

BOARD OF COMMISSIONERS*Vacant Position*, District #1**James S. O'Rourke**, District #2**Douglas Rexroat**, District #3**Ty Wessell**, District #4**Kama Ross**, District #5**Gwenne Allgaier**, District #6**Melinda C. Lautner**, District #7**Richard I. Lewis**

Interim County Administrator

Leelanau County Government Center
 8527 E. Government Center Drive, Suite #101
 Suttons Bay, Michigan 49682
 (231) 256-9711 ♦ (866) 256-9711 toll free
 (231) 256-0120 fax
 www.leelanau.gov ♦ rlewis@leelanau.gov

To: Leelanau County Parks and Recreation Commission
 From: Richard I. Lewis, Interim County Administrator
 Date: August 2, 2024
 Re: Regular Meeting of August 7, 2024

Please find attached the agenda and packet material for the August Regular Meeting of the Commission. This memo is to provide a brief explanation to a few of the items for your discussion.

Administrator Updates: Both items 2a. and 2b. have been approved by the Board of Commissioners (BOC). Included in the packets are Executive Document Summary for each provided to the BOC. Tiffany Smith of MCSA will be the lead for the Parks and Recreation Plan and will be in attendance via Zoom to review the process they will be undertaken. Included in the packet is information regarding the process and the timeline.

Review of FY 2025 Proposed Budget. Attached is the beginning budget proposal submitted for Fiscal Year 2024. The figures only included the expected operational expenses for the upcoming year. Personnel expenses will be included over the next month and the proposed budget will be provided to the BOC at its September 18th Regular Meeting. I will also be sharing a proposal to be made the BOC regarding a Facilities Director position.

Change of Monthly meetings beginning in September. As I reviewed the monthly schedules regarding Parks and Recreation and BOC, I would like to have a discussion of changing the monthly meetings of the Commission to the first Thursday following the third Tuesday of the month. The intent to assist in getting recommendations from the Commission in front of the BOC in a timely matter. I will try to make sense of this at our meeting and have a revise calendar for 2024 for your consideration.

Finally, Lori Eubanks submitted her resignation effective July 31, 2024. We thank her for her services to the Commission and Leelanau County.

If you have any questions, please feel free to contact me.

NOTICE OF MEETING

A Regular Meeting of the Leelanau County Parks and Recreation Commission
will be held at 3:00 p.m., Wednesday, August 7 in the
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

CALL TO ORDER & PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

CONFLICT OF INTEREST

PUBLIC COMMENTS

STAFF COMMENTS

CONSIDERATION OF JUNE 5, 2024 MEETING MINUTES

Regular Session

Executive Session

UNFINISHED BUSINESS

DISCUSSION/ACTION ITEMS

1. St Mary's Race Day at Veronica Valley 10/12/2024
2. Administrator Updates
 - a. County Five-Year Community Parks & Recreation Plan Update
 - b. Parks & Recreation Budget Capital Projects
 - c. Wood Chip Placement Project - completed
3. Review of FY 2025 Proposed Budget
4. Change of monthly meetings beginning in September

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

Members

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

Leelanau County Parks and Recreation Commission
Regular Session Minutes - June 5, 2024
 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:

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

Staff in Attendance:

- Richard Lewis, Interim County Administrator
- Jerry Culman, Maintenance Director
- Lori Eubanks, Recording Secretary

Approval of Agenda:

Motion by Noonan to approve the agenda, as presented. Seconded by Ross. Motion unanimously approved.

Conflict of Interest: None.

Public Comment: None.

Staff Comments: None.

Approval of May 1, 2024 Minutes: Frerichs requested a correction to the minutes on page 3 under “Reports/Updates” of the Myles Kimmerly Park report. The amount approved for the engineered wood should be corrected to reflect \$6,000.00 (not \$66,000.00).

Motion by Noonan to approve the minutes of May 1, 2024, as amended. Seconded by Ross. Motion unanimously approved.

Unfinished Business: None.

Discussion/Action Items:

1. Easement Parcel Old Settlers Park Regarding Kirshner Driveway Paving Request

Report by Richard Lewis, Interim County Administrator – Regarding the request by property owner Kirshner (at the May 1, 2024 Parks and Recreation regular meeting) to pave his driveway which crosses an easement at Old Settlers Park, after researching the easement documents, Lewis questioned why the County is even holding onto the property. He said there are two documented easements on the parcel and a third for which no documentation could be found. He said the County cannot tell the homeowners that their driveways cannot cross these easements, and the property is not being used as parkland, so Lewis proposed recommending to the Board of Commissioners (BOC) to sell the property. He added that Kirshner has already expressed interest in buying the property. By consensus, the group encouraged Lewis to pursue investigating the sale of the parcel and report back at a future meeting.

2. Revised Budget Rules (Amended May 21, 2024)

Lewis reviewed the updated Budget Rules and the purchasing guidelines contained in the matrix under No. 14, which includes purchases of capital items and professional services. Lewis also discussed No. 15 which provides guidance regarding competitive bidding.

3. Potential 2024 Capital Improvement Projects

Regarding the \$55,000.00 from the Parks and Recreation’s 2023 budget that went unspent on capital projects, Lewis reported that the BOC will be considering at their June 11, 2024 Executive Session, moving these dollars from the General Fund back to the Parks and Recreation’s 2024 Capital Improvement budget which will be added to the \$55,000.00 already in the 2024 Capital Improvement budget. Lewis explained that doing this would remove the “use it or lose it” concept and give the Parks Commission time to work through the necessary steps for a project that may take longer than a year. Lewis emphasized that the Parks Commission needs to come up with a priority project to show the BOC how this money will be spent, and if the money will be used in combination with a grant.

Frerichs provided the following projects for Myles Kimmerly Park:

- Upgrade Disc Golf Course
- Improve Toilet Facilities with 8 x 10-foot Concrete Slabs
- Perform Engineering Studies in Preparation for Pickleball Courts

Beduhn provided the following project for Veronica Valley Park:

- UA Approved Trail

Godbout provided the following project for Old Settlers Park:

- Refurbishment of the Gazebo

Lewis reported that replacement of the water well will need to be added to the projects list for Old Settlers Park because he received news that the well had failed.

4. 2024 Maintenance Projects

Lewis reported that the installation of wood chips at Myles Kimmerly Park was approved, as well as the contract with True North (the contractor who will perform the installation). He added that the contract with Easling Construction for installation of the split rail fencing at Veronica Valley Park was approved. Also approved was the contract with Savin Lake Services for spraying the pond for weed mitigation at Veronica Valley Park. (Lewis made note to negotiate a price with Savin for treating all the ponds at Veronica Valley Park for the 2025 contract.) Lewis said they will need to go out for bids for installation of wood chips at Veronica Valley and Old Settlers Park.

5. Update on Bid for Five-Year Master Plan

Lewis reported that only one bid was received for updating the Five-Year Master plan; it was from MCSA Group in East Grand Rapids, Michigan. Lewis said he would like to meet with a few Parks and Rec commissioners and perhaps a County Commissioner to review the bid to ensure it covers all that needs to be completed for the Master Plan in preparation for approval of the bid at the July (2024) Executive Committee meeting.

6. Review of Financials

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

Godbout reported expenses at 14.58 percent of budget. He noted that there were no expenditures against the \$55,000.00 balance in Capital Improvements.

7. Executive Committee Meeting Topics

- a. **Process for Scheduling Park Commission Meetings, Administrative Support, Setting the Agenda** - Lewis said that he plans to meet with the Parks and Rec Commission's Executive Committee (members yet to be determined) in an effort to bolster administrative processes for the Parks Commission.
- b. **Fiscal Year 2025 Budget** – Lewis said that 2025 budget documents will soon be sent out and that he will assist the Parks and Recreation Commission in completing them.

