

# Leelanau County Parks and Recreation Commission

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

Leelanau County Government Center, Suttons Bay, Michigan

<https://www.leelanau.gov/meetingdetails.asp?MAId=2603>

(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 – November 1, 2023, Regular Session  | 2-7   |
| 2. Approval of Financials – November Parks Financials   | 8-11  |
| 3. Playground Discussion  | 12-27 |
| 4. MMRMA (Michigan Municipal Risk Management Authority)<br>Risk Assessment – Winter Activity Guidelines | 28-39 |
| 5. Parks Commission Retirement, Potential Appointment   | 40-53 |
| 6. Committee Reports and Recommendations –  |       |
| a. Myles Kimmerly Park Committee  |       |
| i. Conceptual Plan Review   | 54    |
| b. Old Settlers Park Committee  |       |
| c. Veronica Valley Park Committee   |       |
| 7. FY2024 Draft Documents Update  |       |

Public Comment

Commissioner Comments

Chairperson Comments

Adjournment

## Leelanau County Parks and Recreation Commission

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

### Tentative Minutes – Meeting Recorded

Leelanau County Government Center, Suttons Bay, Michigan

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

In Chairman Noonan’s absence, the Regular Session of the Leelanau County Parks and Recreation Commission was called to order by Commission Secretary 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, *Secretary*  
Don Frerichs  
Charles Godbout  
Melinda Lautner  
Casey Noonan, *Chairman (absent, prior notice)*  
John Popa  
Kama Ross, *(absent, prior notice)*  
F. Jon Walter

#### Staff Present:

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

#### Public Comment:

None.

#### Agenda Additions/Deletions:

Godbout requested the addition of “Approval of Parking Improvements Proposal” and “Gazebo Refurbishment Scope of Service Notification” be added under the Old Settlers Park Committee report.

#### **Motion by Godbout to approve the agenda, as amended. Seconded by Arens.**

Discussion – None.

**Ayes – 7 (Godbout, Lautner, Popa, Walter, Arens, Christensen, Frerichs)**

**No – 0 Absent – 3 (Barrons, Noonan, Ross)**

**Motion Passes.**

#### Action Items –

##### Approval of Minutes – October 4, 2023, Regular Session:

**Motion by Popa to approve the Regular Session minutes from the October 4, 2023 Parks and Recreation Commission meeting, as presented. Seconded by Lautner.**

Discussion – None.

**Ayes – 7 (Popa, Walter, Arens, Christensen, Frerichs, Godbout, Lautner)**

**No – 0 Absent – 3 (Barrons, Noonan, Ross)**

**Motion Passes.**

Approval of Financials –  
October Parks Financials:

- Revenue and Expense Report (Period Ending October 31, 2023)
- Transaction History Listing Report (October 1, 2023 Thru October 31, 2023)

Bradley reported expenditures at 52 percent of budget. He added that tractor maintenance and two other projects, one totaling about \$5,000.00, were still outstanding. Charges to “Memberships Dues and Fees” seemed high and Lautner questioned the reason. Bradley explained that state fees for water permits were charged to that account which Godbout said were miscategorized. Lautner questioned the balances in “Taxable and Nontaxable Travel” accounts and questioned if they should be increased, but no decision was made.

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

Discussion – Frerichs asked Lautner if the Board of Commissioners (BOC) approved rolling over to 2024 the Parks Commission’s unspent Capital Outlay. Lautner responded that she thought the BOC would approve the request; however, she did not think an additional \$100,000.00 would be approved to pave the walking trail at Myles Kimmerly Park.

**Ayes – 7 (Godbout, Lautner, Popa, Walter, Arens, Christensen, Frerichs)**

**No – 0 Absent – 3 (Barrons, Noonan, Ross)**

**Motion Passes.**

Administrative Assistant –

Approval of Stipend for FY2023 Work:

**Motion by Lautner to 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 Fiscal Year 2023. Seconded by Arens.**

Discussion – Godbout inquired and Evans confirmed that the stipend was for work performed in support of the Parks Commission in Fiscal Year 2023.

**Ayes – 7 (Lautner, Popa, Walter, Arens, Christensen, Frerichs, Godbout)**

**No – 0 Absent – 3 (Barrons, Noonan, Ross)**

**Recommendation Passes.**

New Administrative Assistant Search:

For those who were unaware, Evans announced her retirement stating that her last day in the office would be December 8, 2023. She added that due to unused vacation, she would be “on the books” through March. Evans suggested that the group work with the Human Resources Director to find a suitable replacement. Christensen told Evans that she would be missed.

Christensen inquired how Lori Eubanks is paid to transcribe the minutes. Evans explained that Eubanks is a Temporary Office Assistant tasked to the Parks and Recreation Commission and that she is paid from the Parks budget.

Christensen thought the next step should be to task Chairman Noonan to appoint a non-quorum committee to move forward with “figuring out where we go from here.” Frerichs inquired if Evans’ job description included the support of the Parks and Recreation Commission. Evans responded that it did not. Frerichs said it would be helpful if the group could review Evan’s job description. For the purpose of being able to respond to questions from future

candidates about the time commitment to perform the job, Arens asked and Evans responded that she was unsure how many hours each month she dedicates to the Parks Commission. Evans said that she works above and beyond the duties in her job description. Christensen thought that the Parks Commission would most likely be sharing administrative support and that it would not be “just us” using the position. Evans offered that possibly the Clerk’s office would be a good option for providing administrative assistance since they have a good understanding of Robert’s Rules of Order (a parliamentary procedure for conducting meetings of representative bodies).

