



**Meeting of the  
BOYNE CITY  
PARKS AND RECREATION COMMISSION  
Thursday, February 14, 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 January 10, 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. Parks Use Special Request - Youth Baseball Tournament
  - B. Friends of the Boyne River – Boyne River Nature Trail Wetland Area sign proposal
  - C. Project Priorities / Goals / 2019/2020 Budget
  - D. Recommendation to appoint Robert Weick to the board to fill the remainder of Tom Smith’s term ending 12/31/2020
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
  - A. Next meeting March 14, 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  
January 10, 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, JANUARY 10, 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, Jo Bowman and Hugh Conklin,  
Absent, Lisa Alexander, Greg Vadnais and Gow Litzenburger

**Meeting Attendance**

City Staff: city manager Michael Cain, interim DPW superintendent Tim Faas and recording secretary Barb Brooks

Public Present: two (2)

**Excused Absences  
\*\*MOTION**

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

**Approval of Minutes  
\*\*MOTION**

**Sterling moved, Conklin seconded, PASSED UNANIMOUSLY** a motion approving the December 13, 2018 meeting minutes as presented

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

- City Manager Michael Cain introduced the new Department of Public Works Director Tim Faas who started on January 2, 2019.
- Mike Cortright updated the board on the trail grooming at Avalanche and that he added "trail conditions" on his business website that can be viewed anytime for current conditions. Commissioner Conklin thanked Cortright for all of his efforts not only on the bike trails but the walking trail as well.

**Director's Report**

Director Faas stated that the weather has not been cooperating to make ice and have the rink open at Avalanche but the crew is ready to work on it as soon as we get some snow and the temperature drops. There is enough snow for sledding and the warming house has been open. He has received a request for placement of a memorial bench to be placed somewhere at Avalanche. This will be placed on the agenda for discussion once he receives more details. Lastly, Faas met with staff to discuss the Riverside Park project and feels that he understands what needs to happen to move the project forward first thing in the spring and have it completed before Memorial Day.

**Correspondence**

None

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

**Park Inspection Reports –**

- There is a tree down at Avalanche across the walking trail that needs to be addressed.

## **Unfinished Business**

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### **Avalanche RFP update**

Faas reported that he has reviewed the RFP that was previously drafted by Brooks and has a few minor revisions but it could be ready within a couple weeks. There was also discussion regarding having one consultant contracted to look at both the base of Avalanche and the Open Space and possible cost savings.

### **Walloon Lake Trust & Conservancy/TOMMBA Property Acquisition and Trail Project**

Mike Cortright informed the board that of the \$150,000 fund-raising goal, they are approximately 1/3 of the way there. This is a joint effort between the conservancy and TOMMBA. \$150,000 will cover the cost acquiring the property and start the trail building. Fund-raising efforts will be ongoing.

### **City-wide Goals**

The board reviewed the list that Brooks placed on the back of the agenda of the City's ongoing and/or incomplete parks and recreation projects. The general consensus of the board was that the list was complete and there were just a couple minor tweaks. There was also discussion regarding keeping in mind manpower time and maintenance costs that would be associated with any future project proposals.

### **Health Department of Northwest Michigan Grant**

After review and discussion, staff opted to apply for bike racks and trail marking and way-finding signs for Avalanche Park. Some sample sign drawings were provided by The Wood Shop. Successful grantees will be announced in February.

## **New Business**

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### **Avalanche Sledding Safety**

The net at the bottom of the hill has helped. Director Faas introduced a proposal to try the use of straw bales to help separate sledding down the hill vs. walking up the hill to try to prevent collisions, especially with the younger kids. The bales are easy to move around so staff can try various scenarios to see what seems to have the best flow. The board expressed that they were happy to have staff try new safety measures and work toward a resolution.

### **Charlevoix County Parks & Recreation Millage Allocation**

Brooks stated that applications are being accepted by the County until February 1, 2019 for the recreation millage funds. The board discussed various project options that either had cost estimates already associated with them or would be easy to obtain quotes as the turnaround time for the applications is a short window. City staff will meet to review the options suggested by the board and will move forward with projects they feel are viable.

