

Antrim County Parks and Recreation Advisory Board

January 23, 2015
Minutes

Members Present: Cherie Hogan, Linda Gallagher, Jerome Dobrzelewski, Don Schuiteman,
Michael Spence, Mike Crawford, Stan Moore
Members Absent: Mike Meriwether
Staff Present: Janet Koch

1. Call to Order

The meeting was called to order at 10:00 a.m. by Janet Koch, Associate Planner.

2. Organizational Meeting

Ms. Koch chaired the organizational meeting.

Election of Officers

Chairman

Don Schuiteman was nominated for Chairman by Jerome Dobrzelewski.

Motion by Linda Gallagher, seconded by Stan Moore, to close nominations for Chairman and cast a unanimous ballot for Don Schuiteman. Motion carried – unanimous.

Vice-Chairman

Michael Spence was nominated for Vice-Chairman by Jerome Dobrzelewski.

**Motion by Don Schuiteman, seconded by Jerome Dobrzelewski, to close nominations for Vice-Chairman and cast a unanimous ballot for Michael Spence.
Motion carried – unanimous.**

Selection of meeting dates/times

After discussion, the Advisory Board chose to have their 2015 meetings on the third Friday of the month at 10:00 am, specifically on the following dates: Feb 20, April 17, June 19, August 21, Oct 16, and Dec 18.

Cherie Hogan noted that she would not be able to attend the February 20 meeting.

The remainder of the meeting was chaired by the newly elected Chairman Don Schuiteman.

3. Public Comment

None.

4. Approval of Minutes

The Advisory Board discussed the accuracy of minutes, and requested that the third paragraph of #4 be moved to #8 Various Matters.

Motion by Mike Spence, seconded by Linda Gallagher, to approve the minutes of December 5, 2014 as corrected. Motion carried - unanimous.

5. Various Matters

Eurasian water milfoil

Cherie Hogan noted that Six Mile Lake has a problem with Eurasian milfoil. Mike Crawford said that the Parks & Recreation Advisory Board acts under the direction of the Buildings, Lands & Infrastructure Committee. Stan Moore said the Advisory Board doesn't have funding for large projects, but can make recommendations to the Buildings, Lands & Infrastructure Committee.

Ms. Hogan told the Advisory Board about the serious issues that Eurasian milfoil is causing. Ms. Gallagher said the townships are aware of the issues and most are working on treatment. Mr. Schuiteman commended Ms. Hogan for her efforts regarding the eradication of Eurasian milfoil.

Petoskey Stone Festival

Linda Gallagher told the Advisory Board that Kristy Mortham, Executive Director of the Antrim Conservation District, is leaving the Conservation District as of March 5. The Conservation District had assisted with the Petoskey Stone Festival (PSF) in the past, but the Conservation District Board has indicated that they will not be able to participate as much in the future.

Stan Moore said the PSF Committee is working with Ms. Mortham before she leaves to ensure that all the information regarding the PSF is communicated to the PSF Committee.

Antrim Creek Natural Area

Mike Crawford said he'd like to move ahead with moving boulders and adding Afton stone to the existing boat launch area. Ms. Koch said that Heidi Shaffer of the Conservation District had told her that permits would be needed from both the DEQ and the Army Corps of Engineers to do that work.

There was a discussion to contact excavators and get bids for the work. Contacting the Road Commission was discussed. Mr. Spence said he would contact excavators and bring back a report to the Advisory Board. Ms. Koch was directed to contact the Army Corps of Engineers soon to discuss the permitting issues.

Glacial Hills Update

Ms. Koch updated the Advisory Board on the progress of the agreement between the three property owners of Glacial Hills.

6. Public/Member Comment

Motion by Don Schuiteman, seconded by Stan Moore, to adjourn the meeting.

The meeting was adjourned at 11:02 a.m.

Antrim County Parks and Recreation Advisory Board

February 20, 2015
Minutes

Members Present: Don Schuiteman, Jerome Dobrzelewski, Stan Moore, Mike Crawford, Mike Meriwether

Members Absent: Linda Gallagher, Cherie Hogan, Mike Spence

Staff Present: Janet Koch, Mark Stone, Kristy Mortham

1. Call to Order

The meeting was called to order at 10:00 a.m. by Don Schuiteman.

2. Public Comment

None.

3. Approval of Minutes

Motion by Mike Crawford, seconded by Jerome Dobrzelewski, to approve the minutes of January 23, 2015. Motion carried - unanimous.

