

# City of Boyne City

Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712  
www.boyne-city.com

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## REVISED

BOYNE CITY  
CITY COMMISSION REGULAR MEETING  
Boyne City Hall  
319 North Lake Street  
Tuesday, September 24, 2013 at 7:00 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CONSENT AGENDA  
The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item(s) on the consent agenda be removed and placed as the last item under new business to receive full discussion. Such requests will be automatically respected.
  - A. Approval of the August 27, 2013 City Regular City Commission meeting minutes as presented
  - B. Approval of recommendation to reappoint Larry Trumble as ex-officio to the Airport Advisory Board for a three year term expiring September 24, 2015
  - C. Approval of recommendation to reappoint Bud Chipman as ex-officio to the Airport Advisory Board for a three year term expiring September 24, 2015
  - D. Approval of recommendation to reappoint James Kozlowski as ex-officio to the Airport Advisory Board for a three year term expiring September 24, 2015
  - E. Approval of recommendation to reappoint Ed Hennessy to the Airport Advisory Board for a three year term expiring September 24, 2015
  - F. Approval to award bid to supply ice control sand to R & B Excavating of Boyne City in the amount of \$12,750 and authorize the City Manager to execute the documents
4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
5. CORRESPONDENCE
6. CITY MANAGER'S REPORT
7. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES
  - A. August, 2013 Financial Statement
  - B. Draft Minutes of the August 1, 2013 Main Street Board Meeting
  - C. Draft Minutes of the August 8, 2013 Parks & Recreation Commission Meeting
  - D. Draft Minutes of the August 19, 2013 Planning Commission Meeting
  - E. Draft Minutes of the August 29, 2013 Airport Advisory Board Meeting
8. UNFINISHED BUSINESS

An Equal Opportunity Provider and Employer

Hometown Feel, Small Town Appeal

9. NEW BUSINESS

- A. SAW Grant Services / Application  
Consideration to approve an agreement with C2AE in the amount of \$4,000 for assistance to prepare and submit a SAW grant application for the City of Boyne City
- B. MEDC Downtown Infrastructure Grant Opportunity (DIG)  
Consideration to authorize staff to prepare and submit an application to the MEDC for the current round of DIG funding for the reconstruction of South East Street from Main to Ray and Ray Street, fine tuning as necessary to provide the most competitive and beneficial package for the community
- C. Community Foundation Grant for Veteran's Park Pavilion  
Consideration to support a grant application to the Charlevoix County Community Foundation for funds to support the Veteran's Park Pavilion project
- D. Marina Expansion Draft Plan and Permit Application  
Consideration to allow Abonmarche prepare and submit, on the City's behalf, a joint DEQ / USACE permit application for renovation and expansion of the City's marina, approve the \$500 application fee and authorize the City Manager to execute the required documents
- E. Loaner Bike Program Letter of Support  
Consideration to authorize staff to create a letter of endorsement for the Community Foundation Grant application for WATCH Bike Share program funds
- F. Pick-up plow and Lift Gate Purchase  
Consideration to purchase a Boss 8 ft Super Duty Plow and Thieman Lift gate and accessories from Truck and Trailer Specialties in the amount of \$10,079.75 for the new 2014 Ford pickup and authorize the City Manager to execute the documents
- G. Variable Frequency Drive  
Consideration to authorize to purchase a new Altivar frequency drive for the Wastewater Plant lift station from Shoreline Power Services in the amount of \$7,000 and authorize the City Manager to execute the documents
- H. Airport Tie Down Fee  
Consideration to increase the overnight airplane parking fee from the current \$3.00 / night to \$5.00 / night and to charge a rate of \$30.00 / month for airplane parking on all tie-down services
- I. Property and Liability Insurance Coverage Renewal  
Consideration to authorize the City Manager and City Clerk to take the steps necessary to renew the City's liability insurance through the Michigan Township Participating Plan for 2013-2014 for an estimated price of \$62,351 and plan on seeking quotations for the 2014-2015 insurance year

10. GOOD OF THE ORDER

*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/Treasurer, 319 North Lake Street, Boyne City, MI 49712; phone (231) 582-0334*



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[www.ci/vo/boynecity.com](http://www.ci/vo/boynecity.com)  
click on Boards & Commissions for complete  
agenda packets & minutes for each board*

**AUGUST 27, 2013  
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 319 NORTH LAKE STREET, ON TUESDAY AUGUST 27, 2013 AT NOON

**CALL TO ORDER**

Mayor Grunch called the meeting to order at noon, followed by the Pledge of Allegiance.

