



**Meeting of the  
BOYNE CITY  
PARKS AND RECREATION COMMISSION  
Thursday, March 14, 2019  
5:00 p.m. City Hall  
(Training/Mtg. Room - downstairs)**



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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 February 14, 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. Budget & Parks / Buildings Rental Fees
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
  - A. Next meeting April 11, 2019 @ 5 p.m.
12. ADJOURNMENT

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contact Boyne City Hall for assistance:  
Cindy Grice, City Clerk, 319 North Lake Street, Boyne City, Michigan 49712 (231) 582-0334*





Approved:

**Meeting of  
February 14, 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, FEBRUARY 14, 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, Lisa Alexander, and Hugh Conklin

Absent: Jo Bowman, Greg Vadnais, and Gow Litzenburger

**Meeting Attendance**

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

Public Present: five (5)

**Excused Absences  
\*\*MOTION**

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

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

**Conklin moved, Alexander seconded, PASSED UNANIMOUSLY** a motion approving the January 10, 2019 meeting minutes as presented

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

None

**Director's Report**

Director Faas provided a written report included in the agenda packet and also updated the board on the Rotary Park tennis court issue. The solution to fixing the problem is a mill and fill resurfacing process that will take place this summer. Ongoing discussions will take place regarding financial responsibility.

**Correspondence**

None

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

**Park Inspection Reports –**

- Avalanche sledding, skating and warming house getting a lot of use. Report of skates not being sharpened and discussion on who should be doing it and how often. Trails also continue to be groomed and used.
- Sterling reported that she checked in at the dog park and reported that the gates were being kept clear of snow and was definitely getting use.

**Unfinished Business**

None

## New Business

### **Park(s) Use Special Request – Youth Baseball Tournament**

Travel baseball organizer John Bush requested use of several baseball and softball fields throughout the summer to hold a series of baseball tournaments. The travel baseball teams are made of kids between the ages of 10 – 18. The tournaments are a great opportunity for our area youth to play more ball, not have to travel as much and it will bring a lot of people to town to experience Boyne City. Little League organizer Clyde Payton stated he is in favor of the tournaments and the schedule does not conflict with their use of the field. The board had some concern regarding the use of the Little League field during Boyne Thunder weekend. Bush stated they could utilize the other fields during that weekend. **Conklin moved, Sterling seconded, PASSED UNANIMOUSLY** a motion to support the applications for holding the proposed baseball tournaments with the exception of the Little League field / waterfront during Boyne Thunder weekend.

#### **\*\*MOTION**

### **Friends of the Boyne River - Boyne River Nature Trail Signage**

#### **\*\*MOTION**

Included in the agenda packet was a sample of educational signs that are being proposed for the Boyne River Nature Trail; a wetlands identification sign and 2 or 3 species identification signs. The signs will be purchased and installed with grant funds so there is no cost to the City. **Conklin moved, Alexander seconded, PASSED UNANIMOUSLY** to recommend approval of signs and for Friends of the Boyne River to work with staff regarding installation and placement.

### **Project Priorities Goals and FYE 2020 Budget**

Director Faas conducted an exercise to help determine the board's priorities and projects that should be considered for funding during the budget process.

### **Appointment of new board member**

#### **\*\*MOTION**

Robert Weick has expressed an interest in serving on the Parks & Recreation board. There is a current opening due to the resignation of Tom Smith. Weick shared that he has interest in serving the City and a passion for parks and recreation. While not from the area, he has lived in many communities around the country and ultimately chose to make the move to Boyne City several years ago to become a full-time resident. **Alexander moved, Sterling seconded, PASSED UNANIMOUSLY** to recommend the appointment of Robert Weick to the Parks and Recreation Commission to fill the remainder of Tom Smith's term expiring December 31, 2020.

### **Adjournment**

The February 14, 2019 meeting of the Parks and Recreation Board was adjourned at 6:46 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: March 11, 2019  
Subject: **March Update Report**

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

1. The garage door on the maintenance building at Avalanche Preserve suffered a spring failure on March 7, 2019. As a result, the door was stuck in the closed position. It is a very heavy solid core door (i.e. three staff could not lift it). The ice rink broom and the fat bike trail groomer were trapped inside. A temporary repair was completed on March 11, 2019. We are awaiting replacement parts, but the equipment is now accessible.
2. We have posted for our three (3) seasonal laborers, two (2) are assigned to parks. The applications are due on/or before April 1<sup>st</sup>. Please encourage good people to apply.
3. A second memorial bench request was received this year. It is for Betty Shaver who was involved with the garden club. After discussing the idea of other types of memorials with her daughter, a sketch was provided depicting a boulder flanked stone bench with a separate plaque. At the April Parks & Recreation Commission meeting, I thought we might brainstorm ideas on the types of memorials we should encourage/allow.
4. Some capital items requested had to be cut from the 2019/2020 budget. A separate action item is included in the packet on revenues and expenditures.

