



**Meeting of the
BOYNE CITY
PARKS AND RECREATION COMMISSION
Thursday, April 11, 2019
5:00 p.m. City Hall
(Training/Mtg. Room - downstairs)**



*Scan QR code or go to
www.cityofboynecity.com
click on boards &
commissions for complete
agenda packets & minutes
for each board*

1. CALL TO ORDER
2. ROLL CALL
 - A. Excuse absence(s)
3. APPROVAL OF MINUTES
 - A. Approval of the March 14, 2019 meeting minutes
4. CITIZENS COMMENTS (non-agenda items – limit to 5 minutes)
5. DIRECTOR’S REPORT
6. CORRESPONDENCE
 - A. None
7. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES
 - A. Park Reports
 - B. User Groups
8. UNFINISHED BUSINESS
 - A. None
9. NEW BUSINESS
 - A. Grant Opportunity – League of Michigan Bicyclist
 - B. Bike Share Program
 - C. Memorial Donation Policy
 - D. Discussion regarding summer meeting location and/or park tour(s)
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
 - A. Next meeting May 9, 2019 @ 5 p.m.
12. ADJOURNMENT

*Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may
contact Boyne City Hall for assistance:
Cindy Grice, City Clerk, 319 North Lake Street, Boyne City, Michigan 49712 (231) 582-0334*



Approved:

**Meeting of
March 14, 2019**

RECORD OF THE PROCEEDINGS OF THE **REGULAR BOYNE CITY PARKS AND RECREATION COMMISSION MEETING** HELD AT 5:00 P.M. AT CITY HALL ON THURSDAY, MARCH 14, 2019.

Call to Order

Meeting was called to order by Chair Mike Sheean at 5:00 p.m.

Roll Call

Present: Mike Sheean, Diane Sterling, Lisa Alexander, Jo Bowman, Rob Weick and Greg Vadnais

Meeting Attendance

Absent: Hugh Conklin and Gow Litzenburger

City Staff: DPW superintendent Tim Faas and recording secretary Barb Brooks

Excused Absences

Public Present: four (4)

****MOTION**

Bowman moved, Alexander seconded, PASSED UNANIMOUSLY to excuse the absence(s) of Litzenburger and Conklin

Approval of Minutes

Alexander moved, Weick seconded, PASSED UNANIMOUSLY a motion approving the February 14, 2019 meeting minutes as presented

****MOTION**

**Citizens Comments
(on non-agenda items)**

The four members of the public (high school students) introduced themselves and explained why they were attending the meeting.

Director's Report

Director Faas provided a written report included in the agenda packet and also updated the board on skating and sledding activity at Avalanche.

Correspondence

Brooks distributed a printed copy of reviews from google regarding Avalanche. The board was glad to see so many positive reviews for varying activities.

**Reports of Officers,
Boards, and Standing
Committees**

Park Inspection Reports –

- Avalanche walking trails are in good shape. Bicycle trails have been groomed but riding has been tough with all of the snow.

Unfinished Business

None

New Business

**Proposed Budget and
Building Renter Fees**

Director Faas reviewed the proposed budget and projects with the board. The budget was tight this year and had to be cut the engineering for the connector non-motorized trails. The pavilion project was added but will be offset by a grant from the MEDC.

Discussion regarding the rental rates of the various City park facilities. Faas provided a cost estimate of the expenses incurred when a facility is rented.

****MOTION**

The board discussed the various options from raising the amount to deposits, etc. The general consensus was that they wanted to make sure it didn't get priced to the point that the locals couldn't afford to rent it but that the cost of use was covered. **Vadnais moved, Bowman seconded, PASSED UNANIMOUSLY** to recommend increasing the rates to the following: Veterans Park Pavilion \$100, Rotary Park Pavilion; Peninsula Beach; and Sunset Park \$80, and all others stay at \$50.

