MEETING MINUTES
Monday – October 21, 2019
Meeting Location:
East Jordan Fire Hall
555 Maple St.
East Jordan, MI 49727

Members Present:
Committee Members: Susan Vrondran, Dennis Jason, Brian Williams, Tim Wieland, and Amanda Wilkin

Members Absent: Caroline Kobylczak and Ryan Novotny

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

Public: Lynn Stephens (Forester), Carrie Klingelsmith (Beckett and Raeder)

Call to Order/ Pledge of Allegiance:
The regular meeting of the Charlevoix County Parks Committee was called to order at 5:30 pm on October 21, 2019 at the East Jordan Fire Hall 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:
Motion was made by A. Wilkin to accept the Minutes of the September 16, 2019 meeting as presented. Motion was seconded by S. Vrondran. Voice Vote, All in favor. Motion passed.

Financial Reports:
K. Stark reported the following:
- Camping fees brought in a little over $5,000, which is about $800 over what we brought in during September of last year.
• Building Reservations are up from where they were a year ago.
• Ice Sales and Coin Operated Shower Revenue are both up from a year ago.
• We didn’t have any revenue from timber sales in September, like we did a year ago.
• The expense amount for Professional Contract Services is up from a year ago. This line item includes amounts to American Waste, Michigan Pure Ice, Jet Pay (credit card processor), At Your Service (portable restrooms) and Performance Engineers, who have been doing work for the boat launch project. This also includes the payment to Harbor Fence Company for the damage to the fence on the Boyne City/Charlevoix trail which will be reimbursed by the driver’s insurance company.

T. Wieland asked if the average monthly charge for the phone bill is $625.00. K. Stark said that she would have to look at previous months to be sure. She explained this amount is not just the phone service at the Park Office, but also includes a pre-paid cell phone that was kept in the Park Office as well as service for other cell phones that have been obtained for staff.

S. Vrondran asked if the $625.00 includes internet service. K. Stark said that internet service is included in the utilities line item.

B. Williams asked if anything further was done about the large bill that was incurred for the call-forwarding for the Park Manager’s phone. K. Stark said that the County has paid the bill, and they are going to be moving away from AT&T. Going forward, both the Park Manager and the Assistant Park Manager will have their own cell phones and the Park Office number will be assigned to the Assistant Park Manager’s phone, which will eliminate the need for a land line phone.

K. Stark said that Becki King has added two new line items to the expense portion of the report, BC-CHX Trail: Professional/Contract and BC-CHX Trail – Grounds R&M (repair and maintenance). These accounts were still part of the General Fund in September, so you won’t see any amounts in them until the October financials.

• On the Trail budget sheet for September, there are two expense amounts for Gosling Czubak for engineering and surveying work they are doing on Phase 3 of the trail. There are also recording fees that had to be paid for two legal documents that were recorded at the Register of Deeds in order to receive our final grant reimbursement from the DNR for Phase 1 and Phase 2.

S. Vrondran asked about the expense for retirement on the financial report. K. Stark said that amount represents the portion that the County pays for retirement for the Park Manager and the Assistant Park Manager.

Motion was made by T. Wieland to accept the Financial Reports as presented. Motion was seconded by A. Wilkin. 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. Bertinelli reported that there has been some pretty significant erosion damage on the Little Traverse Wheelway just east of the Michigan Department of Transportation (MDOT) roadside
K. Stark asked J. Vanek for a contact person at MDOT to discuss the trail damage and he recommended talking with the Manager in the Gaylord office. K. Stark said that MDOT is aware of the problem and they are planning to do a site visit. K. Stark said she looked through the County’s records and has found a County Board resolution that was adopted in 1998 when the Wheelway was first being planned and developed. It states that the county is responsible for maintenance such as mowing, sweeping the trail, and removing deadfall, but it specifically excludes repair, reconstruction, and rebuilding the trail. Based on this, K. Stark said it will be MDOT’s responsibility to get it repaired and paid for. A preliminary estimate of the damage is $75,000 to $100,000.

A. Wilkin asked if D. Bertinelli had contacted Todd Wyett about this because he is on MDOT’s Board and he may be helpful. D. Bertinelli said that he had not.

K. Stark distributed photos of the damage. These photos have been posted on the County Parks Facebook page and shared on several other Facebook pages. This has helped to get the word out pretty quickly to let people know that this area has been barricaded off and that there has been some significant damage. D. Jason said that he was glad to know that this information is being widely shared.

Old Business
Whiting Park Hardwood Timber Harvest – Lynn Stephens, Forester
Lynn Stephens gave an update on the status of the timber harvest.

