

Leelanau County Parks and Recreation Commission

Regular Session – Wednesday, September 6, 2023, 3:15 p.m.

Leelanau County Government Center, Suttons Bay, Michigan

<https://www.leelanau.gov/meetingdetails.asp?MAId=2562>

(Please silence all extraneous 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.)

Tentative Agenda

Call to Order

Pledge of Allegiance

Roll Call

Public Comment

Agenda Additions/Deletions

Page No.

Action Items:

- | | |
|--|-------|
| 1. Approval of Minutes – August 2, 2023, Regular Session | 2-6 |
| 2. Approval of Financials | |
| a. August Parks Financials | 7-16 |
| 3. Review of Parks Risk Assessment | 17-20 |
| 4. Committee Reports and Recommendations – | |
| a. Myles Kimmerly Park Committee | |
| i. Composting Discussion | 21 |
| ii. Kayak/Boat Launch Discussion | 22-28 |
| b. Old Settlers Park Committee | |
| c. Veronica Valley Park Committee | |
| i. “Hail Mary” St. Mary School Cross Country Event | 29-34 |

Public Comment

Commissioner Comments

Chairperson Comments

Adjournment

Leelanau County Parks and Recreation Commission

Regular Session – Wednesday, August 2, 2023, 3:15 p.m.

Tentative Minutes – Meeting Recorded

Leelanau County Government Center, Suttons Bay, Michigan

<https://www.leelanau.gov/meetingdetails.asp?MAId=2547>

The meeting of the Leelanau County Parks and Recreation Commission was called to order by Commission Secretary Steve Christensen at 3:15 p.m.

Christensen led the “Pledge of Allegiance.”

Roll Call:

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

Staff Present:

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

Public Comment:

None.

Agenda Additions/Deletions:

Godbout requested to add “Lanham donation” to the agenda under the Old Settler’s Park report. Ross requested “Gardens at Poor Farm Barn” be added to the agenda under the Myles Kimmerly Park report.

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

Discussion – None.

Ayes – 8 (Arens, Christensen, Frerichs, Godbout, Lautner, Popa, Ross, Walter)

No – 0 Absent – 2 (Barrons, Noonan)

Motion Passes.

Action Items –

Approval of Minutes – June 7, 2023, Regular Session:

Lautner requested an edit to the June 7, 2023, minutes to reflect that she was “absent prior notice.”

Motion by Lautner to approve the Regular Session minutes of June 7, 2023, as amended. Seconded by Arens.

Discussion – None.

Ayes – 8 (Arens, Christensen, Frerichs, Godbout, Lautner, Popa, Ross, Walter)

No – 0 Absent – 2 (Barrons, Noonan)

Motion Passes.

Approval of Minutes – June 7, 2023, Executive Committee Session:

Motion by Lautner to approve the Executive Committee minutes of June 7, 2023, as presented. Seconded by Christensen.

Discussion – None.

Ayes – 8 (Arens, Christensen, Frerichs, Godbout, Lautner, Popa, Ross, Walter)

No – 0 Absent – 2 (Barrons, Noonan)

Motion Passes.

Approval of Minutes – July 5, 2023, Executive Committee Session:

Godbout requested an edit to the last paragraph on page one of the minutes to read, “Godbout suggested adding the expense of updating **all park plans** by Gosling Czubak Engineering...”.

Motion by Walter to approve the Executive Committee minutes of July 5, 2023, as amended. Seconded by Lautner.

Discussion – None.

Ayes – 8 (Arens, Christensen, Frerichs, Godbout, Lautner, Popa, Ross, Walter)

No – 0 Absent – 2 (Barrons, Noonan)

Motion Passes.

Approval of Financials:

- Transaction History Listing Report (July 1, 2023 – July 31, 2023)
- Revenue & Expense Reports (Period Ending July 31, 2023)

Motion by Popa to approve the financials, as presented. Seconded by Walter.

Discussion – Bradley reported expenses are at 35 percent of budget. Lautner questioned why “Membership and Dues” was so high. Bradley explained that the state’s water testing was included in that line item. Godbout said he thought “water testing” was reflected under “Contractual Services” in previous years. Christensen requested and Evans responded that she would talk with Accounting and have an update for the next meeting.

Ayes – 8 (Arens, Christensen, Frerichs, Godbout, Lautner, Popa, Ross, Walter)

No – 0 Absent – 2 (Barrons, Noonan)

Motion Passes.

Committee Reports and Recommendations –

Myles Kimmerly Park Committee:

Evans discussed letters received in support of pickleball courts. Discussion ensued about the popularity of pickleball and its appeal to all ages. Godbout mentioned that six pickleball courts are in the park plan for Myles Kimmerly Park. Evans added that Planning & Community Development Director Trudy Galla had recently applied for a grant from the Rural Readiness Grant Program. If the County is awarded the grant, it would be used to hire a grant writer. Evans suggested they could then task the potential new grant writer with applying for a grant for pickleball courts at Myles Kimmerly Park. Lautner said that the (Grand Traverse Band of

Ottawa and Chippewa Indians) two percent (allocation) might also be an option. Walter offered to create draft drawings of the pickleball courts project, if needed.

Christensen said that by consensus everyone is looking forward to reviewing the new park plan that includes pickleball courts. Frerichs reported that no park plan update has yet been received from Gosling Czubak Engineering, so the Myles Kimmerly Park Committee is at a standstill for prioritizing future projects at the park. Frerichs added that the recent risk assessment by Michigan Municipal Risk Management Authority (MMRMA) identified costly maintenance issues which will now also compete for dollars spent at the park.

Popa inquired about the status of the “Kasben agreement” (Maple Valley Nursing Home) and if Kasben has made any effort towards decommissioning his drain field that currently resides on County property. Bradley reported that trees have been pulled and testing stakes are in place, so Kasben has been working on it.

Frerichs discussed three visioning and planning sessions (July, August, and September) by Solon Township for gathering public input and suggested perhaps doing the same once the park plan update is completed.

Ross inquired if the proposed skating rink was discussed during the risk management assessment. Bradley affirmed that it was not discussed. Discussion ensued about where to site the ice rink, how to maintain it, and how to manage hockey players versus recreational skating at the rink.

Ross reported that she had an informal conversation with Chris Gallanger (Row by Row), Steve Stier (Leelanau County Historic Preservation Society), and Kate Thornhill (Leo Creek Preserve) about collaborating to add an educational composting component at the Poor Farm Barn gardens. Also discussed was a 4-H club. Ross thought the Solid Waste Council would support the endeavor. Arens inquired about compost odors wafting to the neighbors. Ross did not think it was a concern since the compost pile would be small.

Old Settlers Park Committee:

Godbout reported on issues identified at the recent risk assessment; the gazebo degradation and its imminent maintenance, and the material under the playground equipment needing removal and replacement. He commented that additional wood chips need to be added under the swing set that are twice the distance of the height of the swing set.

Godbout clarified that the Stanz Dozer Service document included in the packets was not an invoice, but rather an estimate to do sideline road work in the park (provide gravel and the equipment to do the project). Godbout said that \$10,000.00 is included in the 2023 budget to complete the project. Godbout noted the project included extended parking near the portable toilets. Lautner mentioned the boulders that were proposed to be placed between the swing set and the parking lot and wondered if MMRMA would deem them a hazard. Evans and Bradley advised that two or three quotes are still needed for the roadwork at the park before going to the

County Board for approval of the expenditure. She said if all documentation is in place, the recommendation to the County Board could be added to the Parks September agenda.