4. Antrim Creek Natural Area (ACNA) Permitting

Janet Koch, Associate Planner, said she'd been in contact with both the Army Corps of Engineers and the Michigan Department of Environmental Quality (DEQ) regarding the permitting of small improvements to the ACNA boat launch area. Ms. Koch said the improvements she'd discussed were the following:

- 1) Adding gravel to the existing sandy boat launch area to make it easier for vehicles to launch small craft.
- 2) Moving some existing boulders to widen an existing turn-around area for vehicles.
- 3) Reworking the drainage tile on the south side of the roadway that leads to the boat launch - it currently drains across the road, causing enough deep-cut erosion that it makes driving problematic for many vehicles.

Ms. Koch said the Corps and the DEQ use the same permit application and that the DEQ's fee would be either \$100 or \$500, depending on whether it is classified as a minor or a major project. Mark Stone, Operator of Dams and Drain Commissioner, suggested an addition to the permit application of clearing the channel area by moving rocks. The Advisory Board agreed.

Ms. Koch added that when the snow melts, she will work on obtaining quotes and dimension information from contractors for the project. When the application is complete, she will bring it to the Advisory Board for recommendation to the Buildings, Lands & Infrastructure Committee and to the Board of Commissioners.

5. Petoskey Stone Festival (PSF) Update

Kristy Mortham, outgoing Executive Director of the Antrim Conservation District, updated the Advisory Board on how the Conservation District will be involved with the PSF in 2015. She said the Petoskey Stone Festival Committee would be meeting that afternoon and described the functions that the District has agreed to undertake. Some of these functions include the Petoskey

Stone Festival hunt and collecting the invoices for delivery to the County. Ms. Mortham recommended that the PSF Committee make a clarification regarding a PSF Committee chairman. Mr. Moore said he would be willing to chair the PSF meetings.

Motion by Mike Meriwether, seconded by Jerome Dobrzelewski, to appoint Stan Moore as the 2015 chairman of the PSF subcommittee. Motion carried – unanimous.

6. Various Matters

St. Clair Lake – Six Mile Lake Natural Area

Cherie Hogan was not present to discuss the Natural Area with the Advisory Board.

Mr. Dobrzelewski asked if the County was active in ridding the Upper Chain of the Eurasian water milfoil. Mike Meriwether said the Commissioners should be aware that it could be a major environmental issue. Mr. Stone said there is no regional management protocol for the Chain of Lakes.

A discussion ensued on how best to bring the water milfoil problem to the attention of the Board of Commissioners. Mr. Crawford said it would be appropriate for Mike Meriwether to make a presentation to the Board. Mr. Meriwether agreed and said he would try and bring someone from Six Mile Lake Association and Heidi Schafer from the Conservation District, who is currently applying for a grant regarding invasive species. Mr. Stone also advised talking to the Three Lakes Association.

Mr. Stone said the invasive species problem is a perfect example of how a broader purpose to the County parks and recreation could include these types of issues.

Parks and Recreation Infrastructure Study

Ms. Mortham asked if he'd be looking at other regions and other municipal models as he was working on the parks and recreation infrastructure study. Mr. Stone said he would, but that he's primarily trying to serve the Commissioners by providing them with clear information for the budgeting decisions they have to make. Mr. Stone noted that, in a lot of ways, the County is in the natural resources management business.

Mr. Schuiteman said the Advisory Board is pleased that the Board of Commissioners has taken the step of funding this study. Mr. Stone said he would be updating the Advisory Board regularly with his progress.

7. Public/Member Comment

Ms. Mortham thanked the Board and said she'd enjoyed working with them.

Motion by Jerome Dobrzelewski, seconded by Stan Moore, to adjourn the meeting.

The meeting was adjourned at 11:10 p.m.

Antrim County Parks and Recreation Advisory Board

April 17, 2015
Minutes

Members Present: Don Schuiteman, Jerome Dobrzelewski, Linda Gallagher, Cherie Hogan,
Mike Spence
Members Absent: Stan Moore, Mike Crawford, Mike Meriwether
Staff Present: Janet Koch

1. Call to Order

The meeting was called to order at 10:00 a.m. by Don Schuiteman.

2. Public Comment

None.

3. Approval of Minutes

Motion by Jerome Dobrzelewski, seconded by Don Schuiteman, to approve the minutes of February 20, 2015. Motion carried - unanimous.

