

**ASYLUM LAKE POLICY
& MANAGEMENT COUNCIL
Draft Minutes
November 9, 2017**

Western Michigan University
Physical Plant Conference Room

Members Present: Duane Hampton, Chair; Tyler Bassett; Kay Chase; Jay Emerson; Arthur Falk; Lauri Holmes; Steve Keto; Steve Kohler; Sarah Larson, Paul Manstrom, Paul Scott; Peter Strazdas; Mark Frever;

Guests: David Nesius, Phil Micklin; Mark Hoffman, Paul McNellis

I. CALL TO ORDER.

- Mr. Hampton called the meeting to order at 7 p.m.

II. ROLL CALL.

- Mr. Hampton completed roll call and determined that the aforementioned members were present. He introduced Sara Larson, ????? (title), new member of the ALPMC and Amy Thomas, Recording Secretary for the ALPMC and welcomed them to their first meeting.

III. APPROVAL OF AGENDA (NOVEMBER 9, 2017).

- There were no changes to the Agenda.
- **The agenda was approved by unanimous voice vote.**

IV. APPROVAL OF MINUTES (SEPTEMBER 14, 2017).

- Mr. Manstrom requested the correction of his title to, "Associate Vice President for Facilities Management."
- **The revised minutes were approved by unanimous voice vote.**

V. UNFINISHED BUSINESS.

a. Payment to ALPA for newsletter.

- Ms. Holmes advised that payment was received by ALPA for another printing of the ALPA newsletter. The newsletter provides information to the community about the Asylum Lake Preserve.
- The ALPA board voted to contribute an additional \$300 to the \$500 from ALPMC to be used for printing costs.
- Susan Andress will work with Portage Printing to obtain more copies of the newsletter, which costs \$3.00 to \$3.50 per copy to be printed.
- The hope is that the newsletters will be distributed to people who will read them and pass them along to other members of the community who will benefit from them.
- Copies of the newsletter were recently distributed to the Planning Commission. The Planning Commissioners were asked to become "neighbors" to the Preserve, which is not well known outside of the neighborhood. That is partly due to the fact that the Preserve is bordered on one side by a very small residential neighborhood and on three sides by busy, non-residential roads.
- Mr. Kohler inquired if the newsletter is it available on the ALPMC website. Ms. Holmes will follow up with Ms. Andress regarding that inquiry.

b. Governing Documents Update.

- Ms. Chase advised that some university departments have changed their names or disappeared and those changes need to be accounted for. Also, some Council members wanted to eliminate various term limits from the original document. The language regarding two-year terms remains in the bylaws but it doesn't limit the number of terms.
- Mr. Hampton advised there are three governing documents that are of concern to the Council, including the bylaws. The Council began with review of the bylaws and they are attempting to come to a consensus regarding proposed changes to that document. A vote of three quarters of the Council would be required to make the changes.
- Ms. Chase confirmed there are no changes on page two of the bylaws. Mr. Kohler advised that no one on the ALPMC is affiliated with the Campus Planning and Finance Council. There are two vacancies on ALMPC. Mr. Kohler had contact with Dave Lemberg who is no longer on that Council. It was Mr. Kohler's understanding that the Council could appoint someone from the faculty to attend the ALPMC meetings.
- Mr. Emerson suggested that Mr. Hampton request that the Council appoint someone to attend the ALPMC meetings, he thinks Mr. Lemberg might be interested. Also, the College of Arts and Sciences does not have a representative on ALPMC at present.
- Discussion followed with regard to the authority of Vice President VanderKley and the Board of Trustees to approve decisions made by the Council. Concern was expressed that the Council loses its ability to get things done if someone else can veto the decisions they make. A comment was made that the Council doesn't have to ask permission from the Vice President or Board of Trustees regarding the decisions they make or with regard to changes to the bylaws but they do with regard to the other two documents.