## **Adjournment**

The January 10, 2019 meeting of the Parks and Recreation Board was adjourned at 6:12 p.m.

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Barb Brooks, Recording Secretary

## CITY OF BOYNE CITY

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

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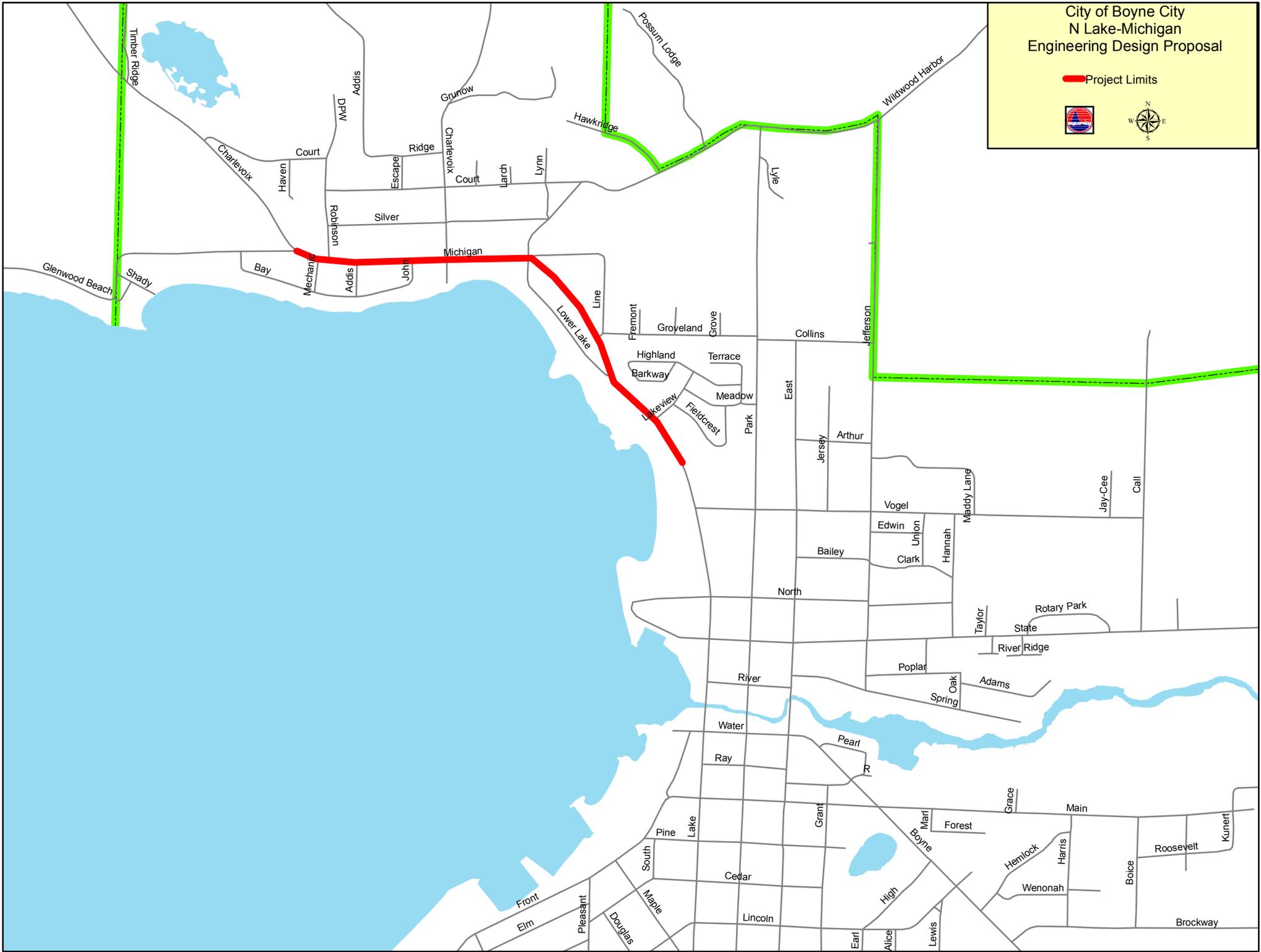
Over the past month, Public Works has been engaged in the following items.