8. Reports/Updates

Myles Kimmerly Park – Frerichs requested to add an ice skating to his list of projects for Myles Kimmerly Park which would require installation of a water line and clarification of liability issues.

Old Settlers Park – With the Old Settlers picnic coming up in August, Noonan mentioned that portable toilets and a roll-off dumpster will need to be delivered to the park for the event. (Typically handled by the maintenance crew.)

Veronica Valley Park – Beduhn reported that preparation for Kid's Fishing Day is on schedule and that everything is ready to go.

Public Comment(s): Jerry Culman, Maintenance Director, introduced Jordan Kiesel and Dave Schaub, the new members of his maintenance crew. Greg Argyle spoke on behalf of the disc golf community and offered to be a resource for improvements to the course.

Staff Comment(s): None.

Commissioner and Chairperson Comments: Commissioner Ross thanked Steve Stier, President, Leelanau County Historic Preservation Society (LCHPS), for hosting the May 29th (2024) composting workshop at the Poor Farm Barn. Ross also thanked the Parks Commission for funding the soon to be completed composting display. Lewis reminded the group that he is now "staff" with the return of the Parks and Recreation Commission to the responsibility of the County Administrator. Godbout said he has received numerous communications pressing for the need for installation of pickleball courts at Myles Kimmerly Park.

Adjournment:

With no further business to come before the Leelanau County Parks and Recreation Commission, the meeting adjourned at 4:08 p.m.

Respectfully submitted,

Lori Eubanks, Recording Secretary

**Leelanau County Parks and Recreation Commission
Executive Session Minutes - June 5, 2024**

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

CALL TO ORDER

The meeting was called to order at 4:10 p.m.

In Attendance:

- Richard Lewis, Interim County Administrator
- Keith Beduhn
- Steve Christensen
- Don Frerichs
- Charles Godbout
- Casey Noonan

Staff in Attendance:

- Lori Eubanks, Recording Secretary

Discussion Items:

1. Process for Scheduling Park Committee Meetings, Administrative Support, Setting the Agenda, Budgets/CIP

Lewis asked the committee to consider rescheduling the date for the Leelanau County Parks and Recreation Commission (Parks Commission) monthly meetings to allow more time to put together agenda submissions and to mitigate “late additions” on the county board meeting agendas. Godbout noted that they will need to amend the approved meeting schedule if the date of the monthly meeting is changed.

Lewis discussed the “Parks Coordinator Caretaker” noted in the Parks Commission bylaws. Lewis said the maintenance crew should not be acting in that capacity and currently the Parks Commission has no one advocating on their behalf. Lewis said he would like to spend his last 30 days with the County setting the Parks Commission up for success.

2. Fiscal Year 2025 Budget Process

Lewis reminded the group that, in the budget process, they are competing against the other departments for dollars. He stressed the importance of having a plan with clear justification for their projects. Beduhn suggested combining each park’s wish list, then finding common ground. Noonan expressed frustration about how the budget quickly gets eaten up with unanticipated projects that pop up due to age and deterioration of infrastructure (the gazebo, the well at Old Settlers Park). He added that big projects take more than a year to get through the “governmental muck” and that is why their Capital Outlay is not spent and then lost each year. Lewis explained that moving money from the General Fund into the Parks Capital Outlay account and holding it there without fear of losing it each budget year, would allow time to properly plan and implement projects. He said to gain the County Commissioners’ support to do this, a firm plan for these dollars needs to be in place. Matching grants would also be helpful. Godbout said defining what a capital project is has been elusive, and projects keep getting vetoed by the Accounting Department. Godbout requested a priority project list from the committee chairs for fiscal years 2025 and 2026.

Discussion ensued about why they are unable to get bids for projects. Noonan said the 27-page application is daunting for contractors. Christensen added that MITN is used by the County to post

bids, which is too complicated for contractors who do small projects. Christensen said it works for larger contractors, but smaller contractors do not search out projects on this site.

Lewis said that this year, with the help of the Parks commissioners, that he would oversee the completion of the documents for the Parks budget and submit it on their behalf. Noonan said the chairman of the Parks Commission has done it in the past and Noonan welcomed Lewis' assistance.

Frerichs questioned the efficiency of the subcommittee structure. Lewis thought this structure created competition for dollars among the three parks.

Lewis proposed meeting sometime in July to resume discussion among Executive Committee members. Christensen noted that July is a difficult month for at least two of the members of the committee, due to cherry harvests.

Adjournment:

With no further business to come before the Executive Committee of the Leelanau County Parks and Recreation Commission, the meeting adjourned at 4:55 p.m.

Respectfully submitted,

Lori Eubanks, Recording Secretary

Lauren Cypher

From: Nick Papes <npapes@stmarysll.org>
Sent: Monday, July 29, 2024 8:58 PM
To: Lauren Cypher
Cc: Athletics SM; Lori Pendergast
Subject: St. Mary Cross Country Event 10/12

Hi Lauren-

Once again, St. Mary would like to host a race day at Veronica Valley. The race date would be 10/12/24 and would occupy the park from 7AM - 3PM. Hopefully, you've received this email before the next parks and rec meeting and can add our request to the agenda!

I have CC'd the athletic director Toby Wegener in on the email. He will be a primary contact from here on out.

Thanks for your assistance

Nick Papes

EXECUTIVE DOCUMENT SUMMARY

| | | | |
|--|--|--|--|
| Department: <u>Parks & Recreation</u> <input checked="" type="checkbox"/> | | Submittal Dates | |
| Contact Person: <u>Richard I Lewis</u> | | <input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> <input checked="" type="checkbox"/> | |
| Telephone Number: <u>(231) 256-9711</u> | | Date of Meeting: <u>06/11/2024</u> | |
| Financial/Source Selection Method | | Vendor: <u>N/A</u> | |
| <input type="checkbox"/> Select One: <u>Select One</u> | | Address/ Phone: | |
| <input type="checkbox"/> Other: _____ | | Description: <u>Select One</u> | |
| <input type="checkbox"/> Account No.: _____ | | | |
| <input type="checkbox"/> CIP Project? | | | |
| <input type="checkbox"/> If Grant, Match Account No.: _____ | | | |
| Budgeted Amount: <u>\$ 55,000.00</u> | | Contracted Amount: _____ | |
| Document Description | | | |
| <input type="checkbox"/> Request to Waive Board Policy on Bid Requirements <input type="checkbox"/> Financial Review Completed <input checked="" type="checkbox"/> Department Head/Elected Official Authorization | | | |
| <p>At the May 21, 2024 Regular Meeting of the Board of Commissioners (BOC), a discussion ensued regarding a transfer from the General Fund Fund Balance of \$55,000 to amend the Parks and Recreation 2024 approved budget for Capital Projects from \$55,000 to \$110,000. This discussion was also a follow up to the Committee of the Whole (COTW) meeting held in January under Capital Outlay & Funding Recommendations for 2024. The Board of Commissioners have agreed to consider this in 2024. As a reminder, \$55,000 had been budgeted in 2023, but not expended.</p> <p>In addition to the proposed amendment of the 2024 expenditure budget for Parks & Recreation Capital Outlay from \$55,000 to \$110,000, it is also recommended that a Parks & Recreation Project line item be established in Fund 470 Capital Projects.</p> <p>Subsequently, we recommend moving the proposed amended Parks & Recreation Capital Outlay \$110,000 to the Capitals Projects Fund 470 to be held and or used for Parks/Recreation future capital projects, approved by the BOC, regardless of fiscal year undertaken.</p> | | | |
| APPROVED 06/18/24 | | | |
| Suggested Recommendation: | | | |
| <p>I move to recommend that the County Board of Commissioners authorize increasing the Parks & Recreation Capital Outlay line item from \$55,000 to \$110,000 funds to come from the General Fund Fund Balance and furthermore to establish Parks and Recreation Budget Capital Projects line item in Fund 470 Capital Projects and transfer the \$110,000 to the Capital Projects Fund to be held and/or used for future approved Parks & Recreation capital projects.</p> | | | |

Department Approval: Richard I Lewis Date: 6/18/24



Transmittal Letter

LEELANAU COUNTY

Community Parks and Recreation Plan Update LCA-RFP-2024-003

May 23, 2024

Gail Myer, County Planning Director
Office of the County Administrator
Leelanau County Government Center
8527 E. Government Center Dr., Suite 101
Suttons Bay, MI 49682

Dear Ms. Myer,

MCSA Group, Inc. is pleased to provide Leelanau County with our proposal for professional Consulting Services for the Community Parks and Recreation Plan Update. In our proposal we have illustrated our extensive experience with Five-Year Master Plans.

