Members Present: Duane Hampton, Chair; Steve Kohler, Vice Chair; Kay Chase, Council Secretary; Tom Sauber, Natural Areas Manager; Tyler Bassett; Sharon Dever: Mark Frever; Lauri Holmes; John Kreuzer; Dave Lemburg; Paul Scott; Cybelle Shattuck; Pete Strazdas; Marnie Twynham

Members Excused: James Penner

Guests: Judy Huxmann; Paul MacNellis; Diana Morton-Thompson; Chris Bovid

I. CALL TO ORDER AND ZOOM ROLL CALL.
- A quorum of members was present and Mr. Hampton called the meeting to order at 7:03 p.m.

II. EDITING AND ADOPTION OF AGENDA FOR JANUARY 14, 2021.
- The agenda was adopted by unanimous voice vote.

III. EDITING AND APPROVAL OF MINUTES FROM OCTOBER 8, 2020.
- The amended Minutes were approved by unanimous voice vote.

IV. OLD BUSINESS.

a. Overuse and abuse of the Preserve.
- Bike racks were trashed, as well as signs, brochure holders, etc. The sign at the Drake Road entrance was also damaged: it was stabbed from back to front. A stick on the ground appeared to be the size of the dimples in the sign. The damage was noticed less than a week ago. It is important to keep track of the timing so that it can be accurately recorded in the police report.
- It was suggested that an increased police presence might be helpful, as well as putting something on social media regarding the damage to the signs and structures at the Preserve. An address and phone number to report the damage should also be provided. Maybe a fake trail cam could be installed in a tree nearby as a means of discouraging vandalism. Mr. Scott stated that he hasn’t noticed any damage at the Winchell entrance.
- If the Council members see damage at the Preserve, they should file a police report. It would be helpful to take a picture of the damage and attach the picture to a Bronco Fix It Work Order, which would be sent to the service center and then to Tom Sauber. Mr. Sauber can forward the information to the WMU police. Calling 911 is the only way to communicate with the police regarding vandalism, etc.; 911 will dispatch WMU police.
- Mr. Sauber stated that there is another number to call unless there is an injury. The Preserve closes at dusk, there shouldn’t be anyone out there after dusk.
- The new signs are blank on the back side. They are aluminum; not steel. Mr. MacNellis suggested getting 3/4” painted plywood and attaching it to the back of the big signs. He estimated that would cost about $45. There is $1,300 in the budget. Mr. Strazdas stated that volunteers could do that work. If someone is hired to do that job, there will be a grievance.
- AFSME will not grieve volunteers, but the union should receive a notice before the volunteers begin the work. The notice should be sent to Mr. Sauber with the date of the activity to be done on a volunteer basis. Mr. Sauber will forward the notice to the bargaining unit.
- Mr. Sauber has the bike racks from the Drake Rd. location. He will store them until spring, and maybe install them in a different spot. Mr. MacNellis stated that the Parkview bike racks by the double gate were put back in by WMU staff. The bike racks are in gravel; maybe they need to be installed in concrete. Mr. Sauber will follow up with a Bronco Fix It.
- Mr. Kreuzer volunteered to help with the maintenance that is needed by the spillway, but he is waiting for warmer weather. Mr. Hampton stated that the 60 lb. bag of concrete could be driven to that location. Mr. Kreuzer will contact Mr. Sauber to discuss having WMU staff deliver concrete to the spillway.

b. Kieser will present at next meeting a proposal to build a barracuda trap to remove sediment & phosphorus from storm water inflow.
- Mr. Strazdas, Mr. Bovid, Mr. Hampton and Mr. Kreuzer met with representatives from Kieser and Associates; there were a few glitches. Hopefully, the revisions will be ready for the next Council meeting.
• The property line and elevation are issues. There is storm water at a low spot in Drake Road and it might be difficult to raise that area. The two alternatives will take more due diligence. The subcommittee will make a recommendation later.
• Ms. Holmes stated that the ALPA recommended that the subcommittee continue its work and bring an update to the Council in February. The original project covered part of the wetland and it extends over the property line north of the lake. Building a berm across the wetland would have repercussions. Discussions are ongoing with regard to possible solutions

