Members Present:
Committee Members: Brian Williams, Susan Vrondran, Ryan Novotny, Tim Wieland, Caroline Kobylczak, and Amanda Wilkin.

Members Absent: Dennis Jason (excused)

Staff: Parks and Planning Director Kiersten Stark, Administrative Assistant Lauren Richards, and Shirley Roloff (County Commissioner).

Public: Aaron Nordman (Performance Engineers)

Call to Order/ Pledge of Allegiance:
The regular meeting of the Charlevoix County Parks Committee was called to order at 5:31pm on March 18, 2019 at the East Jordan Fire Hall by B. Williams.

Recitation of the Pledge of Allegiance was led by T. Wieland.

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

Public Comment:
None

Approval of Minutes:
Motion was made by T. Wieland to accept the Minutes of the February 18, 2019 meeting as presented. Motion was seconded by S. Vrondran. Voice Vote: All in favor. Motion passed.

S. Vrondran pointed out that at the previous meeting she said the County collects $300,000 for the Parks Millage and the actual amount is $324,172.

A. Wilkin joined the meeting.

Financial Reports:
K. Stark reviewed the revenue report. She said we have collected a lot of revenue from camping fees in February, but issued approximately $350 in refunds. K. Stark continued to review the financial reports.
B. Williams asked what the fund balance is. K. Stark said $627,949.59, a portion of which is available for capital projects.

R. Maxwell pointed out the Charges for Service line item (camping fees) are significantly higher this year in comparison to last year because he did not begin taking reservations until March 1st last year.

B. Williams asked when the trees will be marked for the timber sale. K. Stark said she believes in either May or June.

B. Williams asked about the $100,000 balance on the trail financial report. K. Stark explained those funds are there if any bills come through on the trail project, but any bills will come out of the Parks Department budget in the long-run. She explained those funds were put in place by the County Fiscal Officer to prevent overages but the funds are not extra funds available for Parks in addition to what we already have in the Parks Department budget.

Motion was made by T. Wieland to accept the Financial Reports as presented. Motion was seconded by S. Vrondran. Voice Vote: All in favor. Motion passed.

Manager’s Report:
R. Maxwell said he has primarily been snowplowing. He said the new reservation system is excellent.

S. Roloff asked if the rule changes that are being proposed for Whiting Park will be put in place this year and if they will alter the reservation system. K. Stark said the rules do not affect the reservation system. She noted that the proposed rule changes for Whiting Park are a separate item later on the agenda.

R. Novotny joined the meeting.

Motion was made by S. Vrondran to accept the Manager’s Report as presented. Motion was seconded by T. Wieland. Voice Vote: All in favor. Motion passed.

Old Business
Boyne City to Charlevoix Non-motorized Trail Status Report
K. Stark reported the following:

- Phase One
  - The bid was awarded to Robinson’s Landscaping for the new plantings to replace the Spirea bushes next to the Trail within the Boyne City limits.
  - She has discussed the Declaration and Notice form with the DNR Staff as it is a requirement for the Trust Fund grant. K. Stark explained what the Declaration and Notice is. She said once the Declaration and Notice is complete the County will receive the final grant reimbursement from the DNR.

- Phase Three
  - The County has received proposals from two engineering firms (to date) for the detailed design and construction engineering. K. Stark will request approval from the
Internal Government Committee to invite the firms to present their proposals at the County Board meeting on Wednesday, March 27th.

S. Vrondran asked what effect the hiring of a new firm would have on the grant application process. K. Stark said it has no effect and she has been working on the Trust Fund grant application. She said there will be a Public Hearing on the grant application at the next County Board meeting on Wednesday, March 27th at 6:00pm.

**Whiting Park Boat Launch:**

K. Stark presented two conceptual drawings. She pointed out the only difference between the two drawings is the location of the portable restroom.

A. Nordman explained the handicapped ramp that would need to be put in if the portable restroom is on the inside of the loop.

K. Stark pointed out additional parking that was added near the entry of the park at the top of the loop. She said we will know how many spaces will fit there after more field data is collected this Spring and topographic profiles are developed.

