MEETING MINUTES
Monday – November 18, 2019
Meeting Location:
Charlevoix County Building
Commissioners’ Room
203 Antrim St.
Charlevoix, MI 49720

Members Present:
Committee Members: Dennis Jason, Caroline Kobyleczak, Ryan Novotny (arrived at 5:32 p.m.), Susan Vrondran, Tim Wieland, Amanda Wilkin and Brian Williams

Members Absent: None

Staff: Parks & Planning Director Kiersten Stark, Administrative Assistant Linda Prescott, Parks Manager David Bertinelli and County Commissioner Shirley Roloff

Public: Carrie Klingelsmith (Beckett and Raeder), Robin Berry (Melrose Township Clerk)

Call to Order/ Pledge of Allegiance:
The regular meeting of the Charlevoix County Parks Committee was called to order at 5:30 pm on November 18, 2019 at the Charlevoix County Building by D. Jason.

Recitation of the Pledge of Allegiance was led by D. Jason.

Approval of Agenda:
A motion was made by S. Vrondran and seconded by T. Wieland to approve the Agenda as presented. Voice vote, all in favor. Motion passed.

Public Comment:
None.

Approval of Minutes:
S. Vrondran said that on page 5 under Advocacy Report the sentence should be corrected to read “S. Vrondran said that she thinks it is very important, especially while the Committee is working on updating the Recreation Plan, that each one of the members make sure that each township and municipality is being equally represented.”

S. Vrondran said that on page 4 under Recreation Plan Update – Carrie Klingelsmith, Project Planner, the third paragraph down should be corrected to read “K. Stark shared additional
Motion was made by A. Wilkin to accept the Minutes of the October 21, 2019 meeting as amended. Motion was seconded by S. Vrondran. Voice Vote, All in favor. Motion passed.

**Financial Reports:**
K. Stark reported the following:
- We received $93,252.81 for our final grant reimbursement for Phase 1 and 2 of the Boyne City/Charlevoix Trail. These two projects are now completely closed out. These funds will go back to the General Fund for reimbursement.
- Camping fees brought in a little over $1,200.
- Building Reservations brought in $510, which is up from where they were a year ago.
- Ice Sales are $113 and Coin Operated Shower Revenue is $71.50, which are both up from a year ago.
- Timber Sales is $7,020 which is 10% of the funds from Matelski’s for the hardwood timber harvest.
- $20 in Reimbursements and Refunds is for the sale of some of the old metal chairs from the Green Building at Whiting Park.
- The expense amount for Professional/Contract Services is up from a year ago. This line item includes items such as the renewal of our campground license for next year, American Waste for garbage pickup, and a fee for the online reservation system including the credit card processing.

T. Wieland asked why there was such a large jump in the health insurance cost this month. K. Stark said she was not sure, she would have to check with Becki King, the County Finance Director.
- Capital Outlay shows an expense amount of $499 for a Perma-Green machine that was purchased for fertilizing the lawns at Whiting Park.

Motion was made by T. Wieland to accept the Financial Report as presented. Motion was seconded by R. Novotny. Voice Vote, All in favor. Motion passed.

**Park Manager’s Report:**
D. Bertinelli reviewed his report on park maintenance activities covering all of the parks over the previous month.

D. Jason asked if there was anything new to report on the erosion damage on the Little Traverse Wheelway. K. Stark had spoken with MDOT and sent them a copy of the County Board resolution adopted in 1998, accepting maintenance responsibility for the trail to include sweeping, mowing, and removing downed trees, but specifically excluding trail repair, reconstruction, restoration or preservation. K. Stark had received a call from Jeff Winegard from the Top of Michigan Trails Council who had talked to MDOT as well. He would like to get a meeting together with everybody to talk about how this is going to be fixed. He said this meeting may possibly include some state legislators, because depending on the cost to repair, it may require funds that MDOT does not currently have. K. Stark was hoping that MDOT would be able to get some rock riprap there yet this Fall to prevent any further damage. She said that MDOT is going to be talking to the Corp of Engineers. D. Jason said that they should definitely be working on this now so that the trail will be repaired and ready for the next biking season.
Old Business

Recreation Plan Update – Preliminary Draft (Carrie Klingelsmith, Project Planner)
Carrie Klingelsmith handed out a “draft” copy of the Charlevoix County Parks & Recreation Plan for the Committee’s review.

