

**Meeting of the
BOYNE CITY
PARKS AND RECREATION COMMISSION**

Thursday, February 7, 2013

6:00 p.m. at City Hall



*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
3. APPROVAL OF MINUTES
 - A. Approval of the January 3, 2013 meeting minutes
4. CITIZENS COMMENTS (non-agenda items – limit to 5 minutes)
5. DIRECTOR’S REPORT
6. CORRESPONDENCE
 - A. Michigan Fitness Foundation via Jim Harrington
 - B. Health Department of Northwest Michigan
7. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES
 - A. Park Inspection Reports
8. UNFINISHED BUSINESS
 - A. Avalanche Signage sub-committee update
 - B. Dog Park update
 - C. Boyne City/Charlevoix Rd. non-motorized trail update
 - D. Boyne City to Boyne Falls Trail update
 - E. New Board Member Recruitment
9. NEW BUSINESS
 - A. Park Rules & Enforcement – Police Chief Jeff Gaither
 - B. Irish Boat Shop request for staging area at Peninsula Beach (Harbor Marina dredging)
 - C. 2013/14 FY Budget
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
 - A. Next meeting of the Boyne City Parks and Recreation Commission is scheduled for Thursday, March 7, 2013 - 6 p.m. at City Hall
 - B. Charlevoix County Parks & Recreation mtg. 5:30pm February 18, 2013 (Boyne City)
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*

ATTENDANCE RECORD
Parks & Recreation Commission
FY 2012 – 2013

Member	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April
Awodey, Lou	P	P	E	P	P	P	P	-	-			
Kuhn, Bill	A	P	P	E	P	P	E	P	P			
Meeder, Heath	-	-	P	P	E	P	E	E	P			
Sheean, Mike	P	P	P	P	P	P	P	P	P			
Sheets, Marie	P	P	P	P	P	P	P	P	P			
Wehner, Carl	E	P	P	E	P	P	P	-	-			
Swift, Jerry	P	P	P	P	P	P	P	P	P			
Gail VanHorn	P	E	P	P	P	P	P	E	P			

P=Present
A=Absent
E=Excused

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Approved: _____

**MEETING OF
JANUARY 3, 2013**

**RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY
PARKS AND RECREATION COMMISSION MEETING HELD AT
6:00 P.M. AT CITY HALL ON THURSDAY, JANUARY 3, 2013.**

CALL TO ORDER

Meeting was called to order by Chair Sheets at 6:00 p.m.

ROLL CALL

Present: Jerry Swift, Mike Sheean, Marie Sheets, Gail Van Horn, Heath Meeder and Bill Kuhn

Absent: None

**MEETING
ATTENDANCE**

City Staff: Streets/Parks & Recreation Superintendent Andy Kovolski,
Recording Secretary Barb Brooks

Public Present: Two

Meeder informed the board that he had asked to be excused from both the November and December meeting as he was out of town. He had been excused for the November meeting but not December.

MOTION

VanHorn moved, Sheean seconded, PASSED UNANIMOUSLY a motion to excuse Meeder from the December 6, 2012 meeting.

**APPROVAL OF
MINUTES
MOTION**

Sheean moved, Meeder seconded, PASSED UNANIMOUSLY, a motion to approve the December 6, 2012 meeting minutes as corrected (adjournment date).

CITIZENS COMMENTS

Eric Leaman representing 4-H Soccer inquired about desired improvements at Rotary Park for the soccer program which include; barriers to keep vehicles off the field, an additional field and bleachers. Leaman stated the program is growing but they are limited because of the number of fields. He also stated there are opportunities for tournaments and things if we had the fields and amenities. The board suggested thanked Mr. Leaman for attending the meeting and suggested that he work with city staff to come up with a more formal request/proposal to bring back to the board for review.

DIRECTOR'S REPORT

- Avalanche is up and running. The staff includes Bud Ferris and Bill Kuhn. The hours of the warming house are Monday – Friday from 4 – 9 p.m. and Saturday and Sunday from 11 a.m. – 9 p.m. Avalanche also was heavily used over the holiday.
 - Budget item discussions will be placed on the February agenda.
-

CORRESPONDENCE

Email received from Karlie Parker regarding Avalanche sledding & skating.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES**Park Inspections**

- Kuhn reported that Avalanche was as busy as he has ever seen it. “Unbelievably busy”. The Christmas/New Year holiday brought people vacationing in the area from all over the nation and few other countries. He compared it to the 4th of July in Boyne City. He also stated that he witnessed a great deal of users other than the skating rink and sledding hill; including walkers and disc golfers. There was a great deal of positive feedback from the users. Many of the users/guests were sent by Boyne Mountain as they did not have their tubing or skating facilities up and running. Kuhn directed many of these people to downtown establishments for lunch and dinner.
 - Other members of the board reiterated the amount of use they witnessed and positive feedback they received regarding Avalanche over the holiday.
-

UNFINISHED BUSINESS

Avalanche Trail Signage update

The committee is meeting later in the month and will have an update at the February meeting.

