

NOTICE OF MEETING

A Regular Meeting of the Leelanau County Parks and Recreation Commission will be held at 3:00 p.m., Wednesday, November 6, 2024 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 SEPTEMBER 4, 2024 MEETING MINUTES

UNFINISHED BUSINESS

DISCUSSION/ACTION ITEMS

- 1. Review of revised Grants Management Policy 2-7
- 2. Beaver Activity @ Veronica Valley Park 8
- 3. Administrator Updates
 - a. Board Vacancies updates
 - b. DTE Foundation Tree Planting – Spring 2025 9-22
 - c. Update of FY 2025 Proposed Budget 23-25
 - d. Appointment of Facilities Director
- 4. Update of Disc Golf Course at Myles-Kimmerly Park – Tribal 2% Grant Application
- 5. Parks and Recreation Plan
 - a. Review and discussion of draft ‘Leelanau County Community Parks & Recreation Plan – February 2025’
 - b. Recommendation to Leelanau County Board of Commissioners to schedule Public Hearing and possible adoption on November 17, 2024 of ‘Leelanau County Community Parks & Recreation Plan – February 2025’

REPORTS/UPDATES

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

PUBLIC COMMENT

STAFF COMMENTS **Question – is this item necessary**

COMMISSIONER & CHAIRPERSON COMMENTS

ADJOURN

Members

Charles Godbout-Chair
Casey Noonan-Vice Chair
Steve Christensen-Secretary
Don Frerichs
Melinda Lautner
Vacancy – Road Commission
Kama Ross
F. Jon Walter
Keith Beduhn
Vacancy

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT: Grants, Applications, Implementation, and Reporting Administration/Finance/Clerk Policy no. **8.03**

SPECIFIC SUBJECT: **Grants Management Policy** Adopted: 02/21/2012
Revised: 07/21/2020
Revised: 09/17/2024

APPLICATION OF POLICY: This policy applies to all Leelanau County employees and Elected Officials

PURPOSE: The purpose of this Policy is to establish procedures for grant applications, approval, acceptance, implementation, compliance and reporting. The intent of the Board of Commissioners is to ensure fiscal and administrative accountability of Federal, State and Private funds, property, and other assets awarded to Leelanau County. For this policy, a “grant” is a financial award that is subject to requirements imposed by the awarding agency/entity.

SECTION I – GENERAL PROVISIONS

GRANT APPLICATION:

1. **Project Design-Grant Discovery:** The receipt of a grant award can provide significant relief to a Department’s budget. It is the responsibility of all county officials to seek out potential funding sources. The identification of a feasible and applicable grant should be forwarded to the County Administrator and Finance Director with the following Information included:
 - a. Purpose Statement: How does the grant align with the Department’s goals, or County strategies?
 - b. Needs Statement: What specific needs will the potential grant funding address?
 - c. Intended Amount: What is the maximum amount that the Department intends to request, and is a local cash match required?
 - d. Draft Project Plan: A draft plan of how the proposed money will be spent and any specifications in the grant language and any due dates.
 - e. Upon receipt, the County Administrator and Finance Director will review the information submitted and assess the strategic alignment of the grant with County goals and objectives and analyze funding availability and grant requirements, including the cost to administer the grant.

2. **Determination/Intent to Apply:** After review, if the County Administrator and Finance Director determine that a grant is administratively feasible, the potential grant will be presented to the Board of Commissioners ("Board"). A grant is administratively feasible when the award amount is greater than the estimated cost of administration and the County has the appropriate staffing and expertise to fulfill the grant requirements. The Board makes the final determination of whether to pursue the grant.

If a grant is determined to meet the County's overall objectives, departmental goals, is administratively feasible, and is approved by the Board, the Finance Director will provide to the grant initiator an "Intent to Apply" letter. This letter provides the necessary authorization for the grant initiator to take the next steps to complete an application and coordinate required documentation with the Finance Director. Without this letter, a grant initiator does not have the authority to pursue the proposed grant, including grants that do not have cash match requirements. A notice of intent may be filed with the granting agency/entity.

If a grant is determined not to be administratively feasible, and therefore is not presented to the Board, the grant initiator may request further discussion with the County Administrator and Finance Director to achieve feasibility.

3. **Grant Application:** The grant initiator will submit a completed application, including all supporting documentation, to the Finance Director, at least two weeks before the application deadline. A complete application packet contains:
- a. All completed application documents required by the granting agency/entity.
 - b. Timeline to award notice, disbursement and closeout.
 - c. Reporting requirements and timeline.
 - d. Primary point of contact for the Grantor.
 - e. Grant submission requirements-mail or electronic transmission.

The Finance Director will review the application packet and submit the application on behalf of the grant initiator. Upon submission, a notification will be sent to the grant initiator and the primary point of contact for the Grantee/County, if different from the grant initiator.

