

LEELANAU COUNTY PARKS & RECREATION COMMISSION

Old Settlers Park Committee

Wednesday, November 1, 2023 – 2:15 p.m.

Leelanau County Government Center, Suttons Bay, Michigan

<https://www.leelanau.gov/meetingdetails.asp?MAId=2582>

(Please silence cellular/electronic devices)

*(Proceedings of the meeting are being recorded and are not the official record of the meeting.
The formally approved/accepted written copy of the minutes will be the official record of the meeting.)*

AGENDA

Call to Order

Pledge of Allegiance

Roll Call

Approval of Agenda and Late Additions/Deletions

Public Comment

Action Items –

Pg. No.

- | | |
|--|-------|
| 1. Approval of Minutes – May 3, 2023, Committee Meeting. | 2-4 |
| 2. Parks Risk Assessment. | 5-8 |
| 3. Gazebo Refurbishment – Scope of Service Review. | 9 |
| 4. Decking and Stairs – Replacement or Refinishing. | |
| 5. Projects Status Review – | |
| a. Lanham Memorial Bench, Rider. | |
| b. Parking Improvements. | 10-11 |

Public Comment

Board Member Comment

Motion to Adjourn

**Leelanau County Parks and Recreation Commission
Old Settlers Park Committee Meeting**

Wednesday, May 3, 2023

Leelanau County Government Center, Suttons Bay, Michigan

Tentative Minutes – Meeting Recorded

<https://www.leelanau.gov/meetingdetails.asp?MAId=2518>

The Old Settlers Park committee meeting commenced on-site at 1:00 p.m. In attendance were Committee Chairman Charles Godbout and committee members Melinda Lautner and Casey Noonan. At 1:30 p.m., Steve Christensen joined the meeting. Staff in attendance included Laurel Evans, Executive Assistant and Lori Eubanks, Recording Secretary.

The group determined that the picnic tables throughout the park were in need of power washing. An area on the north side of the grub shack was selected as the location for installation of three portable toilets, one of the three to be a Universal Access (UA) toilet. Also, the location to install a new ladybug playground bouncer donated by the Lanham family was sited near the playground area. The gazebo was assessed for repair including the roof, the deck, the stairs, the lattice around the deck, and the landscaping. There was discussion about contacting local landscape architect Lori Lyman to assist with recommendations for new landscaping. The group walked the dock and determined repair work to the dock access was not necessary, as previously thought, though a gap needed to be filled in the ground where the dock meets the shoreline. The pit toilets near the chapel were “nicer than we thought,” though none had UA. Power washing the chapel as well as the viewing deck near the monkey flower plantings was deemed necessary. The brick grill near the chapel had a crack in the grout and needed repair to mitigate any safety hazard. A tripping hazard was identified at the base of the bent leg of the swing set where the cement is protruding from the ground. The group tried to determine where the barbeque grill was located that was “too close to the road.” It was decided to request an overall inspection by MMRMA (insurance company) and that the grill in question would be pointed out in their report. Finally, the group discussed grading and placement of gravel along the road inside the park.

At 1:50 p.m., the group disbanded then reconvened at the Government Center at 2:30 p.m. (Evans did not attend this portion of the meeting.)

Committee Chairman Godbout waived the “Pledge of Allegiance”.

Roll Call: Steve Christensen
Charles Godbout, *Committee Chairman*
Melinda Lautner
Casey Noonan

Staff Present: W. Scott Bradley, Maintenance Worker

Guests Present:
None.

Approval of Agenda and Late Additions/Deletions:

Motion by Christen to approve the agenda, as presented. Seconded by Noonan.

Discussion – None.

Ayes – 4 (Christensen, Godbout, Lautner, Noonan)

No – 0

Motion Passes.

Public Comment:

None.

Action Items –

Brief Tour of Old Settlers Park:

Godbout asked Bradley to powerwash the viewing platform near the monkey flower plantings and also to get a quote to power wash the park picnic tables. Lautner added that they would like the wood lattice around the deck of the gazebo to be replaced with vinyl lattice. She added that the gazebo's deck needed power washing followed by a fresh coat of paint, and the cedar shake roofing needed to be replaced. She said Lyman will visit the park and make a recommendation regarding the plants around the base of the gazebo to determine whether the current plantings are salvageable or they should come up with a new plan. She said Lyman's recommendations should be available by the next Parks meeting. Godbout added that electricity needs to be restored at the gazebo. Bradley said he will install a new line and install it in conduit. Godbout said positive comments about the condition of the pit toilets are leading them to reconsider replacing them; however, Lautner added that the roof needs power washing. Godbout inquired about two stand pipes and a vent laying behind the pit toilets. Bradley said he would haul them away. Christensen pointed out that biologics added to the pits are doing the job to eliminate odors. Lautner inquired and Bradley responded that the pit toilets were unlocked and used over the winter, so they will need to be flushed out and new biologics added. Godbout requested grading and adding gravel along the road near the new portable toilet site (north side of grub shack) and well as in areas where "most people park." Godbout pointed out that that the gravel work along the road is already budgeted for 2023. Lautner advised that a location for the addition of the new playground bouncer was sited and that she would get with Evans to order it. She added that she will meet with the Lanham family to get their approval on the site picked for their donated bench (near the chapel).

