



**Meeting of the
BOYNE CITY
PARKS AND RECREATION COMMISSION
Thursday, September 10, 2020
5:00 p.m. **Veterans Park Pavilion****



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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 August 13, 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. Avalanche Signage
9. NEW BUSINESS
 - A. Charlevoix County Community Foundation Geographical Enrichment Grant
 - B. Student Board Member
 - C. Veterans Park Pavilion Fees
 - D. Accept the resignation of Heather Huffstutler
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
 - A. Next regular meeting October 8, 2020 @ 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
August 13, 2020**

RECORD OF THE PROCEEDINGS OF THE **REGULAR BOYNE CITY PARKS AND RECREATION COMMISSION MEETING** HELD AT 5:00 P.M. AT ROTARY PARK ON TUESDAY, AUGUST 13, 2020.

Call to Order

Meeting was called to order by Vice Chair Sterling at 5:04 p.m.

Roll Call

Present: Tom Smith, Diane Sterling, Rob Weick, Hugh Conklin

Absent: Mike Sheean, Greg Vadnais, Lisa Alexander, Heather Huffstutler
(NO QUORUM)

Meeting Attendance

City Staff: DPW director Tim Faas

Public Present: none

Approval of Minutes

No action was taken

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

None

Director's Report

Faas handed out the hard copies of the final Parks & Recreation Plan 2020-2024 for the Commissioners. Faas updated the Commission on the Boyne Forest Trail parking lot and trailhead project which requires relocating the lot due to the presence of the landfill liner. Conklin asked if it made sense to delay until next year given the financial uncertainty and the delay. Faas explained that the delay in approval from the State should not take too long anticipating the project could still be built this year. Faas gave an update on the Avalanche Trail Signage project expecting the final designs to be ready for the September meeting. Faas also updated the Commission on the tennis court reconstruction which was recently completed.

Correspondence

None

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

Park Inspection Reports –

Conklin reported the following items from recent park inspections:

1. Fountain at the top of Avalanche is still non-functional
2. Signage from downtown along E Main is needed to direct trail users to the new Boyne Valley Trail
3. STOP sign at the intersection of E Main @ Boyne Avenue needs to be trimmed
4. The soap dispenser at Peninsula Beach rest room is missing
5. Signage at the River Mouth Rest Room is needed directing people to the rest rooms at the Veterans Pavilion and City Hall

6. Lawn area by the small boat launch is really damaged
7. Is there a plan for furniture for Veterans Pavilion, under the new canopies?
8. When will the board walk along the Boyne River be rehabilitated?
9. Aren't the mobi-matts at Peninsula Beach supposed to be rolled up and stored each season?
10. Is DPW planning to fill the holes at 6:05 the soccer field at Rotary Park?

Faas said he would address the items noted.

Smith reported the TOMMBA map & sign at the top of Avalanche along the ridge as missing. Conklin mentioned TOMMBA was replacing the signs due to animal damage.

User Groups – None

Unfinished Business

None

New Business

Board Member(s)

Sterling asked if student members were considered as members to the Parks & Recreation Commission. After some discussion, Faas said he would report back at the next meeting on the matter.

The September 10, 2020 regular meeting of the Parks and Recreation Board was adjourned at 6:05 p.m.

Barb Brooks, Recording Secretary

Adjournment

CITY OF BOYNE CITY

To: Parks & Recreation Commission
From: Tim Faas, Director of Public Works
Date: September 7, 2020
Subject: **September Update Report**

DocuSigned by:
Tim Faas
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Over the past month, Public Works has been engaged in the following items.

