

**Leelanau County Parks and Recreation Commission
Meeting Minutes**

February 7, 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 3:00 p.m. and led the “Pledge of Allegiance.”

ROLL CALL:

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| ▪ John Arens - Absent | ▪ Melinda Lautner |
| ▪ Keith Beduhn | ▪ Casey Noonan, Vice Chair – Absent Prior Notice |
| ▪ Steve Christensen, Secretary - Absent | ▪ John Popa |
| ▪ Don Frerichs | ▪ Kama Ross |
| ▪ Charles Godbout, Chair | ▪ John Walter |

APPROVAL OF AGENDA:

Chair Godbout requested the addition of “Old Settlers Park, Additional Action Items,” as Item 4 under Discussion Items. Commissioner Popa requested the addition of “Summer Help” as Item 5 under Discussion Items.

Motion by Commissioner Lautner to approve the agenda, as amended. Seconded by Commissioner Beduhn.

Ayes: 7 (Beduhn, Frerichs, Godbout, Lautner, Popa, Ross, Walter)

Opposed: 0 Absent: 3 (Arens, Christensen, Noonan)

Motion Carries.

CONFLICT OF INTEREST: None.

PUBLIC COMMENT: None.

STAFF COMMENTS: None.

APPROVAL OF DECEMBER 6, 2023 AND JANUARY 10, 2024 MEETING MINUTES:

Motion by Commissioner Lautner to approve the minutes of December 6, 2023, as submitted. Seconded by Commissioner Popa.

Ayes: 7 (Beduhn, Frerichs, Godbout, Lautner, Popa, Ross, Walter)

Opposed: 0 Absent: 3 (Arens, Christensen, Noonan)

Motion Carries.

Motion by Commissioner Popa to approve the minutes of January 10, 2024, as submitted. Seconded by Commissioner Beduhn.

Ayes: 7 (Beduhn, Frerichs, Godbout, Lautner, Popa, Ross, Walter)

Opposed: 0 Absent: 3 (Arens, Christensen, Noonan)

Motion Carries.

UNFINISHED BUSINESS:

1. Identify 2024 Goals for the Parks and Recreation Commission

- Make concerted effort to spend the Parks 2024 budget in its entirety, including the proposed

rollover of unused budget from 2023 of approximately \$55,000. (Commissioner Ross).

- Prioritize our goals as a group once all goals have been identified. (Frerichs)
- Creation and approval of the 2025-2029 Parks and Recreation Plan that is due by the end of 2024. (Godbout)
- Completion and refurbishment of the gazebo at Old Settlers Park. (Godbout)
- Installation of portable toilets for the summer and fall seasons on the northeast side of Old Settlers Park. (Godbout)
- Purchase and install a spring rider on the playground at Old Settlers Park which was donated as part of the Nancy Lanham memorial. (Godbout)
- Address the Michigan Municipal Risk Management Authority (MMRMA) risk assessment issues at Old Settlers Park, in particular, augmenting the playground surface material and resolving the liability issues relating to rental and use of the chapel. (Godbout)
- Treat invasive weeds in the ponds at Veronica Valley Park by Savon Lake Services.
- Allocate monies for the 2024 Kids Fish Day event. (Beduhn)
- Repair and/or replace fenceposts at Veronica Valley Park. (Beduhn).
- Pave one third of the one-mile loop at Myles Kimmerly Park. (Frerichs)
- Construct four pickleball courts at Myles Kimmerly Park. (Frerichs)
- Grade/excavate in preparation for future installation of amenities such as pickleball courts at Myles Kimmerly Park. (Frerichs)
- Install a cement pad for the addition portable toilets at Myles Kimmerly Park. (Ross)

Commissioner Popa proposed reviewing the 2022-2024 Park Plan as a starting point for developing 2024 goals by removing goals that have been achieved, revisiting the existing goals, and adding new goals as appropriate. Godbout responded that at the February 5, 2024 Parks and Recreation Plan Committee the committee members were tasked with a similar process in updating Parks and Recreation goals for 2024.

By consensus, the group approved the above list as the Parks and Recreation Commission's 2024 goals.