4. **Post-submission/Receipt of Funds:** After submission, the Finance Director will perform or supervise all accounting transactions related to the grant. The Finance Director will communicate the budget line items associated with the grant to the grant initiator and other relevant accounting staff, including the Treasurer's Office, so they are notified of the revenue that will be received.

If the grant allows for reimbursement of administrative time and other costs related to administering the grant, the Finance Director and the grant initiator will maintain a complete record of time. The grant initiator shall work with the Finance Director and the Payroll department in setting up the appropriate project codes to be used to track

employee time, where possible. The grant initiator is responsible for ensuring that all hours reported reconcile on grant financial reports and the employee time reports.

In addition to the Finance Department, original grant agreements and originals of any approved amendments are to be retained by the Office of the County Clerk.

5. **Grant Accounting:** Fiscal control and fund accounting procedures shall be established to assure the proper dispersal of and accounting for grant funds. Such procedures shall ensure that all financial transactions are conducted and records maintained in accordance with generally accepted accounting principles with the following objectives.
 - a. Maintain financial records in the County ERP system ensuring that the General Ledger and Project Ledger contains sufficient detailed information to accurately account for grant revenue, expenditures, assets, liabilities, and obligated balances.
 - b. In accordance with GASB-33, grant revenue should be consistently matched with related expenditures for the same time period using the modified accrual basis accounting method.
 - c. Budgetary Control – Timely reporting of comparison between planned and actual performance.
 - d. Grant Monitoring – Timely financial reporting and reconciliation to monitor financial progress and check accuracy of grant reporting throughout the life of the grant.

All federal grants are subject to the Federal Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards 2 CFR 200 (referred to as "Super Circular") guidance. The "Super Circular" can be found online at <http://www.ecfr.gov>.

All federal grants, including those grants that are administered through a state "pass-through" agency, must be included on the County's Single Audit Report.

The Finance Director and grant initiator, where possible, will work to ensure that where an employee time is attributable to a grant that there is a system in place where such time can be tracked. The department's tracking method and process must be on file with County Finance.

The existence of grant funds does not exempt County personnel from conducting project activities in accordance with County policies and procedures. Regulations and reporting requirements of the funding agency are in addition to, and not a replacement for, County policies and procedures.

- 6. Project Administration/Monitoring:** The Finance Director will coordinate with the grant initiator to receive data required for reporting. Department Heads/Elected Officials are ultimately responsible for establishing operating processes that provide data related to grant reporting.

The Finance Director will monitor grant revenues and expenditures over the lifecycle of the grant. Actual grant revenues and expenditures can be observed in the monthly budget reports provided to Department Heads/Elected officials.

Upon closeout, the Finance Director will reconcile eligible expenditures to revenues received for the applicable period to support final reporting with the assistance of the grant initiator.

- 7. Intent to Renew:** If the given grant provides multiple grant cycles and the opportunity for renewals, the Department Head/Elected Official will provide an “Intent to Renew” communication to the Finance Director describing the requirements for renewal -including outcomes required by the grant.

The Finance Director will evaluate the impact and administrative feasibility of continuing the grant.

Conclusion: The intent of Policy to support the Departments in pursuing departmental goals, including funding those goals with grant dollars, while performing the legally required due diligence evaluations in keeping with strong financial management, potentially complex accounting and reporting implications and internal control considerations.

SECTION 2 – FISCAL MANAGEMENT

1. All encumbrances, purchases, and payments will be processed and submitted in accordance with County policy and budget rules, as well as any conditions outlined in the grant agreement or guidelines.
2. Federally funded grant procurement of goods or services must also comply with conditions outlined under “Procurement of Goods and Services” in Circular A-102, “Grants and Cooperative Agreements with State and Local Governments.”
3. All grant applications and agreements will include charges for indirect costs to the maximum allowed in accordance with both County procedures and the specific grant rules.
4. Positions for any personnel hired with grant funds must have pre-approval of the Board of Commissioners and be posted and filled according to applicable County policies and procedures. Employee(s) hired with grant funds must be advised that grant-funded positions are only funded for the duration of the grant funding.

5. Independent contractors or employees may only be hired if the hiring is done as part of a federally or state funded grant agreement. All contracts must require the contractor to include a statement that they have not been debarred or suspended and are not listed on the Excluded Parties list (www.epls.gov).
6. County employees responsible for grant administration are not eligible for additional compensation for the work involved with administering the grant. Any reimbursement for the cost of grant administration shall be deposited according to County policy.
7. All computer equipment and software purchases must be reviewed by the IT Department prior to purchase and installation. Equipment will be ordered by the IT Department under the grant account, allowing sufficient time for delivery and arrangements made for installation.
8. All capital assets purchased with grant funding will be made in accordance with County policies and budget rules.
9. All capital assets purchased with grant funding will become the property of Leelanau County, unless otherwise stated in the grant agreement.
10. All grants are subject to annual audits by County auditors and any audits which the funding agency may require.