Dog Park

Sheean reported that he introduced the idea of a dog park at the Charlevoix County Parks and Recreation meeting. It was discussed that the interest seems to come from more than just City residents. Whiting Park was discussed as a possible location. It was also discussed that it still is worth the city considering having one located in town. It would be one more thing Boyne City has that could draw people to Boyne City and businesses located within. The general consensus from the board was to continue to research the prospect, logistics, costs, funding concerns and opportunities, maintenance, etc. and have more board discussion prior to recommending anything formal to the City Commission.

Boyne City/Charlevoix Rd. Trail Update

Sheean had no new information to report

Boyne City to Boyne Falls Trail Update

Sheean reported that there isn't anything new on the forefront. The committee continues to remain optimistic and still anticipates moving forward one step at a time.

Board Member Recruitment

No new board applications have come in at this time. It was suggested to put out some type of notice that we are looking for members.

MOTION

Brooks brought to the board's attention with the resignation of Carl Wehner; the board does not have a vice-chair. After board discussion, Kuhn moved, Sheean seconded, **PASSED UNANIMOUSLY** to nominated Jerry Swift as the board vice chair. Swift accepted.

NEW BUSINESS

None

NEXT MEETING

The next regular meeting of the Parks and Recreation Board is scheduled for Thursday, February 7, 2013 at 6:00 p.m. at City Hall.
(VanHorn stated that she would be absent for February and March meetings as she will be out of town)

ADJOURNMENT
****MOTION**

The January 3, 2013 meeting of the Parks and Recreation board was adjourned at 6:45 p.m.

Barb Brooks, Recording Secretary

MICHIGAN FITNESS FOUNDATION

Agenda Item 6A

GOVERNOR'S COUNCIL ON PHYSICAL FITNESS

Thomas Minter
Chair
Paul J. Barbeau
Doreen Bolhuis
J. Bryan Dixon, M.D.
Ted Hillary
Lila Lazarus
Ceil (CJ) Lee, II
Florine Mark
Peaches McCahill
Michelle Phillipich
James M. Pivarnik, Ph. D.
Anuja Rajendra
Terence A. Thomas, Sr.
Cynthia Vander Sloot
Ronald Winter

MICHIGAN FITNESS FOUNDATION BOARD

Terence A. Thomas, Sr.
Chair
Mary Zatina
Vice Chair
Peaches McCahill
Associate Vice Chair
Dale L. Shugars
Secretary/Treasurer
Laura Appel
Deborah Cherry
Jan Christensen
Bobby Crim
Debbie Dingell
Bary A. Franklin, Ph. D.
Geraldine Jackson
Florine Mark
Thomas Minter
Julie L. Novak
Jacqueline Shinn
Dawn Siggett
Senator Gretchen Whitmer

Ex Officio
Sandra R. Knollenberg

PRESIDENT AND CEO
Marilyn R. Lieber

September 6, 2012

Jim Harrington
3434 M-119 Highway
Harbor Springs, MI 49740

Dear Jim Harrington,

Congratulations! The Michigan Fitness Foundation is pleased to announce that Boyne City has earned a Bronze award as part of the 2012 Promoting Active Communities Program. Boyne City is part of a growing movement throughout Michigan to generate more vibrant, active, and economically viable communities where all ages and abilities can thrive. Boyne City has joined a network of 141 Michigan communities in 57 counties who have participated in the Promoting Active Communities (PAC) Program and earned an award since 2000.

The PAC Program is like no other in the country. By completing the online self-assessment and earning an award, Boyne City is recognized for using innovative approaches to make it easier for residents to lead more active lifestyles through supportive programs, public policies and community design. You are to be commended not only for your efforts to complete the PAC assessment, but also for helping Boyne City become a healthier community!

