

PARK & RECREATION COMMITTEE MINUTES

January 7, 2016

Committee Members Present; Atkinson, Gray, Hannan, Kingon, Kopkau, Weinzapfel, Wojtowicz,
Township Board Members present; Bargy, Cole
Also present; Klaus Heinert of Gosling Czubak, Bill Derman; Township Attorney, Todd Vigland; Grand Traverse Regional Land Conservancy.

- Minutes from December 3, 2015 approved by Payne, second by Weinzapfel.
- Todd Vigland reported the scheduled closing of Bigelow property for January 15, 2016 pending the easement issue is resolved, with planned transfer of property to Milton Township in October 2016.
- Heinert stated that there are options for re-locating the septic field on township property with using the current lift station. Restrooms are a high priority and if necessary budget allocations for development grant submission needs to include any change if issues are not resolved.
- Heinert clarified with Christie Bayus of DNR that a development grant can be submitted in April 2016 before final acquisition transfer to Milton Township in October 2016 occurs.
- Weinzapfel spoke to Fedrigo regarding point of sale septic inspection requirements with well water testing.
- Paddle Antrim grant acknowledged for \$1000.00. Heinert requested letter of support for DNR development grant. Optimal location of water trail is 1-2 mile separations.
- Rotary grant award of \$30,000. requires implementation by 12/31/2016 along with a final online report that is due by 2/28/2017.
- Heinert submitted updated plans for discussions of identifying building removal on Bigelow property. DNR requires any buildings kept must have a recreational use. Committee discussed each building reaching a consensus that all buildings should be removed with the exception of the main lodge for the purpose of restrooms in the lower basement area along with storage. The majority also preferred a covered observation deck over the restroom area. The fireplace in the U-shape building was unanimously agreed to keep for open space seating.
- Heinert scheduled a meeting with Burt Thompson; Antrim County Road Commission and Lon Bargy, to discuss design options for crosswalks, signage and a pedestrian island for Wednesday, January 20, 2016 @ 10:00 am. Following the Park & Rec. Committee meeting at 9:00 am.
- Priority of new road to access parking with removal of buildings discussed. Bargy & Sandy Ball to submit ad in Elk Rapids News for bids with removal and site cleanup.
- Heinert stated the rental of the Earl home could continue until spring 2017. Current renters moved out this week, with Bargy communicating with potential new renters.
- Heinert suggested we pursue Tribal grants for beach development, new road and parking.
- Heinert scheduled meeting with DNR Michigan Waterways Director; Paul Peterson for Thursday, January 21, 2016 @ approx. 11:00 to discuss future funding of a new boat launch across the street from the township hall.
- Kingon stated that Elk-Skegmoog Lakes Association may contribute toward dockage at the new waterfront park.

Pending Actions;

- Public hearing for development grant with revision of plans presented February 8, 2016 prior to the township board meeting with pre-notice in Elk Rapids News and board resolution to be passed.
- Bargy; Removal of buildings for new road to access parking and recycling.
- Bargy; Secure new renters for Earl House.

Next meeting; Wednesday, January 20, 2016 @ 9:00 am.

Also scheduled; Thursday, January 28, 2016 @ 9:00 am.

Minutes by Liz Atkinson

PARK & RECREATION COMMITTEE MINUTES

January 20, 2016

Committee Members Present; Atkinson, Gray, Kingon, Kopkau, Payne. Absent; Hannan, Wojtowicz, Weinzapfel.

Township Board Members present; Bargy

Also present; Klaus Heinert of Gosling Czubak , Burt Thompson of Antrim County Road Commission.

- Minutes from January 7, 2016 approved by Kingon, second by Kopkau.
- Klaus met with his structural engineer to confirm that the Bigelow lodge sits on exterior load bearing walls, therefore, we can keep the existing lodge roof line, removing the outer walls and upstairs to create an open air pavilion. Zoning setbacks to be determined.
- Restroom design options were discussed.
- Kopkau stressed the importance of security and hindering future vandalism.
- Group consensus that park restrooms should be available 3 seasons with minimal heat in winter to avoid damage.
- Group discussions of preliminary plans.
- Meeting with Burt Thompson, Antrim County Road Commission to discuss public crossing.

