

## Leelanau County Parks and Recreation Commission

Regular Session – Thursday, December 9, 2021

### Tentative Minutes – Meeting Recorded

Leelanau County Government Center, Suttons Bay, Michigan

<https://www.leelanau.gov/meetingdetails.asp?MAId=2234>

The meeting of the Leelanau County Parks and Recreation Commission was called to order by Vice-Chairman Dave Barrons at 3:00 p.m.

Vice-Chairman Barrons led the “Pledge of Allegiance.”

Roll Call:

Dave Barrons, *Vice-Chairman*  
Steve Christensen  
Don Frerichs  
Melinda Lautner (*Absent*)  
Casey Noonan, *Chairman (Absent)*  
John Popa  
Rick Robbins (*Absent*)  
Michael Smith (*Absent*)  
F. Jon Walter  
Todd Yeomans

Staff Present:

Chet Janik, County Administrator  
Laurel Evans, Executive Assistant

Public Comment:  
None.

#### Agenda Additions/Deletions:

**Motion by Christensen to add to the agenda a discussion of the Parks and Recreation Commission’s 2022 meeting schedule as Action Item #4, and to approve the agenda, as amended. Seconded by Popa.**

Discussion – none.

**Ayes – 6 (Barrons, Christensen, Frerichs, Popa, Walter, Yeomans)**

**No – 0 Absent – 4 (Lautner, Noonan, Robbins, Smith)**

**Motion Passes.**

#### Action Items –

##### Approval of Financials:

Christensen commented that it appeared the Commission was overbudget. Evans explained a budget adjustment for \$46,800.00 was yet to be reflected in the budget for work tied to the Myles Kimmerly Park Debris Project. Also, a bill for less than \$1,000.00 to cover the work on the Monkeyflower project was not yet reflected in the budget; however, Evans said there was sufficient monies to cover the purchase of the playground equipment for Old Settlers Park. Popa inquired about charges for printing and publishing. Evans explained there were charges for printing in the *Leelanau Enterprise* included in those charges. Barrons requested adding advertising in the *Leelanau Enterprise* as an item for the January agenda.

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

Discussion – none.

**Ayes – 6 (Barrons, Christensen, Frerichs, Popa, Walter, Yeomans)**

**No – 0 Absent – 4 (Lautner, Noonan, Robbins, Smith)**

**Motion Passes.**

Parks Administrative Assistant:

Chet Janik, County Administrator, joined the meeting and advised that participating in a meeting remotely is still an option; however, effective January 1, 2022, all board members must now be physically present at the meeting to count towards a quorum or to vote in order to be in compliance with Michigan’s Public Meetings Act. Discussion ensued.

Janik also announced that the County Board approved \$3,900.00 to fund an administrative assistant position for the Parks and Recreation Commission. Janik said he will be working through Michigan labor laws, as there is a process in assigning extra duties to an hourly employee. The Parks and Recreation Commission will have an administrative assistant in 2022 as the County Board did allocate specifically for this position. He said he would provide an update in the next few months. Popa said he had asked for someone to help out in the field, in addition to assisting with administrative work. He was unsure how the administrative assistant could also work in the field, but he was happy that the County Board approved funding for the position.

Janik provided one other update regarding the development of a long-term, proactive plan for the County’s infrastructure, which includes all county parks. He said Gary O’Connor of D&W Mechanical has been assigned and will dedicate Thursdays to focus on the project. He said the County does not have a preventive maintenance plan in place and as infrastructure ages, the County needs to be more proactive rather than reactive in addressing repair and maintenance. In addition, he said the County Board verbally agreed to create a facilities management director position. Janik said he anticipates receiving O’Connor’s report by late winter or early spring. Discussion followed regarding the proposed position, the duties it would entail, as well as it would be nice in having one contact person. (Janik left the meeting at this point.)

Committee Reports and Recommendations –

Myles Kimmerly Park Committee:

Frerichs reported that the old grub shack is still on site, but it is ready to be removed and should be gone soon. He said he is working on plans to replace the shack and will report on that as well as the paved loop trail at the next meeting in January (2022).

Veronica Valley Park Committee:

Barrons reported that he, Walter, and Frerichs are working on the wayfinding signage and will bring it to the Commission by January or February with a goal of installation by spring.

Old Settlers Park Committee:

Evans reported that the County Board of Commissioners tentatively approved the recommendation from the Parks and Recreation Commission to purchase playground

equipment for Old Settlers Park. The item will move forward for final approval at the December 14, 2021, Regular Board meeting. Barrons inquired if the money for the equipment needs to be spent before the end of the month. Evans advised Barrons to confirm the process with the Accounting Department. Evans said she would prepare a purchase order in anticipation of the Board of Commissioners final approval of the expenditure.

Driveway Entrance Recommendation (Veronica Valley Park):

Popa asked (for consensus) of the Commission to go out for bid on the driveway entrance work at Veronica Valley Park. Popa said he did not want to delay because he wanted to get on the contractor's schedule for the 2022 season. Christensen asked and Popa responded he had estimated the cost would be \$18,000.00 to \$20,000.00. Barrons inquired if a firm plan should be in place before going out for bids. Popa said he is using the plan recommended by the Road Commission, which proposes a 30-foot entrance. Walter said if the centerline of the driveway is not more than 45 feet from the south end of the parking, that would provide some flexibility. Popa noted that the torn-up pavement at the entrance of the park is creating a safety hazard. Barrons inquired and Popa confirmed that the parking lot width will accommodate any parking lot configuration that is ultimately decided upon. Frerichs wondered about soliciting for bids before the Board of Commissioners approved the project. Christensen responded that the Board of Commissioners are fully on board, and in this instance, it is okay to move ahead as long as they stay within the constraints of the estimate. **The consensus of the Commission was to proceed.**

Meeting Schedule Discussion:

Barrons said he was not sure about the difference it would make if the Commission's monthly meeting date was changed to earlier or later in the month in order to provide more time to prepare for items needing to go before the Board of Commissioners, but he is comfortable either way. Popa said he could accommodate either proposal, but favored the earlier date. Christensen said the later date would provide 10 days to prepare prior to the County Commissioner meetings versus 6 days with the earlier proposal; he would have a conflict with an early January meeting. Discussion ensued about the pros and cons of meeting earlier or later in the month. Evans also suggested changing the meeting time from 3:00 to 3:30 p.m. to accommodate those who struggle to meet the 3:00 p.m. convene time.

Public Comment:

None.

Commissioner Comments:

Commissioner Yeomans remarked at his first parks meeting, there was a tirade from an outgoing member that made him question what he had done by becoming a commissioner on the Parks and Recreation Commission. But he said he has had a nice time serving on the commission. He said it has been enjoyable, and he has learned a lot. He said he appreciates everyone's efforts and to keep up the good work.

Chairperson Comments:

None.

Adjournment:

The meeting adjourned to the call of Vice-Chairman Barrons at 4:00 p.m.

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Lori D. Eubanks, Recording Secretary