



**Meeting of the
BOYNE CITY
PARKS AND RECREATION COMMISSION
Thursday, November 1, 2018
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 October 4, 2018 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. Avalanche RFP update
9. NEW BUSINESS
 - A. Walloon Lake Conservancy/TOMMA discussion of property acquisition in Evangeline Township for multi-use trails
 - B. Goal Setting Work Session Update
 - C. December meeting date
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
 - A. Next meeting
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
2018

Member	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Alexander, Lisa	P	P	E	P	E	P	X	P	P	P		
Bowman, Jo	P	P	P	P	P	E	X	P	P	E		
Conklin, Hugh	P	P	P	E	P	A	X	P	P	E		
Litzenburger, Gow	P	P	P	E	P	P	X	P	P	P		
Sheean, Mike	E	P	P	P	P	P	X	P	P	P		
Smith, Tom	E	E	P	P	P	P	X	P	E	P		
Sterling, Diane	P	P	P	P	P	P	X	P	P	P		
Vadnais, Greg	--	--	--	P	P	P	X	P	P	E	--	--

P=Present
A=Absent
E=Excused

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Approved:

**Meeting of
October 4, 2018**

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, OCTOBER 4, 2018.

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, Tom Smith and Gow Litzenburger

Absent: Jo Bowman, Hugh Conklin and Greg Vadnais

Meeting Attendance

City Staff: Interim Streets/Parks & Recreation Superintendent Mike Wiesner, Street Supervisor Darcy Kotalik and Deputy Treasurer Michele Hewitt

Public Present: three (3)

Excused Absences

****MOTION**

Smith moved, Alexander seconded, **PASSED UNANIMOUSLY** to excuse the absences of Bowman, Conklin and Vadnais

Approval of Minutes

****MOTION**

Alexander moved, Litzenburger seconded, PASSED UNANIMOUSLY a motion approving the September 13, 2018 meeting minutes as corrected (strike the paragraph regarding the pump track as it was meant to be informative and no action was taken).

Citizens Comments

(on non-agenda items)

None

Unfinished Business

**Rotary Park Soccer
Fields**

Kevin Spate representing the travel soccer program proposed a plan to protect the soccer fields from vehicles driving and parking on them as it is a safety hazard, at no cost to the City. Utility poles will be donated by Great Lakes Energy along with their equipment to sink them into the ground approximately 6' apart. This would be a perimeter around the fields about 20' off the boundary lines. Spate added that the work could still be completed this year with permission to move forward. City staff would need to mark the lines prior to the poles being installed. The board and staff discussed topics such as maintenance, mowing, safety, access to concession and gates.

****MOTION**

Smith moved, Litzenburger seconded, PASSED UNANIMOUSLY a motion to recommend accepting the donation of poles from Great Lakes Energy.

****MOTION**

Litzenburger moved and Alexander seconded, PASSED UNANIMOUSLY a motion to recommend accepting the donation of volunteers to complete the pole installation and work out the exact details with staff and soccer groups

Director's Report	Interim Director Wiesner distributed a written list of activities
Correspondence	None
Reports of Officers, Boards, and Standing Committees	<p>Park Inspection Reports –</p> <ul style="list-style-type: none"> • Avalanche has a few downed trees but the trails look good other than that. • Two gardens have been installed at Sunset Park and there should be one more completed by the end of the week. Signs will be added showing the donor names • Old City Park gazebo could use some maintenance and a seat on a swing needs to be replaced <p>User Group Reports –</p> <ul style="list-style-type: none"> • Michele Carter expressed her thanks on behalf of the dog park users to the DPW for removing the dead trees, trimming branches and removing scrub brush. The fountain in the large dog area may have a leak. It is pretty muddy. A larger concrete pad might help. Kotalik agreed that a larger pad would be helpful and that the water would be turned off for the winter at the end of the month. Carter added she spoke with Robinson Landscape regarding a replacement for the memorial tree that died. There was discussion about additional plantings in the future. There is also a Halloween party planned for the last Sunday prior to Halloween at the park. Lastly, Carter gave an update on plans for the agility area project. Carter and Brooks will work on a grant application requesting the \$20,000 needed.
<u>Unfinished Business</u>	
Avalanche RFP update	Nothing new to report. Wiesner to work with Brooks and the City Manager.
<u>New Business</u>	
Resignation **MOTION	Due to extended travel during the winter and inability to attend meetings consistently, Tom Smith submitted his resignation to the commission. Litzenburger moved, Sheean seconded, PASSED UNANIMOUSLY to regretfully accept the resignation of Smith.
City-wide Goals	Discussion regarding looking at all of the unfinished projects before considering adding new things, putting a completion time/date to each project. Specific items discussed were the Rivermouth restrooms and the Open Space development plan.
Next Meeting	Thursday, November 1, 2018 at City Hall, 5 p.m.
Adjournment	The October 4, 2018 meeting of the Parks and Recreation Board was adjourned at 6:04 p.m.

