

NOTICE OF MEETING

A Regular Meeting of the Leelanau County Parks and Recreation Commission
will be held at 3:00 p.m., Wednesday, June 5, 2024
Leelanau County Government Center – 1st floor.

<https://www.leelanau.gov/parksandrecmtg.asp>

*(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.)*

(Please silence cellular/electronic devices)

AGENDA

<u>Members</u>
Charles Godbout-Chair
Casey Noonan-Vice Chair
Steve Christensen-Secretary
John Arens
Don Frerichs
Melinda Lautner
John Popa
Kama Ross
F. Jon Walter
Keith Beduhn

CALL TO ORDER & PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

CONFLICT OF INTEREST

PUBLIC COMMENTS

STAFF COMMENTS

CONSIDERATION OF May 1, 2024 MEETING MINUTES

UNFINISHED BUSINESS

DISCUSSION/ACTION ITEMS

1. Easement parcel Old Settlers Park regarding Kirshner driveway paving request - Interim County Administrator 2
2. Revised Budget Rules – Interim County Administrator 3-7
3. Potential 2024 Capital Improvement Projects
 - a. Myles Kimmerly Park
 - i. Projects?
 - b. Veronica Valley Park
 - i. Projects?
 - c. Old Settlers Park
 - i. Porta-Potty Pad Installation
4. 2024 Maintenance Projects – Interim County Administrator
 - a. Engineered Wood Fiber Chips Installation under playground equipment at Myles Kimmerly Park – contract w/ Tru North approved.
 - b. Rail Fencing Installation at Veronica Valley Park - contract w/ Easling Construction approved.
 - c. 2024 Pond Management Plan at Veronica Valley Park - contract approved w/ Savin Lake Services approved.
 - d. Request for Proposals (RFP) for Engineered Wood Fiber Chips Installation under playground equipment at Old Settlers Park and Veronica Valley Park.
5. Five Year Master Plan Update Bids - Interim Administrator
6. Review of Financials 8-14
7. Executive Committee Meeting Topics – Interim County Administrator
 - a. Process for Scheduling Park Committee Meetings, Administrative support, setting the agenda, budgets/CIP
 - b. FY 2025 Budget

REPORTS/UPDATES

1. Myles Kimmerly Park Committee
2. Old Settlers Park Committee
3. Veronica Valley Park Committee

PUBLIC COMMENT

STAFF COMMENTS

COMMISSIONER & CHAIRPERSON COMMENTS

ADJOURN

Old Settlers Park

Empire Township, Leelanau County

Big Glen Lake

2



14' Easement from County will expire in 2080. Liber 223 Page 673

Unable to find recorded easement

S DUNNS FARM RD 675

8861 S DUNNS FARM RD

8853 S DUNNS FARM RD

8851 S DUNNS FARM RD

8857 S DUNNS FARM RD

8845 S DUNNS FARM RD

8879 S DUNNS FARM RD

8873 S DUNNS FARM RD

W BURDICKVILLE RD 616

Aerial Imagery - Spring, 2017

- Addresses accessed via Old Settlers Property
- ▭ Old Settlers Park
- ▬ Established Easements
- ▭ Current Parcels

1 inch = 150 feet

LEELANAU COUNTY
FY 2024 BUDGET RULES
Amended May 21, 2024

1. Department heads and/or elected officials are responsible for assuring that expenditures do not exceed approved budget(s) for their respective departments, and may authorize expenditures up to \$4,500.00 per item. Payment for all expenditures, however, is subject to approval by the Board of Commissioners through the regular monthly claim's payment process.
2. Capital purchases in excess of \$5,000.00 shall be tagged and added to the county's fixed asset inventory. The department head and/or elected official are responsible for this requirement to occur after coordination of payment by the Finance and Accounting Department.
3. The County Administrator/Chief Financial Officer (CFO) on behalf of all departments, is responsible for procuring all capital items, professional services and/or service contracts in excess of \$10,000.00 according to County purchasing procedures and subject to proper advertising with all bids to be awarded by the Board of Commissioners at a regularly scheduled meeting.
4. The Finance Director shall be responsible for assuring that any transfer or expenditure in excess of an approved departmental budget is made only after approval of the Board of Commissioners and that all transfers or expenditures are charged to an approved departmental budget.
5. The Finance Director shall be responsible for assuring departmental budgets are charged for salaries and wages in accordance with the adopted Authorized Staffing Levels for their respective budgets.
6. The approved Authorized Staffing Level contained in the budget shall limit the number of employees who can be employe. No funds are to be appropriated for any position or employee not on the Authorized Staffing Level. Further, the Board of Commissioners expressly prohibits department heads from utilizing personal service contracts to circumvent the intent of the Board of Commissioners in its action establishing Authorized Staffing Levels. The Board of Commissioners must specifically approve any deviations.
7. Certain positions contained in the Authorized Staffing Level which are supported in some part by a grant, cost-sharing, or other source of outside funding, are only approved contingent upon the county receiving the anticipated revenues. In the event outside funding is not received, or the county is notified that funding will not be received,

then said positions shall be considered not funded and removed from the Authorized Staffing Level.