We have completed Five-Year Master Plans for the following communities in West Michigan: the City of East Grand Rapids (2020, Population 11,559), the City of Coopersville (2021, Population 4,396), Lowell Charter Township (2021, Population 6,702), and the City of Kentwood (2021 Population 51,693). We just completed the Village of Lake Isabella (2022, Population 2,063), the City of Zeeland (2022, Population 5,572), Ada Township (2022, Population 14,717), Brownstown Township (2022, Population 31,920), Gaines Township (2023, Population 27,021), and the City of Holland (2024, Population 34,006).

Additionally we have experience with MNRTF Grant applications. On average we complete three a year and work on the same number of grant funded projects.

We would welcome the opportunity to work with Leelanau County on this project with the same high level of professional services we have provided numerous communities throughout Michigan.

If you have any questions, or if we can provide any clarifications, please feel free to contact us at any time.

Sincerely,

Tiffany Smith
President



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Master Plan

LEELANAU COUNTY

Community Parks and Recreation Plan Update LCA-RFP-2024-003

FIRM PROFILE AND DESIGN PHILOSOPHY

M. C. Smith & Associates, Inc. was formed in March 1977 by Michael C. Smith. The firm provides award winning Landscape Architectural and Architectural services. Principals include Kathleen G. Waters, RA; Jolanta Stecka, RA; Melinda R. Whitten, RLA; and Tiffany A. Smith, RLA. Michael C. Smith is the firm's Creative Director. On March 15, 2017, MCSA Group, Inc. (M.C. Smith Associates and Architectural Group, Inc.) turned 40 and became a Woman-Owned Business.

The firm's office is located in East Grand Rapids, Michigan. MCSA Group, Inc. provides Architectural and Landscape Architectural services for the following types of projects: Public Housing; Federal, State and Municipal Government; Park and Recreation Architecture; Sports Facilities; Historical Rehabilitation; Private and Commercial Buildings; Streetscapes and Plazas; Community and Neighborhood Parks; Waterfront Parks; Sports and Athletic Facilities; Boardwalks, Decks and Bridges; Trails and Linear Parks; Playgrounds; Site and Street Lighting; Signage Design; Site Planning; Community Recreation Plans; Grant Applications and Facility Assessments.

In addition to our professional staff of Architects and Landscape Architects, MCSA Group, Inc. has excellent consultants for specialized portions of specific projects. These consultants extend our team capabilities by providing such disciplines as: surveying, soils analysis, structural engineering, mechanical and electrical engineering, and traffic engineering.

By offering a full range of professional services through the entire planning, design, engineering, and development process, MCSA Group provides each client with comprehensive services. Our diversity ensures a responsiveness to the wide range of issues and concerns facing each client. Our experience enables us to develop solutions that are creative, yet sensitive to each project's specific goals and objectives.

Our professional services are based upon the principle that if a project cannot be appropriately implemented within mutually agreed upon budget parameters, then we have not succeeded. This follows that we do not believe that design principles, as well as sound engineering, need be compromised in any manner. We have demonstrated that outstanding award-winning projects can be achieved without needing to be designed beyond budget limitations.

Our construction documents for every project are complete and comprehensive, detailing all components and systems of the construction. Our plans provide contractors a solid base for bidding, resulting in excellent bids. Construction based upon our plans is completed with minimal change orders and in accordance with the established schedule. We provide complete construction administration for all projects.

We practice a high level of sustainable design and believe that both facility development and environmental conservation and preservation can be structured side-by-side and if properly designed and implemented will enhance each other.

Our clients, as end users, are most often members of the public. The public facilities and spaces that we design optimize individual and collective experiences, providing positive and enjoyable outcomes for all users. We strive to optimize designs that are easily maintained, have long life cycles, and do not overly tax Owner's budgets for maintenance, management or support.

PROJECT TEAM

MCSA Group, Inc. has a team of highly qualified professionals who, by combining their individual talents, will create a new Community Parks and Recreation Plan for 2025-2029 for Leelanau County of the highest quality and appropriateness. By providing services as a carefully coordinated team of diversely specialized professionals, we are able to bring the broadest perspective to the project while maintaining the highest degree of understanding of the community's needs. We utilize effective project organization, direct client involvement, careful evaluations, and creativity for every aspect of every project.

The capability of MCSA Group, Inc. to produce recreation plans that can effectively be used as a resource for the community and as a basis for grant applications is evidenced by our experience with numerous recreation plans and the success of our grant applications. The majority of our Recreation Plan clients are repeat clients, illustrating the quality of our work.

MCSA Group, Inc.'s current staff includes four Graduate Landscape Architects and three Architects. For each project, many staff members are involved in some manner since we continually strive to work as a team providing all our clients with the diversity of our talents.

Our team for the Leelanau County Community Parks and Recreation Plan include: Tiffany Smith, President of MCSA Group, Inc. as the Project Director. Tiffany has a wide range of experience in Park and Recreation Planning, creative report writing and grant writing and has been with MCSA Group for 23 years.

Assisting Ms. Smith with primary project management responsibilities will be Melinda Whitten, Principal and Landscape Architect. Melinda will assist Tiffany with the project planning. Melinda has a wide range of experience in Park and Recreation Planning, and is a Principal at MCSA Group, Inc., Abby Dussault Staff Landscape Architect, will assist on all aspects of this project. Julie Estes, Executive Assistant, will also be assisting with clerical and reporting.



Tiffany Smith
Project Director
Park and Recreation Planning



Melinda Whitten
Project Manager
Park and Recreation Planning



Abby Dussault
Staff Landscape Architect
Park and Recreation Planning



RECREATION MASTER PLAN EXPERIENCE



MCSA Group, Inc. provides a comprehensive range of park and recreation services. Currently, with our staff of 11, including landscape architecture and architecture and park & recreation planning specialists, we are involved in the planning, design and development of numerous park and recreation projects totaling millions of dollars in development costs. We have assisted communities with over 100 Park Grant Projects. The majority of these projects are funded by the various Michigan Department of Natural Resources Funding Programs.

For most of these projects we prepared the Five-Year Parks and Recreation Plan and assisted with the applications for the funding grants. Among our numerous community park and recreation plans, the following offer a representative listing of successful plans. Most of these plans have resulted in the acquisition of grants for these communities.