Next Meeting; Thursday, January 28, 2016 @ 9:00 am.

Minutes by Liz Atkinson

PARK & RECREATION COMMITTEE MINUTES

January 28, 2016

Committee Members Present; Atkinson, Kingon, Kopkau, Payne, Hannan Absent; Gray, Wojtowicz.
Also present; Klaus Heinert, Todd Vigland, Bill Derman

- Minutes from January 20, 2016 approved by Hannan, second by Kingon.
- Klaus discussed repurposing Bigelow lodge. PSI needs to be beefed up to accommodate increased load. Rough estimate of costs for pavilion with restrooms/storage \$80-150K
- Committee asked if DNR has limits for the amount of storage allowed. More information needed.
- Kopkau prefers no hallways at restrooms, community restroom and maximum allowed storage.
- Various design options discussed.
- Klaus mentioned other municipalities leasing pavilion to public by roping off in 4 hour blocks.
- Phases; #1 Kayak/Canoe launch #2 Design/usage for recreation lakefront parking.
- Klaus to develop a cost analysis worksheet showing \$300,000.00 projected cost, initial 30% match with optional 10% increase for extra points with DNR.
- Todd Vigland, GTRLC stated Bigelow septic easement not secured. Various options discussed. Township Board needs to weigh in and decide what steps to take. Committee felt Board should proceed with closing.
- Todd Vigland discussed Maplehurst Grant
 - Importance of showing need (see page 18 on acquisition grant application)
 - Need to gauge public support prior to Public Hearing & Grant writing.
 - Survey needed; Kingon to work on narrative for survey. Atkinson to get price for postcards. Survey Monkey setup by Kingon. Committee needs to develop questions with guidance from GTRLC

Next Meeting; Wednesday, February 3 @ 9:00 am.

Minutes by Liz Atkinson

PARK & RECREATION COMMITTEE MINUTES

February 3, 2016

Committee Members Present; Atkinson, Weinzapfel, Kingon, Kopkau, Payne, Hannan , Gray, Wojtowicz.

Also present; Klaus Heinert, Todd Vigland

- Minutes from January 28, 2016 approved by Kingon, second by Payne.
- Hannan expressed the importance of having a full understanding of Maplehurst for the short and long term acquisition and maintenance of the property.
- Todd Vigland, GTRLC reiterated their intent of covering the purchase and demo costs for Maplehurst with all fundraising conducted by GTRLC to cover match dollars.
- Committee would like to have a close estimate of annual costs to maintain property. Vigland will ask Forest Home, Acme & Long Lake what their budget is and how it is spent.
- Clarification on ADA requirements/commitments discussed. Vigland indicated detailed information is in the DNR Grant Guidelines. Atkinson will verify that DNR Guidelines had been emailed to committee members.
- Kingon asked if there is a timeline for development and associated costs. Vigland indicated you have 90 days to demo along with property generally made available to the public.
- Vigland stressed the importance of the "Justification of Need" and providing Universal Access per ADA requirements, also stating that Maplehurst as a stand alone property would probably not score very high, therefore, the committee needs to review the DNR Guidelines for guidance in obtaining a higher score.
- Letters of support, partnering & cooperation agreements discussed. Contacts will be made as follows;
 - Ebird - Hannan
 - Grass River Natural Area –Hannan
 - TLPA – Payne
 - ELSA – Kingon
 - Antrim County, Karen Bargy – Atkinson
 - DNR Fisheries, Cadillac – Vigland
- Kingon asked for copy of Long Lake Grant Application. Vigland will provide.
- Vigland stated Maplehurst mineral rights could be secured with additional \$100,000.
- Kingon setup "Survey Monkey". Site prohibits duplicate email address responses. Postcard should have sequential pre-numbering with survey requiring the code.
- Atkinson discussed the importance of soliciting donations from various sources including Camp Maplehurst Alumni. Vigland will contact Cohn's.
- Kingon developed initial survey questions along with the survey narrative. GTRLC offered suggestions. Other questions were discussed.
- Atkinson received quote for 2000 postcards @ \$235.50. Rough draft will be developed for committee review before submitting to printers. Estimated turn around = 4 days.
- Wojtowicz suggested adding a line indicating how many minutes survey will take.
- Weinzapfel indicated that zoning would allow development of 200 homes on the Maplehurst property and should be shared with the public.
- Kingon, Payne, Atkinson, Kopkau, Gray, Weinzapfel voiced support of acquiring Maplehurst, but question long term expenses.
- Committee consensus; If Maplehurst is secured, name should be "Camp Maplehurst Natural Area", with reasoning of; alumni will identify; possible future plans of establishing a "Friends of Maplehurst" fund/non-profit 501c3
- Weinzapfel to contact Maurice, web designer, to add Maplehurst survey link to opening page.
- Hannan to obtain Glacial Hills annual maintenance costs.

