



**Meeting of the  
BOYNE CITY  
PARKS AND RECREATION COMMISSION  
Thursday, January 13, 2022 at 5:00 p.m.  
City Hall – Community Rm. (downstairs)**



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1. CALL TO ORDER
2. ROLL CALL
  - A. Introduction of Derek Rasmussen, Public Works Director
  - B. Excuse absence(s)
3. APPROVAL OF MINUTES
  - A. Approval of the December 9, 2021 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 Inspection Reports
  - B. User Groups
  - C. Committee Reports
8. UNFINISHED BUSINESS
  - A. None
9. NEW BUSINESS
  - A. 2022 preliminary budget discussions
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
  - A. Next regular meeting February 10, 2022 @ 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*





## CITY OF BOYNE CITY

To: Parks & Recreation Commission  
From: Derek Rasmussen, Director of Public Works  
Date: January 10, 2022  
Subject: **January Update Report**

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

1. Grooming on the Boyne Valley Trail has not taken place yet, the JD gator used for grooming had to be sent to Lappan's of Gaylord for mechanical repairs. Tim Faas contacted Challenge Mountain on availability of their spare snowmobile, still waiting to hear back.
2. Avalanche conditions are improving every day. The ice rink is in good shape, and recent snowfall has covered the sledding hill. Normal operating hours are from 4-9PM weekdays, and 11-9PM on the weekends.
3. We have one seasonal attendant at Avalanche, however we have not received any additional applications for seasonal help, and we will continue to advertise for these positions.
4. Charlevoix County Parks Millage application went to City Commission this week.

# PARKS AND RECREATION

General Fund

Fund Code: 101-751

Expenditures

See page 21 on 12 Yr History

Code	Account Title	Prior yr FYE 2020	Current Year FYE 2021		Proposed FYE 2022
			Budgeted	Projected	
702	Salaries/Wages: Part Time Ice Rink	4,843	8,400	6,400	8,760
705	Salaries/Wages: General Parks	111,108	95,770	115,849	99,702
709	Overtime	5,762	5,000	4,287	5,000
712	Life/AD&D Insurance	0	0	0	79
711	Safety Equipment	50	0	2,604	2,500
713	Insurance: Medical	1,820	16,953	16,953	18,296
714	Social Security	9,053	7,065	8,000	9,000
715	Pension	7,442	7,620	8,147	6,914
716	Unemployment Compensation	0	10	0	10
719	Vacation/Sick Time	0	4,000	4,000	4,000
727	Supplies	27,996	26,548	23,441	26,548
730	Maintenance	6,692	25,249	15,415	25,249
738	Civic Projects	4,000	4,000	4,000	4,000
740	Utilities/Telephone	28,029	37,000	25,681	37,000
808	Professional Services	72,918	85,000	18,863	108,136
818	Contracted Services	74,277	61,668	93,129	76,912
860	Motor Pool	66,086	74,000	64,143	81,400
870	Training / Travel	1,784	2,000	700	2,000
910	Ins: Liability/Equipment	1,055	2,100	2,171	2,400
911	Workers Compensation	1,115	1,200	2,772	3,000
970	Capital Outlay/Equipment	90,472	304,163	212,765	500,542
970.200	Veterans Park Pavilion	469,493	0	74,661	0

971	BC to BVT Trail Const	59,993	287,070	289,892	0
972	BVT to BF Trail Construction	0	286,983	200,060	0
	<b>TOTAL</b>	<b>1,043,988</b>	<b>1,341,799</b>	<b>1,193,933</b>	<b>1,021,448</b>

**A. MISSION STATEMENT**

*To provide a safe, pleasing and useable open space in an economically feasible manner for the outdoor recreational pursuits of our residents and visitors.*

**B. PERSONNEL**

The following staff charge time to this budget:

Tim Faas                    Director of Public Works  
James Farley              Parks Foreman (also a Heavy Equipment Operator in Street Department)  
Travis Lapeer              Light Equipment Operator

We also hire up to four (4) seasonal staff to assist with maintenance tasks in the parks during the summer months; plus two (2) seasonal staff to oversee the warming hut at Avalanche in the winter.

