

## Leelanau County Parks and Recreation Commission

Regular Session – Wednesday, January 19, 2022, 3:15 p.m.

*or immediately following the Organizational Session, whichever is later*

### Tentative Minutes – Meeting Recorded

Leelanau County Government Center, Suttons Bay, Michigan

<https://www.leelanau.gov/meetingdetails.asp?MAId=2247>

The meeting of the Leelanau County Parks and Recreation Commission was called to order by Chairman Noonan at 3:20 p.m.

Chairman Noonan waived the “Pledge of Allegiance,” as it had been previously recited at the Organizational Session.

Roll Call:

Dave Barrons, *Vice-Chairman*  
Steve Christensen  
Don Frerichs  
Charles Godbout  
Melinda Lautner  
Casey Noonan, *Chairman*  
John Popa  
Rick Robbins  
Michael Smith  
F. Jon Walter

Staff Present:

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

Public Comment:  
None.

Agenda Additions/Deletions:  
*(Note: Lautner inquired and Robbins confirmed the new Parks and Recreation meeting date of the first Wednesday of the month worked for him.)*

**Motion by Lautner to approve the agenda as amended to reflect Popa’s request to add the email regarding grants as Item #3.b. Seconded by Smith.**

Discussion – none.

**Ayes – 10 (Lautner, Noonan, Popa, Robbins, Smith, Walter, Barrons, Christensen, Frerichs, Godbout)**

**No – 0 Absent – 0**

**Motion Passes.**

### Action Items –

#### Leelanau County Poor Farm Barn Use Committee Report:

Noonan reported that in the fall, he, Frerichs, and Robbins met with members of the Barn Use Committee, and, as stipulated in the lease agreement (between Leelanau County and the Leelanau County Historic Preservation Society), they met to form a committee to determine

uses for the barn. A 10-member committee with two alternates was discussed and proposed, comprised of five members from the Parks and Recreation group and five members from the Barn Use group, with one alternate from each group. Noonan said that the initial plan was that he would serve as chairman and Frerichs, Robbins, Bradley, and Kasson Township Supervisor Greg Julian would comprise the Parks and Recreation group. Lautner volunteered to be an alternate. Noonan anticipated meetings to begin at the end of February or March.

**Motion by Barrons to appoint Noonan, Frerichs, Robbins, Bradley, and Greg Julian as representatives to the Barn Use Committee with Lautner as an alternate. Seconded by Christensen.**

Discussion – Evans inquired about the duration of the appointments. Noonan responded that appointment duration was not discussed and offered until the end of the lease agreement. Evans encouraged a discussion to set a sunset date for appointments. Christensen suggested a one-year term through the end of 2022. Popa questioned if this committee had been approved by the County Board of Commissioners as a standing commission? He didn't see the need for such formality given what he felt was the formation of an informal group. Evans stated the County Board doesn't select your subcommittee members, the Parks Commission does, and this committee would be similar to the current committee structure. Christensen tried to clarify and read from the (Barn Committee notes), *"the meeting of the Leelanau County Poor Farm Barn Use Committee has been held as specified in the lease agreement between Leelanau County and the Leelanau County Historic Preservation Society..."* so the committee was specified by the County Board of Commissioners. Evans clarified that the lease stipulates to form between members of the Parks Commission and the Barn Use Committee. Popa reiterated that perhaps they were making too much "hoopla" about the formality of creating a committee without having to go through all this stuff.

Evans stated the committee is probably subject to the Open Meetings Act (OMA); more comments followed. She said there is a motion to approve the members and they should go ahead and vote on it. Popa said the committee would be subject to the OMA if the committee were part of the government, but he felt it was not. Evans stated everything (they do) is subject to the OMA. Noonan said it was difficult navigating through the initial startup process. He said this very discussion took place at their meeting and his thought was that because they are not making any decisions, but rather just exploring uses, that perhaps they are an informal group. He said as uses come up, the committee still has to get permission and address all those processes later. Evans maintained the Use Committee was a recommending body to the Parks and Recreation Commission. Noonan agreed it would all come back to the Parks Commission. Smith digressed with a request to be added as an alternate with Lautner; Noonan agreed. Ultimately it was decided to consult County Administrator Chet Janik and County Clerk Michelle Crocker. Evans suggested tabling the discussion to the February Parks meeting and suggested that the motion be withdrawn.

**Motion withdrawn by Barrons.**

Approval of Minutes –

August 4, 2021 (Special Session):

**Motion by Popa to approve the Special Session minutes of August 4, 2021, as submitted.**

**Seconded by Walter.**

Discussion – none.

**Ayes – 10 (Popa, Robbins, Smith, Walter, Barrons, Christensen, Frerichs, Godbout, Lautner, Noonan)**

**No – 0 Absent – 0**

**Motion Passes.**

October 20, 2021 (Regular Session):

**Motion by Popa to approve the Regular Session minutes of October 20, 2021, as submitted.**

**Seconded by Smith.**

Discussion – none.

**Ayes – 10 (Popa, Robbins, Smith, Walter, Barrons, Christensen, Frerichs, Godbout, Lautner, Noonan)**

**No – 0 Absent – 0**

**Motion Passes.**

December 9, 2021 (Regular Session):

**Motion by Popa to approve the Regular Session minutes of December 9, 2021, as submitted.**

**Seconded by Smith.**

Discussion – none.

