



**Meeting of the
BOYNE CITY
PARKS AND RECREATION COMMISSION
Tuesday, February 6, 2018**
(postponed from February 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 January 11, 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. Project Updates:

Veterans Park Pavilion	Openspace Acquisition	Riverside Park
MParks <i>(grant funded)</i> Pavilion	Veterans Park Kayak Rack	Marina Expansion
Dog Park Fitness Trail, gates, etc.	Boyne City / Charlevoix Trail	Boyne Valley Trail

9. NEW BUSINESS
 - A. Proposed Lake Charlevoix Association Shoreline Demonstration Project in Sunset Park
 - B. Health Department of Northwest Michigan grant opportunity
 - C. Veterans Park Pavilion Restroom Proposal
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
 - A. Joint Boards and Commissions Meeting is scheduled for February 8, 2018
 - B. Next meeting is scheduled for March 1, 2018 @ 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

ATTENDANCE RECORD
Parks & Recreation Commission
2018

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

P=Present
A=Absent
E=Excused

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Approved:

**Meeting of
January 11, 2018**

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 11, 2018.

Call to Order

Meeting was called to order by Board Vice Chair Bowman at 5:00 p.m.

Roll Call

Present: Lisa Alexander, Hugh Conklin, Diane Sterling, Jo Bowman and Gow Litzenburger

Absent: Mike Sheean and Tom Smith

Meeting Attendance

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

Public Present: one

****MOTION**

Alexander moved, Sterling seconded, Passed Unanimously a motion to excuse Chair Sheean as he had a work conflict.

**Approval of Minutes
MOTION

Litzenburger moved, Alexander seconded, Passed Unanimously, a motion approving the December 7, 2017 meeting minutes as presented.

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

None

Director's Report

Kovolski introduced Water/Wastewater Superintendent Mark Fowler. Fowler explained the occasional odor coming from the lift station at Peninsula Beach was from the flow of waste being produced at Sommerset. The flow has been so minimal that it takes days to reach the plant. There are chemicals that can be used to reduce the odor and the matter is being monitored.

Kovolski reported that the Avalanche skating rink had to be closed down due to warm weather but should have it opened back up by the weekend.

Correspondence

None

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

Park Inspection Reports – none

Park User Groups – Ridge Run Dog Park representative Michele Carter reported that the park is as popular as ever. Issues have been waste bag stations are not being refilled and trash has not been removed on a regular basis and dead trees were not removed this past summer or fall. The dead and/or dying trees really need to be addressed in the spring as it is a safety hazard. A core group of users and other interested people would like to start researching and fund-raising for the agility equipment which was

slated for a future phase once the small and large dog areas were established. At this time the group believes they can raise the necessary funds and would look to the City for some in-kind contributions to get the grounds ready.

Unfinished Business

**Avalanche Entryway /
Base of Hill RFP for
Architectural and
Engineering Services**

Kovolski reported that funds budgeted to take on this work but could be budgeted in the upcoming budget year. Conklin asked if this was something that had to be bid out or if it fell under 'professional services' and it could be by city Commission approval. Kovolski stated that it does fall under professional services and could be at the discretion of the City Commission. The board asked if there was a ballpark number that could be used for budgeting. Kovolski stated it could range from \$15,000 to \$20,000. Conklin asked who would write the RFP and start the process. Recording secretary Brooks offered to draft a RFP as a starting point that the board and staff can review and tweak.

**2018 Potential Projects
& Grant Opportunities**

After board discussion **Litzenburger moved, Alexander seconded, PASSED UNANIMOUSLY** to recommend the City Commission apply for funds through the Charlevoix County Parks Millage allocation for the following projects: playground equipment upgrades for Rotary Park and Old City Park and the Boyne Valley Trailway project.

The board discussed and refined the project priorities for the upcoming budget. The board directed staff to budget for the following projects in the priority order listed; 1) renovation of the rivermouth bathrooms, 2) Veterans Park Pavilion, 3) Avalanche engineering / plans and 4) Open Space Master Plan.

New Business

None

Next Meeting

The next regular meeting of the Parks and Recreation Board is scheduled for Thursday, February 1, 2018 at 5 pm at City Hall

Adjournment

The January 11, 2018 meeting of the Parks and Recreation Board was adjourned at 6:43 p.m.

