#### **NOTICE OF MEETING**

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

#### **DRAFT AGENDA**

CALL TO ORDER & PLEDGE OF ALLEGIANCE
ROLL CALL
APPROVAL OF AGENDA

CONFLICT OF INTEREST

PUBLIC COMMENTS
STAFF COMMENTS

CONSIDERATION OF MARCH 6, 2024 MEETING MINUTES pgs. 2-4

#### **UNFINISHED BUSINESS**

2024 Proposed meeting schedule pg. 5

#### **DISCUSSION/ACTION ITEMS**

- 1. Veronica Valley Pond Fish Report (Heather Hettinger, DNR Fisheries Biologist) (tentatively)
  - a. Laggis Fish Farm purchase
  - b. Extra fish purchase (Lake Leelanau Association's Kids' Fish Day Committee)
- 2. Myles Kimmerly Park project-engineered wood fiber mulch
- 3. Leelanau County Parks Ad-Visitor's Guide and Color Tour Magazine pgs. 6-7
- 4. CIP projects/submittals
- 5. Approval of Financials pgs. 8-13
- 6. Updates:

Parks & Recreation Plan Summer help

#### REPORTS/UPDATES

- 1. Myles Kimmberly 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 Meeting Minutes**

March 6, 2024 | 3:00 p.m.

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 3:05 p.m. and led the "Pledge of Allegiance."

#### **ROLL CALL:**

John Arens - Absent

■ Melinda Lautner – Absent Prior Notice

Keith Beduhn

Casey Noonan, Vice Chair

Steve Christensen, Secretary - Absent
 John Popa

■ Don Frerichs - Absent

Kama Ross

Charles Godbout, Chair

John Walter

#### Staff in attendance:

- Scott Bradley, Maintenance Worker
- Lori Eubanks, Recording Secretary
- Gail Myer, Planning Director

#### APPROVAL OF AGENDA:

Requests to add to the agenda:

- St. Mary's Use of Myles Kimmerly Park (Godbout)
- Discussion of Request for Proposal (RFP) for Gazebo at Myles Kimmerly Park (Godbout)
- Possible Violation of Lease on Property at Myles Kimmerly Park (Bradley)
- MMRMA Rap Grants (Ross)
- Supplemental Help for Project at Veronica Valley Park (Popa)

Motion by Noonan to approve the agenda, as amended. Seconded Ross.

Ayes: 6 (Beduhn, Godbout, Noonan, Popa, Ross, Walter)

Opposed: 0 Absent: 4 (Arens, Christensen, Frerichs, Lautner)

**Motion Carries.** 

CONFLICT OF INTEREST: None.

#### PUBLIC COMMENT:

Steve Stier, Empire Township – Requested that the Parks Commission consider revising the Parks mission statement to include education and entertainment as benefits of the County's parks.

Stenette Amy, Executive Director of AAHNEE Grandmother Kee – Proposed conducting workshops at the County parks to further its mission to connect communities, culture, and the environment for the good of all.

STAFF COMMENTS: None.

APPROVAL OF FEBRUARY 7, 2024 MEETING MINUTES:

Motion by Noonan to approve the minutes of February 7, 2024, as submitted. Seconded by Ross.

Ayes: 6 (Beduhn, Godbout, Noonan, Popa, Ross, Walter)

Opposed: 0 Absent: 4 (Arens, Christensen, Frerichs, Lautner) Motion Carries.

#### **UNFINISHED BUSINESS:**

1. Approval of Financials

- Revenue & Expense Report Period Ending February 29, 2024
- Revenue & Expense Report Period Ending February 29, 2024

Bradley reported expenses at two percent of budget.

Godbout noted the \$55,000 Capital Outlay rollover was not yet reflected in the budget. Ross said she would research.

Motion by Noonan to approve the February 2024 financials, as presented. Seconded by Commissioner Beduhn.

Ayes: 6 (Beduhn, Godbout, Noonan, Popa, Ross, Walter)

Opposed: 0 Absent: 4 (Arens, Christensen, Frerichs, Lautner) Motion Carries.

