

LEELANAU COUNTY PARKS & RECREATION COMMISSION

Old Settlers Park Committee

Tuesday, April 4, 2023 – 3:15 p.m.

Leelanau County Government Center, Suttons Bay, Michigan

<https://www.leelanau.gov/meetingdetails.asp?MAId=2502>

(Please silence cellular/electronic devices)

*(Proceedings of the meeting are being recorded and are not the official record of the meeting.
The formally approved/accepted written copy of the minutes will be the official record of the meeting.)*

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda and Late Additions/Deletions

Public Comment

Action Items –

1. Approval of Minutes – February 14, 2023
2. Review of Capital Improvement Program (CIP) Projects
3. Review of Proposed FY 2023 Projects

Public Comment

Board Member Comment

Motion to Adjourn

Leelanau County Parks and Recreation Commission
Old Settlers Park Committee Meeting
Tuesday, February 14, 2023 – 3:00 p.m.
Leelanau County Government Center, Suttons Bay, Michigan
Tentative Minutes – Meeting Recorded
<https://www.leelanau.gov/meetingdetails.asp?MAId=2489>

The Old Settlers Park Committee meeting was called to order at 3:02 p.m. by Committee Chairman, Melinda Lautner.

Chairman Lautner lead the “Pledge of Allegiance.”

Roll Call: Melinda Lautner, *Committee Chairman*
Steve Christensen
Casey Noonan (*Absent/prior notice*)
Charles Godbout

Staff Present: W. Scott Bradley, Maintenance Worker

No guests present.

Approval of Agenda and Late Additions/Deletions:

Lautner requested a slight change to Action Item #3, adding “and Bench” to “Review of Playground Bouncers.”

Motion by Godbout to approve the agenda as amended. Seconded by Lautner.

Discussion – none.

Ayes – 3 (Christensen, Godbout, Lautner)

No – 0 Absent – 1 (Noonan)

Motion Passes.

Public Comment:

None.

Action Items –

Election of Chairman:

Motion by Lautner to (elect) Godbout as the new chairman of the Old Settlers Park Committee. Seconded by Christensen.

Discussion – None

Ayes – 3 (Christensen, Godbout, Lautner)

No – 0 Absent – 1 (Noonan)

Motion Passes.

Approval of Minutes – May 4, 2022:

Motion by Lautner to approve the May 4, 2022 minutes, as presented. Seconded by Christensen.

Discussion – None.

Ayes – 3 (Christensen, Godbout, Lautner)

No – 0 Absent – 1 (Noonan)

Motion Passes.

Review of Playground Bouncers and Bench:

Lautner reported that she has not found a bunny bouncer to purchase for the Old Settlers Park playground (in memory of Nancy Lanham) and that they may have to settle for a ladybug or a bumble bee. The group felt the style submitted by the Lanham family for a memorial bench for the park did not fit the park aesthetics. Godbout suggested sending the Lanham family a picture of the preferred bench style with an explanation that the Committee would prefer to maintain consistency throughout the park.

Motion by Lautner to recommend to the Parks and Recreation Commission to approve a bench to be placed near the Old Settlers Park Chapel with a plaque in memory of John and Nancy Lanham. Seconded by Christensen.

Discussion – None.

Ayes – 3 (Christensen, Godbout, Lautner)

No – 0 Absent – 1 (Noonan)

Motion Passes.

Repair and Painting of Gazebo:

The group discussed the scope of work involved in the repair and maintenance of the gazebo, which included replacing the wood lattice with vinyl lattice, installing vinyl siding, repainting the deck and stairs with a non-skid product, possibly rebuilding the stairs with composite decking material, repair or replacement of the roof, and landscaping. Bradley was charged with preparing an estimate for the “gazebo project.”

Repair/Restoration of Staircase Bottom and Dock Landing:

Christensen mentioned that creating a movable section at the end of the dock (including the dock stairs) negates the requirement for EGLE or erosion permits, and he encouraged the group to go in that direction for the repair of the dock staircase and landing. Christensen and Bradley both agreed to meet at the park to devise a work plan for these items. Christensen thought there was \$10,000.00 in the budget earmarked for Old Settlers Park, but he was unable to recall where it was noted. He said he would research.

