

# ASYLUM LAKE POLICY AND MANAGEMENT COUNCIL

## Draft Minutes September 13, 2018

Fetzer Center, Rm. 2020, WMU Campus

**Members Present:** Duane Hampton, Chair; Sarah Larsen; Pete Strazdas; Paul Scott; Arthur Falk; Mark Frever; Kay Chase; Steve Kohler; Lauri Holmes; David Lemberg; Paul Manstrom

**Members Excused:** James Penner, Tyler Bassett; Marnie Twynham

**Guests:** Paul MacNellis, Donna Joslin-Telham, Asylum Lake Preservation Association (ALPA); Sherry Sims (ALPA); Judy Huxmann (ALPA), John Kreuzer (ALPA)

### I. CALL TO ORDER.

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

### II. ROLL CALL.

- Welcome to Carla Koretsky's new appointee David Lemberg,

### III. ADOPTION OF SEPTEMBER 13, 2018 AGENDA.

- There were no changes to the agenda.
- **Mr. Scott, supported by Mr. Strazdas, moved approval of the Agenda as submitted. With a voice vote, the motion carried unanimously.**

### IV. APPROVAL OF JUNE 14, 2018 MEETING MINUTES.

- Ms. Chase requested the following change: 2<sup>nd</sup> bullet point from bottom of page 5, insert "former" before trailer park.
- **Mr. Scott, supported by Mr. Manstrom moved approval of the Minutes as amended.**

### V. SPECIAL DISCUSSION: TEMPORARY INCAPACITY OF STEVE KETO, WMU NATURAL AREAS MANAGER: MARK FREVER. STATEMENT BY ALPA (ASYLUM LAKE PRESERVATION ASSOCIATION): LAURI HOLMES.

- Mr. Frever stated that Mr. Keto took a leave of absence but has returned to work; he was on annual leave as of September 13th.
- Mr. Keto manages 1,200 acres of land for WMU. Because he doesn't have the administrative support to complete many of the tasks that were assigned to him, and as a result of policy changes, he no longer does outreach with K-12 students. Pre-college programming is in charge of that now.
- It is still possible for Mr. Keto and Mr. Frever to do outreach with K-12 students, but the new policy is very strict and requires background checks and proper permission slips. This is a direct result of the Larry Nassar case that occurred at Michigan State University earlier this year.
- Mr. Keto and Mr. Frever have been working on internal training for landscape staff since Mr. Keto's return.
- Ms. Telham read a statement from ALPA into the record. ALPA is concerned that projects were not done in the Asylum Lake Preserve this summer due to Mr. Keto's absence. They would like to meet with representatives of the ALPMC and WMU to determine how future management of the Preserve will be carried out.
- Bill Schneider from Wild Type lacked a contact person at the university and didn't get anything done in the Preserve this summer.
- Mowing at the Preserve is important. Garbage has been picked up but things are not getting done as well as they have in the past. People sent e-mails to ALPA and posted comments on their website regarding issues and concerns.
- Ms. Holmes stated that ALPA was not advised of who would be in charge of the Preserve this summer. She found an ALPA person to assist with a project in the Preserve.
- Mr. Frever mentioned that the ALPMC roster he uses as a mailing list has not been updated in two years. Ms. Holmes stated that the Recording Secretary created a list of current ALPMC members and interested parties. Ms. Holmes didn't get an e-mail list from the Landscape Services Office at the time she contacted them. She felt like they didn't care because they didn't contact the ALPA.
- Discussion followed with regard to the need for the Council to continue functioning in Mr. Keto's absence. Mr. MacNellis commented that Bill Schneider was hired by the Council, not by Mr. Keto.
- Ms. Holmes commented that ALPA doesn't tell the Council what to do. Mr. MacNellis suggested that ALPA could make contact with the Council and/or the Chairperson. Mr. Hampton stated that coordination of work and billing goes through WMU. There are some things left to WMU and it has been a long summer.
- Mr. Strazdas suggested provided the updated list of Council members to the Chairperson for review. The list should be forwarded to the Council to request input. The approved list can be forwarded to Mr. Strazdas to put on the ALPMC website. The Chairperson can determine who does what.
- Working committees and the Chairpersons of those committees should also be identified. The Chairpersons can work with WMU to determine what assistance is needed and who will provide that assistance. If the request/work is significant, the committee would seek approval from WMU; WMU would seek approval from the Vice President.

