



**Meeting of the
BOYNE CITY
PARKS AND RECREATION COMMISSION
Thursday, December 12, 2019
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 November 14, 2019 meeting minutes
 - B. Approval of the November 19, 2019 Work Session 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. User Groups
8. UNFINISHED BUSINESS
 - A. West Michigan / N. Lake St. non-motorized trail discussion
9. NEW BUSINESS
 - A. Recreation Master Plan Draft Review
 - B. 2020 County Millage Allocation Request
 - C. 2020 Meeting Schedule Adoption
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
 - A. Next regular meeting January 9, 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*

2019 ATTENDANCE RECORD
(P=Present, A=Absent & E=Excused)

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

ONGOING PROJECTS STATUS

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



Approved:

**Meeting of
November 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, OCTOBER 10, 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, Greg Vadnais, Tom Smith, and Hugh Conklin

Meeting Attendance

Absent: Alexander, Litzenburger and Weick

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

Public Present: one

Excused Absences

****MOTION**

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

Approval of Minutes

****MOTION**

Conklin moved, Sterling seconded, PASSED UNANIMOUSLY a motion approving the October 10, 2019 meeting minutes as presented

Citizens Comments

(on non-agenda items)

- Steve Schnell thanked the board for their support and partnership in use of the City's property in Evangeline Township for the use of multi-use non-motorized trails to be built by TOMMBA

Director's Report

No report

Correspondence

None

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

Park Inspection Reports – None

User Groups – None

Unfinished Business

None

New Business

**Becket & Raeder
Consulting Recreation
Master Plan Discussion**

Discussions led by Tim Knutsen and Carrie Klingelsmith of Beckett and Raeder, Inc.

Adjournment

The November 14, 2019 meeting of the Parks and Recreation Board was adjourned at 6:21 p.m.

Barb Brooks, Recording Secretary

**NOVEMBER 19, 2019
WORK SESSION**

RECORD OF THE PROCEEDINGS OF THE BOYNE CITY
COMMISSION SPECIAL WORK SESSION DULY CALLED AND
HELD AT BOYNE CITY HALL, 319 NORTH LAKE STREET, ON
TUESDAY NOVEMBER 19, 2019

CALL TO ORDER

Mayor Neidhamer called the meeting to order at 6:04 p.m. followed by the Pledge of Allegiance.

Present (City Commission): Mayor Tom Neidhamer, Mayor Pro-Tem Ron Grunch, Commissioners Hugh Conklin, and Dean Solomon

Absent: Page

Present (Planning Commission): Chute, Kroondyk, MacNaughton, Newton, Place, and Ross

Present (Parks & Recreation Commission): Alexander, Litzenburger, Sheean, Smith, Sterling, and Weick

Staff: Michael Cain, Barb Brooks, Tim Faas, and Kevin Spate

Others: There were thirteen (13) citizens in attendance.

**Discussion regarding a
non-motorized trail
route between the end
of the Boyne City to
Charlevoix Trail at West
Michigan Avenue to Old
City Park**

City Manager Cain provided some background information and introduced staff members and the lead from the City's engineering firm c2ae. Larry Fox from c2ae led the discussion and went through the suggested route of the proposed trail project section by section, provided cost estimates, and discussed the challenges for each section. Questions and suggestions were received by the public for consideration. As the plans are refined, more detailed engineering will be completed to take a closer look at signage, crossings, driveways, etc., cost estimates will be updated and grant opportunities will be explored.

ADJOURNMENT

The special City Commission meeting of Tuesday, November 19, 2019 was adjourned at 7:40 p.m.