1. Hugh and Michael have both reached out regarding erecting wayfinding signage from the downtown area to the Airport Trailhead along the new Boyne Valley Trail. Michael suggested a meeting with the Boyne Valley Trail committee to discuss signage and trail maintenance standards amongst the various entities responsible.
2. We have received the soil erosion and driveway permits from the County for the Old Horton Bay Road property. I expect the EGLE approval soon. Construction on the parking lot & trailhead is scheduled for the last week of September.
3. The erosion control projects are moving forward, albeit slow. The drawings are mostly completed for the seven (7) priority sites.
4. The recent heavy rain events caused a wash out of the stone on the steep hill at the Boyne River Nature Area. The repairs will be done this month.
5. Two of the six memorial benches have been placed. The four other benches in Veterans Park are still on hold due to high ground water conditions. A Hemlock tree will be ordered with the city tree planting contract in October for a memorial to Pharmacist Bob Huff. Another tree will be added for the blue spruce that died in front of Café Sante in Sunset Park (to be donated by the Garden Club).
6. Heather Huffstutler sent us an email advising us she is resigning from the Commission since she has moved outside of the city limits.
7. I am still working with our net supplier to come up with a mid-court net for the pickleball courts that are located back-to-back. The original supplier we had in mind do not manufacture that type of net any longer.

CITY OF BOYNE CITY

To: Parks & Recreation Commission
From: Tim Faas, Director of Public Works
Date: September 8, 2020
Subject: **Avalanche Trail Signage**



In 2019 the City of Boyne City received a \$9,200 from the Charlevoix County Parks Millage allocation to install wayfinding signage along the multi-use trails at Avalanche. The project included the design, manufacturing and installation of forty (40) signs at key points along the roughly three (3) miles of hiking trails.

The layout of the sign locations and the specific sign designs were completed between December 2019 and August 2020, noting that the Wood Shop was closed from mid-March through late May due to the COVID-19 pandemic. A mock up design was received a couple of weeks ago and placed in the lobby of city hall for comments. To date, the comments have been very favorable with the following questions logged:

1. Will the signs be glued or glued and screwed to the wooden posts to prevent theft?
2. Is there a plan to develop a master trail map depicting both the mountain bike trails and the hiking trails?
3. What do the different colored signs mean?
4. What do the numbers mean?

I'd like your input on the final design so we can give the Wood Shop the approval to proceed with manufacturing. The installation is scheduled for the last week of September or first week of October.

CITY OF BOYNE CITY

To: Parks & Recreation Commission
From: Tim Faas, Director of Public Works
Date: September 8, 2020
Subject: Charlevoix County Community Foundation Grants



Applications for the Geographic Enrichment Cycle grants are due by October 1, 2020. The primary focus of this new category of grants is on a project that:

1. demonstrates collaboration,
2. addresses new needs or tries new approaches for existing needs,
3. encourages people to help themselves,
4. focuses on prevention of problems, and
5. avoids duplication of services.

The City of Boyne City is an eligible applicant. While not exactly this new category of grant, the City of Boyne City did receive a \$2,500 grant last year for the construction of a storage shed at the Ridge Run Dog Park.

This year I would recommend the City of Boyne City apply for the following:

Boyne Valley Trail Signage

This project would involve the design, manufacturing and installation of signs along the new Boyne Valley Trail.

- A trail committee exists that represents the various property owners and stakeholders (City of Boyne City, Boyne Valley Township, Boyne Mountain Resort and the North Country Bicycle Club) which shows significant collaboration.
- The signs and trail represents a need for the newly constructed trail.
- Signs will help users navigate the trail.
- Signs will help prevent users from being misdirected and enhance enjoyment of the trail.

A budget of \$5,000 should be sufficient for about twenty (20) signs.

I'd like your input on the above grant request and/or other needs that would be a higher priority.

Encl. Charlevoix County Community Foundation Grant Info



Geographic Enrichment Cycle

Purpose and Process

Revised 3/11/2020

The mission of the Charlevoix County Community Foundation (C3F) is to enhance the quality of life for all citizens of Charlevoix County, now and for generations to come. The Community Foundation helps people make a difference close to home by accepting contributions of all sizes. Each year, the Community Foundation makes grants that support a wide variety of organizations, schools, and municipalities in their work.

What is the purpose of the Geographic Enrichment Cycle?