Regarding the bench donation by the Lanham family in memory of Nancy Lanham, Lautner reported that the Lanham family was unable to secure the same artist that built the Binsfeld bench, but that they did find a different artist who will build a bench that is a slightly different design (no back on the bench). The artist will begin building the bench “midmonth,” but it will not be completed in time for the annual Old Settler’s Park Picnic. Lautner added that the stones for the bench will be taken from the Lanham’s farm. Lautner reported that the bouncer donated to the park by the Lanham family will be a Lady Bug; however, it has not yet been ordered, so it will not be installed in time for the picnic. Lautner said she plans to meet with Landscape Architect Lori Lyman in the near future to discuss landscaping ideas at the park. Christensen inquired and Lautner affirmed that the Lanham family donations have already been recognized by the County Board.

Lautner reminded the group about the upcoming Old Settler’s Park annual picnic on Sunday, August 6, 2023.

(Popa left meeting at 3:50 p.m.)

Veronica Valley Park Committee:

Walter reported on the construction of a pad for the portable toilets. Bradley, Popa, Barrons, and Walter met at the park to stake out the location of the pad using posts and spray paint. Walter said a privacy fence was determined to be a safety issue because someone with nefarious intentions could hide in the screening, so that element was removed from the design. Bradley reported that Maintenance Director Jerry Culman has agreed to pour the pad. Walter estimated the cost of the concrete for a 150 square foot pad at \$1,500.00. Christensen asked Walter to gather the cost numbers so he could approve them and the project could move forward.

Kids Fishing Day (June 16, 2023) – Lautner and Bradley said there was a good turnout, though Alan Campbell (of the Lake Leelanau Lake Association’s Kids’ Fish Day Committee) thought attendance was down based on hotdog consumed. Ross said she had asked Heather Hettinger (Fisheries Biologist, Michigan Department of Natural Resources) who was also in attendance about the reason for the poor fishing conditions and Hettinger thought it was just “too hot.” The fish stayed at the bottom of the pond where it was cooler.

Public Comment:

None.

Commissioner Comments:

Lautner reported that she will not be attending the September Parks meeting and requested to be noted as “absent prior notice.”

Ross inquired about the timeline for when the Parks Commission goes before the County Board for upcoming budget meetings. Evans responded that the Parks Commission has already submitted its budget requests to the County Board and that the budget meeting dates have yet to be determined. Ross pointed out that on page 10 of the July 5, 2023, Executive Committee meeting the minutes state that, “Chairman Noonan stated that \$55,000.00 is the proposed 2024 budget for Parks and that he **would not** be asking for an increase.” Christensen noted that the list of Capital Outlay projects that was submitted to the County Board (\$140,000.00 total) is significantly above the Park’s Commission’s allotted budget and that the County Board will have to “do a little pick and choose.” Ross’s comment was that she thought the Parks Commission should be doing the prioritization rather than the County. Christensen suggested perhaps adjusting the Parks’ process for determining budget priorities; that is, not leaving it all to the Executive Committee and allowing more input by the full Commission.

(Walter left meeting at 4:16 p.m.)

As a point of detail, Arens requested that the posted agenda for today’s meeting (August 3, 2023) be corrected to read, Stanz Dozer Service **Estimate** (versus Invoice), so that Stanz Dozer Service does not expect payment from the County. (Item 3.b.i. on the agenda.)

Chairperson Comments:

None.

Adjournment:

Motion by Godbout to adjourn. Seconded by Ross.

With no further business to come before the Parks Commission, the meeting adjourned to the call of Secretary Christensen at 4:18 p.m.

Respectfully submitted:

Lori D. Eubanks, Recording Secretary

REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

County of Leelanau

Department 850756 Parks & Recreation

Period Ending Date: August 31, 2023

Account Number	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Account Name				
Fund 101 General Fund				
Fiscal Year 2023				
Expenses				
850756-702.000				
Overtime	652.43	987.79	1,500.00	65.85%
850756-703.000				
Salaries	5,853.60	19,677.22	36,311.00	54.19%
850756-703.001				
Temporary Office Assistant	305.39	2,809.56	3,000.00	93.65%
850756-703.006				
Salaries -non-work holiday	0.00	390.24	585.00	66.71%
850756-704.000				
Per Diem	0.00	1,040.00	2,800.00	37.14%
850756-717.000				
Social Security	518.35	1,938.99	3,266.00	59.37%
850756-718.000				
Hospitalization	0.00	5,347.50	7,130.00	75.00%
850756-719.000				
Retirement	0.00	1,249.30	2,167.00	57.65%
850756-720.000				
Life Insurance/Disability	83.67	334.68	579.00	57.80%
850756-727.000				
Office/Operating Supplies	0.00	8,721.03	9,500.00	91.80%
850756-742.000				
Uniforms	0.00	335.42	400.00	83.86%
850756-743.000				
Gas/Oil	608.11	1,820.03	2,500.00	72.80%
850756-775.000				
Repair and Maintenance	718.00	20,432.95	30,000.00	68.11%
850756-801.000				
Contractual Services	1,966.82	6,695.55	18,000.00	37.20%
850756-807.000				
Membership Dues and Fees	0.00	646.80	100.00	646.80%
850756-850.000				
Telephone	52.04	417.34	400.00	104.34%
850756-850.001				
Telephone - Cell phone	49.26	197.06	294.00	67.03%
850756-860.000				
Travel	0.00	74.61	70.00	106.59%
850756-860.001				
Taxable Travel	0.00	585.61	1,500.00	39.04%
850756-900.000				
Printing and Publishing	0.00	759.65	1,200.00	63.30%
850756-920.000				
Utilities (Light-Oil)	29.00	2,530.57	4,000.00	63.26%
850756-940.000				
Rental	0.00	838.80	1,500.00	55.92%
850756-942.000				
Copy Machine Charges (Rental)	0.00	0.00	30.00	0.00%
850756-970.000				
Capital Outlay	0.00	0.00	55,000.00	0.00%
850756-970.010				
Capital Outlay under \$5,000.00	0.00	0.00	4,000.00	0.00%
Expenses Total	10,836.67	77,830.70	185,832.00	41.88%
Capital Outlay under \$5,000.00	10,836.67	77,830.70	185,832.00	41.88%
Expenses Fund Total	10,836.67	77,830.70	185,832.00	41.88%

Not Final

REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

County of Leelanau

Department 850756 Parks & Recreation

Period Ending Date: August 31, 2023

Account Number	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Account Name				
Net (Rev/Exp)	10,836.67	77,830.70	185,832.00	
Beginning/Adjusted Balance		YTD Revenues	YTD Expenses	Current Fund Balance
7,611,588.41	+	6,882,602.80	-	11,268,558.41
			=	3,225,632.80
Grand Total for Expenses	10,836.67	77,830.70	185,832.00	41.88%
Grand Total Net Rev/Exp	10,836.67	77,830.70	185,832.00	

Not Final

Transaction History Listing Report

8:56 AM

County of Leelanau

Account Balance Transactions

Date Range: August 1, 2023 Thru August 31, 2023

Fund: 101 General Fund
Department: 850756 Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
Account: 850756-702.000			Overtime		Dept: Parks & Recreation			
Beginning Balance :						335.36		
8/17/2023	PR	24538	CLH	08/11/23	O.T. REGULAR	195.12		
8/17/2023	PR	24538	CLH	08/11/23	O.T. TIME AND ONE HALF	457.31		
Total Overtime Transactions for August:						652.43	0.00	
Period Overtime Totals						652.43	0.00	
Year-To-Date Overtime Totals						987.79	0.00	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		1,500.00			987.79	512.21	0.00	512.21

