

# Leelanau County Parks and Recreation Commission

Regular Session – Wednesday, November 1, 2023, 3:15 p.m.

Leelanau County Government Center, Suttons Bay, Michigan

<https://www.leelanau.gov/meetingdetails.asp?MAId=2592>

(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** – October 4, 2023, Regular Session 2-5
2. **Approval of Financials** –
  - a. October Parks Financials 6-10
  - b. Administrative Assistant –
    - i. Approval of Stipend for FY2023 Work 11
    - ii. New Administrative Assistant Search
3. **MMRMA (Michigan Municipal Risk Management Authority) Risk Assessment** –
  - a. August 4, 2023, Report Review 12-15
  - b. Winter Activity Guidelines 16-27
4. **Parks Commissioner Recommendation** 28-43
5. **Committee Reports and Recommendations** –
  - a. Myles Kimmerly Park Committee
    - i. Maple Valley Nursing Home Drainfield Update 44
    - ii. Park Master Plan Update 45-46
  - b. Old Settlers Park Committee
  - c. Veronica Valley Park Committee 47-50
    - i. Porta-Potty Cement Pad Approval
    - ii. Driveway Configuration Review
    - iii. Safety Ladder Purchase for Pond

Public Comment

Commissioner Comments

Chairperson Comments

Adjournment

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

Noonan led the “Pledge of Allegiance.”

Roll Call: John Arens, *(Late arrival, 3:19 p.m.)*  
Dave Barrons, *Vice-Chairman (absent-prior notice)*  
Steve Christensen *(absent-prior notice)*  
Don Frerichs  
Charles Godbout  
Melinda Lautner  
Casey Noonan, *Chairman*  
John Popa  
Kama Ross  
F. Jon Walter *(absent-prior notice)*

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

Public Comment:  
Steve Stier, Historic Barn Preservation Society. Stier requested that the sound quality of the commission meeting recordings be improved. He said when watching the meetings on television that it is difficult to hear what is being said. Stier also requested that the proposal for an ice-skating rink at Myles Kimmerly Park be reconsidered. With regard to language in the Leelanau County Parks and Recreation Mission Statement, he suggested removing the term “cost-effective” and revising the language to expand on other recreational activities, such as education, social activities, and entertainment. His thought was that these changes would broaden the benefit of the parks in the eyes of the community.

Agenda Additions/Deletions:

**Motion by Godbout to approve the agenda, as presented. Seconded by Lautner.**

Discussion – None.

**Ayes – 6 (Godbout, Lautner, Noonan, Popa, Ross, Frerichs)**

**No – 0 Absent – 4 (Arens, Barrons, Christensen, Walter)**

**Motion Passes.**

(Arens arrival.)

Action Items –

Approval of Minutes – September 6, 2023, Regular Session:

**Motion by Frerichs to approve the Regular Session minutes of September 6, 2023, as presented. Seconded by Ross.**

Discussion – None.

**Ayes – 7 (Frerichs, Godbout, Lautner, Noonan, Popa, Ross, Arens)**

**No – 0 Absent – 3 (Barrons, Christensen, Walter)**

**Motion Passes.**

Approval of Financials:

- Revenue & Expense Report (Period Ending September 30, 2023)
- Transaction History Listing Report (September 1, 2023 Thru September 30, 2023)

Bradley reported that about half of the Park’s budget has been expended (48.48%) at this time. Discussion ensued about unspent Capital Outlay and the reasons that projects were not completed. Some of the holdup on 2023 projects was attributed to an unmet deadline by Gosling Czubak Engineering (Gosling) who were hired to create the (Myles Kimmerly Park) conceptual plan, but has yet to deliver. Lautner proposed requesting approval from the County Board of Commissioners (BOC) to roll to 2024 the unspent balance of Capital Outlay. She said that in past years, the BOC had approved a similar request.

**Motion by Lautner to recommended to the County Board of Commissioners that they allow the Parks and Recreation Commission to rollover the remainder of its capital outlay budget into 2024 to be able to accomplish the projects as slated. Seconded by Ross.**

Discussion – Frerichs inquired if the monies in Capital Outlay Under \$5,000.00 was included in the motion. Noonan responded that the balance in that account would eventually be reduced by outstanding expenses. Lautner said that they would get “as much rolled over as they can.” Ross added, “Let’s make a promise to ourselves that we are going spend that money next year – let’s do it!” Ross reminded the group that the BOC is discussing hiring a facilities manager who would have some responsibility for the parks. Noonan said it would be extremely helpful to have someone tasked with following the daily progression of park projects.

**Ayes – 7 (Lautner, Noonan, Popa, Ross, Arens, Frerichs, Godbout)**

**No – 0 Absent – 3 (Barrons, Christensen, Walter)**

**Motion Passes.**

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

Discussion – None.

**Ayes – 7 (Frerichs, Godbout, Lautner, Noonan, Popa, Ross, Arens)**

**No – 0 Absent – 3 (Barrons, Christensen, Walter)**

**Motion Passes.**

Committee Reports and Recommendations –

Myles Kimmerly Park Committee:

Frerichs stated he had no formal report because “they are in limbo” resulting from Gosling’s inaction in completing (that park’s) master plan. He said he plans to call Gosling to get an update on when they could expect to receive the final design and also to set a meeting date once the committee has reviewed the design. Frerichs also mentioned that he would like to hear more about the liability issue tied to the proposed ice rink. (He was absent from the September Parks Commission meeting where this discussion took place.) Noonan explained that Bradley had talked with Dan Mays (who proposed installing the rink) but the project was put on hold because there is no water source in proximity of the proposed site; however, for a minimal cost, a water line could be installed. But before proceeding with installation of a water line, the Parks Commission is waiting to hear from Michigan Municipal Risk Management Authority (MMMRA) regarding any potential liability tied to installing the ice rink. Lastly, referencing the September Parks regular meeting minutes regarding recognition of park volunteers, Frerichs said that, without a list, he is unable to recognize volunteers who have lent a hand at the park. Ross noted an October 3, 2023, email received from Ben Papes (sent to Frerichs, Christensen, and Ross) who supported upgrades to the restroom facilities and the ball fields at Myles Kimmerly Park and offered assistance to be involved in the process of developing partnerships, either financially or in-kind. Noonan said he received other previous requests for upgrades to the ball fields and encouraged the requesters to attend a meeting with a list outlining their requests along with ideas for how to pay for the improvements. Ross inquired about inviting Papes to a Parks meeting and Noonan encouraged an invitation for him to attend and discuss his ideas in more detail.

Old Settlers Park Committee:

Godbout reported that he plans to schedule a committee meeting prior to the November Parks regular meeting to review the scope of work for the gazebo improvements, as well as the MMMRA report and any other outstanding projects. Bradley reported that he received two quotes (out of four he had solicited) for wiring to the gazebo; one for \$2,470.00 and the other for \$2,425.00, the high bid being from an approved, recommended vendor. Discussion ensued. Bradley added that 45<sup>th</sup> (Property and Power, LLC) has done satisfactory work for the County in the past. Chairman Noonan concurred.

**Motion by Godbout that the Parks and Recreation Commission accept the (estimate) dated September 25, 2023, from 45<sup>th</sup> (Property and Power, LLC), for restoration of electrical service to the Old Settlers Park gazebo in an amount not to exceed \$2,470.00. Seconded by Lautner.**

Discussion – none.

**Ayes – 7 (Godbout, Lautner, Noonan, Popa, Ross, Arens, Frerichs)**

**No – 0 Absent – 3 (Barrons, Christensen, Walter)**

**Motion Passes.**

Godbout confirmed the date for the next Old Settlers Park Committee meeting for November 1, 2023 at 2:15 p.m.

Veronica Valley Park Committee:

In Chairman Barron's absence, there was no report for Veronica Valley Park. Popa noted the next meeting for the Committee is scheduled for October 11, 2023, at 2:00 p.m.

Public Comment:

Stever Stier. Stier again spoke regarding the Park's Mission Statement, which he said was written over 23 years ago and for that reason he said he would like to see it revised to make it more relevant to serve the citizens of Leelanau County. Stier added that the park review with Gosling that was conducted on May 25 (2023) was for the revision of the existing Master Plan, so it should not take a year for the work to be completed. He added that the Myles Kimmerly Park Committee only walked park property on the south side of CR616 during the on-site review with Gosling. He said the north side of CR616 should also be included in the revision. With regard to recognizing the work of park volunteers, Stier said the Poor Farm Barn group has raised and spent over \$100,000.00 and has put in thousands of hours of volunteer service and he said he would like to see those people recognized for their contributions.

Commissioner Comments:

Lautner commented that she felt that there had been much recognition of the volunteers at the Poor Farm Barn, but she invited Stier to bring forward a report about people and activities at the Poor Farm Barn needing recognition. Lautner mentioned that an update was recently provided on Maple Valley Nursing Home's removal of their septic field from the east side of Myles Kimmerly Park. Bradley added that there have been a few glitches, but that progress is being made. Godbout commented that the Lanham family's memorial prayer bench was installed near the chapel at Myles Kimmerly Park. Godbout inquired if Bradley could relocate two picnic tables that were left at the front of the chapel. Ross noted that she and Christensen and Chris Skellenger (Row by Row) were meeting on Friday (October 6, 2023) at noon to go over the composting display which they hope to have installed before winter. Popa addressed Mr. Stier's public comments by saying that he appreciates all the work that he does, and suggested that for the purpose of detailed inclusion in the minutes, that he type up his future comments and hand them out prior to the meetings. Noonan echoed Popa's comment, adding that saving the Poor Farm Barn "is a major asset to our community."

Adjournment:

With no further business to come before the Parks Commission, the meeting adjourned to the call of Chairman Noonan at 3:47 p.m.