Gaines Charter Township (2023)

Brownstown Charter Township (2022)

City of East Grand Rapids, Michigan (1992, 1997, 2002, 2012, 2020)

Georgetown Charter Township, Michigan (2010, 2015)

Holland Charter Township, Michigan (1983, 1989, 1996, 2003, 2008, 2013, 2020)

City of Kalamazoo, Michigan (2008, 2013)

City of Kentwood (2021)

City of Holland (2004, 2009, 2024)

Zeeland Area Recreation, Michigan (2008, 2014, 2021)

REFERENCES

City of Zeeland

Kevin Plockmeyer
Asst City Manager
21 S. Elm St
Zeeland, MI 49464
(616) 772-0871

Holland Charter Township

Steve Bulhuis
Manager
353 N. 120th Avenue
Holland, MI 49424
(616) 396-2345

City of Holland

Andy Kenyon
Parks & Rec Director
270 S. River Ave
Holland, MI 49423
(616) 355-1300

City of Kentwood

Val Romeo
Parks & Rec Director
355 48th St SE
Kentwood, MI 49548
(616) 656-5275

PROJECT WORK PLAN AND SCOPE OF SERVICES

Statement of Understanding

M. C. Smith Associates and Architectural Group, Inc. will work closely with Leelanau County staff members and representatives to produce and update their Community Parks and Recreation Plan. The plan will re-evaluate, assess and make recommendations regarding parks, recreation, non-motorized trails, and open space needs for the County. Within our Work Plan, we will conduct a Public Workshop session to review the planning process with all interested community members and solicit their opinions and suggestions on the goals, objectives, and future direction for the park system for the County.

We will provide a community survey to receive input from Community Members. This survey will be processed online, which will be very user friendly and provide citizens the opportunity to provide the County with a diversity of information on needs and desires for the future of the Leelanau County parks.

The updated plan will be prepared in conformance with the guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans, as provided by the Michigan Department of Natural Resources Grants Management (Revised 04/26/2021). The plan will be complete, comprehensive, and suitable for use for future grant applications, as well as a working tool for the Leelanau County Staff.

Copies of the draft and final plan will be provided for distribution to County staff and elected officials and for submission to the DNR and Regional planning entities. Our proposal includes providing three (3) copies of the final plan to the County.

The following is an outline of the individual tasks involved in preparing the plan. We would expect to meet with County staff and representatives at regular intervals during the seven months that we would allocate for the preparation of this plan.

Scope of Services

Task I: PROGRAM REVIEW AND DEVELOPMENT

1. Meet with County Supervisor, County staff, Planning Commission and representatives to obtain a thorough understanding of the existing recreation and park system and expectations for the planning process
2. Review existing Community Parks and Recreation Plan in relation to new DNR guidelines and accomplishments achieved in the previous 5 Year planning period.
3. Develop an understanding of the County's administrative structure, including Boards and Commissions; Parks and Recreation staff; current and projected budget and sources of funding; current Park and Recreation programming and participation levels; and relationships with school districts and other entities involved in Parks and Recreation.
4. Develop a detailed schedule for planning and public meetings and final plan adoption.
5. Gather the County's demographic and environmental data to describe the community's social and physical characteristics as they relate to parks, recreation and open space. Review the impact of population growth as it relates to recreation resources. Provide graphic data, as appropriate.

Task II: INVENTORY AND ANALYSIS

1. Collect all available base data, including available land Use Master Plan; County Planning and Zoning Documents; area and regional plans; base maps; park maps; trail maps; aerial photographs; natural area inventories; etc.
2. Update the comprehensive Recreation Inventory of all the County parks, recreation facilities, natural resources, green spaces and non-motorized trails and non-utilized County owned property and facilities. Visit each site and document the existing natural features and facilities, including condition and level of use, and note possible opportunities for improvement.
3. Evaluate the current accessibility of all parks & recreation facilities and note necessary improvements to be included in the Capital Improvement Schedule.
4. Inventory adjacent Municipal facilities, school facilities, private facilities, City, Township, State and Regional facilities that are available to the community, and their relationship to the County's own facilities.
5. Update the map showing the location of the existing recreational facilities within the County and a matrix summarizing the facilities provided in each location.
6. Evaluate and identify future park properties or areas within the County where additional property should be considered for future park development, non-motorized trails, and open spaces.
7. Complete Post-Completion Self-Certification Inspections and submit reports for all projects that have received grant assistance per MDNR Grants Management.

**HEATH TOWNSHIP
2013 EXISTING RECREATION FACILITIES**

| | Area | Active Recreation | | | | | | | | | | | Amenities | | | | Trails/ Natural Area | | Other | | | |
|-----------------------------|--------------|-------------------|-----------------|---------------|----------|----------|----------------|------------|----------|--------------|----------|-----------------|--------------|------------|----------|----------|-------------------------|-------------------------|----------|------------------------|--------------|---------------|
| | | Playground | Baseball Fields | Soccer Fields | Soccer | Football | Baseball Field | Volleyball | Baseball | Tennis Court | Track | Open Play Field | Shuffleboard | State Park | Picnic | Restroom | Compassion Building | Picnic Shelter Pavilion | | Picnic Tables/Graffiti | Natural Area | Natural Trail |
| TOWNSHIP PARKS | | | | | | | | | | | | | | | | | | | | | | |
| Toddle Park | 1.4 | | | | | | | | | | | | | 1 | 1 | | 1 | | | | | |
| Township Hill Park | 14.0 | 1 | 1 | 1 | 1 | | | | | | | | 2 | 1 | 1 | 1 | | | | | | |
| ALLEGAN COUNTY PARKS | | | | | | | | | | | | | | | | | | | | | | |
| Silver Creek County Park | 320.0 | | | | | | | | | | | | 1 | | | | | | | | | |
| PUBLIC SCHOOLS * | | | | | | | | | | | | | | | | | | | | | | |
| Hamilton Elementary School | 2.2 | 1 | | | | | | | | 1 | 1 | | | 1 | | | | | | | | |
| Total | 337.6 | 2 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 2 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 |

