

Leelanau County Parks and Recreation Commission
Old Settlers Park Committee Meeting
Wednesday, November 1, 2023 - 2:15 p.m.
Leelanau County Government Center, Suttons Bay, Michigan
Tentative Minutes – Meeting Recorded
<https://www.leelanau.gov/meetingdetails.asp?MAId=2582>

The Old Settlers Park Committee meeting was called to order at 2:17 p.m. by Committee Chairman, Charles Godbout.

Godbout led the “Pledge of Allegiance.”

Roll Call: Steve Christensen
Charles Godbout, *Committee Chairman*
Melinda Lautner
Casey Noonan (*absent-prior notice*)

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

Approval of Agenda and Late Additions/Deletions:

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

Discussion – None.

Ayes – x (Christensen, Godbout, Lautner)

No – 0 Absent – 1 (Noonan)

Motion Passes.

Public Comment:

None.

Action Items –

Approval of Minutes – May 3, 2023 Committee Meeting:

Motion by Lautner to approve committee meeting minutes of May 3, 2023, as presented. Seconded by Christensen.

Discussion – None.

Ayes – 3 (Godbout, Lautner, Christensen)

No – 0 Absent – 1 (Noonan)

Motion Passes.

Parks Risk Assessment:

The group reviewed recommendations contained in the August 4, 2023, Michigan Municipal Risk Management Authority (MMRMA) Park Risk Review.

Under General Park Safety Recommendations:

- **Install hot coal containers at all parks that have grills to reduce potential for fire.**
Lautner thought more clarification was needed from MMRMA before taking action on this recommendation.

- **Install flammable storage cabinets at county maintenance buildings for the storage of flammable liquids to reduce the potential for fire.**
Bradley confirmed there were no flammables being stored at Old Settlers Park; no action necessary.

Under Old Settlers Park:

- **Mount the fire extinguisher in the grub shack.**
Done.
- **Paint the gazebo to stop the exposed wood from deteriorating.**
To be painted in 2024.
- **Replace or add new surface material under the playground equipment. The material should be at least eight 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 group discussed using rubber mulch to pad the area around the swing set and decided to do more research for this option.
- **The S-hooks on the swing seats must not be wider than the thickness of a dime.**
This item was deemed maintenance. (Bradley has the tool needed to resolve this issue.)
- **The County should be responsible for renting 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.**
The group was reluctant to change the status quo of the Garden Club overseeing the rental of the chapel. Evans said she would follow up with Legal for guidance.
- **Resurface the wood on the monkey flower platform. Install a 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.**
These issues were deemed maintenance and will be resolved as time allows.
- **Fill the hole next to the dock to eliminate a trip hazard.**
Installing at the end of the dock a non-slip metal plate that swings up and down was discussed.

Gazebo Refurbishment – Scope of Service Review:

Committee Chairman Godbout noted he added contact information to the document.

Item 1: Remove and Replace Cedar Shake Roofing Shingles and Flashings and Top Cap.

Recommendation: Specify “like-to-like” with regard to the flashing.

Item 2: Decking and Stairs

- a. Option A: Remove deck and stair boards and replace with composite wood boards
- b. Option B: Strip, power wash, sand, and refinish decking and stairs with waterproof deck stain.

Recommendation: Request cost out of both options.

Item 3: Replace broken or damaged lattice from upper decorative treatments and lower rails.

Recommendation: Request that both lattice and upper areas be replaced with vinyl components. Keep scallop design. If not available in vinyl, use wood for scallops.

Item 4: Repaint all wood surfaces.

No changes.

Committee Chairman Godbout noted that landscaping was not included in the scope of work. The timeframe outlined in the scope of work (either April 15 through Memorial Day 2024 or from the last week of August through November 1, 2024) was acceptable to the group. There were no other comments about what should be included in the scope of service.

Bradley noted that installation of the electrical line to the gazebo was scheduled for “next week.” (Week of November 6, 2023.)

Decking and Stairs – Replacement or Refinishing:

(Previously discussed in Item 3, Gazebo Refurbishment – Scope of Service Review.)

Projects Status Review:

- Lanham Memorial Bench, Bouncer (No update provided)
- Parking Improvements
Committee Chairman Godbout reported that two estimates were received for the parking improvements proposal at 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. The consensus was to go with the lower bid from 2M Services.

Motion by Godbout to recommend to the Parks and Recreation Commission 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 – none.

Ayes – 3 (Christensen, Godbout, Lautner)

No – 0 Absent – 1 (Noonan)

Motion Passes.

Bradley will advise 2M Services regarding acceptance of their bid.

Public Comment:

None.

Board Member Comment:

None.

Motion to Adjourn:

Motion by Godbout to adjourn. Seconded by Christensen.

The meeting adjourned to the call of the Chairman at 2:55 p.m.

Respectfully submitted:

Lori Eubanks, Recording Secretary