Respectfully submitted:

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Lori Eubanks, Recording Secretary

# REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

County of Leelanau

Department 850756 Parks & Recreation

Period Ending Date: October 31, 2023

Account Number	Month-to-date Actual	Current Year-to-date Actual	Current Year Total Amended Budget	Percentage Spent/Received
Account Name				
<b>Fund 101 General Fund</b>				
<b>Fiscal Year 2023</b>				
<b>Expenses</b>				
850756-702.000				
Overtime	0.00	1,012.18	1,500.00	67.48%
850756-703.000				
Salaries	3,902.40	27,286.90	36,311.00	75.15%
850756-703.001				
Temporary Office Assistant	177.68	3,176.03	3,000.00	105.87%
850756-703.006				
Salaries -non-work holiday	0.00	585.36	585.00	100.06%
850756-704.000				
Per Diem	0.00	1,200.00	2,800.00	42.86%
850756-717.000				
Social Security	309.41	2,580.11	3,266.00	79.00%
850756-718.000				
Hospitalization	0.00	5,347.50	7,130.00	75.00%
850756-719.000				
Retirement	0.00	2,104.79	2,167.00	97.13%
850756-720.000				
Life Insurance/Disability	83.67	502.02	579.00	86.70%
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	0.00	2,031.54	2,500.00	81.26%
850756-775.000				
Repair and Maintenance	0.00	25,607.13	30,000.00	85.36%
850756-801.000				
Contractual Services	141.75	8,710.05	18,000.00	48.39%
850756-807.000				
Membership Dues and Fees	0.00	646.80	100.00	646.80%
850756-850.000				
Telephone	52.55	521.93	400.00	130.48%
850756-850.001				
Telephone - Cell phone	0.00	246.32	294.00	83.78%
850756-860.000				
Travel	0.00	74.61	70.00	106.59%
850756-860.001				
Taxable Travel	0.00	681.25	1,500.00	45.42%
850756-900.000				
Printing and Publishing	0.00	759.65	1,200.00	63.30%
850756-920.000				
Utilities (Light-Oil)	29.00	3,266.74	4,000.00	81.67%
850756-940.000				
Rental	0.00	1,170.60	1,500.00	78.04%
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%
<b>Expenses Total</b>	<b>4,696.46</b>	<b>96,567.96</b>	<b>185,832.00</b>	<b>51.97%</b>
<b>Capital Outlay under \$5,000.00</b>	<b>4,696.46</b>	<b>96,567.96</b>	<b>185,832.00</b>	<b>51.97%</b>
<b>Expenses Fund Total</b>	<b>4,696.46</b>	<b>96,567.96</b>	<b>185,832.00</b>	<b>51.97%</b>

Not Final

# REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

County of Leelanau

Department 850756 Parks & Recreation

Period Ending Date: October 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)	4,696.46	96,567.96	185,832.00	
Beginning/Adjusted Balance		YTD Revenues	YTD Expenses	Current Fund Balance
7,611,588.41	+	15,745,519.16	-	13,386,306.12
			=	9,970,801.45
Grand Total for Expenses	4,696.46	96,567.96	185,832.00	51.97%
Grand Total Net Rev/Exp	4,696.46	96,567.96	185,832.00	

Not Final

# Transaction History Listing Report

4:18 PM

County of Leelanau

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Account Balance Transactions

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

**Fund:** 101 General Fund  
**Department:** 850756 Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
<b>Account:</b> 850756-703.000			<b>Salaries</b>		<b>Dept: Parks &amp; Recreation</b>		
<b>Beginning Balance :</b>						23,384.50	
10/12/2023	PR	24656	CLH	10/06/23	REGULAR WAGES	1,951.20	
10/26/2023	PR	24682	CLH	10/20/23	REGULAR WAGES	1,951.20	
<b>Total Salaries Transactions for October:</b>						3,902.40	0.00
<b>Period Salaries Totals</b>						3,902.40	0.00
<b>Year-To-Date Salaries Totals</b>						27,286.90	0.00
<b>Appropriations -</b>		<b>Current Expenditures =</b>		<b>Unexpended Balance -</b>		<b>Current Encumbrance =</b>	<b>Unencumbered Balance</b>
36,311.00		27,286.90		9,024.10		0.00	9,024.10

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
<b>Account:</b> 850756-703.001			<b>Temporary Office Assistant</b>		<b>Dept: Parks &amp; Recreation</b>		
<b>Beginning Balance :</b>						2,998.35	
10/12/2023	PR	24656	CLH	10/06/23	REGULAR WAGES	116.60	
10/26/2023	PR	24682	CLH	10/20/23	REGULAR WAGES	61.08	
<b>Total Temporary Office Assistant Transactions for October:</b>						177.68	0.00
<b>Period Temporary Office Assistant Totals</b>						177.68	0.00
<b>Year-To-Date Temporary Office Assistant Totals</b>						3,176.03	0.00
<b>Appropriations -</b>		<b>Current Expenditures =</b>		<b>Unexpended Balance -</b>		<b>Current Encumbrance =</b>	<b>Unencumbered Balance</b>
3,000.00		3,176.03		176.03		0.00	-176.03

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
<b>Account:</b> 850756-717.000			<b>Social Security</b>		<b>Dept: Parks &amp; Recreation</b>		
<b>Beginning Balance :</b>						2,270.70	
10/12/2023	PR	24656	CLH	10/06/23	FICA	127.11	
10/12/2023	PR	24656	CLH	10/06/23	MEDICARE	29.72	
10/26/2023	PR	24682	CLH	10/20/23	FICA	123.66	
10/26/2023	PR	24682	CLH	10/20/23	MEDICARE	28.92	

\* Indicates Prior Year Transactions



# Transaction History Listing Report

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Account Balance Transactions

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

**Fund:** 101 General Fund  
**Department:** 850756 Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
<b>Total Social Security Transactions for October:</b>						309.41	0.00	
<b>Period Social Security Totals</b>						309.41	0.00	
<b>Year-To-Date Social Security Totals</b>						2,580.11	0.00	
		<b>Appropriations -</b>			<b>Current Expenditures =</b>	<b>Unexpended Balance -</b>	<b>Current Encumbrance =</b>	<b>Unencumbered Balance</b>
		3,266.00			2,580.11	685.89	0.00	685.89

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
<b>Account: 850756-720.000 Life Insurance/Disability Dept: Parks &amp; Recreation</b>					<b>Beginning Balance :</b>			<b>418.35</b>
10/31/2023	AP	24692	CMK	20231019	FIRST UNUM LIFE INSURANCE COMP	83.67		
<b>Total Life Insurance/Disability Transactions for October:</b>						83.67	0.00	
<b>Period Life Insurance/Disability Totals</b>						83.67	0.00	
<b>Year-To-Date Life Insurance/Disability Totals</b>						502.02	0.00	
		<b>Appropriations -</b>			<b>Current Expenditures =</b>	<b>Unexpended Balance -</b>	<b>Current Encumbrance =</b>	<b>Unencumbered Balance</b>
		579.00			502.02	76.98	0.00	76.98

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
<b>Account: 850756-801.000 Contractual Services Dept: Parks &amp; Recreation</b>					<b>Beginning Balance :</b>			<b>8,568.30</b>
10/1/2023	AP	24647	CMK	20230930	GFL ENVIRONMENTAL	109.24		
10/1/2023	AP	24647	CMK	20230930	GFL ENVIRONMENTAL	32.51		
<b>Total Contractual Services Transactions for October:</b>						141.75	0.00	
<b>Period Contractual Services Totals</b>						141.75	0.00	
<b>Year-To-Date Contractual Services Totals</b>						8,710.05	0.00	
		<b>Appropriations -</b>			<b>Current Expenditures =</b>	<b>Unexpended Balance -</b>	<b>Current Encumbrance =</b>	<b>Unencumbered Balance</b>
		18,000.00			8,710.05	9,289.95	0.00	9,289.95

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
<b>Account: 850756-850.000 Telephone Dept: Parks &amp; Recreation</b>							

\* Indicates Prior Year Transactions

# Transaction History Listing Report

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County of Leelanau

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Account Balance Transactions

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

**Fund:** 101 General Fund  
**Department:** 850756 Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
<b>Beginning Balance :</b>						<b>469.38</b>		
10/13/2023	AP	24688	CMK	20231013	BRIGHTSPEED	52.55		
<b>Total Telephone Transactions for October:</b>						52.55	0.00	
<b>Period Telephone Totals</b>						52.55	0.00	
<b>Year-To-Date Telephone Totals</b>						521.93	0.00	
		<b>Appropriations -</b>			<b>Current Expenditures =</b>	<b>Unexpended Balance -</b>	<b>Current Encumbrance =</b>	<b>Unencumbered Balance</b>
		400.00			521.93	121.93	0.00	-121.93

**Account:** 850756-920.000 Utilities (Light-Oil) Dept: Parks & Recreation

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits	
<b>Beginning Balance :</b>						<b>3,237.74</b>		
10/18/2023	AP	24688	CMK	20231018	CHERRYLAND ELECTRIC COOPERATIV	29.00		
<b>Total Utilities (Light-Oil) Transactions for October:</b>						29.00	0.00	
<b>Period Utilities (Light-Oil) Totals</b>						29.00	0.00	
<b>Year-To-Date Utilities (Light-Oil) Totals</b>						3,266.74	0.00	
		<b>Appropriations -</b>			<b>Current Expenditures =</b>	<b>Unexpended Balance -</b>	<b>Current Encumbrance =</b>	<b>Unencumbered Balance</b>
		4,000.00			3,266.74	733.26	0.00	733.26
<b>Grand Totals</b>						<b>46,043.78</b>	<b>0.00</b>	

\* Indicates Prior Year Transactions

Operator: CMK

**Excerpt: January 3, 2023, Parks Regular Session –**

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**Parks Plan/Parks Administrative Assistant Stipend:**

- a. 2025-2029 Plan – Evans directed the group to review the parks plan. Godbout added that they needed to take steps in 2023 to align the current Master Plan, the Capital Improvement Plan, and the Parks budget in preparation for the development of a new plan in 2024, in order to have a new plan in place by 2025. Christensen reported that the Myles Kimmerly Park Plan is a work in progress. Lautner added that the plan for Old Settlers Park was about five or six years old, but that it would take minimal work to bring it current.
- b. FY 2023 Stipend – To ensure the Parks Administrative Assistant \$3,600 annual stipend was included in the Parks 2023 budget, Evans suggested a motion reaffirming the Administrative Assistant appointment that was made at the August 18, 2021, Parks and Recreation Commission meeting. How the compensation would be paid (monthly, yearly) has yet to be determined.

**Motion by Lautner that the Parks and Recreation Commission recommend to the County Board of Commissioners to reaffirm the appointment of a Parks Commission Administrative Assistant to assist and guide the Parks and Recreation Commission. Seconded by Christensen. No further discussion.**

**Ayes – 9 (Barrons, Christensen, Frerichs, Godbout, Lautner, Noonan, Popa, Ross, Walter)**

**No – 0 Absent – 1 (Arens)**

**Motion Carried.**

**PROPOSED RECOMMENDATION:**

***I move that the Parks and Recreation Commission recommend to the County Board of Commissioners approval of the budgeted stipend for Executive Assistant Laurel S. Evans in the amount of \$3,600.00 for work performed as the Parks Administrative Assistant for FY 2023.***

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.