Each community is celebrated for their efforts, receiving one of five award levels or an honorable mention. Platinum is the highest award level, while an honorable mention acknowledges communities that are working to establish the foundation for an active community. PAC team members are encouraged to periodically re-assess their community to see improvements and move up the awards ladder. The level of awards are as follows:

- Honorable Mention:** Communities are at the first stages of embracing active living.
- Copper:** Communities have made a commitment to becoming a healthier place to live and have begun to take steps toward removing barriers to physical activity.
- Bronze:** Communities have taken important steps toward making it easy for people to be active.
- Silver:** Communities have achieved significant progress toward making it easy for people to be active.
- Gold:** Communities can document outstanding achievements in making it easy for people to be active.

Revs 1-8-13

Platinum: Communities are models of commitment to healthy, active living.

A news release announcing all PAC awards will be distributed to media outlets statewide within the next week. To help you celebrate at the local level, I will send you your award. I encourage you (or another key community member) to present the award at a public meeting (e.g., city council or planning commission, etc.) so that all of your efforts and achievements do not go unnoticed. I also encourage you to extend an invitation to your legislators and other key community members, including the media.

To assist you with this, I will send you a script and/or brief PowerPoint presentation that you can customize and use. In addition, I will provide suggestions on how to share your community's achievement through social media. You will also receive a personalized community news release template to help you share your accomplishments with media contacts in your community or region.

A community feedback report will soon be published on the Promoting Active Communities website: <http://mihealthtools.org/communities/> (accessible with your username and password). This report offers a great way to share the assessment results with your PAC team and others interested in promoting health in your community. Utilizing the feedback report as an evaluation tool is a great way to see where your community excels. You will receive an email to notify you when the report has been published.

Congratulations again on achieving this award! I encourage you to continue collaborating with your partners to promote active, healthy lifestyles in your community and to use the PAC assessment results to enhance the community planning process. The energy and determination you have put forth has created momentum that will ensure Michigan is a healthy place to live, work and play for years to come. Thank you for all of your efforts.

Sincerely,



Sarah L. Panken
Active Communities Director

The Promoting Active Communities Program is brought to you by the Michigan Department of Community Health, Michigan Fitness Foundation, Michigan State University and the Prevention Research Center of Michigan.



HEALTH DEPARTMENT

of Northwest Michigan

Administrative Office
220 W. Garfield Ave.
Charlevoix, MI 49720
231 547 6523
231 547 6238 - fax

January 14, 2013

209 Portage Dr.
Bellaire, MI 49615
231 533 8670
231 533 8450 - fax

Dear Mr. Cain,

205 Grove St.
Mancelona, MI 49659
231 587 5052
231 587 5313 - fax

As tobacco prevention coordinator for the Health Department of Northwest Michigan, I am reaching out to the City of Boyne City to offer my assistance to establish tobacco policy for tobacco free parks.

3434 M-119, Suite A
Harbor Springs, MI
49740
231 347 6014
231 347 2861 - fax

Exposure to secondhand smoke is harmful to health. Even in outdoor settings air pollution from outdoor tobacco smoke can be quite high near active smokers. There is no safe level of exposure to secondhand smoke. Tobacco-free policies help to change community norms, and provide a positive tobacco-free model to children.

95 Livingston Blvd.
Gaylord, MI 49735
989 732 1794
989 732 3285 - fax

The Health Department of Northwest Michigan Tobacco Reduction Coalition would like to work with you to ensure that the City of Boyne City join the growing number of communities in Michigan that have already made their parks and beaches tobacco-free. We should follow their lead and create a healthier community for residents and visitors to our area to exercise, relax, and enjoy the beauty of the outdoors.

Dental Clinics North
Administrative Office
220 W. Garfield Ave.
Charlevoix, MI 49720
231 547 6523
231 547 6238 - fax

I have enclosed a packet of information on tobacco free parks and beaches as well as policy language. I will be following up with you in a few weeks, but if you have any questions please do not hesitate to call me. Thank you.

Hospice of Northwest
Michigan
220 W. Garfield Ave.
Charlevoix, MI 49720
800 551 4140
231 547 1164 - fax

Sincerely,

Northern Michigan
Regional Lab
95 Livingston Blvd.
Suite D
Gaylord, MI 49735
989 732 1794
989 732 3285 - fax

Susan Pulaski, MA
Community Health Coordinator
Tobacco Reduction Coalition Coordinator
Health Department of Northwest Michigan
3434 M-119, Suite A, Harbor Springs, MI 49740
P: (231) 347-5813
F: (231) 347-2861
s.pulaski@nwhealth.org



Rec'd 1-14-13

Tobacco-Free Parks and Beaches

Frequently Asked Questions Michigan

What is current Michigan law on smoking and tobacco use outdoors?

There is currently no state law that regulates smoking and tobacco use outdoors.