Christensen inquired and Godbout replied that the funding for reroofing the gazebo will be included in next year's budget (2024). Godbout added that to get started with the gravel project along the park road, Noonan and Bradley should meet at the park and determine the scope of the project, then bring in contractors to complete estimates for the work. Christensen added that three quotes are needed. Bradley clarified that a minimum of three contractors need to be invited to submit quotes; if only one contractor responds, due diligence has been met. Lautner asked about how to get started with replacing the lattice work around the gazebo. Godbout responded that the lattice work is included in his \$40,000.00 Capital Improvement Program (CIP) submission for 2024. Also discussed was the need to schedule Michigan Municipal Risk Management Authority (MMRMA) to come out to the park and complete an inspection. Two tripping hazards that were identified at the park, a gap at the dock entrance

where the dock meets the shore, and a block of exposed cement at the base of the bent leg on the swing set, were items mentioned in need of mitigation. Also, the group requested removal of the barbeque grill that is too close to the playground.

Approval of Minutes – April 4, 2023, Committee Meeting:

Motion by Noonan to approve the minutes from the April 4, 2023, Old Settlers’ Park committee meeting. Seconded by Godbout.

Discussion – None.

Ayes – 4 (Noonan, Christensen, Godbout, Lautner)

No – 0

Motion Passes.

Music in the Park Request, Glen Lake Community Reformed Church:

Motion by Lautner to recommend to the Leelanau County Board of Commissioners to approve the “Music in the Park” request from Glen Lake Community Reformed Church, per all County policies. (Date yet to be determined – July 8, 14, or 15, 2023) Seconded by Christensen.

Discussion – Lautner commented that this function benefits the community. Christensen mentioned that there is no charge, but donations are accepted. Godbout said the church was advised that it is “first come, first served.”

Ayes – 4 (Christensen, Godbout, Lautner, Noonan)

No – 0

Motion Passes.

Public Comment:

None.

Board Member Comment:

None.

Motion to Adjourn:

Motion by Christensen to adjourn. Seconded by Noonan.

Ayes – 4 (Christensen, Godbout, Lautner, Noonan)

No – 0

Motion Passes.

With no further business to come before the committee, the meeting adjourned at 2:57 p.m.

Respectfully submitted:

Lori Eubanks, Recording Secretary



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

August 4, 2023

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

RE: Park Risk Review

Dear Ms. Allen,

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

General Park Safety Recommendations

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

County Dam and Walkway

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

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

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

Old Settlers’ Park

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

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

Myles Kimmerly Park

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

Veronica Valley Park

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



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

MMRMA Services and Resources:

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

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

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

Sincerely,

Terry Van Doren

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

cc: Matt Coulson, MMRMA Risk Manager

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

Leelanau County – Parks and Recreation Commission

Old Settlers Park - Gazebo Refurbishment

Scope Of Service

1. Remove and Replace Cedar Shake Roofing Shingles and flashings and top cap.
2. Decking and Stairs
 - a. Option A: Remove Deck and stair boards and replace with Trex or Trex equivalent boards.
 - b. Option B: Strip, Power wash, Sand and Refinish Decking and Stairs with waterproof deck stain.
3. Replace broken or damaged lattice from upper decorative treatments and lower rails.
4. Install Vinyl siding on Gazebo Skirting.
5. Repaint all wood surfaces.

Work to be completed in either the period of April 15th through Memorial Day of 2024 or from the last week of August through November 1st 2024

Contractor will obtain all work permits required for the work.

All work to be performed in accordance with the requirements of the County Approved Construction Codes

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ESTIMATE @ 2,525.⁰⁰

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- Billy Skea @ ZM SERVICES

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8857 DUNNS FARM R.D
 MAPLE CITY MI, 49664

Estimate

Date	Estimate #
7/3/2023	311

Name / Address
OLD SETTLERS PARK

Project

Item	DESCRIPTION OF WORK TO BE COMPLETED
ROAD GRAVEL	PARKING SPOT EXPANSION OLD SETTLERS PARK
SLV75 SKIDSTEER	PARALLEL PARKING ALONG SOUTH SIDE OF PAVED ROAD
	ANGLED PARKING SPOT IN FRONT OF GAZEBO
	EXTENDED PARKING IN FRONT OF PORTAL JOHNS
	ROAD GRAVEL
	SKIDSTEER

APPROVING THIS ESTIMATE IS ALSO AGREEING TO STANZ DOZER TERMS AND CONDITIONS ONLY SHOWN IF ASKED. PRICE IS SUBJECT TO CHANGE IF DEVIATED AT ALL TO THIS ESTIMATE IN ANY WAY.	Total	\$4,850.00
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