8. The Finance Director shall be responsible for assuring that allotments to other agencies in excess of 25% of the approved annual budget in any calendar quarter are made only after the County Board of Commissioners has approved them.

9. The Finance Director shall prepare and submit a monthly Budget Transfer and Expenditure Control Report to the Board of Commissioners prior to the regular monthly board meeting. The Finance Director shall prepare the appropriate paperwork and submit it to the Board of Commissioners prior to the regular monthly board meeting. This report shall be in a format as prescribed by the Board of Commissioners and shall be reconciled to the County Treasurer's monthly Trial Balance.

10. Any budget amendments or transfers of funds shall only occur after written recommendation of the Executive Board and after being approved by the Board of Commissioners, by resolution.

11. Pursuant to county policy, vendors who enter into a service contract with the county shall furnish a certificate of insurance, unless waived, in acceptable form as determined by the Board of Commissioners and file the certificate with the County Clerk prior to the commencement of any work or delivery of service or product.

12. All invoices, travel vouchers and payment requests must be submitted to the Finance and Accounting Department for processing of payment on a timely basis, within the quarter the request was made.

13. All mileage for county owned vehicles will be charged to the account 940 Rental Charges in each **respective budget using county owned vehicles. The Motor Pool Fund 661 will be credited with the** mileage charges for county owned vehicles. Any purchases of county owned vehicles would be charged to the Motor Pool Fund 661. All repair and maintenance charges on county owned vehicles shall be charged to the respective budgets using county owned vehicles.

14. All purchases (including capital items and professional services) shall use the following guidelines as established by the Board of Commissioners:

Total Purchase Amount	Purchasing Process	Approving Entity
Up to \$999.99	Receipt	Department Head/Elected Official
\$1,000.00 to \$4,499.99	Three Verbal quotes	Department Head/Elected Official
\$4,500.000 to \$9,999.99	Three Written quotes, contract, and budgeted.	Department Head, County Administrator/CFO. County

		Administrator/CFO may request Board approval.
\$10,000 and above	Competitive bid (sealed bids, proposals or qualifications). Minimum of three bids encouraged. State bids may be utilized when applicable.	Department Head, County Administrator/CFO, Board of Commissioners approval

The Board of Commissioners through the regular monthly committee process will review all claims for potential payment.

15. Competitive bidding may be waived by the County Board of Commissioners by an affirmative vote if the purchase is from or jointly with another unit of unit government, when an emergency exists, or when the public is best served without obtaining bids. It will be the responsibility of the Department Head and County Administrator/CFO to provide the rationale for the waiver. Waiving of the competitive bidding process shall be obtained prior to seeking proposals.

16. The County Administrator/CFO is authorized to execute only contracts/agreements that are within the spending authority as outline above.

17. All donations received in excess of \$500.00 on behalf of Leelanau County shall be approved by the Board of Commissioners. The County Administrator shall provide monthly written reports outlining all donations received.

a. Any non-cash donations, tangible goods and/or mercantile with an approximate value of over \$250.00 donated to Leelanau County shall be approved by the Board of Commissioners prior to acceptance.

b. Any proactive fundraising effort, as well as fundraising activity administered through an external organization or vendor, must have prior Board approval, a stated end date and a specific restricted goal. If there is an associated administrative fee associated with the fundraising method, there must also be Board approval of the fee. If an external organization or vendor is utilized, proper controls over the account must be established by the Leelanau County Treasurer and Finance Director. When cumulative funds are received and exceed \$500.00, they will be transferred from Trust and Agency to a special fund and held pursuant to Board Policy and Budget Rules. Once a special fund is created for the stated purpose, transfers may be for lesser amounts.