Popa reminded the group of a previous discussion of about three years ago regarding the need for a part-time person who could perform duties beyond clerical support – someone with “boots on the ground.” He said the Parks Commission could be more productive if a dedicated position was added so that grants could be pursued, contracts could be facilitated, and the overall goals of the Parks Commission could tracked and pursued. Lautner concurred. She added that she was unsure how the BOC was moving forward with the addition of a Facilities Manager, but that she did not think the position would be granted in 2024. She said that ideally, they needed an internal person who “had time on their hands,” who could be compensated with a stipend, or better yet, would not require a stipend, and who had an interest in the Parks Commission. Christensen said he would advise Chairman Noonan of the recruitment work ahead.

MMRMA (Michigan Municipal Risk Management Authority) Risk Assessment – August 4, 2023 – Report Review:

Popa suggested that each committee review MMRMA’s report and recommendations and take action as appropriate, then report their progress at future Parks meetings. Christensen supported this idea and, by consensus, a review of the recommendations by MMRMA will be added to future Parks agendas and will be updated accordingly until all items have been addressed.

Winter Activity Guidelines (Pages 17-27 of packet):

Evans explained that, with regard to installing an ice rink at Myles Kimmerly Park, the “Winter Activity Safety: Model Guidelines” document that she obtained from MMRMA was particularly relevant. Popa found the document to be an excellent resource and asked that it be saved somewhere for easy access for future reference. Godbout said they would add it as an addendum to the new parks plan. Christensen said that, by consensus, he would have Veronica Valley and Old Settlers Park committee chairs add the guidelines to their respective agendas and have each committee report its progress at the monthly Parks Commission meetings.

Parks Commissioner Recommendation:

(John Arens’ term expires December 31, 2023; he is a 25-year resident of Leelanau County and resides in Cedar, Michigan – Centerville Township.)

**Motion by Lautner that the Parks and Recreation Commission recommend to the County Board of Commissioners the reappointment of John Arens to the Parks and Recreation Commission, for a term expiring on December 31, 2026. Seconded by Godbout/Popa.**

Discussion – None.

**Ayes – 7 (Lautner, Popa, Walter, Arens, Christensen, Frerichs, Godbout)**

**No – 0 Absent – 3 (Barrons, Noonan, Ross)**

**Recommendation Passes.**

Committee Reports and Recommendations –

Myles Kimmerly Park Committee (MKPC). Maple Valley Nursing Home Drain Field Update – Evans referenced photos of the remains of the drain field that were taken by Bradley. Godbout asked and Bradley confirmed that the drain field had been abandoned and that the lines that remained were nonfunctional (no sewage could flow into the chamber that remains below the surface in the park). Bradley added that the sewage lines had been cut on the north side of Burdickville Road. Bradley recommended digging out the chamber rather than covering it up. Lautner inquired if the cost of remediation was covered in the lease with Maple Valley Nursing Home. Evans responded that remediation costs were not addressed in the lease and would be the responsibility of the County, but that the cost would be less than anticipated.

**Motion by Lautner to recommend to the County Board of Commissioners to remediate or remove the drain field from Myles Kimmerly Park. Seconded by Popa.**

Discussion – Lautner wanted to leave the decision to the BOC about whether to include removal of the pipelines as part of the remediation process. Popa supported this as well.

**Ayes – 7 (Arens, Christensen, Frerichs, Godbout, Lautner, Popa, Walter)**

**No – 0 Absent – 3 (Barrons, Noonan, Ross)**

**Recommendation Passes.**

Evans will request addition of this action on the November BOC agenda.

Park Master Plan Update. Frerichs reported that the Committee met with Kevin Krogulecki, of Gosling Czubak Engineering, on October 17, 2023, for the first review of the park’s Master Plan. Frerichs said that Krogulecki will begin working on revisions resulting from that meeting and will submit the updated Master Plan by the end of November. Frerichs said he would like to gather public input before the final rendering. Frerichs provided a brief review of the revisions and updates proposed for the next draft of the master plan, including a compromise on the length of the paved loop trail to a shorter distance (approximately a quarter mile for the first phase of the project) that would accommodate ADA and perhaps make the cost of paving a shorter trail more palatable by the BOC.

Old Settlers Park Committee –

Approval of Parking Improvements Proposal. Godbout reported that two estimates were received for the parking improvements proposal for Old Settlers Park; one from Stanz Dozer in the amount of \$4,850.00; one from 2M Services in the amount of \$2,525.00.

**Motion by Godbout to accept the estimate from 2M Services for parking improvements at Old Settlers Park at a cost not to exceed \$2,525.00. Seconded by Lautner.**

Discussion – Christensen inquired and Evans responded that this recommendation did not have to go to the BOC. Popa and Lautner expressed hope that the project would be completed before winter.

