

LELAND TOWNSHIP PARKS AND REC COMMISSION

Wednesday, December 13, 2023

Leland Township Library – Munnecke Room

203 E. Cedar St., Leland, MI

Minutes

PRESENT: Tim Zywicki, Ms. McAn, Mr. Mielczarek, Susan Och

ABSENT: Molly Steck

GUESTS: 0

CALL TO ORDER/PLEDGE OF ALLIANCE: Ms. Och called the meeting to order at 5:30 p.m. with the Pledge of Allegiance.

The Committee agreed that Ms. Machlin would take the meeting minutes.

APPROVAL OF AGENDA

ACTION: Mr. Zywicki moved to approve the agenda as presented and with additions; supported by Mr. Mielczarek. Motion carried.

APPROVAL OF MINUTES:

October 17, 2023: Regular meeting, Parks and Rec Commission

ACTION: Mr. Zywicki moved to approve the minutes of October 17, 2023 as presented; supported by Ms. Och. Motion carried.

PUBLIC COMMENT: None

STATE OF THE PARKS

The state of the parks was reviewed from Ken Hagstrom’s notes. Mr. Zywicki led the discussion about how the current leaf gathering system is inefficient. It is largely a manual system and very time-consuming. It takes multiple trips to take the leaves to the current dump site. Potential solutions were discussed by the committee include mulching the leaves, newer equipment, closer and/or on-site dump location, and/or outsource some or all of leaf removal.

ACTION ITEMS

1. Introduction of new committee members.
2. Appointment of Chair

Chair responsibilities:

- Prepare agenda
- Transmit agenda to Clerk Brookfield for posting at least 18 hours before meeting.
- Chair meeting.

Ms. Och distributed documents and reviewed the importance of following the guidelines of the FOIA and Open Meetings Act.

UPDATES / DISCUSSION

1. Park Assets inventory

Ms. Maclin led the discussion of the inventory of park assets. The current inventory needs to be reviewed and revised with several corrections needed. The inventory should include notes on which assets are seasonal. The inventory form needs to be easy to read and revise with an area to include written notes for all assets. Ms. Och will revise the template, correct the asset inventory, and incorporate Ken's note for each park, and/or location as well as include an area for the status of current equipment to include listing any park equipment that is a safety issue (i.e. likely the toddler play equipment at Hancock Park.)

2. Job description of Grounds and Building Supervisor.

The team reviewed the current job description for Grounds & Building Supervisor including the heavy workload, number and location of parks, older equipment and facilities. Additional staffing was discussed to include a seasonal option, as well as acknowledging the need for additional staffing in the future as our larger parks are renovated to add additional park programming and equipment.

3. Budget

Ms. Och reviewed the budget format and the budget YTD.

There was discussion around to cost for maintaining the public washroom at Leland Harbor, including why this expense falls in Parks & Rec. That expense is 25% of the total Parks and Rec budget. Also, the budget does not include any allocation for parks development, planning and design, or new equipment.

The fiscal year runs from April 1 through March 31 annually.

Ms. Och reviewed three items from the 23/24 budget that did and did not occur:

- draft of 5/25 budget at the January 2024 meeting,
- present budget to the Town Board in February,
- present at the Township Annual Meeting on March 30.

4. 2025-2029 Long Range Community Recreation Plan (LRCRP)

Ms. Och reviewed the timeline and content for development of 2025-2029 Rec Plan.

What needs to be done:

- From now until July 1, gather public input via community surveys and other inputs. Conduct inventory and develop a draft plan.
- July 1: Draft plan available for 30-day review (advertisement availability)
- July 15th: Advertise public hearing (at least one week before the hearing)
- August 1: Public hearing
- September 9: Adoption by Town Board
- By Feb. 1, 2024, submit plan to DNR and county planning commission.
- Dec. 31, 2029: Plan expires.
- The team and staff will prepare the LRCRP themselves, saving the cost for a planning consultant (Previously the plan would cost \$17K)
- Ms. Och to send Ms Maclin draft of current community survey for edits prior to distribution early in 2024.

- The team discussed priorities for 2024, with consensus that a strong, objective, professional and detailed LRCRP be created to guide Parks & Rec. This plan will guide prioritized investment, as well as prevent bolt-on type solutions or actions that could waste funds.
- The team agreed that investment and renovation of key parks, Hancock Park, Leland, and Grove Park, Lake Leelanau, should be a priority within the LRCRP.
- Additional team discussion included:
 - Funding that would be based on specific actions outlined in the LRCRP; millage, private fundraising (i.e. ice rink example)), pro-bono (i.e. solicit park design firms), sponsorships (i.e. businesses or organizations), etc.
 - The situation assessment for the LRCRP will include examples of neighboring communities whose investment in parks benefit both year-round residents and seasonal visitors to contribute to creating vibrant communities, i.e. Sutton’s Bay, Glen Arbor, Northport. Our larger showcase parks, Hancock and Grove, are significantly sub-par to these examples.
- The team discussed accelerating the LRCRP development timeline to have it draft ready for May presentation and to include potentially requesting millage for Parks & Rec be added (potentially combine with Road Commission Millage). The timeline for this would be presented in May. If approved, craft ballot language in August, for placement on ballot in November.

5. Meeting schedule for 2024 established; avoid Wednesday nights. Meetings will be held in the Munnecke Room at the Leland Library. Meeting will begin at 5:30 pm EST.

The meetings will be held on Tuesdays.

January 9, 2024

February 6, 2024

March 5, 2024

April 2, 2024

May 7, 2024

June 4, 2024

July – no meeting

August 6, 2024

September – no meeting

October 1, 2024

November – no meeting

December 3, 2023

PUBLIC COMMENT - None

ADJOURNMENT

ACTION: Ms. Maclan moved to adjourn the meeting; supported by Mr. Zywicki. Motion carried.

The next meeting is February 5, 2024

Respectfully submitted,
Ms. Machlin

Township Clerk, Lisa Brookfield

Date