Task III: NEEDS AND DEFICIENCIES

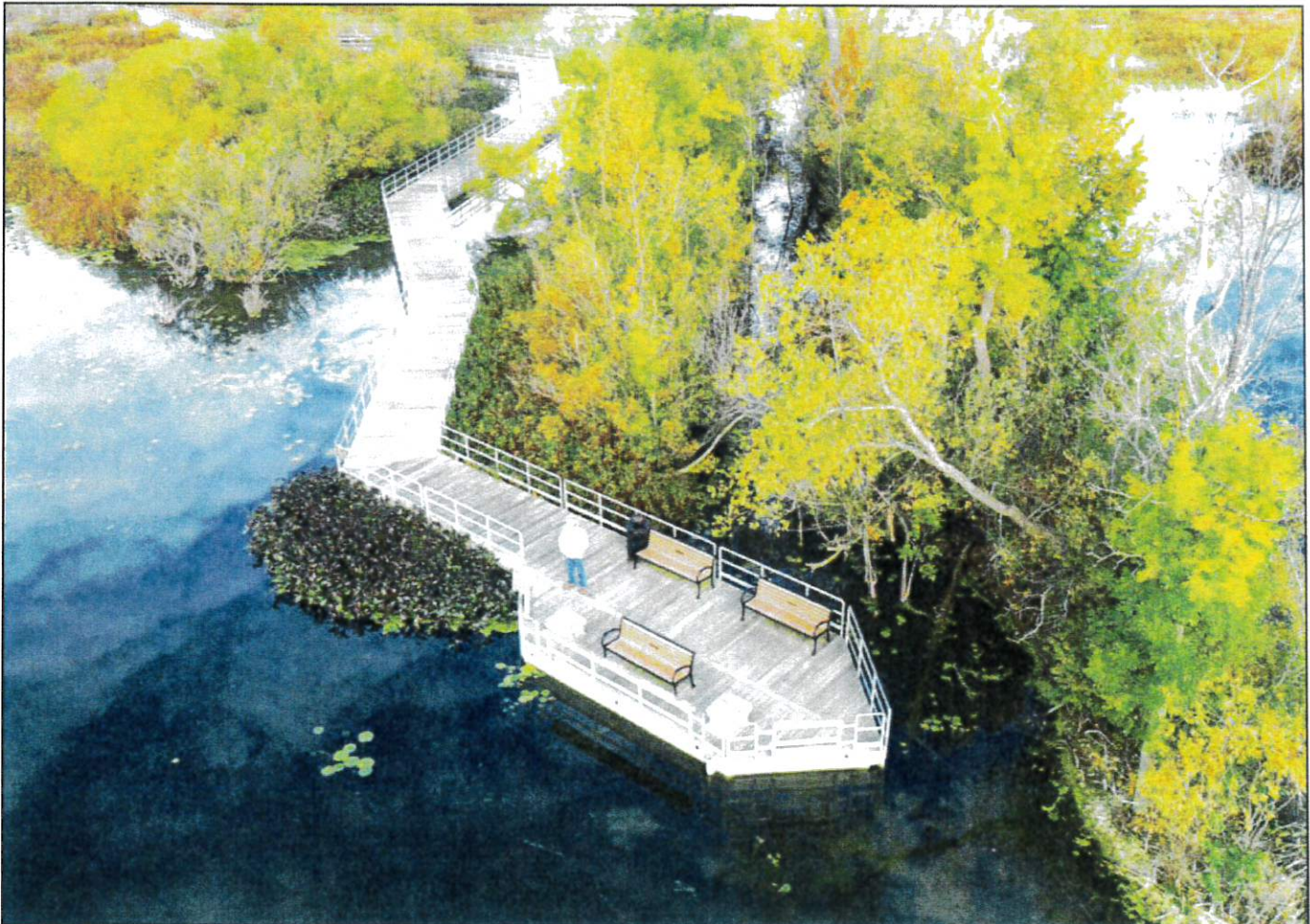
1. Compare current existing facilities and program opportunities with the current and future needs of the community based on demographic characteristics, and geographic distribution.
2. Identify deficiencies in park and recreation system, including accessibility issues.

Task IV: PUBLIC INPUT AND PLANNING PROCESS

1. Prepare a comprehensive survey of recreation attitudes and preferences in the Community to be placed on the County's website. Assist the County of Leelanau in effective advertising and availability of the survey to interested citizens. Present the findings and include within the planning process.
2. Conduct a Community Workshop to solicit public input on recreation and park plans. Review comments made at the meeting and incorporate requirements into the Plan as appropriate.
3. Provide copies of the Draft Plan for public review and comment. Assist with effective advertising of the plan availability. Receive and review any public, County representative, and County staff comments and make any changes to the final plan as deemed appropriate.

Task V: GOALS, OBJECTIVES AND ACTION ITEMS

1. Analyze the data collected in Tasks I through IV to identify the improvements needed in the park and recreation system, respond to deficiencies in the system, and meet the community's needs considering current and emerging trends.
2. Develop a series of long range, broad goals (ten years or longer) for the future planning of the Parks, Recreation and Open Space system within the County.
3. Develop specific short-range objectives for achieving these goals within the next five years.
4. Develop a strategy to work towards achieving the stated goals and objectives over the next five years. Identify specific park projects with justification for each item and a timetable for completion.
5. Review the existing Capitol Improvement Schedule and update with completed and add proposed projects identified by year with list of improvements and order of magnitude cost projections for each project including development and acquisition. Consider potential funding sources and develop a strategy for making use of available grant funding opportunities.



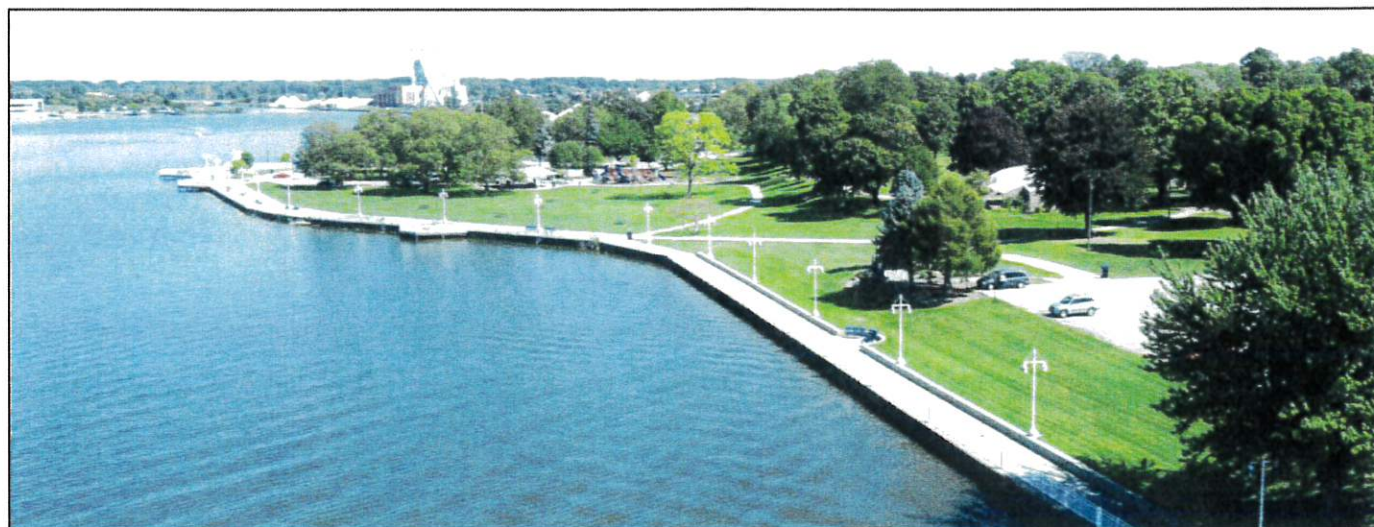
PROJECT SCHEDULE

| | |
|--|-----------------|
| START-UP MEETING: Background Information Required from Twp.; Project Schedule and Meetings; Current Recreation Facilities Inventory; Review of previous Parks and Recreation Plan | June 2024 |
| SITE INVENTORY/PROGRESS MEETING: Site review and ADA analysis Recreation/ Inventory; Needs and Deficiencies | June/ July 2024 |
| *PUBLIC INPUT MEETING | August 2024 |
| *PROGRESS MEETING: Goals and Objectives; Action Program; Capital Improvement Schedule Action Program; Capital Improvement Schedule; Draft Plan | September 2024 |
| PUBLIC REVIEW: Draft of Final Plan available for 30-day Public Review as required by the DNR | November 2024 |
| PLAN ADOPTION BY PLANNING COMMISSION | December 2024 |
| *PUBLIC HEARING: Public Hearing & Adoption of Plan by County Commission | January 2025 |
| PLAN COMPLETION AND DNR SUBMITTAL | February 2021 |

*In Person Meetings

PROFESSIONAL FEES

In accordance with our Work Plan and Scope of Services, we would propose to assist Leelanau County with updating the existing 5 Year Park and Recreation Master Plan for a professional fee not to exceed \$14,600. We will be reimbursed for actual costs of related expenses including: printing, copying, binders, postage, and mailing. The final plan will be accompanied with the electronic data related to the production of these plans. Published advertisement costs are not included.



