CHARLEVOIX COUNTY PARKS COMMITTEE

MEETING MINUTES
Monday – August 19, 2019
Meeting Location:
Green Building
Whiting Park
05820 Lake Shore Rd.
Boyne City, MI 49712

Members Present:
Committee Members: Susan Vrondran, Dennis Jason, Brian Williams, Caroline Kobylczak, and Tim Wieland.

Members Absent: Amanda Wilkin and Ryan Novotny

Staff: Parks & Planning Director Kiersten Stark, Administrative Assistant Lauren Richards, Parks Manager Mariah Penix, and County Commissioner Shirley Roloff

Public: Lynn Stephens (Forester)

Call to Order/ Pledge of Allegiance:
The regular meeting of the Charlevoix County Parks Committee was called to order at 5:30 pm on August 19, 2019 at Whiting Park by D. Jason.

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

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

Public Comment:
B. Williams asked if some of the concerns he raised at last month’s meeting had been addressed. K. Stark said yes. Discussion took place regarding the electric cords on the kayak launch and trash cans on the beach.

B. Williams said campsites 1 and 2 look dry and asked if Staff had done anything to dry them up. K. Stark said no; she spoke with the Park Maintenance Supervisor and he had expressed concern that the added weight of placing additional gravel on those sites could potentially damage the septic lines that run under those sites. B. Williams asked if Performance Engineers could look at the flooding on sites 1 and 2. K. Stark said the engineers could look at it, but the sites are usually dry by mid-June.

B. Williams asked if hooks could be hung in the restrooms. K. Stark said she talked with the Park Maintenance Supervisor and he said there are hooks in the restrooms. B. Williams said he wants hooks near the sinks. K. Stark asked M. Penix if hooks could be installed. M. Penix said yes, but the
hooks will have to be across the walkway from the sinks.

B. Williams commented on the pit toilet at the beach. S. Vrondran said the swim school bus driver told her she cleaned the pit toilet numerous times this year and expressed concern about the conditions of the park.

**Approval of Minutes:**
Motion was made by S. Vrondran to accept the Minutes of the July 15, 2019 meeting as presented. Motion was seconded by B. Williams. Voice Vote, All in favor. Motion passed.

**Financial Reports:**
K. Stark said Becki King (Fiscal Officer) had compiled the Parks budget information that was on three reports into one to make it easier for the Parks Committee to review. K. Stark reviewed the Parks budget report. The Committee also received the Boyne City to Charlevoix Trail budget report.

D. Jason said six (6) of the potentilla bushes along Phase 1 of the Boyne City to Charlevoix Non-motorized Trail within the Boyne City limits look like they’re already dying. He said the plants need more attention.

K. Stark said B. King did a nice job of putting together a budget report that’s easier to read. She also said B. King is working on a budget report for the Boyne City to Charlevoix Trail. K. Stark said starting in October of this year, the trail will be part of the parks budget.

S. Vrondran said the financial report is easier to read, but she would like to see the Parks Millage reflected on the report as well like she had requested at last month’s meeting. K. Stark will request this information from B. King.

S. Vrondran asked what the capital outlay funds are for. K. Stark said it is to purchase a new tractor and our local match commitment for phase 3 of the trail.

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.

**Director’s Report:**
K. Stark said she had nothing additional to report on outside of project status updates on the agenda items.

T. Wieland asked who has been mowing the Boyne City to Charlevoix Non-motorized Trail. K. Stark said Parks Maintenance Staff mowed the trail. T. Wieland said he had 4 individuals complain to him about the mow job; the grass is tall along fencing and needs to be weed whipped. D. Jason said it looks like only a foot of grass was mowed along the sides of the trail. Additional discussion took place regarding the mowing of the Boyne City to Charlevoix Non-motorized Trail.

S. Vrondran said Porter Creek looks great as well as the trails at Whiting Park. She said the trailhead sign at Whiting Park on Ridge Road needs to be more visible. Some trimming of
vegetation is needed.

Motion was made by S. Vrondran to accept the Director’s Report as presented. Motion was seconded by C. Kobyleczak. Voice Vote, All in favor. Motion passed.

S. Vrondran would like to thank Josh Cline for all of his help with park maintenance.

**Old Business**

**Review Draft Bid Forms for Hardwood Timber Harvest - Lynn Stephens, Forester**

L. Stephens said he spoke with M. Penix and she gave him the okay to put a combination lock on one of the gates on the “Butler” property so he can get in and allow harvesters in when the time comes.

L. Stephens checked the areas of the trails where disturbance took place after the last harvest and he has some ideas for improving the area for the next harvest, especially because the next one is a larger scale harvest.

L. Stephens distributed a bid form, bid letter, and tree summary to the Parks Committee and Staff.

L. Stephens said he visited the “Butler” property and scoped and prepped some areas for the harvest.

L. Stephens reviewed the tree summary and explained the topography of the logging area. He also said that he has a list of 8 prospective bidders.

D. Jason asked who determines if wood is log or veneer. L. Stephens said it is determined upon point of sale. L. Stephens explained how to tell if a tree may be a veneer candidate.

L. Stephens told the Parks Committee their sale is a lump-sum sale; he explained the difference between a lump-sum sale and an as-cut sale.

L. Stephens would like Parks Committee members to review the bid letter. He wants to mail the letters out September 13th and set a deadline for bid submissions of September 23rd.

L. Stephens said he will probably recommend awarding the bid to the highest bidder because he’s sending letters out to companies he trusts and have worked with in the past.

D. Jason asked when we will know how much money we will be receiving. L. Stephens said when we accept a bid. L. Stephens said there is no minimum bid set, but the County does reserve the right to reject bids.