SECTION 3 – REQUIREMENTS FOR PASS-THROUGH GRANTS AND SUBRECIPIENTS

1. When the County is acting as a pass-through entity the County official administering the grant will comply with all requirements set forth in 2 CFR § 200.331 including but not limited to:
 - a. Ensuring that every subaward is clearly identified to the subrecipient as a subaward and includes the required information set forth at 2 CFR § 200.331(a)(1) - (a)(6).
 - b. Evaluating each subrecipient's risk of noncompliance with Federal statutes, regulations and the terms and conditions of the subaward for the purposes of determining the appropriate subrecipient monitoring as described in paragraphs (d) and (e) of this section.
 - c. Considering imposing specific subaward conditions upon a subrecipient if appropriate and as described in 2 CFR § 200.207 Specific Conditions.
 - d. Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal Statutes, regulations, and the terms and conditions of the subaward; and that performance goals are achieved.
 - e. Verify that the subrecipient is audited as required by 2 CFR § 200.501.

2. All subrecipients must enter a Subrecipient Agreement with the County. The County official administering the grant is responsible for ensuring that the Subrecipient Agreement is executed and for monitoring compliance with the Agreement.

Lauren Cypher

From: Keith beduhn <irakeith@hotmail.com>
Sent: Friday, October 25, 2024 7:11 PM
To: Lauren Cypher
Subject: Fwd: Beavers

Can this issue be put on the Parks Adgenda for Nov.?

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

From: David Barrons <davebarrons@gmail.com>
Date: Oct 25, 2024 4:19 PM
Subject: Beavers
To: Keithbedoon <irakeith@hotmail.com>
Cc:

Hi Keith I was just informed by Al Zelenski that the beavers have returned to Veronica park. Al is a volunteer who dismantled beaver dams last time around.and who walks the park every day. He says so far the beavers are dropping poplar trees in the long pond.

In the past we have contracted withTrapper Ron. He did not charge us last time because the beavers all disappeared and he caught none. He is trustworthy and one of the trappers listed on the DNR's 'good' list. Ron's fee was \$800 for three beavers' last time. It may have gone up again. (\$600 the first time we hired him.).

Parks & Rec doesn't need a permit; the parks Commission simply has to declare the beavers a nuisance, and a trapper can be hired anytime. The full commission has to approve everything but they will.

Trapper Ron's phone number is 248 939 0314.

Dave

EXECUTIVE DOCUMENT SUMMARY

| | |
|---|--|
| Department: <u>Parks & Recreation</u> | Submittal Dates |
| Contact Person: <u>Richard I Lewis</u> | <input type="checkbox"/> Select Meeting Type: <u>Executive Board</u> |
| Telephone Number: <u>(231) 256-9711</u> | Date of Meeting: <u>09/01/2024</u> |
| Financial/Source Selection Method | |
| <input type="checkbox"/> Select One: <u>Grant</u> | Vendor: <u>DTE Energy</u> |
| <input type="checkbox"/> Other: _____ | Address/ <u>(517) 974-1476</u> |
| <input type="checkbox"/> Account No.: _____ | Phone: _____ |
| <input type="checkbox"/> CIP Project? <u>Trees - donation</u> | |
| <input type="checkbox"/> If Grant, Match Account No.: _____ | Description: <u>Donation Acceptance</u> |

| | | | |
|------------------------|----------------|--------------------------|----------------|
| Budgeted Amount: _____ | <u>\$ 0.00</u> | Contracted Amount: _____ | <u>\$ 0.00</u> |
|------------------------|----------------|--------------------------|----------------|

Document Description

Request to Waive Board Policy on Bid Requirements
 Financial Review Completed
 Department Head/Elected Official Authorization

Not sure if this is considered a grant, but attached is an email/material from DTE with the offer of twenty trees and assistance in planting trees. When this was offered, I reached out to Parks & Recreation Commission Chair Charles Godbout and Commission member Keith Beduhn about the possible of planting at Veronica Valley Park. They felt it would.

Suggested Recommendation:

I move to recommend to the County Board of Commissioners to accept the offer from DTE for twenty trees to be planted at Veronica Valley Park as outlined.

Department Approval: _____ Date: _____

DTE Foundation / ReLeaf Michigan Tree Planting Process Overview 2024

The DTE Foundation tree planting program is underway for 2024. The planting program is a collaborative effort between the community/school where the trees will be planted, ReLeaf Michigan, and the DTE Foundation. Fifteen tree plantings are scheduled for 2024 throughout the DTE service territory. Twenty trees +/-, 1 ½" to 2" in caliper, will be planted in each participating community or school. All trees must be planted on public property or property available to the public.