Tom Neidhamer
Mayor

Barb Brooks
Executive Assistant

CITY OF BOYNE CITY

To: Parks & Recreation Commission
From: Tim Faas, Director of Public Works
Date: December 6, 2019
Subject: **December Update Report**



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

1. The TOMMBA agreement for the use of the Old Horton Bay Road property for development of the Boyne Forest Trails System has been executed.
2. The tennis court repairs were delayed as I had previously reported. The general contractor has decided to remove all of the existing asphalt and start over in the Spring instead of trying to repair the current milled-down surface.
3. The rough grading for the agility area at the Ridge Run Dog Park was completed by the Public Works staff; however, the wet fall and early arrival of winter shut down our progress until Spring. Roll-up curtains from the Veteran's Pavilion have been repurposed for use at the dog park shelter.
4. Kroondyk Construction in making good progress on the Veteran's Park Pavilion Improvements. Framing of the picnic shelters will commence soon. To date, several extras have been incurred including the soil dewatering, fire suppression line, irrigation and water line relocations and kitchen vent piping.
5. A draft of the 2020-2024 Parks & Recreation Master Plan has been published for public comment. The document will be available for input for a 30 day period. The final plan will be presented to the Parks & Recreation Commission on January 9, 2020 at 5:00 PM.
6. The first public input session for the Avalanche and Open Space properties was conducted on December 4, 2019. The next session will be at a joint City Commission and Parks & Recreation Commission meeting on January 9, 2020 at 5:30 PM.

Encl: None

CITY OF BOYNE CITY

To: Parks & Recreation Commission
From: Tim Faas, Director of Public Works
Date: December 6, 2019
Subject: **W Michigan & N Lake Street Non-motorized Trail
Preliminary Proposed Route**



BACKGROUND:

Last month, a joint meeting of the City Commission, Planning Commission and Parks & Recreation Commission was held to review the preliminary concept plan developed by C2AE for the non-motorized trail from West Michigan to the Old City Park.

A good amount of input was received from those who attended. The City Manager has requested each group to revisit the preliminary concept plan and document the strengths and challenges of the proposed route now that the initial public input has been received.

RECOMMENDATION:

I would recommend the members of the Parks & Recreation Commission discuss the strengths and challenges of the preliminary proposed route and have the Director of Public Works communicate those back to the City Manager.

Encl: Concept Plan Overview Sheet



5

Implementation

IMPLEMENTATION

The goals and objectives are a culmination of the vision of the City, the residents, the visitors and the stakeholders. The goals and objectives were developed throughout the planning process. The recreation inventory, community input, and the current demographics guided the direction of the action plan. The action items are steps to making the vision a reality. The action plan projects were carefully considered and rated in priority order by year.

The City of Boyne City strives to provide safe and secure parks and recreational opportunities while being fiscally responsible. The capital improvement projects that are listed in the action plan are a direct result of maintaining the parks and keeping them up to date and safe for participants. The City plans to budget appropriately for the projects as funds become available.

GOALS AND OBJECTIVES

Goal #1 Infrastructure and Amenities

Improve and expand the parks infrastructure and amenities for a positive user experience.

- » Preserve and protect natural areas.
- » Continue to improve and develop the park system.
- » Repair or replace facilities and amenities that need updating while maintaining historical and cultural significance.
- » Plan for and develop unimproved recreational areas.

Goal #2 Accessibility

Enhance accessibility features to ensure all people regardless of mobility can access the parks with ease.

- » Update recreational features and amenities to allow use by all people.
- » Develop and design parks and amenities using the universal accessibility guidelines and standards.
- » Organize parking and pedestrian routes in accordance with universal accessibility guidelines and standards.

Goal #3 Maintenance and Funding

Provide regular maintenance to ensure a safe and secure park system while seeking funding sources for future improvements.

- » Develop an annual maintenance plan for the park system.
- » Perform routine preventative maintenance practices.
- » Solicit and apply for grants to provide recreation opportunities.
- » Evaluate options, including a dedicated parks millage, for future funding.

Goal #4 Connectivity

Continue to connect parks and recreation facilities and amenities to one another and to the greater community.

- » Investigate the need for trail extensions and/or expansions.
- » Identify connection routes between parks and nonmotorized trail system.
- » Identify and maximize potential of shared benefits between surrounding municipal parks and recreational facilities.

Goal #5 Partnerships and Collaborations

Continue to build and expand area wide partnerships and collaborations with businesses and organizations.