• Mr. Hampton provided information about the Management Plan update. Mr. Bassett, Mr. MacNellis, Mr. Kreuzer and Ms. Chase spoke this week and they are on the same page with the structure to move forward and revise the Management Plan.
• The Preserve property has sections such as forest 1 and forest 2, prairie and savannah 1 and 2. There are orange and green lines on the map, which represent different management units. This provides a chance to talk about subunits with some consistency.
• The whole prairie can’t be burned at once, but part of it can be burned. The subcommittee can include a timeline for management and prescribed burns in the Management Plan. The map shows what the intended focus will be. The subcommittee intends to meet every couple of weeks. They will slow down working on the Plan during the summer and resume in the fall.
• Ms. Holmes referred to F10 on the map and inquired if that is the north trail. Mr. Bassett confirmed that it is and stated that the orange areas are upland.
• Ms. Holmes referred to the memo from ALPA and the suggestion to have Bill Schneider as a consultant for the Management Plan updates, rather than only having his business, “Wildtype”, in its present role as a contract business. This suggestion was a result of a walk the ALPA representatives did with Mr. Schneider a couple of weeks ago. He has knowledge about the ecology of the Preserve, and ALPA felt that would be of value to determine where the treasures are and what needs to be protected.
• Mr. Schneider had suggestions about the best way to encourage native plants, etc. It might be helpful to employ his expertise rather than just having him deal with invasives. It might also be helpful to have him assist with writing the Management Plan.
• Ms. Holmes, supported by Mr. Bassett, moved that the Council authorize the Management Plan Subcommittee to hire Bill Schneider to assist with the writing of the Management Plan.
• Mr. MacNellis suggested that the Council could give the subcommittee a budget and authority to hire a consultant. The subcommittee would also like to hire Kieser & Associates regarding the storm water.
• Mr. Strazdas was supportive of the motion but suggested an amendment with a cap on the dollar amount. The motion was amended as follows:
  The Subcommittee has the authority to hire additional consultants, as needed, but must first receive approval from the Council. The subcommittee is limited to a budget of $10,000 to spend on consultants. With a voice vote, the motion carried unanimously.
• Ms. Alkema was part of the group that reviewed the ecological plan for Parkview Hills. They worked with a consultant through the Land Conservancy. She will provide the consultant’s name, and the amount he charged for that work, to the Management Plan Subcommittee.
• Mr. Strazdas stated that $10,000 is within the limit that would not have to go through the bid process. Mr. Strazdas, Mr. Sauber, and Mr. Frever are not authorized to sign legal agreements. If there is just a scope of service that would be o.k., but a legal agreement would have to go through the university's legal department.
• The budget report shows $48,000 available in the budget for the current fiscal year, prior to the proposed $10,000 deduction. That would leave $38,000 to pay for the construction services for the storm water proposal and the trail improvements before June 30th (end of the fiscal year). Mr. Hampton commented that the funds would probably not all be spent before the end of June.

d. Asylum Lake financials.
• Mr. Frever stated that the ending account balance is $48,351. The August activity is highlighted on the work order, which is cumulative. WMU staff were cleaning up the Preserve during the summer months. The bills came in during the month of August and that's when they were processed.
• The second page of the report shows current projects for Asylum Lake. There are three projects with a remaining balance, including the water quality data project with a balance of $1,326. Mr. Kohler stated that work might not
continue on the project until after June 30th. Mr. Strazdas stated that projects not completed this fiscal year could be closed. A new motion can be made if more money is needed to completed the project in the future.

- The $5,000 budget for the prairie burn was not used due to the pandemic. Mr. Bassett recommended spending that money this spring if the permit can be issued.
- Mr. MacNellis suggested having Dave Mindell or Dave Borneman do the burn in the F6 area. He would also like the contractor to do the Savannah 1 area by Cherry Lane but that can be done next fall. He will get quotes from the contractors; that process can be done over e-mail.
- Mr. Strazdas mentioned there could be an issue if the vendor has a contract that was initiated by the vendor. No one on the Council can sign for it. The legal agreement would have to be signed by attorneys at WMU. If there is just a bill of goods and no legal agreement, they would go by the terms of the university’s purchase order. Once the agreement is in place or a purchase order is issued, the bill can get paid, which could happen within a week.
- Mr. MacNellis requested clarification regarding the OCBA agreement. Mr. Strazdas stated that once the legal agreement is in place, it takes about a week to process the invoices. The legal agreement had to be restarted. Mr. Strazdas will talk to Mr. Frever and Mr. Sauber to find out the status of the invoice.

V. PROJECT/SPECIAL COMMITTEE REPORTS.

a. Any applications for using the Preserve?

- Mr. Frever stated that no new applications were received.

b. Signage Subcommittee.

