

**LEELANAU COUNTY PARKS & RECREATION COMMISSION
Executive Committee**

Wednesday, July 5, 2023 – 1:00 p.m.

Leelanau County Government Center, Suttons Bay, Michigan

<https://www.leelanau.gov/meetingdetails.asp?MAId=2537>

(Please silence cellular/electronic devices)

*(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.)*

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda and Late Additions/Deletions

Public Comment

Action Items –

1. Review of FY2024 Parks & Recreation Commission Budget Requests.

Public Comment

Board Member Comment

Motion to Adjourn

Leelanau County Parks and Recreation Commission
Executive Committee – Wednesday, June 7, 2023
Leelanau County Government Center, Suttons Bay, Michigan
Tentative Minutes – meeting recorded
<https://www.leelanau.gov/meetingdetails.asp?MAId=2527>

The Executive Committee meeting was called to order by Chairman Noonan at 4:30 p.m.

The “Pledge of Allegiance” was waived, as it had been recited at the preceding Regular Session.

Roll Call:
Dave Barrons, *Vice-Chairman*
Steve Christensen, *Secretary*
Casey Noonan, *Chairman*

Approval of the Agenda and Late Additions/Deletions:

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

Discussion – None.

Ayes – 3 (Barrons, Christensen, Noonan)

No – 0

Motion Passes.

Public Comment:

Charles Godbout, Empire Township – Requested that the Executive Committee ensure the inclusion of the top, number one priorities from each of the Parks and Recreation Commission’s three subcommittees. He added that the top priority for Old Settlers Park was the refurbishment of the gazebo and that this project was submitted to the Planning Commission for inclusion in the Capital Improvement Program (CIP) in the amount of \$40,000.00.

Action Items –

Review of FY2024 Parks and Recreation Commission Budget Requests:

Chairman Noonan reviewed projects in the 2023 budget that were not completed. He said the park plan design was the only project completed in 2023. Replacement of dock sections would be eliminated because that project does not need to be done; however, the dollars budgeted for this project remain. He said, looking forward to Capital Outlay, they need to ask for some increases because projects are now more expensive. Noonan stressed the importance of justifying the requests for more money. He said he will include all parks projects listed in the CIP in the proposed 2024 budget. Noonan mentioned that Team Elmer’s was recently sold to another construction company which he thought would raise the dollar amount quoted from Team Elmers to pave the loop trail at Myles Kimmerly Park. He wondered if they should keep this project in the 2024 budget. Evans reminded the group of the yet to be distributed American Rescue Plan Act (ARPA) money from the State that might become available and could potentially be used to cover the cost of the paving the trail. Christensen suggested beginning the discussion by creating a wish list.

Christensen began the wish list with the portable toilets enclosure including a Universal Access (UA) toilet at Veronica Valley Park for \$20,000.00. Evans said this project was already in the CIP

for \$33,050.00 as Priority 3 (Important). Because earthwork for the project was no longer needed, Christensen suggested reducing the budget amount to \$20,000.00

Veronica Valley – Trail that Loops across the Mackinaw Bridge - Phase I - \$40,000.00.

Old Settler’s Park Gazebo – In the CIP for \$40,000.00 as Priority 3 (Important). Christensen suggested listing the total amount but also parting out the project to break the dollar amount into smaller amounts.

Myles Kimmerly Park – Portable Toilets – \$40,000.00

Myles Kimmerly Park – Paved loop trail – \$200,000.00 (Originally \$190,000.00 but Noonan suggested rounding off to \$200,000.00.)

Myles Kimmerly Park – Two pickleball courts – \$50,000.00 - Priority 3 (Important)

Chairman Noonan explained that in his introduction for requesting these budget dollars he explains that these projects are obviously not all going to be completed, but instead are projects the money could be spent on based on enthusiasm from the park subcommittees. Evans reminded the group of recent accomplishments such as the installation of playground equipment at Old Settler’s Park and the removal of the grub shack at Myles Kimmerly Park. The upgrade to the entrance at Veronica Valley Park was also mentioned.

Christensen suggested designing the budget request into three columns with the first column noting small projects in the range of \$55,000.00, the second column with the medium-priced projects, and the third column with “the whoppers” (paved loop trail and pickleball courts).

There was discussion about how the Veronica Valley trail was entered into the CIP. Godbout said the project was entered into the CIP as a Universally Accessible (UA) trail encircling the two ponds in the amount of \$85,000.00. Barrons explained that \$85,000.00 was to cover two loops and the \$85,000.00 was entered before the discussion about breaking the project into Phase I (the loop around the main fishing pond) and Phase II (the loop around the upper fishing pond). Christensen explained \$40,000.00 was derived for Phase I based on the complexity of the trails – Phase I does not require a bridge to be built; Phase II does.