- » Partner with independent user groups to pool resources to provide recreational opportunities.
- » Collaborate with area schools to share facilities for recreational uses.
- » Develop relationships with surrounding municipalities to share resources to enhance the parks systems.

Goal #6 Marina and Boat Access Sites

Strengthen and support the economic impact on the parks and recreation system through recreational boating opportunities.

- » Expand and renovate facilities to provide a sufficient number of slips and up to date accommodations and services.

- » Continue marketing efforts that highlight the facilities and special events.
- » Research and implement marina and boating access site best practices.
- » Continue to provide top notch customer service to the public.

- » Incorporate a park system wayfinding program.
- » Continue to provide a standardized park sign for the entire park system.
- » Continue to build on the identity of the City for all marketing efforts.
- » Build awareness of the park and recreational facilities and services through social media and an online presence.
- » Document and market park projects and renovations to the public.

Goal #7 Branding and Awareness

Continue to build a positive brand and identity to provide to the residents and visitors of Boyne City.

TABLE 14: ACTION PLAN

FACILITY	PROJECT	ESTIMATED COST	REVENUE SOURCES	YEAR
Avalanche Park	Complete tree removal from face.	\$15,000	City of Boyne City, MDNR	2020
Avalanche Park	Perform slope stabilization.	\$5,000	City of Boyne City, MDNR	2020
Waterfront	Install canoe/kayak racks and launch.	\$30,000	City of Boyne City, MDNR	2020
BC-Char Trail	Develop multi-use trail connection from West Michigan Avenue to downtown Boyne City.	\$1,000,000	City of Boyne City, MDNR, MDOT	2020
Veterans Park	Remodel river mouth restroom facilities.	\$200,000	City of Boyne City, MDNR	2020
Rotary Park	Install safety netting.	\$5,000	City of Boyne City	2020
Peninsula Beach	Improve landscaping around pump station.	\$7,000	City of Boyne City	2020
Ridge Run Dog Park	Design restroom facilities and parking area.	\$10,000	MDNR, Private funds	2020
Sunset Park	Design a park site plan and improve park circulation.	\$15,000	City of Boyne City	2020
Open Space	Apply for grant funding		City of Boyne City	2020
Avalanche Park	Apply for grant funding		City of Boyne City	2020
Boyne Forest Trail	Design and develop trailhead.		City of Boyne City	2020
Riverside Park	Perform shoreline restoration.	\$5,000	City of Boyne City	2021
Veterans Park	Design and install walkway lighting.	\$20,000	City of Boyne City	2021
Tannery Park	Replenish sand on beach, extend drain, install canoe launch.	\$4,000	City of Boyne City, Tipp of the Mitt	2021
Peninsula Beach	Implement beach and accessibility improvements.	\$15,000	City of Boyne City	2021
Boyne Valley Trailway	Develop multi-use trail connection from Boyne City Airport to downtown Boyne City.	\$1,000,000	City of Boyne City MDNR, MDOT	2021
Open Space	Implement Phase 1 park improvements.	\$100,000	City of Boyne City, MDNR	2021