The purpose of the Geographic Enrichment Cycle is to offer all eligible non-profit partners the opportunity to apply for project support on Beaver Island, in Boyne City, Charlevoix, and East Jordan through the Community Foundation. Individuals, couples, families, and businesses who advise funds at the Community Foundation (donor advisors) may choose to make grants through the cycle as well.

Eligible applicants include:

- 501(c)(3) tax-exempt non-profit organizations;
- All units of government;
- All educational institutions (preschool through college);
- Organizations described above that serve Beaver Island, Boyne City, Charlevoix, or East Jordan.
- Organizations that do not discriminate in hiring of staff or the provision of services.

When is the application deadline?

The Geographic Enrichment Cycle deadline is October 1 by 11:59 PM (Eastern), regardless of whether this is a weekday or weekend. The application will be available annually at www.c3f.org, beginning August 1.

What kinds of projects or programs are most likely to receive grant funding?

The Geographic Enrichment Cycle aims to attract requests that are focused on the people of and places in Charlevoix County's individual communities. There are enrichment funds dedicated to Beaver Island, Boyne City, Charlevoix, and East Jordan. Successful requests will include one or more of the following:

- demonstrates collaboration,
- addresses new needs or tries new approaches for existing needs,
- encourages people to help themselves,
- focuses on prevention of problems, and
- avoids duplication of services.

What kinds of grants are generally not funded?

The Community Foundation's grant cycles generally do not fund on-going operating expenses, annual fundraising campaigns, political campaigns, deficit spending, sectarian projects, or services normally supported by tax dollars.

What size grants are available in the Geographic Enrichment Cycle?

This cycle encourages grants of all sizes. This format does not limit the request to what the Community Foundation might be able to fund, but instead shows the organization's need. Endowed funds provide specific amounts for grant-making, but because many donor advised funds are less restricted, grants may be modest or quite generous in this Cycle. Community Foundation staff can provide additional guidance and information.

All grant applications require a cash contribution. How much is necessary?

It depends on the topic and scope of the project, but the expectation is that nonprofit partners will contribute to the budget of the project or program.

How does the Community Foundation make Geographic Enrichment Cycle grant decisions?

The Geographic Advisory Committees will review grant applications and recommend funding to the C3F Board of Trustees. The Community Foundation will also share these opportunities with donor advisors, who may choose make grant recommendations from their funds.

When will grant funding decisions be announced?

C3F staff will notify grant applicants following approval from the Community Foundation's Board of Trustees in early November.

What kind of follow up reporting is required?

The grant period is one year. A follow up report is available through the online grant portal to share about the successes of the program or project as well as the lessons learned. Providing photos is encouraged. Funded organizations will receive a reminder from administrator@grantinterface.com two weeks before the follow up report is due, then again one day prior to the due date, and once more if the report has not been submitted by the deadline. If the program or project is delayed or cannot be completed within the time period, the organization's representative should call the Community Foundation.

Are there any other requirements?

- All applications must be approved by the governing board of the applicant organization. The governing board is responsible for appropriate use of funds and project implementation.
- Grantees must be current with follow up reports for all previous grants in order to apply.
- Proposals from faith-based organizations must address community needs and
 - Have a clearly demonstrated public benefit;
 - Be fully accessible to all persons regardless of religious beliefs and lifestyle choices;
 - May NOT require anything in return for services provided. Examples: attending services or prayer groups and/or volunteering, etc.

How to Apply for a Geographic Enrichment Cycle Grant

Step 1: Contact Ashley Cousens to discuss your eligibility. If you are approved to apply, you will receive an access code for the online grant application. Call 231-536-2440.

Step 2: Visit www.c3f.org to log on to the online grant application (“Accepting Applications” link for the Geographic Enrichment Grant Cycle).

- If you have an account already, you may log on and proceed to the application using your access code.
- If you do not already have an account, you will need to create one. Each user needs their own username (email address and password) before proceeding to the application using the access code. The user who starts the application has editing rights for the application going forward.