Chairman Noonan thanked Godbout for all his work on the spreadsheets and said that they were helpful. Godbout said he has compiled documents showing three-year averages. He suggested that Noonan review those numbers and add 10 percent to create the 2024 budget.

Barrons said he liked the idea of submitting an application for the Tribal two percent allocation for the ice rink and wondered if the UA walkway at Veronica Valley might be a good candidate for the two percent allocation program. Godbout suggested requesting full dollar amounts for projects in the budget but noting, where applicable, potential grant money that could offset the

cost. Chairman Noonan said he did not do this last year because the applications have not been successful in the past due to the affluence of the County.

Evans explained the process of gathering budget information and did not anticipate receiving budget packets any time soon.

Public Comment:

None.

Board Member Comments:

None.

Adjournment:

Motion by Christensen to adjourn. Seconded by Barrons.

With no further business to come before the Executive Committee, the meeting adjourned to the call of the Chairman Noonan at 4:58 p.m.

Respectfully submitted:

Lori Eubanks, Recording Secretary

Fund 101 General Fund					REVENUE & EXPENSE REPORT - 2020		REVENUE & EXPENSE REPORT - 2021		REVENUE & EXPENSE REPORT - 2022				REVENUE & EXPENSE REPORT - 2023			
Department 850756 Parks & Recreation					Period Ending Date: December 31, 2020		Period Ending Date: December 31, 2021		Period Ending Date: December 31, 2022				Period Ending Date: May 31, 2023			
Account Number	Project/Activity Description	CIP Item No.	Status	Park / Department	Fiscal Year 2020		Fiscal Year 2021		Fiscal Year 2022		Three Year Cumulative and Average		Fiscal Year 2023		2024	
					Current	Current Year	Current	Current Year	Current	Current Year	Current	Current Year	Current	Current Year		
Account Name					Year-to-date	Total Amended	Year-to-date	Total Amended	Year-to-date	Total Amended	2020-2022		Year-to-date	Total Amended		
					Actual	Budget	Actual	Budget	Actual	Budget	Actual	Average	Actual	Budget	Budget	
Expenses																
850756-702.000																
Overtime					669.51	1,500.00	183.23	1,500.00	401.97	1,500.00	1,254.71	418.24	164.63	1,500.00	1,500.00	
850756-703.000																
Salaries					28,261.22	31,477.00	30,290.00	31,170.00	37,857.30	37,187.00	96,408.52	32,136.17	4,391.43	35,254.00	53,938.62	
850756-703.001																
Temporary Office Assistant					67.55	0.00	2,185.44	2,500.00	2,319.83	2,500.00	4,572.82	2,286.41	2,265.41	2,000.00	2,300.00	
850756-703.006																
Salaries -non-work holiday					1,040.16	979.00	533.04	533.00	698.07	550.00	2,271.27	757.09	0.00	568.00	800.00	
850756-703.020																
Hazard Pay					500.00	500.00										
850756-704.000																
Per Diem					1,440.00	2,800.00	1,910.00	2,800.00	1,150.00	2,800.00	4,500.00	1,500.00	560.00	2,800.00	1,500.00	
850756-717.000																
Social Security					2,447.88	2,928.00	2,724.01	2,870.00	3,278.54	3,331.00	8,450.43	2,816.81	588.09	3,184.00	4,590.85	
850756-718.000																
Hospitalization					7,130.00	7,130.00	7,365.00	7,365.00	7,130.00	7,130.00	21,625.00	7,208.33	3,565.00	7,130.00	12,214.73	
850756-719.000																
Retirement					2,385.28	2,645.00	1,913.28	1,925.00	2,483.25	2,269.00	6,781.81	2,260.60	573.07	2,107.00	3,667.24	
850756-720.000																
Life Insurance/Disability					607.41	579.00	468.42	579.00	552.51	579.00	1,628.34	542.78	83.67	579.00	848.73	
850756-727.000																
Office/Operating Supplies					5,551.08	9,500.00	6,583.35	9,500.00	6,865.08	9,500.00	18,999.51	6,333.17	100.00	9,500.00	6,500.00	
850756-742.000																
Uniforms					461.71	400.00	417.10	400.00	296.91	400.00	1,175.72	391.91	150.43	400.00	400.00	
850756-743.000																
Gas/Oil					1,039.43	2,500.00	2,654.04	2,500.00	3,697.10	2,500.00	7,390.57	2,463.52	413.18	2,500.00	2,500.00	
850756-775.000																
Repair and Maintenance					17,923.14	30,000.00	21,688.51	30,000.00	25,266.40	30,000.00	64,878.05	21,626.02	9,693.38	30,000.00	30,000.00	
850756-801.000																
Contractual Services					14,472.62	18,000.00	13,979.29	18,000.00	11,614.46	18,000.00	40,066.37	13,355.46	1,257.68	18,000.00	14,500.00	
850756-801.101							46,800.00	46,800.00								
Myles Kimmerly Debris 2021																
850756-807.000																
Membership Dues and Fees					845.44	100.00	0.00	100.00	0.00	100.00	845.44	281.81	646.80	100.00	300.00	
850756-850.000																
Telephone					719.54	400.00	577.68	400.00	413.86	400.00	1,711.08	570.36	261.23	400.00	600.00	
850756-850.001																
Telephone - Cell phone					437.94	294.00	345.60	294.00	344.91	294.00	1,128.45	376.15	49.27	294.00	400.00	
850756-860.000																
Travel					0.00	70.00	63.84	70.00	57.04	70.00	120.88	40.29	74.61	70.00	100.00	

