



**Meeting of the
BOYNE CITY
PARKS AND RECREATION COMMISSION
Thursday, February 13, 2020
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 9, 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. Recreation Master Plan (Draft) Public Input / Discussion
9. NEW BUSINESS
 - A. Waterworks Park Conceptual Plan
 - B. Capital Outlay Budget FY May 1, 2020 – April 30, 2021
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
 - A. Next regular meeting March 12, 2020 @ 5 p.m.
12. ADJOURNMENT

Joint Parks & Recreation Board and City Commission work session for the final draft presentation of the Open Space and Avalanche Plans to follow at approximately 5:30 (upstairs)

*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*

2019 ATTENDANCE RECORD
(P=Present, A=Absent & E=Excused)

Member	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Alexander, Lisa	E											
Conklin, Hugh	P											
Huffstutler, Heather	--											
Litzenburger, Gow	E											
Sheean, Mike	P											
Smith, Tom	P											
Sterling, Diane	P											
Vadnais, Greg	E											
Rob Weick	P											

ONGOING PROJECTS STATUS

Project	Percent Complete			
	Feb	May	Aug	Nov
Avalanche RFP (master plan for base)				
Avalanche Trails (marking/signs)				
Boyne/Char Trail (in town connection)				
Boyne Valley Trail (trailhead/downtown connector)				
Marina Renovation				
Open Space (Master Plan)				
Ridge Run Dog Park Enhancements				
Rivermouth Restrooms				
Riverside Park (parking, fence, signs)				
Rotary Park (soccer field parking)				
Rotary Park (tennis courts)				
Veterans Park Pavilion				
Waterworks Park (shade structure)				



Approved:

**Meeting of
January 9, 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 9, 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, Rob Wieck, Tom Smith, and Hugh Conklin

Meeting Attendance

Absent: Vadnais, Litzenburger, and Alexander

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

Public Present: one

**Excused Absences
MOTION

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

**Approval of Minutes
MOTION

Conklin moved, Alexander seconded, PASSED UNANIMOUSLY a motion approving the December 12, 2019 minutes as presented

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

None

Director's Report

Faas provided a written report.

Correspondence

None

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

Park Inspection Reports – None

User Groups – None

Unfinished Business

**Draft Recreation Master
Plan Discussion**

Consultant Carrie Kinglesmith from Beckett & Raeder led the board through an overview of the most updated draft plan and highlighted the changes and additions that have been incorporated. Substantial changes included some changes to the ratings on the parks and amenities, additional information regarding the demographics, more detail on the revenue and expense budget and a section regarding the administrative structure. There was some discussion as to whether the process was too rushed and just not enough time for everyone to digest it. Board members had a few additional suggestions and questions of clarification but the general consensus is that it was a good plan and should continue to move forward with the timeline that was originally proposed. **Smith moved, Conklin seconded, PASSED**

****MOTION**

UNANIMOUSLY to recommend the plan forward to a public hearing at the January 14, 2020 regular City Commission meeting for consideration and adoption.

New Business

Board Member Reappointments

****MOTION**

Sterling moved, Smith seconded, PASSED UNANIMOUSLY, to recommend the reappointment of Conklin and Vadnais each to a four year term expiring December 31, 2023

Board Member Resignation

****MOTION**

Litzenburger submitted a resignation due to extensive travel during the winter months and inability to attend meetings during that time. **Conklin moved, Sterling seconded, PASSED UNANIMOUSLY** to recommend accepting the resignation of Gow Litzenburger

Board Member Appointment

****MOTION**

Heather Huffstutler submitted an application for the Parks & Recreation board several months ago. She has experience in parks and conservation, board experience and is a City resident. **Conklin moved, Weick seconded, PASSED UNANIMOUSLY** to recommend the appointment of Heather Huffstutler to the board to fill the remainder of Litzenburger's term expiring December 31, 2020

Adjournment

The January 9, 2020 regular meeting of the Parks and Recreation Board was adjourned at 5:34 p.m.