Park Plan Review – 2024 Master Plan Update:

Godbout discussed projects in the Master Plan that were not reflected in the budget or CIP (Capital Improvement Plan), including a universal access launch pad for kayaks; installing gravel parking areas; relocating a grill that was deemed too close to the road; and improving the signage for road circulation. Lautner mentioned that boulders have yet to be placed along the playground to serve as a “guard rail” between the playground and the parking lot. She added that Zack (Stanz) would be taking care of that project. There was a brief mention of removing the existing pit toilets. The group reviewed the Old Settlers Park concept plan drawn up by Landscape Architect Lori Lyman, dated March 27, 2017. (According to Lautner, Lyman is a neighbor of the park.) Lautner suggested pursuing donations from the “neighborhood group”

for proposed renovations to the gazebo. Godbout reminded the group that the park master plan needs to be updated by the end of 2024.

Review of Capital Improvement Program Projects (CIP):

Godbout said the projects listed in the master plan are inconsistent with the CIP. In addition, he said there is \$55,000.00 budgeted for 2023, yet there are \$515,000.00 worth of projects in the 2023 CIP, adding that there is “obviously a mismatch.” Godbout thought they could perform a true-up when the call for new capital projects comes out in March (2023).

The group reviewed the assignments resulting from the meeting; Christensen and Bradley to meet to review the scope of work needed for the dock staircase and landing; Lautner to continue the pursuit of a bunny bouncer for the playground; Bradley to draw up an estimate for refurbishing the gazebo, and Godbout to call Noonan to coordinate placing the boulders in the parking lot.

Public Comment:

None.

Committee Member Comments:

Lautner and Christensen thanked Godbout for taking over the chairmanship of the Old Settlers Park Committee.

Motion to Adjourn:

Motion by Christensen to adjourn. Seconded by Lautner.

Ayes – 3 (Christensen, Godbout, Lautner)

No – 0 Absent – 1 (Noonan)

Motion Passes.

The meeting adjourned to the call of Committee Chairman Godbout at 3:57 p.m.

Respectfully submitted,

Lori Eubanks, Recording Secretary

Items in the 2020-2024 Park Master Plan

There are numerous projects mentioned in the 2020-2024 Park Master Plan for the Old Settlers Park that are as yet not completed – none of the projects listed below appear within the currently approved CIP.

1. Potential UA Kayak Launch Location

- a. This potential project is referred to in the 2020-2024 Park Master Plan with a description of installing a single ADA space near the water's edge.
- b. Currently handicap access to the lake shore is by using the ramp that leads to a potential non-motorized watercraft launching area and there is no access to the parks dock from this point.
- c. Brief discussions with others indicate that this project is no longer desired due to issues around the ability to wash the watercraft to keep invasive species from entering the lake. Consequently, it is advised that the addition of this facility should be removed from the Parks next Master Plan update or be amended to include the addition of a boat wash facility.

2. Barrier Free Pit Toilet – Needs accessible surface from parking.

- a. Currently there are impediments to enter the Pit Toilet that doesn't allow access to individuals in wheel chairs.
- b. At a minimum install a ramped surface for wheelchair access to the pit toilet structure.
- c. Alternatively remove the Pit Toilet and replace it with a pad/structure for Universal Access ADA qualified port-a-potties.

3. Potable Water Hydrant – No ADA drinking fountain or Bottle Filling Station

- a. Replace existing Manual Water Lift Pump with a Potable Water Hydrant with a bottle filling station.

4. Reroof Gazebo.

- a. Reroof the Gazebo as a part of the overall Gazebo Refurbishment.

5. Relocate grill away from center road.

- a. This project should be considered maintenance and not require a CIP item.