ATTACHMENT "A" – CERTIFICATE OF EXPERIENCE*(This form must be filled in by the Proposer)***TITLE:** Update to Community Parks and Recreation Plan. **BID NUMBER:** LCAO-RFP-2024-003I, Tiffay Smith, HEREBY CERTIFY THAT THE FOLLOWING COMPAN(IES) HAVE PERFORMED THE FOLLOWING WORK WITHIN THE LAST FIVE (5) YEARS AND CAN BE CONTACTED AS REFERENCES:

1. Name of Business: City of Zeeland
 Contact Name: Kevin Plockmeyer
 Address: 21 S Elm Street, Zeeland Michigan 49464
 Amount of Contract: \$12,800 Telephone Number: 616-772-0871
 Email: kplockmeyer@cityofzeeland.com Fax Number: _____
 Type of Work: Community Park and Recreation Plan

2. Name of Business: Holland Charter Township
 Contact Name: Steve Bulthuis
 Address: 353 N. 120th Ave, Holland Michigan 49424
 Amount of Contract: \$14,500 Telephone Number: 616-396-2345
 Email: steveb@hct.holland.mi.us Fax Number: _____
 Type of Work: Community Park and Recreation Plan

3. Name of Business: City of Holland
 Contact Name: Andy Kenyon
 Address: 270 S. River Ave, Holland Michigan 49423
 Amount of Contract: \$33,940 Telephone Number: 616-355-1300
 Email: a.kenyon@cityofholland.com Fax Number: _____
 Type of Work: Community Park and Recreation Plan

4. Name of Business: Brownstown Charter Township
 Contact Name: Teresa Graves
 Address: 21311 Telegraph Road, Brownstown Charter Township Michigan 48183
 Amount of Contract: \$26,000 Telephone Number: 734-365-0065
 Email: teresa@brownstown-mi.org Fax Number: _____
 Type of Work: Community Park and Recreation Plan

Company Name of Proposer: MCSA Group, Inc.
 By: Tiffany Smith Title: President

Any alterations to this document made by the offeror may be grounds for rejection of the proposal, cancellation of any subsequent award, or any other legal remedies available to the County of Leelanau.

COUNTY OF LEELANAU

PROPOSAL FORM

The undersigned, having carefully examined the appropriate specifications, #LCAO-RFP-2024-003, dated May 23, 2024, does hereby agree to furnish and deliver to the County of Leelanau, Suttons Bay, Michigan, the following items at the price(s) indicated:

| SCHEDULE OF ITEMS | PRICE |
|---|-----------|
| Startup Meeting | \$2920.00 |
| Site Inventory, Progress Meeting | \$2920.00 |
| Public Input Meeting | \$4380.00 |
| Progress Meeting (Goals and Objectives, etc.) | \$2920.00 |
| Public Hearing | \$1460.00 |
| | |
| | |
| | |
| | |
| | |

Submitted by

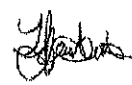
(Company Name): MCSA Group, Inc.

Address:

529 Greenwood Ave SE, East Grand Rapids MI 49506

Contact Name

(Print): Tiffany Smith

Signature: 

Telephone: 616-451-3346

Fax:

Email: tas@mcsagroup.com

NOTE: By signing and submitting this bid for consideration by the Leelanau County Administrator, the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

Non-Collusion Affidavit

**Bid #LCAO-RFP-2024-003
Update to Community Parks and Recreation Plan**

This Affidavit shall be submitted with and made part of this proposal to the County of Leelanau:

State of Michigan
County of Leelanau

J A Estes , being duly sworn, deposes and says that:

1. The proposal has been arrived at by the Proposer independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the RFP, designed to limit independent proposals or competition; and
2. The contents of the proposal have not been communicated by the Proposer or its employers or agents to any person not an employee or agent of the Proposer or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposals.
3. The undersigned is duly authorized to execute this affidavit on behalf of the Proposer.

Subscribed and sworn to before me this

20 day of May 2024

J A Estes
_____, Notary Public

My Commission expires: 31-Jan-2030

J A Estes

Authorized Signature

J A Estes

Printed Name of Signatory

MCSA Group, Inc.

Company Name

529 Greenwood Ave SE

Address

East Grand Rapids MI 49506

City/State/Zip

616-451-3346

Phone Number

**ATTACHMENT "E" – CERTIFICATE OF COMPLIANCE
WITH PUBLIC ACT 517 OF 2012**

(Please type or print clearly in ink only)

I certify that neither MCSA Group, Inc. (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, Company will not become an "Iran linked business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

MCSA Group, Inc.
(Name of Company)

By: Tiffany Smith

Date: 5-20-2024

Title: President



Tiffany Smith, RLA

President

MCSA Group, Inc.

www.mcsagroup.com

616.451.3346

- Introduction
- Purpose of a Park and Recreation Plan
- How the community utilizes the parks
- How future funding should be spent
- Thoughts on the future of existing parks
 - Additions/ Improvements/ Replacements
- Discussion on the existing parks: Myles Kimberly, Vernoica Valley and Old Settlers
 - Capital Projects completed/ not completed during the last 5 years (Tennis courts, restrooms at Myles Kimberly, etc., Gazebo upgrades at Old Settlers, etc.)
 - Top priority Capital Improvement projects that have not been completed to include in this plan
- Community Input
 - Online survey
 - Public Meeting
- Project Schedule



Landscape Architecture
Park & Recreation Planning
Architecture • Urban Design
Sports Facility Planning

**PRELIMINARY PLANNING SCHEDULE
LEELANAU COUNTY
COMMUNITY PARKS AND RECREATION PLAN**

PROJECT SCHEDULE

SCHEDULE REVIEW MEETING **Thursday, August 1, 2024**

PARKS AND RECREATION MEETING 3:00 pm **Wednesday, August 7, 2024**

START-UP MEETING: **Friday August 23, 2024**

Background Information Required from County.; Project Schedule and Meetings; Current Recreation Facilities Inventory; Review of previous Parks and Recreation Plan

SITE INVENTORY/PROGRESS MEETING: Site review and ADA analysis Recreation/ Inventory; Needs and Deficiencies

PUBLIC INPUT MEETING 4:00 pm to 6:00 pm **Friday September 27, 2024**

PROGRESS MEETING: **Friday, October 25, 2024**

Goals and Objectives; Action Program; Capital Improvement Schedule
Action Program; Capital Improvement Schedule; Draft Plan

PUBLIC REVIEW: **November 11, 2024 to December 11, 2024**

Draft of Final Plan available for 30-day Public Review as required by the DNR

PLAN ADOPTION BY PLANNING COMMISSION 7:00 pm **December 17, 2024**

PUBLIC HEARING 5:30 pm

Public Hearing & Adoption of Plan by County Commission

PLAN COMPLETION AND DNR SUBMITTAL **February 1, 2025**

June 24, 2024
4:38 PM

2025 BUDGETARY WORKSHEET

Report: Rbudsta2.rpt
1 of 2

Fund 101 General Fund
Department 850756 Parks & Recreation
County of Leelanau
Period Ending Date: April 30, 2024