The majority of the board members went upstairs to listen to the presentation and review the proposed draft plans for the Open Space and base of Avalanche presented by Tim Knutsen of Becket & Raeder (No action was taken)

Barb Brooks, Recording Secretary

CITY OF BOYNE CITY

To: Parks & Recreation Commission
From: Tim Faas, Director of Public Works
Date: February 10, 2020
Subject: **February Update Report**



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

1. Kroondyk Construction is roughly 80% complete on the Veteran's Park Pavilion Improvements. About \$390,000 of the \$500,000 contract has been paid out to date.
2. The City submitted two grant applications together with Evangeline Township requesting funding from the Charlevoix County Parks millage to construct the trailhead parking area and pathway to the Boyne Forest Trail System on the Old Horton Bay Road property.
3. The 2020_2021 Budget has been prepared and submitted in draft form to the City Manager. Attached is a list of Capital Improvements that was included under Parks & Recreation.
4. I met with Becky Palmiter of the Baseball & Softball User Group to review the items included in the 2020_2025 Parks & Recreation Master Plan pertaining to baseball and softball. Becky mentioned that the group would like to meet in later February to begin planning the projects to be done in 2020. She also noted that a new Little League Board was recently elected.
5. On February 6, 2020 the Parks & Recreation Director for the City of Petoskey gave us a tour of the Winter Sports Park in advance of Beckett & Raeder's final presentation of the plans for the Avalanche Base Area. It was very informative. Below are a few highlights:
 - a. Staffing at 9 full-time, plus 34 seasonal employees
 - b. Lodge is staffed with 2-3 staff on weekdays and 4-5 staff on weekends
 - c. Equipment to clean the two ice surfaces includes a plow truck, bobcat 4x4 with a broom and a Zamboni ice cleaner (note the large rink is much larger than the surface we have at Avalanche)
 - d. Lodge was constructed in 1992 and has two floors, about 3,000 sq. ft. on the main floor and 2,000 sq. ft. in the lower level
 - e. Large paved parking lot and driveway
 - f. Skate rental are \$7 per pair (\$2 per pair if room is rented for an event)
 - g. Concession offers hot dogs, pizza, chips, candy, pop, hot chocolate, coffee, etc.
 - h. Sledding hill on site, no equipment is provided

Encl: Draft List of Parks & Recreation Capital Items

CITY OF BOYNE CITY

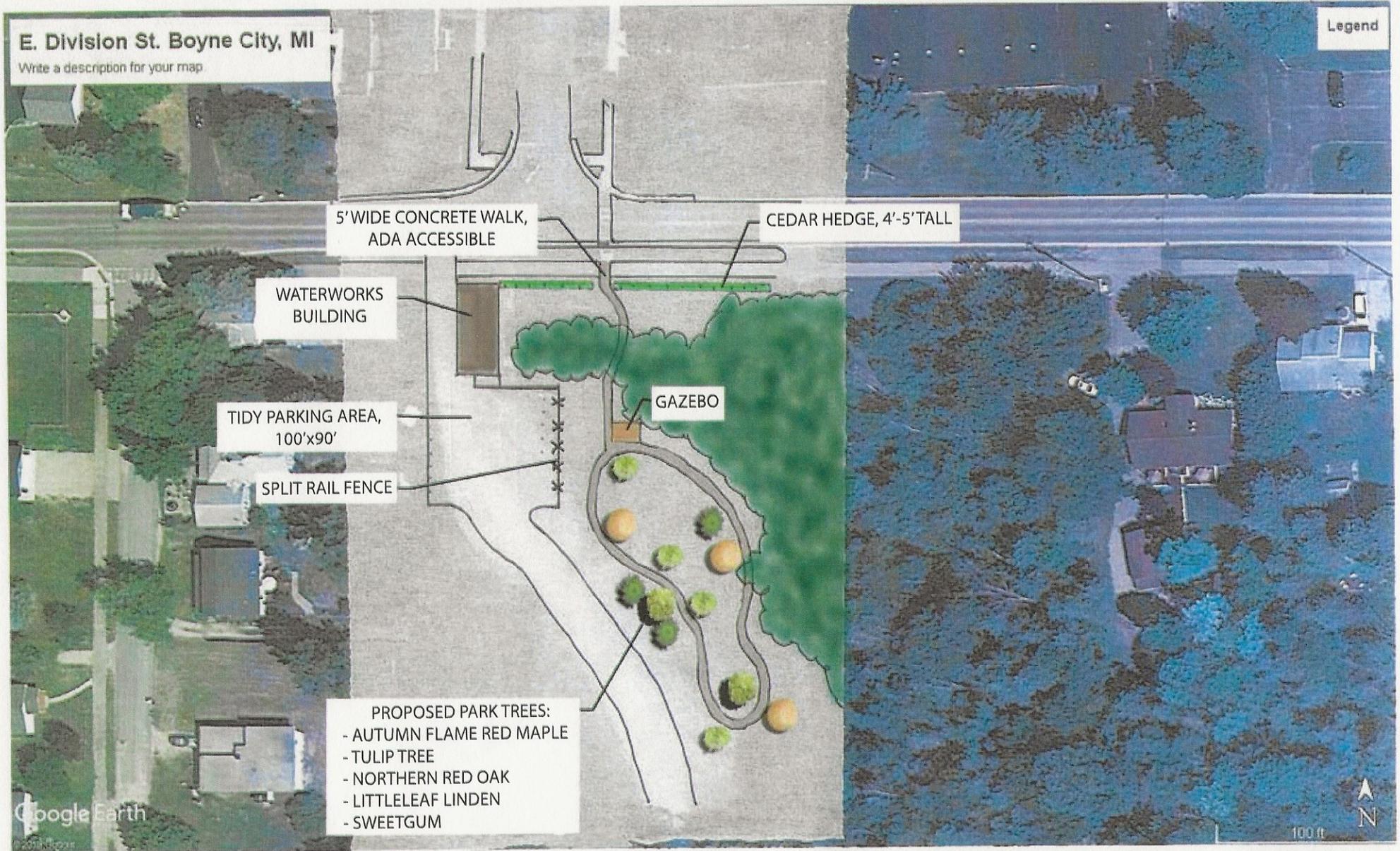
To: Parks & Recreation Commission
From: Tim Faas, Director of Public Works
Date: February 10, 2020
Subject: **Waterworks Park Concept Plan**