Are local units of government free to enact policies restricting tobacco use in outdoor areas?

Yes. Neither federal nor state law prohibits local governments from regulating tobacco use outdoors.

What types of policies may be enacted to regulate tobacco use in local parks and beaches?

The type(s) of policy(ies) available to a local unit of government in choosing to regulate tobacco use in its outdoor areas, parks, and beaches depends to some extent on what type of jurisdiction is enacting the policy, and is determined locally. In general, the following applies:

- County Regulation
- City Ordinance
- Policy
- Resolution

Is there a model policy available?

Yes. There are several model policies available that can be localized. Technical assistance with policy development and adoption is available through the Michigan Department of Community Health Tobacco Program and the Smoke-Free Environments Law Project based in Ann Arbor, Michigan.

How is enforcement of a tobacco-free parks and beaches policy handled?

Community education, prominent and clear signage, and staff education work well for enforcing this type of policy.

What are the benefits of tobacco-free outdoor recreation areas, including parks and beaches?

Benefits of tobacco-free outdoor recreational areas are numerous. Health benefits include protection of nonsmokers from secondhand smoke exposure, protection of young children from toxic cigarette butts and other tobacco litter, and positive role modeling for youth. Benefits to the environment include reduced tobacco litter, cleaner waterways, protection of marine and wildlife from toxic tobacco litter, and reduced risk of fire. Maintenance costs may be reduced due to reduced staff time needed for litter and waste clean up.

Charlevoix County Parks
5820 Lake Shore Rd.
Boyer City, Michigan 49712

January 22, 2013

Due to changes in the Transportation Bill in D.C. (MAP-21) the Transportation Enhancement Act Grant administered by MDOT, has been made considerably smaller and is now the Transportation Alternatives Program. I was informed by the MDOT grant coordinators that we will have to scale back the project.

2012 Phase 2 Project Descriptions

Phase 2 of the Boyne City/Charlevoix Non-motorized Trail would have begun in Charlevoix Township, connecting the Little Traverse Wheelway at the corner of Waller Rd. and US-31, extending down the Boyne City/Charlevoix Rd. to midway between Burgess and Maple Grove Road at Camp Seagull in Hayes Township. The approximate distance is 6.2 miles. The estimated total cost of project was \$2,900,000.

Funding proposed for 2012 Phase 2 was as follows:

MDOT -Transportation Enhancement Act Grant:	\$2,200,000
Michigan Natural Resources Trust Fund:	\$300,000
Charlevoix County Community Foundation	\$250,000
Local Townships:	\$50,000
Other Local Match and Grants:	<u>\$100,000</u>
Total Project Cost	\$2,900,000

I will need to apply for new, or resubmit scaled back grants for Phase 2 of Boyne City to Charlevoix Non-motorized Trail. The Michigan Natural Resources Trust Fund Grant has to be submitted by April 1, 2013

I'm working with the Charlevoix County Parks Committee to locate and recommend a shorter route with a new destination point.

Possible options for scaled back 2013 Phase 2 routes:

1. Resubmit a scaled back 2012 Phase 2 project, reducing the distance from 6.2 mi ending at Camp Seagull to about 3 miles in length, with a good destination point. Continue with Phases 3 and 4 along BC/Charlevoix Rd. as funding allows.
2. Continue the BC/Charlevoix Trail where Phase 1 ends at the Evangeline/Bay Township line (Park of the Pines) and proceed with detached trail (aprox1.6 mi) and connect to the new attached shoulder in Historic Horton Bay which has a beautiful Lake Charlevoix road end, continue on new shoulder across Horton Creek and end at Pin Cherry Rd. Pin Cherry Rd. could be a "Bike Route" having signs only and would connect to the Little Traverse Wheelway at Bay Shore. Continue with Phases 3 and 4 along BC/Charlevoix Rd. as funding allows.
3. Open for discussion.

Please contact me if you have any questions or ideas to keep this great project ongoing.

Thank you,

Ross Maxwell – Director

231-582-7040

maxwellr@charlevoixcounty.org



City of Boyne City
 Mr. Michael Cain, Manager
 319 N. Lake Street
 Boyne City, MI 49712

Andy Kovolski, Superintendent

January 14, 2013

COPY

Dear Michael; *Andy*;

Irish Boat Shop is moving along toward dredging for the Harborage Marina owners again this spring. As you are aware, we have been speaking with Mr. Andy Kovolski, the City Street Superintendent about utilizing the Cities street sweeper and operator to assist us in minimizing the mud impact of the dredging on city streets.