1. The Avalanche Park architectural & engineering services RFP is finalized and ready for advertising of proposals. As of 2/5/2019, the City Manager and I discussed amending the document to include similar services for the Open Space property. The scope of services for Avalanche Park is more civil engineering focused with some landscape architect work; whereas, the Open Space is more landscape architect focused with some civil engineering work. Regardless the two fit together and will be advertised as such.
2. Two applications were approved by the City Commission for the Charlevoix County Parks Millage funding in 2019. The two projects were: 1) the playground equipment for Peninsula Beach, and 2) the bike racks and trail signage for Avalanche Park. Each grant application was \$10,000 each. We are awaiting review of the applications by the committee.
3. After further discussion with staff and another community we are still evaluating the options to delineate the walk up areas at Avalanche Park from the downhill sledding area. The straw bale concepts shared at the last meeting presented some further maintenance and a possible safety issue that is unresolved as of this date. I am hopeful we can still find a safe, cost-effective solution this season.
4. A proposal to commence the road rehabilitation engineering work on the N Lake Street project from the City marina, north to W Michigan (see map), is going to the City Commission on 2/12/2019 for approval. The services include planning for the segment of trail extension along this road.
5. I spoke with Heather at the Walloon Lake Conservancy regarding the property acquisition efforts. They are still in the fund raising mode with an after hour Chamber of Commerce event planned on 2/21/2019. The closing date on the property purchase was extended to a date in April to fit within one of the grants they are chasing.

Encl: Map

City of Boyne City  
N Lake-Michigan  
Engineering Design Proposal

Project Limits



CITY OF BOYNE CITY

REQUEST FOR USE OF CITY PARKS  
FOR SPECIAL EVENTS

Requested By: Name Northern Michigan Baseball / Softball Inc.  
Address 5425 S. Kortrase Rd  
Boyne City, MI 49712  
Telephone # John Bush, IR - 231-675-9639

Location of planned activity: Waterfront / Rotary Park / Concession Stands

Date(s) and time(s) of planned activity: May 18-19 8 a.m./p.m. to 8 a.m./p.m.

Description of planned activity: Youth Baseball Tournament

Estimated number of participants: 2,000 - 5,000

[Signature]  
signature of applicant

1/17/19  
date

The City of Boyne City Administrative Policies, Section 5.3, require that:  
All requests for use of City Parks for non-public purposes (art fairs, concerts, etc.) should be submitted to the City Clerk. Such requests shall be in writing and conform to the following standards:

- A. All applications shall be reviewed by City Staff to determine the lack of conflict with previously scheduled events.
- B. The applicant shall be responsible for any extra law enforcement or traffic control measures required as a result of the event.
- C. The applicant shall assume the responsibility for any liability related to the event.
- D. The applicant shall assume the responsibility for any clean-up which may be required to restore the area to its original condition.

approved  denied \_\_\_\_\_  
Main Street Date

approved  denied \_\_\_\_\_  
City Manager Date

approved  denied \_\_\_\_\_  
City Clerk Date

CITY OF BOYNE CITY

REQUEST FOR USE OF CITY PARKS FOR SPECIAL EVENTS

Requested By: Name Northern Michigan Baseball / Softball Inc. Address 5425 S. KORTHAUSE RD Boyne City, MI 49712 Telephone # JOHN BUSH, JR - 231-675-9639

Location of planned activity: WATERFRONT / ROTARY PARK / CONCESSION STANDS

Date(s) and time(s) of planned activity: MAY 25-26 8 a.m. to 8 a.m.

Description of planned activity: YOUTH BASEBALL TOURNAMENT

Estimated number of participants: 2,000-5,000 signature of applicant [Signature] date 1/17/19

The City of Boyne City Administrative Policies, Section 5.3, require that: All requests for use of City Parks for non-public purposes (art fairs, concerts, etc.) should be submitted to the City Clerk. Such requests shall be in writing and conform to the following standards:

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Approval lines for Main Street, City Manager, and City Clerk, each with 'approved'/'denied' checkboxes and 'Date' fields.