- Ms. Huxmann reported that the subcommittee has gone as far as they can with painting the diamonds on the trees. On the yellow trail from Parkview, there are a couple of loops lacking trees on which to place diamonds. The subcommittee would like to have 4 x 4 posts, 30” above the ground, to paint the diamonds on. They thought about using metal stakes but Mr. Sauber advised they need to be sturdier to prevent vandalism. The posts would be the same size as the legs on the shadow boxes.
- There are 10 places, 8 on the yellow trail and 2 in the prairie savannah trial, that need posts/diamonds. They are hoping to do the work with volunteers. They will need a utility vehicle to haul posts and they need a post hole digger.
- Mr. Hampton inquired if any of the 10 locations are being considered for burning. Ms. Huxmann stated that the posts can be soaked to protect them from being burned by fire. Mr. MacNellis mentioned that the burn starts from the trees and moves outward; that can be done that for the posts also. There is money available to do the work, which would be done on a volunteer basis, so there is no need for a motion, it was already approved. There is a balance of about $1,300 in the budget.
- Once the Council approves the work, there needs to be a point person from the Council and a staff liaison. Mr. Sauber suggested providing a work plan. Once the material list is provided, he will procure the items that are needed.
- If volunteers will be utilized for this project, Mr. Sauber will need to be notified as to what day they will be working so he can notify the bargaining unit. He also needs to know how he can assist the volunteers to get the materials to the site that day.
- The 4 x 4’s can be dropped off and the volunteers can get a post hole digger and put the posts in. There is map showing where the posts will go. Mr. Sauber will need a few days warning as to when the volunteers will need the posts.

c Trails Subcommittee.

- Mr. MacNellis stated that there is a contract for OCBA to provide the construction documents and the final design. The Trails Subcommittee had them change the scope of the design. There is a budget of $5,000 and that is what will be used to pay OCBA.
- Mr. MacNellis inquired if this can be paid or if it has to go back for a signature. Mr. Strazdas advised that nothing has been spent yet. The invoices should be provided to Mr. Sauber. Mr. Frever has the signed contract.
- There was a brief discussion about someone reportedly seeing mink at the Preserve.

VI. NEW BUSINESS.

a. New ALPA trifold brochure to be at the Preserve.

- The subcommittee met in December and revised the information in the brochure to make it clear that the Preserve is not a park. That is the focus of the education in the brochure.
- The ALPA had 150 brochures printed. They will be placed in the shadow box after it is reinstalled. Mr. Hampton thanked the volunteers who have helped with this project.

b. ALPA motions & garlic mustard pull.
Ms. Holmes and Dave Nesius will do preliminary plans and talk about the garlic mustard at the ALPA meeting in February. They will request input from Mr. MacNellis. After the plans are finalized, ALPA will request volunteers in March. An update will be provided to the Council at the next meeting.

Mr. MacNellis stated that garlic mustard will be pulled at Kleinstuck Preserve and Bow in the Clouds Preserve. The City has an Invasive Species Chairperson and she is putting together an invasive species control plan for City parks. Mr. MacNellis would like to have a pit dug at the Asylum Lake Preserve where the garlic mustard could be buried, it degrades quickly.

It was suggested that a Bronco Fix It could be submitted on-line to request that a pit be dug in the Preserve. Ms. Holmes will consult with Mr. Sauber about how to proceed. Mr. Strazdas suggested putting the proposed location of the pit on a map so the Council can take a vote on the proposal.

Mr. Sauber will hire AFSCME personnel to dig the pit, which will need a fence around it. It is best to take care of the garlic mustard on-site.

c. WALK nature route, the Winchell, Asylum Lake, Kleinstuck Trail - ODWNA.

Ms. Morton-Thompson stated that the WALK nature route was summarized in a handout that was provided. It is part of the Oakland Drive, Winchell Neighborhood Association (ODWNA) neighborhood plan. It was the culmination of a community process with three years of input and it is now being implemented.

The ODWNA members talked to the Stewards of Kleinstuck, Mr. Hampton and Mr. Kreuzer. They are requesting that the Council and ALPA each provide a member to sit on the Environmental Responsibility Subcommittee of the ODWNA for the duration of this project.

Ms. Holmes requested background information to explain what the plan is and what an appointee might be expected to do. Ms. Thompson explained that this process began with the City's Master Plan. The ODWNA neighborhood plan was created as part of the Master Plan. It was an extensive process to figure out the goals and objectives of these plans through public meetings.

The ODWNA Neighborhood Plan was approved and incorporated into the Master Plan, which was approved by the City Commission. The neighborhood plan needs to be implemented. It includes environmental responsibility, which is a core value of the neighborhood.

The ODWNA convened to think about how to implement the plan; there is a core team of people who are working on it. They are trying to identify additional space for parks and green space, etc. The City granted funds to implement projects. The ODWNA board voted to implement the WALK nature route.

The WALK Nature Route was provided on the screen for the Council to view. The objective of the route is to connect green spaces in the neighborhood, which includes the Winchell Neighborhood, Asylum Lake Preserve and Kleinstuck Preserve. They would also like to have way finding signs.

The City of Kalamazoo has been part of these discussions, they will put the new signs below the existing signs. There will also be a map of the route and a QR code that will link to educational information on a website. They have permission for in-street markings; there is very little sidewalk area.

The ODWNA is at a point where they need to build partnerships. They are inviting the Council to partner with them to help figure out the details. Mr. Scott stated that he is already on both committees. He inquired if someone else from the Council should be on the committee to oversee the route.