Next Meeting; Monday, February 8, 2016

Minutes by Liz Atkinson

PARK & RECREATION COMMITTEE MINUTES

February 8, 2016

Committee Members Present; Weinzapfel, Gray, Atkinson, Kingon, Kopkau, Payne, Hannan , Wojtowicz.
Also present; Todd Vigland

- Minutes from February 3, 2016 approved by Hannan, second by Kingon.
- Group discussions regarding the goal of keeping annual maintenance expense for the township to a minimum.
- Vigland discussed survey for Maplehurst and target date set for week of February 15th for postcard mailing, survey available on website. Narrative for survey to include full disclosure of all Park & Rec financial commitments. Township Board to review final narrative on Wednesday, February 10, 2016.
- Vigland mentioned that contacting the Disabilities Network in Traverse City to define ADA requirements would help define costs.
- Vigland and Derman received estimates for Bigelow septic from Elmers and Steuer to install our own system. Township Board to meet Wednesday, February 10th to discuss. GTRLC is waiting to close on Bigelow property pending board approval to proceed with closing.

Next Meeting; To be determined.

Minutes by Liz Atkinson

PARK & RECREATION COMMITTEE MINUTES

March 3, 2016

Present; Atkinson, Atkinson, Gray, Hannan, Kingon, Kopkau, Payne, Weinzapfel, Wojtowicz.
Also Present; Todd Vigland & Bill Derman

- Minutes of February 8, 2016 approved by Weinzapfel, second by Hannah.
- Maplehurst survey results discussed; 2040 postcards mailed.
 - Q1 results; 70.25% positive for acquiring Maplehurst.
 - Q2 results; 63.66% positive (129 people) agreeing to be members of a future "Friends of Maplehurst".
 - Q3 results; 70.25% positive for participating in semiannual workdays.
 - Q4 results; 95% hiking trails, 20% hunting, 75% fishing, 70% swimming area, 65% dock for water access,
- Group discussions regarding current feedback received; majority of residents want to preserve land, also noting a Milton Township survey sent out several years ago confirmed residents priority to maintain the rural character of the Township.
- Kingon stated DNR Trust Funds are a result of royalties from oil & gas; dispelling a residents assertion of using taxpayer monies for acquisitions/development.
- Todd Vigland was given names and addresses of those willing to write letters of support per survey.
- Group to seek additional letters of support.
- For purpose of DNR Acquisition Grant Application a park name is needed. Group consensus; Maplehurst Natural Area.
- Atkinson to post notice for Maplehurst Public Hearing scheduled for March 23rd, 2016 @ 7:00pm
- Atkinson to post survey results in Elk Rapids News and on Milton Township Website.
- Mineral rights discussed. Group is opposed to deep well fracking and would like limits on number of gas wells.

Next Meeting; To be determined.

Minutes by Liz Atkinson

PARK & RECREATION COMMITTEE MINUTES

May 12, 2016

Present; Atkinson, Hannan, Kingon, Kopkau, Payne, Weinzapfel

Also Present; Brett Pharo, Tom Cole, Bill Derman, Todd Vigland of Grand Traverse Regional Land Conservancy & Klaus Heinert of Gosling Czubak.

