

**NOTICE OF MEETING**

A Regular Meeting of the Leelanau County Parks and Recreation Commission  
will be held at 3:00 p.m., Wednesday, September 4, 2024 in the  
Leelanau County Government Center – 1<sup>st</sup> 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 2-8**

**UNFINISHED BUSINESS**

**DISCUSSION/ACTION ITEMS**

- 1. Administrator Updates
  - a. Board Vacancy 9-16
  - b. Review of FY 2025 Proposed Budget 17-24
- 2. Upgrade of Disc Golf Course at Myles-Kimmerly Park – Tribal 2% Grant Application
- 3. Change of monthly meetings beginning in September 2024

**REPORTS/UPDATES 25-26**

- 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
Don Frerichs
Melinda Lautner
John Popa
Kama Ross
F. Jon Walter
Keith Beduhn
Vacancy

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:

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Lori Eubanks, Recording Secretary

**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 29<sup>th</sup> (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,

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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,

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Lori Eubanks, Recording Secretary



**Richard Lewis**

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**From:** John Arens <john@coffeeguys.com>  
**Sent:** Thursday, August 15, 2024 7:24 PM  
**To:** Richard Lewis  
**Subject:** Resignation Communication to The Brownfield Authority and Parks Committee

Greetings, All...

It had been my hope, after these last several years, that I could find more time during workday hours to commit to continuing to serve with my fellow Board Members on both the Leelanau County Brownfield Redevelopment Authority and the Leelanau County Parks Commission.

However, I have been unable to do this. It is now clear that it would be unfair both to the County Staff, but also to my fellow board members (who so graciously give of their time), for me to continue in these membership roles. Therefore, I am tendering my resignation as a member of both the Leelanau County Brownfield Redevelopment Authority and the Leelanau County Parks Commission, effective this date.

It has been a privileged to serve in these capacities, and to work alongside the many wonderful folks at the Leelanau County Governmental Center, and with my fellow Board Members. It would be my hope that as time moves along, I may again have an opportunity to serve.

Kind Personal Regards,

-John C. Arens

231-228-7117



## Leelanau County Appointment Application to Boards/Commissions/Committees/Authorities

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office. Applications will expire four (4) years from the issue date.

Please type or print legibly

Name: <b>Carrie Ann Sharp</b>	Date: <b>7.19.22</b>
Address: <b>50 W. Ryant Road, Maple City, MI. 49664</b>	
Occupation: <b>retired</b>	
Daytime Telephone: <b>231.313.2227</b>	
Email Address: <b>Calupo@aol.com</b>	

1. Are you a resident of Leelanau County?      Yes      No
2. Are you a registered voter of Leelanau County?  Yes      No

Township or Village: Select One **Cleveland**

3. Can you regularly attend scheduled meetings? Day:  Yes      No  
Evening:  Yes      No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities (use page 4 if you need additional space).

**It is every citizen's responsibility (in my opinion) to serve our County's communities, whether its on a board or doing beach/road clean-up or school boards.** →

5. What are your qualifications for appointment?

**I have sat on the SWC board for a few years. I have experience serving on this board & am familiar with our goals & challenges. As a retired State Farm Employee, I have excellent communication skills & work well in groups. I am very task oriented.**

See Attachment #1 Page 4

6. Please indicate below with an X any/all Boards/Commissions/Committees/Authorities you are willing to serve on. Please place two Xs on the one(s) you feel strongly about:

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1	X	Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year terms)	
2		Bay Area Transportation Authority (BATA) (2 members / 3 year terms)	
3		Benzie-Leelanau District Health Department Board of Health (3 members / 2 year terms)	
4		Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year terms)	
5		Brownfield Redevelopment Authority (BRA) (7 members / 3 year terms)	
6		Construction Codes Authority Board of Appeals (5 members / 5 year terms) <del>See Agency website for AND list of current members under public hearing</del> Select One	
7		Michigan Department of Health and Human Services (DHHS) (2 members / 3 year terms) <del>See Agency website for application</del>	
8		Land Bank Fast Track Authority (LBA) (7 members / 3 year terms)	
9	X	Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year terms)	
10		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11		Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term - <del>COMMISSIONER APPOINTMENT</del> )	
12		Northwest Regional Airport Authority (NRAA) (2 members / 3 year terms)	
13	X	Parks & Recreation Commission (P & R) (10 members / 3 year terms)	
14		Planning Commission (PC) (11 members / 3 year terms) <del>See Agency website for AND list of current members under public hearing</del> Select One	
15		Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 members / 3 year terms)	
16	X	Solid Waste Council (SWC) (14 members / 2 year terms) <del>See Agency website for AND list of current members under public hearing</del> Select One	X - present
17		Veterans Affairs Administrative Committee (VA) (1 member / 2 year term - must be a Veteran)	
18		Workforce Development Board (WDB) (2 members / 2 year terms) <del>Must apply with Agency specific application only</del>	

## 7. List references and contact information (minimum of two):

## Reference #1

Kim Kleinfelter  
891 W. Hlarke Rd.  
Maple City, MI, 49664

231.642.0832

## Reference #2

Carolyn Fought  
12401 E. Freeland Rd.  
Suttons Bay, MI 49682

231.883.8327

## 8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes  No

## 9. Are you willing to consent to a Background Investigation?

Yes  No

## 10. Signature:

Carrie A. Stasz

Attachment #1:

On this board it is participating in our local governing of recycling efforts/procedures for the good of our county. It's being informed & educated on practices/issues & voting on best practices for our county. I take this responsibility seriously. I also recycle responsibly & consider myself a community role model.

**Leelanau County**  
**Appointment Application to Boards/Commissions/Committees/Authorities**

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office. Applications will expire four (4) years from the issue date.

Please type or print legibly

Name: <b>HARRY STEFFENS</b>	Date: <b>11-22-22</b>
Address: <b>6343 HORN RD, LAKE LEELANAU</b>	
Occupation: <b>RETIRED</b>	
Daytime Telephone: <b>231-633-9706</b>	
Email Address: <b>hsteffens@kottagil.com</b>	

1. Are you a resident of Leelanau County?  Yes  No

2. Are you a registered voter of Leelanau County?  Yes  No

Township or Village: Select One **LELAND**

3. Can you regularly attend scheduled meetings? Day:  Yes  No  
 Evening:  Yes  No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities (use page 4 if you need additional space).

**I SIMPLY WISH TO DO MY CITIZEN DUTY AND SERVE MY COMMUNITY IN WHATEVER POSITION I MAY BE QUALIFIED FOR**

5. What are your qualifications for appointment?

**USAF VETERAN (1967-1971), LICENSED BUILDER IN LEELANAU COUNTY (1990'S), CEMETERY SEXTON (1970'S) FOR EAST LELAND, BEECHWOOD & MAPLE LAKE, OWNER/OPERATOR OF: LAKE LEELANAU SHELL (1978), STEFFENS RESORT SERVICE (1972-1997)**

6. Please indicate below with an X any/all Boards/Commissions/Committees/Authorities you are willing to serve on. Please place two Xs on the one(s) you feel strongly about:

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		Area Agency on Aging of Northwest Michigan (AAA) (1 member / 2 year terms)	
2		Bay Area Transportation Authority (BATA) (2 members / 3 year terms)	
3		Benzie-Leelanau District Health Department Board of Health (3 members / 2 year terms)	
4		Benzie-Leelanau Environmental Health Board of Appeals (3 members / 2 year terms)	
5		Brownfield Redevelopment Authority (BRA) (7 members / 3 year terms)	
6	X	Construction Codes Authority Board of Appeals (5 members / 5 year terms) <u>Specify the category(ies) AND list your qualifications under question #5:</u> Select One Building	
7		Michigan Department of Health and Human Services (DHHS) (2 members / 3 year terms) See Agency-specific application	
8		Land Bank Fast Track Authority (LBA) (7 members / 3 year terms)	
9		Northern Lakes Community Mental Health Authority (CMH) (2 members / 3 year terms)	
10		Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board (1 member / 3 year term)	
11		Northwest Michigan Community Action Agency (NMCAA) (1 member / 3 year term - COMMISSIONER APPOINTMENT)	
12		Northwestern Regional Airport Commission (NRAC) (2 members / 3 year terms)	
13	X	Parks & Recreation Commission (P & R) (10 members / 3 year terms)	
14	X	Planning Commission (PC) (11 members / 3 year terms) <u>Specify category(ies) you qualify for AND list your qualifications for each category under question #5:</u> Select One Housing	
15		Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC) (5 members / 3 year terms)	
16		Solid Waste Council (SWC) (14 members / 2 year terms) <u>Specify category(ies) you qualify for AND list your qualifications under question #5:</u> Select One	
17	X	Veterans Affairs Administrative Committee (VA) (1 member / 2 year term - must be a Veteran)	
18		Workforce Development Board (WDB)(2 members / 2 year terms) <i>Must apply with Agency specific application only</i>	

## 7. List references and contact information (minimum of two):

Reference #1 DAVID KIESSEL  
3024 N. KORSAN  
JUTTENSBAY, MI 49682 Ph 231-357-0642

Reference #2 JIM KOBBERSTAD  
799 SUNSET SHORES  
LAKE LEELANAU, MI 49653

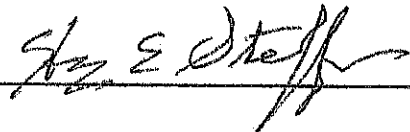
## 8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes  No

## 9. Are you willing to consent to a Background Investigation?

Yes  No

10. Signature: \_\_\_\_\_





# 2025 BUDGETARY WORKSHEET

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									
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	
850756-703.000	Salaries	30,290.00	39,457.30	32,252.74	0.00	39,281.00	39,281.00	39,281.00	37455
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	
850756-703.006	Salaries -non-work holiday	533.04	698.07	565.36	0.00	604.00	604.00	604.00	562
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	3583
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	3,165.63	22.16	2,528.00	2,528.00	2,528.00	2478
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	8,566.00	9,500.00	9,500.00	9,500.00	
850756-742.000	Uniforms	417.10	296.91	335.42	0.00	400.00	400.00	400.00	
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	
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 Kimmrly Debris 2021	46,800.00	0.00	0.00	0.00	0.00	0.00	0.00	
850756-807.000	Membership Dues and Fees	0.00	0.00	646.80	687.68	100.00	100.00	100.00	
850756-850.000	Telephone	577.68	465.87	628.03	212.11	400.00	400.00	400.00	
850756-850.001	Telephone - Cell phone	345.80	344.91	394.43	0.00	294.00	294.00	294.00	

# 2025 BUDGETARY WORKSHEET

**Fund 101 General Fund**  
**Department 950756 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	
850756-860.001	Taxable Travel	758.80	816.42	894.80	284.08	1,500.00	1,500.00	1,500.00	
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	
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	2,707.80	1,477.80	0.00	1,500.00	1,500.00	1,500.00	
850756-942.000	Copy Machine Charges (Rental)	28.68	17.32	0.90	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	55,000
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	
	<b>Expenses Total</b>	<b>195,479.69</b>	<b>204,162.97</b>	<b>127,915.47</b>	<b>21,012.08</b>	<b>186,345.00</b>	<b>186,345.00</b>	<b>186,345.00</b>	
	<b>Parks &amp; Recreation Dept Total</b>	<b>195,479.69</b>	<b>204,162.97</b>	<b>127,915.47</b>	<b>21,012.08</b>	<b>186,345.00</b>	<b>186,345.00</b>	<b>186,345.00</b>	
	<b>Expenses Fund Total</b>	<b>195,479.69</b>	<b>204,162.97</b>	<b>127,915.47</b>	<b>21,012.08</b>	<b>186,345.00</b>	<b>186,345.00</b>	<b>186,345.00</b>	
	<b>Net (Rev/Exp)</b>	<b>195,479.69</b>	<b>204,162.97</b>	<b>127,915.47</b>	<b>21,012.08</b>	<b>186,345.00</b>	<b>186,345.00</b>	<b>186,345.00</b>	
	<b>Grand Total for Expenses</b>	<b>195,479.69</b>	<b>204,162.97</b>	<b>127,915.47</b>	<b>21,012.08</b>	<b>186,345.00</b>	<b>186,345.00</b>	<b>186,345.00</b>	
	<b>Grand Total Net Rev/Exp</b>	<b>195,479.69</b>	<b>204,162.97</b>	<b>127,915.47</b>	<b>21,012.08</b>	<b>186,345.00</b>	<b>186,345.00</b>	<b>186,345.00</b>	