# Asylum Lake Policy and Management Council Minutes

September 13, 2018

Page 2 of 4

- As an example, the committee could meet and figure out the details regarding signs that are needed. The committee would work through Landscape Services to figure out how to get the signs placed in the Preserve. It is important to balance the workload and the work flow through the ALPMC Chair, the ALPMC committees and WMU.
- Ms. Holmes felt there was a public relations situation over the summer with regard to the feeling of the community. She suggested having WMU administration meet with ALPA and community members to clarify the role of the Natural Areas Manager. The ALPMC did not meet in July or August. It would have been helpful to know who the contact person/persons would be during Mr. Keto's absence.
- Mr. Hampton requested input as to who should attend a meeting with WMU administration, the ALPMC and ALPA regarding the Preserve.
- Ms. Chase referred to the Minutes of the last meeting and the suggestion to appoint a Council Secretary in September if Mr. Keto had not returned. Mr. Frever suggesting giving Mr. Keto some time and the opportunity to provide feedback to the Council as to whether or not he is still interested in serving as the Council Secretary.
- Ms. Chase will get a list of voting members of the Council to Mr. Hampton. He will review the list and provide it to Mr. Strazdas to put on the website as soon as possible. The individuals on the list should be designated as either members, alternates or interested parties.

## **VI. OLD BUSINESS:**

### a. Construction activities at BTR2.

- Mr. Hampton advised of a discussion about putting a turn-around by BTR2, which would be carved out of the median on Drake Rd. Mr. Keto is concerned that the turning radius might be too small for the trucks and they would end up encroaching on the Preserve.
- Mr. Strazdas stated that the University is waiting for the federal grant money to become available, which is taking more time than expected. He will ask Mr. Dakin to respond to concerns regarding the proposed turn-around.

### b. Governing documents update.

- Mr. Hampton advised that most of the issues with the governing documents have been resolved. The Dean of the College of Arts and Sciences has appointed Dave Lemberg as their representative to the ALPMC. The Campus Budget and Finance Council appointed James Penner to serve as their representative on the ALPMC.
- Mr. Strazdas and Mr. Hampton will meet to discuss the Natural Areas Manager position as it pertains to the governing documents. After that issue is resolved, the governing documents will be forwarded to the Attorney.
- The indemnification language that was included in the original bylaws was determined to be unnecessary and will be removed. The Vice President will review and approve the version of the governing document (bylaws) to be submitted to the Trustees. The ALPMC will be indemnified when the bylaws are approved by the Trustees.

### c. Vermeulen property update.

- Mr. Hampton inquired if the ALPMC would like to issue an official statement about the proposed development of the Vermeulen property.
- Ms. Holmes suggested that ALPA could be used by the Council as a resource if they decide to draft a statement. The ALPA has already submitted a Memorandum of Concern to the City Commission; the Environmental Concerns Committee (ECC) also intends to submit a Memorandum. It would be helpful for the Council to convey their concerns to the City Planners regarding the proposed development. The developer hasn't asked for a rezoning on the property yet.
- The ALPA sent e-mails stating concerns about potential development on the Vermeulen property. There was an article in the Gazette regarding the proposed development. The planners should know that the community cares about protecting the Preserve and the possible encroachment from the proposed carwash. Some of the commissioners are already aware of the issues.
- Mr. Strazdas was not in favor of issuing a statement of opposition to the development. If interested parties can draw up a statement that invites the developer to do the right thing and engage the community, he would support that. He suggested that Ms. Holmes bring a proposed statement for review at the next ALPMC meeting.
- Ms. Joslin-Telham advised that the Oakland Dr./Winchell Neighborhood Association adopted part of the ALPA statement as their statement.
- Ms. Holmes mentioned that the Planning Commission and City Commission would review any proposed rezoning for the Vermeulen property and vote to approve or not approve the rezoning. She suggested asking City officials to be involved with this process. The Natural Features overlay could have been written up and approved through the Planning Commission and the City Commission before development begins.
- Mr. Manstrom suggested sending a statement to the ECC because they are an advisory board to the City Commission.
- Mr. Strazdas agreed that the Council should provide a statement, including details about the founding of the Council, which was created to protect the Asylum Lake property. The focus should be on preserving the lake and the land. The position of the Council should be that proposed developments shouldn't degrade the Preserve.