Absent; Wojtowicz

- Minutes of March 3, 2016 approved by Hannan, Second by Kingon.
- Vigland discussed Maplehurst Project Agreement with GTRLC.
- DNR Grant Agreement pending. Atkinson to receive draft grant agreement to be sent to Derman for review for board approval/resolution. 90 days to demo. Appraisal of property is reimbursable.
- Vigland stated that bid packages are prepared for demo/removal of buildings, excavation and various site improvements per DNR requirements to ready property for public use. Vigland also indicated current rent commitments on Bigelow property are through end of May 2016.
- Pharo asked Heinert about demo costs in the development grant. Heinert indicated \$25,000. has been allocated on the costs spreadsheet, but Vigland stated demo costs are included in the acquisition grant.
- Weinzapfel asked if we can sell 2 of the Bigelow buildings-Vigland stated yes, but do not sell/move them until **after** the final appraisal. Heinert noted timing of everything to be moved or for demolition.
- Payne asked if we can reach out to inquire status of development grant. Heinert indicated steps are happening now that indicate things are progressing with preliminary scores due August 2016 for an opportunity to increase our score in order to place higher in the probability of success.
- Heinert stated closing of Bigelow property must happen by October 4, 2016 to keep grant in play.
- Septic/well options discussed with further discussions pending.
- Heinert handed out cost summaries of development project.
- Uploading grant applications to Milton Township Website discussed.
- Derman confirmed that walkways can be installed on Earl & Sarasin properties, but Heinert stated that DNR funds may not want to pay if Township doesn't have site control. Heinert will follow up with DNR to confirm what we are able to do.
- Road Commission crosswalk discussed. Another meeting with Burt Thompson; Antrim County Road Commission is needed with future plans to invite Thompson, Karen Bargy & Glen Paradis to township board meeting to discuss publicly and seek commitments.
- Current boat ramp discussed. Heinert commented that the current condition is unknown with plans to review.
- Heinert indicated until parking is established across the road discussions are needed to consider temporary parking on lower level.
- Heinert presented preliminary development plans.
- Weinzapfel stated the rentals adjacent to the Beachfront Park; Florand Cottages are having issues of public using their dock and parking vehicles on their property. Weinzapfel confirmed that signs are needed and are currently being worked on. Atkinson requested that all complaints be forwarded to the Park & Rec. Committee as well as the Township Board.
- Heinert reviewed the TC Rotary grant obligation for the UA kayak/canoe launch. \$30,000 received from TC Rotary, \$30,000. From Township funds, must be installed 2016. 6 parking spots for temporary parking at lower level discussed.
- Heinert stated a mini design session needs to happen soon. Possible target after July 4th to get best pricing and past the busy season.
- Other grant possibilities discussed; Rich Hannan to follow-up with Community Foundation, Bob Kingon to follow-up with Tip of the Mitt. Atkinson to follow-up with Great Lakes Peoples Fund.

Pending Actions;

- Meet with Burt Thompson, Antrim County Road Commission to discuss crosswalk needs, with follow-up invite to Township Board meeting, also to include Karen Bargy and Glen Paradis.
- Weinzapfel to work on signage at Beachfront with Riegler
- Atkinson to post grant applications on Township website

Next Meeting; To be determined.

Minutes by Liz Atkinson

PARK & RECREATION COMMITTEE MINUTES

June 3, 2016

Present; Cole, Pharo, Atkinson, Weinzapfel, Gray, Hannan, Kingon, Kopkau, Payne, Wojtowicz