- L. Stephens reported that the bid process has been completed and he recommended that the bid be awarded to Matelski Lumber with a bid of $70,200. K. Stark took the proposed contract to the Internal Government Committee on October 16, 2019, where they reviewed and recommended it to the full Board for approval. She will be taking the contract to the Charlevoix County Commissioner’s meeting on October 23, 2019, for their anticipated approval and signatures. The County will net about $64,000 on the sale. He also presented an addendum to the contract which specifies that the buyer (Matelski Lumber) would pay half of the balance prior to harvesting Unit 1 and the other half of the balance prior to harvesting Unit 2.
- L. Stephens has talked to Matelski Lumber about getting as much of the top wood out of the harvest area as possible. Matelski Lumber is going to be getting a third-party firewood vendor to come in and take that top wood (firewood) out. He recommends the County negotiate directly with the third-party vendor to get them to put up whatever amount of firewood the Park wants and then the County can pay them directly and handle that as a completely separate transaction.
- L. Stephens recommended that the County drop some gravel inside the Unit 2 gate entry before Matelski starts the harvest. This will protect and improve the access to that area.
- L. Stephens said that Matelski would like signs put up, warning that the harvest area and trails are closed and that the harvest is in process.

Recreation Plan Update – Carrie Klingelsmith, Project Planner
Carrie Klingelsmith presented the results of both the Recreation Plan survey as well as the three public input sessions that were held over the last two months. She also reviewed the goals and...
objectives from the current Recreation Plan to see how they should be updated and talked about priority projects (action program).

After discussion, C. Klingelsmith said that she will take the information from this meeting and put together some updated goals and objectives, as well as an updated list of projects and priorities to bring back for review at the next Parks Committee meeting on November 18, 2019.

K. Stark asked the Committee if they want to include anything in the Recreation Plan regarding specific future non-motorized trails. After discussion, the Committee decided to hold on to this information, but not to include it in the Plan at this time. K. Stark shared additional information about potential future non-motorized trails.

**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**
  - All construction completed; Project closed out.
  - Submitted Declaration & Notice document to DNR for final Trust Fund Grant reimbursement. This money has now been received and will go back to the General Fund. The General Fund originally paid for Phase 1.
  - Survey work completed at Grams property. The actual work will probably not take place until next Spring.

- **Phase 2**
  - All construction completed; Project closed out.
  - Submitted Declaration & Notice document to DNR for final Trust Fund grant reimbursement, which has been received. This money has now been received and will go back to the General Fund. The General Fund originally paid for Phase 2.

- **Phase 3**
  - Submitted supplemental information to DNR to earn a higher score on our Michigan Natural Resources Trust Fund grant application. We should hear whether or not we receive this grant funding in November.
  - Submitted quarterly report to MDOT for our conditional commitment for the Transportation Alternatives Program (TAP) grant.
  - Worked with Gosling Czubak to identify locations where easements are needed due to topography and presence of wetlands. There are two of these areas. One is at the entrance to the Villa de Charlevoix and the other is at the corner of Boyne City Rd. and N. Springwater Beach Rd, near Park of the Pines.
  - K. Stark said she has not heard whether there will still be a walk-through tour of Phase 3 sometime yet this Fall.

**Whiting Park Boat Launch Project – Status Update & Project Schedule**
K. Stark said that she contacted Aaron Nordman for an updated project schedule but has not received that yet. The project is still on schedule for completion next Fall. K. Stark said that she received an email today from the DNR Waterways office and they requested a project status update. She had given them an update and provided a copy of the conceptual plans and the cost estimate. She also asked if the Waterways would be willing to consider providing more funding. She was informed that Waterways would consider providing more funding, they have done this for other applicants, and it is not an uncommon request. Currently, we have an $89,000 grant
and would need to apply for an additional $86,000.

Performance Engineers has been doing some data gathering and survey work out at the Park, particularly for the pull-off parking area. They are also working with Steve Voice on the EGLE permit application process.

**Wi-Fi at Whiting Park - Update**

K. Stark said that she talked with Kevin Shepard about the possibility of having Wi-Fi service at Whiting Park. A while ago, the County had talked about the possibility of having a signal transmitted to the Park from Boyne City. The County approached the City of Boyne City about putting a small structure on top of their City Hall building to enable this and the City turned them down. K. Stark is not sure why they were not willing to allow this, but that building is the tallest structure and would have been a great spot. Without that option, the County is looking at Charter Communication for Wi-Fi service.

D. Bertinelli said that Brian Kelly and Scott Silberhorn from the County IT Department were out at Whiting Park on Thursday, looking to see if they could run Wi-Fi to the campground themselves. They looked at a couple different options and are going to put together a proposal in the near future. They are hoping to have Wi-Fi service in the Park by next season. B. Williams asked for this item to be put on the agenda for December so that the Parks Committee can get an update.

**Advocacy Report.**

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.

**Public Comment**

A. Wilkin said that she was not able to find the Parks Committee agenda on the website. K. Stark confirmed it is on the website and explained how to access it.

**Adjourn**

A motion was made by B. Williams and seconded by S. Vrondran to adjourn the meeting. Voice vote, all in favor. Motion passed. The meeting was adjourned at 8:08 pm by Chairman Jason.

The next regular meeting will be at 5:30pm on November 18, 2019 at the Charlevoix County Building.

**Minutes Submitted by:**
Linda Prescott