The trees will need to be planted by volunteers. As an educational non-profit, one of our objectives is knowledge transfer. Hopefully, by physically participating in a planting, folks will become more comfortable with planting and will then go to a local nursery and purchase a tree for their home. Municipal staff is welcome to participate.

A tree maintenance agreement must be signed up front and before the trees are ordered to ensure an understanding of who is responsible for the trees going forward. The tree planting process is a turnkey operation. Here is an overview of how our process works:

Once you have agreed to participate, a project forester will be assigned. The project forester will contact you to schedule a site visit to review the proposed location(s). Before the initial site visit, the assigned project forester will send you a document with questions about the planting process. This will serve as the basis for the site visit, and when completed, it covers everything that will happen and determines who is responsible for what. You do not need to fill it out; it's just a heads-up about what we'll need to cover. The project forester will also come prepared to discuss recommended tree species to fit the site and conditions for the location you have in mind. There is no set list of trees, and we are open to your thoughts. The list of trees will be jointly determined. Please note that while we strive to plant native trees, a non-native might be a better choice for the site. The trees will vary in size from 1 ½" to 2" caliper, depending on the species desired. Depending on the size of the trees purchased and if the trees are balled and burlap or containerized, a front-end loader or landscape forks may be needed to offload the trees when the nursery delivers them.

- Once the location is agreed upon, the project forester will assist with staking the locations for the trees if you so wish.
- Due to insurance restrictions, it will be the responsibility of the municipality/school to call Miss Dig. The MISS DIG confirmation number must be sent to the project forester one week before planting.
- ReLeaf Michigan will arrange for the purchase and delivery of the trees.
- The nursery guarantees the trees' health at delivery, but not beyond that. The trees will be tagged at the nursery, or a ReLeaf Michigan representative will be present when delivered.
- The municipality/school will be responsible for offloading the trees.

- The municipality/school will dig the holes in advance of the day of planting. Digging is best done with an auger, but a backhoe also works. Trees are typically delivered a day or two before the planting and will need to be placed next to the planting hole (not in).
- The municipality/school will arrange for mulch and a source of water on planting day.

The project forester will also discuss securing the planting holes before planting and the availability of a water source. ***A representative from the municipality's DPW or the school's facilities department must be involved in the site visit and the rest of the project planning, as we will rely on them for in-kind services related to the planting event.***

Two of the most critical items to be discussed will be:

- the name of someone from your organization willing to serve as the point person for securing volunteers.
- The name of a tech-savvy volunteer who will handle volunteer sign-in as we do this via QR codes. We ask that volunteers RSVP via a link to a page on our website so that the liability and photo waivers can be electronically signed in advance.
- the name of someone who lives near where the trees will be planted to be the liaison with the local homeowners.

We will assist in the marketing and solicitation of volunteers by providing a draft event release and flyer, which you can make changes and approve before issuance to help publicize the planting via municipality/school websites, social media venues, local newspapers, cable news outlets, etc. ReLeaf Michigan will do the same. While the DTE Foundation will supply a limited number of volunteers, we rely on local volunteers. In addition, a 3' x 6' banner will be made to acknowledge the planting and planting partners and will be left on site.

Planting day will start with light refreshments provided ideally by the municipality/school so folks can mingle and sign in. A short ceremony follows, which the project forester will emcee. Next, a planting demonstration will be performed, and the volunteers will be divided into groups to plant the trees. ReLeaf Michigan will provide other staff to assist the project forester in quality control.

Twelve months later, the project forester or other ReLeaf Michigan representative will set up a date/time to meet on-site with the individual/group responsible for ongoing maintenance to review the trees' health and answer any maintenance questions.

The DTE Foundation is covering the cost of the trees, delivery, and tree gators (green watering bags) for the plantings.

Please email Melinda Jones, Executive Director, ReLeaf Michigan, at mjones@ReLeafMichigan.org or call 734-718-2702 if you have any questions.


 ReLeaf Michigan

Planting Trees, Growing Communities

Three-Year Tree Maintenance Agreement

This agreement addresses watering, pruning, monitoring of health, and other routine and corrective actions related to the trees being planted. While the trees planted are guaranteed to be disease/virus free and in good condition when planted, **there is no tree replacement guarantee**. The survival rate is a critical metric to this grant and the awarding of others. Therefore, as part of this agreement, an onsite meeting with a ReLeaf Michigan representative and the individual directly responsible for the maintenance of the trees planted as part of this opportunity will be arranged one year after the planting to walk the site and discuss maintenance-related issues, remedial action and to answer questions.

Name of Municipality/School _____

Signature of city/village/town/county/township

-manager/mayor/administrator/supervisor/school official to signify agreement and commitment to maintaining trees planted as a part of this project:

(Print Name)

(Date)

(Signature/Title)

Signature of the municipality, requesting organization, or school individual (city/village forester, DPW Director/Supervisor, Park Supervisor, head of school maintenance, etc.) who is directly responsible for the trees planted to signify agreement and commitment to maintaining trees planted as a part of this project. Also, to agree to meet with a ReLeaf Michigan representative one year after planting to walk the site and discuss maintenance-related issues.