Good of the Order

Fund-raising event for the property and bike trail expansion of the School Forest Trails in Evangeline to benefit TOMMBA and the Walloon Lake Trust and Conservancy on April 16th at Stiggs

Adjournment

The March 14, 2019 meeting of the Parks and Recreation Board was adjourned at 5:51 p.m.

Barb Brooks, Recording Secretary

draft

CITY OF BOYNE CITY

To: Parks & Recreation Commission
From: Tim Faas, Director of Public Works
Date: April 7, 2019
Subject: **April Update Report**



Over the past month, Public Works has been engaged in the following items.

1. The garage door on the maintenance building at Avalanche Preserve has been repaired.
2. We have posted for our three (3) seasonal laborers, two (2) are assigned to parks. The applications are due on/or before April 1st. We received one application, but two others have expressed interest since April 1st.
3. On March 22nd I met with Steve Schnell (TOMMBA) to discuss support by Public Works for the TOMMBA projects. He mentioned the next phase of the mountain bike trails is anticipated to be constructed this year some time. As soon as it has a schedule, TOMMBA will present something to the Commission for approval.
4. The materials for the Rotary Park soccer field parking is being priced.
5. The materials for the Riverside Park project is being priced.
6. The warming hut at Avalanche Preserve is for the most part closed until next winter.
7. The baseball season starts on April 9, 2019 at Rotary Park (Gaylord vs Boyne Women).
8. We are requesting support from the City Commission for a grant application for the next phase of the dog park (agility area).

Encl:

Apply for 2019 Micro-Grant

Micro-Grant Applications Due May 6

We are now accepting proposals for our [2019 Micro-Grants](#) program! Applications are due May 6, 2019.

In 2017, LMB launched our inaugural Micro-Grant Program, opening up new funds to foster the growth of bicycling initiatives across Michigan. The Micro-Grant Program provides financial assistance to support creative projects that promote bicycling and the safety of all bicyclists on Michigan roadways.

Ranging from \$200-\$2000, the Micro-Grants are small by design in order to support innovation and encourage groups who may have limited resources.

Since 2017, LMB has supported more than 20 projects and programs around the state with contributions of more than \$30,000. In 2019, LMB will put up to another \$17,000 to good use through our partners in communities around the state.

How to Apply

MICRO-GRANT APPLICATION

Applications are due on or before May 6, 2019. Micro-Grant funds are open to all Michigan 501(c)(3) nonprofit organizations. Individuals, clubs, or other entities without an official 501(c)(3) designation will be considered if accompanied by a fiscal sponsorship agreement with an established nonprofit. Grant applications from LMB members are given highest priority. Grants must be applied for in advance of the opportunity. Retroactive requests will not be accepted.

Grant Categories

- Innovation – trying something that's never been done before
- Equity – making bike transportation fair and accessible for all
- Safety – reducing bicyclist injuries and deaths
- Sustainability – reducing air pollution and carbon emissions through cycling
- Education – training cyclists or drivers in best practices
- Advocacy – convincing decision-makers to prioritize bicyclist safety
- Infrastructure – constructing or improving physical assets that make bicycling better
- Encouragement – increasing ridership, especially for underserved communities

Grants may not be awarded in each category. We will not favor applications based on category, so pick the one that describes your proposed project best.



Policy & Procedure No. PW_001

Memorial Benches, Trees & Landscape Rocks

Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated memorial elements located on City-owned properties managed by the Public Works Department. The City desires to encourage donations while at the same time manage aesthetic impacts and minimize its on-going maintenance costs. This policy is designed to enable residents to support the City of Boyne City through a tax-deductible contribution. Contributions will be acknowledged by a plaque and letter of completion. The plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated memorial element. Only memorial tree, bench and landscape rock donations are covered by this policy. Guidelines established by this policy will apply to all donations made after the effective date of this policy.

Standards for New Donations

Acquisition or Purchase: The City and the community have an interest in ensuring that memorial elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The City staff will be responsible for the purchase and installation of all elements.