Asylum Lake Policy and Management Council Minutes

November 9, 2017

Page 2 of 5

- Mr. Hampton referred to Section 310.4 on page 3, which states that meeting notification requirements may be satisfied by placing announcements on WMUK and the Kalamazoo Gazette or other news outlet, on the GOWMU events page and on the ALP website. He suggested rewording that to state, “on the ALP website or on social media.”
- Ms. Chase advised there were no changes on Page 4. On Page 5, the names of the departments need to be updated to conform to recent changes. Under Operations Committee, remove the section about appointing subcommittees and create a separate section (4.02) Ad Hoc Committee. Under 2D, Institute for the Environment and Sustainability replaces The Environmental Institute.
- Page 5, Section 5.01, last line, officers shall be elected in the fall of odd numbered years and/or when vacancies occur. The ALPMC doesn't have a Vice Chair.
- Page 6, Section 5.05 states that the Secretary is an officer of the Council but there has been interest in changing that. The bylaws state, “the Secretary may, with the approval of the Council, appoint a person from outside the Council to take minutes at regularly scheduled meetings of the Council.” It was suggested that the position of Secretary should be retained to do other things that a Secretary might do, such as distribute the meeting minutes, post information on the website, make announcements, keep the records of the organization, etc. It was the consensus of the Council that the Secretary position should remain as a member.
- Page 6, Section 6.01, “Money for management and restoration activities is available.....”, add “and other” before activities. Sometimes the Council funds things other than management and restoration.
- Amendments, X4, (new paragraph), “If it becomes necessary to replace a department/organization, the Council should give consideration to the replacement recommended by the department/organization that is disbanding.”
- Mr. Strazdas suggested that, due to the confusion regarding multiple versions of the bylaws that were being reviewed, the original version with strikeouts should be provided so a comparison can be made between the old and the new. It was further suggested that a PDF version of the bylaws should be provided and that a vote could be taken on-line.
- A three quarter vote of the total membership of the Council would be required to pass a motion regarding the proposed changes to the bylaws. Ms. Chase suggested filling the two vacant seats before voting on the changes. Mr. Hampton suggested that a three quarter vote could be obtained prior to filling the vacant seats. Three quarters of 14 would be 11.
- After a brief discussion, it was decided that a vote on the changes to the bylaws would take place at the next meeting (January) after the final document is presented for review. Mr. Bassett and Ms. Chase will work on providing that document for the next meeting.

c. ALPMC budget and Finance update.

- Mr. Frever advised there was a balance of \$6,913.69 in the ALPMC budget. The current balance is \$3,855.82 after paying Wild Types, plumbers and work order management of the property. He will work with the Foundation to request \$50,000 for the slush fund. Ms. Larson confirmed that the funds are available.
- The Foundation can write checks twice a year. Mr. Frever has a letter denying a \$50,000 request because he missed the last deadline back in June.
- Ms. Holmes stated that the fund was originally set up when the Preserve was established. The funds were provided by the Foundation, WMU and the City of Kalamazoo. There is income from that fund each year, which is designated to the Preserve. Decisions about expenditures from the fund are governed by the Council. Requests to that fund are made through Mr. Frever by the Council. There are only two opportunities each year to request money from the fund. December 31st is the next deadline.
- The Council needs to forecast and plan for expenses they will have and request the funds in advance. Mr. Frever needs to request the funds before December 31st. The previous request was made on June 28th for the June 30th deadline but it was denied because it wasn't processed until July.
- Mr. Hampton suggested the sum of \$50,000 but not because of any specific plans. Mr. Bassett mentioned that it takes a couple of months for funds to be available to the Council.
- Mr. Frever advised that the Council can write a check even though he is waiting for the biannual funds. The Council will repay WMU when the funds are available.
- Mr. Hampton inquired if \$6,600 will cover the cost of the additional work by Wild Types that was discussed. Mr. Keto spoke with Bill and Tyler about priorities but he doesn't have a proposal or an exact number right now. The \$6,600 would be enough to get started on a project.
- Mr. Falk mentioned there are Trees of Heaven in the right-of-way, which is City property but some of the trees are on the Preserve property. He inquired if the Council would do anything about the trees or if they would hand the responsibility over to Wild Types.
- It was suggested that the Trees of Heaven be dealt with as soon as possible since they make a lot of seeds. They are not as prolific as Japanese Knotweed however, due to the location they are in, they could break down the wall by the sidewalk. The trees are located at the South end of Little Asylum Lake by the creek that runs into Parkview Hills.
- Mr. Keto stated that there are arborists skilled in techniques to kill the Trees of Heaven. The project could be given to Landscape Services or it could be contracted out. The trees would be drilled or girdled rather than cut down but that requires labor and materials.