**Ayes – 7 (Arens, Christensen, Frerichs, Godbout, Lautner, Popa, Walter)**  
**No – 0 Absent – 3 (Barrons, Noonan, Ross) Motion Passes.**

Gazebo Refurbishment Scope of Service Notification. Godbout advised the group that the scope of service for refurbishing the gazebo in 2024 was being forwarded to legal for review. Some of the projects included repairing or replacing the deck stairs and replacing the old, wood upper and lower lattice and the old skirting with vinyl components. Lautner added that vinyl would be used for the upper lattice only if the scallops could be retained; otherwise, wood would be used. Godbout also noted that the Lanham memorial bench had been installed and that the bunny bouncer donated by the Lanham family would be installed in 2024. Godbout added that electrical service to the gazebo would be installed “next week.”

Veronica Valley Park Committee:

Popa reported on the progress of the cement pad installation at Veronica Valley Park. He added that County Maintenance Director Jerry Culman will pour the pad and that the goal is to have it poured “this year.”

**Motion by Popa for the Parks and Recreation Commission to approve moving forward with pouring the concrete pad at a cost not to exceed \$3,000.00. Seconded by Walter.**

Discussion – None.

**Ayes – 7 (Popa, Walter, Arens, Christensen, Frerichs, Godbout, Lautner)**  
**No – 0 Absent – 3 (Barrons, Noonan, Ross) Motion Passes.**

Popa discussed the purchase of a dock ladder in case of an emergency (if someone fell into the pond at Veronica Valley Park) and per a recommendation by MMRMA.

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

Discussion – Lautner inquired and Popa responded that the ladder would be permanently installed.

**Ayes – 7 (Popa, Walter, Arens, Christensen, Frerichs, Godbout, Lautner)**  
**No – 0 Absent – 3 (Barrons, Noonan, Ross) Motion Passes.**

Water overflow basin locations around the parking lot were discussed. Lautner expressed concern about the loss of parking spaces due to the proposed basin locations. Walter said the current configuration is the safest solution and that the current layout maintains the bus turnaround radius.

Public Comment:

None.

Commissioner Comments:

Frerichs commented that Steve Stier, President of the Leelanau County Historic Preservation Society, had mentioned in during (a previous) public comment that he thought the Parks' Mission Statement was outdated. Frerichs stated that he agreed. Christensen responded that the five-year plan would be a good opportunity to revisit the issue.

Chairperson Comments:

None.

Adjournment:

With no further business to come before the Parks and Recreation Commission, Christensen called for a motion to adjourn.

**Motion by Walter to adjourn. Seconded by Lautner.**

**Ayes – 7 (Walter, Arens, Christensen, Frerichs, Godbout, Lautner, Popa)**

**No – 0 Absent – 3 (Barrons, Noonan, Ross)**

**Motion Passes.**

The meeting adjourned at 4:29 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: November 30, 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	1,365.84	28,652.74	36,311.00	78.91%
850756-703.001 Temporary Office Assistant	399.78	3,575.81	3,000.00	119.19%
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	134.13	2,714.24	3,266.00	83.11%
850756-718.000 Hospitalization	0.00	7,130.00	7,130.00	100.00%
850756-719.000 Retirement	0.00	2,424.79	2,167.00	111.90%
850756-720.000 Life Insurance/Disability	0.00	502.02	579.00	86.70%
850756-727.000 Office/Operating Supplies	0.00	8,741.55	9,500.00	92.02%
850756-742.000 Uniforms	0.00	335.42	400.00	83.86%
850756-743.000 Gas/Oil	0.00	2,340.18	2,500.00	93.61%
850756-775.000 Repair and Maintenance	0.00	28,556.00	30,000.00	95.19%
850756-801.000 Contractual Services	641.75	12,782.30	18,000.00	71.01%
850756-807.000 Membership Dues and Fees	0.00	646.80	100.00	646.80%
850756-850.000 Telephone	0.00	521.93	400.00	130.48%
850756-850.001 Telephone - Cell phone	0.00	295.69	294.00	100.57%
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)	0.00	3,600.05	4,000.00	90.00%
850756-940.000 Rental	0.00	1,477.80	1,500.00	98.52%
850756-942.000 Copy Machine Charges (Rental)	0.00	0.08	30.00	0.27%
850756-970.000 Capital Outlay	0.00	0.00	55,000.00	0.00%
850756-970.010 Capital Outlay under \$5,000.00	4,779.24	4,779.24	4,000.00	119.48%
<b>Expenses Total</b>	<b>7,320.74</b>	<b>113,389.69</b>	<b>185,832.00</b>	<b>61.02%</b>
<b>Capital Outlay under \$5,000.00</b>	<b>7,320.74</b>	<b>113,389.69</b>	<b>185,832.00</b>	<b>61.02%</b>
<b>Expenses Fund Total</b>	<b>7,320.74</b>	<b>113,389.69</b>	<b>185,832.00</b>	<b>61.02%</b>



# REVENUE & EXPENSE REPORT - CURRENT

Fund 101 General Fund

County of Leelanau

Department 850756 Parks & Recreation

Period Ending Date: November 30, 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)	7,320.74	113,389.69	185,832.00	
Beginning/Adjusted Balance	YTD Revenues	YTD Expenses	Current Fund Balance	
7,611,588.41	+ 16,041,566.24	- 14,916,005.35	=	8,737,149.30
Grand Total for Expenses	7,320.74	113,389.69	185,832.00	61.02%
Grand Total Net Rev/Exp	7,320.74	113,389.69	185,832.00	