We have requested, and Andy has agreed, to have the street sweeper make four trips per day from the Harborage Marina exit drive just south of the office, down Front Street for a half a mile or so, to sweep up any mud that is tracked out of the drive by the trucks hauling the mud. We will start by utilizing a dump site out Marshall Road so we will be going south. If that site becomes untenable, we will utilize a site owned by Steve Smith on the BC/EJ Road so we go north (probably in the Harborage parking lot) to Pleasant Street to Division and to the BC/EJ road. In that case we would have the sweeper keep Front and Pleasant clean. We anticipate that each trip will take less than an hour at \$108.22/hour and we will build that cost into our actual proposal to the Harborage. Payment to the City could be made on a weekly basis or otherwise at your request.

Secondly, the Harborage has requested a price to remove much of the rock and underlying dirt adjacent to what they term as the "Peninsula" separating the Harborage basin from the City beach to the north. The purpose is to regain some of the slip length of the northern most finger docks that has been lost due to encroaching rock as the water level declines. This will require construction equipment-loader, skidster, and trucks to work alongside the Harborage sidewalk and in the City right of way to the lake to collect the rock and dirt being removed, and then the same equipment to deliver quarried rock from 3" to 9" in diameter to the excavator that will work along the harbor side of the sidewalk. The trucks would access the turnaround on the dead end street located on the lake side of Front Street at the end of Pleasant Street. We propose to use the grassy areas adjacent to the turnaround as a collection area from which to load the trucks with the departing rock and soil, and then to deposit the new quarried rock nearby the same area for delivery to the excavator by the skidster. The edge of the blacktop paving would be protected with gravel and after the removal and reinstallation of the dirt and rock, the gravel would be removed and the grassy areas recovered with black dirt and hydro-seeded. Obviously, care would have to be taken to avoid damaging blacktop paving, trees, and utility structures in the area and we would be responsible for repairs for any damage done. We will take photographs of the area prior to our work. Our goal, upon completion, would be to have the area look exactly as it does presently.

I would be happy to come and walk the area to discuss the projects or to review the options and extent of the work at your convenience. If you wish to know more please feel free to call me as well. If you have no objections to the plan would you please advise so that we may finalize our proposal?

Awaiting your reply, Sincerely,

Clifford D. Biddick

Clifford D. Biddick, VP
 Irish Boat Shop, Inc.

cc: Andy Kovolski, Street Superintendent

PARKS AND RECREATION

General Fund
Fund Code: 101-751
Expenditures

Code	Account Title	Prior yr FYE 2011	Current Year FYE 2012		Proposed FYE 2013
			Budgeted	Projected	
702	Salaries/Wages: Part Time	8,875	7,000	5,000	7,000
705	Salaries/Wages: General Parks	48,121	65,500	60,000	75,621
709	Overtime	3,062	2,700	2,500	2,500
713	Insurance: Medical	20,742	22,000	19,000	21,000
714	Social Security	4,555	5,600	5,600	5,600
715	Pension	0	500	500	500
716	Unemployment Compensation	46	160	900	900
719	Vacation/Sick Time	(796)	3,600	3,600	3,600
727	Supplies	23,110	25,000	25,000	25,000
730	Maintenance	11,791	18,000	12,000	14,000
738	Civic Projects	1,000	1,000	1,000	1,000
740	Utilities/Telephone	16,638	22,000	20,787	22,000
808	Professional Services	0	5,000	0	5,000
818	Contracted Services	18,443	18,000	20,000	20,000
860	Motor Pool	52,919	52,000	45,000	50,000
910	Ins: Liability/Equipment	1,168	1,600	1,200	1,200
911	Workers Compensation	573	700	424	600
970	Capital Outlay/Equipment	9,051	18,000	8,841	20,000
975	Avalanche Improvements	0	8,000	9,396	11,000
	TOTAL	219,298	276,360	240,748	286,521

A. MISSION STATEMENT

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

B. PERSONNEL

Andy Kovolski Parks Director
Keith Hausler..... Parks Foreman
(Also a Heavy Equipment Operator in Street Department)

C. LINE-ITEM CLARIFICATION

705 - Salaries/Parks General Wages\$ 75,621

727 - Supplies\$ 25,000

This item covers materials related to all of the parks, including paper products, garbage bags, 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\$ 1,000

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

a. Swim school . . . \$1,000

970 - Capital Projects\$ 20,000

Replace lavatory privacy stalls, purchase tables and benches

975 - Avalanche Improvements\$ 11,000

Replace windows at warming house, view corridor maintenance and signage
Improvement / upgrades