Fund 101 General Fund		REVENUE & EXPENSE REPORT - 2020				REVENUE & EXPENSE REPORT - 2021				REVENUE & EXPENSE REPORT - 2022				REVENUE & EXPENSE REPORT - 2023			
Department 850756 Parks & Recreation		Period Ending Date: December 31, 2020				Period Ending Date: December 31, 2021				Period Ending Date: December 31, 2022				Period Ending Date: May 31, 2023			
Account Number	Project/Activity Description	CIP Item No.	Status	Park / Department	Fiscal Year 2020		Fiscal Year 2021		Fiscal Year 2022		Three Year Cumulative and Average		Fiscal Year 2023		2024		
					Current	Current Year	Current	Current Year	Current	Current Year	2020-2022	2020-2022	Current	Current Year			
Account Name					Year-to-date	Total Amended	Year-to-date	Total Amended	Year-to-date	Total Amended	Year-to-date	Total Amended	Year-to-date	Total Amended	Budget		
					Actual	Budget	Actual	Budget	Actual	Budget	Actual	Average	Actual	Budget	Budget		
850756-860.001	Taxable Travel				296.70	1,500.00	758.80	1,500.00	651.50	1,500.00	1,707.00	569.00	343.24	1,500.00	600.00		
850756-900.000	Printing and Publishing				1,262.18	1,200.00	1,307.30	1,200.00	1,047.38	1,200.00	3,616.86	1,205.62	89.65	1,200.00	1,400.00		
850756-920.000	Utilities (Light-Oil)				4,526.46	4,000.00	4,312.71	4,000.00	3,153.37	4,000.00	11,992.54	3,997.51	1,121.06	4,000.00	4,000.00		
850756-940.000	Rental				1,487.12	1,500.00	1,465.20	1,500.00	1,379.40	1,500.00	4,331.72	1,443.91	0.00	1,500.00	1,500.00		
850756-942.000	Copy Machine Charges (Rental)				1.96	30.00	28.68	30.00	17.32	30.00	47.96	15.99	0.00	30.00	30.00		
850756-970.000	Capital Outlay				42,274.60	45,000.00	42,328.00	9,406.00	86,293.60	60,000.00	170,896.20	56,965.40	0.00	55,000.00			
	Groomer for X-Country Trails		Complete	Equipment All Parks	7,560.00						7,560.00						
	New Tractor		Complete	Equipment All Parks					37,689.62		37,689.62						
	New Tractor Improvements		Complete	Equipment All Parks					1,920.00		1,920.00						
	Repair of Gov Cen Old Tractor		Complete	Equipment All Parks					10,187.48		10,187.48						
	Engineering Drawings OS Grub Shack		Complete	Old Settlers Park	3,864.60						3,864.60						
	Grub Shack Addition		Complete	Old Settlers Park	30,750.00						30,750.00						
	Play Ground Equipment and Setup		Complete	Old Settlers Park			13,610.00		8,410.00		22,020.00						
	Park Entrance Relocation and Paving		Complete	Veronica Valley					28,086.50		28,086.50						
	Walking Path Round Fishing Pond		Complete	Veronica Valley			28,500.00				28,500.00						
	Replace Dock Sections		Cancelled	Old Settlers Park										10,000.00			
	Park Plan Design	2016-06	InProcess	Myles Kimmerly Park										7,500.00			
	Wild Life Viewing Platform	2016-08	InProcess	Veronica Valley										5,000.00			
	Portable Toilets w/Enclosure (Includes ADA Access)	2022-01	InProcess	Veronica Valley										15,000.00			
	Stand Alone Kiosk	2023-06	InProcess	Myles Kimmerly Park										5,000.00			
	Sideline Parking Improvements		InProcess	Old Settlers Park										10,000.00			
	Trees		InProcess	Veronica Valley	100.00		218.00				318.00						
	Prairie Restoration		InProcess	Veronica Valley										2,000.00			
850756-970.010	Capital Outlay under \$5,000.00				1,895.00	4,000.00	4,597.17	4,000.00	0.00	4,000.00	6,492.17	2,164.06	0.00	4,000.00	4,000.00		
	MANISTIQUE MACHINE				1,895.00												
	LEELANAU COUNTY ROAD COMMISSION						4,597.17										
	Expenses Total				137,743.93	169,032.00	195,479.69	216,536.00	196,969.81	191,340.00	530,193.43	176,731.14	26,391.83	238,116.00	148,190.18		
	Expenses Fund Total				137,743.93	169,032.00	195,479.69	216,536.00	196,969.81	191,340.00	530,193.43	176,731.14	26,391.83	238,116.00	148,190.18		