- 2. Godbout discussed the Parks Five-Year Plan and the DNR's requirements for the plan to be eligible for grants. Godbout said he discussed with Gosling Czubak Engineering the cost for them to design a new Five-Year Plan with and without the public input component and both estimates Godbout deemed to be too high; so, the project will go out for bid with hopes that approval of the new plan by the Board of Commissioners (BOC) will occur at the January 2025 meeting so the plan can be filed with the DNR by February 1, 2025. Myer added that in the RFP, she is soliciting for an amendment to the current plan. Discussion ensued about who owns the current plan, what software should be used for the new plan, and potential consultants who could design the new plan. Myer said she would request to have this item added as a late addition to the March 12, 2024 Executive Session agenda.
- 3. Bradley presented a letter from St. Mary's school requesting after hours use of Myles Kimmerly Park for an adventure party for 15 graduating seniors on June 2, 2024 between 1:00 and 4:00 a.m.

Motion by Popa to approve the letter dated March 5, 2024 from St. Mary's requesting to use Myles Kimmerly Park for their senior event. Seconded by Godbout.

Ayes: 6 (Beduhn, Godbout, Noonan, Popa, Ross, Walter)

Opposed: 0 Absent: 4 (Arens, Christensen, Frerichs, Lautner)

**Motion Carries.** 

4. Ross discussed that she would like to move forward with submitting an MMRMA Rap Grant application to cover costs associated with the purchase of engineered wood fiber for surface application on the playground at Myles Kimmerly Park. She added that the RAP application is due April 10, 2024.

Motion by Ross that the Leelanau County Parks and Recreation Committee approve forwarding to the Board of Commissioners a request to apply for an MMRMA Rap grant to cover the cost of purchasing engineered wood fiber for ground cover on the playground at Myles Kimmerly Park (as recommended in the MMRMA Parks Risk Assessment). Seconded by Popa.

Ayes: 6 (Beduhn, Godbout, Noonan, Popa, Ross, Walter)

Opposed: 0 Absent: 4 (Arens, Christensen, Frerichs, Lautner)

**Motion Carries.** 

Ross said she would follow up with Administrator Allen to ensure this action gets added to the BOC's March 12, 2024 Executive Session agenda.

5. Popa explained the need to re-install the park sign (which was taken down for construction a few years ago) and rebuild the picket fencing at Veronica Valley Park. He wanted to seek out a contractor to do the work. Bradley reminded Popa that whomever is hired to do the work would need liability insurance. By consensus the group gave approval for Popa to find a contractor to complete the project.

#### **DISCUSSION/ACTION ITEMS:**

Myles Kimmerly Park - No report.

Old Settlers Park – Godbout reported that they are going out for bid again for the gazebo refurbishment project. Discussion ensued about the difficulty in finding a consultant who would work for the County because of how time-consuming and complicated its bid process is. Godbout said he would assist by walking through the process with any consultant interested in submitting a bid.

Bradley alerted the group regarding the triangular track across CR675. He said that there is hearsay that the new property owner wants to do "whatever he wants" to the property which is leased from the County to allow access to the property. Noonan said he would investigate.

<u>Veronica Valley Park</u> – Beduhn explained that the monies approved for the contract with Savin Lakes Services for evasive weed mitigation did not cover the permit required to do the work. Beduhn said that Christensen has resolved this issue. He added that the committee is researching estimates for a pavilion and ADA-approved paths throughout the park. Popa mentioned that Heather Hettinger (DNR Fish Biologist) will be attending the Park's April meeting, so he added that this will need to be added to the agenda.

PUBLIC COMMENT(S): None.

STAFF COMMENT(S): Bradley advised that he will be absent from the April (2024) Parks meeting.

COMMISSIONER AND CHAIRPERSON COMMENTS: Ross said she could not find mention in the BOC minutes regarding the rollover of the \$55,000 Capital Outlay to the Parks Commission's budget. Popa asked for Myer's assistance in simplifying the County's RFP process. He added that the current process is too complicated and discourages bidders. Ross offered to look into where "we tackle that project." For budget purposes, Godbout said he would like to get a handle on what projects they want to accomplish in 2024.