**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](http://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

# Winter Activity Safety: Model Guidelines





# WINTER ACTIVITY SAFETY: MODEL GUIDELINES

**If personnel are not on site, make sure rescue equipment is accessible to the public.**

## INTRODUCTION

MMRMA's Parks & Recreation Risk Control Advisory Committee presents these winter activity safety guidelines as a resource by and for its member agencies. These guidelines will assist your community by offering suggested best practices and other ideas on how to protect your citizens from common hazards associated with winter recreational activities. These guidelines help identify and control areas of potential liability and offer operational recommendations for reducing exposure through risk management practices.

Please visit [www.mmrma.org](http://www.mmrma.org) or contact MMRMA to inquire about other Parks & Recreation model policies, guidelines, and risk control bulletins for MMRMA members.

## GENERAL RECOMMENDATIONS

### DEVELOP AN OPERATIONS MANUAL THAT INCLUDES, BUT IS NOT LIMITED TO:

1. Emergency procedures in case of an accident.
2. OSHA Bloodborne Pathogens standards, including personal protective equipment and clean-up policy/procedures.
3. Employee health and safety when working in cold weather conditions.
4. Procedures for dealing with unruly visitors.
5. Consider first aid, CPR, and AED training.
6. Create an inspection/maintenance program for posted signs, pathways, parking areas, safety equipment and buildings. Document inspections and maintenance when performed.

### EMERGENCY ACCESS/COMMUNICATION

1. Emergency vehicles must have access to the area. Contact local emergency services to review access locations.
2. If the above is not possible, consider alternative vehicles such as snowmobiles and 4x4 vehicles. Contact local emergency services to review equipment needs for access to the location.

3. Establish emergency communication devices and protocol for your staff. Install an emergency call box on site that will contact the local emergency dispatch center.
4. Post maps to illustrate the locations of all access points.

## RISK MANAGEMENT OF OUTDOOR ICE SKATING AREAS

The following is a list of best practices to consider when developing a natural ice skating area. Guidelines and areas of concern are not limited to this list, as each area is unique. When developing policies and procedures, it is important to recognize the particular needs of your agency.

### DESIGN GUIDELINES

1. Separate winter activities whenever possible. If you have more than one skating area, separate hockey and speed skating from informal skating.
2. Designate access routes to skating areas and be sure they comply with ADA guidelines.
3. If night skating is allowed, provide lighting for the skating surface, parking area, and walkways.
4. Provide a communication device for emergencies.
5. Consider safe designs for the installation of temporary fencing, warming shelters, fire pits, and the perimeter of the skating area.
6. Ice skating should not be allowed on or near dams, spillways, retention ponds, drainage ditches, rivers, or streams. Sufficient movement of water or large changes in water level can cause weakness, erosion, or deterioration of the ice.
7. Maintain rescue equipment in serviceable condition and make it easily accessible.
8. If personnel are not onsite, make sure rescue equipment is accessible to the public. Equipment should include a reaching pole and a rope with a throwing weight. Other equipment could include a ladder, ice cross, boat, life jacket, and throw ring.



## SIGNAGE FOR RULES, INFORMATION AND HAZARDS

1. Use signage and markers to separate other ice activities, such as fishing, snowmobiling, ice boating, and sledding, from designated ice rinks.
2. To assist in emergency situations, post any pertinent information such as a bottom map/depth chart, location of inlets and outlets, obstructions, and other structures.
3. Use signage, fencing, and barricades to warn of unsafe conditions. Messages such as “Unsafe Ice” or “Swift Current - Ice Never Safe” should provide visible and clear warning.
4. If you **do not provide supervision or maintenance** for the ice areas during winter, post signage to warn visitors of the hazards of entering the ice: “Enter Ice at Your Own Risk, NO SUPERVISION, Thin Ice May Be Present, Breakthrough Could Occur.”
5. If you **do maintain areas for skating and provide supervision**, post other hazard warning signs: “Enter Ice at Your Own Risk. Falls May Occur. Safety Helmets and Protective Gear Recommended.”
6. Distribute information/education through press releases, public access television, municipal website, and school programs to warn of unsafe winter conditions, the potential dangers of skating on ditches and retention ponds, general ice safety, and the locations of supervised winter skating.
7. Clearly post hours of operation, rules for ice rinks, contact information of emergency personnel, and, whether or not supervision is provided.
8. Once policies and procedures are established, review them on an annual basis.

**After the ice is determined to be sufficient for use, ice thickness should be rechecked on a regular schedule to detect changes in the ice conditions.**

## MAINTENANCE

1. Conduct daily inspections of rinks and walkways. Clean debris and repair damage, such as holes and cracks, as soon as possible.
2. Adopt a “warm weather” policy to warn when ice surface may be too soft for skating.
3. Keep walkways and parking areas free of snow and ice.
4. Keep a thorough record of routine maintenance and equipment inspections.
5. Check and record ice thickness in a consistent manner. After the ice is determined to be sufficient for use, recheck ice thickness on a regular schedule to detect changes in the ice conditions. Refer to the Michigan Department of Natural Resources guidelines for minimum ice thickness recommendations.

## TRAINING

1. Training of personnel should include an understanding of ice formation, rescue procedures, and practice drills.
2. First aid training for winter ice activities should provide sufficient information on the treatment of broken bones, cuts, bruises, concussions, heart attacks, exposure, frostbite, and hypothermia, as well as an awareness of bloodborne pathogens.

## RISK MANAGEMENT OF SLEDDING HILLS

When operating a **promoted** sledding hill, the following best practices will assist in reducing loss potential:

### DESIGN GUIDELINES

1. Your design specifications should consider the steepness of hills and the type of recreational equipment. Encourage safe sledding speeds and

**Supervised or unsupervised sledding hills that are operated and maintained by your community should have rule and hazard warning signs posted.**

adequate outflow, and feature a slowdown area with a safety berm. Hill design should adhere to industry guidelines for the vehicle(s) participants may use, (i.e. sleds, snowboards, luges, etc.).

2. Consider which types of vehicles you will allow on hills, as well as their compatibility with one another. Separation of vehicle types is the preferred method.
3. To reduce accidents, evaluate openings and access to designated sledding lanes. If possible, separate into adult and child lanes or otherwise distinguish by age and/or skill level.
4. Proper outflow design and stopping area distances should avoid roadways, sidewalks, parking lots, trees, fixed objects, and water.
5. A flat staging area at the top of the hill will allow sledders to prepare for their descent down the hill. Do not permit visitors to walk up the face of the hill. Protect those at the bottom of the hill from descending sleds by providing snow fencing, breakaway posts, enclosed straw bales, and/or relocate the walkway to reduce the potential for an incident. Avoid the use of steel posts unless properly protected by a slowdown area and padding on the posts.
6. Enclose straw bales in polyurethane bags at least 6 millimeters thick and sealed at the ends to prevent moisture from entering the bags. Recent technologies in bag design have made this a viable option. Padding is also an option for protecting fence poles, trees, and other obstacles.
7. If possible, consider segregating individual sledding lanes so that each type of vehicle sleds together, i.e. tubes with tubes or sleds and toboggans together. This will help to reduce the potential for uncontrolled collisions between visitors and vehicles.
8. The slowdown area of the sledding hill should be two times the distance of the sled run. If the sled run is 100 feet long, the slowdown area should be 200 feet long. Thus, the total length needed is 300 feet for the sled hill run and the slowdown area.
9. In some instances, the deceleration area of the sledding hill may need to feature a gradual upslope to assist in slowing the sleds.
10. Consider Americans with Disabilities Act

accessibility in your design specifications. Accommodations for the disabled may include, but are not limited to, tow ropes, conveyor belts, snowmobiles, or other types of mobility.

11. If you are making snow, consider the operational changes required for artificial snow. Follow the manufacturer's guidelines for equipment use and operation.

**SIGNAGE FOR RULES AND HAZARD WARNINGS**

1. Post rules at the entrances to the sledding hill, at the top of the hill, and in other appropriate areas.
2. Suggested sledding hill rules include, but are not limited to:
  - No alcoholic beverages.
  - Sledding in designated areas only.
  - Adult supervision for 12 years of age and under.



- No sledding allowed outside of posted hours.
  - Use side of hill for return uphill.
  - Helmets recommended.
  - Rule signage should also include the following information:
    - Hours of operation.
    - Types of vehicles allowed.
3. At the end of sledding hill runs, post signs explaining outflow directions.
  4. Post signs with rules and hazard warnings at supervised and unsupervised sledding hills operated and/or maintained by your community. Warnings might include: "Caution Steep Hill, Collisions May Occur." "Use at Your Own Risk. Icy Conditions May Be Present." Add "No Supervision" to signs where applicable. Post signage

at the entrance to the hill and intermittently along the hill.

5. **On park property used by the public for sledding, but not operated by the community**, post hazard warning signs to alert potential users. Warnings may include:

- Caution: Use at Your Own Risk
- Steep Hill
- Icy Conditions May Be Present
- Area Unsafe for Sledding
- This Area is Not Maintained

Also consider a physical barrier such as a fence.

6. Hazard warning signs should be in traditional industry warning colors such as a white background with red lettering or a yellow/orange background with black lettering.
7. Park rule signs should be in your park colors or community colors for the backgrounds and lettering.

#### **IF SUPERVISION IS PROVIDED DURING HOURS OF OPERATION:**

1. Review the operations manual with all employees/volunteers.
2. Train all employees/volunteers on the contents of the operations manual.
3. Perform an annual review of the operations manual.
4. Monitor sledding activities for safety and use compliance on a regular basis.
5. Monitor to ensure that sledding is kept separate from all other possible conflicting activities.

#### **DOCUMENT PREVENTIVE MAINTENANCE, INCLUDING BUT NOT LIMITED TO THE FOLLOWING ACTIVITIES:**

1. Develop a daily safety/repair checklist for pre-opening and post-closing of supervised hills. The following areas of concern should be addressed:
  - a. Check grooming, ice conditions, moguls, ramps, holes, and remove any obstructions or debris.
  - b. Ensure that safety fences, breakaway posts and handrails are in good condition.