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
Account: 850756-703.000			Salaries		Dept: Parks & Recreation			
Beginning Balance :						13,823.62		
8/3/2023	PR	24514	CLH	07/28/23	REGULAR WAGES	1,951.20		
8/17/2023	PR	24538	CLH	08/11/23	REGULAR WAGES	1,756.08		
8/17/2023	PR	24538	CLH	08/11/23	PERSONAL DAYS	195.12		
8/25/2023	PR	24571	CLH	08/25/23	REGULAR WAGES	195.12		
8/25/2023	PR	24571	CLH	08/25/23	VACATION	1,756.08		
Total Salaries Transactions for August:						5,853.60	0.00	
Period Salaries Totals						5,853.60	0.00	
Year-To-Date Salaries Totals						19,677.22	0.00	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		36,311.00			19,677.22	16,633.78	0.00	16,633.78

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
Account: 850756-703.001			Temporary Office Assistant		Dept: Parks & Recreation		
Beginning Balance :						2,504.17	
8/3/2023	PR	24514	CLH	07/28/23	REGULAR WAGES	177.68	
8/17/2023	PR	24538	CLH	08/11/23	REGULAR WAGES	102.29	

* Indicates Prior Year Transactions

Transaction History Listing Report

8:56 AM

County of Leelanau

Account Balance Transactions

Date Range: August 1, 2023 Thru August 31, 2023

Fund: 101 General Fund
Department: 850756 Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
8/17/2023	PV	24553	CLH	08/11/23	REGULAR WAGES		102.29	
8/18/2023	PR	24552	CLH	08/15/23	REGULAR WAGES	127.71		
Total Temporary Office Assistant Transactions for August:						407.68	102.29	
Period Temporary Office Assistant Totals						407.68	102.29	
Year-To-Date Temporary Office Assistant Totals						2,911.85	102.29	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		3,000.00			2,809.56	190.44	0.00	190.44

Account: 850756-717.000 Social Security Dept: Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
Beginning Balance :						1,420.64		
8/3/2023	PR	24514	CLH	07/28/23	FICA	130.88		
8/3/2023	PR	24514	CLH	07/28/23	MEDICARE	30.62		
8/17/2023	PR	24538	CLH	08/11/23	FICA	166.67		
8/17/2023	PR	24538	CLH	08/11/23	MEDICARE	38.97		
8/17/2023	PV	24553	CLH	08/11/23	FICA		6.34	
8/17/2023	PV	24553	CLH	08/11/23	MEDICARE		1.48	
8/18/2023	PR	24552	CLH	08/15/23	FICA	7.92		
8/18/2023	PR	24552	CLH	08/15/23	MEDICARE	1.85		
8/25/2023	PR	24571	CLH	08/25/23	FICA	120.97		
8/25/2023	PR	24571	CLH	08/25/23	MEDICARE	28.29		
Total Social Security Transactions for August:						526.17	7.82	
Period Social Security Totals						526.17	7.82	
Year-To-Date Social Security Totals						1,946.81	7.82	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		3,266.00			1,938.99	1,327.01	0.00	1,327.01

Account: 850756-720.000 Life Insurance/Disability Dept: Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
Beginning Balance :						251.01	

* Indicates Prior Year Transactions

Transaction History Listing Report

8:56 AM

County of Leelanau

Page 3 of 5

Account Balance Transactions

Date Range: August 1, 2023 Thru August 31, 2023

Fund: 101 General Fund
Department: 850756 Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
8/24/2023	AP	24567	CMK	20230821	FIRST UNUM LIFE INSURANCE COMP	83.67		
Total Life Insurance/Disability Transactions for August:						83.67	0.00	
Period Life Insurance/Disability Totals						83.67	0.00	
Year-To-Date Life Insurance/Disability Totals						334.68	0.00	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		579.00			334.68	244.32	0.00	244.32

Account: 850756-743.000 **Gas/Oil** **Dept:** Parks & Recreation

						Beginning Balance :	1,211.92	
8/10/2023	AP	24578	CMK	20230810	CRYSTAL FLASH	758.11		
8/24/2023	AP	24578	CMK	20230824	CRYSTAL FLASH			150.00
Total Gas/Oil Transactions for August:						758.11		150.00
Period Gas/Oil Totals						758.11		150.00
Year-To-Date Gas/Oil Totals						1,970.03		150.00
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		2,500.00			1,820.03	679.97	0.00	679.97

Account: 850756-775.000 **Repair and Maintenance** **Dept:** Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
						Beginning Balance :	19,714.95	
8/7/2023	AP	24534	CMK	20230807	NORTHERN MICHIGAN TREE DOCTOR	718.00		
Total Repair and Maintenance Transactions for August:						718.00		0.00
Period Repair and Maintenance Totals						718.00		0.00
Year-To-Date Repair and Maintenance Totals						20,432.95		0.00
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		30,000.00			20,432.95	9,567.05	0.00	9,567.05

Account: 850756-801.000 **Contractual Services** **Dept:** Parks & Recreation

* Indicates Prior Year Transactions

Transaction History Listing Report

8:56 AM

County of Leelanau

Account Balance Transactions

Date Range: August 1, 2023 Thru August 31, 2023

Fund: 101 General Fund
Department: 850756 Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
Beginning Balance :						4,728.73	
8/1/2023	AP	24522	CLH	20230731	GFL ENVIRONMENTAL	109.24	
8/1/2023	AP	24522	CLH	20230731	GFL ENVIRONMENTAL	32.51	
8/1/2023	AP	24527	CMK	20230801	WILLIAMS AND BAY	453.32	
8/2/2023	AP	24534	CMK	20230802	WILLIAMS AND BAY	582.50	
8/2/2023	AP	24534	CMK	20230802	WILLIAMS AND BAY	233.00	
8/14/2023	AP	24564	CMK	20230814	GFL ENVIRONMENTAL	556.25	
8/30/2023	AP	24572	CMK	122246	VOID Check# 122246		109.24
8/30/2023	AP	24572	CMK	122246	VOID Check# 122246		32.51
8/30/2023	AP	24578	CMK	20230731	GFL ENVIRONMENTAL	109.24	
8/30/2023	AP	24578	CMK	20230731	GFL ENVIRONMENTAL	32.51	
Total Contractual Services Transactions for August:						2,108.57	141.75
Period Contractual Services Totals						2,108.57	141.75
Year-To-Date Contractual Services Totals						6,837.30	141.75
		Appropriations -	Current Expenditures =		Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		18,000.00			6,695.55	11,304.45	0.00

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
Beginning Balance :						365.30	
8/13/2023	AP	24564	CMK	20230813	BRIGHTSPEED	52.04	
Total Telephone Transactions for August:						52.04	0.00
Period Telephone Totals						52.04	0.00
Year-To-Date Telephone Totals						417.34	0.00
		Appropriations -	Current Expenditures =		Unexpended Balance -	Current Encumbrance =	Unencumbered Balance
		400.00			417.34	17.34	0.00

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
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* Indicates Prior Year Transactions