- **Ms. Holmes, supported by Mr. Scott, moved approval to have the 4 or 5 Trees of Heaven in the Preserve by the South end of Little Asylum Lake removed. With a voice vote, the motion carried unanimously.**
- Mr. Frever advised there is a new process to inform the union regarding work to be done by an outside contractor. The process involves answering five questions. If the questions come back positive then Paul can proceed with the project. Capacity, appropriate tools, cost and time will be considered.

d. Payment for Invasive Plant Management at Preserve.

- Mr. Falk advised that the charges for invasive plant management have been paid. Ms. Larson provided assistance with arranging for payment of those charges.

VI. NEW BUSINESS.

None

VII. PROJECT/SPECIAL COMMITTEE REPORTS.

a. Trail RFP Report.

- Mr. McNellis advised that the Trails Committee put together an RFP (Request for Proposal) and sent it through the WMU Purchasing Department. The Purchasing Department added language to the proposal and both entities agreed on the changes.
- Two proposals were submitted in response to the RFP, one from OCBA (O'Boyle, Cowell, Blalock & Associates, Inc.) and one from Prein and Newhof.
- Ms. Holmes stated that Mr. McNellis, Mr. Micklin, Mr. Manstrom and Mr. Hampton reviewed the proposals and filled out a form based on the RFP, which stated the criteria for selecting a contractor. Page 5, Section A6 states the six criteria on which the decision was based. Each of the six criteria were scored using a point system of 1 through 5, 5 indicating a higher score. Both are good firms but Prein and Newhof received the higher score. The applications, scores, comments are several pages and can be provided electronically to the Council upon request.
- Mr. Strazdas inquired if Prein and Newhof has enough bench strength to deal with the variety of things that would come up over the next decade. Mr. McNellis advised that they would be dealing with infrastructure, trails, benchmarks, hardscapes, parking lots, storm water run-off, etc. Neither of the applicants has the expertise to provide a management plan for the prairie or the woods but they could probably enlist the help of a consultant. Those are separate issues for the Committee to bring to the Council.
- Prein and Newhof has extensive trail experience and that is where the biggest difference was between the two applicants. The lead person for trail projects at Prein and Newhof lives near the Preserve.
- **Mr. Strazdas, supported by Mr. McNellis, moved to accept the Trail RFP Committee Report and approve their recommendations to the Council. The motion carried with a unanimous voice vote.**
- Mr. McNellis suggested that Mr. Frever schedule a meeting with Tom Ramsdale to discuss this project.

b. Committee Membership.

- Mr. Keto suggested that the committee membership should be formalized after the changes to the bylaws are adopted because the changes to the bylaws could adjust the committee structure.
- **This agenda item was tabled until further information regarding the bylaws becomes available.**
- Ms. Chase suggested updating the list of e-mail recipients to determine if some of the names should be removed. Mr. Keto advised that some of the people on the list have expressed interest in receiving information about the Preserve. If someone advises they no longer want to be on the list, their e-mail address can be removed.
- Ms. Chase expressed concern that internal discussions don't need to go to the general public.
- Mr. Keto suggested that once the vacant seats have been filled on the Council, the e-mail contact list could be provided to the full Council for review.
- Ms. Holmes mentioned that the public is invited to the ALPMC meetings. Limiting the audience could create issues with the open meetings rules.
- Mr. Hampton suggested adding a discussion regarding the website to the January agenda.

c. Wildtype Management Priorities.

- Mr. Keto advised that the two choices are, working on the Norway Maples in area 2 or working on the brush in area 2. Bill, Tyler and Steve agree that it would be too difficult to deal with the Norway Maples at this point.
- Bill has already been working on the brush, so the preference would be to concentrate on the brush, which would include Buckthorne and Honeysuckle. Bill thinks a chipper will be needed in that area but there is no place to put it. The brush could be chipped and put back on site in the spillway area along the edge of the trail.