Also Present;, Klaus Heinert of Gosling Czubak

Excused; Bargy, Ball, Kopkau

- Minutes of March 3, 2016 approved by Hannan, Second by Kingon.
- Heinert discussed DNR presentation in Onekema. Atkinson stated we were invited to present the Maplehurst acquisition grant. Payne and Kingon created a PowerPoint along with Vigland's input to be presented by Payne and Vigland on Wednesday, June 15, 2016. Atkinson emailed the PowerPoint to the DNR on June 2, 2016 per their request.
- Heinert stated a future invitation to present the Beachfront Development design is pending.
- Beachfront development grant discussed;
 - Dock configuration/design: 10' sections @ launch. ADA dock with canoe/kayak launch.
 - Heinert encouraged board and committee members to visit Boardman Lake kayak launch located near Oryana in Traverse City. Heinert plans to measure current water depths for further discussions of design.
 - Current pricing is being sought for a drive through accessible transfer system 32' x 10'. The outer wings can be added later, if preferred. Floating platform is designed to stay in the water year round with launch rails removed seasonally.
 - Heinert working on budget and will present with product representatives to board/committee to finalize launch design and pricing with a follow-up meeting to submit draft purchase order.
 - Certified installers are needed for the launch system.
- Heinert will provide a topographic survey for layout of new drive/parking.
- Presentation of beachfront design with crosswalk request and commercial drive permit to Antrim County Road Commission is planned. Atkinson to contact Burt Thompson for getting on their agenda. Heinert will send detailed schematic to Burt Thompson prior to meeting.

Pending Actions;

1. Atkinson to contact Burt Thompson, Antrim County Road Commission to inquire about agenda timing.
2. Committee & Board members encouraged to visit Boardman Lake canoe/kayak launch.

Next Meeting; to be determined.

Minutes by Liz Atkinson

PARK & RECREATION COMMITTEE MINUTES

July 1, 2016

Present; Cole, Atkinson, Weinzapfel, Hannan, Kingon

Also Present; Todd Vigland of Grand Traverse Regional Land Conservancy, Klaus Heinert of Gosling Czubak

Excused; Bargy, Ball, Pharo, Gray, Kopkau, Payne, Wojtowicz

- Minutes of June 3, 2016 approved by Hannan, seconded by Kingon.
- Weinzapfel discussed Bigelow demo and seeking bids for removal of 2 smaller units. Appraisal needed prior to demo/removal. Atkinson still waiting for DNR signoff of the Project Agreement. Communication with Tamara requesting the document is ongoing. Once received 90 days to demo is from date of DNR signature.
- Heinert discussed pending purchase order for kayak launch. Vigland stated the public can use property prior to property transfer. Group discussion regarding target date for kayak launch with a consensus reached to site prep in fall 2016 with new target of installing the kayak launch in spring 2017. Group felt there was much to do before installation of kayak launch leading to a very small window to install before it would have to be removed for winter. Other thoughts of a spring install with a public kickoff announcement preferred. Weinzapfel to post bid requests for removal of buildings with removal date by 9/1/16.
- Heinert discussed protecting the cedars on Bigelow property. Trip to property to identify trees to be removed along with stump grinding following this meeting. Bargy to seek bids for soccer field and other township properties including Bigelow property for tree removal.
- Vigland stated \$20,000.00 is allocated for demo of buildings. Capping of water lines leading to demolished buildings discussed with decision to cap lines as high up as possible. Maintain all lines that service lodge and remove west side of railroad ties keeping east side for now with future ramp planned for west side. Use orange snow fence to keep public off. Current dock to be kept in pole barn and should be moved ASAP.
- Bargy & Weinzapfel to notify Sheriff Officers to monitor Bigelow property for possible unlawful activity due to window being broken to gain access to buildings.
- Heinert presented options for kayak launch. Option B decided.
- Meeting with Burt Thompson, Antrim County Road Commission to be scheduled followed by presentation to the Antrim County Road Commission. Heinert to develop presentation and will schedule meeting.
- Kingon to discuss with Elk Rapids Rotary the funding of a transfer seat for the kayak launch; \$4000.00

Pending Actions;

- Weinzapfel to seek bids for removal of Bigelow buildings.
- Bargy to seek bids for removal of trees.
- Atkinson to continue communication with DNR seeking signed Project Agreement.
- Bargy/Weinzapfel to follow up with Sheriff for monitoring of Bigelow property.
- Kingon to contact Elk Rapids Rotary for transfer seat funding.
- Weinzapfel to contact Jim Riegler to move dock to pole barn.

Next Meeting; to be determined.