| Account Number Account Name | 2021 Audited | 2022 Audited | 2023 Un-Audited | 2024 Year-to-Date | 2024 Adopted Budget | 2024 Amended Budget Before 5/1/24 | 2025 Proposed Budget | 2025 Department Requests |
|--|--------------|--------------|-----------------|----------------------|------------------------|---|-------------------------|--------------------------------|
| Fund 101 General Fund | | | | | | | | |
| Fiscal Year 2024 | | | | | | | | |
| Department 850756 Parks & Recreation | | | | | | | | |
| Expenses | | | | | | | | |
| 850756-702.000 Overtime | 183.23 | 401.97 | 1,012.18 | 0.00 | 1,500.00 | 1,500.00 | 1,500.00 | 1500 |
| 850756-703.000 Salaries | 30,290.00 | 39,457.30 | 32,262.74 | 0.00 | 39,281.00 | 39,281.00 | 39,281.00 | |
| 850756-703.001 Temporary Office Assistant | 2,185.44 | 2,465.02 | 3,770.15 | 865.62 | 3,000.00 | 3,000.00 | 3,000.00 | 3000 |
| 850756-703.006 Salaries -non-work holiday | 533.04 | 698.07 | 595.36 | 0.00 | 604.00 | 604.00 | 604.00 | |
| 850756-704.000 Per Diem | 1,910.00 | 1,510.00 | 1,630.00 | 520.00 | 2,800.00 | 2,800.00 | 2,800.00 | |
| 850756-706.000 401 (a) Pension Plan | 0.00 | 0.00 | 23.72 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 850756-717.000 Social Security | 2,724.01 | 3,452.21 | 3,052.59 | 127.71 | 3,725.00 | 3,725.00 | 3,725.00 | |
| 850756-718.000 Hospitalization | 7,365.00 | 7,638.00 | 7,737.00 | 1,704.50 | 3,409.00 | 3,409.00 | 3,409.00 | |
| 850756-719.000 Retirement | 1,913.28 | 2,484.11 | 3,165.53 | 22.16 | 2,528.00 | 2,528.00 | 2,528.00 | |
| 850756-720.000 Life Insurance/Disability | 468.42 | 631.44 | 502.02 | 0.00 | 1,004.00 | 1,004.00 | 1,004.00 | |
| 850756-727.000 Office/Operating Supplies | 6,583.35 | 7,208.67 | 8,756.73 | 8,588.00 | 9,600.00 | 9,600.00 | 9,600.00 | 9500 |
| 850756-742.000 Uniforms | 417.10 | 296.91 | 335.42 | 0.00 | 400.00 | 400.00 | 400.00 | 400 |
| 850756-743.000 Gas/Oil | 2,654.04 | 3,697.10 | 2,596.28 | 316.55 | 2,500.00 | 2,500.00 | 2,500.00 | 2500 |
| 850756-775.000 Repair and Maintenance | 21,688.51 | 26,812.98 | 33,288.50 | 2,882.27 | 30,000.00 | 30,000.00 | 30,000.00 | 40000 |
| 850756-801.000 Contractual Services | 13,979.29 | 11,736.86 | 15,337.99 | 2,964.84 | 18,000.00 | 18,000.00 | 18,000.00 | 20000 |
| 850756-801.101 Myles Kimmerly Debris 2021 | 46,800.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 |
| 850756-807.000 Membership Dues and Fees | 0.00 | 0.00 | 646.80 | 687.68 | 100.00 | 100.00 | 100.00 | 100 |
| 850756-850.000 Telephone | 577.68 | 465.87 | 628.03 | 212.11 | 400.00 | 400.00 | 400.00 | |
| 850756-850.001 Telephone - Cell phone | 345.60 | 344.91 | 394.43 | 0.00 | 294.00 | 294.00 | 294.00 | |

June 24, 2024
4:38 PM

2025 BUDGETARY WORKSHEET

Report: Rbudsta2.rpt
2 of 2

Fund 101 General Fund
Department 850756 Parks & Recreation
County of Leelanau
Period Ending Date: April 30, 2024

| Account Number Account Name | 2021 Audited | 2022 Audited | 2023 Un-Audited | 2024 Year-to-Date | 2024 Adopted Budget | 2024 Amended Budget Before 5/1/24 | 2025 Proposed Budget | 2025 Department Requests |
|---|-------------------|-------------------|-------------------|----------------------|------------------------|---|-------------------------|--------------------------------|
| 850756-860.000 Travel | 63.84 | 57.04 | 74.61 | 0.00 | 70.00 | 70.00 | 70.00 | 70 |
| 850756-860.001 Taxable Travel | 758.80 | 816.42 | 894.80 | 284.08 | 1,500.00 | 1,500.00 | 1,500.00 | 1500 |
| 850756-900.000 Printing and Publishing | 1,307.30 | 1,547.38 | 759.65 | 574.00 | 1,200.00 | 1,200.00 | 1,200.00 | 1200 |
| 850756-920.000 Utilities (Light-Oil) | 4,312.71 | 3,421.99 | 4,213.00 | 1,284.32 | 4,000.00 | 4,000.00 | 4,000.00 | |
| 850756-940.000 Rental | 1,465.20 | 2,707.60 | 1,477.60 | 0.00 | 1,500.00 | 1,500.00 | 1,500.00 | |
| 850756-942.000 Copy Machine Charges (Rental) | 28.68 | 17.32 | 0.80 | 0.24 | 30.00 | 30.00 | 30.00 | |
| 850756-970.000 Capital Outlay | 42,328.00 | 86,293.60 | 0.00 | 0.00 | 55,000.00 | 55,000.00 | 55,000.00 | 55000 |
| 850756-970.010 Capital Outlay under \$5,000.00 | 4,597.17 | 0.00 | 4,779.24 | 0.00 | 4,000.00 | 4,000.00 | 4,000.00 | |
| Expenses Total | 195,479.69 | 204,162.97 | 127,915.47 | 21,012.08 | 186,345.00 | 186,345.00 | 186,345.00 | |
| Parks & Recreation Dept Total | 195,479.69 | 204,162.97 | 127,915.47 | 21,012.08 | 186,345.00 | 186,345.00 | 186,345.00 | |
| Expenses Fund Total | 195,479.69 | 204,162.97 | 127,915.47 | 21,012.08 | 186,345.00 | 186,345.00 | 186,345.00 | |
| Net (Rev/Exp) | 195,479.69 | 204,162.97 | 127,915.47 | 21,012.08 | 186,345.00 | 186,345.00 | 186,345.00 | |
| | | | | | | | | |
| Grand Total for Expenses | 195,479.69 | 204,162.97 | 127,915.47 | 21,012.08 | 186,345.00 | 186,345.00 | 186,345.00 | |
| Grand Total Net Rev/Exp | 195,479.69 | 204,162.97 | 127,915.47 | 21,012.08 | 186,345.00 | 186,345.00 | 186,345.00 | |

Parameters:
Operator: EDM Period Ending Date: April 30, 2024 Fund Range: 101 -

Brief Employee Master List

101-850-756

Proposed

COUNTY OF LEELANAU
2025 Proposed Wages

Parks & Recreation

| Title | Hire Date | Pay Rate | 2025 Wages 1032 | Non-worked holiday 24 | Total Wages | BCBS Buyout | BCBS County Premium | 401 (a) Plan | Taxable Wages | FICA 0.0765 | MERS Rate | MERS Cost |
|--------------------|-----------|------------|-----------------|-----------------------|---------------|-------------|---------------------|--------------|---------------|--------------|-----------|--------------|
| Maintenance Worker | 5/2/2024 | 80 hrs | 23.41 | 24,159 | 562 | 24,721 | | 3,409 | 24,721 | 1,891 | 0.0945 | 2,336 |
| Maintenance Worker | 5/22/2024 | 264 hrs | 25.18 | 6,648 | | 6,648 | | | 6,648 | 509 | | |
| Maintenance Worker | 5/17/2021 | 264 hrs | 25.18 | 6,648 | | 6,648 | | | 6,648 | 509 | | |
| | | Temp: | | | | | | | 3,000 | 230 | | |
| | | Overtime: | | | | | | | 1,500 | 115 | 0.0945 | 142 |
| | | Per Diem: | | | | | | | 2,800 | 214 | | |
| | | Tax Travel | | | | | | | 1,500 | 115 | | |
| | | | 37,455 | 562 | 38,016 | 0 | 3,409 | | 46,817 | 3,583 | | 2,478 |