#### ADJOURNMENT:

With no further business to come before the Parks and Recreation Commission, Noonan made a motion to adjourn; seconded by Walter.

The meeting of the Parks and Recreation Commission adjourned at 4:03 p.m.

Respectfully submitted,	
Lori Eubanks, Recording Secretary	

# PROPOSED 2024 Leelanau County Parks & Recreation Commission Regular Session Meeting Schedule

Meetings are held on the 1<sup>st</sup> Wednesday of every month at 3:00 pm, unless noted below. Special Sessions will be called as necessary.

Description	Day	Date	Meeting Room:	Due Date for Agenda Items:
2024 Organizational Meeting	Wednesday	January 10	Commissioners Meeting Room	January 3
Regular Meeting	Wednesday	February 7	Commissioners Meeting Room	January 31
Regular Meeting	Wednesday	March 6	Commissioners Meeting Room	February 28
Regular Meeting	Wednesday	April 3	Commissioners Meeting Room	March 27
Regular Meeting	Wednesday	May 1	Commissioners Meeting Room	April 21
Regular Meeting	Wednesday	June 5	Commissioners Meeting Room	May 29
Executive Committee (following the Regular Session, whichever is later)	Wednesday	June 5, 3:30PM	<b>Commissioners Meeting Room</b>	May 29
		No meeting in July		
Regular Meeting	Wednesday	August 7	Commissioners Meeting Room	July 31
Regular Meeting	Wednesday	September 4	Commissioners Meeting Room	August 28
Regular Meeting	Wednesday	October 2	Commissioners Meeting Room	September 25
Regular Meeting	Wednesday	November 6	Commissioners Meeting Room	October 30
Regular Meeting	Wednesday	December 4	Commissioners Meeting Room	November 27
2025 Organizational Meeting	Wednesday	January 8, 2025	Commissioners Meeting Room	January 1, 2025

Please submit Agenda Items by the due date listed above in the right column.

Contact the Planning Department at 256-9812 for more information, and to submit Proposed Agenda Items.

#### **Meeting Location:**

Leelanau County Government Center 8527 E. Government Center Dr. Suttons Bay, MI 49682 immigrant Joseph Kiedrouicz.

Garvin has a map of Solon Township dated 1900 that shows Kiedrouicz as owning 163 acres, including one-half mile of frontage, that he farmed.

Garvin can trace his lineage to Kiedrouicz and his great aunt, who donated the land to the township in the 1930s. Garvin served two terms as Solon Township supervisor during which he helped the community breathe life into the parcel, building pavilions and re-routing a spring-fed creek away from the shallow-water boat ramp.

"Before that it was just a boat launch. Now there is a parking lot and public (Porta-johns) for men and women. It's very nice, clean sand," Garvin said.

While we wouldn't suggest it, Garvin says the creek remains pure. He's often filled a cup from its tumbling waters.

"I took a drink last year and I'm still above ground," he said.

#### Peterson Park: A popular gem

Peterson Park may be at the end of the road that bears its name, but the 11.7-acre parcel with high plateau views of the Manitou and Fox islands is no sleeper on the list of must-see destinations in Leelanau County.

Despite its popularity — especially as a summer sun fades — the park could rarely be described as busy, offering space to spread out far above its 1,000 feet of Lake Michigan shoreline.

"We use it a lot, and appreciate that it's here," said Nancy Deering, who lives a short drive away and often visits with her four grandchildren. "Everybody comes out here at sunset, but other than that it's not really crowded."

If Yogi Bear lived in Leelanau, he'd dine nightly at Peterson Park. It's a place made for picnics — kids swing, chefs grill and families congregate. The park offers 20 picnic tables, 14 grills and two parking lots. It's a favorite for weddings and reunions.

And rock hounds stay busy sorting through the shoreline inventory of collectibles after climbing down a wooden stairway to lake level.

