

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:

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| ▪ 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