FACILITY	PROJECT	ESTIMATED COST	REVENUE SOURCES	YEAR
Avalanche Park	Implement park improvements and park circulation.	\$150,000	City of Boyne City, MDNR	2021
Old City Park	Repair and renovate gazebo.	\$70,000	City of Boyne City, Private Funds	2021
Marina	Secure funding and begin Phase 1 renovations and expansion of marina dock, breakwall, utility upgrades and pump out.	\$1,500,000	Waterways, Clean Vessel Act, Local Match	2021
Sunset Park	Apply for grant funding			2021
Sunset Park	Install site furnishings and park lighting. Move existing log cabin to another location.	\$10,000	City of Boyne City	2022
Rotary Park	Design and develop athletic facilities and parking renovations.	\$20,000	City of Boyne City MDNR	2022
Veterans Park	Bury utilities, begin paving, curbing and drainage improvements.	\$100,000	City of Boyne City MDNR	2022
Peninsula Beach	Renovate restroom building and perform site improvements.	\$100,000	City of Boyne City	2022
Open Space	Construct Phase 2 of park improvements.	\$150,000	City of Boyne City, MDNR	2022
Avalanche	Construct Phase 2 of park improvements.	\$100,000	City of Boyne City, MDNR	2022
Sunset Park	Implement park improvements & circulation.	\$50,000	City of Boyne City, MDNR	2022
Marina	Construct Phase 2 renovations and expansion of marina facilities.	\$850,000	Waterways, Local Match	2022
Ridge Run Dog Park	Construct restroom facilities & parking area.	\$90,000	City of Boyne City, Private Funds	2022
Avalanche Park	Perform parking lot improvements.	\$80,000	City of Boyne City MDNR	2023
Waterfront	Develop and expand public beach areas.	\$50,000	City of Boyne City MDNR	2023
Old City Park	Design and construct restroom facilities.		City of Boyne City MDNR	2023
Rotary Park	Construct parking lot improvements.	\$250,000	City of Boyne City	2023
Open Space	Construct Phase 3 of park improvements.			2023
Marina	Construct Phase 3 renovations and expansion of boat launch.	\$1,000,000	Waterways, MDNR, Local Match	2023
Veterans Park	Design and implement pedestrian walkway along lake, extend waterfront sidewalk from marina to north side of City hall	\$10,000	City of Boyne City MDNR	2024
Avalanche Park	Install mid slope boardwalk.	\$50,000	City of Boyne City MDNR	2024
Open Space	Construct Phase 4 of park improvements.		City of Boyne City MDNR	2024
Marina	Construct Phase 4 renovations and expansion of marina facilities.	\$1,000,000	Waterways, Local Match	2024
Rotary Park	Implement construction of athletic facilities		MDNR, City of Boyne City	2024

CITY OF BOYNE CITY

To: Parks & Recreation Commission
From: Tim Faas, Director of Public Works
Date: December 6, 2019
Subject: **Charlevoix County Grant Applications**



BACKGROUND:

Each year, Charlevoix County awards grants to cities, villages and townships for parks projects partially funded from the County Parks Millage. The 2020 applications are due by February 1, 2020. A copy of the grant application request document is attached.

At this time, the City of Boyne City has not finalized a list of possible applications; however, the current list of capital needs is attached which is provided for discussion by the Parks & Recreation Commission.

Evangeline Township has approached the City of Boyne City and requested we consider a joint application for grant funding for the Boyne Forest Trail project at the Old Horton Bay Road property. Michelle Cortright wishes to address the Commission on the proposal.

RECOMMENDATION:

I would recommend the members of the Parks & Recreation Commission discuss the project that it would desire to have the City of Boyne City make application for to Charlevoix County for the 2020 County Parks Millage Grants.

Encl: Charlevoix County Grant Request Form
Capital Needs from Parks & Recreation Master Plan



2020 APPLICATION FOR PROJECT FUNDING REQUEST

Charlevoix County Parks Millage
301 State St., Charlevoix, MI 49720
administration@charlevoixcounty.org

WHAT ARE WE LOOKING FOR in 2020

PROJECTS MUST BE SLATED TO START WITHIN THIS CALENDAR YEAR. IF DELAYS OCCUR, EXTENSIONS FOR LATER START DATES MAY NOT BE GRANTED. POST-AWARD CHANGES IN VENDORS OR GOODS MAY NOT BE GRANTED.