CITY OF BOYNE CITY

REQUEST FOR USE OF CITY PARKS FOR SPECIAL EVENTS

Requested By: Name Northern Michigan Baseball / Softball Inc. Address 5425 S. KORTHAUSE RD Boyne City, MI 49712 Telephone # JOHN BUSH, JR - 231-675-9639

Location of planned activity: WATERFRONT / ROTARY PARK / CONCESSION STANDS

Date(s) and time(s) of planned activity: JUNE 8-9 8 a.m. to 8 p.m.

Description of planned activity: JOHN BASEBALL TOURNAMENT

Estimated number of participants: 2,000 - 5,000

signature of applicant

date 1/17/19

The City of Boyne City Administrative Policies, Section 5.3, require that: All requests for use of City Parks for non-public purposes (art fairs, concerts, etc.) should be submitted to the City Clerk. Such requests shall be in writing and conform to the following standards:

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approved denied Main Street Date approved denied City Manager Date approved denied City Clerk Date

CITY OF BOYNE CITY

REQUEST FOR USE OF CITY PARKS  
FOR SPECIAL EVENTS

Requested By: Name NORTHERN MICHIGAN BASEBALL / SOFTBALL INC.  
 Address 5425 S. KURTHASE RD  
BOYNE CITY, MI 49712  
 Telephone # JOHN BUSH, JR - 231-675-9639

Location of planned activity: WATERFRONT / ROTARY PARK / CONCESSION STANDS  
 Date(s) and time(s) of planned activity: JUNE 14-16 8 a.m./p.m. to 8 a.m./p.m.  
 Description of planned activity: YOUTH BASEBALL TOURNAMENT

Estimated number of participants: 2,000-5,000

[Signature] signature of applicant 1/17/19 date

The City of Boyne City Administrative Policies, Section 5.3, require that:  
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approved  denied \_\_\_\_\_  
 Main Street Date

approved  denied \_\_\_\_\_  
 City Manager Date

approved  denied \_\_\_\_\_  
 City Clerk Date



CITY OF BOYNE CITY

REQUEST FOR USE OF CITY PARKS FOR SPECIAL EVENTS

Requested By: Name Northern Michigan Baseball / Softball Inc. Address 5425 S. Korthase Rd Boyne City, MI 49712 Telephone # John Bush, IR - 231-675-9639

Location of planned activity: Waterfront / Rotary Park / Concession Stands

Date(s) and time(s) of planned activity: July 18-21 8 a.m. to 8 p.m.

Description of planned activity: Youth Baseball Tournament

Estimated number of participants: 2,000-5,000

Signature of applicant [Signature] date 1/17/19

The City of Boyne City Administrative Policies, Section 5.3, require that: All requests for use of City Parks for non-public purposes (art fairs, concerts, etc.) should be submitted to the City Clerk. Such requests shall be in writing and conform to the following standards:

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approved denied Main Street Date

approved denied City Manager Date

approved denied City Clerk Date

USSSA Northern Michigan Dogmen Boyne City Mushroom Festival- "Sandlot Shootout"  
Ages: 10u, 11u, 12u, 13u and 14u  
May 18-19 (John Bush)

USSSA Northern Michigan Dogmen "Sandlot Shootout".  
Ages: 10u, 11u, 12u, 13u and 14u  
May 25-26. (Al Aown)

USSSA Northern Michigan Dogmen "Sandlot Shootout"  
Ages: 10u, 11u, 12u, 13u and 14u  
June 8-9 (Chris Grice)

USSSA Northern Michigan Dogmen "Sandlot Shootout"  
Ages: 10u, 12u, 13u, 14u, 15u, 16u and 17/18u— AA classified  
June 14-16. (Scott Hewitt)

USSSA Northern Michigan Dogmen "Sandlot Shootout"  
Ages: 10u, 12u, 13u, 14u, 15u, 16u and 17/18u, AA classified  
July 12-14. (Joe Williams)

USSSA Northern Michigan Dogmen "Sandlot Shootout"  
Ages: 10u, 11u, 12u, 13u, 14u, 15u, 16u and 17/18u A classified  
July 19-21. (Jay Russell)

All Games will be played on local high quality high school fields for 13u thru 17/18u.

