



**Meeting of the  
BOYNE CITY  
PARKS AND RECREATION COMMISSION  
Thursday, January 9, 2020  
5:00 p.m. City Hall  
(Training/Mtg. Room - downstairs)**



*Scan QR code or go to  
[www.cityofboynecity.com](http://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 December 12, 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 Inspection Reports
  - B. User Groups
8. UNFINISHED BUSINESS
  - A. Recreation Master Plan (Draft) Public Input / Discussion
9. NEW BUSINESS
  - A. Recommendation to reappoint Hugh Conklin and Greg Vadnais each to a four year term expiring December 31, 2023
  - B. Accept the resignation of board member Gow Litzenburger
  - C. Recommendation to appoint Heather Huffstutler to the board to fill the remainder Litzenburger's term, expiring December 31, 2020
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
  - A. Next regular meeting February 13, 2020 @ 5 p.m.
12. ADJOURNMENT

**Joint Parks and Recreation Board and City Commission work session regarding 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)

| <b>Member</b>   | <b>Jan</b> | <b>Feb</b> | <b>March</b> | <b>April</b> | <b>May</b> | <b>June</b> | <b>July</b> | <b>Aug</b> | <b>Sept</b> | <b>Oct</b> | <b>Nov</b> | <b>Dec</b> |
|-----------------|------------|------------|--------------|--------------|------------|-------------|-------------|------------|-------------|------------|------------|------------|
| Alexander, Lisa |            |            |              |              |            |             |             |            |             |            |            |            |
| Conklin, Hugh   |            |            |              |              |            |             |             |            |             |            |            |            |
|                 |            |            |              |              |            |             |             |            |             |            |            |            |
| Sheean, Mike    |            |            |              |              |            |             |             |            |             |            |            |            |
| Smith, Tom      |            |            |              |              |            |             |             |            |             |            |            |            |
| Sterling, Diane |            |            |              |              |            |             |             |            |             |            |            |            |
| Vadnais, Greg   |            |            |              |              |            |             |             |            |             |            |            |            |
| Rob Weick       |            |            |              |              |            |             |             |            |             |            |            |            |

**ONGOING PROJECTS STATUS**

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



Approved:

**Meeting of  
December 12, 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, NOVEMBER 14, 2019.

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**Call to Order**

Meeting was called to order by Chair Mike Sheean at 5:00 p.m.

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**Roll Call**

Present: Mike Sheean, Diane Sterling, Lisa Alexander Greg Vadnais, and Hugh Conklin

**Meeting Attendance**

Absent: Smith, Litzenburger and Weick

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

Public Present: two

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**Excused Absences**

**\*\*MOTION**

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

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**Approval of Minutes**

**\*\*MOTION**

**Conklin moved, Alexander seconded, PASSED UNANIMOUSLY** a motion approving the November 14, 2019 meeting minutes and the November 19, 2019 Joint Work Session minutes as presented

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

Michael Cortright reported that the groomer was experiencing some mechanical difficulties and had somebody coming to look at it. He will coordinate with staff on repairs.

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**Director's Report**

Faas provided a written report.

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**Correspondence**

Email from William Brady regarding the proposed non-motorized trail from West Michigan to Old City Park

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

**Park Inspection Reports** – A couple of trees down at Avalanche

**User Groups** – Preliminary discussion regarding lighting installation at the dog park. Park users are working with staff to obtain costs and discuss funding options.

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**Unfinished Business**

**West Michigan / North  
Lake St. Non-motorized  
Trail Discussion**

The board discussed feedback they heard at and since the December 19<sup>th</sup> work session, including Mr. Brady's email. They viewed the map to see if there would be any benefit to routing the path down Bay St. Additional conversations should be had with homeowners along the route. The general consensus of the Segment 5 through the Open Space is that it should stay closer to the road and not go down by the lake. Faas will keep the board apprised of any upcoming meetings and additional input.

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**New Business**

**Draft Recreation Master Plan Discussion**

The draft plan has been released for a 30 day public review and comment period. It can be viewed or downloaded on the City's website and a hard copy is available at the front desk. Board input should be sent to recording secretary Brooks for collection and forwarding to the consultant.

**2020 County Millage Allocation Request**

The County will begin accepting applications in January for the 2020 round of millage allocation funds. Michelle Cortright from Evangeline Township asked the board if they were interested in submitting a joint application with the township to construct a gravel parking lot and trail on the City's capped landfill property in the township for the new non-motorized trails that are being built on the adjacent property owned by the Walloon Lake Trust and Land Conservancy and will be extended on the City's property. The general consensus of the board was that this was a good idea as the adjacent School Forest Trail is already a popular destination with inadequate parking and will only get busier as the trail is expanded. Other ideas were additional benches along the non-motorized path on Division and Front Streets, making our current kayak launch ADA accessible and a solid surface walkway from the non-motorized trail on Division to the pavilion located on the Waterworks park property.