Step 3: Complete the online grant application. You may save your work and return at any point prior to submitting your application. Once you submit your application, you will receive immediate confirmation via email.

If Funded...

The Community Foundation will share news of the grant decisions by phone after the Board of Trustees approves recommendations from the Advisory Committee. Applicant organizations will also receive a letter detailing the funding decision.

Request the grant check. In order to receive the grant check, the organization must contact the Community Foundation to confirm that the program or project is moving forward and requires the grant.

A follow up report is required within one year of the grant award. If the project is completed before one year is up, the organization may complete the report before the due date.

CITY OF BOYNE CITY

To: Parks & Recreation Commission
From: Tim Faas, Director of Public Works
Date: September 8, 2020
Subject: Student Member on Parks & Recreation Commission



At the August meeting of the Parks & Recreation Commission a discussion occurred about possibly considering a student member on the commission in the future.

A few days later, the City of Boyne City Main Street Director received an inquiry about the same matter from a local student (Liam Dryer, who serves on the City of Charlevoix DDA Board). He represents a student group called "Government for Tomorrow" which promotes youth involvement in local government.

Since then, a meeting between Liam and staff representatives of the City of Boyne City Main Street, Library, Chamber of Commerce and Parks & Recreation Department was held. All four staff that participated are interested in exploring the option of having a student member after listening to Liam's request.

Liam has prepared some information materials and a draft resolution for consideration. I believe it would be beneficial to have a student member as a representative of the needs of the youth of the community with regard to parks and recreation.

The City of Boyne City Ordinance that creates the Parks & Recreation Commission, sets the rules & regulations and powers of the Commission would enable a student member. The City of Boyne City – City Commission would still appoint the members however.

Encl. Ordinance Chapter 38
Proposing a Student on Boards
Draft Resolution

ARTICLE II. - PARKS AND RECREATION COMMISSION

Sec. 38-19. - Created; members.

There is hereby created a parks and recreation commission that shall consist of eight members. Of the eight members, not more than one shall be from the city commission and not more than two shall be from the planning commission. Members of the parks and recreation commission shall be appointed by the city commission. Each member shall serve a four-year term, except the initial appointments.

(Comp. Ords. 1986, § 12.301)

Sec. 38-20. - Officers; rules and regulations.

The parks and recreation commission shall choose from within its membership a chairman and other officers it deems necessary and shall adopt bylaws and rules and regulations necessary for the proper conduct of its duties, with the approval of the city commission.

(Comp. Ords. 1986, § 12.302)

Sec. 38-21. - Powers.

The parks and recreation commission shall advise the city commission on matters pertaining to city parks and city recreational programs.

(Comp. Ords. 1986, § 12.303)

Secs. 38-22—38-45. - Reserved.

**BOYNE CITY PARKS AND RECREATION BOARD RESOLUTION
FOR THE CREATION OF
A STUDENT COMMISSION MEMBER POSITION**

WHEREAS the Parks and Recreation Board members of Boyne City, Michigan hereby find as follows;

WHEREAS the Parks and Recreation Board encourages youth participation in local government by creating a student held position on its board;

WHEREAS the board will decide whether the effectiveness of the position calls for a non-voting or voting role;

WHEREAS to specify the length of timeframe of the student position term;

WHEREAS the board wishes to work with the local student led project, Government for Tomorrow, as it deems necessary in the process of student appointment;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Parks and Recreation Board of Boyne City, Michigan that a student position is created on the board.

Dated: _____

Chairman of the Parks and Recreation Board

CITY OF BOYNE CITY

To: Parks & Recreation Commission
From: Tim Faas, Director of Public Works
Date: September 8, 2020
Subject: **Veterans Park Pavilion Rental Policy**



The city has three (3) parks that contain outdoor picnic shelters: Veterans Park, Rotary Park, Waterworks Park. The Veterans Park Pavilion is the only site that is currently rented through our parks reservation process. Recently the Veterans Park Pavilion underwent an extensive renovation to make the facility usable year round and also added a commercial kitchen.