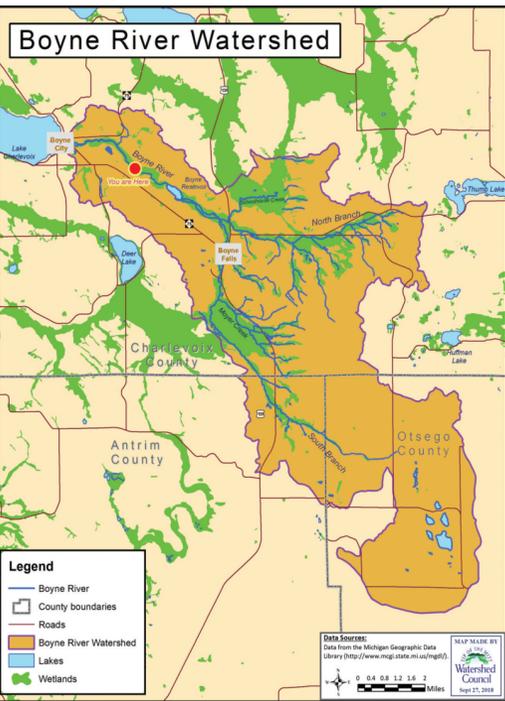
10u thru 12u will be playing on a beautiful waterfront park over looking Lake Charlevoix downtown  
Boyne City.

Boyne City High School  
1035 Boyne Ave.  
Boyne City, MI 49712

Boyne Falls High School  
1665 M-75 South  
Boyne Falls, MI 49713

Boyne City Rotary Park Sports  
649 State St.  
Boyne City, MI 49712

Boyne City Waterfront Field  
207 North Lake St.



# What Makes a Wetland?



Wetlands are transitional areas between land and water. Although each wetland is unique, they share three interrelated characteristics of wetland hydrology, hydric soils, and wetland vegetation.

**Hydrology** - identifies the source, duration, and frequency of water. Hydrology should be able to support vegetation adapted to live in water.

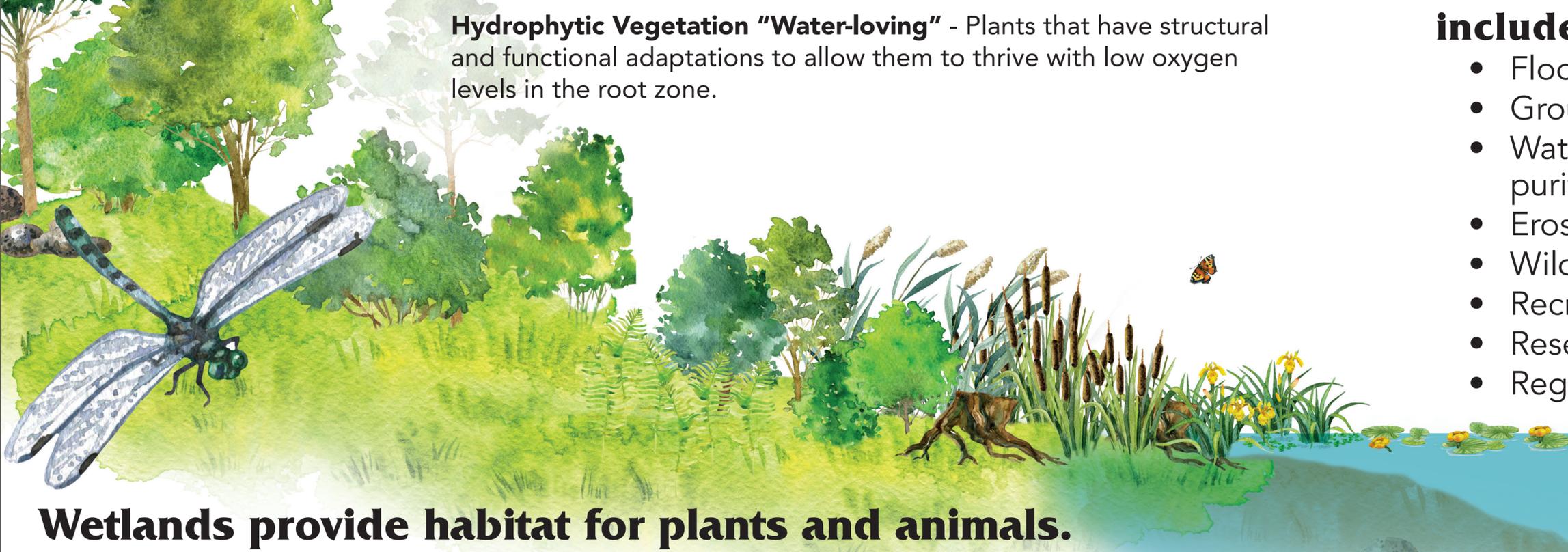
**Hydric Soils** - Physical and chemical indicators of repeated and prolonged saturation at or near the soil surface.