Transaction History Listing Report

8:56 AM

County of Leelanau

Page 5 of 5

Account Balance Transactions

Date Range: August 1, 2023 Thru August 31, 2023

Fund:	101		General Fund						
Department:	850756		Parks & Recreation						
Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits		
Beginning Balance :						147.80			
8/11/2023	AP	24564	CMK	20230811	AT&T MOBILITY	49.26			
Total Telephone - Cell phone Transactions for August:						49.26		0.00	
Period Telephone - Cell phone Totals						49.26		0.00	
Year-To-Date Telephone - Cell phone Totals						197.06		0.00	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance	
		294.00			197.06	96.94	0.00	96.94	
Account:					Dept: Parks & Recreation				
850756-920.000					Utilities (Light-Oil)				
Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits		
Beginning Balance :						2,501.57			
8/23/2023	AP	24578	CMK	20230823	CHERRYLAND ELECTRIC COOPERATIV	29.00			
Total Utilities (Light-Oil) Transactions for August:						29.00		0.00	
Period Utilities (Light-Oil) Totals						29.00		0.00	
Year-To-Date Utilities (Light-Oil) Totals						2,530.57		0.00	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance	
		4,000.00			2,530.57	1,469.43	0.00	1,469.43	
Account:					Dept: Parks & Recreation				
850756-970.010					Capital Outlay under \$5,000.00				
Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits		
Beginning Balance :									
Period Capital Outlay under \$5,000.00 Totals								0.00	
Year-To-Date Capital Outlay under \$5,000.00 Totals							0.00	0.00	
		Appropriations -			Current Expenditures =	Unexpended Balance -	Current Encumbrance =	Unencumbered Balance	
		4,000.00			0.00	4,000.00	0.00	4,000.00	
Grand Totals						58,243.60		401.86	

* Indicates Prior Year Transactions

Operator: CMK

From: [Cathy Hartesvelt](#)
To: [Laurel Evans](#)
Cc: [Steve Christensen](#); [Sean Cowan](#); [Deborah Allen](#)
Subject: Public Water Supply Annual Fees since 2018
Date: Wednesday, August 23, 2023 10:46:46 AM
Attachments: [P&R Budgetary Status 2020.pdf](#)
[P&R Budgetary Status 7.31.23 YTD.pdf](#)
[P&R Public Water Supply Annual Fees 2018-2023.pdf](#)

Good morning,

I have attached a summary of Public Water Supply Annual Fees since 2018. It seems over the years the fees have been expensed through both Contractual .801.000 and Membership/Dues .807.000, as well as, 2020 represents two years of expenditures which utilized both 801.000 and 807.000.

For budgeting, Leelanau County does not operate on a line item budget; if bottom line total expenditures fall within total budgeted, an overage in one line item is concerning to see but overall, not detrimental. If the invoices need to be reclassified to Contractual for 2023, please let me know. I will produce a journal entry to that effect if directed to do so.

If you have questions, please feel free to contact me.

Cathy

Catherine L Hartesvelt

Assistant Finance Director
Leelanau County
8527 E Government Center Drive
Suttons Bay, MI 49682
(231) 256-8106
chartesvelt@leelanau.gov
accounting@leelanau.gov

-

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From: Laurel Evans <levans@leelanau.gov>
Sent: Tuesday, August 22, 2023 4:18 PM
To: Cathy Hartesvelt <chartesvelt@leelanau.gov>
Subject: RE: Per your request please see attached for P&R

Hi Cathy,

When you get a chance, the Parks Commission is asking why the membership dues line item is so high; below is an excerpt from the August meeting:

Motion by Popa to approve the financials, as presented. Seconded by Walter.

Discussion – Bradley reported expenses are at 35 percent of budget. Lautner questioned why “Membership and Dues” was so high. Bradley explained that the state’s water testing was included in that line item. Godbout said he thought “water testing” was reflected under “Contractual Services” in previous years. Christensen requested and Evans responded that she would talk with Accounting and have an update for the next meeting.

Ayes – 8 (Arens, Christensen, Frerichs, Godbout, Lautner, Popa, Ross, Walter)

No – 0 Absent – 2 (Barrons, Noonan)

Motion Passes.

Thank you.

Laurel S. Evans

Executive Assistant

Leelanau County Administration

8527 E. Government Center Dr., Suite #101

Suttons Bay, MI 49682

231-256-9711 *main*

231-256-8101 *direct*

231-256-0120 *fax*

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From: Cathy Hartesvelt <chartesvelt@leelanau.gov>

Sent: Wednesday, May 31, 2023 4:32 PM

To: Laurel Evans <levans@leelanau.gov>

Cc: Accounting <accounting@leelanau.gov>

Subject: Per your request please see attached for P&R

Catherine L Hartesvelt

Interim Finance Director

Leelanau County

8527 E Government Center Drive

Suttons Bay, MI 49682

(231) 256-8112

chartesvelt@leelanau.gov

accounting@leelanau.gov

<u>Public Water Supply Annual Fees</u>			<u>Contractual</u>		<u>Membership/Dues</u>	
EGLE Acct #			101.850.756.801.000		101.850.756.807.000	
2018	Maple City 4H	#2026545	\$	142.16		
	Old Settlers	#2005445	\$	142.16		
	Veronica Valley	#2022045	\$	142.16		
	Myles Kimmerly	#2022345	\$	142.16		
2019 & 2020 paid in 2020	Maple City 4H	#2026545	\$	138.12	\$	142.30
	Old Settlers	#2005445			\$	280.42
	Veronica Valley	#2022045	\$	138.12	\$	142.30
	Myles Kimmerly	#2022345			\$	280.42
						<u>\$ 845.44</u>
2021	Maple City 4H	#2026545	\$	142.40		
	Old Settlers	#2005445	\$	142.40		
	Veronica Valley	#2022045	\$	142.40		
	Myles Kimmerly	#2022345	\$	142.40		
2023	Maple City 4H	#2026545			\$	161.70
	Old Settlers	#2005445			\$	161.70
	Veronica Valley	#2022045			\$	161.70
	Myles Kimmerly	#2022345			\$	161.70
						<u>\$ 646.80</u>

Vendor #5023
Vendor #14185



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

August 4, 2023

Deborah Allen, County Administrator
Leelanau County
8527 E. Government Center Drive
Suttons Bay, MI 49682

RE: Park Risk Review

Dear Ms. Allen,

Thank you for meeting with me on July 18, 2023. The purpose of the visit was to conduct a risk control assessment of the county park locations for liability and safety to augment your organization's risk management program. The scope of my review primarily addressed the following:

General Park Safety Recommendations

- Consider implementing an asset management program for county buildings and equipment. This will help in establishing funding requirements for life expectancy, replacement, repair, and maintenance needs.
- Develop a maintenance plan for county park equipment and facilities. Document inspections and any work performed. Keep the documentation records onsite for three years, file them for five years and archive for seven years before destroying them. Pull out any reports that are related to a claim until the claim is closed.
- Replace/repair any wood picnic tables that have splinting or cracking to reduce the potential for injury.
- Install hot coal containers at all parks that have grills to reduce the potential for fire.
- Install flammable storage cabinets at county maintenance buildings for the storage of flammable liquids to reduce the potential for fire.
- Unfortunately, we are unable to recommend asset management contractors due to liability.

County Dam and Walkway

- Review the contract for the walkway access requirements. Does the walkway have to be open for public access or hotel guest access? If it doesn't have to be open for either we recommend the walkway be closed and only county employees have access.
- To reduce risk on the walkway if hotel guests are required to use it by contract, limited access

is preferred. Guests should have a controlled entrance and exit installed that works with the hotel guests room access cards.

- If the walkway is found to be a public access path it should be handicap accessible and updated with any new construction.
- The walkway should have a structural engineer inspect it for structural integrity to determine the life expectancy, repairs/replacement needed on walkway structure components, determine what is the maximum weight allowed on the walkway at one time and establish a maintenance program.
- Install at least a six-foot barrier to prevent the potential for falling through the openings that exist in the walkway at this time. The metal posts are a head entrapment for young children, as well as the bottom of the barrier that has a gap opening.
- Inspect the wood on the walkway for cracked and deteriorated wood that needs to be replaced and/or resealed to prevent splinters and cuts. Check the nails for trip hazards on the wood walkway.
- The lights running along the walkway have open copper wiring exposed and should be removed/replaced to reduce the potential for electrical shock.
- There should be a written policy on who has the authority to raise and lower the lake level and under what parameters. The dam authority should be required to make that decision and develop the policy.
- The access door to the dam pump room should be secured. Consider installing an electronic card reader access that allows the county to regulate who has access to the room and record when the door is opened and by whom.
- The dam control room access door should have a sign posted on the door to read as follows “Leelanau County Dam Control Room - Employees Only”.
- Remove storage of materials from the outside of the dam control room door that are not owned by the county. Any damage to the private materials and equipment stored in the space at this time could be a claim against the county for replacement of damaged items.