K. Stark said she shared the conceptual drawings with the Planning Commission. Their only suggestion was to angle the butterfly parking in the opposite direction to avoid having to back up boat trailers into the parking spaces, which the Parks Committee has discussed before. A. Nordman said if we change the angle there is more impact on the wetlands.

R. Novotny asked if the degree of the angle for the butterfly parking spaces could be changed. A. Nordman said it would make fighting the steep grade even more difficult.

B. Williams asked what the difference in wetland impact is between the two drawings. A. Nordman said there is no significant difference.

A. Wilkin said she would prefer if the restroom was not right on the water.

B. Williams asked K. Stark if she is looking for a recommendation from the Committee. K. Stark said yes, so we can move forward with the detailed engineering.

S. Vrondran asked which drawing is the safest. A. Nordman said both have pros and cons.

R. Maxwell said we may want to consider having more than one restroom. Handicapped accessible portable restrooms only have a 15-gallon tank and standard ones have a 30-gallon tank. The company typically only comes once a week to empty the restrooms. S. Vrondran asked if the restroom could be emptied more frequently. R. Maxwell said yes, but there is a fee every time they come. A. Nordman said we could level out a few more feet next to the handicapped restroom just in case a second one needs to be put in.

B. Williams said he agrees with A. Wilkin that the portable restroom should not be right on the water.

S. Roloff asked A. Nordman which drawing he prefers. A. Nordman said he prefers the drawing
that portrays the portable restroom inside the loop (away from the water).

A unanimous vote took place all in favor of the conceptual drawing that portrays the portable restroom located inside the loop.

C. Kobylczak asked when the project will be done. K. Stark said construction will probably take place in September and take around a month to complete. A. Nordman said we will have to plan to pave in October.

R. Maxwell said campers will need to be notified somehow that there will be construction in September.

S. Vrondran asked K. Stark if she had followed through with contacting Steve Voice. K. Stark said she has not reached out to him yet because she wants to get the detailed engineering started first.

**New Business**

**Advocacy Report:**
S. Vrondran brought County maps to share with members.

**Summary of 2019 Parks Millage Applications**
K. Stark said she has not received a summary yet. The Work Group has made their recommendations for funding. She is unsure if the Parks Committee will be given a summary next month.

S. Roloff said she has not gotten an update either. She asked K. Stark and R. Maxwell if they were part of the Work Group. Both said no. S. Roloff said she would let members know if she hears anything about the Parks Millage.

C. Kobylczak said Hudson Township was denied again for a language error.

A. Wilkin asked K. Stark to relay the Parks Committee’s disappointment as she was looking forward to reviewing the summary. K. Stark said yes.

**Recreation Plan Update:**
K. Stark sent out the Request for Proposals (RFP) to three firms for planning assistance to update the Recreation Plan. She would like the Recreation Plan sub-committee to review the proposals. The sub-committee could interview the firms and then provide a recommendation.

B. Williams would like County projects prioritized. He would like the Parks Committee to have an opportunity to provide input. K. Stark said that is part of the Recreation Plan and she would like the Planner (Planning Consultant) to come to some Parks Committee meetings to receive input. B. Williams asked what month the Planner will be coming. K. Stark said the Planner will be working with the sub-committee first, starting in May.

B. Williams would like suggestions for capital improvements put on the agenda for next month.
R. Maxwell asked when the Recreation Plan needs to be submitted. K. Stark said by February 1, 2020.

B. Williams said he would like input from R. Maxwell before he retires.

**Whiting Park Rules- Proposed Changes**

- **Rule Five**
  - The proposal is to change time restraints from 15 to 14 nights to be consistent with the reservation policy currently in place.
  - To require campers to leave the campground for 14 nights after they have camped for 14 nights.