Present: Mayor Ron Grunch, Mayor Pro Tem Gene Towne, Commissioners Laura Sansom, Tom Neidhamer and Derek Gaylord

Staff: Cindy Grice, Michael Cain, Annie Doyle, Scott McPherson, Barb Brooks, Hugh Conklin, Dan Meads, City Attorney Jim Murray, Jeff Gaither and Andy Kovolski

Others: There were 9 citizens in attendance, including representatives from the Charlevoix County News and Petoskey News Review

**CONSENT AGENDA  
MOTION**

2013-08-111  
Moved by Gaylord  
Second by Grunch

To move Items 3B & C regarding Traffic Control Orders from the Consent Agenda and place them under new business

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

**MOTION**

2013-08-112  
Moved by Neidhamer  
Second by Towne

To approve the August 13, 2013 City Regular City Commission meeting minutes as presented

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

**CITIZENS COMMENTS**

Ron Crozier discussed the lighting of the Cemetery statue. He got about \$1,600 of donations to put underground power in place to light the Civil War statue and flag in Maple Lawn Cemetery. We are awaiting Ed's electric to hook up the lighting. Ron Grunch asked if we could have a ceremony when the work is complete. Commissioner Neidhamer asked if Ron worked with the City regarding the type of lighting and was informed yes. It will not be as bright nor will it interfere with Boyne Avenue traffic. It will be a smaller bulb. Commissioner Gaylord thanked the volunteers for their help with this project.

**CORRESPONDENCE**

None

**CITY MANAGERS REPORT**

City Manager Cain reported:

- Judge Pajtas issued his decision on the Kirtland lawsuit a week ago today. We are reviewing that decision closely and

determining what our options are.

- The recent power outage generated a lot of phone calls. We try to send out emails to update people as we get information. People can sign up for this free email service or get updates from our website.
- The Douglas Street paving should take place this week, weather permitting.
- We have been informed that we were not successful in obtaining the Placemaking grant for Old City Park.
- We were, however, successful in obtaining a grant for up to \$12,500 for a Farmers Market planning grant that will allow us to look into the possibility of modifying the Veteran's Park pavilion to allow it to be used in the winter months.
- The MEDC announced they will be accepting applications on a new round of DIG grants this fall. Staff is considering possible opportunities for consideration.
- The new Lucky Seven Triathlon will be held Sunday morning starting at 8 am at Peninsula Beach. It looks to be another great event.
- The Fall Rubbish collection begins on Wednesday, September 4.
- We received our dredging permit from the MDEQ this morning.

City Manager Cain discussed and Mayor Grunch presented members from the Boyne Area Free Clinic a check for \$21,392.21. This grant was received from the Grand Traverse Band of Ottawa and Chippewa Indians. Commissioner Gaylord said he is glad we can be a part of the process to help the Clinic.

## **REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES**

The July 2013 Financial Statement was received and filed.

### **Request for Alley Vacation**

Consideration to proceed with request to vacate the alley between Franklin Street and Division Street, west of Lewis Street and direct staff to schedule and notice the required public hearing.

Planning Director Scott McPherson discussed the application for the vacation of an alley that was submitted by Leon Dyer of Lewis Street. Mr. Dyer is requesting the alley located between Franklin Street and Division Street, west of Lewis Street, be vacated. The alley is 16.5 feet wide and 450 feet in length. Currently, the City does not maintain the alley and there are no utilities in that location. The request was reviewed by the City Street and Water and Sewer Departments and both foresee no future needs for the alley in regards to city infrastructure or utilities. The Planning Commission reviewed the request at their August 19, 2013 meeting and recommended the alley be vacated. The City Commission needs to determine if the application should proceed based on the report from the Planning Commission and, if necessary, will direct staff to schedule a public hearing and distribute public notification in accordance with the required procedures.