Minutes by Liz Atkinson

PARK & RECREATION COMMITTEE MINUTES

Thursday, October 20, 2016 @ 9:00 am

Present; Bargy, Cole, Atkinson, Gray, Kingon, Weinzapfel, Wojtowicz

Also Present; Klaus Heinert of Gosling Czubak

Absent; Ball, Pharo, Hannan, Kopkau, Payne

- Minutes of August 25, 2016 approved by Kingon, seconded by Gray.
- Heinert discussed site improvements for water trail head; information center, road signs, universal kayak/canoe signage. Recommended that Township provide water trail map/information onsite. Target installation of UA launch in April/May 2017 with water trail kickoff/ribbon cutting to follow. Invite DNR, TC & ER Rotaries. Commitment from Deana Jardee, Executive Director of Paddle Antrim to host a 1 hour community paddle event for kickoff. Jardee to work with Township for coordinating event; parking needs with suggestion to direct parking and provide porta-johns.
- Next round of Paddle Antrim mini-grants due November 13, 2016. Heinert to supply suggested signage for grant request.
- Kingon updated committee on a 3 minute presentation to the MNRTF Board he conducted with Glen Chown, GTRLC, in Lansing on October 19th. The purpose of the presentation was to highlight the supplemental materials submitted for the Maplehurst grant after preliminary scoring. Additional 50-70 points are possible.
- Kingon volunteered to head up future "Friends of Maplehurst" pending success in the Maplehurst grant.
- Heinert discussed Community Foundation grant request. Dean Branson needs a cover letter with items requested to be submitted no later than Friday, October 21st from Township. Heinert to work with Atkinson in submitting this week.
- Bigelow project; storm water management and safe pedestrian cross walk is a priority. Road Commission input and partnership is needed. Heinert and Bargy to meet with Road Commission and Heinert will continue to contact Tribe. Bargy to contact Burt Thompson with Heinert to email preliminary plans to Burt prior to meeting in November.
- Weinzapfel to ask Bill Derman;
 - How transfer of Bigelow property is handled, and timing of.
 - Can Township remove Earl home while property is under land contract
 - What improvements can be made on land contract properties
 - Ownership of top of road end (Currently County owned, transfer to Township pending)
- Kingon volunteered to contact Tip of the Mitt for possible financial support.
- Weinzapfel to coordinate Earl house ad for bids pending discussion with Derman
- Committee discussed the possibility of a volunteer handling township promotions/marketing. With upcoming UA Kayak launch kickoff/ribbon cutting, Atkinson stated it would be helpful to have someone handle the event promotions & community awareness. Atkinson submitted a Marketing Plan that was developed for the MNRTF Maplehurst grant. Gray questioned the wording "Marketing/Promotion". Heinert explained that the MNRTF grant requires a "Programming/Marketing Plan" for additional points that outlines how the township will make the public aware of the project if awarded the grant.
- Group discussion of storm water management of the road end/boat launch. Gray questioned Township funding for these projects. Atkinson stated too many questions remain to know how things will settle and once all the facts are known we will be able to better answer that question. If we are not successful with the development grant, the allocated match dollars could be re-directed with Board approval. If we are successful with the development grant we will continue our efforts to secure funding from the Road Commission and other grant opportunities. Atkinson reiterated; once the facts are known with the associated costs the committee will be able to make final recommendations to the board.

- Atkinson submitted a Park & Recreation Committee questionnaire with a request for all P & R Committee members to complete in order to help identify individual member's interests, experience and connections that could lead to other volunteers and opportunities. The committee recognizes the importance of utilizing each member's strengths and interests that will contribute to the overall success of the committee's goals.
- Heinert stated that the Development Grant may not be successful because there are many other good projects competing for grant funding along with the site control issue still pending. Atkinson stated if we are not successful, committee should request Township Board approval to re-allocate all or a portion of match dollars to current needs; road, parking, crosswalk, storm water management, along with approval to re-submit grant request in 2017.

Pending Actions;

- Weinzapfel to contact Bill Derman
- Weinzapfel to place ad for bids of Earl house pending discussion with Derman
- Bary to contact Burt Thompson, Antrim County Road Commission
- Heinert to email preliminary plans to Burt Thompson and schedule meeting date
- Kingon to contact Tip of the Mitt
- Atkinson to seek Board approval in December or January 2017, pending status of development grant, to re-allocate matching dollars and to re-submit grant in 2017.

Next Meeting; to be determined after meeting with Antrim County Road Commission.

Minutes by Liz Atkinson