DISCUSSION/ACTION ITEMS:

1. Approval of Financials

Revenue & Expense Report - Period Ending January 31, 2024

Bradley reported that expenditures for January 2024 were at .73 percent of budget.

Godbout reported that the rollover of unspent Capital Outlay from 2023 in the amount of \$55,000 was not yet reflected in the 2024 Parks budget; however, Godbout said County Clerk Crocker was aware that this money needed to be inserted into the Parks budget.

Commissioner Lautner asked Bradley to follow-up with accounting to get expenses that were erroneously posted to Membership Dues, moved to Contractual Services.

Revenue & Expense Report - Period Ending December 31, 2023

Chair Godbout reported that in 2023, Capital Outlay in the amount of \$55,000 went unspent.

Motion by Chair Godbout to approve the January 2024 and the December 2023 financials, as presented. Seconded by Commissioner Ross.

Ayes: 7 (Beduhn, Frerichs, Godbout, Lautner, Popa, Ross, Walter)

Opposed: 0 Absent: 3 (Arens, Christensen, Noonan)

Motion Carries.

2. Community Parks and Recreation Plan (CPRP) Update

Godbout reported that the CPRP met on Monday, February 5, 2024 and reviewed a draft timeline for completion of the 2025-2029 Parks Plan. Each committee member was tasked with reviewing their current, respective park plans to identify projects they want to include as future projects in the new 2025-2029 Parks Plan. Godbout explained that the committee decided that the Poor Farm Barn projects would be coordinated through the Myles Kimmerly Park Committee and would be part of their park plan and process.

Godbout added that because the Planning Department does not have the necessary resources to create the 2025-2029 Parks Plan in-house, and because Gosling Czubac Engineering (GCE) is currently contracted to complete the Conceptual Plan for Myles Kimmerly Park, and because GCE previously contracted to complete the Parks Plan for 2020-2024 (which is in a proprietary format – GCE owns the document and only they can make edits), Godbout proposed seeking a sole-source contract with GCE to create the 2025-2029 Parks Plan.

Motion by Chair Godbout to request that the County Board of Commissioners (BOC) authorize the Parks and Recreation Commission to seek a sole-source proposal from Gosling Czubac Engineering to consult and prepare the 2025-2029 Parks and Recreation Plan that is non-proprietary (editable). Seconded by Commissioner Popa.

Discussion: Lautner thought, for the purpose of attaining grants, “superficial” edits to the current park plan is really all that is needed. She added that for the proposed motion to be approved by the BOC, the BOC would have to waive bid policy. Lautner said she would prefer to put the plan out for bid to ensure they are getting “the best price possible.”

Godbout called for a roll-call vote.

Ayes: 5 (Frerichs, Godbout, Popa, Ross, Walter)

Opposed: 2 (Beduhn, Lautner) Absent: 3 (Arens, Christensen, Noonan) Motion Carries.

Bradley expressed concern about the proposed timeline for completing the Parks Plan and encouraged moving up the last two steps by three months.

3. Update on Risk Assessment Report Items

Old Settlers Park – Commissioner Godbout reported.

1. Liability issues relating to renting the chapel are being forwarded to legal for guidance.
2. Augmentation of existing playground surface material to be purchased pending approval by the Parks Commission.

Motion by Godbout to request that the Parks and Recreation Commission approve the project for Old Settlers Park to augment/add playground surface material using engineered wood fiber. Seconded by Commissioner Ross.

Discussion: Since all the parks had this safety issue identified in the MMRMA risk assessment, Frerichs thought that they should purchase the engineered wood surface material for all the parks and perhaps gain economies of scale. Godbout responded that he thought currently each park had different surface material in their playground areas. Lautner supported each park

handling their own maintenance issues, including the purchase of playground surface material.

Ayes: 7 (Beduhn, Frerichs, Godbout, Lautner, Popa, Ross, Walter)
Opposed: 0 Absent: 3 (Arens, Christensen, Noonan) Motion Carries.

Myles Kimmerly Park – Commissioner Frerichs reported.