Citizens Comments: None

Staff Comments: None

Board Deliberation. Commissioner Sansom inquired how the property is located and was informed split in half based on length of property owned. Commissioner Gaylord said the process is in place. He is a fan of the process we have. Mayor Pro-Tem Towne said there are not utilities or infrastructure, so he is okay with this. Mayor Grunch and Commissioner

infrastructure, so he is okay with this. Mayor Grunch and Commissioner Neidhamer agree.

**MOTION**

2013-08-113  
 Moved by Towne  
 Second by Gaylord

To approve to proceed with request to vacate the alley between Franklin Street and Division Street, west of Lewis Street and direct staff to schedule and notice the required public hearing

Ayes: 5  
 Nays: 0  
 Absent: 0  
 Motion carried

**Park Benches Purchase**

Consideration to approve the purchase of five Scarborough benches from Landscape Forms in the amount of \$6,195 and authorize the City Manager to execute the required documents.

DPW Superintendent Andy Kovolski discussed the price he received to purchase 5 new six foot Scarborough benches from Landscape Forms of Kalamazoo at a cost of \$5,805, plus shipping charges of \$390.00. These are the same benches purchased for areas in the downtown. They are very durable and they will compliment the park.

Staff Comments: None

Citizens Comments: None

Board Deliberation: Commissioner Gaylord asked if we could send a crew to pick them up ourselves to save money on shipping. Andy said he doesn't think it would save funds. Mayor Pro-Tem Towne asked if we looked at other companies and are we going to bolt them to concrete pads. Andy said yes, we looked at other companies for pricing. City Manager Cain said we are discussing bolting the benches to the pads. Commissioner Neidhamer said the benches are definitely heavy. They are quality benches. Mayor Grunch said he is in support of the recommendation. Commissioner Sansom said she is in support of more than just five.

2013-08-114  
 Moved by Towne  
 Second by Gaylord

To approve the purchase of five Scarborough benches from Landscape Forms in the amount of \$6,195 and authorize the City Manager to execute the required documents.

Ayes: 5  
 Nays: 0  
 Absent: 0  
 Motion carried

**Archery Targets**

Consideration to approve the purchase of 12 new targets for the Avalanche Park Archery Range from the Rinehart Target Company for the amount of \$3,133 and authorize the City Manager to execute the required

documents.

DPW Superintendent Andy Kovolski presented a request to purchase archery targets for the Archery Range at Avalanche Park. Mark Fruge is trying to organize a new archery club and is seeking assistance from the Parks Department to improve conditions at the range. The current targets have been deteriorating for the past few years. The Parks & Recreation Commission also gave support for the purchase of the new targets. Rinehart Target Company provided pricing on 12 new targets. We also looked at purchasing blemished targets with slight flaws to get an additional 30% off along with the 10% off they are giving us for club pricing.

Citizens Comments: None

Staff Comments: None

Board Deliberation: Mayor Pro-Tem Towne agrees with the recommendation and is in support. Commissioner Neidhamer also supports and is in favor of making more use of Avalanche Park. Commissioner Sansom said she is fine with the archery, but is upset with two of the specific targets, the wolf or the moose. It upsets her and she is bothered by the images of these animals as targets. Andy Kovolski said it is about size and distance. These are what the archery clubs recommend. Commissioner Gaylord said he appreciates the opportunity to look at the blemished and discounted pricing. He understands the targets are not for everyone, it's about the skills. Mayor Grunch said he is in support. Commissioner Sansom said she would like to drop the wolves and wolverine from the list and find two other targets.