Parks and Rec
2023-2024 CIP Comparison

2024-2029 CIP											
PC Priority	CIP Item No.	Project/Activity Description	Park / Department		2024	2025	2026	2027	2028	2029	Total
3	2016-06	Improvements at Myles Kimmerly Park	Myles Kimmerly				100,000	100,000	50,000	50,000	\$300,000.00
3	2016-08	Improvements at at Veronica Valley	Veronica Valley				100,000	100,000			\$200,000.00
3	2016-22	Equipment for Park Maintenance	Equipment All Parks				40,500				\$40,500.00
2	2022-01	Parking lot paved at Veronica Valley	Veronica Valley			75,000					\$75,000.00
4	2022-02	Dog park at Myles Kimmerly Park	Myles Kimmerly					40,000			\$40,000.00
4	2022-03	Paved trail at Myles Kimmerly Park	Myles Kimmerly					200,000	200,000		\$400,000.00
3	2023-06	UA path at Myles Kimmerly Park	Myles Kimmerly				33,050				\$33,050.00
4	2023-14	Replace playground equipment-Myles Kimmerly Park	Myles Kimmerly					22,000			\$22,000.00
2	2024-01	Refurbish Gazebo at Old Settlers Park	Old Settlers Park			40,000					\$40,000.00
3	2024-02	UA trail at Veronica Valley Park	Veronica Valley				85,000				\$85,000.00
3	2024-05	Picnic enclosure at Veronica Valley Park	Veronica Valley				75,000				\$75,000.00
4	2024-06	Pickleball courts at Myles Kimmerly Park	Myles Kimmerly					30,000	20,000		\$50,000.00
4	2024-07	Access and parking - Veronica Valley	Veronica Valley					35,000			\$35,000.00

2023-2028 CIP

	CIP Item No.	Project/Activity Description	Park / Department	2023	2024	2025	2026	2027	2028		Total
	2016-06	Park Plan Design	Myles Kimmerly								
	2016-06	Replace Expand Tennis Courts, Relocate Baseball Fields, Irrigate Picnic and Ball diamonds, Replace Bathrooms	Myles Kimmerly	100,000	100,000	100,000					\$300,000.00
	2016-08	Control Invasive Species, Fishing Platform, New Trails, Bird Viewing Platform, Pavilion	Veronica Valley	50,000	50,000	50,000	50,000				\$200,000.00
	2016-22	Replace Out of Date Equipment used by Maintenance for upkeep of Myles Kimmerly and Veronica Valley Parks	Equipment All Parks		20,000	20,500					\$40,500.00
	2022-01	Portable Toilets w/Enclosure (Includes ADA Access)	Veronica Valley								
	2022-01	Upgrades to the Main Parking Lot and Construction of Asphalt pad for Port-a-potties	Veronica Valley	80,000							\$80,000.00
	2022-02	Dog Park	Myles Kimmerly	40,000							\$40,000.00
	2022-03	Paved Loop Trail	Myles Kimmerly	200,000	200,000						\$400,000.00
	2023-06	Stand Alone Kiosk	Myles Kimmerly								
	2023-06	Multi Use Universal Access Structure - Information Center, enclosure for toilets, water filling station, paved path	Myles Kimmerly	33,050							\$33,050.00
	2023-14	Replace out of Date Playground Equipment	Myles Kimmerly	12,000	10,000						\$22,000.00