B. Williams asked L. Stephens if he had an estimate for how much will be made off the harvest. L. Stephens said he estimates approximately 62,000 board feet at approximately 80 cents per board foot which comes out just under $50,000.

T. Wieland asked if the performance bond will be held until the harvested area is cleaned up. L. Stephens said yes.
L. Stephens said he would like to award the bid by October 14th. October 21st the harvester can begin harvesting and will have until May 2nd, 2020 to complete the project. L. Stephens said K. Stark had expressed concern about the amount of time allotted to clean up in the spring; the harvester will have until May 31st to finish cleaning up but will need to have equipment out by May 2nd.

L. Stephens suggested having the treetops turned into firewood. He explained the process of turning treetops into firewood in an effort to clean up the logging area. L. Stephens said the cutting will create a healthier canopy.

D. Jason asked how L. Stephens determined the performance deposit. L. Stephens said the deposit is $3000 and he determined it himself by creating something that’s reasonable but fair. D. Jason said in his experience it has always been a 5% deposit. L. Stephens said he wants to make sure they don’t leave a mess.

B. Williams asked if Staff will be responsible for cleaning up the wood remaining from the tops. L. Stephens said yes. B. Williams said he is willing to come remove some wood if it is cut into firewood. S. Roloff cautioned the Parks Committee and said the wood should not just be given away. K. Stark said they will want to sell it for use in the campground at Whiting Park. B. Williams said he was offering to remove some of the wood because it will reduce demand on park employees. T. Wieland said park staff do not have time to remove firewood. L. Stephens said the harvester can cut the wood if compensated, but they will not remove it.

Motion was made by D. Jason to recommend releasing the bid request as presented. Motion was seconded by B. Williams. Voice Vote: All in favor. Motion passed.

**Boyne City to Charlevoix Non-motorized Trail Status Report**

K. Stark reviewed the status report for the Boyne City to Charlevoix Trail project:

- **Phase 1**
  - Staff arranged a site visit held with an engineer from Gosling Czubak at the Grams’ property to discuss trail-related soil erosion issues & potential solutions.
  - Staff is working on the Declaration & Notice document for the final Trust Fund grant reimbursement.
  - The fence repair adjacent to the Grams’ property will take place any time now.
- **Phase 2**
  - Staff is working on the Declaration & Notice document for the final Trust Fund grant reimbursement.
- **Phase 3**
  - The County Board approved the engineering services contract with Gosling Czubak.
  - There will be a walk-through tour of Phase 3 in September with the engineers. K. Stark invited D. Jason to join the walk-through.

D. Jason asked if anyone has met with Mike Dow regarding an easement for the trail. K. Stark said no, but if D. Jason knows him and would like to contact him to discuss it, she would appreciate his assistance. D. Jason explained how M. Dow offered to give an easement along his property, but he
is selling that property so we need to get an easement prior to the sale or we may miss out on the opportunity. D. Jason will call M. Dow.

S. Roloff said the trail project should have been done all at once.

T. Wieland said we don’t want to miss out on an easement opportunity.

S. Vrondran asked when we will know if the grant has been approved. K. Stark said we will know in early December.

**Whiting Park Boat Launch Status Update**

K. Stark said she met with Aaron Nordman last week. She reviewed the latest conceptual drawing and the cost estimate, which also reflects the increased cost of asphalt.

B. Williams said we only have one chance at doing this right.

K. Stark said the engineering estimate includes the fee for Voice Environmental Group to apply for a MI Department of Environment, Great Lakes & Energy (EGLE) permit; K. Stark explained that Voice Environmental Group will be a sub-contractor to Performance Engineers. S. Vrondran asked why Performance Engineers couldn’t apply for a permit from EGLE, rather than our having to pay extra for Voice Environmental Group to do this.

Discussion took place regarding the concrete slab that will be beneath the boat launch.

D. Jason asked how much money the project will cost. K. Stark said, based on the latest plans, the project will cost approximately $350,000. S. Vrondran noted that, based on the original plans, the project would have cost $178,000. D. Jason said he is concerned about the amount of money that is being put in to the new boat launch. K. Stark said the Sheriff thinks it will be heavily used. S. Vrondran said it needs to be made correctly if it’s going to be popular. B. Williams said the fishermen that have attended meetings said they would rather wait for it to be constructed right than rush.

K. Stark said the significant cost increase is due to the amount of paving that needs to be done; there are more access points in the newer drawing, which allow for better flow.

B. Williams would like to discuss the fee for launching at the boat launch at next month’s meeting.

D. Jason asked what the next step is in the process. K. Stark said she will be presenting the cost estimate for the latest conceptual plans and the proposed engineering agreement from Performance Engineers at the next Internal Government Committee meeting. S. Vrondran asked if K. Stark had a more broken-down cost estimate. K. Stark said she will ask A. Nordman for a cost breakdown of the engineering and the environmental consulting fee. S. Vrondran asked why Performance Engineers cannot apply for the EGLE permit. K. Stark said she wasn’t sure. Discussion took place regarding the application for an EGLE permit.
New Business
Recreation Plan Status Update
There is a community input session at 7:00pm in the Log Building at Whiting Park tonight following the Parks Committee meeting.

Advocacy Report:
No reports given

Public Comment
No public comment received.

Adjourn
A motion was made by T. Wieland and seconded by S. Vrondran to adjourn the meeting. Voice vote, all in favor. Motion passed. The meeting was adjourned at 6:59pm by Chairman Jason.

The next regular meeting will be at 5:30pm on September 16, 2019 at the Green Building at Whiting Park.

Minutes Submitted by:
Lauren Richards