Parameters:  
Operator: EDM  
Period Ending Date: April 30, 2024

Fund Range: 101 -

**Brief Employee Master List**

COUNTY OF LEEILANAU  
2025 Proposed Wages

101-850-756

Proposed

Parks & Recreation

Title	Hire Date	Pay Rate	2025 Wages	Non-worked holiday	Total Wages	BCBS Buyout	BCBS County Premium	401 (a) Plan	Taxable Wages	FICA 0.0765	MERS Rate 0.0945	MERS Cost
Maintenance Worker	5/22/2024	23.41	24,159	24	24,721		3,409		24,721	1,891	0.0945	2,336
Maintenance Worker	5/22/2024	25.18	6,648		6,648				6,648	509		
Maintenance Worker	5/17/2021	25.18	6,648		6,648				3,000	230	0.0945	142
Overtime:									1,500	115		
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

1 *25 FACILITIES DIRECTOR*

2025

### CAPITAL OUTLAY REQUEST FORM

*PARKS & REC.*

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)

#3 Develop short disc golf course (\$9,000)

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: ARKS WEC Title: \_\_\_\_\_

Priority: \_\_\_\_\_

List contractual services and dollar amounts:

Pond weed control

Laurel Voorhan LLC - special plant maintenance

Justification:

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COUNTY OF LEELANAU  
JOB DESCRIPTION  
**FACILITIES DIRECTOR**

Supervised by: County Administrator  
Supervises: Maintenance Supervisor  
FLSA: Exempt

**General Summary:**

Under the general supervision of the County Administrator, responsible for all activities, functions, policies related to all County buildings, grounds, fleet, dam and parks. Collaborates with Director of Emergency Management/911 on Communication Towers and related equipment. Serves as the Parks Coordinator to the Parks and Recreation Commission as outlined in the Leelanau County Parks & Recreation Commission Bylaws.

**Essential Duties and Responsibilities:**

An employee in this position is called upon to perform any or all of the following essential functions. The examples do not include all the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

- Supervises designated staff, either directly or indirectly through subordinate supervisor(s) including interviewing and selecting of applicants, training, disciplinary decisions and actions and any other functions related thereof.
- Develops strategic plans for the department, including evaluating operations and functions, generating ideas and plans for improvements, developing and implementing new procedures and policies, assessing staffing and contractual needs, analyzing financial and operations data and related activities.
- Reviews and/or creates plans and blueprints to develop materials, requirements and cost estimates of proposed and approved projects as directed. Develops specifications, writes Request for Proposals, analyzes bids for services, and supplies. Makes recommendations to the County Administrator and/or the County Board of Commissioners for consideration. Directs and manages the activities of contractors and vendors in the performance of tasks.
- Responds to requests for information and provides guidance to other departments, boards/commissions and County Board of Commissioners; and participates in/on a variety of meetings, committees, boards and other related groups.

- Understanding of or ability to operate (under Michigan laws) a Wastewater Treatment Plant and/or Municipal Well System.
- Preparation and monitoring department's annual budget; assist in development and implementation of a Capital Improvement Plan; assist in the research, development, and implementation of grant applications including management and reporting.