During the development of the 2020-2021 Budget earlier this year, I promised that a discussion would occur with the Parks & Recreation Commission on a revised fee schedule prior to recommendation to the City Commission. Attached is a draft policy on the Veterans Park Pavilion rental, including a proposed fee schedule. The draft incorporates input from a number of the administrative staff already.

I'd like your input on the draft policy.

Encl. Draft Policy PW_002 Veterans Park Pavilion Rentals



Policy & Procedure No. PW_002
Veterans Park Pavilion Rentals

Purpose: The purpose of this policy is to establish guidelines, fees and procedures for the rental of the Pavilion and the Commercial Kitchen at the Pavilion.

Amenities: The following amenities exist for use during rentals of the Pavilion:

- Ten (10) 8’ long picnic tables (Note: from May 15 to October 15 our tables are available, during the winter applicants must bring their own furniture)
- Commercial kitchen (including a gas range, fridge, freezer, triple sink, food serving counter)
- Pantry area
- Two (2) indoor rest rooms

Pavilion Occupancy: Based on the roughly 3,500 square foot heated indoor pavilion area the Maximum Occupancy is 85 including servers & cook.

Pavilion Reservations: Reservations can be made through City Hall by phone, or in-person, only. A form must be signed by the Applicant accepting responsibility for the care and use of our facility. The rental of the pavilion is separate from the commercial kitchen space which can be rented at an additional cost. The pavilion may be reserved for the following time slots:

- Mornings 8:00 AM to 1:00 PM (including set-up and clean-up time)
- Afternoons & Evenings 2:00 PM to 11:00 PM (including set-up and clean-up time)
- All Day 8:00 AM to 11:00 PM (including set-up and clean-up time)

Use by the City of Boyne City or a Public Group will receive first priority per the fee structure outlined in the City Budget document.

Pavilion Rental Rates: A \$100 security deposit is required which is refundable (within 30 days) if no damage occurs or any extra clean-up service is needed following use by the applicant.

| <u>Time Slot</u> | <u>Resident Rate</u> | <u>Non-Resident Rate (35% more)</u> |
|-----------------------|----------------------|-------------------------------------|
| Mornings | \$100 | \$135 |
| Afternoons & Evenings | \$150 | \$200 |
| All Day | \$200 | \$270 |
| Commercial Kitchen | \$100 | \$135 |

Above rate includes rest room cleaning services (once in the AM and once in the PM only) Extra services will be billed at cost.

A separate rental rate for the Farmer's Market will be established.

The above rates would be reduced by 50% for rentals by Non-Profits.

Licenses & Insurance Required:

A State of Michigan Liquor License is required if selling alcohol.

A Health Department of Northwest Michigan Temporary Food Establishment License if an applicant, or a catering company, is preparing & selling food on-site.

Liquor Liability Insurance, naming the City of Boyne City as an additional insured, is required one (1) week in advance if serving alcohol.

Decorations: Below are the rules on decorations:

- Nothing can be nailed, screwed, taped or glued to the pavilion structure, walls, doors or windows
- Banners may be used, if attached to a free standing portable frame provided by the applicant
- Balloons must be deflated and disposed of by the applicant
- No flammable products, fireworks or other explosive devices are permitted

Dishware, Glasses & Cutlery: No dishware, glasses or cutlery are available. Applicants are required to bring their own, but may not leave it on-site following the rental.

Clean-up After the Rental: Prior to leaving, all Applicants are responsible for the following:

- bagging all garbage and recyclables
- sweeping and mopping the concrete floor (broom, dust pan and mops are provided)
- wiping & disinfecting all picnic tables *
- cleaning & disinfecting all of the stainless steel surfaces in the kitchen *
- removing all food, condiments & drinks from the kitchen
- returning the keys to the City Hall staff

*Applicants must supply their own cleaning cloths and products.

Failure to clean adequately, will result in forfeiture of the security deposit.