Ms. Morton-Thompson advised that a design is needed for the way-finding signs and informational signs. The committee needs to decide what information will go on the informational signs and where they will be located.

The committee hasn’t met yet, they have been doing everything by e-mail. Once they have the framework, there will probably be a lull in activity. Mr. Bovd inquired if there is already have a timeline. Ms. Morton-Thompson stated that there is a draft timeline.

It was suggested that Ms. Holmes could be the ALPA representative on the WALK subcommittee. Mr. Hampton volunteered to represent the Council if no one else volunteered. The Stewards of Kleinstuck have already designated a representative.

Mr. Strazdas mentioned that WMU owns Kleinstuck Preserve and Asylum Lake Preserve. Kara Wood, Vice President of Community Relations, works closely with the City of Kalamazoo. He recommended contacting her regarding this project. Ms. Morton-Thompson will follow up with Kara Wood.

d. New budget proposals?

Mr. Bassett stated that $26,000 of the available $48,000 budget was encumbered and now $10,000 more is encumbered. There is $12,000 to spend before the end of June. He had originally hoped to do an expanded botanical ecological re-
survey, which will require an RFP. The bids have not been received yet, so it is uncertain as to how much that dollar amount will be. That project will probably not be invoiced until after June 30th.

- Mr. Hampton mentioned that most new budget proposals would be for 2021/2022, starting on July 1st. If the Council wants to proceed with the barracuda trap, they can use funds from the Kalamazoo Community Foundation account.
- The Trails subcommittee is asking for $5,000 for 2021/2022. That can be voted on next month, along with the budget proposal from the Sign Subcommittee and others. The Council would like to proceed with some burns. They also need funds for Wildtype and updates to the Management Plan.
- Mr. MacNellis mentioned that the average cost for Bill Schneider’s work since 2014 has been an average of about $32,000 per year.

e. BTR2 construction effects.

- Mr. MacNellis stated that one of the buildings at BTR2 is about to be closed in. Ascension Borgess Hospital has an agreement signed with WMU to purchase a piece of property at BTR2. He spoke with Coleen at WMU on the Landscape Review Committee. He was pleased with the landscape drawings that were submitted, and he wants to make sure everything is in alignment with the landscape plan for BTR2. He can verify that the plan poses no detriment to Asylum Lake and then report back to the Council.
- Mr. Kreuzer inquired if the retention area to the north was discussed. Mr. MacNellis advised that there is storm water management for the whole property. Each individual business has to have their own storm water management. Mr. Kreuzer inquired if it is going into the existing retention area. Kieser & Associates stated that the retention pond had about 10 years or so remaining, were calculations done on that? Mr. MacNellis will ask Colleen to provide those details.
- Mr. Hampton suggested that Mr. Kreuzer’s concerns about the runoff from BTR2 into the lake should be given Council attention as the remediation project progresses.

VII. NEXT ONLINE MEETING - FEBRUARY 11TH?

- The Council members were in favor of meeting on February 11th.

VIII. COUNCIL/STAFF COMMENTS.

- None

IX. PUBLIC COMMENTS.

- The Council members can contact Mr. Hampton via e-mail regarding concerns they want him to discuss at the ODWNA/WALK trail subcommittee meeting.
- Ms. Holmes mentioned that the WALK trail will have the Parkview entrance to the Preserve as its endpoint. The ODWNA and the Council should be prepared for the parking lot at that entrance to have an increased need for parking of bikes and cars. Information materials regarding the WALK trail should emphasize that that Asylum Lake is a Preserve and not a park and that no bicycles are allowed in the Preserve.
- Additional signage might be needed to make clear that bicycles are not allowed. Will we need to hire someone to police the Preserve? We need to find some balance. There is no mechanism to control bicycles in the Preserve.
- The Preserve is the home of plants and animals that are there. If you look at literature from the neighborhood association for the trail, it focuses on passive recreation but that is not the main focus of the Preserve. The Declaration of Conservation states that ecosystem integrity should be promoted. Will the WALK trail promote ecosystem integrity?
- Mr. Kreuzer suggested providing that information with the QR code. The City will put signs at the Parkview entrance. Passive recreation will not provide a benefit for Asylum Lake.
- Mr. Scott mentioned that there is currently a bicycle trail and they want to make it a walking trail route. The Council can let the subcommittee know that the emphasis should be on walking.
- Mr. Hampton suggested a discussion at the next Council meeting about the ALPA motion to prepare the entrance at Parkview for more bicycles and cars. How do we deter bicycles in the Preserve? Is there a way to access the Preserve other than through Parkview, maybe come in through the Winchell entrance? Maybe through Parkwyn? There is time to talk about that next month at the Council meeting. Ms. Twynham commented that the trail through Parkwyn might be on private property.

X. ADJOURNMENT.

- The meeting adjourned at 9:15 p.m.