

Charlevoix County Parks Committee

Meeting Minutes

04/17/2017

Opening

The regular meeting of the Charlevoix County Parks Committee was called to order at 5:30 pm on 04/17/2017 at the Charlevoix County Building Commissioners Room by Chairman Jason.

Members Present: Susan Vrondran, Tim Wieland, Pete Gaskin, Dennis Jason, Jessica Parks

Members Absent: Caroline Kobylczak, Brian Williams

Others Present: County Commissioner Liaison Shirley Roloff, Planning Coordinator Kiersten Stark, Parks Director Ross Maxwell

Pledge of Allegiance

The Pledge of Allegiance was recited.

Approval of Agenda

Motion was made by S. Vrondran to accept the agenda as presented, motion was seconded by P. Gaskin. Motion passed.

Public Comment

None

Approval of Minutes

Motion was made by S. Vrondran to accept the draft minutes as presented. Motion was seconded by P. Gaskin. Motion passed.

Approval of Consent Agenda

S. Vrondran questioned the budgeted \$200,000 in the Non-motorized Trail Budget. K. Stark confirmed these funds were placed here to cover expenses until grants are received.

Motion was made by S. Vrondran to accept the consent agenda to include the Financial Reports and Director's Report. Motion was seconded by T. Wieland. Motion passed.

Commissioner Roloff commented on the Parks Millage application process, as the County Board recently voted on this year's funding requests for local parks and recreation projects.

Old Business

Boyne City to Charlevoix Non-motorized Trail Status Report

PHASE I

- Adjustments are being made in the Boyne City limits area this spring.
- Fence options are being reviewed at the Davis property. K. Stark explained that, according to the Project Engineer, a fence is not required due to the distance of the retaining wall from the edge of the trail. Considering vegetation instead of fencing. D. Jason suggested notifying the homeowner that a fence is not required.

PHASE II.

- Construction starting soon, storm sewer pipe was delivered to the project site; construction is scheduled through July.
- S. Roloff confirmed City of Charlevoix will contribute \$12,000 to the project.
- S. Vron dran was concerned about the statement on the status report “Charlevoix county parks to cover any cost overrun” and suggested townships and cities should contribute more funds.

PHASE III

- K. Stark reported the grant for the trust fund was submitted in the amount of \$300,000
- A title search is needed to confirm that each parcel along the trail route outside of Horton Bay granted an additional 33 feet of right-of-way to the Road Commission in the past. Road commission has the documents to confirm the additional 33 feet of right-of-way was granted, but they’re not matched up to the specific parcels.
- MDOT grant to be submitted by May 1st; MDOT accepts grant applications four (4) times a year, and they award funds up to a certain percentage of the project cost.
- K. Stark had shared the conceptual drawings of the proposed trailhead with the Road Commission. Suggestions were made to add additional parking, and they agreed that having the trail crossing the driveway further into the park was the safest option.
- Next steps are to meet with Park of the Pines to finalize the trailhead design, seek zoning approval from Bay Township and have an easement document drawn up for the trailhead.

Benches for Phase 1 Trail

- R. Maxwell reported 4 benches have been received. 2 for phase I will be installed this spring and 2 for phase II once that is complete.

Advocate Project Updates

- S. Vron dran suggested allocating money and attention to Porter Creek Natural

Area. A foot bridge is needed in the wet areas and the parking lot needs improvements. Susan had contacted the MDEQ to inquire about permit application requirements. Ross will look into bridge options and getting the parking lot improved. Susan encouraged spending the money that is meant to be spent for park improvements.

New Business

East Jordan City Commission and DDA Meeting

- K. Stark and R. Maxwell had presented on trail efforts to a joint meeting of the East Jordan City Commission and Downtown Development Authority. East Jordan city officials would like to develop some trails within the city and outer areas to connect with other communities.

Charlevoix County Recreation Plan – Non-motorized Trails

- R. Maxwell said we need to consider amending the Recreation Plan to incorporate plans for non-motorized trail development. Material from the previous County Recreation Plan pertaining to non-motorized trails was provided to the Committee for review and discussion at the next meeting.

Whiting Park Reservation System

- R. Maxwell is preparing the Whiting Park online reservation system to go live. Ross will provide a demonstration at the next meeting.

Leadership Charlevoix County- Wipe your feet

- R. Maxwell provided the committee an overview of a project undertaken by this year's class for Leadership Charlevoix County, called "Wipe Your Feet". The project will involve placement of 26 foot brushes at various parks and nature preserves with hiking trails throughout the county, including Whiting Park and Porter Creek Natural Area, to help prevent the spread of invasive species.

Public Comment

- D. Jason informed the committee there will be a meeting of the Northern Lake Michigan Islands Collaborative on Beaver Island in May to discuss park development and a water trail for canoes/kayaks. He suggested a committee member attend to represent our support.

Motion was made by S. Vron dran to cover transportation costs for D. Jason and R. Maxwell to attend the Northern Lake Michigan Islands Collaborative meeting. Motion was seconded by P. Gaskin. Motion passed.

Adjournment

The meeting was adjourned at 6:45 pm by Chairman Jason. The next meeting will be at 5:30 pm on May 15, 2017 at Whiting Park.

Minutes submitted by: J. Parks