



**Meeting of the
BOYNE CITY
PARKS AND RECREATION COMMISSION
Tuesday, May 19, 2020
5:00 p.m. Tele/Video ZOOM mtg.**



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for each board*

1. CALL TO ORDER
2. ROLL CALL
 - A. Excuse absence(s)
3. APPROVAL OF MINUTES
 - A. Approval of the March 12, 2020 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
8. UNFINISHED BUSINESS
 - A. None
9. NEW BUSINESS
 - A. Consideration to move forward with the Old Horton Bay Rd. property – Parking lot and trailhead project
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
 - A. Next regular meeting June 11, 2020 @ 5 p.m.
12. ADJOURNMENT

Join Zoom Meeting: <https://us02web.zoom.us/j/81855554393>

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Cindy Grice, City Clerk, 319 North Lake Street, Boyne City, Michigan 49712 (231) 582-0334



Approved:

**Meeting of
March 12, 2020**

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 12, 2020.

Call to Order

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

Roll Call

Present: Mike Sheean, Tom Smith, Heather Huffstutler, Greg Vadnais, Diane Sterling, and Hugh Conklin

Meeting Attendance

Absent: Alexander and Weick

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

Public Present: two (2)

**Excused Absences
MOTION

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

**Approval of Minutes
MOTION

Conklin moved, Smith seconded, PASSED UNANIMOUSLY a motion approving the February 13, 2020 minutes as presented.

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

Michelle Cortright gave an update regarding the proposed non-motorized, multi-use trails on properties in Evangeline Township. The township received a planning grant to engage consulting firm Beckett & Raeder to develop a trails master plan that will incorporate the school property, City owned property, Conservancy property and adjacent State land. The City and Township applied for funds from the Charlevoix County Parks Millage to construct a parking lot, trailhead and connector trail.

Director's Report

Faas provided a written report.

Correspondence

None

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

Park Inspection Reports – Discussion on re-assigning parks to members at the next meeting to ensure coverage and include new members.

User Groups – None

Unfinished Business

**Avalanche (base o hill)
and Open Space Master
Plan**

Consultant Tim Knutsen from Becket & Raeder went over the final plans that will be presented to the City Commission at their next meeting for their consideration and adoption. He reiterated that the plans were detailed enough to use to apply for grants but vague enough that we have not limited

our future options.

Budget Update

Under capital improvements, additional funds were added for the Boyne Valley Trail project and shoreline protection and restoration.

New Business

Sun Funds Grant Application for Rotary Park Project **MOTION

The baseball/softball work group suggested that the City apply for grant funds to help complete the project at Rotary Park. **Conklin moved, Sterling seconded, PASSED UNANIMOUSLY** to recommend the City applies for up to a \$1,000 "Sun Funds" grant through the Charlevoix County Community Foundation to assist with the completion of the batting cages and bullpen at Rotary Park.

Proposal to submit a MDNR Land and Water Grant Application

Staff proposed that the City submit a grant application for the DNR's Land and Water grant program to assist in funding a park improvement project. Faas stated that the Open Space pathways is the top priority; however, due to an open Trust Fund grant, we are unsure if this will affect our ability to apply for another Open Space project so staff is suggesting a backup plan of applying for an Avalanche project if the Open Space application is not viable. **Smith moved, Sterling seconded, PASSED UNANIMOUSLY** to apply for a MDNR Land and Water grant with the first priority being the Open Space Pathways and second option Avalanche grading face of hill.

****MOTION**

Parks / Park Buildings Fee Schedule

Staff requested that the board look at the current fee schedule to see if they had any changes they would like to recommend for consideration as the proposed budget is being reviewed. Especially in light of the improvements being made in the pavilion. There was a lot of discussion regarding for profit groups only paying the same as someone having a small family gathering. They asked Faas to research this and come up with a recommendation. The board was comfortable with the fee schedule that was proposed and would like to have further discussions regarding the pavilion in April or May and the fee schedule could be amended if needed.

Adjournment

The March 12, 2020 regular meeting of the Parks and Recreation Board was adjourned at 6:47 p.m.

Barb Brooks, Recording Secretary

CITY OF BOYNE CITY

To: Parks & Recreation Commission
From: Tim Faas, Director of Public Works
Date: May 15, 2020
Subject: **May Update Report**