4. Petoskey Stone Festival (PSF) Update

Linda Gallagher told the Advisory Board that plans for the festival are going well. There are new sponsorships and increased sponsorships. The 5K race plans are in place and tee-shirt designs are under consideration. Ms. Gallagher, however, reported that the previous day the Conservation Club has cancelled their participation in the kid's fish pond. The PSF volunteers are trying to find a way to use the pond and pump.

Cherie Hogan suggested contacting another conservation club to see if there was another fish pool that could be used.

5. Parks and Recreation Database

Janet Koch, Associate Planner, showed the Advisory Board the database that's on the County website. She asked the board members if they'd be willing to add information to the individual entries on the website. The board agreed; Ms. Koch said she would provide members with forms for individual sites based on township.

The board proposed other changes to the park and recreation database. Ms. Koch said she would talk to Mark Stone about the database. Mr. Stone is working on a study regarding the county parks and lands.

6. Various Matters

Eurasian milfoil

Cherie Hogan said she would present a study regarding milfoil later in the year. Ms. Koch said Heidi Shaffer from the Conservation District is the contact for invasive species for the County.

TCE Plume

The Advisory Board discussed the TCE plume.

Antrim Creek Natural Area (ACNA) Boat Launch – Small Improvements

Ms. Koch told the Advisory Board that she had met with a contractor at the boat launch and discussed the following items for a joint permit application to the Department of Environmental Quality and the Army Corps of Engineers:

- a) Place 6” of gravel (Afton stone) in sandy launch area and possibly a number of pre-cast concrete slabs.
- b) Move boulders to widen the launch area.
- c) Rework existing drainage tile so that it doesn’t drain across the roadway.
- d) Move some of the in-water boulders to clear the entrance to the natural harbor.

She added that the ACNA Commission had been informed of the progress on the permit application.

Trail Website

Ms. Koch presented the trail website for the TART to Charlevoix trail connection (<http://www.traversecitytocharlevoixtrail.org/>). She said the proposed trail route should be up on the website any day.

Ms. Koch added a study regarding trail usage had recently been published. Surveys had been made in 2014 between Memorial Day and Labor Day over three trails sections; the Little Traverse Wheelway, the Northwest State Trail, and the North Central State Trail. She said she would provide copies to anyone who was interested.

7. Public/Member Comment

Mr. Dobrzelewski advocated the construction of a harbor at Barnes Park. Mr. Spence said adding a true harbor to Barnes Park will change the nature of the park dramatically.

Ms. Koch said the next Parks and Recreation Advisory Board meeting is scheduled for June 19 at 10:00 a.m.

Motion by Dobrzelewski, seconded by Cherie Hogan, to adjourn the meeting.

The meeting was adjourned at 11:20 a.m.

Antrim County Parks and Recreation Advisory Board

**June 19, 2015
Minutes**

Members Present: Don Schuiteman, Mike Crawford, Jerome Dobrzelewski, Cherie Hogan, Stan Moore
Members Absent: Linda Gallagher, Mike Meriwether, Mike Spence
Staff Present: Janet Koch

1. Call to Order

The meeting was called to order at 10:05 a.m. by Don Schuiteman.

2. Public Comment

None.

3. Approval of Minutes

Motion by Jerome Dobrzelewski, seconded by Cherie Hogan, to approve the minutes of April 17, 2015. Motion carried - unanimous.

4. Petoskey Stone Festival Update

Stan Moore and Mike Crawford said the festival went very well. The Coast Guard helicopter search and rescue demonstration was an excellent draw. Mr. Moore said they are still waiting for some invoices to determine the final financial numbers, but expects that there will be a profit. He added that the Conservation Club has donated the portable fish pond to the festival.

Cherie Hogan asked about the purpose of the festival. Mr. Moore said it was to promote the natural resources of Antrim County and to introduce people to Antrim County and Barnes Park. Mr. Moore said he'd like to see the festival have more educational activities.

5. Parks Database

Janet Koch, Associate Planner, distributed copies of the names of the more than 200 entries listed in the Parks and Recreation database. The database is part of the County website. Ms. Koch asked board members for assistance with adding more information to each of entries. Most of the entries were assigned to either Ms. Koch or a board member. Though there is no timetable to complete the project, Ms. Koch hopes to have all the entries updated by the end of the year.

6. Various Matters

Ms. Hogan said that Tip of the Mitt had recently been awarded a \$277,000 grant from the DEQ for a shoreline survey of the Chain of Lakes. She said it was a 2 to 3 year project that will survey shoreline conditions, nutrient levels, and provide community outreach. The upper chain will be surveyed the first year of the project; the lower chain will be surveying the second year.