Encl:

## CITY OF BOYNE CITY

To: Parks & Recreation Commission  
From: Tim Faas, Director of Public Works  
Date: March 11, 2019  
Subject: **2019/2020 Budget Recommendations**

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### **BACKGROUND:**

Below is the list of capital projects that is being recommended to the City Commission, following review by the City Manager:

1. Open Space Design – Phase 1	\$25,000
2. Avalanche Design – Phase 1	\$35,000
3. Boyne Valley Trail Design & Inspection	\$81,000
4. Riverside Park	\$3,000
5. Avalanche Picnic Shelter	\$6,000
6. Rotary Park Soccer Field Parking Posts	\$6,000
7. Boyne Valley Trail Construction	\$35,000
8. Peninsula Beach Playground	\$10,000 *
9. Avalanche Trail Signage & Bike Racks	\$11,950 *
10. Miscellaneous Capital Items	<u>\$62,000</u>
TOTAL =	\$274,950

\* these projects contingent on receipt of Charlevoix Co parks millage allocation

The \$59,000 in funds requested for the Phase 1 of the connector trail in the city (West Michigan to Old City Park) had to be cut as the general fund was short of available funds.

Attached are the current Park Fees which I'd like to discuss with the Parks & Recreation Commission. Fiscal year-to-date in 2018/2019, the total park fees paid were \$2,675 from 45 reservations processed.

### **RECOMMENDATION:**

It is my recommendation that the Parks & Recreation Commission consider increasing the Parks Fees to help offset the operating costs in the city general fund.

Encl: Current Fees

MISCELLANEOUS FEES

1 May 2018 - 30 April 2019

**STREET FEES**

**ROAD CUTS**

	<u>2018 FYE</u>	<u>2019 FYE</u>	<u>Change</u>	<u>% Increase</u>
Permit Fee	\$25.00	\$25.00	\$0.00	0.0%
(Plus cost of Repairs)	Time and Material + 15%			
Sand/salt (5 gallons)	\$10.00	\$15.00	\$5.00	33.0%
(1 yard)	N/A	N/A	\$0.00	0.0%

**PARK FEES**

Veterans Park Pavillion	\$50.00	\$50.00	\$0.00	0.0%
Rotary Park Pavillion	\$50.00	\$50.00	\$0.00	0.0%
Old City Park Gazebo	\$50.00	\$50.00	\$0.00	0.0%
1910 Building	\$50.00	\$50.00	\$0.00	0.0%
River Trail Pavillion	\$50.00	\$50.00	\$0.00	0.0%
Avalanche Warming House(off season only)	\$50.00	\$50.00	\$0.00	0.0%
Non-Profit Organization	No charge	No charge		

Reservation fee is due within 2 weeks of the date the reservation is taken.  
 Payment is refundable if there is a minimum of two weeks notice prior to the date of the event.  
 If the shelter is not left clean, a fee may be assessed.

Skate Sharpening	\$3.00	\$3.00	\$0.00	0.0%
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**AIRPORT FEES**

**CARS**

Overnight	\$2.00	\$2.00	\$0.00	0.0%
Weekly	\$10.00	\$10.00	\$0.00	0.0%
Monthly	\$25.00	\$25.00	\$0.00	0.0%
Six Month	\$75.00	\$75.00	\$0.00	0.0%
Yearly	\$125.00	\$125.00	\$0.00	0.0%
Boat Trailer Parking-Daily Fee	\$5.00	\$5.00	\$0.00	0.0%
Boat Trailer Parking-Weekly Fee	\$25.00	\$25.00	\$0.00	0.0%
Boat Trailer Parking-Monthly Fee	\$50.00	\$50.00	\$0.00	0.0%
Boat Trailer Parking- Seasonal Fee	\$150.00	\$150.00	\$0.00	0.0%

**AIRPLANES**

Overnight	\$5.00	\$5.00	\$0.00	0.0%
Monthly - hard surface	\$30.00	\$30.00	\$0.00	0.0%
Monthly - grass	\$30.00	\$30.00	\$0.00	0.0%
Fuel (Market Rate +)	\$0.40	\$0.40	\$0.00	0.0%

**AIRPORT HANGERS**

	<u>2018 FYE</u>	<u>2019 FYE</u>		
Airport Commercial Operator Permit (3 years)	\$25.00	\$25.00	\$0.00	0.0%
Regular-Monthly*	\$200.00	\$200.00	\$0.00	0.0%
Regular+Garage -Monthly*	\$235.00	\$235.00	\$0.00	0.0%
Small Garage Only-Monthly*	\$105.00	\$105.00	\$0.00	0.0%
Daily- Any Size	\$60.00	\$60.00	\$0.00	0.0%
Weekend- Fri & Sat	\$100.00	\$100.00	\$0.00	0.0%

Deposit= One Month Rate

\*Pay 10 months in advance/at once get 2 months free