Like the other picnic destinations on our list, we can thank civic-minded residents who have passed for the gift of Peterson Park.

According to the book "A History of Leelanau Township," Anne Peterson Raymond donated the bulk of the park — eight acres — to the township in 1937. Her family of Norwegian immigrants homesteaded the Lake Leelanau shoreline in the 1860s.

Anne gave the property in honor of Hans Peterson. In the years since the Leelanau Township Foundation has donated to develop the park, and the Garthe family has also been instrumental in making the park the landmark it is today.

Interestingly, the working tools of Oscar Peterson, a noted boat builder in Sturgeon Bay, Wis., and Northport, have been donated to the Northport Area Heritage Museum. Oscar is the son of Hans and Idri Garthe Peterson.

While it's too late to shake their hands, all the foresighted families and people from Leelanau County who years ago donated land for our family picnics of today deserve a quiet thank you.

#LVG23



immigrant Joseph Kiedrouicz.

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#LVG23



# **Transaction History Listing Report**

5:20 PM

#### County of Leelanau

Page 1 of 4

Account Balance Transactions

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

Fund: Department:	10 85	Genera	Fund Recreation					
Date	SRC	Batch	Operator	Ref#	Description		Debits	Credits
Account:	850756-703	3.001	Temporary	Office Assistant	_	Dept: Parks & Recreation		
						Beginning Balance :	590.45	
3/5/2024	PR	24990	CLH	03/01/24	REGULAR WAGES		45.86	
3/28/2024	PR	25047	CLH	03/22/24	REGULAR WAGES		80.26	
					Total Temporary	Office Assistant Transactions f		0.00
					Period Temporary Office Ass	stant Totals	126.12	0.00
					Year-To-Date Temporary Office	e Assistant Totals	716.57	0.00
				Appropriations -	Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
				3,000.00	716.57	2,283.43	0.00	2,283.43
Account:	850756-704	.000	Per Diem			Dept: Parks & Recreation		
Date	SRC	Batch	Operator	Ref#	Description		Debits	Credits
						Beginning Balance :	240.00	
3/14/2024	PR	25005	CLH	03/08/24	PER DIEM	3 3 1	80.00	
3/28/2024	PR	25047	CLH	03/22/24	PER DIEM		160.00	
						Dan Diana Tanana atiana fan Man		0.00
					Total	Per Diem Transactions for Mare	<b>ch</b> : 240.00	0.00
					Period Per Diem Totals		240.00	0.00
					Year-To-Date Per Diem Totals		480.00	0.00
				Appropriations -	Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
				2,800.00	480.00	2,320.00	0.00	2,320.00
Account:	850756-717	.000	Social Secu	urity		Dept: Parks & Recreation		
Date	SRC	Batch	Operator	Ref#	Description		Debits	Credits
						Beginning Balance :	76.13	
3/5/2024	PR	24990	CLH	03/01/24	FICA		2.84	
3/5/2024	PR	24990	CLH	03/01/24	MEDICARE		.66	
3/14/2024	PR	25005	CLH	03/08/24	FICA		8.28	
3/14/2024	PR	25005	CLH	03/08/24	MEDICARE		1.94	
3/28/2024	PR	25047	CLH	03/22/24	FICA		18.06	

<sup>\*</sup> Indicates Prior Year Transactions

# **Transaction History Listing Report**

5:20 PM

County of Leelanau

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# Account Balance Transactions Date Range: March 1, 2024 Thru March 31, 2024

