

Leelanau County Parks and Recreation Commission

Regular Session – Wednesday, June 7, 2023, 3:15 p.m.

Corrected Minutes – Meeting Recorded

Leelanau County Government Center, Suttons Bay, Michigan

<https://www.leelanau.gov/meetingdetails.asp?MAId=2526>

The meeting of the Leelanau County Parks and Recreation Commission was called to order by Chairman Casey Noonan at 3:15 p.m.

Chairman Noonan led the “Pledge of Allegiance.”

Roll Call:

John Arens (*Absent*)
Dave Barrons, *Vice-Chairman*
Steve Christensen
Don Frerichs
Charles Godbout
Melinda Lautner (*Absent, prior notice*)
Casey Noonan, *Chairman*
John Popa
Kama Ross
F. Jon Walter (*Absent*)

Staff Present:

Laurel S. Evans, Executive Assistant
W. Scott Bradley, Maintenance Worker

Guest Present:
Dan Mays –Maple City Resident

Public Comment:
Steve Stier, President, Leelanau County Historic Preservation Society (LCHPS), thanked County administration and staff for their support of a Poor Farm Barn event on May 27, 2023. There were approximately 150 attendees at the event. A Model “A” was exhibited by the Leelanau Historical Society Museum and Northwest Michigan Draft Horse and Mule Association performed harness demonstrations. Stier circulated a picture of the newly-constructed Poor Farm Barn from 1911 that was superimposed with attendees from the event by Grace Johnson.

Agenda Additions/Deletions:

Motion by Christensen to approve the agenda, as presented. Seconded by Ross.

Discussion – None.

Ayes – 7 (Barrons, Christensen, Frerichs, Godbout, Noonan, Popa, Ross)

No – 0 Absent – 3 (Arens, Lautner, Walter)

Motion Passes.

Action Items –

Potential Ice-Skating Rink, Dan Mays:

Mays said that three main components were needed for the skating rink; a flat service (150’ x 75’); power; and water for resurfacing. He added that he already has a liner (loaned by the Leland community), two snowblowers, and five volunteers, so there would be no cost other

than power for the water and lights. Mays proposed utilizing the fenced-in area to the north of Myles Kimmerly as the location (the 4-H arena) for the rink. Bradley said he would check on water availability. Chairman Noonan inquired about tanking water in, but Mays said a water source is needed nearby for resurfacing the ice once or twice a week. Other issues discussed were parking and plowing. Evans thought if the proposed ice rink received some publicity that perhaps more volunteers would step up where needed. Popa spoke in support of the ice rink proposal and suggested using the first year as a trial to determine its sustainability and whether it was a success or fail. Noonan commented that amenities already at the site included bleachers and a covered area to put on ice skates. Ross mentioned the County's commitment to 4-H and wondered if there would be a conflict. Evans suggested that 4-H might be interested in setting up an ice-skating club. Frerichs thought night-time skating would be popular. There was a question about the need for approval from the Board of Commissioners; however, because the rink was deemed "park use" the group felt it was not necessary. Liability was also discussed. Evans said this issue could be addressed at the upcoming parks risk assessment by Michigan Municipal Risk Management Authority (MMRMA). Barrons asked to see what the rink frame looked like and Mays showed the group pictures from his computer. Godbout asked for a determination from MMRMA about the use of third-party equipment and the materials being used by the general public as it relates to liability to the County.

Motion by Popa to grant approval to Dan Mays to pursue the concept of an ice-skating rink on the north side of Myles Kimmerly Park. Seconded by Noonan.

Discussion – Chairman Noonan encouraged Mays to contact him to coordinate an on-site meeting with he and Bradley at the Park to assess the area being considered for the ice rink. Ross said she liked the idea of getting 4-H involved. Evans suggested that Mays, as a member of the Grand Traverse Band's Natural Resources department, work with the Myles Kimmerly Park Committee to submit a Tribal two percent allocation request in support of the ice rink. Mays reiterated that the cost of electrical would have to be assumed by the County. Bradley thought the cost would be minimal. Noonan mentioned that if it was not cost-prohibitive, perhaps the Parks and Recreation Commission could make a donation to pay for the electric. Mays mentioned that Leland Township divides the rink between recreational skaters and hockey players.

Ayes – 7 (Barrons, Christensen, Frerichs, Godbout, Noonan, Popa, Ross)

No – 0 Absent – 3 (Arens, Lautner, Walter)

Motion Passes.

Approval of Minutes – May 3, 2023, Regular Session:

Motion by Godbout to approve the Regular Session minutes of May 3, 2023, as presented.

Seconded by Popa.

Discussion – Popa commented, "Very good minutes."

Ayes – 7 (Barrons, Christensen, Frerichs, Godbout, Noonan, Popa, Ross)

No – 0 Absent – 3 (Arens, Lautner, Walter)

Motion Passes.

Approval of Financials:

- Transaction History Listing Report – May 1, 2023 Thru May 31, 2023
- Revenue & Expense Reports – Period Ending May 31, 2023

Motion by Christensen to approve the financials, as presented. Seconded by Frerichs.

Discussion – Bradley reported that expenditures were at 14.2 percent of budget. Chairman Noonan questioned “Membership Dues and Fees” at 646.8 percent. Bradley was unsure what caused the overage and said he would research it. Ross pointed out that “Travel” also had an overage at 106 percent and that this line item would need amending during the budget process. Frerichs reminded the group that they either “use it or lose it” regarding the Parks and Recreation budget. Noonan said this is where the Parks Commission struggles; getting through the timeline and working through the processes to get a project lined up and started so that budgeted money is used up each year.

Ayes – 7 (Barrons, Christensen, Frerichs, Godbout, Noonan, Popa, Ross)

No – 0 Absent – 3 (Arens, Lautner, Walter)

Motion Passes.