(Print Name)

(Date)

(Signature/Title)

Received by:

(Name of ReLeaf Michigan Representative)

(Date)

Yearly Maintenance Schedule:

Year 1:

- Watering schedule – Water twice a week by hand for a total of 15 gallons per week **OR** provide gator bags for each tree and fill once a week
- Mulching – replenish yearly
- Weeding around trees will be based on a watering schedule
- Tree health inspection – Monitor trees for health and arrange for appropriate treatment if insect, disease, or improper cultural practices are present
- Prune only if necessary
- Stake only if necessary
- Check for mower/weed whip damage, vandal damage, and animal damage
- Do not fertilize. Fertilizer applied to newly transplanted trees can excessively dry roots (burning)
- Remove all tags from the tree

Year 2:

- Continue watering schedule
- Mulching – replenish yearly
- Weed around trees
- Pruning as necessary
- Remove any stakes and ties
- Check for any insect or disease problems on the new trees and surrounding trees

Year 3: Same as year 2

Richard Lewis

From: Melinda Jones <mjones@releafmichigan.org>
Sent: Thursday, October 17, 2024 10:11 AM
To: Ellie Johnson, MACD
Cc: Chris Hackbarth; Richard Lewis; Charles Godbout; Keith Beduhn; Tom Adams; Lauren Cypher; Jerry Culman; Kama Ross; Marvin Pettway; Meg Nicholson
Subject: Leelanau County_DTE Foundation Tree Planting Postponed Until Spring 2025

Good morning everyone,

It's great that we're all on the same page about waiting until spring. The weather in Michigan in November is always uncertain, and we want the planting to be an enjoyable experience for all.

The planting is officially scheduled for spring 2025. I will contact you in early 2025 to set up a Zoom call and get started.

Thanks again for your understanding!

On Thu, Oct 17, 2024 at 9:58 AM Ellie Johnson <ellie.johnson@macd.org> wrote:

I for one would love to have this happen in the spring - It is hard for me to plan another planting when I'm in the middle of events already occurring. We can do a Friday planting later in November even, I'm just concerned about weather.

Let me know what time next week we're meeting.

Ellie Johnson, CCF

District Forester

Leelanau, Benzie, and Grand Traverse Conservation Districts

(she/her/hers)

Cell: 231-866-0103

"Let me back up and say that I am breathless with gratitude for the collisions of choice and luck that have resulted in my being able to work under the full-on gaze of mountains and animate beauty. It's a privilege to live any part of one's life in proximity to nature." -Barbara Kingsolver

On Thu, Oct 17, 2024 at 9:52 AM Chris Hackbarth <christopher.hackbarth@dteenergy.com> wrote:

Absolutely...want to make this a fun and successful event for the county to benefit your residents and parks/green spaces. Whatever you decide is the right timing is great by me. I am happy to jump in and assist whenever you are ready. Just excited to help the county in this way.

Chris



Chris Hackbarth

DTE Energy / Regional Manager-Northern Michigan

Corporate and Government Affairs

Mobile: 517.974.1476

Email: Christopher.Hackbarth@dteenergy.com

From: Richard Lewis <rlewis@leelanau.gov>

Sent: Thursday, October 17, 2024 9:44 AM

To: Melinda Jones <mjones@releafmichigan.org>; Ellie Johnson, MACD <ellie.johnson@macd.org>

Cc: Chris Hackbarth <christopher.hackbarth@dteenergy.com>; Charles Godbout <chas.godbout@gmail.com>; Keith Beduhn <irakeith@hotmail.com>; Tom Adams <tadams@leelanau.gov>; Lauren Cypher <lcypher@leelanau.gov>; Jerry Culman <jculman@leelanau.gov>; Kama Ross <kama.ross@yahoo.com>; Marvin Pettway <mpettway@releafmichigan.org>; Meg Nicholson <mnicholson@releafmichigan.org>

Subject: [EXTERNAL] RE: Leelanau County_DTE Foundation Tree Planting Opportunity

CAUTION: THIS MESSAGE IS FROM AN EXTERNAL SENDER. This email was sent from outside our company. Please do not click links or open attachments unless you recognize the source of this information and are expecting this email. If you suspect this message is suspicious, report it by using the "report phishing" function.

Melinda,

Thanks for your suggestion. I woke during my sleep and felt 'we' were trying to place 10 lbs. of fertilizer into a 5 lb bag. Any time I got that feeling it was because of trying to rush something. It was my intent to reach out to you today to see if this effort/gift could be delayed to spring so better planning could take place. Mr. Hackbarth, is that okay with DTE?