18. Per diem rates will be as follows:

\$70.00/ Full Day

\$40.00/One Half Day

19. The Board of Commissioners shall pay claims made against Leelanau County once per month after approval. Payments for post audit claims shall be authorized only under the following circumstances, for items within the approved budget:

- a. Implementation of any and all provisions of collective bargaining agreements and other compensation plans adopted by the Board of Commissioners including payroll, related county and employee taxes, and withholding payments.
- b. Any proactive fundraising effort, as well as fundraising activity administered through an external organization or vendor, must have prior Board approval, a stated end date and a specific restricted goal. If there is an associated administrative fee associated with the fundraising method, there must also be Board approval of the fee. If an external organization or vendor is utilized, proper controls over the account by the Leelanau County Treasurer and Finance Director. When cumulative funds are received and exceed \$500.00, they will be transferred from 'Trust and Agency' to a special fund and held pursuant to Board Policy and Budget Rules. Once the special fund is created for the stated purpose, transfers may be for lesser amounts.
- c. Payment of premiums on insurance policies and self-insurance pool fees including, but not limited to, health insurance, life insurance, dental insurance, unemployment insurance and others.
- d. Payments provided for within the provisions of any and all contracts and grants authorized by and approved by the Board of Commissioners or County Administrator/CFO under Item 15.
- e. Replenishment of impressed funds within the various departments to the extent provided in departmental budgets.
- f. Postage to the extent provided in departmental budgets.
- g. Jury, witness and attorney fees by order of the Circuit Court, District Court, and Probate Court.
- h. Any invoices providing for a discount if paid within a specified period provided such invoices shall not be paid in such time period will allow consideration by the Board of Commissioners without loss of discount and, further, provided that they have been budgeted in the departmental budget. Additionally, any invoices not paid within a specified period, will be assessed a late payment penalty provided that they have been budgeted in the departmental budget.
- i. Any and all fuel charges.
- j. Any and all utility billings.

- k. Travel advances, registration, and mileage reimbursement to the extent provided in departmental budgets.
- l. Department of Health and Human Services payments.
- m. State of Michigan payments.
- n. Any emergency claim as authorized by the County Administrator/CFO requiring payment prior to the next Board of Commissioners meeting.
- o. Any other payments prescribed by law.
- p. Refunds.

REVENUE & EXPENSE REPORT - CURRENT 8

Fund 101 General Fund

County of Leelanau

Department 850756 Parks & Recreation

Period Ending Date: May 31, 2024

Account Number	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Account Name				
Fund 101 General Fund				
Fiscal Year 2024				
Expenses				
850756-702.000 Overtime	0.00	0.00	1,500.00	0.00%
850756-703.000 Salaries	2,076.48	2,076.48	39,281.00	5.29%
850756-703.001 Temporary Office Assistant	189.17	1,054.79	3,000.00	35.16%
850756-703.006 Salaries -non-work holiday	0.00	0.00	604.00	0.00%
850756-704.000 Per Diem	120.00	640.00	2,800.00	22.86%
850756-717.000 Social Security	190.80	318.51	3,725.00	8.55%
850756-718.000 Hospitalization	0.00	1,704.50	3,409.00	50.00%
850756-719.000 Retirement	0.00	22.16	2,528.00	0.88%
850756-720.000 Life Insurance/Disability	84.62	84.62	1,004.00	8.43%
850756-727.000 Office/Operating Supplies	27.38	8,593.38	9,500.00	90.46%
850756-742.000 Uniforms	0.00	0.00	400.00	0.00%
850756-743.000 Gas/Oil	347.32	663.87	2,500.00	26.55%
850756-775.000 Repair and Maintenance	2,352.23	5,234.50	30,000.00	17.45%
850756-801.000 Contractual Services	479.54	3,444.38	18,000.00	19.14%
850756-807.000 Membership Dues and Fees	0.00	687.68	100.00	687.68%
850756-850.000 Telephone	52.90	265.01	400.00	66.25%
850756-850.001 Telephone - Cell phone	124.83	124.83	294.00	42.46%
850756-860.000 Travel	0.00	0.00	70.00	0.00%
850756-860.001 Taxable Travel	108.54	392.62	1,500.00	26.17%
850756-900.000 Printing and Publishing	0.00	574.00	1,200.00	47.83%
850756-920.000 Utilities (Light-Oil)	0.00	1,284.32	4,000.00	32.11%
850756-940.000 Rental	0.00	0.00	1,500.00	0.00%
850756-942.000 Copy Machine Charges (Rental)	0.00	0.24	30.00	0.80%
850756-970.000 Capital Outlay	0.00	0.00	55,000.00	0.00%
850756-970.010 Capital Outlay under \$5,000.00	0.00	0.00	4,000.00	0.00%
Expenses Total	6,153.81	27,165.89	186,345.00	14.58%
Capital Outlay under \$5,000.00	6,153.81	27,165.89	186,345.00	14.58%
Expenses Fund Total	6,153.81	27,165.89	186,345.00	14.58%