- Funds are appropriated for parks/recreation development projects that demonstrate a direct recreational benefit. Funds are not awarded for administrative, operational, or maintenance purposes, nor for acquisition of land. Possible examples of this could be signage, security systems, phones, lawnmowers, staff, infrastructure, or mechanical repairs and upgrades which are not typically considered a direct recreational benefit. The fact that they are for a recreational site does not automatically classify them as a direct benefit.
- Funds may be awarded in full, or in part. You may submit as many project requests as you like.
- A primary goal of the recommendation process is to distribute funds throughout the county by funding multiple smaller projects each year, as opposed to one or two large projects. These project applications may still be submitted however, as all applications will be equally and fairly reviewed.
- There is no definitive list of eligible/ineligible requests, as each one is reviewed upon its own purpose and merits.
- Preference will “typically” be given to projects of \$10,000. However, all applications are reviewed and larger projects may be considered, based upon its overall benefit to the county as a whole, and could be approved.
- Please be thorough in your explanations, plans, and inclusions in your application packet. These items help determine the purpose and benefits of your request. The work group will consider the following factors:
 - ✓ DIRECT recreational benefit – Materials for a fishing dock in a park creates the dock itself – a DIRECT benefit; a lawnmower for a ball field is not a direct part of the recreational activity itself, it “maintains” the facility.
 - ✓ Choice of location WITHIN your municipality – Is wanting to develop a park in a wetland area the best location in your township, or is there a better location? Does it make sense to place a loud activity project such as a band shell next to a current “quiet needs” facility, such as a library?
 - ✓ Overall Integrity of your design and plan – Are all the aspects and considerations for structural integrity, permitting, zoning, and other needs fully addressed in your application? Is it commercial grade for the use?
 - ✓ Future plans for costs and needs – Will this investment cover all costs needed for several years, or will there be future additions needed? Will it require more upkeep or maintenance funds than seem feasible for your municipality to cover, if you need to request these initial funds?
 - ✓ Municipal need for this project – Is this a recreational standard for many other areas, and is this the first project of its kind in your municipality? Or, if it’s your 3rd or 4th, does your municipality really need it?
 - ✓ Countywide need for this project – although it may be the first (example) boat dock in your township, it may be 35th boat dock in the county. The county will not have as strong of a need as a whole for the project. The municipality need and the county need is not necessarily expected to be the same on any project.
 - ✓ Economic stimulus created by your project – If this is for a new beach, is there a store or gas station nearby that will gain business? If this is a walking trail at the far reaches of your municipality, will it bring economic stimulus to any business, or bring a business to the area?
 - ✓ Balance of need to expense – Where will the dollars do the most good? (example) A \$7,000 gazebo in a town that has no outdoor gathering place is a favorable need-to-expense ratio, as the town plans to use it weekly for events of all kinds. A town asking for a \$5,000 picnic area when it already has 2 others that are rarely used shows a much low need-to-expense ratio, as it isn’t as much of a need as a want.
 - ✓ Are you working collaboratively on this project? – (example) If a township and a city or village wish to work jointly to build a playground that’s near the populous but in an area that is quieter with less traffic (moving it partially out of the limits into the township), that is a collaborative effort. A project being done in conjunction with another funding source (such as non-profit) does NOT make it collaborative. Collaboration MUST be proven through the resolutions and application participation to receive points.