2013-08-115

Moved by Towne

Second by Gaylord

MOTION

To approve the purchase of 12 new targets for the Avalanche Park Archery Range from the Rinehart Target Company for the amount of \$3,133 and authorize the City Manager to execute the required documents

Ayes: 4

Nays: 1, Commissioner Sansom

Absent: 0

Motion carried

Consider to approve of Traffic Control Order #129 stating two-way traffic shall be allowed on the currently existing one-way eastbound alley immediately south of 310 South Lake Street between South Lake and Front Streets and Traffic Control Order #130 designating two hour parking zones on the East side of South Lake Street from Main Street south to alley immediately south of 309 South Lake Street

**Traffic Control Order #129  
and #130**

City Manager Cain said these traffic controls have been in place temporarily since May, 2013 and were put in place in response to a request from residents in that area regarding the parking and the use of the alley. Putting these orders in place seems to have

calmed things down. Chief Gaither added that no complaints regarding these orders have been received. The new signage is there and already in effect. If something comes up in the future, we could amend or bring it back to the City Commission.

Staff Comments: None

Citizens Comments: Ron Crozier said since the new owner has taken over the residence next door, they have had problems backing the American Legion's float out of the lot and have to back it out into traffic.

Board Deliberation: Commissioner Gaylord asked why it was a one way alley to begin with and was informed that we do not know why. All Commissioners are in agreement.

2013-08-116

Moved by Grunch

Second by Sansom

**MOTION**

To approve of Traffic Control Order #129 stating two-way traffic shall be allowed on the currently existing one-way eastbound alley immediately south of 310 South Lake Street between South Lake and Front Streets and Traffic Control Order #130 designating two hour parking zones on the East side of South Lake Street from Main Street south to alley immediately south of 309 South Lake Street

Ayes: 5

Nays: 0

Absent: 0

Motion carried

Commissioner Gaylord inquired how many times we got the beach cleaner from Charlevoix this summer and was informed once. He also said he found a kayak next to the restrooms at the beach. Also where are we at with the fishing pier grant? Commissioner Sansom said she has heard good comments regarding the picnic tables around the parks. Mayor Grunch said he will not be attending the September 10, 2013 meeting.

**GOOD OF THE ORDER**

2013-08-117

Moved by Grunch

Second by Gaylord

**CLOSED SESSION  
MOTION**

To approve the request of the City Manager to go into closed session with our attorney regarding Attorney/Client Privilege document as provided in MCL 15.268 (h) of the Michigan Open Meetings Act (PA 267 of 1976 at 1:09 p.m.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

2013-08-118  
Moved by Grunch  
Second by Towne

**RETURN TO OPEN SESSION  
MOTION**

To return to open session at 2:56 p.m.

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

Moved by Mayor Grunch, seconded by Commissioner Gaylord to  
adjourn the regular City Commission meeting of August 27, 2013 at  
2:57 p.m.

**ADJOURNMENT**

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Ron Grunch  
Mayor

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Cindy Grice  
Clerk / Treasurer

Karen Seeley  
319 N. Lake Street  
Boyne City, MI 49712  
Phone 231-582-0341 fax 231-582-6506  
karen@boynecity.com

**City of Boyne City**

# Memo

**To:** City Manager Michael Cain *Mc*

**From:** Karen Seeley *ks*

**Date:** September 10, 2013

**Re:** Airport Advisory Board Appointments

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At their August 29th meeting the Airport Board passed unanimously to recommend the City Commission re-appoint Larry Trumble\*, Bud Chipman\*, James Kozlowski\* and Ed Hennessy to the Airport Advisory Board each to a three year term expiring September 24, 2016.

\*ex-officio

## MEMORANDUM

TO: MICHAEL CAIN; CITY MANAGER 

FROM: ANDREW KOVOLSKI; PUBLIC WORKS SUPERINTENDENT 

DATE: 9/20/2013

RE: ICE CONTROL SAND BIDS

On September 3rd, 2013, Bid Packages were sent out to seven local area suppliers of ice control sand seeking quotations for our requirements for this year. Once again we have forecasted the need for 1,000 cubic yards. Two Bids were received by the September 13<sup>th</sup> deadline. Bids were opened at 10:00 am on September 13th.