Not Final

# Transaction History Listing Report

County of Leelanau

Account Balance Transactions

Date Range: November 1, 2023 Thru November 28, 2023

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

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits		
<b>Account:</b> 850756-703.000 Salaries						<b>Dept:</b> Parks & Recreation			
						<b>Beginning Balance :</b> 27,286.90			
11/9/2023	PR	24705	CLH	11/03/23	REGULAR WAGES	1,365.84			
<b>Total Salaries Transactions for November:</b>						1,365.84	0.00		
<b>Period Salaries Totals</b>						1,365.84	0.00		
<b>Year-To-Date Salaries Totals</b>						28,652.74	0.00		
<b>Appropriations -</b> 36,311.00						<b>Current Expenditures =</b> 28,652.74	<b>Unexpended Balance -</b> 7,658.26	<b>Current Encumbrance =</b> 0.00	<b>Unencumbered Balance</b> 7,658.26

<b>Account:</b> 850756-703.001 Temporary Office Assistant						<b>Dept:</b> Parks & Recreation			
Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits		
						<b>Beginning Balance :</b> 3,176.03			
11/9/2023	PR	24705	CLH	11/03/23	REGULAR WAGES	399.78			
<b>Total Temporary Office Assistant Transactions for November:</b>						399.78	0.00		
<b>Period Temporary Office Assistant Totals</b>						399.78	0.00		
<b>Year-To-Date Temporary Office Assistant Totals</b>						3,575.81	0.00		
<b>Appropriations -</b> 3,000.00						<b>Current Expenditures =</b> 3,575.81	<b>Unexpended Balance -</b> 575.81	<b>Current Encumbrance =</b> 0.00	<b>Unencumbered Balance</b> -575.81

<b>Account:</b> 850756-717.000 Social Security						<b>Dept:</b> Parks & Recreation	
Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
						<b>Beginning Balance :</b> 2,580.11	
11/9/2023	PR	24705	CLH	11/03/23	FICA	108.71	
11/9/2023	PR	24705	CLH	11/03/23	MEDICARE	25.42	
<b>Total Social Security Transactions for November:</b>						134.13	0.00
<b>Period Social Security Totals</b>						134.13	0.00
<b>Year-To-Date Social Security Totals</b>						2,714.24	0.00

\* Indicates Prior Year Transactions

# Transaction History Listing Report

County of Leelanau

**Account Balance Transactions**  
Date Range: November 1, 2023 Thru November 28, 2023

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

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
<b>Appropriations -</b>							
3,266.00							
<b>Current Expenditures =</b>							
2,714.24							
<b>Unexpended Balance -</b>							
551.76							
<b>Current Encumbrance =</b>							
0.00							
<b>Unencumbered Balance</b>							<b>551.76</b>

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
<b>Account: 850756-801.000 Contractual Services</b>					<b>Dept: Parks &amp; Recreation</b>		
<b>Beginning Balance :</b>						<b>12,140.55</b>	
11/1/2023	AP	24717	CMK	20231031	GFL ENVIRONMENTAL	32.51	
11/1/2023	AP	24717	CMK	20231031	GFL ENVIRONMENTAL	109.24	
11/10/2023	AP	24734	CMK	20231110	GOSLING CZUBAK ENGINEERING	500.00	
<b>Total Contractual Services Transactions for November:</b>						<b>641.75</b>	<b>0.00</b>
<b>Period Contractual Services Totals</b>						<b>641.75</b>	<b>0.00</b>
<b>Year-To-Date Contractual Services Totals</b>						<b>12,782.30</b>	<b>0.00</b>
<b>Appropriations -</b>							
18,000.00							
<b>Current Expenditures =</b>							
12,782.30							
<b>Unexpended Balance -</b>							
5,217.70							
<b>Current Encumbrance =</b>							
0.00							
<b>Unencumbered Balance</b>							<b>5,217.70</b>

Date	SRC	Batch	Operator	Ref #	Description	Debits	Credits
<b>Account: 850756-970.010 Capital Outlay under \$5,000.00</b>					<b>Dept: Parks &amp; Recreation</b>		
<b>Beginning Balance :</b>							
11/7/2023	AP	24734	CMK	20231107	NORTHERN BUILDING SUPPLY, LLC	57.13	
11/13/2023	AP	24734	CMK	20231113	2M SERVICES LLC	2,525.00	
11/13/2023	AP	24734	CMK	20231113	NORTHERN BUILDING SUPPLY, LLC	7.11	
11/14/2023	AP	24734	CMK	20231114	THE CONCRETE SERVICE INC	2,190.00	
<b>Total Capital Outlay under \$5,000.00 Transactions for November:</b>						<b>4,779.24</b>	<b>0.00</b>
<b>Period Capital Outlay under \$5,000.00 Totals</b>						<b>4,779.24</b>	<b>0.00</b>
<b>Year-To-Date Capital Outlay under \$5,000.00 Totals</b>						<b>4,779.24</b>	<b>0.00</b>
<b>Appropriations -</b>							
4,000.00							
<b>Current Expenditures =</b>							
4,779.24							
<b>Unexpended Balance -</b>							
779.24							
<b>Current Encumbrance =</b>							
0.00							
<b>Unencumbered Balance</b>							<b>-779.24</b>
<b>Grand Totals</b>						<b>52,504.33</b>	<b>0.00</b>

\* Indicates Prior Year Transactions  
Operator: CMK

Select Language | ▼

800-346-8524

What are you looking f



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## WHAT ARE THE DIFFERENT TYPES OF PLAYGROUND SURFACES?