50% wages between
Buildings & Grounds and Parks & Recreation
(6 months of the year May to October)

Part-time position shown as 528 work hours = 66 days (June, July & August)

AUTHORIZED STAFFING LEVELS

| Number of Positions | Full-Time Equivalents | Classification Title |
|---------------------|-----------------------|----------------------|
| 1 | 0.50 | Parks Maintenance |
| 1 | 0.25 | Parks Maintenance |

2025

CAPITAL OUTLAY REQUEST FORM

Account Number: _____ Title: Capital Projects

Priority: _____

Item: _____

Amount: _____

Justification: _____

4wd tractor w/ foldable rops - mowing - \$36,800

Myles Kimmerly Park - #1 Upgrade of current disc golf course. (\$15,000)

#2 Improve playground equipment (\$22,000)

or develop short disc golf course

Old Settlers Park - #1 Gazebo Refurishment (\$44,000)

Veronica Valley Park - #1 Loop Trail - phase 1 (40,000)

2025

Page 1 of 1

CONTRACTUAL SERVICES

Account Number: _____ Title: _____

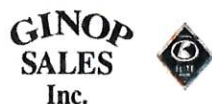
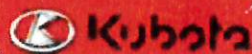
Priority: _____

List contractual services and dollar amounts:

Savin Lake Services - pond weed control

Laurel Voorhan LLC - special plant maintenance

Justification:



Quote Page 1 of
 Quote Number: 721533
 Effective Date: 07/11/2024
 Valid Through: 07/31/2024

Ship To

LEELANAU COUNTY
 JERRY CULMAN
 MI
 : (231) 256-8160
 JCULMAN@LEELANAU.GOV

Kubota Dealer

Ginop Sales, Inc.
 9040 M-72 East
 Williamsburg, MI 49690
 Joe Caron
 Phone: (231) 463-1707
 Email: joe.caron@ginop.com

Bill To

LEELANAU COUNTY
 JERRY CULMAN
 MI
 : (231) 256-8160
 JCULMAN@LEELANAU.GOV

F3710 4WD TRACTOR W/FOLDABLE ROPS



| Description | Manufacturer | Model # | Qty | MSRP | Price Each | Total |
|-------------------------------------|--------------|------------|-----|-------------|-------------|-------------|
| F3710 4WD TRACTOR W/FOLDABLE ROPS | Kubota | F3710 | 1 | \$28,197.00 | \$24,520.00 | \$24,520.00 |
| FT 24X12.00-12 R3 GRASSMASTER | | AR8644 | 2 | \$249.00 | \$215.00 | \$430.00 |
| RT 18X9.50-8 R3 KENDA | | AF9399 | 2 | \$129.00 | \$110.00 | \$220.00 |
| 72" MOWER DECK FOR F SERIES TRACTOR | Kubota | RCK72P-F39 | 1 | \$5,688.00 | \$4,825.00 | \$4,825.00 |
| GRASS CATCHER FOR F3710 | Kubota | GCK72-F37 | 1 | \$5,448.00 | \$4,620.00 | \$4,620.00 |
| GRASS CATCHER MOUNT KIT FOR F3990 | Kubota | F5339 | 1 | \$468.00 | \$399.00 | \$399.00 |
| BOOT KIT FOR RCK72P-F39 | Kubota | F8289 | 1 | \$328.00 | \$279.00 | \$279.00 |
| HYDRAULIC VALVE SINGLE | Kubota | F8283 | 1 | \$528.00 | \$449.00 | \$449.00 |
| PLASTIC CANOPY | Kubota | E1133 | 1 | \$554.00 | \$488.00 | \$488.00 |

Cash Details

| | |
|---|--------------------|
| Equipment Total | \$36,230.00 |
| F8281 CRUISE CONTROL | \$388.00 |
| F5277 PERFORMANCE FINE CUT BAFFLE | \$108.00 |
| K5677-97530 72" Side Replacement Blade Set (3 blades) | \$75.00 |
| Cash Sale Price | \$36,801.00 |




Joe Caron
 Sales • Williamsburg
 joe.caron@ginop.com
 Office (231) 267-5400 • Cell (231) 463-1707
 www.GINOPSALES.com

DELIVERY AVAILABLE.

Kubota Disclaimer

Sales quote can only be provided by a participating Kubota dealer. Only Kubota and Kubota performance-matched Allied equipment are eligible. Inclusion of ineligible equipment may result in a higher blended APR. Stand Alone Kubota or Allied implements and attachments/accessories are subject to stand alone programs. Financing is available through Kubota Credit Corporation, U.S.A.; subject to credit approval. Program eligibility requirements are subject to change without notice and may be withdrawn without notice. Some exceptions apply. See dealer or go to KubotaUSA.com for more information.

Leelanau County Parks and Recreation Commission
Veronica Valley Park Committee Meeting Minutes

June 5, 2024 | 2:00 p.m.

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

CALL TO ORDER: 2:06 p.m.

ROLL CALL:

- Keith Beduhn
- Steve Christensen
- John Popa (*Absent*)
- F. Jon Walter

STAFF PRESENT:

- Richard Lewis, Interim County Administrator
- Lori Eubanks, Recording Secretary

PUBLIC IN ATTENDANCE:

Dave Barrons, Volunteer, Former Member of the Parks and Recreation Commission

APPROVAL OF AGENDA:

Motion by Walter to approve the agenda, as presented. Seconded by Christensen. Motion carried.

PUBLIC COMMENT(s): None.

STAFF COMMENTS: None.

***APPROVAL OF MEETING MINUTES – May 1, 2024**

(Hold for approval at next meeting of the Veronica Valley Committee, pending review by the committee members.)

DISCUSSION/ACTION ITEMS

1. Pond Weed Control Project Update – Report by Dave Barrons, Volunteer

Barrons reported that Savin Lake Services completed the first algae spray treatment of the year. The Savin contract allows for three spray treatments, so, if needed, Barrons said another treatment may be applied prior to Kids' Fishing Day, though he did not think it would be necessary. Consensus was to hold treating the pond again until after Kids' Fishing Day. Though not covered in the contract, Barrons said he would ask Savin to spray the back pond (at no extra charge) the next time they come to treat the ponds. Davis said he would not approve an invoice from Savin for services rendered beyond what was covered in the contract. Davis said he would make note that, for negotiation of the 2025 Savin contract, to include treatment of all the ponds, not just the front pond.

2% Grant for Treatment of Invasive Plants Using Goats – Barrons reported that Bill Watkins with Youth Works is coordinating the goats to come to Veronica Valley later in the summer for control of invasive weeds. He added that crews recently cleared autumn olive from the back area of the park. The goats will be used to clear out designated remaining areas. Barrons mentioned the trail near the "wetlands" in the park was rerouted around the wet areas.

Christensen inquired if the beavers are now gone from the ponds. Barrons affirmed that there is no sign of them at this time.

2. Five-Year Plan – Lewis reported that only one proposal was received in response to the Request for Proposal (RFP) for creating the parks five-year plan - MCSA Group out of west Grand Rapids (Michigan). With regard to painting the Mack Bridge, Lewis advised the group to let MCSA guide the group on that decision. Walter mentioned the citing in the Michigan Municipal Risk Management Authority (MMRMA) report regarding the

bridge rails being out of compliance. Lewis said he would review the report to determine the urgency of bringing the rails up to code.

PUBLIC COMMENT: None.

MEMBER COMMENTS: None.

ADJOURNMENT:

With no further business to come before the Committee, the meeting adjourned at 2:38 p.m.

Respectfully submitted:

Lori Eubanks, Recording Secretary