Asylum Lake Policy and Management Council Minutes

November 9, 2017

Page 4 of 5

- Bill can do the contracting but he wanted to wait and find out if Landscape Services will provide the chipper or if it would be part of his contract. He wants to schedule this project to be done during the winter. The Council can continue this discussion in January. Landscape Services has the equipment and skills to do the work but there are time and budget constraints.
- Mr. Frever advised that it could be an issue to hire a contractor because this is work that Landscape Services normally does. If there isn't a lot of snow plowing to be done, the Arborists and skilled trades could be available to do this work.
- Mr. Keto stated that, if Bill is set up and cutting, Landscape Services would have to have someone there or it would be a waste of Bill's time and the Council's money. The brush would have to be chipped as it is cut or it will be in his way. It will slow Bill down if he has to haul the brush. He can hire someone to help him with the chipping and he can be there as long as necessary. Landscape Services personnel are scheduled to work until 2:30. They would be on overtime if they are helping Bill after 2:30.
- Mark confirmed that Landscape Services personnel would have the first choice to do this work if they want. They might turn it down if there is overtime involved.
- Ms. Chase inquired if Bill can schedule a time before 2 pm and be cognizant of the weather. Mr. Keto will ask Bill about that but he will also ask the same question of Landscape Services. Mr. Frever is still obligated to notify the union. The Council doesn't need to deliberate how things get done but they can make a decision as to whether something should be done or not. Staff in charge of labor will decide how to get the work done in the most cost-effective way, outside of the Council meeting. Mr. Keto will need to know what should be included in the proposal he is providing to Bill.
- Discussion followed with regard to options for removing the trees. Girdling the trees will cause them to shed limbs which could create a liability issue since they are near the trail. Cutting them down requires more labor. It would be easier to get the chipper than it would be to get arborists to do the tree felling.
- Mr. Hampton suggested having the Management Committee discuss this and bring suggestions back to the Council.
- **Ms. Holmes, supported by Mr. Bassett, moved to request one proposal with the chipper and one proposal without the chipper regarding removal of brush in area 2 of the Preserve. With a voice vote, the motion carried unanimously.**

d. Burn Proposal from Dave Borneman.

- Mr. Keto stated that Mr. Borneman is working on separating the proposals; work has been requested in Kleinstuck Preserve as well as Asylum Lake Preserve. It would cost \$2,704 to conduct the burn on approximately 17 acres in the Asylum Lake Preserve.
- Ms. Holmes commented that it would cost more if Mr. Borneman makes two trips to get the work done. Work in Kleinstuck Preserve would be required during the winter months and work at Asylum Lake Preserve would be done during the spring/summer months and the crews would be organized differently. The Council will only be dealing with the proposal for Asylum Lake Preserve.
- **Mr. Bassett, supported by Mr. Falk, moved to request two separate proposals from Mr. Borneman, one for Asylum Lake Preserve and one for Kleinstuck Preserve. With a voice, the motion carried unanimously.**

VIII. PUBLIC COMMENTS.

- Mr. McNellis commented that Big Blue Stem has taken over in the proposed burn area. He inquired as to what the plan is after the burn. The Big Blue Stem will come back because the burn doesn't kill it. Mr. Bassett commented that the value of getting a burn in anywhere on the property is mostly getting it back into the public consciousness, for people who make decisions to see it done safely, that is one of the main objectives. Burning in the spring encourages more Big Blue Stem.
- Ms. Holmes inquired if the burn could be followed up with a planting. Mr. Bassett advised that there are ideas on what to do next but an objective has not been determined at this point.
- Mr. McNellis suggested that when plants start to germinate in the burn area again, it might make sense to do a chemical burn and then go back and reseed after that.
- Mr. Bassett mentioned this would be an opportunity to do experimental treatments. He knows people who could do that and he can find out if there is interest.
- Ms. Holmes inquired if other plants might come back after the burn. Mr. Bassett advised that was not likely. The chemical burn is a way to clear the area. After that, the area could be disked and seeded or seeds could be thrown on top of the soil.
- The burns should take place at regular intervals to create variation in the material that is in the prairie. No-till drilling is another option but it would be more expensive than the other options. The burn controls trees and cool season grasses and provides more diversity. The last burns took place in 2003, 2005 and 2007.