Fund: Department:	101 85075	General F						
Date	SRC	Batch	Operator	Ref#	Description		Debits	Credits
3/28/2024	PR	25047	CLH	03/22/24	MEDICARE		4.22	
					Total Social Se	curity Transactions for March	<b>36.00</b>	0.00
					Period Social Security Totals		36.00	0.00
					Year-To-Date Social Security Tota	ls	112.13	0.00
				Appropriations -	Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
				3,725.00	112.13	3,612.87	0.00	3,612.87
Account:	850756-775.00	0	Repair and	Maintenance	Dep	: Parks & Recreation		
						Beginning Balance :	171.84	
3/7/2024	AP	25018	EDM	20240307	NORTHERN BUILDING SUPPLY,	LLC	58.98	
					Total Repair and Mainte	nance Transactions for March	58.98	0.00
					Period Repair and Maintenance T	otals	58.98	0.00
					Year-To-Date Repair and Mainten	ance Totals	230.82	0.00
				Appropriations -	Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
				30,000.00	230.82	29,769.18	0.00	29,769.18
Account:	850756-801.00	0	Contractua	Services	Dep	: Parks & Recreation		
Date	SRC	Batch	Operator	Ref#	Description		Debits	Credits
						Beginning Balance :	805.90	
3/1/2024	AP	25014	EDM	20240229	GFL ENVIRONMENTAL		40.10	
3/1/2024	AP	25014	EDM	20240229	GFL ENVIRONMENTAL		113.85	
3/13/2024	AP	25018	EDM	20240313	WILLIAMS AND BAY		249.00	
					Total Contractual Se	rvices Transactions for March	402.95	0.00
					Period Contractual Services Tota	ls	402.95	0.00
					Year-To-Date Contractual Service	s Totals	1,208.85	0.00
				Appropriations -	Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
				18,000.00	1,208.85	16,791.15	0.00	16,791.15

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**Transaction History Listing Report** 

5:20 PM

County of Leelanau

Page 3 of 4

# Account Balance Transactions Date Range: March 1, 2024 Thru March 31, 2024

Fund: Department:	101 850	General F 756 Parks & R								
Date	SRC	Batch	Operator	Ref#		Description			Debits	Credits
Date	SRC	Batch	Operator	Ref#	_	Description			Debits	Credits
								Beginning Balance :	106.14	
3/13/2024	AP	25043	EDM	20240313		BRIGHTSPEED			53.07	
						Total To	elephon	e Transactions for Marc	h: 53.07	0.00
						Period Telephone Totals			53.07	0.00
						Year-To-Date Telephone Totals	;		159.21	0.00
				Appr	opriations -	Current Expenditures =	Unex	cpended Balance -	Current Encumbrance =	Unencumbered Balance
					400.00	159.21		240.79	0.00	240.79
Account:	850756-860.0		Taxable Tra				ept:	Parks & Recreation		
Date	SRC	Batch	Operator	Ref#	_	Description			Debits	Credits
								Beginning Balance :	164.82	
3/14/2024	PR	25005	CLH	03/08/24		TAXABLE TRAVEL			53.60	
3/28/2024	PR	25047	CLH	03/22/24		TAXABLE TRAVEL			50.92	
						Total Taxab	ole Trave	el Transactions for Marc	h: 104.52	0.00
						Period Taxable Travel Totals			104.52	0.00
						Year-To-Date Taxable Travel To	otals		269.34	0.00
				Appr	opriations -	Current Expenditures =	Unex	cpended Balance -	Current Encumbrance =	Unencumbered Balance
					1,500.00	269.34		1,230.66	0.00	1,230.66
Account:	850756-920.0	00	Utilities (Lig	ght-Oil)		D	ept:	Parks & Recreation		
Date	SRC	Batch	Operator	Ref#		Description			Debits	Credits
								Beginning Balance :	678.09	
3/20/2024	AP	25043	EDM	20240320		CHERRYLAND ELECTRIC CO	OPERA	TIV	29.00	
						Total Utilities (I	Light-Oi	l) Transactions for Marc	h: 29.00	0.00
						Period Utilities (Light-Oil) Tota	ıls		29.00	0.00
						Year-To-Date Utilities (Light-Oi	il) Totals	S	707.09	0.00

March 26, 2024

**Transaction History Listing Report** 

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Tranhst3.rpt

5:20 PM

County of Leelanau

Account Balance Transactions

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

Fund: 101 General Fund

Department: 850756 Parks & Recreation

Date SRC **Batch** Operator Ref# Description Debits Credits Appropriations -Current Expenditures = Unexpended Balance -Current Encumbrance = **Unencumbered Balance** 4,000.00 707.09 3,292.91 0.00 3,292.91 **Grand Totals** 3,884.01 0.00