Parks Administrative Assistant:

Evans brought to the attention of the group the June 7, 2023, memo from County Administrator Deborah Allen, requesting that the Parks Commission initiate a discussion about options for providing administrative assistance and oversight to the Parks Commission. In the memo, Allen explained that due to Evans’ increased workload, Evans can no longer continue the level of support required for the Parks Commission.

Popa reminded the group of an earlier discussion in 2021 about, in addition to administrative support to the Parks Commission, the need for help for Bradley – someone “with boots on the ground” who could also write grants. Christensen stated that Evans’ position is a separate discussion, and that the charge from the County Administrator was to talk about options for replacing Evans. Evans added that the stipend she currently receives for supporting the Parks Commission is already in the Parks budget. Godbout asked and Evans confirmed that there should be a discussion at today’s Parks and Recreation Executive Committee meeting (directly following this meeting) about increasing the budget for an administrative assistant, as well as budgeting for the addition of an employee to help lighten the workload for Bradley. Ross assured the group that Allen had the Parks Commission’s administrative support issue on her radar. She said whether they can get it through the budget will be the challenge, but a facilities manager or some sort of staffing that helps support “an infrastructure that’s huge in this County” is the discussion they are having at the Board level. Ross thanked Evans for the work she has “stepped up and done” for the Parks Commission as well as all other projects that Evans juggles in her busy schedule.

Committee Reports and Recommendations:

Myles Kimmerly Park Committee. Frerichs reported on the May 17, 2023, Myles Kimmerly Park Committee tour with Kevin Krogulecki, P.L.A., of Gosling Czubak Engineering, who will be drafting the update of the park’s master plan. The kiosk at Palmer Woods was visited by Ross and Bradley to gather design ideas for incorporating Universal Access (UA) portable toilets into the kiosk design at Myles Kimmerly Park. The Palmer Woods design allows for easy access for toilet maintenance and Bradley noted that changing rooms and benches were included in the

design. The cost of construction of the Palmer Wood kiosk was \$14,000.00 and Bradley shared pictures of the structure.

Bradley reported that the dugouts at the park were stripped and painted. Bradley thanked Doug Moeggenberg (volunteer) for completing the painting portion of the project.

Frerichs reported that the MMRMA will be conducting a risk assessment (of each) park in July. In an effort to move forward with the construction of the kiosk and portable toilets at the park, Christensen encouraged Frerichs to contact Walter about completing the rendering for placement of the kiosk so bids could be prepared and the project could be slated for 2024.

Old Settlers Park Committee. Godbout reported that the chapel and restroom were power washed. Bradley added that the deck near the monkey flowers will not be power washed, as requested. Godbout expressed concern about the hazard created due to the slippery/slimy surface of the deck and asked if the deck could simply be power washed using plain water. Bradley responded that “they won’t touch it” for fear of harming the monkey flower.

Godbout said he plans to conduct a committee meeting prior to the August Parks Commission meeting.

Evans discussed a recent reservation conflict at the chapel. A reservation was made “in case of rain” and the Glen Lakes Women’s Club (volunteers), who take charge of chapel reservations, prepared the chapel and grounds for the event; however, because it did not rain, the chapel went unused, and the group who reserved it felt they were due a refund, despite specific language in the contract stating that a 30-day notice was required for a refund. Rather than dealing with the wrath of the party that made the reservation, the Women’s Group reluctantly decided to process a refund despite the work that went into preparing for the event and despite the fact that the chapel was unavailable for others to use on the reservation date.

Godbout reported that a risk assessment (MMRMA) will be performed at the park on July 19, 2023.

Godbout said he would schedule an on-site meeting with Chairman Noonan and Bradley to line out the roadside, designated parking in the park.

Veronica Valley Park Committee. Barrons reported that Popa is assessing the wall structure around the new walkway which is in need of bolstering. Popa added that he, Bradley, and Lake Leelanau Lake Association member Alan Campbell will be working on the project “tomorrow” and that he will try to get it done before Kids’ Fish Day. Barrons reminded Popa that the \$2,375.00 that was budgeted for Savin will not be used, so there will be extra money as a result.

Barrons said there is an explosive growth of algae in the pond, and that Bradley found herbicidal pellets for a couple hundred dollars that can be used to self-treat the algae; however, a permit is needed. Evans said she is working on setting up the account to apply for a permit.

Popa said the permitting process takes time, but Barrons responded that Heather (Hettinger – DNR) thought the permitting process would go quickly. Barrons said accounting also has to assist in the processing. He added that, “in the meantime, it’s algae versus Kids’ Fish Day.”

Barrons reported that Campbell has a work day scheduled for June (date uncertain). Barrons advised Bradley that he needs direction on where to dispose of raked weeds from the pond.

Walter is working on drawings for the exact perimeter of the parking lot which, once completed, will determine where the pad for the portable toilets will be located. Popa said that the meeting scheduled to spray out the line was rescheduled many times and has yet to happen. Barrons said that Walter has done the measurements, but he has not completed the drawings. Barrons will follow up with Walter. Bradley said Jerry Culman would perform the “flat work” (concrete pad).

Public Comment:

None.

Commissioner Comments:

Ross reported that she will be meeting with Joe VanderMeulen “tomorrow” at the Poor Farm to help with a segue for a documentary about the Poor Farm. She said if there were any “amazing thoughts” to share that could be included in the video to let her know. She added that she is happy to be living in a County that prioritizes its past and works to preserve it. She thanked Christensen for his work in this area.

Adjournment:

Motion to adjourn by Christensen. Seconded by Ross.

With no further business to come before the Parks Commission, the meeting adjourned to the call of Chairman Noonan at 4:24 p.m.

Respectfully submitted:

Lori Eubanks, Recording Secretary