Barb Brooks, Recording Secretary

City of Boyne City goals and high priority actions 2018-2020

October 15, 2018 DRAFT

For review at 10/16/18 6:00 p.m. Joint Board and Commission to further determine high priority items, roles Boards and Commission can take to achieve them and due dates.

Be excellent stewards of taxpayer funds. Develop tools and processes to allocate City funds efficiently and better forecast future City financial needs and challenges.

High priority actions:

- Create a five year financial forecast model using internal and external expertise to be completed by October 2019
- Improve the City's Capital Improvement Plan process and product by 2020 budget cycle.
- *Develop a quote analysis system for reviewing bids for projects*

WHO IS RESPONSIBLE?

Engage our Community. Get residents involved in Boyne City government more often. Make it easy for residents to learn about City policies, operations and actions.

High priority actions:

- Update and upgrade City's website so that it is streamlined, easy to navigate, responsive on a variety of devices, and meets accessibility standards.
- Develop on a strategy to improve quality of email newsletter and social media communications
- Improve strategies for engaging, recruiting and appointing residents to serve on city boards and commissions.
- *Come up with a common process for filling board/commission vacancies*
- *Advertise open board positions using newsletters and social media*

Increase housing availability. Work with all segments of the community to develop and implement a common vision leading to a sustainable mix of housing options in and around Boyne City that maintains our community character. Align our City regulations and plans to support this vision.

High priority actions:

- Inventory all available City properties for potential housing development
- Develop a property maintenance standards ordinance to provide additional tools for improving substandard housing units.
- Review Zoning Ordinances and the Master Plan with the intention to eliminate unnecessary barriers to providing needed housing options, especially for families and workers.
- Examine issues arising from short term (less than monthly) rentals and their community impacts
- *Develop vacation home standards*

Protect Lake Charlevoix and Boyne River. Protect and enhance lake and river water quality, especially impacts of storm water runoff.

High priority actions:

- Engage regional partners and City engineer to :
 1. Review already identified issues and recommended remedies
 2. Evaluate additional areas of concern
 3. Determine estimated costs for improvements and possible timeline
 4. Review City's practices along lakeshore and Boyne River
 5. Review development standards for both public and private properties
- Develop City storm water ordinance in cooperation with East Jordan, Charlevoix and other regional partners within one year.
- Develop plan and cost estimates for storm water discharge options
- Investigate options rain gardens and natural retention areas... move from "Gray" infrastructure to "Green" infrastructure

Keep Boyne City's economy strong and resilient. Foster a strong local year-round economy that builds upon existing businesses and welcomes compatible ones. Focus efforts and resources to create family sustaining jobs. Enhance City plans and policies to further support business development.

High priority actions:

- Determine a master plan creating community consensus.
- Develop and implement strategy for recruiting and retaining businesses creating family sustaining jobs
- *Expose high school students early on to the type of family sustaining jobs in the area*

Enhance recreational opportunities in Boyne City's parks and public spaces. Complete current and planned recreation projects and develop a vision for future recreation programs.

High priority actions:

Incorporating guidance from the Parks Commission:

- Catch up on maintenance backlog.
- Move forward with items that foster economic development as a priority.

- *Expand boating / lake access (boat launch improvements)*
- *Expand winter recreation; more specifically, add snowmobile trails in/out of Boyne*
- *Increase park maintenance staff*
- *Utilize more volunteers*