**If you rent your facility for the exclusive use of a group, insurance should be required naming your community as additional insured.**

- c. Maintain a return route for sledders climbing back up the hill. Route must be in good condition and out of direct contact with descending sledders.
- d. Keep parking lots and pathways to the sledding hill clear and passable.
- e. Ensure that signage is in good condition.
- f. Verify that emergency access, equipment, and communications systems are in working order.

2. Periodically inspect unsupervised sledding hills operated/provided by your community.

#### **HOLD HARMLESS WAIVERS OBTAINED**

If your community provides sledding vehicles for rental, request a signature on a hold harmless waiver for adults over 18 years of age. Since minors cannot waive their rights, renting to youths is discouraged; otherwise, require a parental permission slip. Require organized group outings to the sledding hill to make arrangements prior to the day of the event. Additional measures may also be warranted in the areas of safety, supervision, and crowd control. If you rent out your facility for the exclusive use of a group, require insurance naming your community as additional insured. Consult MMRMA's *Risk Transfer Manual* and *Risk Management Planning for Special Events* manual for additional guidance.

#### **INCIDENT/ACCIDENT REPORTING**

1. Develop a policy and procedures for reporting and investigating an incident/accident that may result in a claim for damages.



**In order to reduce right-of-way problems, trails should be designed for one-way traffic using looped trails.**



2. Implement corrective action to address any unsafe practices that may result from your incident/accident investigation.
3. Supervisors must review incident/accidents reports in a timely manner.
4. Send claims report to MMRMA Claims Department.

### **RISK MANAGEMENT OF CROSS COUNTRY SKI AND SNOWSHOE TRAILS**

The following is a list of best practices to consider when managing cross country ski and snowshoe trails. Concerns are not limited to this list, as each park and trail system is unique. When developing policies and procedures, it is important to recognize the particular needs of your agency.

#### **DESIGN GUIDELINES**

1. In order to reduce right-of-way problems, design trails for one-way traffic using looped trails. This reduces the possibility of collisions between skiers, maximizes the use of the trail by reducing

congestion, brings skiers/snowshoe users back to the starting point, and provides skiers with a sense of solitude. Where space allows, separate ski trails from other use groups.

2. Snowmobiles, other off-road vehicles, mountain bikes, dogs, and horses can pose special problems. They are frequently present on trails where their use is prohibited. The design of your trails can help to solve this problem. Consider natural or artificial barriers at the trailhead and along accessible portions of the trail to deter motorized vehicles. Post signage to inform users of prohibited uses.
3. One-way trails on flat or gently rolling terrain should be a minimum of 6 to 8 feet wide. Provide passing lanes or areas where travel may slow or cause congestion. Widen slopes and downhill sections of ski trails to a minimum of 10 feet. On the outside portions of turns, provide additional space for runoff by the user. Widen two-way ski trails to a minimum of 10 to 12 feet wide. Widen corners to give skiers/snowshoe users the ability to maneuver around them. Eliminate sharp turns. Provide a safety zone on each side of the trail for skiers to fall. Provide a mid-slope resting space on long uphill climbs.



4. Design trail length to meet the varying abilities of different users. A beginning skier should be able to ski about 3 to 4 miles per hour, while a racer may ski about 10 miles in the same duration.
5. Plan trails to receive adequate snowfall and to keep snow loss due to sun and wind to a minimum. Consider prevailing wind direction, shading, and microclimate in the design.
6. Construct trail surfaces with materials that are adequate for summer hiking, yet are not too abrasive on ski bottoms should the snow cover wear thin.
7. Prune tree limbs to a height of at least 10 feet above the normal snowfall. Prune back limbs along the side of the trail so they do not encroach into the safety zone. Remove rocks, fallen trees, stumps, and other obstacles from the trail and safety zone on each side of the trail. Dense tree canopies intercept most of the snowfall and, when temperatures rise, large chunks of snow may fall on the trail. Consider this potential outcome when planning your trail system.



8. Widen ski trails on uphill climbs to allow skiers to herringbone or sidestep in order to climb the hill.
9. If your community provides skate skiing trails, use separate marked trails. Skate skiing lanes should be a minimum of 12 feet wide.
10. Use bridges to avoid lake and stream crossings. Construct bridges at least 6 feet wide with no spacing between boards and ensure that railings meet local building code requirements. Additionally, consider matting to improve skiing surface.
11. There should be enough room for skiers to stop safely before crossing. Bridges on groomed trails should accommodate grooming equipment.

12. Trail design should have a balance between safety and fun. Downhill trail sections can be fun but if they are too steep, they are better suited as uphill climbs.



13. Rate trails and post the ratings from easiest to most difficult. Although rating is relative, trails rated as easiest should always be designed for novice skiers under normal snow conditions. Trails rated most difficult should provide challenges but not unusual difficulties to experienced skiers. For more information, see the Trail Rating Criteria section.
14. Intersections should have grades of 5% or less to allow for speed control. Clear intersections to a diameter twice the trail width.

#### SIGNAGE FOR RULES AND HAZARDS

1. Signs are essential for a successful cross country ski/snowshoe trail. Give careful attention to their placement. Place signage where it will be visible over the maximum expected depth of snow.
2. Include the following on trailhead signage:
  - Trail length, difficulty, and rules
  - Linkage to other trails
  - Trail conditions and distances
  - Hours of operation
  - Points of interest and recreation

**Emergency phone numbers should be posted at the trail head with trail address or mile marker.**

To reduce the potential for collisions, hazards such as bridges, steep hills, curves, trees, and road crossings should be marked.



3. Post emergency phone numbers at the trailhead with trail address or mile marker.
4. Include the following on route signage:
  - Distance markers
  - Points of interest
  - Prohibited uses
  - Hazard warnings
  - Direction markers
  - Trail maps
5. Rate trails using the standard signage and rating system of the United States Ski Association and the National Ski Touring Operators Association. (See the Trail Rating Criteria section.)
6. Post warning signs on the trail system when track setting or grooming operations are in progress.
7. To reduce the potential for collisions, mark hazards such as bridges, steep hills, curves, trees, and road crossings.
8. Post trail conditions at the trailhead along with other useful information. Possible warning signs for cross country skiers and snowshoe users might include:
  - Don't Go It Alone
  - Dress in Layers

- Stay Away From Ice Unless Posted And Tested
- Carry a Map or GPS
- Stay Hydrated
- Use Trails in Daylight
- Know your Physical Abilities and Trail Conditions

9. Hazard warning signs should be in traditional industry warning colors such as a white background with red lettering or a yellow/orange background with black lettering.
10. Park rule signs should be in your park colors or community colors for the backgrounds and lettering.

### MAINTENANCE

1. Check trails each fall before the start of the ski season. Remove all roots, sticks, rocks, branches, and logs from the trail and overhead. Mow trails to a 2- to 3-inch height or wood chips leveled. Check bridges, boardwalks, and railings and replace any loose or weak boards.
2. On skate skiing trails, snow should be packed.
3. To provide the proper pitch maintenance of the trail, adjust surface prior to the start of the season. The correct pitch will ensure proper drainage and make travel along the trail easier and safer.
4. Have staff inspect trails as needed, depending upon operations/weather for safety concerns, maintenance problems, vandalism, and signage for repair/replacement.
5. Track setting is a traditional and efficient method for keeping skiers/snowshoe users on the trail and away from environmentally sensitive features. Tracks are also beneficial to beginning skiers.
6. Plow and de-ice parking areas and walkways that serve your ski trail system as needed.

### SAFETY/DOCUMENTATION

1. Document all inspection and maintenance. Keep records on file for a minimum of 3 years or in compliance with your entity's record retention schedule.
2. Post rules at all trail heads and park access points. Post emergency phone numbers so the public can use them if necessary.

## TRAIL RATING CRITERIA The following are recommended trail postings:



**Easiest** - Green circle with slightly wavy white line. Downhill portions of the trail are short and less than 10% in grade. All major obstacles have been cleared. The trail length should be short, approximately 2-5 kilometers or 1-3 miles.



**More Difficult** - Blue square with larger amplitude wave. Downhill grades are as steep as 25%. Turns may be fairly sharp with run-outs provided wherever needed for skiers who overshoot a turn. Uphill portions may be over 25 percent grade and the trail length can be up to 10 kilometers or 6 miles.



**Most Difficult** - Black diamond with jagged white line. Slopes up to 40 percent. Run-outs provided wherever needed. Trail has no set limit in length.



**Trailhead** - Blue background, white stick figure.

**Adequately mark hazards, such as two-way traffic, road crossings, bridges, very steep hills, or curves, well in advance of the hazard.**

3. Train staff in the proper evacuation and treatment of injured skiers. Include local rescue units in the development of your procedures and have them and staff participate in mock emergency drills.
  4. Well in advance of any hazards, such as two-way traffic, road crossings, bridges, very steep hills, or curves, adequately mark the hazard.
  5. If the trail system is supervised, consider having employees check the trail system after closing; if cars are left in your parking lot, this may indicate injured or lost skiers.
  6. If you permit skiing and snowshoeing after dark, consider implementing adequate lighting, supervision, and safety signage.
  7. Establishing a volunteer ski patrol group to ski your trails and assist in supervision and maintenance. Refer to MMRMA's *Volunteers in the Workplace* brochure for additional information and risk control measures.
2. Golf courses can provide good cross country skiing opportunities and revenue for the course operators, but turf damage could be a concern. Avoid such problems by:
    - a. Not permitting skiing on the course when the snow is melting or when there are fewer than 4 inches of snow on the course.
    - b. Fencing off the greens.
    - c. Marking the trail to keep skiers in the rough, on paths, and in the woods.
    - d. Setting tracks mechanically to encourage skiers to stay on the trail.
  3. Provide shelters that offer skiers a place to warm up, purchase food or beverages, use rest rooms, rent skiing equipment, or simply take a break. It is also a good idea to provide basic rest shelters or benches along trails.

### OTHER CONSIDERATIONS

1. Special events or usage by groups may require the need of additional policies and procedures. Consult MMRMA's Membership Services department for additional information. Once you adopt policies, create a process to review them annually.
4. Lighted trails can increase use and help the agency boost revenue. Place lighting outside the trail safety zone. Some golf courses and municipal parks already feature lighting and can be adapted.



All state fishing rules, including ice fishing shanty use regulations, can be found in the Michigan Fishing Guide.

