

MEETING MINUTES

Project: 21-0425 Looking Glass River Kayak Launch
City of Laingsburg, Shiawassee County, MI

Meeting: Kickoff Meeting

Date: 12/15/2021

THOSE IN ATTENDANCE (VIRTUAL MEETING)

Paula Willoughby, City Clerk	City of Laingsburg
David Casler, DPW Supervisor	City of Laingsburg
David Rhodabeck, Council	City of Laingsburg
Maureen Wegner, PE	C2AE
Joseph Lehning, PE	C2AE
Adam Falkowski, PE	C2AE

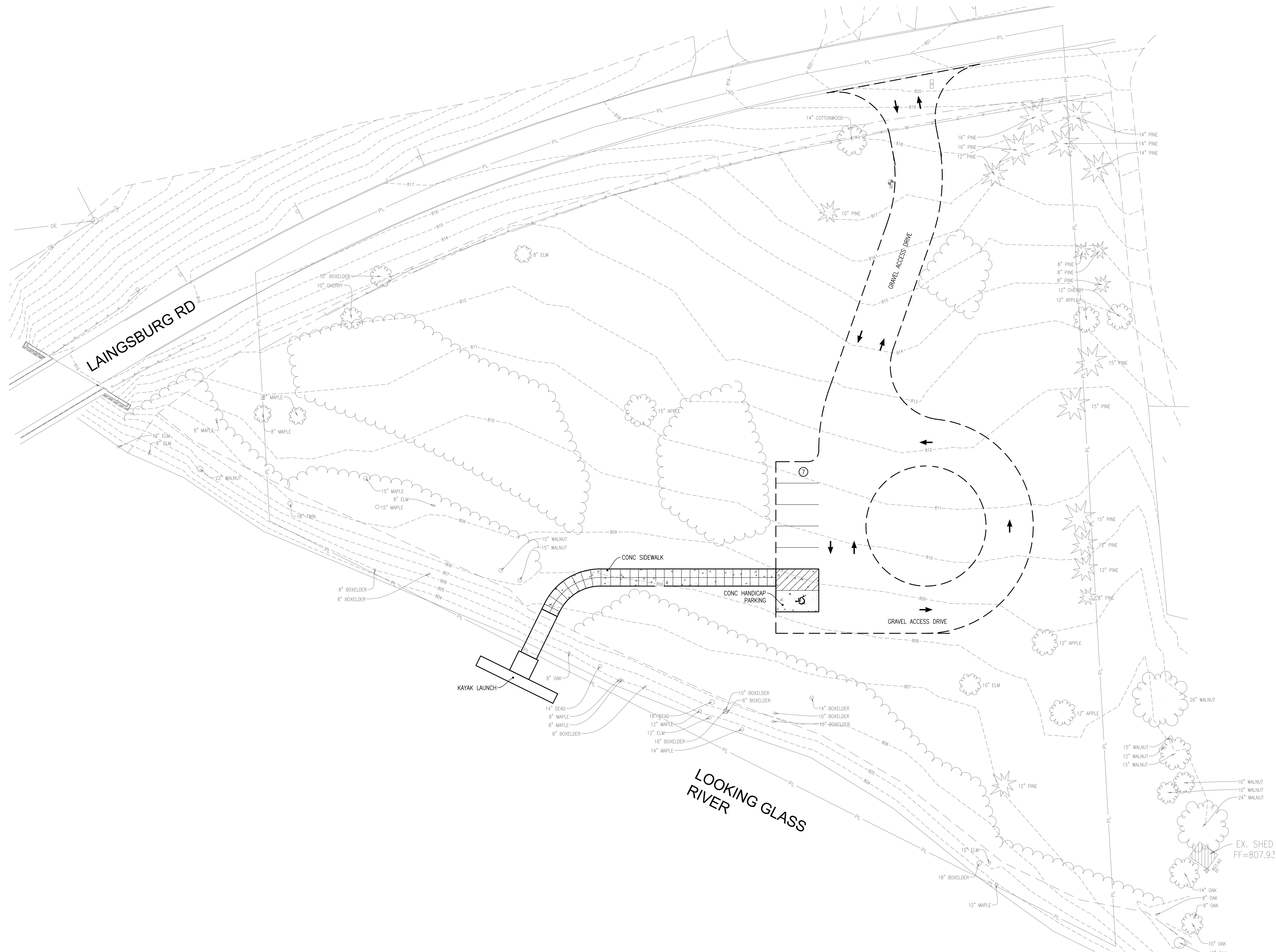
ITEMS DISCUSSED

1. Conceptual Site Plan – C2AE presented 2 preliminary conceptual site plans for discussion:
 - Alt. 1: 2-way access drive with circle drive turn around, 1 parking area, and longer sidewalk to kayak launch.
 - Alt. 2: 1-way access drive with 2 parking areas and shorter sidewalk to kayak launch.
- a. City prefers Alt. 2.
- b. Paula confirmed the site is zoned for the proposed use (i.e., kayak launch). Sciota Township and Shiawassee County approvals may be required. Township property owner across/on the southwest side of the River has expressed some concern about the proposed use.
- c. City provided C2AE with a copy of EGLE's Interoffice Communication titled City of Laingsburg Looking Glass River Boat Launch, Shiawassee County Site ID: N/A, GSS Job #1211, Hydrogeologic Investigation (Report) for the site. Per C2AE review of the Report, based on the soil borings completed, no additional (soil borings) are planned. C2AE to contact EGLE to discuss the Report results, including, but not limited to, spoils disposal.
- d. Grading to be minimal based on site's previous use as landfill.
- e. Avoid trees and stay away from east property line, if possible.
- f. Add a port-a-john pad.
- g. Add a gate to close the site during winter; may remove/store launch equipment at site over winter via chain/lock to tree.
- h. C2AE will revise Conceptual Site Plans based on the meeting discussions and email them to Paula to share with public via posting on City's website, etc.
- i. C2AE will research grant program/application requirements for ADA and follow up with City.