1. Hot coal containers
2. Splintered wood on the picnic tables
3. Liability release issues for the soccer and baseball fields
4. Playground equipment needs repair and replacement
5. Surface area of playground needs safety surface

No action towards remediation of these risks has been taken at this time.

Veronica Valley Park – Commissioner Beduhn reported.

Beduhn provided no update regarding action taken towards safety risks identified by MMRMA, but made a motion to approve an expenditure for eradication of pond weeds which was deemed a maintenance issue.

Motion by Beduhn for the Parks and Recreation Commission to authorize the Veronica Valley Park Committee to expend not more than \$2,500 for the Pond Maintenance Program through Savon Lake Services. Seconded by Lautner.

Ayes: 7 (Beduhn, Frerichs, Godbout, Lautner, Popa, Ross, Walter)
Opposed: 0 Absent: 3 (Arens, Christensen, Noonan) Motion Carries.

Popa reported on outstanding safety issues at Veronica Valley Park as identified by MMRMA:

1. A safety ladder that was approved for purchase in 2023 needs to be purchased and installed.
2. The slats in the bridge need to be spaced/repared to be code compliant.
3. The walking trail needs to be trimmed.

Commissioner Ross proposed that a member from each committee gather for a meeting to review potential grant opportunities through MMRMA that could address the cost of safety hazard repairs in the parks.

4. Summer Help

Popa expressed concern about the dire need for help in maintaining the parks in the summer months. Bradley added that, in the past, 20 hours a week was approved, but that 20 hours is not sufficient. He said he is embarrassed about the state of the County parks, but that he just does not have sufficient time or resources to do all that is needed. Discussion ensued about who is responsible for hiring personnel for the parks and what the process is for hiring someone, and how to get the proposal in front of the BOC. Lautner advised to “do it in bites,” that is, to start small and request for a full-time temp for three to six months. Godbout said he would set up a meeting with Gail Myer, Interim Planning Director and Heather Cade, Human Resources Director, for guidance on how to proceed in hiring for supplemental help for park maintenance.

Motion by Popa to request that the Board of Commissioners approve a request to hire a temporary, full-time employee for the summer months of 2024 to assist with park maintenance. Seconded by Godbout.

Ayes: 7 (Beduhn, Frerichs, Godbout, Lautner, Popa, Ross, Walter)
Opposed: 0 Absent: 3 (Arens, Christensen, Noonan) Motion Carries.

5. Old Settlers Park Action Items

Motion by Godbout to approve proceeding with the installation of a portable toilet pad on the northeast side of Old Settlers Park to accommodate one standard and one Universal Access (UA) portable toilet with the project completed in-house in an amount not to exceed \$3,000.

Seconded by Ross.

Ayes: 7 (Beduhn, Frerichs, Godbout, Lautner, Popa, Ross, Walter)

Opposed: 0 Absent: 3 (Arens, Christensen, Noonan)

Motion Carries.

Motion by Godbout to request that the Board of Commissioners approve bypassing the formal bidding process and allow the Old Settlers Park Committee to solicit local contractors who are qualified and capable of accomplishing the project for the gazebo refurbishment project as defined in the bid package. Seconded by Ross.

Discussion: Godbout reminded the group that the formal bid process did not work for soliciting a bid for refurbishment of the gazebo, so he was proposing that they bypass formal bidding and solicit on their own from a list they create of contractors they feel are qualified to do the work. Popa advised that it was not necessary to ask the BOC for their blessing to bypass the bidding process. He advised Godbout to find a contractor, then request approval from the BOC, and in the process explain why the bidding process is being bypassed. Lautner concurred with Popa's advice.

Godbout withdrew his motion.

Godbout charged the group with finding interested contractors for the job to assist him in composing a list of qualified contractors.

PUBLIC COMMENT(S): None.

STAFF COMMENT(S): None.

COMMISSIONER AND CHAIRPERSON COMMENTS: None.

ADJOURNMENT:

With no further business to come before the Parks and Recreation Commission, Godbout made a motion to adjourn. Ross seconded the motion.

The meeting of the Parks and Recreation Commission adjourned at 4:50 p.m.

Respectfully submitted,

Lori Eubanks, Recording Secretary