Richard

From: Melinda Jones <mjones@releafmichigan.org>

Sent: Wednesday, October 16, 2024 9:56 PM

To: Ellie Johnson, MACD <ellie.johnson@macd.org>

Cc: Chris Hackbarth <christopher.hackbarth@dteenergy.com>; Richard Lewis <rlewis@leelanau.gov>; Charles Godbout <chas.godbout@gmail.com>; Keith Beduhn <irakeith@hotmail.com>; Tom Adams <tadams@leelanau.gov>; Lauren Cypher <lcypher@leelanau.gov>; Jerry Culman <jculman@leelanau.gov>; Kama Ross <kama.ross@yahoo.com>; Marvin Pettway <mpettway@releafmichigan.org>; Meg Nicholson <mnicholson@releafmichigan.org>

Subject: Leelanau County_DTE Foundation Tree Planting Opportunity

Thanks for your patience. I am currently on my way to Florida to check out hurricane damage so with driving/navigating it has been a challenge.

Is there any way we can accomodate Ellie's schedule? Ellie has agreed to be the planting coordinator/project forester and as such she is the point person for all aspects of the planting. I am reluctant to do a call without her as 36 years has shown me that if everyone is not on the call to hear the same things and questions, it never goes smoothly. It would have to be Monday or Tuesday however, as we are already facing a timing and possibly tree availability issue.

Another option which I know we would prefer not to do but could consider, is postponing the planting to spring. We would still work out the details this winter but we would plant in late April/early May.

Please let me know your thoughts and availability and I promise to reply from my phone.

Thanks,

On Wed, Oct 16, 2024 at 3:11 PM Ellie Johnson <ellie.johnson@macd.org> wrote:

Hello again,

But also! If Friday morning works for everyone else please go ahead with that. Kama can speak on species selection and I wouldn't have anything to add about Miss Dig or getting holes dug. I can connect with Melinda after the fact to discuss day of logistics, tools needed, and soliciting volunteers. Let me know what you all decide.

Ellie

On Wed, Oct 16, 2024, 9:37 AM Ellie Johnson <ellie.johnson@macd.org> wrote:

Hello everyone,

Unfortunately, I can't make any time this Friday work. I am available at 8:30a for a Zoom every morning next week, otherwise I can do:

- Mon, Oct 21 11:30a-1p
- Tues, Oct 22 3-4:30p
- Thurs, Oct 24 really any time from 8:30a-1p

I'm sorry for the hassle, thank you for understanding.

Ellie

On Wed, Oct 16, 2024, 7:44 AM Chris Hackbarth <christopher.hackbarth@dteenergy.com> wrote:

I can make Friday morning work, anytime. Thank you!

Chris

Get [Outlook for iOS](#)

From: Melinda Jones <mjones@releafmichigan.org>

Sent: Tuesday, October 15, 2024 8:47:57 PM

To: Richard Lewis <rlewis@leelanau.gov>

Cc: Charles Godbout <chas.godbout@gmail.com>; Keith Beduhn <irakeith@hotmail.com>; Tom Adams <tadams@leelanau.gov>; Lauren Cypher <lcypher@leelanau.gov>; Jerry Culman <jculman@leelanau.gov>; Chris Hackbarth <christopher.hackbarth@dteenergy.com>; Ellie Johnson, MACD <ellie.johnson@macd.org>; Kama Ross <kama.ross@yahoo.com>; Marvin Pettway <mpettway@releafmichigan.org>; Meg Nicholson <mnicholson@releafmichigan.org>

Subject: [EXTERNAL] Re: Leelanau County_DTE Foundation Tree Planting Opportunity

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Thanks so much for the prompt response. I will wait to hear from the others.

Have a good evening!

On Tue, Oct 15, 2024 at 8:42 PM Richard Lewis <rlewis@leelanau.gov> wrote:

I'll make myself available on Friday between 9 - noon. I'll include two additional folks from the Parks & Recreation Commission for inclusion of this effort.

Richard

On Oct 15, 2024, at 8:32 PM, Melinda Jones <mjones@releafmichigan.org> wrote:

Thank you all for your patience. This planting has been a tad confusing regarding participation, so if I have forgotten anyone who should be part of the conversation, please loop them in. I understand that the county and the LCD will work closely on this planting.

ReLeaf Michigan (www.ReLeafMichigan.org) is a statewide, non-profit tree organization that works with communities and organizations throughout the upper and lower peninsulas on tree-related projects. Since our establishment in 1988, we have worked with over 677 communities throughout the state and planted over 33,000 large-sized trees with volunteers. We have worked in northwest Michigan on numerous occasions.

The DTE Foundation has been one of our most prominent supporters. The Foundation awards ReLeaf Michigan funding annually, enabling us to work with 15 communities throughout the DTE electric and gas service territories. We are pleased to be working with Leelanau County and the Leelanau Conservation District to plant trees in Veronica Valley.