## Asylum Lake Policy and Management Council Minutes

September 13, 2018

Page 3 of 4

- There is a boundary of owners who would receive notices from the City of Kalamazoo regarding adjacent developments that are proposed. The University should receive notice about proposed developments for the Vermeulen property because it is adjacent to the Preserve. Someone from the Council should speak at the Planning Commission and City Commission meetings if there are concerns about the proposed development.
- Mr. Lemberg commented on the amount of expertise on the Council and suggested doing an environmental impact study to provide a basic idea of where the risk is. It would be helpful to know that before making a statement. Mr. Hampton advised that has already been done. Mr. Basset communicated with the developer regarding the ecological assessment of the Asylum Lake Preserve and the topography, etc. City Planner, Christina Anderson, was involved with a committee that discussed the slope of the Vermeulen property toward the Asylum Lake Preserve.
- Ms. Holmes commented that a statement from the ALPMC would help convey the message that there is widespread interest in the Preserve. She will try to have a draft statement to present at the next ALPMC meeting.
- Mr. Hampton spoke with Mick Lynch and he is unable to adopt the historic Vermeulen homestead, but his daughter was interested. His business, American Hydrogeology, has three historic buildings that Mr. Lynch has preserved. He also owns the historic Cully Gage property on W. Milham. There is room on that property to relocate the Vermeulen house.
- The developer said he would contribute the cost of demolition (approximately \$5,000?) to moving the house. Mr. Lynch said that if the house could be moved, moving it would cost more like \$35,000. If someone would pay to move it to his property, he said that he would take it. If it is not moved, he would salvage items from the house before it is demolished, but that is not the ideal scenario. Mr. Hampton encouraged anyone who is interested in adopting an 1840's historic house to communicate with him or the Council about that opportunity.

### c. Cooperation with Parkview Hills on planned burns - Arthur Fark, Mark Frever.

- Mr. Falk stated that David Borneman prepared proposals for the burns. The Phragmites was killed with aerial spraying last fall. The Parkview Hills Neighborhood Association approved the current proposal two days ago. They had preferential pricing last year for Phragmites and they are ready to coordinate with the ALPMC.
- The price for the Parkview Hills Neighborhood Association would be \$1,500; the price for the Council would be \$2,000.
- Mr. Frever stated that Steve Keto and Nick Gooch both support burning the 7,500 square foot area. They did a survey, which determined that WMU has 1.1 acres and the Parkview Hills Neighborhood Association has .6 acres to be burned. They feel the other two areas are not large enough to burn but will be dealt with by using other methods. There is no cost for the permit. The burn would take place in the fall or early winter when the ground starts to freeze.
- **Mr. Falk, supported by Mr. Strazdas, moved that the Council accept the proposal from David Borneman for a controlled burn of phragmites at the Preserve. With a voice vote, the motion carried unanimously.** The goal is for the burn to take place this year but if that doesn't happen, it should take place in the near future.
- Mr. Falk advised that the DNR gave the neighborhood association \$3,200 to pay for this burn and one next year.
- Tomorrow morning, five acres of Buckthorn will be sprayed by Hamilton Helicopters. The DNR has been scouting out a burn for next summer. They had a quote of \$1,600 from Blue Heron Ministries of Indiana to do a burn. The neighborhood association might be in the market for more cooperative work next year.
- A chemical called Garlon 4 Ultra, 7 quarts per acre, will be used for the Buckthorn. The neighborhood association is co-insured on Hamilton Helicopters; they will control the drift of the chemicals.
- Mr. Hampton will provide the quote generated for WMU to Mr. Frever so he can proceed. Wild Type wanted to do work for the Council, but Nick Gooch was not able to make that happen. Wild Type previously opened up the understory in the Preserve by killing scrub vegetation, and will try to follow up on that next calendar year.. .

## VII. NEW BUSINESS.

### a. Next meeting – Thursday, October 11?

- Ms. Chase and Mr. Strazdas will not be available to attend the October 11<sup>th</sup> meeting. Mr. Manstrom will check regarding the availability of the Hornet Suite.
- Mr. Frever suggested meeting at the Landscape and ROTC break room if the Hornet Suite is not available.
- Ms. Chase will need the meeting information one week in advance to post on the WMU and WMUK events calendars.

## VIII. PROJECT/SPECIAL COMMITTEE REPORTS:

### a. Trails report – Paul MacNellis, Lauri Holmes, Phil Micklin, Paul Scott re: Prein & Newhoff's trail designs.

- Mr. MacNellis received estimates and plans from Prein and Newhof on four different sections, including the Winchell trail. The committee met regarding the Winchell trail but not the other three sections.
- Mr. MacNellis contacted Tom Wheat from Prein & Newhof regarding the spillway. The spillway consists of four or five, 18" to 20" cement pipes that put water into little Asylum Lake from Big Asylum Lake. The last joint in the spillway by little Asylum Lake has separated, which causes water and dirt to accumulate above the pipe and that has caused the ground to settle.