Old Settlers’ Park

- Mount the fire extinguisher in the grub shack.
- Paint the gazebo to stop the exposed wood from deteriorating.
- Replace or add new surface material under the playground equipment. The material should be at least 8 inches deep and should extend at least six feet around the perimeter of the equipment. The swing set needs material added in front and behind the set. As a guide, measure the height of the top bar and extend the surfacing a distance equal to twice the height of the bar. The material should extend at least six feet outside the swing set.
- The S-hooks on the swing seats must not be wider than the thickness of a dime.
- The county should be responsible for renting out the chapel and require a rental form with a release of liability waiver and insurance requirements when appropriate. Please review the attached Risk Transfer Manual and Community Property Rental and Use and Management of Sports Fields brochure for more information.
- Resurface the wood on the monkey platform. Install wood fence on the metal wire to eliminate the head entrapment hazard. Resurface the wood on the stairway down to the dock

- and trim the trees that are low and may cause a person to fall.
- Fill in the dirt next to the dock to eliminate the hole that is a trip hazard.

Myles Kimmerly Park

- When renting out the soccer and baseball fields, require a rental form with a release of liability waiver and insurance requirements when appropriate. Please review the attached Risk Transfer Manual and Community Property Rental and Use and Management of Sports Fields brochure for more information.
- The rubber cover on the playground equipment platform is cracked and worn off, exposing the metal and causing it to rust. Remove the cracked rubber, clean the metal and resurface the rubber. The main structure posts have a cracked plastic covering which allows rain to get inside the metal post and the plastic covering causes the metal to rust. This is an old design and is no longer used because of the plastic cracking. There is no real fix to this issue, you should plan to replace this piece eventually.
- Replace or add new surface material under the playground equipment. The material should be at least 8 inches deep and should extend at least six feet around the perimeter of the equipment. The swing set needs material added in front and behind the set. As a guide, measure the height of the top bar and extend the surfacing a distance equal to twice the height of the bar. The material should extend at least six feet outside the swing set.
- All playground sites should have age-appropriate signage or stickers posted on the equipment stating what age groups it was designed for.

Veronica Valley Park

- Install a ladder at the fishing ponds to aid someone that may fall into the water to exit.
- The Mack bridge has openings in the rails more than four inches and is a head entrapment and fall through hazard. Install boards to reduce the opening to smaller than four inches.
- Replace or add new surface material under the playground equipment. The material should be at least 8 inches deep and should extend at least six feet around the perimeter of the equipment. The swing set needs material added in front and behind the set. As a guide, measure the height of the top bar and extend the surfacing a distance equal to twice the height of the bar. The material should extend at least six feet outside the swing set.
- The walking trail system should have plants and tree limbs trimmed back from the trail at least three to four feet from the trail and tree limbs trimmed at least nine feet above the trail to reduce the risk of injury to visitors.
- The covered bridge should have the rail system extended down the sides of the approach to the bridge to reduce falls over the drop off on the sides as discussed. The bridge has openings in the rails more than four inches making it a head entrapment and fall through hazard. Install boards to reduce the opening to smaller than four inches.



MICHIGAN MUNICIPAL
RISK MANAGEMENT
A U T H O R I T Y

MMRMA Services and Resources:

MMRMA’s risk control consultants specialize in public-entity risk management in all municipal areas, including law enforcement, fire/EMS, public services, corrections, and parks & recreation. In addition to onsite visits and consultations, MMRMA offers a library of model policies and other resources in the “Members Only” section of our website, www.mmrma.org. Member employees can request a login and subscribe to newsletters and training announcements and view upcoming committee meetings, training, and important deadlines.

MMRMA also helps members mitigate loss exposures through Risk Avoidance Program (RAP) Certification and accreditation (CAP) grants. Applicants can request reimbursement for specialized equipment, risk reduction initiatives, training, and accreditation programs. Details about RAP/CAP grants are available on the website. Please contact MMRMA’s Risk Control team whenever you have questions about available services, training, or resources.

I appreciate you and your staff making my visit productive and enjoyable. If I may assist you now or in the future, please contact me.

Sincerely,

Terry Van Doren

Terry Van Doren, CPSI, CYSA, CYSC
MMRMA Senior Risk Control Consultant

cc: Matt Coulson, MMRMA Risk Manager

Attached Resources: Risk Transfer Manual; Community Property Rental and Use and Management of Sports Fields brochures; Facility Condition Assessment Program

From: [Donald Frerichs](#)
To: [Kama Ross](#)
Cc: noonanC8@gmail.com; [Laurel Evans](#)
Subject: Re: Myles Kimberly Compost/Biochar Education
Date: Wednesday, August 23, 2023 12:27:37 PM

Kama,

Steve has never mentioned this to me. I'm a bit familiar with biochar as Tim Overdier in Northport has an interest in it. However, the 10 acres in the NW corner of the park might be needed for other things. Better that such a project stay closer to the barn and garden area if there is room, or even adjacent to the equestrian area which isn't utilized much. Also, we needed to settle on our updated MKP plan (once we have it) before we plunge ahead with any new project anywhere. I do appreciate your enthusiasm and efforts for MK. I sure don't want to discourage you in any way, and I'm always eager to discuss any ideas you may have. What I have learned, and don't like, is that things don't get done as quickly as I'd like. Bummer.

As for an MK committee meeting, I won't be available for one before the 9/6 P&R meeting which I also won't be available for.

My best, Don

On Tue, Aug 22, 2023 at 1:58 PM Kama Ross <kross@leelanau.gov> wrote:

Is the agenda set for the September 6th P & R Committee meeting? I don't see an agenda on the county website. The Solid Waste Council meets right before the parks committee meets and I am bringing the action item to create the Recycling/Biochar exhibit to the Poor Farm Barn Gardens. I am hoping they have the funds to cover the cost of the educational display.

I just got off the phone with Steve Stier about his interest in using the 10 acres on the north side for an agricultural education demonstration plot for biochar/compost. I understand he has been in contact with members of the P & R Committee about this idea. Can we put it on the agenda for this meeting since we don't have a Myles committee first? We are hoping it would have no cost to the parks or county but would rely on volunteer labor/equipment/compost/biochar but maybe if we end up wanting to seed it to native wildflowers and/or grasses, finding grants to cover the establishment costs. I love the idea of using that north part of the park for resident education and providing an area that is different than the rest of the more active recreation focus.

Thanks for giving this some thought.