## RISK MANAGEMENT OF ICE FISHING AREAS / SHELTERS

Consider the following best practices when allowing the public to use agency owned or managed parkland to access a lake for ice fishing purposes. This list of best practices is not complete, as each park and access point is unique. When developing policies and procedures, it is important to recognize the particular needs of your agency.

### FISHING IS A STATE-REGULATED ACTIVITY

Ice fishing differs from the previously identified activities because fishing, if conducted on/over public waters, is regulated by the Michigan Natural Resources Commission with enforcement by local Conservation Officers. Local agency involvement is limited to the issue of whether to allow – or not allow – users to access the public water body via agency lands.

If state funding was used in the acquisition of land, recreation development, landscaping, fishery habitat improvements, or fish stocking or for any other purpose, the water body is considered public water. If there is any question about whether a water body

in or adjoining agency land is considered public water, consult your local Conservation Officer for a determination.

All state fishing rules, including ice fishing shanty use regulations, can be found in the *Michigan Fishing Guide*, which is published annually in print form and electronically at [www.michigan.gov/dnr](http://www.michigan.gov/dnr).

### ICE FISHING RECOMMENDATIONS

Many of the operational, communication, site design, maintenance, employee training, and signage recommendations listed previously apply to ice fishing activity areas. Following are recommendations specific to ice fishing:

1. *Unruly Visitors.* Create procedures for dealing with unruly visitors; however, keep in mind that agency employees may lack jurisdiction or operational responsibility over unruly visitors situated on a public water body with numerous adjacent landowners.
2. *Site Design.*
  - Vehicle parking areas should be large enough to allow use by vehicles with snowmobile and 4x4 quad trailers.



- Provide access to the lakeshore away from other activity areas, preferably away from dams, spillways, drainage ditches, rivers, and streams where flowing water can diminish ice thickness. An existing boat launch ramp, if available, would be a good access site.



**Post a map of the water body showing location of rescue equipment, depth, and known hazards.**

3. *Maintenance.* Keep walkways and parking areas free of snow to allow for ease of movement by vehicles and people. If you do not maintain the vehicle parking area, post signs: “Parking Lot Not Maintained During Winter Months. Use at Your Own Risk.”
4. *Rescue Equipment.* At the shoreline access site and other practical shoreline locations, provide a reaching pole and a rope with a throwing weight. Other equipment could include a ladder, ice cross, boat, life jacket, and throw ring. Maintain rescue equipment in serviceable condition and ensure it is easily accessible.
5. *Signage.* Post signs at shoreline access location(s): “Enter Ice at Your Own Risk. NO SUPERVISION. Thin Ice May Be Present, Breakthrough Could Occur. Watch for Fishing Holes in the Ice.”
6. *Maps.* Post a map of the water body showing location of rescue equipment, depth, and known hazards.

Additional messages you may want to post can include:

- Never fish alone.
- Tell someone where you are going and when to expect you back.
- Carry a cell phone and a compass.
- Always test the ice with a spud, not your foot.
- Take a life jacket and ice picks.
- Wear warm clothes and gloves.

## CONCLUSION

These best practices are not meant to be all-encompassing. Each community will have its own unique characteristics. The issues of personal safety, property protection, and liability risk avoidance may require additional consideration. Resources are available through MMRMA’s website, [mmrma.org](http://mmrma.org). MMRMA’s Membership Services department is also an excellent source for assistance in risk reduction. Call 734-513-0300.

## PARKS & RECREATION ADVISORY COMMITTEE MEMBERS

Brian Bailey, Director (Chair)  
Berrien County Parks & Rec. Commission

Matthew Sharp, Parks Superintendent  
City of Sterling Heights

Jonathan LaFever, Deputy Director  
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Tim Botzau, Parks Manager  
City of Bay City

Alan Buckenmeyer, Parks Mgr (Secretary)  
City of Rochester Hills

Jeff Brown, Superintendent  
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Rebecca Rynbrandt, Director of Parks & Rec.  
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*A publication for members of*



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## **PARKS AND RECREATION COMMISSION (P & R)** ♦♦

**ONE SEAT OPEN** / FIVE CITIZEN MEMBERS / THREE-YEAR TERMS

Contact: [Casey Noonan](#), Chairman  
8527 E. Government Center Drive, Suttons Bay, MI 49682 231-256-9711

**Meets on the first Wednesday every month at 3:15 p.m., with the exception of July, at the above location; committee meetings are scheduled as needed.**

The Parks and Recreation Commission consists of ten (10) persons, including the Chair of the Road Commission or another road commissioner designated by the Board of County Road Commissioners; the County Drain Commissioner; the Planning Commission Chairman or his/her designee; and seven (7) other members appointed by the County Board of Commissioners. The seven appointed members may include no less than one (1) and not more than three (3) County Commissioners. This Commission oversees three County parks – Old Settler’s Picnic Grounds, Myles Kimmerly Park, including the 4-H Arena, and the Veronica Valley County Park, as well as propose park rules and regulations to the County Board of Commissioners.

Last Name/First Name	Position/Category	Term Expires
Arens, John C. *	At large – citizen	December 31, 2023
Barrons, Dave	At large – citizen	December 31, 2024
Christensen, Steve	Drain Commissioner	Annually
Frerichs, Don	At large – citizen	December 31, 2024
Godbout, Charles	At large – citizen	December 31, 2024
Lautner, Melinda	Commissioner appointee	Annually
Noonan, Casey	Planning Commission Representative	Annually
Popa, John	Road Commission Representative	Annually
Ross, Kama	Commissioner appointee	Annually
Walter, F. Jon	At large – citizen	December 31, 2025

*Motion by \_\_\_\_\_ that the Parks and Recreation Commission recommends to the Board of Commissioners the reappointment/appointment of \_\_\_\_\_ to the **Leelanau County Parks and Recreation Commission**, to a term expiring December 31, 2026. Seconded by \_\_\_\_\_.*

## Laurel Evans

---

**From:** Trudy Galla  
**Sent:** Wednesday, November 6, 2019 2:30 PM  
**To:** Laurel Evans  
**Subject:** FW: County boards & committees

**Expires:** Saturday, May 2, 2020 12:00 AM

See below for information on the tourism category for county planning commission.

---

**From:** John Arens <[john@coffeeguys.com](mailto:john@coffeeguys.com)>  
**Sent:** Monday, November 4, 2019 11:51 AM  
**To:** Trudy Galla <[tgalla@co.leelanau.mi.us](mailto:tgalla@co.leelanau.mi.us)>  
**Subject:** Re: County boards & committees

Greetings Again, Trudy;

I think I might have a fairly deep area of experience and expertise that may be helpful to the Leelanau County Planning Commissions "Tourism Category". I've worked previously as the Creative Director for Central Advertising in Lansing, Michigan, and, as such, worked directly with such organizations as the Greater Lansing Convention and Visitors Bureau, the Michigan Automobile Dealers Association, and have worked with the Pure Michigan campaign; and, of course, I've been an owner of a tourism-based business here in Leelanau County for over 25 years as the marketing director.

Thus, I offer my services if they are useful.

Also, Trudy, I've not received any updates or current minutes from the Brownfield Redevelopment Authority. It's possible they've been moved to my "spam" folder, although I doubt this is the case-- but I thought I'd better follow up.

Kind Regards,

-John C. Arens

On 11/4/2019 10:21 AM, Trudy Galla wrote:

Good morning.

You submitted an application for consideration to boards & committees for Leelanau County, dated 10/12/18. One that you checked off is "Leelanau County Planning Commission". Currently, we have an opening for the 'tourism' category for the county planning commission.

Would you happen to have any experience or background that might fit this category? Please let me know. The county board will be considering appointments in an upcoming meeting. Prior to their consideration, the county planning commission will review all applications and make a recommendation to the county board.

## Leelanau County Appointment Application to Boards/Commissions/Committees/Authorities

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator’s Office.

**Please type or print legibly**

Name: John C Arens	Date: 10/12/2018
Address: 4622 Ski View Farms Circle, Cedar, MI 49621	
Occupation: Owner, Corporate Vice President, Leelanau Coffee Roasting Co., Inc.	
Daytime Telephone: 231-649-5741 (Cell) 1-800-424-Java	
Email Address: john@coffeeguys.com	

- 1. Are you a resident of Leelanau County?       Yes       No
- 2. Are you a registered voter of Leelanau County?  Yes       No

Township or Village: Centerville Township

- 3. Can you regularly attend scheduled meetings? Day:  Yes       No  
Evening:  Yes       No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities.

According to MCL, Leelanau County is empowered through its elected County Board of Commissioners to appoint citizens residing within their jurisdictions to posts on Boards, Commissions, Authorities, etc., that they have by law established. It is my (very considered) opinion that all citizens ought to participate in such self-governing processes as their time and talents allow.

5. What are your qualifications for appointment?

Beyond the statutory qualifications, I have been a taxpayer for over a quarter century residing in Leelanau County, and am subject to its laws and regulations. Further, I am a long-time owner of one of Leelanau County's more significant year-round employers. I also have intimate knowledge of the regulatory environment as a small business owner in Leelanau County, and know well the challenges and rewards as an entrepreneur in Leelanau County. I am also very familiar with the contours and by-ways of the county itself, and have a thoroughgoing knowledge of the unique characteristics of the various and disparate enclaves within it; Leelanau County has been my home since 1994.

As a landowner in Leelanau County, I am familiar with waste and graywater treatment, its permitting processes and mechanical regulations and requirements. I also have a fairly thorough knowledge of inspection regimens, building code requirements and their antecedents, and their building and mechanical underpinnings. I also have great depth of knowledge as a father of children who've attended schools in Leelanau County for many years. In the past, I've also served on similar boards in Ingham County (Tax Increment Financing Authority, Hospital/ Community Health Advisory Board, Downtown Development, etc.). I am acquainted with Roberts Rules, and how to expedite public forum processes.