The planting is a turn-key process. The Foundation fully covers the cost of planting twenty 1/5" to 2" caliper trees (5' to 8') depending on species, tree gators, and all costs associated with our involvement. We strive to work efficiently with your maintenance department or whoever to avoid disrupting their workload. We review the proposed planting site, jointly select the trees, arrange for purchase and delivery, oversee details, and provide direction to the volunteers on the planting day.

The trees must be planted on public property, including school property. In return for the gift of trees, we ask that the county provide in-kind services:

- Call Miss Dig, as our insurance does not allow us to do so
- Dig the holes in advance of planting day (we have successfully engaged cherry tree farmers in the past to dig the holes)
- Offload the trees and place them next to (not in the planting hole)
- Provide mulch (if easier, we will cover the cost of bags of mulch)
- Provide a source of water on planting day and ongoing (absolutely essential)
- Sign a three-year maintenance agreement before the trees are purchased (see attached)

I have attached the planting overview and the three-year maintenance agreement, which must be signed before the trees are purchased. There is no set list of trees. We will work with you to decide the right tree for the selected site. We do not plant a few (pears, Norway maple, blue spruce, and Japanese Tree Lilac). There is no out-of-pocket cost to you except for refreshments on planting day. Usually, we plant on Saturdays as it is easier to secure volunteers. However, Friday, November 1st has been suggested which is OK with us also.

I understand that Ellie Johnson has graciously agreed to serve as the planting coordinator for this planting if we can work within her time constraints. I had the opportunity to meet her at the Michigan SAF conference last week, so I understand this is a busy time of year.

The next step would be for us to set up a 30-minute Zoom call with those copied on this email, whoever is responsible for providing the in-kind services, whoever might be in charge of securing volunteers, and anyone else you would like involved. We have found it more productive and efficient for all those involved to hear the same things at the same time and be able to ask questions. The person responsible for providing in-kind services is critical, so we ask that the meeting be scheduled around their availability.

I am on the road traveling, so am available on the following dates/times:

- Friday, October 18th, any time that would work
- Monday, October 21st, anytime except between 12 and 1
- For the rest of the week, I will work around your schedule given our time constraints.

Or please suggest a day/time, and I will see what can be arranged. I am driving to Florida, so before Friday, it will not work.

Ellie is suggesting November 1st as a planting date. It is aggressive, but given our weather, we are open. Later in November will work, but it will become more difficult to obtain volunteers.

Please let me know what will work for the Zoom call as soon as possible, and I will set up a call.

If you have any questions, don't hesitate to contact me at 734-718-2702 (call or text) or at this email address.

We look forward to working with you!

--
Melinda Jones
Executive Director
ReLeaf Michigan
www.ReLeafMichigan.org
1-800-642-7353
734-718-2702 (cell)
"Celebrating 36 years of Planting Trees, Growing Communities!"
1988 - 2024

My working hours may differ from your working hours. Please do not feel obligated to reply outside your regular working hours.

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1988 - 2024

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2025 BOC WORK SESSION CHANGES