When it comes to playground surface options, it matters which material you choose. Some surfaces offer superior playground fall protection, while other materials are simply unsafe. You want to install a playground surface material that can cushion a fall and fit into your budget.

### CONTACT US TODAY

Falls onto playground surfaces are the number one reason children get sent to the emergency room. While a scraped knee might not be concerning, some fall-related injuries are serious. For example, according to the Centers for Disease Control and Prevention (CDC), more than 20,000 children are treated for a playground-related traumatic brain injury (TBI) every year.

Select Language | ▼

☎ 800-346-8524



A properly installed shock-absorbing surface is vital to creating a safe playground. The chances of being injured on an impact-absorbing surface are less than half compared to non-impact-absorbing surfaces. Kids should feel safe and happy while they play, and a quality surface material is a crucial part of that.

Choosing the appropriate playground surface for your playground is not as difficult as it might seem. However, you will need to consider certain factors such as your budget, the size of your playground and your community's vision. When it comes down to it, safety should always be the priority when choosing a surface.

At Zeager Bros., Inc. we've been helping playground owners choose the best playground surface for decades. If you're wondering which type of playground surface material to choose, let us help you get started. We'll show you the different types of play surfaces for playgrounds and break down each one to explore the pros and cons. By the time you're done reading this post, you'll have a better idea of the perfect surface for you and the children who can't wait to play at your playground.

## PLAYGROUND SURFACE OPTIONS

Select Language | ▼

☎ 800-346-8524

## COMPLEMENT ECO-FRIENDLY PLAYGROUNDS.



There are two main types of playground surface materials – unitary and loose-fill surfaces. All types of playground surfaces should be tested and comply with ASTM F1292 – the standard for impact attenuation. We'll show you what each category is about, including the advantages and disadvantages.

**Loose-Fill:** Pea gravel, sand, loose fill rubber (LFR), and engineered wood fiber (EWF) are all examples of loose-fill materials. These materials are natural (except LFR) and do not contain chemicals or binders to hold them together. Generally, it's recommended to install and maintain a 12-inch thickness with all loose fill surface materials because of natural compaction and scattering.

**Unitary:** Unitary surfaces are bound elements formed into tiles or rolled products such as turf. These surfaces include rubber tiles, artificial turf, poured-in-place rubber (PIP) or carpeting products. Unitary surfaces may be made of recycled tires, nylon or other synthetic elements.

## LOOSE-FILL VS. UNITARY FOR OUTDOOR PLAYGROUND SURFACES

Loose-fill and unitary surfaces can both be a safe choice, so it's easy to get stuck choosing between the two. You might want to speak with an expert, so you know exactly what you're getting.

Otherwise, here are a few pros and cons to aid your decision. Remember, you also have the option of combining both loose-fill and unitary surfaces in your playground if that would suit your needs.

### A) LEARN MORE ABOUT YOUR LOOSE-FILL PLAYGROUND SURFACE OPTIONS

Select Language | ▼

☎ 800-346-8524

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Also, loose-fill materials like EWF blend beautifully into natural surroundings and complement eco-friendly playgrounds. For example, it's easy to imagine EWF pathways and ground space in a playground surrounded by trees. Unlike landscaping mulch, EWF is made from virgin wood chips so it's much cleaner and designed for safety.

### **Loose-Fill Cons**

The disadvantage of loose-fill surfaces is they require more maintenance since they often get kicked away from frequently used areas. As a result, loose-fill surfaces must be raked, replenished and compacted regularly to ensure safety and accessibility, which also might increase maintenance costs. However, you can install **wear mats**, which are available in a range of different sizes, to help prevent loose-fill displacement.

Maintenance is still required even with wear mats, but the mats will help reduce the time needed to fill in surface materials in high use playground areas. They also help areas remain safe and accessible between maintenance checks.

Some manufacturers have certified mats to function with specific fall heights. Before you install wear mats, ask your vendor for performance results and make sure the mats will not decrease the safety of a play area. Maintenance workers should still perform regular inspections to ensure the mat is smooth and even with the ground and compliant with the Americans with Disabilities Act (ADA).

We also recommend installing wear mats not only under swings and at slide exits, but also beneath equipment such as transition platforms and play panels to help children with disabilities access all play areas with ease.

## **TYPES OF LOOSE-FILL PLAYGROUND SURFACE MATERIALS**



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There are only a few main types of loose-fill playground surfaces – for example, EWF, pea gravel and sand. However, even though these are considered safe playground surface materials, there are still reasons to review each one carefully so you can choose the playground floor material that will work best for your playground. Let's look at each type so you can see the differences.

## 1. EWF

EWF is by far the safest loose-fill material for a playground. Our EWF is all-natural, knits together to compact and make a smooth, accessible surface, and is more affordable than unitary surfaces. EWF also offers excellent impact absorption, is easy to install and stays in place better than other loose-fill materials, making it a popular choice. EWF requires regular maintenance, especially in high-use areas like beneath swings where tiny feet often kick loose-fill materials away. It's also important to make sure you keep EWF at the right depth – **never less than 9 inches** – and that the location offers good drainage to maximize the lifespan of EWF.