**C. LINE-ITEM CLARIFICATION**

*702 & 705 - Salaries/Parks General Wages..... \$ 108,462*  
*727 – Supplies..... \$ 26,548*

This item covers materials related to all of the parks, including paper products, garbage bags, pet waste bags, lumber, hand tools, etc. The cost of fertilizer spray, picnic tables, grills, etc. and other miscellaneous routine expenses are included in this item.

*738 - Civic Projects .....\$ 4,000*

These funds have generally been used to help finance community-sponsored Parks and Recreation activities. The allocation this year includes participation in:

- a. Garden Club Contribution ..... \$3,000
- b. Swim School ..... \$1,000

**808 – Professional Services.....\$ 108,136**

The City will require professional services to assist with the design and construction of the following capital projects:

a. Open Space Phase 1 & 4 Design (Pathway & Shoreline Garden)	\$ 31,117
b. Open Space Phase 2 Design (Parking Lot & Rain Garden)	\$ 23,519
c. Boyne Forest Trail As-Built Survey	\$ 5,000
d. Shoreline Erosion Projects	\$ 23,500
e. River Mouth Rest Rooms Design	\$10,000
f. Boyne Valley Trailway Extension (Airport Trailhead)	<u>\$ 15,000</u>
<b>Total</b>	<b>\$ 108,136</b>

**818 – Contracted Services.....\$76,912**

The City will require contracted services to: groom public beaches, clean parks rest rooms, repair parks irrigation systems, fertilize turf grass, seal wooden play structures, etc. Included in the Budget is the additional cost to clean the parks rest rooms twice-a-day at all the parks year-round.

**970 – Capital Outlay ..... \$500,542**

The following capital projects will be completed during the fiscal year:

a. Boyne Forest Trail System (Parking Lot & Path) *	\$ 14,500
b. Shoreline Erosion Projects (John St. & Tannery Beach)	\$ 43,000
c. Shoreline Erosion Projects (Veterans Park) – Phase 1 of 3	\$ 200,000
d. River Mouth Rest Rooms Renovation *	\$ 140,000
e. Old City Park Gazebo Repairs *	\$ 10,000
f. Waterworks Park (Pathway Around Shelter & Landscaping *)	\$12,648
g. Ridge Run Dog Park (Agility Areas Storage Shed) *	\$ 3,500
h. Rotary Park Fields (Pitching Pads & Batting Cage Pod) *	\$ 10,000
i. Boyne Valley Trailway Signs (3 Locations) *	\$ 7,297
j. Boyne Valley Trailway Signs (Wayfinding) *	\$ 11,500
k. Boyne Valley Trailway Extension (Airport Trailhead)	\$ 43,037
l. Boyne River Boardwalk (Deck Board Replacement)	\$ 5,000
<b>Total</b>	<b>\$ 500,542</b>

\*These projects are carried over from the prior year, but will incur expenses during the next 2021/2022 fiscal year.

2021_2022 Capital Improvements		Funding Sources				
Project / Scope	Total Cost	General	Streets	Motor Pool	Water-Sewer	Grants/Other
Repair and Renovate Old City Park Gazebo	\$10,000	\$10,000				
River Mouth Bathrooms & Pump Station Rehabilitation	\$400,000	\$150,000			\$250,000	
Design Phase 1, 4 and 2 of the improvements to the Open Space Park	\$54,636	\$54,636				
Design & Construct Phase 1 of the improvements to Avalanche (Sledding Hill)	\$111,500	\$111,500				
Water Works Park Pathway and Landscaping	\$22,648	\$12,648				\$10,000
Boyne Valley Trail Extension to Airport Trail Head Parking Area & Wayfinding Signage	\$54,002	\$40,002				\$14,000
Various Projects at Rotary Park (Batting Cages, Pitching, Baseball Field Mtl, Parking Lot Stone, Storage Bldg, Gate, etc.)	\$54,000	\$53,000				\$1,000
Shoreline Erosion Control Projects (John St., Tannery Beach, Penninsula Beach, Veterans Park - Phase 1)	\$560,000	\$560,000				
Boyne River Boardwalk Deck Replacement	\$5,000	\$5,000				