7. Public/Member Comment

None.

Motion by Cherie Hogan, seconded by Mike Crawford, to adjourn the meeting. Motion carried – unanimous.

The meeting was adjourned at 11:05 a.m.

Antrim County Parks and Recreation Advisory Board

**October 16, 2015
Minutes**

Members Present: Jerome Dobrzelewski, Cherie Hogan, Stan Moore, Linda Gallagher, Mike Meriwether
Members Absent: Mike Crawford, Don Schuiteman, Mike Spence
Others Present: Janet Koch, Sherry Comben, Mark Stone

1. Call to Order

The meeting was called to order at 10:06 a.m. by Mike Meriwether

2. Public Comment

None.

3. Approval of Minutes

Motion by Stan Moore, seconded by Jerome Dobrzelewski, to approve the minutes of June 19, 2015. Motion carried - unanimous.

4. Parks & Recreation Study Results

Mark Stone, Drain Commissioner and Operator of Dams, said earlier in the year he'd been authorized by the Board of Commissioners to conduct a study of the Antrim County parks and recreation infrastructure. The report was nearing completion and the final version would be presented to the Board of Commissioners and the public on the evening of November 5 at the Commission on Aging's Senior Center.

Mr. Stone described a number of ideas that would be part of the plan, including an acceleration of the pursuit of grant funding and the creation of a County Ecologist, which would at this point be a combined role with the Soil Erosion Control Officer. Mr. Stone said the study's recommendations would propose the creation of a formal network to link the different parks, recreation, and conservation efforts in the County.

It was noted that Mr. Stone's study would be only a proposal to the Board; that none of it was currently approved. The Advisory Board discussed the Antrim County budget.

5. Parks Database

Janet Koch, Associate Planner, asked the group to continue working on gathering additional information to add to the County's parks database.

6. Various Matters

The next meeting is scheduled for December 18.

7. Public/Member Comment

Mr. Moore distributed a flyer regarding a Michigan State University Extension survey.

The meeting was adjourned at 11:25 a.m.

Antrim County Parks and Recreation Advisory Board

**December 18, 2015
Minutes**

Members Present: Don Schuiteman, Linda Gallagher, Cherie Hogan, Mike Meriwether
Members Absent: Jerome Dobrzelewski, Stan Moore, Mike Crawford
Others Present: Janet Koch

1. Call to Order

The meeting was called to order at 10:10 a.m. by Don Schuiteman.

2. Public Comment

None.

3. Approval of Minutes

Motion by Linda Gallagher, seconded by Mike Meriwether, to approve the minutes of October 16, 2015. Motion carried - unanimous.

4. Parks & Recreation Study Results

Mark Stone had presented his parks study on November 5 to the Board of Commissioners and the public. The document was titled "Antrim County Parks and Conservation in the 21st Century: A Study with Recommendations." Ms. Gallagher said the study was interesting; Cherie Hogan said she would like input from the Antrim County's Planning Commission. Ms. Gallagher said she thought the Advisory Board should wait until the Board of Commissioners makes a decision about the study before moving into an in-depth discussion.

Mr. Schuiteman's opinion was that the County needed a Parks Director. A Parks Authority was discussed; Ms. Hogan said she didn't think non-elected people should be making decisions for the Antrim County parks. The Advisory Board discussed the "Summary of Conclusions" from Mr. Stone's study.

Janet Koch, Associate Planner, suggested that in the future, the current Parks Manager position could be elevated to a full time Parks Director position. She said the Parks Manager receives full benefits; that changing the position to a Parks Director wouldn't necessarily create a significant additional cost. She added that if the Parks Manager position became a Parks Director that a Barnes Park grounds staff member would need to take on added responsibilities. Mr. Schuiteman agreed with that concept.

Motion by Don Schuiteman, seconded by Linda Gallagher, to encourage the Board of Commissioner's to further examine the Parks Conservation Study and/or similar ideas. Motion carried – unanimous.

Ms. Gallagher suggested that the County Forester could use some part time assistance. Mr. Schuiteman said it was up to Mr. Meriwether to make that request.

5. Various Matters

Ms. Koch said the Advisory Board's meetings have been the third Friday of every other month at 10:00 a.m. The next meeting is scheduled for February 19, 2016. She added that David Atkins had been appointed to the Parks and Recreation Advisory Board.

6. Public/Member Comment

None.

The meeting was adjourned at 10:57 a.m.