6. Please indicate below with an X any/all Boards/Commissions/Committees/Authorities you are willing to serve on. Please place two Xs on the one(s) you feel strongly about:

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		<b>Area Agency on Aging of Northwest Michigan (AAA)</b> (1 member / 2 year terms)	
2	X	<b>Bay Area Transportation Authority (BATA)</b> (2 members / 3 year terms)	
3	X	<b>Benzie-Leelanau District Health Department Board of Health</b> (3 members / 2 year terms)	
4	X	<b>Benzie-Leelanau Environmental Health Board of Appeals</b> (3 members / 2 year terms)	
5	X	<b>Brownfield Redevelopment Authority (BRA)</b> (7 members / 3 year terms)	
6	X	<b>Construction Codes Authority Board of Appeals</b> (5 members / 5 year terms) <i>Specify the category(ies) AND list your qualifications under question #5:</i> Plumbing	
7		<b>Michigan Department of Health and Human Services (DHHS)</b> (2 members / 3 year terms) <i>See Agency-specific application</i>	
8		<b>Land Bank Fast Track Authority (LBA)</b> (7 members / 3 year terms)	
9		<b>Northern Lakes Community Mental Health Authority (CMH)</b> (2 members / 3 year terms)	
10		<b>Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board</b> (1 member / 3 year term)	
11		<b>Northwest Michigan Community Action Agency (NMCAA)</b> (1 member / 3 year term - <b>COMMISSIONER APPOINTMENT</b> )	
12		<b>Northwestern Regional Airport Commission (NRAC)</b> (2 members / 3 year terms)	
13	X	<b>Parks &amp; Recreation Commission (P &amp; R)</b> (10 members / 3 year terms)	
14	X	<b>Planning Commission (PC)</b> (11 members / 3 year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5:</i> Business	Also qualifies for Finance, Econ. Dev.
15		<b>Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC)</b> (5 members / 3 year terms)	
16	X	<b>Solid Waste Council (SWC)</b> (14 members / 2 year terms) <i>Specify category(ies) you qualify for AND list your qualifications under question #5:</i> Industry Waste Generator	
17		<b>Veterans Affairs Administrative Committee (VA)</b> (1 member / 2 year term)	
18		<b>Workforce Development Board (WDB)</b> (2 members / 2 year terms) <i>Must apply with Agency specific application only</i>	



7. List references and contact information (minimum of two):

Reference #1

Dr. Robert K. Butryn  
1383 N. Leland Estates Drive  
Leland, MI 49654  
231-499-3000

Reference #2

Hon. Russell W. Whipple, Mayor  
City of Mason, MI  
322 Lawton Street  
Mason, MI 48854

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes     No

9. Are you willing to consent to a Background Investigation?

Yes     No

10. Signature: John C. Arens Digitally signed by John C. Arens  
Date: 2018.10.25 19:50:23 -04'00'



# Leelanau County Appointment Application to Boards/Commissions/Committees/Authorities

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office. Applications will expire four (4) years from the issue date.

Please type or print legibly

Name: Keith Beduhn	Date: 11/28/22
Address: 13651 N FOREST BEACH SHORES Rd.	
Occupation: RETIRED	
Daytime Telephone: 616 821 4246	
Email Address: irakeith@hotmail.com	

- 1. Are you a resident of Leelanau County?  Yes  No
- 2. Are you a registered voter of Leelanau County?  Yes  No

Township or Village: Select One Leelanau Township

- 3. Can you regularly attend scheduled meetings? Day:  Yes  No  
Evening:  Yes  No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities (use page 4 if you need additional space).

Being involved with decisions benefiting the citizens of the county

5. What are your qualifications for appointment?

Past manager of Mc Donalds corp.

Operational of welding productions of manufacturing,

**RECEIVED**

NOV 28 2022

LEELANAU COUNTY  
ADMINISTRATOR

6. Please indicate below with an X any/all Boards/Commissions/Committees/Authorities you are willing to serve on. Please place two Xs on the one(s) you feel strongly about:

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1		<b>Area Agency on Aging of Northwest Michigan (AAA)</b> (1 member / 2 year terms)	
2		<b>Bay Area Transportation Authority (BATA)</b> (2 members / 3 year terms)	
3		<b>Benzie-Leelanau District Health Department Board of Health</b> (3 members / 2 year terms)	
4		<b>Benzie-Leelanau Environmental Health Board of Appeals</b> (3 members / 2 year terms)	
5		<b>Brownfield Redevelopment Authority (BRA)</b> (7 members / 3 year terms)	
6		<b>Construction Codes Authority Board of Appeals</b> (5 members / 5 year terms) <i>Specify the category(ies) AND list your qualifications under question #5: Select One</i>	
7		<b>Michigan Department of Health and Human Services (DHHS)</b> (2 members / 3 year terms) See Agency-specific application.	
8		<b>Land Bank Fast Track Authority (LBA)</b> (7 members / 3 year terms)	
9		<b>Northern Lakes Community Mental Health Authority (CMH)</b> (2 members / 3 year terms)	
10		<b>Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board</b> (1 member / 3 year term)	
11		<b>Northwest Michigan Community Action Agency (NMCAA)</b> (1 member / 3 year term - <b>COMMISSIONER APPOINTMENT</b> )	
12		<b>Northwestern Regional Airport Commission (NRAC)</b> (2 members / 3 year terms)	
13	XX	<b>Parks &amp; Recreation Commission (P &amp; R)</b> (10 members / 3 year terms)	
14	XX	<b>Planning Commission (PC)</b> (11 members / 3 year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5: Select One</i> Municipal Government, Recreation, Economic Development	
15		<b>Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC)</b> (5 members / 3 year terms)	
16		<b>Solid Waste Council (SWC)</b> (14 members / 2 year terms) <i>Specify category(ies) you qualify for AND list your qualifications under question #5: Select One</i>	
17		<b>Veterans Affairs Administrative Committee (VA)</b> (1 member / 2 year term - must be a Veteran)	
18	X	<b>Workforce Development Board (WDB)</b> (2 members / 2 year terms) <i>Must apply with Agency specific application only.</i>	

7. List references and contact information (minimum of two):

Reference #1

William Buvet  
647 Broadway  
Suttons Bay  
231-883-7124

Reference #2

Laura Tarsa  
4755 E. White Rd.  
Cedar MI 49621

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes  No

9. Are you willing to consent to a Background Investigation?

Yes  No

10. Signature:

Keith Beluk

## Application to Leelanau County Boards and Commissions

Laurel Evans <levans@leelanau.gov>

Thu 3/2/2023 8:45 PM

To: irakeith@hotmail.com <irakeith@hotmail.com>

Dear Mr. Beduhn,

Thank you for your applying to some of the various Leelanau County boards and commissions.

You had indicated an interest in three boards, specifically with Parks and Recreation and the Planning Commission. Please review the categories listed below, and let me know if you could represent one or more –

- Agriculture
- Business
- 2 — • Economic Development
- Education
- Finance
- Legal/Real Estate
- 1 — • Municipal Government
- 3 — • Recreation
- Tourism
- Transportation

Because your application was received after last year's deadline of October 28, it will be part of the group for review at the end of this year.

**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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### Leelanau County Appointment Application to Boards/Commissions/Committees/Authorities

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Please type or print legibly

Name: <i>Carrie Ann Sharp</i>	Date: <i>7.19.22</i>
Address: <i>50 W. Ryant Road, Maple City, MI. 49664</i>	
Occupation: <i>retired</i>	
Daytime Telephone: <i>231.313.2227</i>	
Email Address: <i>C2Lupo @ 201. Com</i>	

- 1. Are you a resident of Leelanau County?  Yes  No
- 2. Are you a registered voter of Leelanau County?  Yes  No

Township or Village: Select One *Cleveland*

- 3. Can you regularly attend scheduled meetings? Day:  Yes  No  
Evening:  Yes  No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities (use page 4 if you need additional space).

*It is every citizen's responsibility (in my opinion) to serve our County & Communities, whether its on a board or doing beach/road clean-up or school boards. →*

5. What are your qualifications for appointment?

*I have sat on the SWC board for a few years. I have experience serving on this board & am familiar with our goals & challenges. As a retired State Farm Employee, I have excellent communication skills & work well in groups. I am very task oriented.*

See Attachment #1 Page 4

6. Please indicate below with an X any/all Boards/Commissions/Committees/Authorities you are willing to serve on. Please place two Xs on the one(s) you feel strongly about:

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
1	X	<b>Area Agency on Aging of Northwest Michigan (AAA)</b> (1 member / 2 year terms)	
2		<b>Bay Area Transportation Authority (BATA)</b> (2 members / 3 year terms)	
3		<b>Benzie-Leelanau District Health Department Board of Health</b> (3 members / 2 year terms)	
4		<b>Benzie-Leelanau Environmental Health Board of Appeals</b> (3 members / 2 year terms)	
5		<b>Brownfield Redevelopment Authority (BRA)</b> (7 members / 3 year terms)	
6		<b>Construction Codes Authority Board of Appeals</b> (5 members / 5 year terms) <i>Specify the category(ies) AND list your qualifications under question #5. Select One</i>	
7		<b>Michigan Department of Health and Human Services (DHHS)</b> (2 members / 3 year terms) <i>See Agency-specific application</i>	
8		<b>Land Bank Fast Track Authority (LBA)</b> (7 members / 3 year terms)	
9	X	<b>Northern Lakes Community Mental Health Authority (CMH)</b> (2 members / 3 year terms)	
10		<b>Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board</b> (1 member / 3 year term)	
11		<b>Northwest Michigan Community Action Agency (NMCAA)</b> (1 member / 3 year term - <i>COMMISSIONER APPOINTMENT</i> )	COMMISSIONER APPT
12		<b>Northwest Regional Airport Authority (NRAA)</b> (2 members / 3 year terms)	
13	X	<b>Parks &amp; Recreation Commission (P &amp; R)</b> (10 members / 3 year terms)	
14		<b>Planning Commission (PC)</b> (11 members / 3 year terms) <i>Specify category(ies) you qualify for AND list your qualifications for each category under question #5. Select One</i>	
15		<b>Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC)</b> (5 members / 3 year terms)	
16	X X	<b>Solid Waste Council (SWC)</b> (14 members / 2 year terms) <i>Specify category(ies) you qualify for AND list your qualifications under question #5. Select One</i>	X — present
17		<b>Veterans Affairs Administrative Committee (VA)</b> (1 member / 2 year term - must be a Veteran)	
18		<b>Workforce Development Board (WDB)</b> (2 members / 2 year terms) <i>Must apply with Agency-specific application only</i>	

7. List references and contact information (minimum of two):

Reference #1

Kim Kleinfelter  
891 W. Hlarke Rd.  
Maple City, MI, 49664  
231.642.0832

Reference #2

Carolyn Faught  
12401 E. Freeland Rd.  
Suttons Bay, MI 49682  
231.883.8327

8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes  No

9. Are you willing to consent to a Background Investigation?

Yes  No

10. Signature: \_\_\_\_\_

*Cami A. Skay*

On this board it is participating in our local governing of recycling efforts/procedures for the good of our county. It's being informed & educated on practices/issues & voting on best practices for our county. I take this responsibility seriously. I also recycle responsibly & consider myself a community role model.