### CONTACT US TODAY

Facility personnel can install, repair and maintain EWF, and no professional assistance is required. Wear mats can help prevent displacement, and you can easily install wear mats under swings, slides, climbers or other high-use areas.

## 2. Pea Gravel

Pea gravel is inexpensive, easy to install and typically does not appeal to insects. It also drains better than sand. However, children in wheelchairs or using mobility devices cannot travel over gravel as easily as other materials. Also, although gravel can cushion a fall, it is not very safe for small children because they can eat pea



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### 3. Sand

Like gravel, sand is also affordable, easy to install and provides good cushioning. However, it can conceal sharp objects, animal waste and other debris. Children might be tempted to eat or throw sand and can carry it home with them on their clothes and shoes. Sand requires constant maintenance and raking to replenish the levels and to check for hidden objects or pests. Like pea gravel it's also not considered accessible.



## EWF IS THE BEST LOOSE-FILL OPTION

All children should be able to use their community or school playground. For this reason, EWF is an ideal playground surface option because it is cost-effective, safe, looks great and is accessible when properly installed and maintained.

## B) LEARN MORE ABOUT YOUR UNITARY PLAYGROUND SURFACE OPTIONS

### Unitary Pros

Unitary surfaces do not require a lot of maintenance, so they are desirable for those who have large budgets but less maintenance personnel. Unitary surfaces also usually have longer warranties except when placed in high-use areas. Finally, unitary surfaces are available in an array of colors so you can create original themes in your playground.

### Unitary Cons

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need for professional



installation, they can get very hot during the summer, and they typically are not as resilient as loose-fill materials. Always ask to see test results or certification papers to be sure you are getting a surface that will protect you and the children using the play area. It's a good idea to look at the actual Gmax and HIC (Head Injury Criteria) test results at the specific height of your highest fall height of your playground equipment to be sure the readings are at least 20% below the passing criteria of 200 Gs/ 1000 HIC because unitary surfaces will get harder over time. Ask your unitary supplier for their performance warranty.

We also recommend getting unitary surfaces tested for impact attenuation every so often, or at least within three years. With unitary surfaces, you can't see what's happening beneath the top layer, unlike a loose-fill surface. The surface can appear intact, but it's possible it started to harden or decay beneath the first layer, and it will not perform as it should. To determine the safety of a unitary surface after installation, you will need to get a professional to conduct a test. Check out our brochure to learn more about [the playground testing services we provide at Zeager](#).

Some experts also suggest that long bone fractures like wrist and ankle injuries are more likely to occur on a unitary product versus a loose-fill product because loose surfaces will move as impact occurs rather than staying put like unitary surfaces. For

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There are three main types of unitary playground surfacing options – PIP, rubber tiles and synthetic turf. Each type offers unique features and challenges.

## 1. PIP

PIP looks fantastic because it's available in a range of colors and designs. This material consists of a wear layer of rubber particles and a top finish layer of granular particles. PIP provides a very smooth surface, making it easy for children with mobility devices to access equipment. It usually requires low maintenance costs over time and offers excellent shock absorption.

However, unless you have a big budget, PIP is certainly not the mos

t affordable choice. PIP is costly to install and requires professionals to pour the rubber on-site. Trained or certified installers must repair PIP when needed – not anyone can do it. Common issues include cracking or flaking after years of use or exposure to the elements and getting hard over time. Sometimes, improper installation can lead to disrepair. However, PIP is easy to maintain overall.

You can include rubber surfaces in your playground for a fraction of the cost. For example, you could install an EWF surface over the majority of the playground, and place our TuffMats® under frequently-used equipment to get the best of both worlds.

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## 2. Rubber Tiles

Rubber tiles are made of bonded rubber and formed into 2-by-2-foot squares with interlocking sides. Rubber tiles are also a great choice for accessibility, but like PIP surfaces, are more expensive than loose-fill materials and require professional installation. Also, rubber tiles can curl at the edges over time, causing a tripping hazard, or dirt can accumulate between the cracks. All unitary surfaces need to be swept and regularly cleaned.

## 3. Synthetic Turf

Synthetic turf is most seen in athletic fields across the country, but can also be used in playgrounds or indoor play areas. In general, synthetic turf is made of artificial grass blades and rubber infill materials to create the appearance of real grass, but with much better impact attenuation. Synthetic turf is easy to maintain, and you do not need to worry about objects getting lost in the “grass.” Synthetic turf is also an accessible playground surface material.

Like other unitary surfaces, synthetic turf is more expensive than loose-fill surfaces and requires professional installation. Also, static electricity may build upon the synthetic turf, and the surface might need an anti-static sol

ution. We offer RecBase® synthetic grass so you can create the look and feel of real grass, without the maintenance hassles. Our RecBase also meets ADA standards and ASTM F1292 & F3313 field test method for impact attenuation.

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- SAFETY
- ACCESSIBILITY
- AVAILABILITY
- BUDGET
- QUALITY
- MAINTENANCE REQUIREMENTS



Let's be honest here – there is no perfect surface. Nevertheless, a surface should be the total package – safe, accessible, available, affordable and of course, fit into your budget. Let's take a look at all the most important factors you need to consider before making a purchase.