6. Improve Signage for Road Circulation.

- a. Do this in conjunction with the sideline parking area improvements?
- b. Add Entrance Only and Exit Only Signs at the Highway Entrance and Exit Locations. Add One Way Traffic signs alongside parking areas and at the intersection of the circular road and the center road. Add Do Not Enter signs at the intersection of the circular road and the center road. Add Right Turn Only and Left Turn Only signs at the intersection of the circular road and the center road. Paint Directional Arrows on Road Surfaces. \$2,000.

Leelanau County Parks and Recreation Commission

Old Settlers Park Committee

2024 – 2028 Park Maintenance and Enhancement Projects

Possible future projects for inclusion in the 2024 – 2028 Park Master Plan and CIP

1. Replace Staircase to the Beach/Dock with ramp structure to allow universal access to the beach and dock.
2. Pave Parking Spaces/Areas.

From: [Charles Godbout](#)
To: [Melinda Lautner](#); [Casey Noonan \(NoonanC8@gmail.com\)](#); [Steve Christensen](#); [Scott Bradley](#)
Cc: [Laurel Evans](#)
Subject: Fwd: Old Settlers gazebo
Date: Friday, February 24, 2023 7:56:45 AM

Thanks Scott for surveying the condition of the Gazebo. I am forwarding your email to the other members of the Old Settlers Park Committee and to Laurel for her records.

My initial thoughts are as follows:

I personally don't have any experience with Cedar shake roofing but wonder if it is possible to only replace the boards that are broken and to clean and treat the roof.

As regards the part of the bump out where the board has been separated from the lattice I think a simple repair is to add a block of 2X4 below the board that would stop it from being forced down if someone stands on it. I would probably do this on all of the corners.

I have no thoughts on the upper lattice issue that you mentioned.

Other Committee Members please weigh in on this.

Also, not wanting to be in violation of the OMA, please advise if these discussions need to take place in a meeting.

Thanks

Charlie Godbout

----- Forwarded message -----

From: **Scott Bradley** <sbradley@leelanau.gov>
Date: Thu, Feb 23, 2023 at 11:05 AM
Subject: Old Settlers gazebo
To: Charles Godbout <chas.godbout@gmail.com>

Hi Charlie,

I had a chance to get out to Old Settlers and took a closer look at the gazebo. It's in much worse shape than I thought(see attached Photos). The cedar shingles need to be replaced. The lower lattice is failing especially on the bump out, I've repaired that piece several times before but people tend to stand on and break it. I know we talked about doing the lattice and trim with Plastic but I'm not sure the custom trim on the upper lattice can be replicated. The decking and stairs seem solid for now but they do need painting. The siding is wood. The electrical outlet has no power, I had an electrician look at last year and the incoming line has failed. It's also under powered for the use it gets.

I've called a couple of power wash Companies, waiting on a call back. I'm Looking for a quote to power wash the chapel and the restrooms.

I'll be out of town next week so I won't be at the main Parks meeting.

Scott

(231)432-0022











Leelanau County Capital Improvement Program (CIP)

Submittal Form

Directions: Departments/Agencies submitting a proposed project for inclusion in the CIP will receive this form at the beginning of each year. **The form must be completed in its entirety, and returned** to the Planning & Community Development office.

Be specific and provide detailed information for any project anticipated within the next six (6) years. Each Project/Equipment request requires a separate Submittal Form.

Project Title: Refurbish Old Settlers Gazebo Department: Parks and Recreation

Prepared by: Charles N Godbout Date Prepared: 3-10-2023

CIP ID#: _____ Anticipated Start Date: 4-1-2024

Check one: New Project Revision of Already Submitted Project

PROJECT

A) Project Description: *Provide a brief (1-2 paragraph) description of the project*

The project will be to refurbish and restore the Gazebo at Old Settlers Park. The scope to include 1. replacement of the Cedar Shake roofing, 2. Vinyl clad the structural members and siding. 3. Replace the wood lattice with vinyl lattice. Resurface the decking and the stairs. Replace underground electric service to the Gazebo.