REVENUE & EXPENSE REPORT - CURRENT 9

Fund 101 General Fund

County of Leelanau

Department 850756 Parks & Recreation

Period Ending Date: May 31, 2024

Account Number	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Account Name				
Net (Rev/Exp)	6,153.81	27,165.89	186,345.00	
Beginning/Adjusted Balance				
7,678,319.19	+	YTD Revenues	YTD Expenses	Current Fund Balance
		1,905,465.65	6,879,328.10	2,704,456.74
		-	=	
Grand Total for Expenses	6,153.81	27,165.89	186,345.00	14.58%
Grand Total Net Rev/Exp	6,153.81	27,165.89	186,345.00	

Transaction History Listing Report

County of Leelanau

Account Balance Transactions

Date Range: May 1, 2024 Thru May 31, 2024

Fund: 101 General Fund
Department: 850756 Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits				
Account: 850756-703.000 Salaries						Dept: Parks & Recreation					
Beginning Balance :											
5/9/2024	PR	25136	CLH	05/03/24	REGULAR WAGES	346.08					
5/23/2024	PR	25201	CLH	05/17/24	REGULAR WAGES	1,730.40					
Total Salaries Transactions for May:						2,076.48	0.00				
Period Salaries Totals						2,076.48	0.00				
Year-To-Date Salaries Totals						2,076.48	0.00				
		Appropriations -		Current Expenditures =		Unexpended Balance -		Current Encumbrance =		Unencumbered Balance	
		39,281.00		2,076.48		37,204.52		0.00		37,204.52	

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits				
Account: 850756-703.001 Temporary Office Assistant						Dept: Parks & Recreation					
Beginning Balance :						865.62					
5/9/2024	PR	25136	CLH	05/03/24	REGULAR WAGES	68.79					
5/23/2024	PR	25201	CLH	05/17/24	REGULAR WAGES	120.38					
Total Temporary Office Assistant Transactions for May:						189.17	0.00				
Period Temporary Office Assistant Totals						189.17	0.00				
Year-To-Date Temporary Office Assistant Totals						1,054.79	0.00				
		Appropriations -		Current Expenditures =		Unexpended Balance -		Current Encumbrance =		Unencumbered Balance	
		3,000.00		1,054.79		1,945.21		0.00		1,945.21	

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
Account: 850756-704.000 Per Diem						Dept: Parks & Recreation	
Beginning Balance :						520.00	
5/9/2024	PR	25136	CLH	05/03/24	PER DIEM	120.00	
Total Per Diem Transactions for May:						120.00	0.00
Period Per Diem Totals						120.00	0.00

* Indicates Prior Year Transactions

Transaction History Listing Report

County of Leelanau

Account Balance Transactions
Date Range: May 1, 2024 Thru May 31, 2024

Fund: 101 General Fund
Department: 850756 Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
Year-To-Date Per Diem Totals						640.00	0.00
Appropriations -							
2,800.00							
Current Expenditures =							
640.00							
Unexpended Balance -							
2,160.00							
Current Encumbrance =						0.00	2,160.00
Unencumbered Balance							

Account: 850756-717.000 Social Security Dept: Parks & Recreation

Beginning Balance :						127.71	
5/9/2024	PR	25136	CLH	05/03/24	FICA	39.89	
5/9/2024	PR	25136	CLH	05/03/24	MEDICARE	9.34	
5/23/2024	PR	25201	CLH	05/17/24	FICA	114.74	
5/23/2024	PR	25201	CLH	05/17/24	MEDICARE	26.83	
Total Social Security Transactions for May:						190.80	0.00
Period Social Security Totals						190.80	0.00
Year-To-Date Social Security Totals						318.51	0.00
Appropriations -							
3,725.00							
Current Expenditures =							
318.51							
Unexpended Balance -							
3,406.49							
Current Encumbrance =						0.00	3,406.49

Account: 850756-720.000 Life Insurance/Disability Dept: Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
Beginning Balance :							
5/23/2024	AP	25227	EDM	20240521	FIRST UNUM LIFE INSURANCE COMP	84.62	
Total Life Insurance/Disability Transactions for May:						84.62	0.00
Period Life Insurance/Disability Totals						84.62	0.00
Year-To-Date Life Insurance/Disability Totals						84.62	0.00
Appropriations -							
1,004.00							
Current Expenditures =							
84.62							
Unexpended Balance -							
919.38							
Current Encumbrance =						0.00	919.38