## 1. Safety

As a playground owner, the top factor to consider when choosing a surface is the level of playground fall protection you wish to obtain. Some surfaces are not safe outdoor



playground surfaces. How do you know for sure that the product you want is safe? You only need to ask the vendor or manufacturer.

Ask the vendor for ASTM F1292 test results and if they field-tested the surface (ASTM F3313). Find out if the numbers are nearly failing or if there is plenty of



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hazardous metals like Mercury, Lead and Arsenic and tramp metals that could be lodged inside the rubber granulars which could poke through the rubber and harm a child's skin.

When it's time to buy and install the surface of your choice, **remember these safety tips:**

Fall surfaces should be at least 12 inches deep.

Safety surfaces should extend at least 6 feet in all directions from play equipment. (Further in swing areas. Check ASTM F1487 for use zone surface requirements.)

Remove trip hazards like rock or tree stumps.

Choose a surface you can properly maintain. Ask the manufacturer or supplier for proper documents to help you with this.

## 2. Accessibility

Looking for ADA compliant surfaces? Under the ADA, newly constructed or altered public or commercial playgrounds **must comply with accessibility guidelines**. These guidelines ensure all children get to access and enjoy playground equipment equally. Ground surfaces must comply with ASTM F1951, which is the accessibility standard for surfaces under and around playground equipment. This standard measures the amount of force an individual must use to move across the surface using a wheelchair or mobility device. To comply with the ADA, surfaces must also meet ASTM F1292, the impact attenuating standard.

Get an up-to-date ASTM F1951 test result demonstrating the surface you want is accessible. Also, find out if the seller has any maintenance suggestions or installation directions to help you maintain an accessible surface. If you follow the manufacturer's instructions, correctly install the surface and keep up with surface maintenance, your playground surface will be ADA-compliant. There is more to accessibility than F1951 testing. You can find out more by visiting the US Access Board website.

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Most playground owners don't have the time to chase down a vendor and then get the runaround when it comes to questions and answers about the product they purchased. They want their vendor or manufacturer available when something pops up. At Zeager Bros., we'll never leave you feeling stranded searching for answers. We're available to address your questions or concerns whenever you need.

#### 4. Budget – Seeking Affordable Playground Surfaces

Your budget is likely going to be the deciding factor when choosing a safe playground surface. Playground surfacing costs vary greatly between materials, and you also need to consider maintenance costs. Here's a quick **playground surface cost comparison**, not including installation costs, according to average market cost from 2009 to 2012 to point you in the right direction:

**PIP:** \$6.59 to \$19 per square foot

**Rubber tiles:** \$8.96 to \$21 per square foot

**EWF:** \$0.074 to \$2.50 per square foot

**Synthetic turf:** \$7.50 to \$12.65 per square foot

It's easy to desire a unitary surface so you can reduce maintenance costs. However, as you can see, loose-fill materials like EWF are much more affordable than unitary surface materials.

For some municipalities and school districts that have dozens of playgrounds, it makes more sense to add to surfacing and regularly maintain a playground rather than handing over a large amount of money upfront and draining the budget. However, if you don't have enough employees to keep up the playground surface, you might consider PIP or another unitary surface. You still need to maintain a unitary surface by keeping it clean or patching some rough spots in high-use areas, but overall they are definitely less needy.

Also, think about playground size and how that affects your budget. For example, a small playground might be better with synthetic turf or PIP to save yourself the time

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need to ask a professional to do it for you.

## 5. Quality

Some surfaces are simply made to last, while others are not. You want products you can trust for your playground because quality

surfacing can keep a minor fall from turning into a severe injury. With this in mind, it's not best to go with the least expensive material out there. Make sure to leave room in your budget for quality.

How do you know if a product is of high-quality? First, go to a reputable company. You want to work with a company who knows their stuff and who has experience. Read recent reviews and talk to other customers. Also, ask plenty of questions before you buy a product, so you know what to expect. Make sure to ask the following:

**What is the material used:** Ask the manufacturer or vendor what raw material is used in the product, as this can make a big difference in how long a surface will last.

**Is there a warranty:** Ask if the manufacturer backs up the product with a **warranty**. Products should be defect-free when bought. For unitary surfaces, ask for the performance warranty since as we discussed earlier, it will get harder over time. Always ask for warranty details before purchasing any playground surfacing material.

**Where are other customers:** Ask for a list of other playground customers in the area who installed the product in the past five to 10 years to see what problems with maintenance or installation they may have experienced.



## 6. Maintenance Requirements



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**Daily:** Visually inspect the playground for trash, tree branches or other debris.

**Weekly:** Rake the WoodCarpet as needed to ensure sufficient depth throughout the playground and a firm, level surface.

**Monthly:** Check the drain system performance. Dig down to the drain system to measure the depth and make sure it is sufficient for the fall height of equipment structures.

PIP & tiles, on the other hand, only involves sweeping, or using a leaf blower to clean on a regular basis. However, when damage such as cracking or vandalism occurs, you'll need to contact a professional or the manufacturer to make a repair. This can add to maintenance costs. Keep in mind to get it impact tested every so often (3 years is suggested by us) to make sure it's maintaining its impact attenuation.

Keep in mind that you can add wear mats to simplify EWF maintenance in high-use areas. As always, never hesitate to contact us if you have maintenance questions or concerns.