Barb Brooks, Recording Secretary



P.O. Box 294
Charlevoix, MI 49720
info@lakecharlevoix.org
www.lakecharlevoix.org

January xx,2018

Name
Company
Street
City, State ZIP

Dear [Landscape],

The Lake Charlevoix Association is in the initial stages of developing a Shoreline Demonstration Garden in Boyne City. The purpose of this project is to show the public that shorelines can have both enticing design and be environmentally responsible.

The Shoreline Demonstration Garden will encompass a 220' by 15' strip of city-owned waterfront just west of the mouth of the Boyne River. This parcel will be divided into nine 15 by 24 foot segments and offered to area landscapers. Participants would then design and install their own interpretations of attractive, lake-healthy waterfront. The purpose of the proposed garden is to demonstrate alternate approaches to shoreline landscaping that are visually appealing, promote a healthy shoreline and are in compliance with Lake Charlevoix area zoning regulations.

This project is an outgrowth of work done with the 2017 Michigan Lake and Stream Leaders Institute. The steering committee is co-chaired by two LCA board members, with a local landscape architect and a Boyne City Master Gardener working in conjunction with the Boyne City government and other local non-profits.

We are inviting you, as well as other local landscape firms, to apply for the opportunity to create individual plots that showcase your design talents and your interpretation of environmentally friendly landscaping for lakeside homes. The guidelines for landscapers include:

1. The use of native species and cultivars would be expected and no species which are or could become invasive would be permitted.
2. The dividing lines between the plots would be part of the landscape plan demonstrating options for walking/viewing paths that connect upland to foreshore.
3. Plantings would not exceed three feet in height when fully established. Slight variation of the height requirements may be considered but view of the lake must not be obstructed.
4. A list of plantings would be provided to LCA for the creation of brochures and signage.
5. A logo or image of your business will be used to create brochures and signage to identify your segment.
6. Because each of the gardens will require several seasons to become established, each plan would include a commitment to maintain a plot for a minimum of three years.

The intended installation date will be fall of 2018. The Lake Charlevoix Association will provide:

1. Promotion and marketing of the project through a variety of media sources and print materials.
2. Signage describing the overall intent of the project as well as signage for each participating landscape firm.
3. Any state or local permits necessary for this project.
4. An opportunity to meet as a group to further discuss the plan and take questions/input.

Enclosed is a copy of the formal written proposal submitted which was presented to the city. Attached to that proposal is a sketch showing the lay-out of the proposed gardens. Also enclosed is a copy of a Google Earth print-out showing the general location of the proposed gardens.

Thank you in advance for your consideration of this project,

Gow Litzenberger - Landscape consultant

Nancy Cunningham - Master Gardener

Tom Darnton - LCA Board Member

Joel Van Roekel - LCA Board Member

Mission:

Protect the natural quality and beauty of Lake Charlevoix.
Promote understanding and support for safe and shared lake use.
Advocate sensible and sustainable practices for lake use and development.



BOB KROONDYK
LICENSED & INSURED

12-11-2017

To: City of Boyne City
Veterans Park, Lake St.
Pavilion Addition / Renovation and Expansion.
Boyne City, Mi. 49712
maintenance@boynecity.com (Andy)
Ph. # 231-582-6597

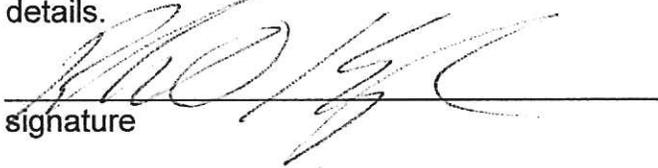
Re: Phases:

Phase one – Original proposal – in progress.	
Phase two – Bathrooms per print with face brick on interior pavilion wall.	
	\$92,000.00
Phase three – Overhead glass doors plus 4 commercial glass service doors.	
	\$76,278.00
Phase four -- Kitchen and storage rooms, plus mech., plumbing, electrical.	
	\$199,741.00
Phase five -- Full build out of structures and pergola. Including new roof.	
	\$199,871.00
 Total Materials and labor for all phases:	 \$567,890.00

If we sign the full agreement, I would be willing to discount the whole project by \$20,000.00.

Thank you,
Bob Kroondyk
Builder's License #2101195378 Expires 05-31-2020

The City of Boyne City agrees with the above proposal and agrees to pay Kroondyk Construction the cost of materials and labor as stated in the above details.


signature

1-30-18
Date

signature

Date