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

1. Kroondyk Construction resumed work last week and is roughly 90% complete on the Veteran's Park Pavilion Improvements. About \$450,000 of the \$500,000 contract has been paid out to date.
2. The City Commission approved the city, on behalf of the Little League Group, to apply for a grant from the Charlevoix Community Foundation.
3. The plaques for the six (6) memorial benches requested in 2019 have been received. The benches will be set out in the spring as weather permits and the Executive Order is eventually lifted.
4. Paving on the Boyne Valley Trail should be completed soon.
5. COVID-19 Response Plan
 - a. The Executive Orders still prohibit some parks work, but I anticipate a relaxation of that over the coming weeks as we head into June. As such, only essential work can be performed.
 - b. The beaches and parks are still closed except for outdoor activity pursuant to Executive Order #77. Prep work to ready the parks for use and to maintain safety & sanitation is ongoing as allowed under the order.
 - c. A 90-day strategy on reopening the parks and restrooms has been shared with the City Manager for comments.
 - d. A recent mParks survey resulted in the following top concerns from Parks professionals across the state:
 - i. Sanitation practices for facilities once reopened (especially rest rooms, playgrounds, sports equipment and concessions)
 - ii. Guidelines needed for youth & adult sports events & gatherings (note: USA Softball has published a 20 page guidance on resuming softball)
 - iii. Guidelines needed for social distancing for outdoors & indoors
 - iv. Guidelines needed for day camps
 - v. Guidelines needed for reopening parks
 - vi. PPE resources for parks & recreation staff
 - vii. Crowd control for special events
 - e. Our social distancing signage was erected the first week of May throughout the city parks.
 - f. Due to the revenue impacts of the pandemic, capital spending is being reviewed on a case-by-case basis.

CITY OF BOYNE CITY

To: Parks & Recreation Commissioners
From: Tim Faas, Director of Public Works
Date: May 17, 2020
Subject: **2020 Charlevoix County Parks Millage
Old Horton Bay Road Property Parking Lot &
Trailhead Project**



BACKGROUND:

In January 2020, the City made two (2) applications, jointly with Evangeline Township, for an allocation from the current fiscal year County Parks Millage to fund a portion of the above projects as part of the Boyne Forest Trail system.

Part A of the joint application was for a 30-parking space gravel lot along the road frontage on Old Horton Bay Road. Part B of the application was for the trailhead area and a 1,500-foot-long gravel pathway from the parking lot to the Boyne Forest Trails located in the woods at the northeast end of the property. The cost of the two parts is estimated to be \$58,020 of which the City proposed to contribute \$12,847 in the way of in-kind labor and equipment costs. As such the grant amount requested was \$45,173.

Following the review of the proposals made to the County, our application scored the highest; however, the County decided to only fund \$10,000 for each of the City and Evangeline Township requests (note, all of the \$20,000 total would be granted to the City as the property owner). The City appealed to the County to reconsider the amount funded, but the request did not get the majority support of the County Commissioners required for reconsideration. Accordingly, the project has a \$25,173 gap in funding.

The grant agreements were received from Charlevoix County on May 7, 2020 and the City has 30 calendar days to execute the agreements. The City Manager and I felt this should be discussed with the Parks & Recreation Commission in advance of the next City Commission meeting to see if the Parks & Recreation Commission supports moving forward understanding the City (or possibly other partners) would need to make up the \$25,173 funding gap.

RECOMMENDATION:

It is my recommendation that the City Parks & Recreation Commission support proceeding with the Boyne Forest Trail parking lot and trailhead project.

Encl: 2020_2021 Capital Budget Items – Parks & Recreation
Project Accounting Summary

Project Accounting Summary	As-Requested	As-Approved
Total Materials & Equipment - Part A =	\$28,821.07	\$28,821.07
Total Materials & Equipment - Part B =	\$15,699.83	\$15,699.83
In-kind Labor & Equipment (City Forces) =	\$13,500.00	\$13,500.00
	<hr/>	
Total Project Cost =	\$58,020.90	\$58,020.90
less County Parks Millage Amount	-\$45,173.90	-\$20,000.00
Net Cost to the City	\$12,847.00	\$38,020.90

PARKS & RECREATION CAPITAL PROJECTS

		Capital Materials & Services	Labor & Equip by DPW	Total	
Proposed for FY 2020_2021					
1	Open Space Improvements	Pre Phase 1 Clean-up & Restoration	\$32,795	\$7,520	\$40,315
2	Boyne Valley Trail (Airport Trail Head Path)	Bathrooms & Parking Lot Connector Improvements	\$35,048	\$0	\$35,048
3	Ridge Run Dog Park	Agility Area	\$10,000	\$3,760	\$13,760
4	Rotary Park Fields	Baseball Field Surface, Safety Netting, etc.	\$33,000	\$0	\$33,000
5	Boyne Forest Trail System	Trailhead Parking Lot & Pathway	\$45,000	\$15,040	\$60,040
6	Shoreline Erosion Projects	Shoreline Protection (John Street Park, etc.)	\$100,000	\$0	\$100,000
7	Waterworks Park	Pathway Around Picnic Shelter & Landscaping	\$15,000	\$0	\$15,000
8	Descriptive Bike Racks	Bike Racks	\$6,000	\$1,000	\$7,000
		Sub-total =	\$276,843	\$27,320	\$304,163
		<u>less Grant Revenues</u>			
		Charlevoix Co Millage Allocation			-\$45,000
		MDNR Land & Water Conservation Fund			\$0
		Net Amount Requested =			\$276,843