### **Employment Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor's Degree in a related field of Engineering, Construction Management, Building Codes, and/or equivalent education, experience.
- Five (5) years' experience in building, grounds, parks maintenance and two years in supervisory experience.
- Knowledge of federal and state legislation such as American Disabilities Act, Family Medical Leave Act, Equal Employment Opportunity, unionized workforce, Open Meetings Act, Freedom of Information Act and ability to comprehend County rules, regulations, procedures, and functions.
- Ability to comprehend process and apply both verbal and written skills appropriate for the position.
- Have a valid driver's license and personal vehicle insurance; maintain eligibility to drive as per the County's Vehicle Policy.

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those and employee may encounter while performing the essential duties of the position.

- Prolonged periods sitting at a desk and working on a computer
- Stand; walk; use hand to finger, hand or feel; reach with hands and arms; and talk or hear.
- Stoop, kneel, crouch, or crawl.
- Lift and/or move objects of moderate weight.
- Work near moving mechanical parts and/or heavy equipment; be exposed to wet and/or humid conditions; high precarious places, fumes or airborne particles, toxic or caustic chemicals, bloodborne pathogens, risk of electrical shock and vibration, noise level from quiet to loud.

## Disc Golf Project Costs Myles Kimmerly Park

### 1. Main Course

New tee signs: 18 x \$100	\$ 1,800*
Upgrade baskets: 18 x \$470 (vs. \$485 - \$799) shipping	\$ 8,746 \$ 286
Replacement of tee pads #5 & #17 (installed) 5'x10' Sign posts for #5 & # 17 (move)	\$2,000*
	<b>\$12,846</b>

\* maintenance ?

### 2. Short/Beginner/Putter Course

New tee signs: 18 x \$30	\$ 540
Used baskets from main course: 18	\$ 0
Practice basket: 1 x \$400	\$ 400
Tee pads**, anchored sign posts, anchored basket sleeves: 18 each labor & materials	\$5900
	<b>\$6,840</b>

\*\* 4'x4'

### 3. Obstacles for Short Course

To be determined later.

### 4. Support

Aloft Disc Golf



**08.23.2024**

**Parks and Recreation Commission / MCSA, Inc.  
Master Plan Study Session**

**Present:**

Charles Godbout  
Donald Frerichs  
Jon Walter  
Kama Ross  
Keith Beduhn

**Public comment**

Alan Campbell –

- John Popa is still in serious condition at Munson
- Veronica Valley – Very pro VVP. Make more accessible. Envisions accessibility for all. Paved parking lot to increase accessibility. Shade/pavilion. Additional outbuilding/track chair. Mural?

Previous master plan 5-year goals are unattainable. Drill down and identify a small, doable list.

**Old Settler's**

Gazebo refurb is top priority. Roof type – Metal or Shingles? Not accessible.  
Playground accessibility. Replacement. Bring up to code.  
Water line must be fixed  
Vault toilets  
Parking spots paved for accessibility  
Kayak launch is not practical  
Porta potty pad needs a walkway

**Myles Kimmerly**

Active park. Huge space

Top 3 priorities:

1. Disc golf practice course
2. Accessibility with porta potty enclosure and parking
3. Refurb tennis courts for pickleball. Good way to solicit donors.  
Post-tension concrete. Fewer cracks/maintenance.

Restrooms: look to be abandoned. Not maintained.

Playground equipment. Do we want to replace? Maintain? Take it out completely?

Buy a larger component structure like at VVP but twice the size. Public comment.

Poor Farm

150k estimate to add restrooms including 30k for septic field. (fundraising item)

Possible use: future dog park. Most expensive part is the fencing.

Pathways: chips and fines as an accessibility option

**Veronica Valley**

## Priorities:

1. Accessible pathway. About 50k to pave the pathway (Elmer's quote). A portion of the pathway UA (width) that would satisfy accessibility. Possibly an accessible deck.
2. Shelter. 20x40 with a concrete pad, tables, and grills attached. Accessible parking adjacent to the shelter.
3. Bridge accessibility. Make it UA.
4. Birding access

Acquisition grant DNR approx. 2012

Maintenance: Dredging/fish habitat so fish can live over the winter.

Jon Walter – Plans for parking lot with bus turning radius. Shelter with restrooms.