**Hydrophytic Vegetation "Water-loving"** - Plants that have structural and functional adaptations to allow them to thrive with low oxygen levels in the root zone.



## Wetland Benefits include:

- Flood control
- Groundwater recharge
- Water filtration and purification
- Erosion control
- Wildlife habitat
- Recreation
- Research and education
- Regional economic vitality



**Wetlands provide habitat for plants and animals.**



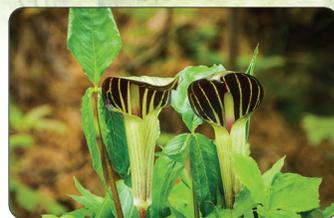
**American Basswood**  
*Tilia americana*



**Long-stalked Sedge**  
*Carex pedunculata*



**Rough-Leaved Goldenrod**  
*Solidago regosa*



**Jack-in-the-Pulpit**  
*Arisaema triphyllum*



**Dwarf Scouring Rush**  
*Equisetum scirpoides*



**Cinnamon Fern**  
*Osmundastrum cinnamomeum*



**Northern White Cedar**  
*Thuja occidentalis*

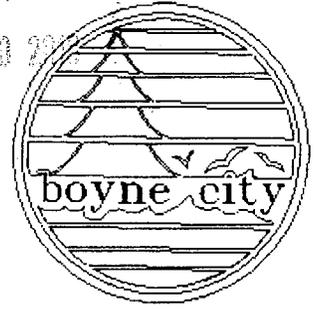


**Turtlehead**  
*Chelone glabra*

**Different plants like differing amounts of wetness.**

# CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597



## BOARD MEMBER APPLICATION

The City understands you are interested in becoming a member on one of the City Advisory Boards/Commissions. We appreciate your interest and future dedication to Boyne City. In order for the City to have information on file as reference when the next board has an opening, we ask you please complete the following and return to City Hall.

Name: ROBERT D. WEICK  
Address: 600 CALL STREET, Boyne City, MI 49712  
Telephone: (402) 639-0450 (daytime) SAME (evening)  
Email: rdweick@gmail.com  
Occupation: CONSULTANT (ENGINEER)

Please check any Advisory Board or Commission you may be interested in.

- |   |  |
|---|--|
| <input type="checkbox"/> Airport Advisory Board         | <input checked="" type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Historical Commission          | <input type="checkbox"/> Main Street / DDA Program                   |
| <input checked="" type="checkbox"/> Planning Commission | <input checked="" type="checkbox"/> Parks and Recreation Commission  |
| <input type="checkbox"/> Board of Review                | <input type="checkbox"/> Housing Commission                          |
| <input type="checkbox"/> Local Development              | <input checked="" type="checkbox"/> Zoning Board of Appeals          |
| <input type="checkbox"/> Finance Authority              | <input type="checkbox"/> District Library Board                      |
| <input type="checkbox"/> Historic District Commission   |  |

Reason(s) you wish to serve:

INTERESTED IN SUPPORTING THE COMMUNITY, GETTING INVOLVED WITH BUILDING AND IMPROVING THE LOCAL AREA, AND BECOMING CLOSER TO KEY ISSUES NEEDING RESOLUTION.

Other community or civic service activities:

CHAIR OF MICH. STATE UNIVERSITY SCHOOL OF PACKAGING ADVISORY BOARD  
BOARD MEMBER - MSU FOOD PROCESS INNOVATION CENTER

Signature

Date 12-7-18