

Old Settlers Park Committee

Date: **Monday, February 5, 2024 at 1:00 PM**

Location: Leelanau County Government Center – Commissioners Meeting Room
8527 E. Government Center Dr. Suttons Bay MI 49682

(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.)

(Please silence any unnecessary cellular/electronic devices)

Draft Agenda

Members:

Charles Godbout-Chair

Melinda Lautner

Casey Noonan

Steve Christensen

CALL TO ORDER

ROLL CALL

PROPOSED AGENDA

PUBLIC COMMENTS

STAFF COMMENTS

APPROVAL OF NOVEMBER 1, 2023 MEETING MINUTES pgs. 2-5

DISCUSSION/ACTION ITEMS

1. Committee Organization
2. Proposals for Old Settlers Gazebo Refurbishment (copies will be provided at meeting)
3. Risk Assessment Report Items pgs. 6-9
4. Additional Porta Potties
5. 2024 Goals
6. 2025-2029 Park Plan for Old Settlers Park

PUBLIC COMMENT

STAFF COMMENTS

MEMBER COMMENTS

ADJOURNMENT

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



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