Appearance and Aesthetics: The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. The elements and/or their associated donation acknowledgements should reflect the character of the park or facility. All memorial elements will be installed in such a manner that will not substantially change the character of a property or its intended use.

Maintenance: Donated memorial elements, become City property. Accordingly, the City has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, the City will attempt to inform the donor and give them the opportunity to donate for the replacement of the memorial element at the expiration of the original life cycle. It is the responsibility of the donor to provide the City of Boyne City with a current address for purposes of notification regarding their donation.

Cost: The City has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of any donated memorial elements. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City parks or facilities.

The cost includes tree, bench or rock installation, plaque, routine maintenance, letter of completion, and a photo. The cost also includes a **three (3) year replacement guarantee** for trees. If a tree should die within three years of its original planting a replacement tree will be planted during the next available planting season. Please note that after a bench or landscape rock is installed, the City of Boyne City cannot be responsible for replacement should the memorial element become damaged or destroyed. If

a tree, bench or rock has to be removed or a plaque replaced, the donor will be informed. If the donor chooses to replace the memorial element, a replacement can be provided at the donation level that is stated in the most current memorial policy.

Rock donation - \$500

Tree donation - \$1,000

Bench donation - \$2,000

Procedure for Making a Donation

Donations will be accepted from public and private sources for the purposes of enhancing all City facilities and pathways, and will become the property of the City. The City's Parks section of the Public Works Department shall be responsible for administering the Memorial Program, including the review process for approving and installing donations.

Application: If you are interested in making a memorial donation, please contact the Public Works Department to determine whether a donation may be accepted. If a donation can be accepted, the donor will complete an application form. Completed applications and payment should be mailed to the City of Boyne City, 319 N Lake Street, Boyne City, MI 49712 (Attn: City Clerk) for review and processing.

Criteria for Acceptance

Existing Plan: To accept donation for a bench, tree or landscape rock for a specific property, a site plan and/or master plan must exist showing the available locations for memorial elements. If no plan exists, then a donation may be made to another property. If a plan exists, but does not identify a particular element proposed for donation, the City may accept the donation under certain conditions. Under this circumstance the donation must: 1) meet a true need of the property, 2) not interfere with the intended current or future use of the property and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. At the discretion of the City, a property may be determined to be fully developed and the opportunity for donations would not be available.

Donation Plaques: For benches and rocks, donation plaques as approved by the City are to be directly affixed on the seatback or rock face, be 2 x 4 inches in size, and are to be made of bronze and purchased through the City using an approved vendor to ensure the highest quality, life and durability. Tree donation plaques will be a maximum 6 x 9 inches in size and mounted on the ground at the base of the tree donation. The City must approve all text for donation plaques.

Tree Selection: A request for certain tree species may be made by the donor from a list of trees provided by the City; however, staff will have the final approval. The size and species will be selected based on appropriateness for site and only trees native to Michigan will be planted.

Conditions

Installation: Installation of donated elements, including the donation plaques, will be completed by City staff. There will be a one-time autumn planting for all trees. All tree plantings will take place between September and October of each year. Benches and rocks may be installed at any time, except during winter, weather permitting. The installation will be scheduled at a time and date as determined by the City staff so as not to unnecessarily interfere with routine maintenance activities.

Removal and/or Relocation: The City reserves the right to remove and/or relocate donated elements and their associated donation plaques, when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedures in this policy, if the current information is on file, the City will attempt to inform the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy. If no such agreed upon location can be found, the memorial element and plaque will be returned to the donor.

Maintenance and Damages: When an element is donated, City staff makes a commitment to reasonably maintain that donation for its useful life. The City will make every effort to repair damaged memorial donations. However, the City is not responsible for replacing items, including plaques, due to excessive damage, vandalism, theft or elements at the end of their life span.

Other Donations

There may be other donations possible, other than those expressly listed or contained within this policy. The City may accept those donations subject to a review by City staff and the Parks & Recreation Commission who shall make recommendations to the City Commission on approval.