## Leelanau County

## Appointment Application to Boards/Commissions/Committees/Authorities

The Leelanau County Board of Commissioners is committed to seeking qualified and interested citizens to participate in public service through appointment to various Boards/Commissions/Committees/Authorities. To be considered for an appointment, a citizen must be a resident of Leelanau County, a registered voter of Leelanau County, and must have an application on file in the Administrator's Office. Applications will expire four (4) years from the issue date.

Please type or print legibly

Name: HARRY STEFFENS	Date: 11-22-22
Address: 6343 HORN RD, LAKE LEELANAU	
Occupation: RETIRED	
Daytime Telephone: 231-633-9706	
Email Address: hesteffens@hotmail.com	

1. Are you a resident of Leelanau County?  Yes  No

2. Are you a registered voter of Leelanau County?  Yes  No

Township or Village: Select One LELAND

3. Can you regularly attend scheduled meetings? Day:  Yes  No  
Evening:  Yes  No

4. State your understanding of citizen involvement on Leelanau County Boards, Commissions, Committees, and Authorities (use page 4 if you need additional space).

I SIMPLY WISH TO DO MY CITIZEN DUTY AND SERVE MY COMMUNITY IN WHATEVER POSITION I MAY BE QUALIFIED FOR

5. What are your qualifications for appointment?

USAF VETERAN (1967-1971), LICENSED BUILDER IN LEELANAU COUNTY (1990'S), CEMETERY SEXTON (1970'S) FOR EAST LELAND, BEECHWOOD & MAPLE LAKE, OWNER/OPERATOR OF: LAKE LEELANAU SHELL (1975), STEFFENS RESORT SERVICE (1972-1997)

6. Please indicate below with an X any/all Boards/Commissions/Committees/Authorities you are willing to serve on. Please place two Xs on the one(s) you feel strongly about:

	X	Board/Commission/Committee/Authority	Have you served on this board in the past? Give dates.
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2		<b>Bay Area Transportation Authority (BATA)</b> (2 members / 3 year terms)	
3		<b>Benzie-Leelanau District Health Department Board of Health</b> (3 members / 2 year terms)	
4		<b>Benzie-Leelanau Environmental Health Board of Appeals</b> (3 members / 2 year terms)	
5		<b>Brownfield Redevelopment Authority (BRA)</b> (7 members / 3 year terms)	
6	X	<b>Construction Codes Authority Board of Appeals</b> (5 members / 5 year terms) <u>Specify the category(ies) AND list your qualifications under question #5: Select One</u> Building	
7		<b>Michigan Department of Health and Human Services (DHHS)</b> (2 members / 3 year terms) See Agency-specific application	
8		<b>Land Bank Fast Track Authority (LBA)</b> (7 members / 3 year terms)	
9		<b>Northern Lakes Community Mental Health Authority (CMH)</b> (2 members / 3 year terms)	
10		<b>Northern MI Regional Entity (NMRE) Substance Use Disorder Services Policy Oversight Board</b> (1 member / 3 year term)	
11		<b>Northwest Michigan Community Action Agency (NMCAA)</b> (1 member / 3 year term - <b>COMMISSIONER APPOINTMENT</b> )	
12		<b>Northwestern Regional Airport Commission (NRAC)</b> (2 members / 3 year terms)	
13	X	<b>Parks &amp; Recreation Commission (P &amp; R)</b> (10 members / 3 year terms)	
14	X	<b>Planning Commission (PC)</b> (11 members / 3 year terms) <u>Specify category(ies) you qualify for AND list your qualifications for each category under question #5: Select One</u> Housing	
15		<b>Soil Erosion, Sedimentation and Stormwater Runoff Control Ordinance Board of Appeals (SESSRC)</b> (5 members / 3 year terms)	
16		<b>Solid Waste Council (SWC)</b> (14 members / 2 year terms) <u>Specify category(ies) you qualify for AND list your qualifications under question #5: Select One</u>	
17	X	<b>Veterans Affairs Administrative Committee (VA)</b> (1 member / 2 year term - must be a Veteran)	
18		<b>Workforce Development Board (WDB)</b> (2 members / 2 year terms) <i>Must apply with Agency specific application only</i>	

7. List references and contact information (minimum of two):

Reference #1 DAVID KIESSEL  
3024 N. KORSON  
SUTTONSBAY, MI 49682 Ph 231-357-0642

Reference #2 JIM KOBBERSTAD  
799 JUNSET SHORES  
LAKE LEECLANAU, MI 49653

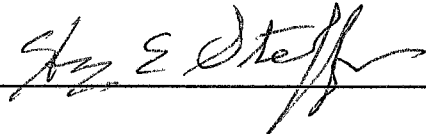
8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes  No

9. Are you willing to consent to a Background Investigation?

Yes  No

10. Signature: \_\_\_\_\_



**From:** [John Jr Kasben](#)  
**To:** [Laurel Evans](#)  
**Cc:** [Misty Porter](#); [dkasben@yahoo.com](mailto:dkasben@yahoo.com); [johnkasbensr@gmail.com](mailto:johnkasbensr@gmail.com); [RP](#); [Deborah Allen](#)  
**Subject:** Re: Update Requested: Regarding the Agreement to Grant License/County Board Action - 4/18/2023  
**Date:** Tuesday, October 17, 2023 12:37:51 PM

---

Hello Laurel,

After some material delays, we are connected to the new septic tanks and drain field. We are disconnected from the old drain field effective yesterday. We have some final site work to finish but the new system has been inspected by BLDHD and approved. Our engineer just has to sign off on the project to finish up the permit process.

Thank you and the County Board of Commissioners for your patience and extension to complete the work after so many delays that were out of my hands.

Have a great day,

John Kasben Jr. Administrator  
Maple Valley Nursing Home  
1086 W. Burdickville Rd.  
Maple City, MI 49664  
231.228.5895

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On Sep 21, 2023, at 11:54 AM, Laurel Evans <[levans@leelanau.gov](mailto:levans@leelanau.gov)> wrote:

Dear Mr. Kasben:

As has been discussed at previous County Board sessions, we are adding the drainfield relocation issue to the October agenda; please provide a status update on the project at your earliest convenience, no later than Monday, September 25. 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*

Which ones do we want the most, and where do we put them?

1	2	3
Master Plan ( <i>G-C</i> ) Restrooms ( <i>U/A</i> ) Water Stations Crosswalks Parking Preservation ( <i>NW Corner</i> ) Grading ( <i>Roads/Parking</i> ) Disc Golf Signage maintenance Cross-Country Skiing Partner with LCHPS 4-H ( <i>evaluate use</i> ) Equestrian ( <i>evaluate use</i> ) Tree Planting ( <i>ReLeaf</i> ) Boulders ( <i>parking lot</i> ) Spring Clean-up ( <i>GLCS</i> )	Reconfirm Courts ( <i>all</i> ) <ul style="list-style-type: none"> <li>• Tennis</li> <li>• Pickleball</li> <li>• Baseball</li> <li>• Basketball</li> <li>• Soccer</li> </ul> Driving range ( <i>Net? Relocate?</i> ) Soccer Pavilion Garage Addition ( <i>etc.</i> )	Capital Improvement Plans ( <i>all</i> ) Multi., 2016* ..... \$300,000 Dog Park, 2021 ..... \$40,000 Paved Loop Trail, 2021..... \$250,000 Pickleball Courts ( <i>4</i> ), 2023 ..... \$80,000 Poor Farm Barn, 2023..... \$35,000 Kiosk, 2022 ..... \$35,000 Playground Equip., 2023..... ?

*\*Replace/expand tennis courts, relocate baseball fields, irrigate picnic and ball diamonds, replace restrooms*





**MYLES KIMMERLY PARK - MASTER PLAN UPDATE**  
**OVERALL LAYOUT**

DATE: 10/04/23  
 SCALE: 1" = 100'  
 0' 100' 200'



Two recommendations were passed at a recent Veronica Valley Park Committee meeting, as follows –

**Motion by Christensen to recommend to the Parks and Recreation Commission to approve moving forward with the pad project at Veronica Valley Park at a cost to not to exceed \$3,000.00. Seconded by Barrons.**

Discussion – Barrons and Christensen suggested preparing the form so the pad could be poured as soon as approval was granted from the Parks Commission.