## **REVENUE & EXPENSE REPORT - CURRENT**

Fund 101 General Fund

Department 850756 Parks & Recreation

County of Leelanau Period Ending Date: March 31, 2024

Account Number	Month-to-date Actual	Current Year-to-date	Current Year Total Amended	Percentage Spent/Received
Account Name		Actual	Budget	
Fund 101 General Fund				
Fiscal Year 2024				
Expenses				
850756-702.000 Overtime	0.00	0.00	1,500.00	0.00%
850756-703.000 Salaries	0.00	0.00	39,281.00	0.00%
850756-703.001 Temporary Office Assistant	126.12	716.57	3,000.00	23.89%
850756-703.006 Salaries -non-work holiday	0.00	0.00	604.00	0.00%
850756-704.000 Per Diem	240.00	480.00	2,800.00	17.14%
850756-717.000 Social Security	36.00	112.13	3,725.00	3.01%
850756-718.000 Hospitalization				
850756-719.000	0.00	852.25	3,409.00	25.00%
Retirement 850756-720.000	0.00	6.98	2,528.00	0.28%
Life Insurance/Disability 850756-727.000	0.00	0.00	1,004.00	0.00%
Office/Operating Supplies 850756-742.000	0.00	0.00	9,500.00	0.00%
Uniforms	0.00	0.00	400.00	0.00%
850756-743.000 Gas/Oil	0.00	59.72	2,500.00	2.39%
850756-775.000 Repair and Maintenance	58.98	230.82	30,000.00	0.77%
850756-801.000 Contractual Services	402.95	1,208.85	18,000.00	6.72%
850756-807.000 Membership Dues and Fees	0.00	687.68	100.00	687.68%
850756-850.000 Telephone	53.07	159.21	400.00	39.80%
850756-850.001 Telephone - Cell phone	0.00	0.00	294.00	0.00%
850756-860.000 Travel	0.00	0.00	70.00	0.00%
850756-860.001 Taxable Travel	104.52	269.34	1,500.00	17.96%
850756-900.000 Printing and Publishing	0.00	535.00	1,200.00	44.58%
850756-920.000 Utilities (Light-Oil)	29.00	707.09	4,000.00	17.68%
850756-940.000 Rental				
850756-942.000 Copy Machine Charges (Rental)	0.00	0.00	1,500.00	0.00%
850756-970.000	0.00	0.08	30.00	0.27%
Capital Outlay 850756-970.010	0.00	0.00	55,000.00	0.00%
Capital Outlay under \$5,000.00  Expenses Total	0.00 <b>1,050.64</b>	0.00 <b>6,025.72</b>	4,000.00 <b>186,345.00</b>	0.00% <b>3.23%</b>
Capital Outlay under \$5,000.00	1,050.64	6,025.72	186,345.00	3.23%
Expenses Fund Total	1,050.64	6,025.72	186,345.00	3.23%

March 26, 2024 5:21 PM

## **REVENUE & EXPENSE REPORT - CURRENT**

Fund 101 General Fund

Department 850756 Parks & Recreation

County of Leelanau

Period Ending Date: March 31, 2024

Account Number	Month-to-date Actual		Current Year	Percentage Spent/Received
Account Name		Actual	Budget	
Net (Rev/Exp)	1,050.64	6,025.72	186,345.00	
Beginning/Adjusted Balance	YTD Revenues	YTD Expenses	Current Fund Balance	
7,678,319.19 +	1,058,424.13	- 3,633,521.29	=	5,103,222.03
Grand Total for Expenses	1,050.64	6,025.72	186,345.00	3.23%
Grand Total Net Rev/Exp	1,050.64	6,025.72	186,345.00	

Parameters:

Operator: CLH Period Ending Date: March 31, 2024 Fun