Kama

Sent from my iPad

From: [John Arens](#)
To: [Kama Ross](#); [Steve Christensen](#)
Cc: [Laurel Evans](#); [Casey Noonan \(NoonanC8@gmail.com\)](#); [Charles N. Godbout \(chas.godbout@gmail.com\)](#); [Dave Barrons](#); [Donald Frerichs \(donfrerichs@gmail.com\)](#); [Jerry Culman](#); [John Popa \(jjpopa@charter.net\)](#); [Jon Walter \(fjonwalter@gmail.com\)](#); [Lori Eubanks \(eubankslid@gmail.com\)](#); [Melinda Lautner](#); [Scott Bradley](#)
Subject: Re: recreation opportunity (Maybe Old Settlers?)
Date: Wednesday, August 9, 2023 12:30:12 PM

In general, I believe we are empaneled to discuss these opportunities as a board when they are presented, and thus, I think this would be an appropriate topic of discussion. As a general rule, however, I tend to agree that those who are in business, creating local jobs, building equity, and paying local taxes to maintain and operate the parks should not be compelled to support activities that directly compete with their businesses. Also, it should be noted that "[rent.fun](#)" is a for-profit business that will likewise not have a stake in the community beyond servicing their equipment, and will not be paying local taxes--like their competing businesses do-- to support their efforts, at least such tax paying is not immediately apparent..

But, if they wish to make a presentation, they should be made to feel welcome, in my view.

Kind Personal Regards,

-John C. Arens

On 8/9/2023 12:14 PM, Kama Ross wrote:

That end of the lake has little opportunity to rent paddle equipment...might be worth exploring. I definitely like the idea of encouraging non-motorized ways to enjoy our inland lakes/park.

Sent from my iPad

On Aug 9, 2023, at 11:23 AM, Steve Christensen
schristensen@leelanau.gov wrote:

Greetings,
Don't want to get into competition with the local businesses?
Steve C

From: Laurel Evans levans@leelanau.gov
Sent: Wednesday, August 9, 2023 11:21 AM
To: Casey Noonan (NoonanC8@gmail.com) NoonanC8@gmail.com;
Charles N. Godbout (chas.godbout@gmail.com)
chas.godbout@gmail.com; Dave Barrons davebarrons@gmail.com;
Donald Frerichs (donfrerichs@gmail.com) donfrerichs@gmail.com;
Jerry Culman jculman@leelanau.gov; John C. Arens
(john@coffeeguys.com) john@coffeeguys.com; John Popa
(jjpopa@charter.net) jjpopa@charter.net; Jon Walter

(fjonwalter@gmail.com) <fjonwalter@gmail.com>; Kama Ross
<kross@leelanau.gov>; Lori Eubanks (eubankslid@gmail.com)
<eubankslid@gmail.com>; Melinda Lautner <mlautner@leelanau.gov>;
Scott Bradley <sbradley@leelanau.gov>; Steve Christensen
<schristensen@leelanau.gov>
Subject: FW: recreation opportunity (Maybe Old Settlers?)

Greetings:

Please see message below, and let me know if you would like to consider this further. Thank you!

Laurel S. Evans

Executive Assistant

Leelanau County Administration

8527 E. Government Center Dr., Suite #101
Suttons Bay, MI 49682

231-256-9711 *main*

231-256-8101 *direct*

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From: Deborah Allen <dallen@leelanau.gov>

Sent: Wednesday, August 9, 2023 10:57 AM

To: Laurel Evans <levans@leelanau.gov>

Subject: Fwd: recreation opportunity

Please forward to Parks and Recreation Board FYI.

Thank you

Sent from my iPad

Begin forwarded message:

From: Irish Mae Cago <irish@rent.fun>

Date: August 9, 2023 at 10:10:29 AM EDT

To: Deborah Allen <dallen@leelanau.gov>

Subject: recreation opportunity

Hi Deborah,

Delhi Township, Genesee County and Spring Lake just

From: [Jerry Culman](#)
To: [Kama Ross](#); [Steve Christensen](#)
Cc: [Laurel Evans](#); [Casey Noonan \(NoonanC8@gmail.com\)](#); [Charles N. Godbout \(chas.godbout@gmail.com\)](#); [Dave Barrons](#); [Donald Frerichs \(donfrerichs@gmail.com\)](#); [John C. Arens \(john@coffeeguys.com\)](#); [John Popa \(jjpopa@charter.net\)](#); [Jon Walter \(fjonwalter@gmail.com\)](#); [Lori Eubanks \(eubanksld@gmail.com\)](#); [Melinda Lautner](#); [Scott Bradley](#)
Subject: RE: recreation opportunity (Maybe Old Settlers?)
Date: Thursday, August 10, 2023 4:29:38 PM

Trash bins-\$ Garbage in Lake at public access points-vandalism and liability?

From: Kama Ross <kross@leelanau.gov>
Sent: Wednesday, August 9, 2023 12:15 PM
To: Steve Christensen <schristensen@leelanau.gov>
Cc: Laurel Evans <levans@leelanau.gov>; Casey Noonan (NoonanC8@gmail.com) <NoonanC8@gmail.com>; Charles N. Godbout (chas.godbout@gmail.com) <chas.godbout@gmail.com>; Dave Barrons <davebarrons@gmail.com>; Donald Frerichs (donfrerichs@gmail.com) <donfrerichs@gmail.com>; Jerry Culman <jculman@leelanau.gov>; John C. Arens (john@coffeeguys.com) <john@coffeeguys.com>; John Popa (jjpopa@charter.net) <jjpopa@charter.net>; Jon Walter (fjonwalter@gmail.com) <fjonwalter@gmail.com>; Lori Eubanks (eubanksld@gmail.com) <eubanksld@gmail.com>; Melinda Lautner <mlautner@leelanau.gov>; Scott Bradley <sbradley@leelanau.gov>
Subject: Re: recreation opportunity (Maybe Old Settlers?)

That end of the lake has little opportunity to rent paddle equipment...might be worth exploring. I definitely like the idea of encouraging non-motorized ways to enjoy our inland lakes/park.

Sent from my iPad

On Aug 9, 2023, at 11:23 AM, Steve Christensen <schristensen@leelanau.gov> wrote:

Greetings,
Don't want to get into competition with the local businesses?
Steve C

From: Laurel Evans <levans@leelanau.gov>
Sent: Wednesday, August 9, 2023 11:21 AM
To: Casey Noonan (NoonanC8@gmail.com) <NoonanC8@gmail.com>; Charles N. Godbout (chas.godbout@gmail.com) <chas.godbout@gmail.com>; Dave Barrons <davebarrons@gmail.com>; Donald Frerichs (donfrerichs@gmail.com) <donfrerichs@gmail.com>; Jerry Culman <jculman@leelanau.gov>; John C. Arens (john@coffeeguys.com) <john@coffeeguys.com>; John Popa (jjpopa@charter.net) <jjpopa@charter.net>; Jon Walter (fjonwalter@gmail.com) <fjonwalter@gmail.com>; Kama Ross <kross@leelanau.gov>; Lori Eubanks (eubanksld@gmail.com)

<ubanksld@gmail.com>; Melinda Lautner <mlautner@leelanau.gov>; Scott Bradley <sbradley@leelanau.gov>; Steve Christensen <schristensen@leelanau.gov>
Subject: FW: recreation opportunity (Maybe Old Settlers?)

Greetings:

Please see message below, and let me know if you would like to consider this further.
Thank you!

Laurel S. Evans

Executive Assistant

Leelanau County Administration

8527 E. Government Center Dr., Suite #101

Suttons Bay, MI 49682

231-256-9711 *main*

231-256-8101 *direct*

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From: Deborah Allen <dallen@leelanau.gov>

Sent: Wednesday, August 9, 2023 10:57 AM

To: Laurel Evans <levans@leelanau.gov>

Subject: Fwd: recreation opportunity

Please forward to Parks and Recreation Board FYI.

Thank you

Sent from my iPad

Begin forwarded message:

From: Irish Mae Cago <irish@rent.fun>

Date: August 9, 2023 at 10:10:29 AM EDT

To: Deborah Allen <dallen@leelanau.gov>

Subject: recreation opportunity

Hi Deborah,

Delhi Township, Genesee County and Spring Lake just launched self-service kayak rental to add recreational programming to their lakes / rivers without having to dedicate staff.