Fund 101 General Fund
Department 850756 Parks & Recreation

County of Leelanau
Period Ending Date: July 31, 2024

| Account Number Account Name | 2021 Audited | 2022 Audited | 2023 Audited | 2024 Year-to-Date | 2024 Amended Budget | 2024 Budget Rolled to 2025 | Department Changes or Requests | BOC Work Session Changes |
|---|--------------|--------------|--------------|----------------------|------------------------|-------------------------------|--------------------------------------|--------------------------------|
| Department 850756 Parks & Recreation | | | | | | | | |
| Expenses | | | | | | | | |
| 850756-702.000 Overtime | 183.23 | 401.97 | 1,012.18 | 246.01 | 1,500.00 | 1,500.00 | 1,500.00 | |
| 850756-703.000 Salaries | 30,290.00 | 39,457.30 | 32,252.74 | 14,871.52 | 39,281.00 | 39,281.00 | 64,344.00 | |
| 850756-703.001 Temporary Office Assistant | 2,185.44 | 2,465.02 | 3,770.15 | 1,329.95 | 3,000.00 | 3,000.00 | 3,000.00 | |
| 850756-703.006 Salaries -non-work holiday | 533.04 | 698.07 | 585.36 | 346.08 | 604.00 | 604.00 | 562.00 | |
| 850756-704.000 Per Diem | 1,910.00 | 1,510.00 | 1,630.00 | 800.00 | 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 | 1,380.13 | 3,725.00 | 3,725.00 | 5,639.00 | |
| 850756-718.000 Hospitalization | 7,365.00 | 7,638.00 | 7,737.00 | 2,556.75 | 3,409.00 | 3,409.00 | 8,056.00 | |
| 850756-719.000 Retirement | 1,913.28 | 2,484.11 | 3,165.63 | 852.42 | 2,528.00 | 2,528.00 | 4,563.00 | |
| 850756-720.000 Life Insurance/Disability | 468.42 | 631.44 | 502.02 | 245.36 | 1,004.00 | 1,004.00 | 1,004.00 | |
| 850756-727.000 Office/Operating Supplies | 6,583.35 | 7,208.67 | 8,756.73 | 9,070.78 | 9,500.00 | 9,500.00 | 9,500.00 | |
| 850756-742.000 Uniforms | 417.10 | 296.91 | 335.42 | 1,598.46 | 400.00 | 400.00 | 400.00 | |
| 850756-743.000 Gas/Oil | 2,654.04 | 3,697.10 | 2,596.28 | 2,460.77 | 2,500.00 | 2,500.00 | 2,500.00 | |
| 850756-775.000 Repair and Maintenance | 21,688.51 | 26,812.98 | 33,288.50 | 37,495.56 | 30,000.00 | 30,000.00 | 40,000.00 | |
| 850756-801.000 Contractual Services | 13,979.29 | 11,736.86 | 15,337.99 | 8,155.44 | 18,000.00 | 18,000.00 | 20,000.00 | |
| 850756-801.101 Myles Kimmerly 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 | 371.32 | 400.00 | 400.00 | 400.00 | |
| 850756-850.001 Telephone - Cell phone | 345.60 | 344.91 | 394.43 | 223.56 | 294.00 | 294.00 | 294.00 | |
| 850756-860.000 Travel | 63.84 | 57.04 | 74.61 | 0.00 | 70.00 | 70.00 | 70.00 | |

2025 BOC WORK SESSION CHANGES

Fund 101 General Fund
Department 850756 Parks & Recreation

County of Leelanau

Period Ending Date: July 31, 2024

| Account Number Account Name | 2021 Audited | 2022 Audited | 2023 Audited | 2024 Year-to-date | 2024 Amended Budget | 2024 Budget Rolled to 2025 | Department Changes or Requests | BOC Work Session Changes |
|---|-------------------|-------------------|-------------------|----------------------|------------------------|-------------------------------|--------------------------------------|--------------------------------|
| 850756-860.001 Taxable Travel | 758.80 | 816.42 | 894.80 | 447.56 | 1,500.00 | 1,500.00 | 1,500.00 | |
| 850756-900.000 Printing and Publishing | 1,307.30 | 1,547.38 | 1,294.65 | 1,368.00 | 1,200.00 | 1,200.00 | 1,200.00 | |
| 850756-920.000 Utilities (Light-Oil) | 4,312.71 | 3,421.99 | 4,213.00 | 2,961.05 | 4,000.00 | 4,000.00 | 4,000.00 | |
| 850756-940.000 Rental | 1,465.20 | 2,707.80 | 1,477.80 | 2,074.00 | 1,500.00 | 1,500.00 | 4,500.00 | |
| 850756-942.000 Copy Machine Charges (Rental) | 28.68 | 17.32 | 0.80 | 11.20 | 30.00 | 30.00 | 30.00 | |
| 850756-970.000 Capital Outlay | 42,328.00 | 86,293.60 | 0.00 | 0.00 | 0.00 | 55,000.00 | 93,500.00 | |
| 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 | 128,450.47 | 89,553.60 | 131,345.00 | 186,345.00 | 273,464.00 | |
| Parks & Recreation Dept Total | 195,479.69 | 204,162.97 | 128,450.47 | 89,553.60 | 131,345.00 | 186,345.00 | 273,464.00 | |

24

Only change
- includes tractor
for mowing

Brief Employee Master List

COUNTY OF LEELANAU
2025 Proposed Wages

101-850-756

Proposed

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 |
|----------------------|-----------|---------------|-----------------|-----------------------|-------------|-------------|---------------------|--------------|---------------|-------------|-----------|-----------|
| Facilities Director | TBD | Salary 90,466 | 22,617 | | 22,617 | | 4,649 | | 22,617 | 1,730 | 0.0945 | 2,138 |
| Maintenance Worker * | 5/2/2024 | 80 hrs 23.41 | 23,597 | 562 | 24,159 | | 3,409 | | 24,159 | 1,848 | 0.0945 | 2,283 |
| Maintenance Worker | 5/22/2024 | 264 hrs 6.648 | 6,648 | | 6,648 | | | | 6,648 | 509 | | |
| Maintenance Worker | 5/17/2021 | 264 hrs 6.648 | 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 | | |
| | | | 59,510 | 562 | 60,072 | | 8,058 | | 68,872 | 5,270 | | 4,563 |

*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 | 0.25 | Facilities Director |
| 1 | 0.50 | Parks Maintenance * |
| 1 | 0.25 | Parks Maintenance |