**Ayes – 10 (Popa, Robbins, Smith, Walter, Barrons, Christensen, Frerichs, Godbout, Lautner, Noonan)**

**No – 0 Absent – 0**

**Motion Passes.**

Approval of Financials:

Bradley reviewed information from the Revenue and Expense Report Period Ending December 31, 2021, and the Transaction Listing Report December 1 2021 – December 31, 2021 (both documents are part of the meeting packet –

[https://www.leelanau.gov/downloads/01192022\\_pandr\\_rs\\_pkt\\_1.pdf](https://www.leelanau.gov/downloads/01192022_pandr_rs_pkt_1.pdf) )

He reported the Commission was at 90 percent of their budget at year end, with cleanup costs included in the numbers. So far in 2022, he said about a quarter percent (.25%) of the Commission's budget has been used.

Popa inquired and Bradley confirmed that the invoice for playground equipment for Old Settlers Park was paid in 2021; however, he said the installation of the equipment was not included in that payment. Smith inquired about plans for installing the playground equipment. This question was held until the Settlers Park Committee report. Frerichs asked if the \$13,000.00 in Capital Outlay or the \$600.00 in Maintenance and Repairs could be used to pay for installation of the playground equipment. Lautner said the Commission was over budget – 103 percent at year end – but that there were transfers still outstanding. Bradley said the cleanup dollars were part of that transfer. Christensen said the Commission should give themselves a hand for spending just the right amount of budget in 2021.

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

Discussion – none.

**Ayes – 10 (Christensen, Frerichs, Godbout, Lautner, Noonan, Popa, Robbins, Smith, Walter, Barrons)**

**No – 0 Absent – 0**

**Motion Passes.**

FY 2022 Advertising, Leelanau Enterprise:

Christensen reported that the objective of his assignment was to assist the Commission in being more proactive in determining parks advertising costs in the *Leelanau Enterprise* by getting estimates for 2022; however, with no cost estimates available (the person at the *Enterprise* office who could provide the estimates was out with Covid), Evans suggested moving approval of this item to the February Regular Session. Costs for 2021 were \$650.00 and \$470.00. Evans reminded the group that these costs did not include printing of the pamphlets. Lautner requested from Evans copies of advertising from 2021. Frerichs thought advertising was a wonderful idea because the more the public utilizes to the park, the more the Board of Commissioners will realize its importance and provide more funding. Frerichs added that Cedar and Maple City should be added to the narrative and suggested autumn pictures be added to the autumn tour guide. Smith inquired if it should be noted in the narrative for Veronica Valley Park that hunting is permitted. Noonan did not support mention of hunting because he said it is a contentious topic. Christensen said the signage at the park noted that hunting was permitted. This topic will be moved to the February agenda.

Grant Discussion:

Popa said he asked that this topic be added to the agenda because he saw grants for pathways and playground equipment in the link that was provided and thought the subcommittees should look into these grants. He asked that this topic be added to the February or March agendas for more in-depth discussion.

Parks Administrative Assistant:

Evans proposed moving this discussion to the February parks meeting when County Administrator, Chet Janik, could be present to report. She said she will request that he email the Commissioners prior to the February meeting the information he has gathered so far.

Committee Reports and Recommendations –

Myles Kimmerly Park Committee:

Frerichs reported that decisions will be made at today's committee meeting (which follows this session) regarding a shelter for the portable toilets, the shed addition to the maintenance building, and the progress on the loop trail. He added that the Grub Shack has not been removed yet. Bradley said the park has no water until the building is removed. Noonan said he would contact Kasson Contracting to get an update on removal plans.

Old Settlers Park Committee:

Lautner reported that the playground equipment arrived in one, big box and that it weighed 1,700 pounds. They now need to make a decision regarding installation, which requires a

licensed contractor, who, at least, oversees the installation and then perhaps volunteers could assist, although she was unsure about how many volunteers could be gathered from the County. Noonan said he thought it best to find a local company to do the installation versus recruiting volunteers. Frerichs said the Leelanau County State Park recently installed playground equipment using professional help as well as volunteers. He said he would research for potential contacts. Bradley, too, recommended professional assistance. Noonan said Glen Arbor Township just redid their park and he will pursue for contacts as well. Bradley said he will review the installation instructions. Christensen said the playground equipment at Veronica Valley was installed by the company it was purchased from. He said the chips for the playground had to be reviewed by (the County's) Risk Management firm, MMRMA, so he advised to be aware in case donated chips were be explored as an option for Old Settlers Park.

Veronica Valley Park Committee:

Barrons reported on a request from Trout Unlimited for use of the park on May 7 or May 17 (2022). Barrons said he will contact the requester and explain Leelanau County does not have a reservation system for its parks; those parks are available on a first come, first served basis. Barrons said they will need to consider upcoming construction at the park when advising Trout Unlimited. Evans said she thought they could work with the contractor to mitigate a conflict. Barrons added they are working to finalize the wayfinding signage and will bring this item to the February meeting for approval. He said a decision on parking lot design also needs to be discussed at the February meeting so they know exactly how to place the new entrance to the park.

Public Comment:

None.

Commissioner Comments:

None.

Chairperson Comments:

None.

Adjournment:

The meeting adjourned to the call of Chairman Noonan at 4:02 p.m.

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Lori D. Eubanks, Recording Secretary