2022_2023 Capital Improvements		Funding Sources				
Project / Scope	Total Cost	General	Streets	Motor Pool	Water-Sewer	Grants/Other
Renovate Peninsula Beach Bathrooms	\$100,000	\$100,000				
Construct Phase 1, 4 and 2 of the improvements at the Open Space Park	\$600,000	\$200,000				\$400,000
Design Phase 3 of the improvements at the Open Space Park (Rest Rooms & Overlook)	\$24,350	\$24,350				
Design & Construct Phase 2 of the improvements at Avalanche Park	\$233,000	\$233,000				
Design & Construct Kayak Launch along Lake Charlevoix Waterfront	\$30,000	\$30,000				
General Improvements at: Rotary Park, Veterans Park & Sunset Park	\$100,000	\$100,000				
Shoreline Erosion Control Projects (Veterans Park - Phase 2)	\$250,000	\$250,000				



2023_2024 Capital Improvements		Funding Sources				
Project / Scope	Total Cost	General	Streets	Motor Pool	Water-Sewer	Grants/Other
Parking Lot Reconstruction at Veterans Park	\$250,000	\$250,000				
Replace Playscape Structure at Veterans Park	\$150,000	\$150,000				
Construct Phase 3 of the improvements at the Open Space Park (Rest Rooms & Overlook)	\$270,000	\$135,000				\$135,000
Design Phase 4a & 5 of the improvements at the Open Space Park (Furniture & Beach Playground)	\$15,000	\$15,000				
Design & Construct Phase 3 of the improvements at Avalanche Park	\$286,000	\$286,000				
Replace Animal Targets at Avalanche Park Archery Range (20 total)	\$10,000	\$10,000				
Design & Construct Pedestrian Walkway along Waterfront from the Marina to Honeywell property)	\$50,000	\$50,000				

2024_2025 Capital Improvements		Funding Sources				
Project / Scope	Total Cost	General	Streets	Motor Pool	Water-Sewer	Grants/Other
General Improvements per Master Plan	\$120,000	\$120,000				
Construct Phase 4a & 5 of the improvements at the Open Space Park (Furniture & Playground)	\$142,000	\$142,000				
Design & Construct Phase 4 of the improvements at Avalanche Park	\$350,000	\$350,000				
Winter Sports Trail Grooming Equipment Replacement (Snow Dog, etc.)	\$10,000	\$10,000				

2025_2026 Capital Improvements		Funding Sources				
Project / Scope	Total Cost	General	Streets	Motor Pool	Water-Sewer	Grants/Other
Design & Construct Phase 5 of the improvements at Avalanche Park	\$700,000	\$700,000				
Construct Park Improvements including Pedestrian Circulation at Sunset Park	\$50,000	\$50,000				
Replace Playscape Structure at Veterans Park	\$150,000	\$150,000				
General Improvements per Master Plan	\$100,000	\$100,000				

**2026\_2027 Capital Improvements****Funding Sources**

<b>Project / Scope</b>	<b>Total Cost</b>	<b>General</b>	<b>Streets</b>	<b>Motor Pool</b>	<b>Water-Sewer</b>	<b>Grants/Other</b>
Design & Construct Phase 6 of the improvements at Avalanche Park	\$192,000	\$192,000				
Construct Parking Lot and Rest Rooms at Ridge Run Dog Park	\$100,000	\$100,000				
Design & Construct Replacement Fields for Old A & B Softball Fields at Rotary Park	\$200,000	\$150,000				\$50,000
General Improvements per Parks & Recreation Master Plan	\$100,000	\$100,000				