Following is the Bid Tabulation:

1. Reith Reilly	\$18.05 per cubic yard	\$18,060.00 total
2. R&B Excavating	\$12.75 per cubic yard	\$12,750.00 total

This is our normal yearly purchase of Ice Control Sand to provide traction control and ice melting to City streets and parking areas. The salt used to mix with the sand is purchased through the State of Michigan purchasing program with their volume discount. The salt has been scheduled for delivery to the North Boyne Yard beginning September 24<sup>th</sup>.

### **RECCOMENDATION:**

It is my recommendation that the City Commission award the bid to supply Ice Control Sand to R&B Excavating of Boyne City for the amount of \$12,750.00 and authorize the City Manager to sign the required documents. Funds are available for this purchase in the Street Department budget.

### **OPTIONS:**

1. That this matter be postponed for further information or consideration
2. That this matter be approved subject to some revision
3. Other options as determined by the City Commission

CASH SUMMARY BY FUND FOR BOYNE CITY

FROM 08/01/2013 TO 08/31/2013

FUND: 101 202 203 206 209 210 211 226 242 244 248 251 285 295 401 410 590 592 661  
CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 08/01/2013	Total Debits	Total Credits	Ending Balance 08/31/2013
101	GENERAL FUND	2,084,331.15	417,592.41	354,957.39	2,146,966.17
202	MAJOR STREET FUND	45,263.28	38,821.10	40,726.09	43,358.29
203	LOCAL STREET FUND	0.00	158,629.15	158,629.15	0.00
206	FIRE FUND	443,049.37	0.00	12,815.96	430,233.41
209	CEMETERY FUND	0.00	5,035.81	5,035.81	0.00
210	AMBULANCE FUND	56,426.74	41,212.20	41,998.08	55,640.86
211	SPECIAL PROJECTS FUND	690.45	0.00	0.00	690.45
226	RUBBISH COLLECTION FUND	0.00	0.00	0.00	0.00
242	BOYNE THUNDER FUND	93,814.71	14,558.72	27,561.06	80,812.37
248	DOWNTOWN DEVELOPMENT AUTHORITY	0.00	19,056.15	19,056.15	0.00
251	LDFA FUND	844,068.93	0.00	18,847.31	825,221.62
285	MARINA FUND	261,285.77	72,556.60	17,664.81	316,177.56
295	AIRPORT FUND	28,917.76	14,092.88	16,919.60	26,091.04
401	VIBRANT SMALL CITIES INITIATIVE FUND	0.00	0.00	0.00	0.00
410	BOYNE SENIORS CENTER FUND	788.15	0.00	0.00	788.15
590	WASTEWATER FUND	1,745,997.68	102,139.53	53,210.48	1,794,926.73
592	WATER FUND	253,130.58	45,513.63	102,292.57	196,401.64
661	MOTOR POOL FUND	786,080.85	17,299.31	37,308.54	766,071.62
	TOTAL - ALL FUNDS	6,643,895.42	946,507.49	907,023.00	6,683,379.91