MUST-HAVES FOR YOUR APPLICATION PACKET

- COVER LETTER or NARRATIVE: Please include a cover letter clearly stating why there is a need for this project, as well as the use and purpose. Please explain why the municipality feels this is a project worthy of being funded with county-wide tax dollars. This is not intended to be overly lengthy in nature, but more of a brief overview.
- RESOLUTION(S): Approved Resolution(s) to Apply for Funds by the local governing board(s) MUST be attached to packet. The authorized party identified in the resolution(s) MUST also be an authorized party on the application.
- AMOUNT REQUESTED: Approved resolution amount and application request amount MUST match
- DATE: Start date MUST fall within the current appropriation year.
- RENDERING: If a project's total cost (not just your request) is to exceed \$5,000.00, a professionally quality rendering, blue print, or similar design proof MUST be included. If total project cost is less than \$5,000.00, rendering must still be presented, but it is not required to be professional quality. All dimensions, print and numbers MUST be legible on the included map. If that requires you include a document sized 11 x 17 or larger, please do so!
- MAP: You must include a municipality map showing the proposed location of your project and roughly ¼ mile radius, or as far as necessary to show streets and road names. You may include other/multiple maps as needed to fully show the intent of your project, but we need to see where it is going to be with some surroundings.
- NON-MUNICIPAL PARCEL: If for any reason, the project is not located SOLELY on city, village, or township lands, you must include documentation with regard to the ownership, agreement, purpose and use of other land(s).
- OTHER FUNDING: If your project is to be partially funded by other means, please include any documentation stating approval of grants, contributions, or other funding sources.
- DOCUMENTS: Please include any and all associated bids or other documents that support the funding request for the project which you are applying, as well as the overall cost of your project.
- ITEMIZATION: All dollars being requested MUST be itemized. Simply asking for X-amount of dollars to go towards an overall project is NOT acceptable. Itemized costs should breakdown shipping, delivery, labor, materials, or any other expense you are requesting. If application is requesting funds for a large project, a million dollar endeavor for example, you cannot ask for \$9,000 "towards the project" overall. You will need to show a specific purpose and associated itemization for your \$9,000 specific request. Example: you're asking for \$10,000 towards a \$650,000 sportsplex, you MUST show you are asking for this \$10,000 to go towards the itemization of batting cages that includes \$7923.45 in netting and physical cages, \$765.49 in shipping, and \$1311.06 for bats, balls, and helmets. No exceptions. Funds MUST be itemized with appropriate documentation. Catalog pages or internet screen captures with "prices starting at" are NOT acceptable as itemizations. They may be included as verification of price, but you need to show itemization using that information. Reviewers will NOT guess at or estimate installation costs, lookup shipping rates, or allot for anything without seeing it in a verification/itemization.
- JOINT APPLICATION/COLLABORATION: ALL parties MUST include resolutions and be included on the application
- Funds can only be requested for/on behalf of parties listed on the application, and with signatures appearing on the application. You cannot request funds for both your municipality and the neighboring township (because you feel their residents will use it) without their inclusion on the application and their resolution indicating such.
- Do **NOT** staple, bind or in any way permanently affix pages of application as we need to scan and copy all pages.
- If you do not SIGN the application, if there are no maps or itemization of costs attached, no resolution included, or if your application is in any other way missing items mentioned above or incomplete, IT WILL NOT BE ACCEPTED. It is your own responsibility to review and ensure you're submitting a complete application, and that you have included all necessary documentation. It is not our responsibility to notify you if you did not.
- OUR APPLICATION MUST BE USED. You cannot use applications or forms that you have created or submitted for other purposes in its place – NO EXCEPTIONS! If also including pages or documents that you have previously used for other purposes, they must be changed and addressed properly. Please do NOT include pages, narratives, or forms addressed to other entities or written in such a manner as to indicate such. You may type, fill, or handwrite the application.

RESOLUTION INSTRUCTIONS

You are required to submit with the application, a resolution adopted by your governing board which authorizes the applicant entity to apply for appropriation by the Charlevoix County Board of Commissioners and allows for the designation of an officer to sign and submit the application for specified request amount. Please see attached document "SAMPLE APPLICATION RESOLUTION".

(SAMPLE APPLICATION RESOLUTION)

Application Resolution

Resolution No. _____

WHEREAS, the **(Applicant entity's legal name)** has the authority to construct, operate, and maintain the **(name of project, etc.)**; and

WHEREAS, the **(Applicant entity's legal name)** is requesting a \$ _____ appropriation from the Charlevoix County Board of Commissioners; and

WHEREAS, the **(Applicant entity's legal name)** desires to enhance, provide or create the **(name of the project)** to meet the needs of users in Charlevoix County;

THEREFORE BE IT RESOLVED by the **(Applicant entity's legal name)** that, pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and

BE IT FURTHER RESOLVED that the **(Authorized Representative*)** of said **(Applicant entity's legal name)** is hereby authorized and directed to cause the necessary data to be prepared and application to be signed and filed with the County of Charlevoix;

Passed and adopted at a regular meeting of the **(Applicant entity's legal name)** on the **(day)** of **(month/year)**.