IX. COUNCIL/STAFF COMMENTS.

a. Approval of new Geoscience Well.

- Mr. Keto advised there was a well failure at Asylum Lake during the second summer term. Before next summer they want to drill a new well and have appropriate signage. If it is approved, it will happen over the next year.
- Mr. Emerson inquired as to the status of the PVC wells and culverts. Mr. Keto stated that it is in the wood line on the east side of the Preserve. Mr. Hampton advised that there used to be seven wells in the Preserve but now there is only one and it has a

vent pipe on the side. The central well could be pulled and the vent could be cut off. The culvert is six feet deep and full of sand so it would be difficult to move. It had been used for classes and research but there were issues with it in the past and it isn't used anymore.

- Mr. Emerson questioned why another well would be drilled in the Preserve when that one is already there. Mr. Keto advised that the infrastructure is already in the location where they want the well. It would be preferable to not bring students further into the Preserve with more equipment.
- Mr. Hampton advised that the well was last used two summers ago when he taught the Field Course. The Geology Department has not made a decision yet as to whether to cut it or remove the well, the Council would not be involved in that decision. The sand was trucked in and dumped into the culvert which has a bottom. The only way in or out of the culvert is through the top or through the tube in the bottom that comes out on the side. The well is not even six feet deep and it is not down to the aquifer.
- The proposed well would be five or six inches in diameter and would be suitable for pumping 80 to 100 gallons per minute, it would be a production well. The pumping well in the X-configuration failed; that well was four inches in diameter. There used to be three well fields, the one adjacent to the culvert was abandoned but there are two fields remaining. They were brush cut and flush mounted so you can't see them unless you are right by them. If the grass is allowed to grow, no one will see the culvert.
- Mr. McNellis mentioned that the Geology Department has abandoned approximately 50 wells and filled them with bentonite clay. They were registered as abandoned wells with the county.

b. Seasonal Removal of Portable Toilets.

- Mr. Keto advised that the portable toilets were removed from the Preserve this week. They are scheduled to be placed back in the Preserve in April or earlier if there is an event that would require them to be there.

c. Tree Work by Landscape Services.

- Mr. Keto stated that arborists are cutting up the trees that came down. The large Oak tree that was leaning over the main trail has also been removed. Landscape Services has been cleaning up the trails as calls are received from customers.

d. Car Vandalism.

- Mr. Keto advised there have been as many as five to ten incidents of car windows being broken out. He did not have details on what was stolen. Paul Gorley cleaned up the glass and has been in contact with the police. There have also been issues in the Drake Road parking lot with broken car glass.
- Mr. McNellis advised that they used spark plugs to break the windows. People were stealing things and now they moved to Drake Road.
- Mr. Frever commented that students might not report a break-in if they don't have a parking sticker; they are walking across the street to the BTR park and avoiding parking charges at the College of Engineering.
- Mr. Hampton inquired if the Council should do anything about this issue. Mr. Nesius suggested the possibility of installing fake video cameras on poles. There is a sign by the old entrance off Drake, which refers to video surveillance; it also might help to move the sign and that would not be expensive. Mr. Strazdas mentioned that some municipalities have been sued when there was a rape and there were no functional cameras in the area. If there have been several incidents, WMU Public Safety could patrol the area more frequently.
- Mr. Hampton suggested having Mr. Gorley compile information regarding these incidents. He also suggested being more proactive if these incidents continue.
- January 11, 2018 is the next meeting. Eleven votes are required to approve the proposed changes to the bylaws. Mr. Strazdas suggested voting by proxy before the next meeting if there are not eleven members available to attend the meeting.

X. ADJOURNMENT.

- The meeting adjourned at 8:50 p.m.

By: Amy Thomas
Recording Secretary

Date: 11/9/2017