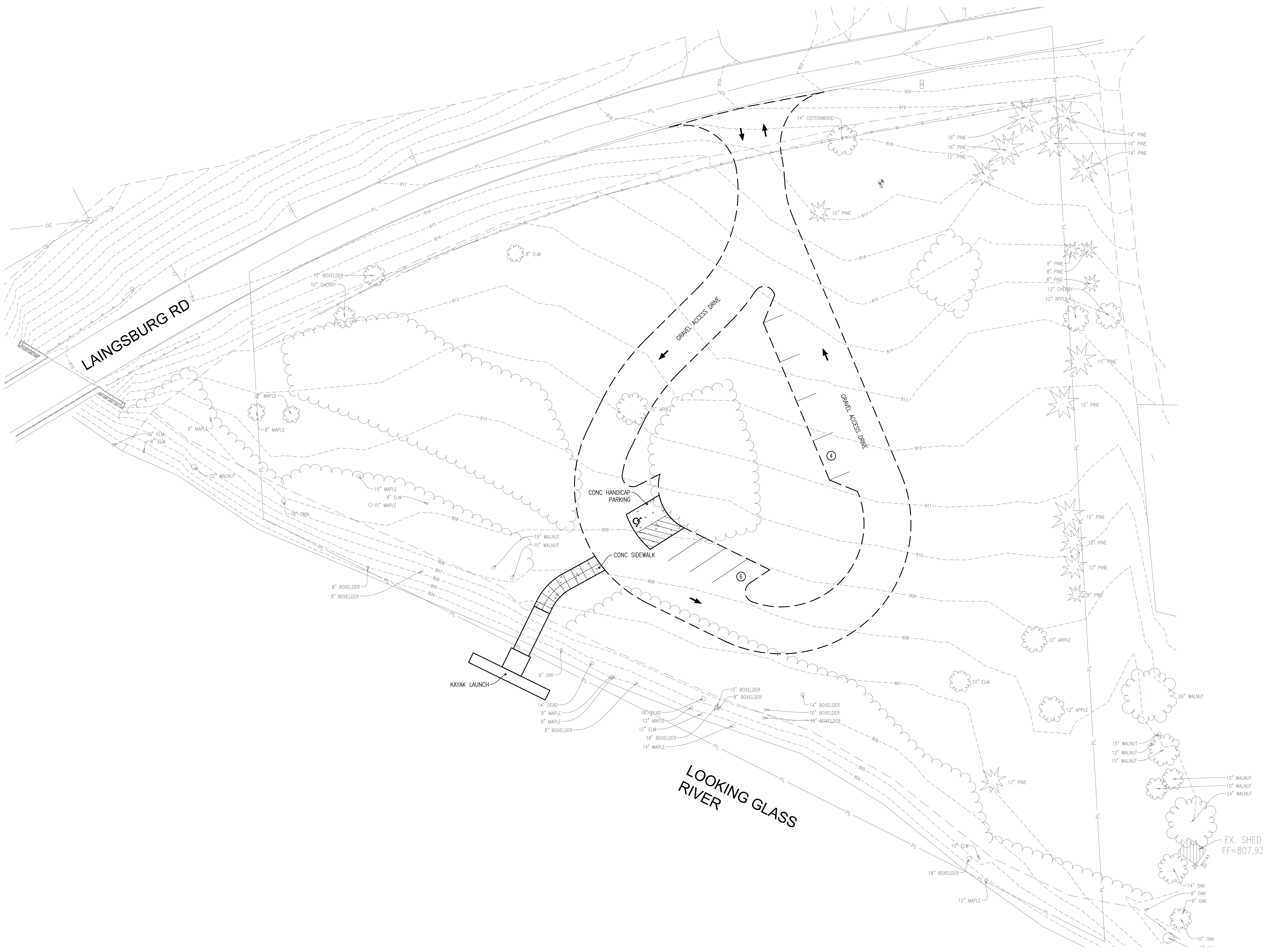
If there are any corrections or additions to the above meeting minutes, please provide written notification, within five days from today (1/23/2022). Please do not hesitate to call if there are any questions or concerns.

- j. Construction is planned for 2023.
- 2. Paula wants input regarding the proposed project from City Council (at Jan 10 regular meeting), Planning Commission, other public, etc. and has already had a discussion with the Sciota Township Supervisor.
 - a. City will forward the Conceptual Site Plans to the various groups as well as post them on the City's website and wants interested groups to share their input before initiating design and preparing the construction cost opinion.
- 3. 5-Year Parks and Recreation Plan Update and MNRTF Grant Application
 - a. The proposed kayak launch is included in the current 5-Year Plan, adopted Feb 6, 2017 (for 2017 – 2021); the Plan will need to be updated to be eligible to submit a grant application in 2022. C2AE will review requirements for updating the 5-Year Plan, including if the update may be accomplished via amendment.
 - b. Paula will update the 5-Year Plan and coordinate posting notices and draft Plan, conducting public hearing, etc. C2AE to assist as required, including confirming/providing a timeline for submittal of the updated 5-Year Plan to MDNR by Feb 1 deadline.
 - c. C2AE will prepare timeline and forward links to City for drafting and submitting the MNRTF Grant Application.

Attachments: Conceptual Site Plan: Alt. 1 and Alt. 2



CITY OF LAINGSBURG
LOOKING GLASS RIVER
KAYAK LAUNCH



CONCEPTUAL SITE PLAN 2

CITY OF LAINGSBURG
LOOKING GLASS RIVER
KAYAK LAUNCH

EX. SHED
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