## ARE CERTAIN SURFACES MORE APPROPRIATE FOR DIFFERENT CLIMATES?

As mentioned above, you should ask for impact test results from your manufacturer. These test results should be per the ASTM F1292 lab test method and/or F3313 field test method. These test methods simulates the impact of a child's head with the surface. It quantifies the impact using terms such as "g-max," referred to as "peak g-max," and head injury criteria (HIC) scores. The test is performed in three temperatures – ambient, freezing and hot or the ambient outside temperature. This helps the buyer determine how the surfacing is going to perform in extreme temperatures. Remember, to consider other factors like drainage when you install your surface.

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Drainage makes a big difference when it comes to surface safety. For example, if a surface does not properly drain, frozen moisture will make the surface material stiff and reduce impact attenuation. If you want a surface to perform for a long time, you need to make sure the drainage system is in good condition. Playground owners also need to ensure the surface was field-tested and installed correctly. Also, they need to check that the test results represent the product they wish to purchase.

## ARE THERE ANY TRENDS IN THE SURFACING MANUFACTURING OR INSTALLING BUSINESS?

We have noticed a trend that emphasizes nature and incorporating natural elements like rocks and trees into a playground theme. Kids love to make forts with branches or climb on boulders. Natural looking playgrounds help kids use their imaginations. EWF is a great choice for popular playgrounds because it's all-natural and meets the required safety standards.

## REACH OUT TO ZEAGER BROS. TODAY

### CONTACT US TODAY

At Zeager, we understand that choosing the right playground surface is an involved process. You need to

weigh the pros and cons and consider many different factors before making a big financial decision. A playground is a major investment, and it should be built to last for many years. We're here to help you make the best choice.

As a three-generations-old company, we know how to handle tough questions and concerns. We also believe in doing things the right way. From delivering quality, durable surface materials to providing customer service you can depend on, we

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# 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  
Canton Leisure Services

Tim Botzau, Parks Manager  
City of Bay City

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

Jeff Brown, Superintendent  
Huron-Clinton Metropolitan Authority

Rebecca Rynbrandt, Director of Parks & Rec.  
City of Wyoming

Josh Mattice, Operations Manager  
Kent County Parks

Bill Wright, Parks Supervisor  
City of Farmington Hills

Cindy King  
MMRMA

Edward Davis, Superintendent  
City of Livonia

Mike Rhyner  
MMRMA

Ryan Longoria  
City of Mt. Pleasant

Terry VanDoren  
MMRMA

Cara Ceci  
MMRMA

*A publication for members of*



14001 Merriman Road • Livonia, MI 48154  
(734) 513-0300  
[www.mmrma.org](http://www.mmrma.org)

# **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. A complete history of appointments to this board is attached.

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

The Parks Commission’s recommendation of Mr. Arens has moved through the Executive Board meeting and is now ready for potential approval at next week’s Regular Session.

Since then, Mr. Barrons has indicated he will be retiring from the Parks Commission at the end of December. Because the County Board of Commissioners is considering their annual appointments to Boards and Commissions, it is timely that if the Parks Board wishes to have input with this appointment, now is the time to do so.

Proposed Motion:

*I move to recommend that the Parks and Recreation Commission recommends to the County Board of Commissioners the appointment of \_\_\_\_\_ to the **Leelanau County Parks and Recreation Commission**, to a partial term expiring December 31, 2024. Seconded by \_\_\_\_\_.*



# 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

## Parks and Recreation Commission (P&R)

Ten Members, Three-Year Terms

Member	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Ann Beuerle																
Patrick Hobbins																
Dottie Lanham																
David Noonan																
Chelly Roush																
Joan Tiihonen																
Shelly Yeager																
Donald Welch																
Glen Noonan (RC)																
Sara Cady																
Melinda Lautner (C)																
Steve Christensen (DC)																
Frank Hayes (PC)																
Donald Tarnowski																
Jean Watkoski (C)																
Josephine McCormick																
Dana Roman																
Greg Julian (PC)																
George Ball																
Donald Bruckman																
Jon Rutila																
Michael McManus																
Mary Coste																
Jeremy Grant																
William Bunek (C)																
Desmond Berry																
Erik Zehender																
Susan Haley																
Mary Barrows																
Sheila Campbell																
John Popa (RC)																
Ty Wessell (C)																
Casey Noonan (C)																
Clayton Ball																
Kyle Trevas																
Robert Johnson																
Bradley Saxton																
Dave Barrons																
Pat Haber																
Todd Yeomans																
Donald Frerichs																
F. Jon Walter																
Lana Schaub																
Rick Robbins (C)																
Michael E. Smith																
Charles Godbout																
John C. Arens																
Kama Ross (C)																

# 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

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: <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's 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)	
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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.</i> Select One	
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)	
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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.</i> Select One	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

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Please type or print legibly

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

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:

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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 SUNSET SHORES  
LAKE LEECLANAU, MI 49653

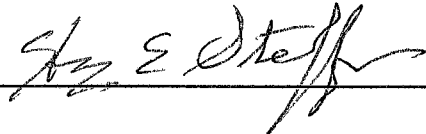
8. Are you available to attend an Open Meetings Act Training Session and a Freedom of Information Act Training Session during your first year of appointment?

Yes  No

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

Yes  No

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







# MYLES KIMMERLY PARK

## MASTER PLAN IMPROVEMENTS