Discussion took place regarding some layout suggestions, recreation inventory questions, and action plan dates and priorities.

C. Klingelsmith asked that each Parks Committee member spend some additional time reviewing the draft after tonight’s meeting and submit any edits needed to K. Stark by November 25, 2019. K. Stark will review the edits and send them to C. Klingelsmith by November 27, 2019. The Plan will then go out for public review on December 6, 2019.

Explore 131 North Project (Robin H. Berry, Melrose Township Clerk)
Robin Berry gave a presentation on a program that several communities from Cadillac to Petoskey have been working on called “Explore 131 North”. This is a marketing and promotion effort to encourage people to visit communities along the US 131 corridor, which is part of the US-131 Economic Development Strategy initiated in 2015. “Explore 131 North” went live with a website and Facebook page in July of 2019. Mancelona, Kalkaska, Fife Lake, Manton, Cadillac and Walloon Lake have each contributed $2,000 so far, to get this up and running. R. Berry is asking Charlevoix County to contribute to this effort as well. This amount could come from the County in total or could be made up of contributions from the individual townships, cities and village that make up the County. K. Stark said there are some funds available in the Planning budget that could be used if the County Commissioners approve this request.

Motion was made by R. Novotny to recommend to the Charlevoix County Board of Commissioners that they consider contributing $2,000 to the “Explore 131 North” project to support economic development in the county. Motion was seconded by S. Vrondran. Voice Vote, All in favor. Motion passed.

Boyne City to Charlevoix Non-motorized Trail Project – Status Update
K. Stark reviewed the status report for the Boyne City to Charlevoix Trail project:

- Phase 1
  - Received final Trust Fund grant reimbursement from DNR.
  - Site visit held at Davis property to assess stormwater runoff issues. The problem existed before the trail and retaining wall went in, however, it has gotten worse since the trail was built.
  - Still waiting for a plan from the engineers on handling the stormwater runoff problem at the Grams property.
- Phase 2
  - Received final Trust Fund grant reimbursement from DNR.
- Phase 3
  - Received preliminary score of 350 on our Michigan Natural Resources Trust Fund grant application. K. Stark said this is a very good score and is higher than our score last year. We should find out in early December if our project is recommended for funding.
  - Meeting held on November 13th at Bay Township Hall to review engineering plans (Project engineer, County Staff, Parks Committee Chair, and Road Commission Staff). There are a number of spots where easements will be needed
in order to put the trail in an optimal location.

County Commissioner S. Roloff left the meeting at 7:06 p.m.

R. Novotny left the meeting at 7:11 p.m.

**Whiting Park Boat Launch Project – Status Update & Project Schedule**

K. Stark said that Steve Voice is working on the permit applications for EGLE and the Corp of Engineers, with assistance from Performance Engineers. Aaron Nordman said that his goal is to have the permit application submitted in December and they are expecting that it will take about 4 months to hear whether it has been approved. K. Stark will be preparing the DNR Waterways grant application, which is due April 1, 2020. The bid process cannot get started until we hear back from the Waterways on the second grant, which will probably be in June. K. Stark will talk with A. Nordman and see if there is any way the permit application process can be moved up a month so that there is a better chance that everything can get done before next winter.

**Advocacy Report.**

D. Jason said that the trail from Boyne Falls to Boyne City has been under construction this Fall. It will be finished up in the Spring and it will run from the City of Boyne City to Cherry Hill Rd. on U.S. 131.

Robin Berry said that Boyne Valley Township has purchased the property at the corner of M-75 S. and US-131 that includes the dam and water fall in Boyne Falls.

S. Vrondan said that the word “recreation” should be included in the Parks Committee’s title and read an article that said, “Recreation is the spirit of life”.

**Public Comment**

None.

**Adjourn**

A motion was made by T. Wieland and seconded by B. Williams to adjourn the meeting. Voice vote, all in favor. Motion passed. The meeting was adjourned at 7:18 pm by Chairman Jason.

The next regular meeting will be at 5:30 pm on December 16, 2019 at the Boyne Valley Township Hall.

**Minutes Submitted by:**

Linda Prescott