Account: 850756-727.000 Office/Operating Supplies Dept: Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
Beginning Balance :						8,566.00	
5/14/2024	AP	25197	EDM	20240514	BUNEKS' HARDWARE, INC.	27.38	

* Indicates Prior Year Transactions

Transaction History Listing Report

County of Leelanau

Account Balance Transactions
Date Range: May 1, 2024 Thru May 31, 2024

Fund: 101 General Fund
Department: 850756 Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
Total Office/Operating Supplies Transactions for May:						27.38	0.00	
Period Office/Operating Supplies Totals						27.38	0.00	
Year-To-Date Office/Operating Supplies Totals						8,593.38	0.00	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		9,500.00			8,593.38	906.62	0.00	906.62

Account: 850756-743.000 **Gas/Oil** **Dept:** Parks & Recreation

Beginning Balance :						316.55		
5/7/2024	AP	25194	EDM	20240507	CRYSTAL FLASH	365.73		
5/15/2024	AP	25172	EDM	118780	VOID Check# 118780		18.41	
Total Gas/Oil Transactions for May:						365.73	18.41	
Period Gas/Oil Totals						365.73	18.41	
Year-To-Date Gas/Oil Totals						682.28	18.41	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		2,500.00			663.87	1,836.13	0.00	1,836.13

Account: 850756-775.000 **Repair and Maintenance** **Dept:** Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
Beginning Balance :						2,882.27		
5/3/2024	AP	25154	EDM	20240503	NORTHERN BUILDING SUPPLY, LLC	2,352.23		
Total Repair and Maintenance Transactions for May:						2,352.23	0.00	
Period Repair and Maintenance Totals						2,352.23	0.00	
Year-To-Date Repair and Maintenance Totals						5,234.50	0.00	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		30,000.00			5,234.50	24,765.50	0.00	24,765.50

Account: 850756-801.000 **Contractual Services** **Dept:** Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
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* Indicates Prior Year Transactions

Transaction History Listing Report

Account Balance Transactions
Date Range: May 1, 2024 Thru May 31, 2024

Fund: 101 General Fund
Department: 850756 Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
Beginning Balance :						2,964.84		
5/1/2024	AP	25147	EDM	20240430	GFL ENVIRONMENTAL	113.85		
5/1/2024	AP	25147	EDM	20240430	GFL ENVIRONMENTAL	40.10		
5/8/2024	AP	25197	EDM	20240508	WILLIAMS AND BAY	212.26		
5/20/2024	AP	25197	EDM	20240520	WILLIAMS AND BAY	113.33		
Total Contractual Services Transactions for May:						479.54	0.00	
Period Contractual Services Totals						479.54	0.00	
Year-To-Date Contractual Services Totals						3,444.38	0.00	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		18,000.00			3,444.38	14,555.62	0.00	14,555.62

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
Beginning Balance :						212.11		
5/13/2024	AP	25227	EDM	20240513	BRIGHTSPEED	52.90		
Total Telephone Transactions for May:						52.90	0.00	
Period Telephone Totals						52.90	0.00	
Year-To-Date Telephone Totals						265.01	0.00	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		400.00			265.01	134.99	0.00	134.99

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
Beginning Balance :							
5/11/2024	AP	25215	EDM	20240511	AT&T MOBILITY	124.83	
Total Telephone - Cell phone Transactions for May:						124.83	0.00
Period Telephone - Cell phone Totals						124.83	0.00

* Indicates Prior Year Transactions

Transaction History Listing Report

County of Leelanau
 Account Balance Transactions
 Date Range: May 1, 2024 Thru May 31, 2024

Fund: 101 General Fund
Department: 850756 Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
Year-To-Date Telephone - Cell phone Totals						124.83	0.00
Appropriations - Current Expenditures = Unexpended Balance - Current Encumbrance = Unencumbered Balance							
						294.00	124.83
						169.17	0.00
						0.00	169.17
<hr/>							
Account:	850756-860.001		Taxable Travel		Dept:	Parks & Recreation	
Beginning Balance :						284.08	
5/9/2024	PR	25136	CLH	05/03/24	TAXABLE TRAVEL	108.54	
Total Taxable Travel Transactions for May:						108.54	0.00
Period Taxable Travel Totals						108.54	0.00
Year-To-Date Taxable Travel Totals						392.62	0.00
Appropriations - Current Expenditures = Unexpended Balance - Current Encumbrance = Unencumbered Balance							
						1,500.00	392.62
						1,107.38	0.00
						0.00	1,107.38
Grand Totals						22,911.40	18.41

* Indicates Prior Year Transactions

Operator: CLH