B) JUSTIFICATION

If desirable, provide attachments with more details

1) Planning context: *Is this project part of an adopted program, policy, or plan?*

NO

YES (*must identify*): 2020 - 2024 Parks and Rec Master Plan

Must list the adopted program or policy, and how this project directly or indirectly meets these objectives. Action Item from the Master Plan. Master Plan specifies future replacement of roofing however the Gazebo has deteriorated to a point requiring a more substantial refurbishment than just the roofing replacement

2) Planning context: *Is the community legally obligated to perform this service?*

NO

YES

Please describe the community's legal obligation:

Provide for the Safety of persons utilizing park facilities.

3) Explain how the project will a) eliminate or prevent an existing health, environment, or safety hazard, and/or b) alleviate an emergency service deficiency or disruption.

Performance of this project will mitigate future deterioration of the Gazebo structure to assure that it doesn't become a safety hazard in the future

4) How is the project consistent with and supported by your department program goals?

This project is consistent to maintaining the counties park infrastructure

5) How is the project supported by goals of the Leelanau General Plan?

6) How is the project consistent with and supported by local plans (*a Master Plan, Parks & Recreation Plan, Trail Plan, etc.*)

A portion of the project is included in the current Park & Recreation Plan and the restoration of the Gazebo is consistent with the goals of the plan to maintain the Counties Park Facilities



7) How will the project improve and/or protect the County's infrastructure?

The project will arrest future deterioration of the Gazebo

8) How will the project improve and/or increase the level of service provided by the County?

9) List any other anticipated benefits that are not described above, such as: *Preservation of historic building/feature, increased economic development opportunity, saving greenspace/farmland, meeting a regulatory requirement, etc.*

C) Coordination: Please identify if this project is dependent upon one or more other CIP projects and please describe what the relationship is:
There are no dependencies

D) Project timeline: Estimated project beginning and ending dates. Be sure to include any work being done in prior years, including studies or other planning:
2024

E) Prior approval: Is this project included in a prior year's budget? Has this project been approved by any board, commission or governing body?

- YES: Please check all appropriate box(es)
 - Governing Body
 - Planning Commission
 - Prior year budget: _____
- NO

F) Total estimated cost: \$ 30,000

1) **Basis of cost estimate:** Please check one of the following:

- Cost of comparable facility/equipment
- Cost estimate from engineer/architect
- Rule of thumb indicator/unit cost
- Preliminary estimate
- Ball park "guesstimate"

2) List all funding options available for this project:

Funding from the County General Fund for Maintenance of County Infrastructure.

3) Recommended funding option(s) to be used?

Funding from the Counties General Fund

4) Will the project leverage outside funding for project completion? If yes, from what source?

5) Will the project require additional personnel, materials/supplies, (or) will it increase operating costs?
No additional personnel, materials/supplies or operating costs will be required.

G) Cost to Benefit Considerations: Estimate the number of citizens impacted and the benefits of that impact comparing those benefits to the total estimated costs.

EQUIPMENT

A) Equipment description: _____ **Date prepared:** _____

Department: _____

Form of acquisition: Please check one of the following:

- Purchase
- Rental/lease

Number of units requested: _____

Estimated service life (years): _____

B) Justification

Purpose of expenditure: *Please check appropriate box(es)*

- Scheduled replacement
- Replace worn-out equipment
- Expanded service life
- Increased safety
- Present equipment obsolete
- Reduce personnel time
- New operation
- Improved service to community, procedures, etc.
- Other: _____

C) Cost Factors

DIRECT COSTS	PER UNIT (\$)	TOTAL COST (\$)
Purchase price or annual rent/lease		
Plus: installation or related charges		
Plus: annual operational costs		
Less: annual operational savings		
Less: trade-in, salvage value, discount		
Net purchase cost/annual rent		

Replaced item(s): attach separate page if necessary

ITEM	MAKE	AGE	PRIOR YEAR'S MAINTENANCE	PRIOR YEAR'S RENTAL COST
			\$	\$
			\$	\$
			\$	\$
			\$	\$