don’t go anywhere. He said he was disillusioned with the whole process. Regarding the 2025 Parks Plan, Godbout said the process will be to get the revised plan together, then update the CIP accordingly.

6. Approval of Financials

- Revenue & Expense Report - Period Ending March 31, 2024
- Transaction History Listing Report – Period Ending March 31, 2024

Godbout noted a miscategorized line item that was still showing 600+ percent over budget. Myer said the Maintenance Department needs to follow up with the Accounting Department to get the issue resolved. Godbout reported budget expenditures at 3.2 percent.

Motion by Popa to approve the financials as presented. Seconded by Noonan.

Ayes: 6 (Beduhn, Godbout, Noonan, Popa, Ross, Walter)

Opposed: 0 Absent: 4 (Arens, Christensen, Frerichs, Lautner)

Motion Carries.

7. Updates

Parks and Recreation Plan – Godbout reported that he received two estimates from Gosling Czubac Engineering; one for a “full-blown” plan, including “full-blown” public input, and one with the public input stripped out and using public hearings for the input. Godbout deemed both estimates too high, so an RFP will be posted to solicit bids for the new plan. Myer added that the County Administrator Allen sent out the Scope of Service and Myer is awaiting the RFP from Corporate Counsel so the bids can go out.

Summer Help

Godbout reported that interviews for the Maintenance Worker vacancy (resulting from Scott Bradley's retirement) and for supplemental maintenance help are in progress.

8. Approval to Install Fencing at Veronica Valley Park

Popa presented a bid from Easling Construction dated March 29, 2024, with two options:

- **Option 1: Install Split Rail Fencing with Foundation Coating: \$2,470.00**
 - Install 29 split rail fence posts and railings to match existing ones.
 - Reattach three signs to the new fence.
 - Apply foundation coating to posts before installation.
 - Easling to provide foundation coating materials.
 - All fencing materials to be provided by Leelanau County Parks and Recreation.

- **Option 2: Install Split Rail Fencing: \$1,940.00**
 - Install 29 split rail fence posts to match existing ones.
 - Reattach three signs to the new fence.
 - All fencing materials are to be provided by Leelanau County Parks and Recreation.

Popa said Bradley would purchase the materials (cedar posts) and that they would be charged to Maintenance. Popa supported Option 1 with the foundation coating addition.

Motion by Popa for the Parks and Recreation Commission to approve Option 1 of the Easling Construction bid dated March 29, 2024 to install the replacement split rail fencing including foundation coating for a cost not to exceed \$3,500.00. Seconded by Noonan.

Ayes: 7 (Beduhn, Frerichs, Godbout, Noonan, Popa, Ross, Walter)

Opposed: 0 Absent: 3 (Arens, Christensen, Lautner)

Motion Carries.

Reports/Updates

1. **Myles Kimmerly Park** – Frerichs noted the updated five-year park plan was on conference room table and invited the group to share thoughts and suggestions. Ross shared that the composting display board at the Poor Farm Barn should be installed by May 29, 2024 and reminded the group the cost for the board was approved for payment by the Parks Commission.

2. **Old Settlers Park** – Godbout reported that the gazebo refurbishment RFP was reissued. He said one contractor showed up for the site visit (Leabo Construction, Suttons Bay). Regarding the MMRMA risk assessment items for Old Settlers Park, Godbout reported that new and augmented surface material on the playground is work in progress. He added that the Monkey Flower viewing platform needs lattice added on two sides and Godbout said he would ask maintenance to do the repair. He added that when the dock is installed, he will ask that the trip hazard between the dock and the shore be fixed by filling in with lakebed material, and that the branches overhanging the stairs be cut back. Godbout said he talked with Jerry Culman, Maintenance Director, about pouring a pad for regular and ADA portable toilets on the northeast side of the park and Culman said he would look into it using County materials and labor. In Lautner's absence, there was no update on the playground bouncers. Noonan reported that the boulders to be set as a barrier around the playground will be placed after the playground mulch project is completed. Noonan reported that he talked with the property owner who has ingress and egress County approval on an easement to his property and now wants to pave it. Noonan said the property owner wants to be on the May agenda to ask permission to do so. Noonan said he also talked with the contractor and was told they will not do anything until they "got an answer."

3. **Veronica Valley Park** – Beduhn reported that the Savon contract was delivered. Beduhn said the Mac Bridge needs to be painted, but he was unsure as to how it could be done since the bridge suspends over the ponds. Popa said painting the bridge was not a priority on the park’s improvement list. Popa reported that Bradley had fixed the park sign and that it is now ready to be installed.

Public Comment(s):

Alan Campbell encouraged the pursuit of a grant by talking with John Mays and reminded the group of the availability of a tent.

Steve Stier clarified that the northwest corner of Myles Kimmerly Park is a field on the north side of Burdickville Road. He also commented that he did not feel “you got your money’s worth” on the Myles Kimmerly Park plan, adding that he did not know why it was done when, in less than a year, another five-year plan will be done. He also expressed concern that there was no public input when designing the plan.

Staff Comment(s): None.

Commissioner and Chairperson Comments: None.

Adjournment:

With no further business to come before the Parks and Recreation Commission, Noonan made a motion to adjourn; seconded by Noonan.

The meeting of the Parks and Recreation Commission adjourned at 4:15 p.m.

Respectfully submitted,

Lori Eubanks, Recording Secretary