## Asylum Lake Policy and Management Council Minutes

September 13, 2018

Page 4 of 4

- Mr. Wheat looked at it and recommended getting a contractor to dam up the pipe with sand bags and repair the separation with quick set grout. Mortar could be poured into the cavity from above. He estimated it would cost \$1,500 to \$2,000. Mr. Wheat would charge \$400 to have three contractors provide specifications.
- Mr. Strazdas suggested working with the Chairperson regarding the process to be followed. Small maintenance activities (one to two-hour projects) could be referred to Mr. Frever. Mr. Frever can advise if he has the capacity to complete a project or if it should be turned over to a Project Manager or to a contractor such as Prein and Newhof.
- An Architect and an Engineer could help figure out where the work should be routed, which would help expedite the projects. The WMU Project Managers will see the projects through from start to finish. They will need to know the scope of the project and the amount of funding available. Facilities Management could figure out the process to follow to get projects completed.
- Mr. Strazdas and Mr. Frever are the WMU liaisons. Mr. Strazdas can assign a Project Manager or someone else could take care of that. They will need to know the liaison for the Trails Committee. The objective is to spread the work out so one person isn't responsible for all of the details.
- **Mr. Strazdas, supported by Ms. Holmes, moved to allow \$2,500 maximum to be spent on repairs to the spillway as stated by the Chair of the Trails Committee. With a voice vote, the motion carried unanimously.**
- Mr. Strazdas advised that the Project Manager will be in contact with Mr. MacNellis.

b. The Research & Education subcommittee, or more correctly, (Bylaws 4.1.iii) The Review Panel, needs a new person to replace Jay Emerson to consider proposals such as how to deal with dog poop; location of an emergency radio beacon by 30-member amateur radio club on Saturday, Sept. 22; and use of Preserve for Steve Kohler's class.

- Mr. Emerson is no longer on the ALPMC or the Research and Education Review Committee; that Committee needs a Chairperson. Mr. Kohler submitted a proposal for review.
- Mr. Falk mentioned that Tyler Bassett's plan was to report on what was planted after the burn at Asylum Lake Preserve.
- Mr. Lemberg stated that he was on the Research and Education Review Committee in the past and would be willing to serve on it again.
- The Committee reviews projects that are submitted and either accepts or rejects them. The ALPMC would review funding for the projects approved by the Committee. Vice President Van Der Kley would provide final approval of the projects.
- Ms. Chase advised that the Research and Education Review Committee is not one of the two standing committees. She further commented that the Committee makes their decisions based on protocol.
- Mr. Hampton stated that the Committee needs to look at the list of proposals. The Committee could use another volunteer; Mr. Frever volunteered.
- The Research and Education Review Committee now has the following members: Steve Kohler, Chairperson, Tyler Bassett, Mark Frever and David Lemberg.
- The Committee can provide approvals by e-mail. They need to confer with the ALPMC regarding bigger decisions.

c. Budget subcommittee – (Tyler, P-Mac, Peter, Sarah, Arthur) – needs a chair

- Mr. Bassett agreed to be the Chairperson for the Budget Subcommittee. He wrote the 2009 ecological assessment of the Preserve.
- Mr. Hampton stated that he would like to see the majority of the budget go to management and restoration of the Preserve.

### IX. PUBLIC COMMENTS.

- Mr. MacNellis advised that Mr. Frever suggested using Bronco Fix It (an on-line reporting mechanism), which goes through proper channels and is tracked. Asylum Lake and Kleinstuck Preserve were added to the drop-down menu.
- Mr. Strazdas stated that WMU receives 45,000 requests, so there is a backlog. It would be helpful to have input from the Council. The money should be used wisely so the fund is not depleted.
- Bronco Fix It is manned Monday through Friday 7 a.m. to 6 p.m. It is a good way to distribute the work load.
- Mr. MacNellis mentioned that the Council is paying for it; there is no budget for Kleinstuck Preserve.

### X. COUNCIL/STAFF COMMENTS.

- Ms. Joslin-Telham thanked the Council for their contributions to the Preserve. She uses the Preserve and appreciates the work that is done there.
- Mr. Strazdas suggested communicating more, following processes and doing follow-up to get back on track as necessary.

### XI. ADJOURNMENT.

- The meeting adjourned at 8:45 pm.