**Ayes – 4 (Barrons, Christensen, Popa, Walter)**

**No – 0**

**Recommendation Passes.**

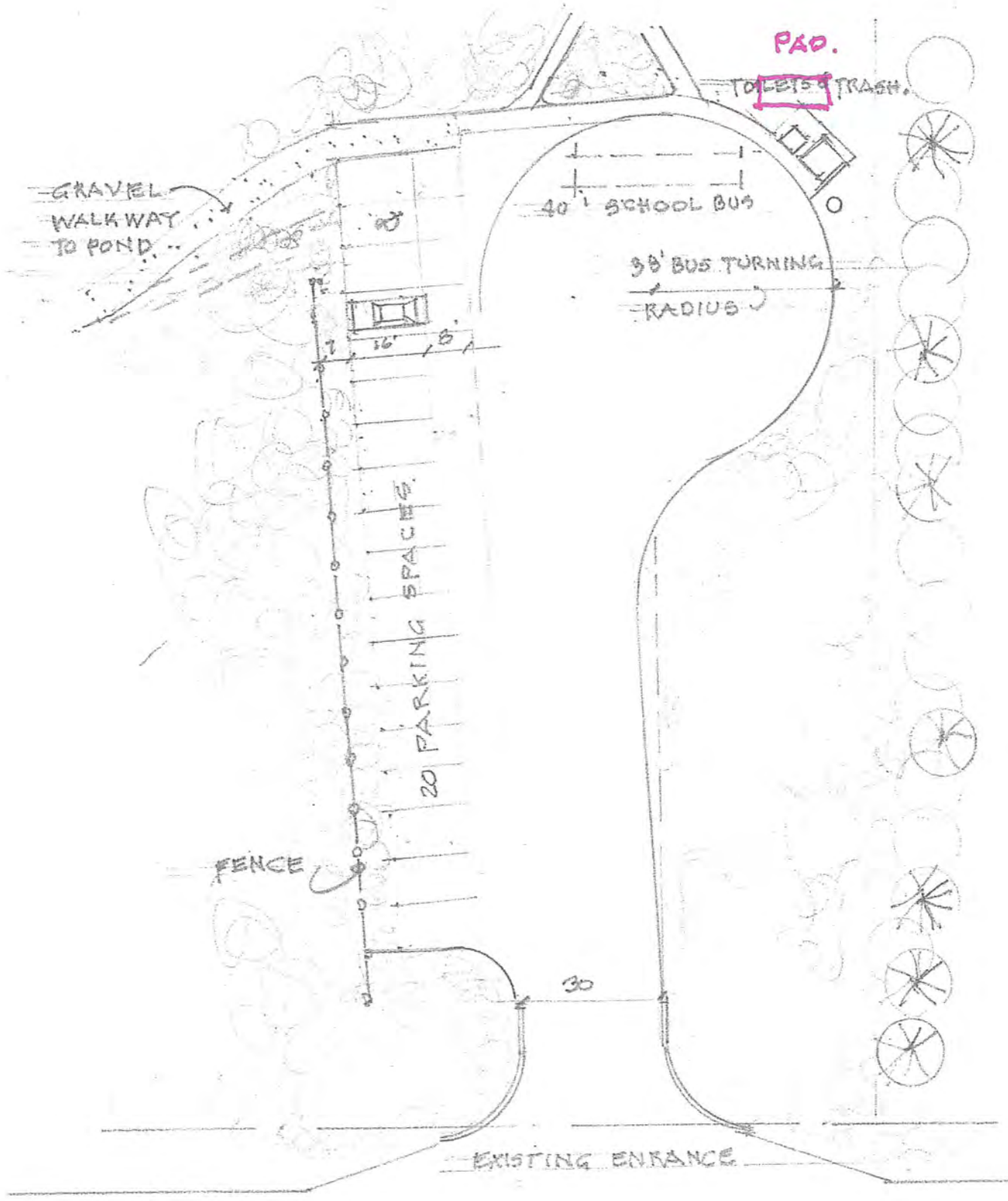
**Motion by Popa to recommend to the Parks and Recreation Commission to approve the purchase of one safety ladder at a cost not to exceed \$500.00, and per the recommendation of MMRMA. Seconded by Christensen.**

Discussion – Barrons mentioned that the spacing of the boards on the sides of the pond bridge were out of compliance per MMRMA, but he thought the repair could be covered under maintenance. Walter said he would research cabling to secure the safety ladder for the fishing pond.

**Ayes – 4 (Barrons, Christensen, Popa, Walter)**

**No – 0**

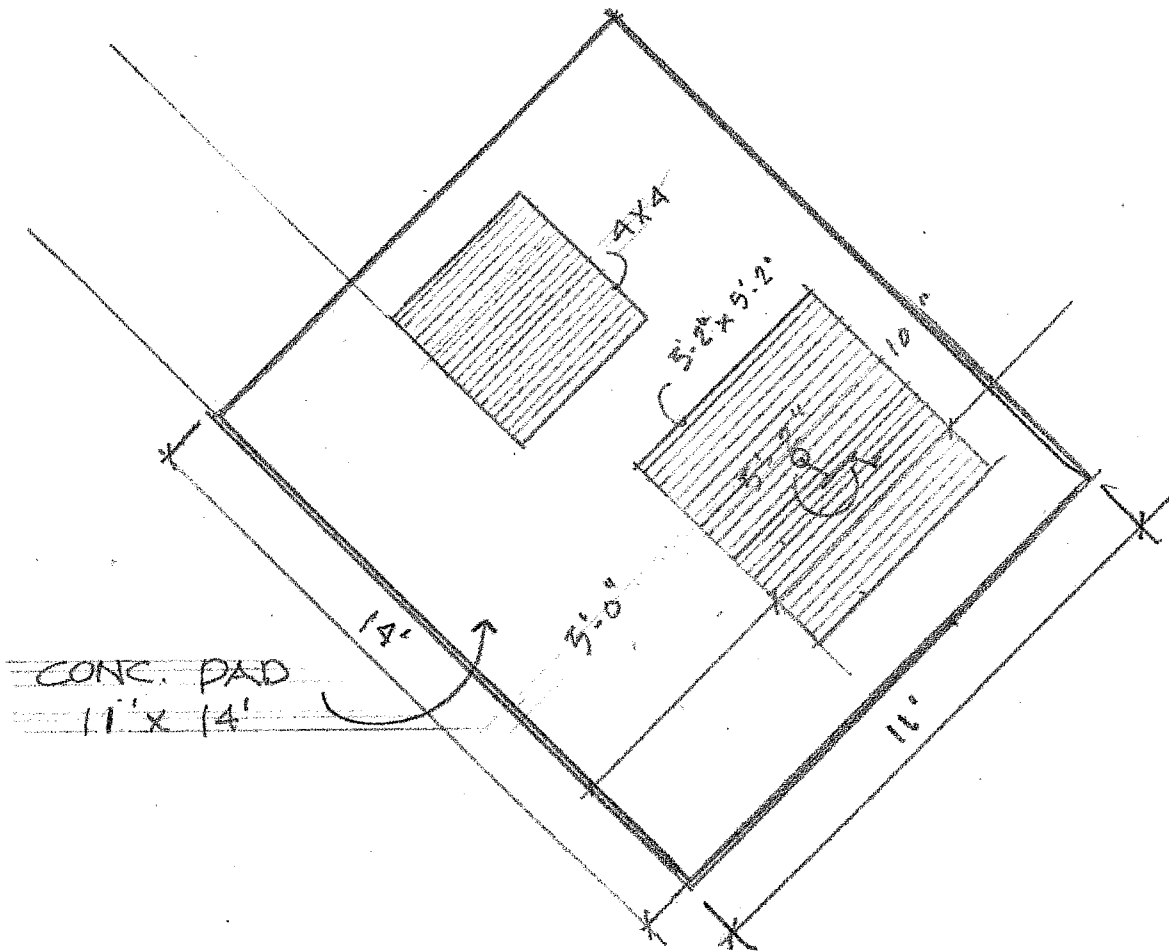
**Recommendation Passes.**



VERONICA VALLY PARKING LOT

SCALE: 1" = 30' 7/29/11

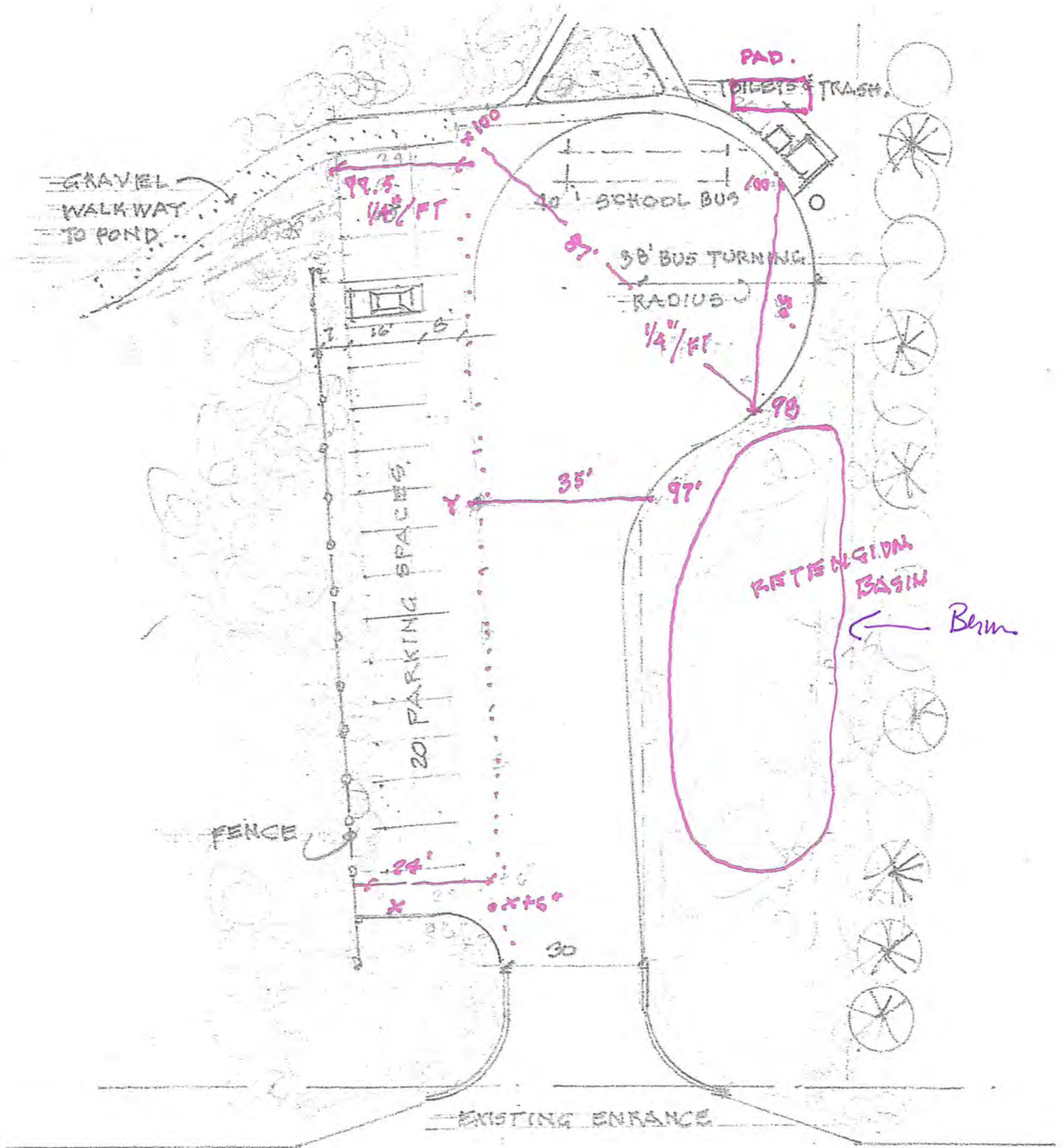




VERONICA VALLEY PORTABLE TOILETS

1/4" = 1'-0"

10/13/23



← E OF ROAD

VERONICA VALLY PARKING LOT

SCALE: 1" = 30'

7/29/11