From: [Charles Godbout](#)
To: [Laurel Evans](#)
Cc: [Casey Noonan \(NoonanC8@gmail.com\)](#); [Dave Barrons](#); [Donald Frerichs \(donfrerichs@gmail.com\)](#); [Jerry Culman](#); [John C. Arens \(john@coffeeguys.com\)](#); [John Popa \(jpopa@charter.net\)](#); [Jon Walter \(fjonwalter@gmail.com\)](#); [Kama Ross](#); [Lori Eubanks \(eubanksld@gmail.com\)](#); [Melinda Lautner](#); [Scott Bradley](#); [Steve Christensen](#); [Deborah Allen](#)
Subject: Re: FW: recreation opportunity (Maybe Old Settlers?)
Date: Monday, August 14, 2023 1:38:29 PM

FYI

The following statements are pulled from the current approved 2020 - 2024 Community Parks and Recreation Plan

Page 30

Old Settlers Picnic Grounds -

Facilities Include

e. Boat Launch (Non-Motorized)

(Note Added: This is an unimproved launch area at the end of a paved access drive.

There is no dock at this location.nor any launch assist facility)

Page 35

Photo: Old Settlers Park Rules Sign - Specifies that the launching of motorized watercraft from anywhere in the park is prohibited

(Note Added; This sign was modified to prohibit the launching of any non-motorized or motorized watercraft)

Page 36-37

Concept Plan Old Settlers Picnic Grounds

Potential UA Kayak Launch Location with single ADA space near waters edge

Page 66-67

Goals and Objectives

Old Settlers Picnic Grounds

Proposed Actions - f. Consider UA Kayak/Canoe Launch development / enhancement

The topic of creating / improving the Kayak/Canoe Launch area and facilities has been brought up at several prior Old Settlers Picnic Grove Committee Meetings and at Parks and Recreation Commission Meetings. No formal actions were taken at any of these meetings to either proceed or not proceed with any Kayak and Canoe Launch Improvements. Additionally, no funding has been requested in either the CIP or Annual Budgets for the park. Lastly I note that there were discussions around the lack of a watercraft cleaning facility to keep invasive species from the lake and that we might not want to proceed with developing a Kayak and Canoe Launch area and facilities.

Charlie Godbout

On Wed, Aug 9, 2023 at 11:21 AM Laurel Evans <levans@leelanau.gov> wrote:

Greetings:

Please see message below, and let me know if you would like to consider this further. Thank you!

Laurel S. Evans

Executive Assistant

Leelanau County Administration

8527 E. Government Center Dr., Suite #101

Suttons Bay, MI 49682

231-256-9711 *main*

231-256-8101 *direct*

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From: Deborah Allen <dallen@leelanau.gov>
Sent: Wednesday, August 9, 2023 10:57 AM
To: Laurel Evans <levans@leelanau.gov>
Subject: Fwd: recreation opportunity

Please forward to Parks and Recreation Board FYI.

Thank you

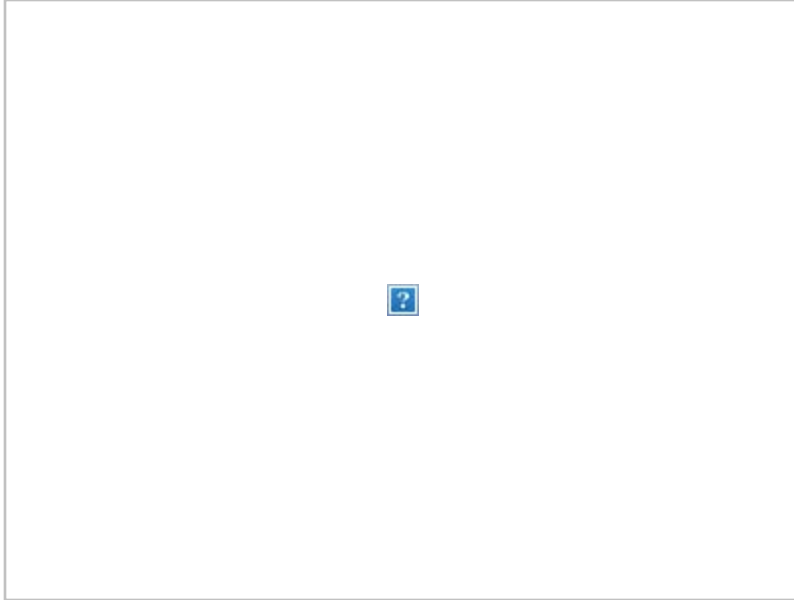
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Hi Deborah,

Delhi Township, Genesee County and Spring Lake just launched self-service kayak rental to add recreational programming to their lakes / rivers without having to dedicate staff.



We take care of all the logistics and liability so your team doesn't have to do any work.

Any navigable waters or waterfront parks in Leelanau that you'd like to see get more use?

Best Regards,



Irish Mae Cago

Government Partnerships Manager

(616) 816-1666

irish@rent.fun

PARK USE AGREEMENT
Veronica Valley County Park

THIS AGREEMENT is made and entered into this 6th day September, 2023, by and between **Leelanau County**, hereinafter referred to as **"the County,"** and **St. Mary School**, hereinafter referred to as **"Licensee."**

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WITNESSETH:

WHEREAS, the County controls, manages and operates Veronica Valley County Park, hereinafter referred to as "the Park"; and

WHEREAS, Licensee has requested use of Veronica Valley County Park for the purpose of hosting a **"Cross Country Invitational"** to be held **October 14, 2023**.

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NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter contained, the parties hereto agree to be bound by this Agreement as follows:

SECTION 1. USE GRANTED. The County grants to Licensee exclusive use of a portion of the Park for the purpose of hosting a **"Cross Country Invitational"** to be held **October 14, 2023**, from **8:00 a.m. to 1:00 p.m.** ("the Event").

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Licensee agrees to coordinate with the Maintenance Director, or his designee, concerning any conditions he may have for the use of any property under his management and control. The Maintenance Director or his designee has final authority as representative of County to interpret compliance with Park rules.

SECTION 2. FEES AND DEPOSIT. Fees and deposit for usage of the premises are waived.

SECTION 3. INSURANCE – The Licensee shall procure and maintain appropriate insurance coverage for the Event, as outlined in the Leelanau County Board Policy on Insurance (See attachment "A"), which shall include coverage of athletic participants. All participants in the Event are required to sign waiver forms prior to participating in the Event.

SECTION 4. INDEMNIFICATION. Licensee agrees to defend, pay on behalf of, indemnify, and hold harmless the County, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the County against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the County, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of, or is in any way connected or associated with the Event. Licensee's indemnification obligation under this Section is not limited by the insurance required by this Agreement.

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SECTION 5. NOTICE OF CLAIM. The County shall give to Licensee notice of any claim made or litigation instituted, which directly or indirectly, contingently or otherwise in any way affects or might affect it. Licensee shall have the right to compromise and participate in the defense of the claim to the extent of its own interests.

SECTION 6. DEFACEMENT OF PREMISES. Licensee shall not injure, nor mar, nor in any manner deface the Park premises or any equipment contained therein, and shall not cause or permit anything to be done whereby the said premises or equipment therein shall be in any manner injured, marred or defaced; and will not drive or permit to be driven nails, hooks, or screws into any part of any tree, building or equipment contained therein, and will not make nor allow to be made any alterations of any kind to any building or equipment contained herein.