**2020 Meeting Schedule**  
**\*\*MOTION**

**Conklin moved, Vadnais seconded, PASSED UNANIMOUSLY** a motion to continue to monthly meetings on the 2<sup>nd</sup> Thursday of the month at 5 p.m. with no meeting scheduled for July. May, June and August meetings could potentially be held in a park (weather permitting) and would be scheduled and announced at the prior month meeting.

**Adjournment**

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The December 12, 2019 meeting of the Parks and Recreation Board was adjourned at 6:23 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: January 6, 2020  
Subject: **January Update Report**

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

1. Kroondyk Construction in making good progress on the Veteran's Park Pavilion Improvements. Framing of the picnic shelters is completed, the interior walls are framed up and the HVAC system was installed on the roof.
2. A draft of the 2020-2024 Parks & Recreation Master Plan will be presented to the Parks & Recreation Commission on January 9, 2020 at 5:00 PM prior to the joint work session with the City Commission on the Open Space & Avalanche Designs.
3. Barb Brooks, Patrick Kilkenny and I have met twice with Michelle Cortright from Evangeline Township regarding the requests for funding from the Charlevoix County Parks Millage and the grant applications to the Charlevoix Community Foundation.

Based on where we are today, the two communities will jointly apply for one, or more, requests under the County Parks Millage to construct the trailhead parking area and pathway to the Boyne Forest Trail System on the Old Horton Bay Road property. The main applicant will be the City of Boyne City. The City is also considering making application for funds for the extension of the Boyne Valley Trail along the old rail cut that parallels E Main Street from Lagoon Drive to Boice Street roughly.

Evangeline Township will apply for a separate grant to the Charlevoix County Foundation for a regional Trail Facilities Master Plan project with a letter of support provided by the City of Boyne City.

4. Patrick Kilkenny and I have been working on a signage plan layout for the multi-use trails at Avalanche for which the City obtained a portion of the funding to complete from Charlevoix County Parks in 2019. The preliminary draft layout is depicted in the attached sketch. The preliminary draft is currently being reviewed by our emergency response leads in Fire, Police and EMS. The forty (40) sign locations are staked on-site with 1x2" wooden stakes. The stakes only depict the general location of where a sign is needed, not where the sign will go exactly. The next step is for us to inventory the locations and determine the sign types, prior to authorizing the Wood Shop to begin production. Any feedback you have on the preliminary layout is most welcome on/or before January 23<sup>rd</sup>.

Encl: Avalanche Trail Signage Plan (Preliminary)



# Top of Michigan Mountain Bike Association

PO Box 112 • Boyne City, MI 49712 • [info@tommba.org](mailto:info@tommba.org)

TO: The City of Boyne City  
FROM: Top of Michigan Mountain Bike Association  
DATE: December 16, 2019  
RE: Comments for the Boyne City - 2020 Parks & Recreation Master Plan Update

The TOMMBA Board of Directors would very much like to commend the City of Boyne City for their work to update the Recreation Plan. The Top of Michigan Mountain Bike Association (TOMMBA) share the city's goal to expand trail access. TOMMBA would like to voice its support and interest in a continued partnership for a strong mountain bike trail system that includes Avalanche Park and the Boyne School Forest Trails. These provide mountain bikers of all skill levels with a memorable experience and draw visitors from all over the state.

TOMMBA also supports the addition of signage at all parks. Additional signage at Avalanche would help to define the entrance to the park area and create gateways to the entrance to each trail system. This will help define which trail is designed for the type of trail use desired by the visitor. TOMMBA appreciates the mention of our organization. We believe the plan should state clearly that partnerships with local user groups should be continued. The city has been very good about listening to the needs and desires of the various user groups at their parks. The city council as well as the parks and recreation committee have both listened and responded well to the requests and comments of all user groups. To clearly state this in the plan as a goal helps to ensure this practice continues.

The City has a goal of creating more connections between trail system and parks. This is a very important goal as this provides exponentially more opportunities for Boyne City's residents and visitors to stay out of their vehicles and have more healthy outdoor experiences.

Overall, this plan is well done and the TOMMBA Board would like to express appreciation for the city's efforts to partner with us on mountain bike trails.