At the request of Hugh Conklin, the attached sketch was developed showing a concrete sidewalk, fencing and various plantings around the picnic gazebo constructed last year behind the 1910 Building on Division Street.

I took the sketch Hugh provided and overlaid the proposed entrance road to Avalanche that was presented at the last public meeting in January. With some minor modifications, the items appear to fit with that plan, if adopted.

Encl: Sketches of Waterworks Park dated 1/26/2020



WATERWORKS PARK
 210 E. DIVISION ST.
 BOYNE CITY, MI 49712

SCALE: 1" = 100'
 JANUARY 26, 2020

JENNIFER M. AUSTIN, MLA

E. Division St. Boyne City, MI

Write a description for your map

Legend

relocate decorative street light
relocate poles CE

5' WIDE CONCRETE WALK, ADA ACCESSIBLE

CEDAR HEDGE, 4'-5' TALL

WATERWORKS BUILDING

GAZEBO

TIDY PARKING AREA, 100'x90'

SPLIT RAIL FENCE

- PROPOSED PARK TREES:
- AUTUMN FLAME RED MAPLE
 - TULIP TREE
 - NORTHERN RED OAK
 - LITTLELEAF LINDEN
 - SWEETGUM

FUTURE PARK ENTRANCE
PARKING

Google Earth



WATERWORKS PARK
210 E. DIVISION ST.
BOYNE CITY, MI 49712

SCALE: 1" = 100'
JANUARY 26, 2020

JENNIFER M. AUSTIN, MLA

PARKS & RECREATION CAPITAL PROJECTS

		Capital Materials & Services	Labor & Equip	Total		
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Proposed for FY 2020_2021						
1	Avalanche Park - Phase 1	Parking Lot and Sidewalks at Base Area & Slope Stabilization	\$170,000	\$0	\$170,000	
2	Open Space - Phase 1	Parking Lot and Bike Path	\$100,000	\$7,520	\$107,520	
3	Boyne Valley Trail (Airport Trail Head Path)	Bathrooms & parking lot improvements	\$20,000	\$0	\$20,000	
4	Ridge Run Dog Park	Agility Area	\$10,000	\$3,760	\$13,760	
5	Rotary Park Fields	Baseball Field Surface & Safety Netting btw Softball Fields	\$33,000	\$0	\$33,000	
6	Boyne Forest Trail System	Trailhead Parking Lot & Pathway	\$45,000	\$15,040	\$60,040	
7	Rivermouth Restrooms	Design & Permitting	\$25,000	\$0	\$25,000	
8	Log Cabin Relocation	Disassemble, move, re-erect on slab	\$25,000	\$0	\$25,000	
9	John Street Road End Park Erosion Control	Shoreline Protection	\$22,000	\$0	\$22,000	
10				\$0	\$0	
			Sub-total =	\$450,000	\$26,320	\$476,320
<hr/>						
less Grant Revenues						
			Charlevoix Co Millage Allocation	-\$45,000		
			MDNR Trust Fund	-\$155,000		
			Net Amount Requested =	\$250,000		