SECTION 7. PREPARATION AND RESTORATION OF PREMISES. Licensee shall be responsible for preparation of the use area of Park for the Event, and shall also be responsible for the removal of all equipment, trash, debris, or other material of any kind or nature whatsoever that is brought in or left by any of its members, agents, servants, employees, guests, invitees, and participants. Licensee agrees to place on the premises prior to the event additional trash receptacles, and to remove them no later than the day after the Event.

SECTION 8. SECURITY. Licensee agrees to provide (at its own expense) security for the event as required by the Leelanau County Sheriff's Office.

SECTION 9. DISCRIMINATION PROHIBITED. Licensee will not on the grounds of race, color, sex, religion, physical handicap, height, weight, marital status, national origin or ancestry discriminate or permit discrimination against any person or group of persons in any manner prohibited by law.

SECTION 10. ADDITIONAL EVENTS. Licensee shall not hold, provide or sponsor any events in addition to the use granted for this Event in Section 1 hereof which require the exclusive use of a designated area of the Park.

SECTION 11. COMPLIANCE WITH LAWS AND REGULATIONS. Licensee agrees to comply with all laws, ordinances and regulations adopted or established by federal, state or local governmental agencies or bodies. Licensee agrees to abide by all rules and regulations of the Park and by any and all resolutions of the Board of County Commissioners governing the Park. The Maintenance Director or his designee has final authority as representative of the County to enforce compliance with Park rules.

SECTION 12. PUBLIC FORUM. Licensee acknowledges and agrees that the Park premises (including the licensed premises) is a traditional public forum, and that the County will make no efforts to exclude or prohibit First Amendment activities.

SECTION 13. UNAVOIDABLE HAPPENING. If, for any reason, an unforeseen event occurs, including, but not limited to fire, casualty, labor strike, or other unforeseen occurrence, which

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renders impossible the fulfillment of any term of this Agreement, the Licensee shall have no right to nor claim for damages against the County.

SECTION 14. CANCELLATION. This Agreement may be canceled and terminated at any time by mutual Agreement, or by either party upon giving thirty (30) days notice of the cancellation to the other party.

SECTION 15. MODIFICATION. This Agreement may be modified, changed, or amended only as may be mutually agreed in writing between the County and Licensee.

SECTION 16. ENTIRE AGREEMENT. It is understood that this Agreement supersedes and cancels any and all prior existing arrangement between the parties hereto and their predecessors concerning the uses provided for herein. Any matters not expressly provided for in this Agreement will be at the sole discretion of County.

SECTION 17. ASSIGNMENT. It is understood and agreed that Licensee shall not sell, assign or transfer any of its rights or privileges granted hereunder without the prior written consent of County.

SECTION 18. PUBLIC SAFETY. Licensee agrees that, at all times, activities conducted will be with full regard to public safety. Licensee will observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety, and shall cooperate with the County to assure such safety.

Licensee agrees not to bring onto the premises any material, substances, equipment, or object which is likely to endanger the life of, or to cause bodily injury to, any person on the premises or which is likely to constitute a hazard to property thereon, without the prior approval of the County. The County shall have the right to refuse to allow any such material, substances, equipment or object to be brought onto the premises, and the further right to require its immediate removal.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by signature of their duly authorized officers the day and year first above written.

Leelanau County

St. Mary School

Deborah Allen

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Exhibit "A" - LEELANAU COUNTY BOARD POLICY ON INSURANCE

GENERAL SUBJECT: Administration/General (County Administrator) Policy No. **13**

SPECIFIC SUBJECT: Insurance Requirements Policy
Adopted: 04/17/1990
Revised: 02/15/1994
Revised: 05/21/2013
Revised: 12/19/2017

APPLIES TO: All Leelanau County Employees and Elected Officials.

PURPOSE: The Leelanau County Board of Commissioners hereby establishes a policy on insurance requirements for contractors, vendors, individuals, and/or organizations receiving monies from Leelanau County. The purpose of these requirements is to assure that the parties referenced above are accepting appropriate responsibility for insuring their own operations, and that they are not unduly exposing Leelanau County taxpayers to liability and/or loss.

The Contractor, and any and all of their subcontractors, shall not commence any work until they have met the insurance requirements outlined in this policy. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to Leelanau County and have a minimum A.M. Best Company (www.ambest.com) Insurance Report rating of not less than A or A- (Excellent).

1. Workers' Compensation Insurance: The Contractor shall procure and maintain during the life of the contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan. Workers' Compensation and Employers' Liability Insurance are required if the party hires one or more persons or currently has employees. If a party currently does not have any employees, and is a sole proprietor, an affidavit must be filed with the County Clerk stating that the party currently has no employees and will not hire any while working for Leelanau County as a contractor or a subcontractor, etc. If a party currently does not have any employees and is incorporated (Inc.) or a limited liability corporation (LLC), they must file a Notice of Exclusion, WC-337, with the State of Michigan and then provide a copy of the State-approved document to the County Clerk.
2. Contractor's Tools & Equipment: The Contractor shall be responsible for insuring all its tools, equipment and materials which it may leave at the Project's work site. The County

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shall not be responsible for any loss or damage to the Contractor's tools, equipment and materials.

3. Professional Liability (Errors and Omissions) Insurance: [For contracts for professional services, e.g., Architect, Engineers, Doctors, Dentist, etc.] The Contractor shall possess Professional Liability Insurance (errors and omissions) with limits of not less than \$1,000,000.00 per occurrence or claim. If the Professional Liability Insurance is on a claims-made basis, the Contractor shall purchase extended reporting period "tail" coverage for a minimum of three (3) years after termination of the Agreement.
4. Commercial General Liability Insurance: The Contractor shall procure and maintain during the life of their contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000.00 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (XCU) Exclusions, if applicable.
5. Motor Vehicle Liability: The Contractor shall procure and maintain during the life of their contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability not less than \$1,000,000.00 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
6. Deductibles: The Contractor shall be responsible for paying all deductibles in its insurance coverages.
7. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be **Additional Insureds:** Leelanau County, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. The Contractor's insurance coverages shall be primary to the Additional Insureds and not contributing with any other insurance or similar protection available to the Additional Insureds, regardless of whether said other available coverage be primary, contributing or excess.
8. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to the office of the Leelanau County Administrator.

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9. Owners' and Contractors' Protective Liability: [For Contracts for Construction or Large Repair or Maintenance Projects such as road work, sewer work or building projects] The Contractor shall procure and maintain during the life of the contract, a separate Owners' and Contractors' Protective Liability Policy with limits of liability not less than \$1,000,000.00 per occurrence and aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Leelanau County shall be "Named Insured" on said coverage. Thirty (30) day Notice of Cancellation shall apply to this policy.

10. Proof of Insurance Coverage: The Contractor shall provide Leelanau County at the time that the contracts are returned by him/her for execution, A "Certificate of Liability Insurance," on Accord Form #25, with the necessary coverages included, as listed below:
 - a. Certificate of Insurance for Workers' Compensation Insurance;
 - b. Certificate of Insurance for Commercial General Liability Insurance;
 - c. Certificate of Insurance for Vehicle Liability Insurance;
 - d. Certificate of Insurance for Professional Liability Insurance on Projects where such insurance is required.
 - e. Original Policy, or original Binder pending issuance of policy, for Owners' & Contractors' Protective Liability Insurance, where such insurance is required.
 - f. If so requested, Certified Copies of all policies mentioned above will be furnished.

11. If any of the above coverages expire during the term of the contract, the Contractor shall deliver renewal certificates and/or policies to the Leelanau County Administrator at least ten (10) days prior to the expiration date.

Failure to comply with these insurance requirements could result in the termination of a contract or delay in receipt of funds. Questions regarding the scope of applicability of this policy may be directed to the Leelanau County Administrator.

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