Signature: _____

Print Name: _____

Title: _____

Date: ____/____/____

Clerk of Said: _____



APPLICATION FOR PROJECT FUNDING REQUEST 2020

Charlevoix County Parks Millage
301 State St., Charlevoix, MI 49720
administration@charlevoixcounty.org

PROJECT APPLICANT INFORMATION

Name of Municipal Applicant(s): _____

Project Mailing Address: _____

Designated Contact #1: _____ Contact #2: _____

Phone (s): _____ (Please identify TWO email recipients for all communications)

Email #1: _____ Email #2: _____

PROJECT FUNDING INFORMATION

Brief Description or Project Name: _____

Total Cost of Project: _____ Amount Being Requested: _____

Amount of Municipality Funds: _____ Approved Grant Amounts: _____

Amount of "Other" Funding: _____ Source of "Other": _____

Were Other Sources of Funding Sought Before Requesting Millage Funds? _____

PROJECT LOCATION INFORMATION

Describe briefly in "Layman's Terms", a description of where the project is to be located (ie: in the northern most corner of the township just off of Smith Rd all the way down to the edge of Brown Lake about 2 miles from town):

Property MUST BE Located on Municipality Owned Property: Yes _____ No _____

Parcel I.D. of Primary Parcel on Which Project Will be Located: _____

Additional Parcel I.D.(s): _____

If Project is NOT Fully Located on Municipal Land(s), Please Explain Reason for Municipal Application:

DETAIL AND DESIGN INFORMATION

Have Professional Services Been Retained in the Design of Project: _____

Have Professional Quotes Been Requested, Received and Included: _____

If NO, Please Explain How the Municipality Has Come to Amount Requested:

Anticipated Start Date (**MUST** be this appropriation year): ____/____/____ Anticipated End Date: ____/____/____

Will Project Require Approval or Involvement from Agencies (D.N.R., D.E.Q., or Corp. of Engineers): _____

If YES, has Initial Contact Been Made: _____

FUTURE REQUIREMENTS OF PROJECT

What is the Anticipated Financial Yearly "Up Keep" or Maintenance of Project: _____

Where Will that Funding be Expected to Come From: _____

Are There Going to be Other Significant Funding Requirements for Project in the Future: _____

If YES, Please Describe: _____

What Would be the Anticipated Means of Funding: _____

PROJECT SUBMISSION

Signature of Applying Entity's Designated Representative(s): _____

Printed Name of Representative(s): _____

(if this is a collaborative project, the below information and resolution(s) are required)

Signature of Applying Entity's Designated Representative(s): _____

Printed Name of Representative(s): _____

Application Completion Date: ____/____/____

- COVER LETTER or NARRATIVE - brief overview
- RESOLUTION(S) for all parties on application
- DOLLAR AMOUNTS match on application/resolutions
- START DATE must be within the calendar year of appropriation
- RENDERING, blueprint or design of project
- MAP of municipality showing project location & 1/4 mile radius
- NON-MUNICIPAL PARCEL documentation (if applicable)
- OTHER FUNDING documentation (if applicable)
- DOCUMENTS – (all applicable) for your specific project
- ITEMIZATION of all amounts requested
- COLLABORATION multiple resolutions/signatures (if applicable)
- OUR APPLICATION completed and signed (by all municipalities)
- DO NOT staple or bind

Deliver via US mail, courier service, or in person to:

Charlevoix County Parks Millage

301 State St.

Charlevoix, MI 49720

CITY OF BOYNE CITY

To: Parks & Recreation Commission
From: Tim Faas, Director of Public Works
Date: December 6, 2019
Subject: **2020 Meeting Dates**



BACKGROUND:

Each year, the Parks & Recreation Commission establishes a meeting calendar for its meetings. Below is the list of dates proposed for 2020, all meetings to occur on Thursday afternoons starting at 5:00 PM, unless changed in advance by the Commission.

1. January 9 (note: Joint City Commission meeting starts at 5:30 PM)
2. February 13 (note: Joint City Commission meeting starts at 5:30 PM)
3. March 12
4. April 9
5. May 14
6. June 11
7. July (no meeting)
8. August 13
9. September 10
10. October 8
11. November 12
12. December 10

RECOMMENDATION:

I would recommend the Parks & Recreation Commission adopt the meeting schedule for 2020 as presented (as amended).

Encl: None