S. Roloff questioned the rule requiring campers to leave the campground for 14 nights. R. Maxwell said he thinks we will lose a lot of revenue if we put that rule in place. B. Williams said he doesn’t have a problem with people staying long-term. He asked if the current rules allow for good revenue. R. Maxwell said yes, things should stay the same for now; once the improvements are done, changes should be made. B. Williams agrees. K. Stark said the proposed rule change to require that campers leave the campground after they have camped for 14 nights was included based on the discussion at the last Parks Committee meeting.

Discussion took place regarding the grade and layout of the campsites. B. Williams said we should provide photos and descriptions of campsites on the reservation system.

S. Roloff asked if there is a different fee for the reservable sites. K. Stark said there is a reservation fee for all sites.

B. Williams asked if we have been receiving complaints about the number of reservable sites. K. Stark said L. Richards received several last summer. B. Williams asked if the number of reservable sites could be changed. K. Stark said it cannot be changed this year. B. Williams said the waterfront sites should be made reservable. R. Maxwell said that will upset a lot of locals and recommends making any significant changes when the campground is updated. R. Maxwell explained that some of the waterfront sites are not always usable due to soil conditions.

T. Wieland agreed with K. Stark that we cannot change the number of reservable sites this year.

S. Vrondran would like the word “no” removed from the beginning of some of the rules. She said the rules are very negative. She will provide K. Stark with some alternatives.

R. Maxwell asked if the County is creating a fireworks ordinance. K. Stark said not that she is aware of. S. Roloff said she saw something in the paper and that maybe it’s at the state level.

- **Rule Ten**
  - Checkout will be at 1pm instead of 3pm.
- **Rule Eleven**
  - Changing leash length to 6 feet.
  - Allowing dogs to be on longlines on their campsite if they stay within their
campsite’s boundary.
  o Allowing dogs on a designated area of the beach.
• Rule Fourteen
  o Grammatical adjustments
• Rule Fifteen
  o Adding that any boats anchored overnight must have a bow and stern anchor.

B. Williams said moorings out in the water need to be removed according to the rules. R. Maxwell said some of the moorings have been there for years. B. Williams said it doesn’t matter because it’s in the rules that moorings are not allowed.

R. Maxwell said he is concerned about anchors breaking and boats washing up on the shore. He said there needs to be a way to be able to keep track of who owns each boat. R. Novotny suggested collecting the MC number from campers when they check in.

• Rule Twenty
  o Changed the rule to read the Board of Commissioners have the final call because the Parks Committee can only provide a recommendation.
• Rule Twenty-two
  o Changed to be more consistent with the reservation policy currently in place.

S. Roloff said Rule Twenty-one confuses her. She asked if people could carry a gun if it isn’t loaded. C. Kobylczak said yes, if they have a concealed weapons permit. B. Williams said Michigan is an open-carry state. B. Williams said the wording of Rule Twenty-one is wrong because it is not “unlawful”.

B. Williams asked K. Stark if she could ask the Board of Commissioners and the County’s Attorney (Bryan Graham) if the rule could read “It is illegal to have firearms within the park” in general. K. Stark said she could consult with the Board and Civil Counsel.

B. Williams said he is seeing a lot of golf carts in campgrounds. K. Stark asked R. Maxwell if people are using Segways in the park. R. Maxwell said no.

Public Comment
B. Williams asked if there is a list of prospective Parks Managers. K. Stark said they have done a couple of interviews and there are more scheduled next week. B. Williams asked if K. Stark could let the Parks Committee know who is hired or if they would be able to attend next month’s Parks Committee meeting. K. Stark said the new Parks Manager should be able to attend next month’s Parks Committee meeting. T. Wieland asked if Human Resources is the lead on the hiring process for the Parks Manager position. K. Stark said yes, with she and R. Maxwell aiding.

B. Williams asked if R. Novotny and A. Wilkin could get Parks Committee badges. K. Stark said yes, she will check with Human Resources.

Meeting Adjourned:
A motion was made by B. Williams and seconded by T. Wieland to adjourn the meeting. Voice
vote, all in favor. Motion passed. The meeting was adjourned at 6:55 pm.

The next regular meeting will be at 5:30pm on April 15, 2019 at the Charlevoix County Building.

Minutes Submitted by:
Lauren Richards