User: Cindy

DB: Boyne City

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 08/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BGD USED
Fund 101 - GENERAL FUND						
Revenues						
031-REVENUES		3,793,662.00	488,358.67	315,851.69	3,305,303.33	12.87
032-REVENUES		272,506.00	110,631.97	6,398.70	161,874.03	40.60
033-REVENUES		142,000.00	47,333.32	11,833.33	94,666.68	33.33
034-REVENUES		158,000.00	35,093.51	16,485.64	122,906.49	22.21
035-REVENUES		12,200.00	2,797.46	147.17	9,402.54	22.93
036-REVENUES		294,209.00	126,950.96	43,670.62	167,258.04	43.15
TOTAL Revenues		4,672,577.00	811,165.89	394,387.15	3,861,411.11	17.36
Expenditures						
101-LEGISLATIVE		19,518.00	8,911.44	0.00	10,606.56	45.66
151-PLANNING		155,556.00	34,227.73	6,901.71	121,328.27	22.00
173-GENERAL SERVICES		553,644.00	157,702.07	36,860.25	395,941.93	28.48
191-ELECTIONS		2,200.00	308.00	0.00	1,892.00	14.00
208-ACCOUNTING/AUDIT		13,500.00	12,351.38	12,351.38	1,148.62	91.49
209-ASSESSMENT/TAXES		70,660.00	20,332.02	5,483.33	50,327.98	28.77
210-LEGAL		60,000.00	13,339.62	709.22	46,660.38	22.23
248-GENERAL/OTHER SERVICES		331,800.00	27,624.11	9,340.76	304,175.89	8.33
250-HOUSING		0.00	63,345.54	17,282.36	(63,345.54)	100.00
265-PUBLIC BUILDINGS		1,215,736.00	57,320.95	29,853.28	1,158,415.05	4.71
301-POLICE DEPARTMENT		618,166.00	169,870.28	38,016.46	448,295.72	27.48
706-ENVIRONMENTAL		750.00	0.00	0.00	750.00	0.00
751-PARKS & RECREATION		289,600.00	97,007.71	27,246.94	192,592.29	33.50
804-MUSEUM		3,102.00	649.11	176.00	2,452.89	20.93
809-SIDEWALKS		108,000.00	700.00	0.00	107,300.00	0.65
899-CONTINGENCY		62,215.00	1,110.41	264.54	61,104.59	1.78
965-TRANSFERS OUT		1,168,130.00	269,316.71	166,167.48	898,813.29	23.06
TOTAL Expenditures		4,672,577.00	934,117.08	350,653.71	3,738,459.92	19.99
Fund 101:						
TOTAL REVENUES		4,672,577.00	811,165.89	394,387.15	3,861,411.11	17.36
TOTAL EXPENDITURES		4,672,577.00	934,117.08	350,653.71	3,738,459.92	19.99
NET OF REVENUES & EXPENDITURES		0.00	(122,951.19)	43,733.44	122,951.19	100.00

## REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	08/31/2013 (NORMAL (ABNORMAL))	MONTH 08/31/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
030-REVENUES		563,741.00	90,450.54	17,847.97	473,290.46	16.04
TOTAL Revenues		<u>563,741.00</u>	<u>90,450.54</u>	<u>17,847.97</u>	<u>473,290.46</u>	<u>16.04</u>
Expenditures						
451-CONSTRUCTION		18,800.00	3,642.88	2,698.01	15,157.12	19.38
463-ROUTINE MAINTANCE		323,200.00	64,424.60	9,572.46	258,775.40	19.93
474-TRAFFIC SERVICE		32,000.00	1,705.24	412.13	30,294.76	5.33
478-WINTER MAINTENANCE		103,300.00	8,903.62	1,893.13	94,396.38	8.62
482-ADMINISTRATION		86,441.00	21,503.21	5,177.23	64,937.79	24.88
TOTAL Expenditures		<u>563,741.00</u>	<u>100,179.55</u>	<u>19,752.96</u>	<u>463,561.45</u>	<u>17.77</u>
Fund 202:						
TOTAL REVENUES		563,741.00	90,450.54	17,847.97	473,290.46	16.04
TOTAL EXPENDITURES		563,741.00	100,179.55	19,752.96	463,561.45	17.77
NET OF REVENUES & EXPENDITURES		0.00	(9,729.01)	(1,904.99)	9,729.01	100.00

## REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2013 NORMAL (ABNORMAL)	MONTH 08/31/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
Revenues						
030-REVENUES		935,398.00	244,559.51	158,629.15	690,838.49	26.14
TOTAL Revenues		<u>935,398.00</u>	<u>244,559.51</u>	<u>158,629.15</u>	<u>690,838.49</u>	<u>26.14</u>
Expenditures						
451-CONSTRUCTION		398,863.00	142,414.29	128,508.75	256,448.71	35.71
463-ROUTINE MAINTANCE		356,800.00	69,461.78	22,800.78	287,338.22	19.47
474-TRAFFIC SERVICE		19,525.00	1,122.99	573.64	18,402.01	5.75
478-WINTER MAINTENANCE		100,610.00	7,203.17	1,777.27	93,406.83	7.16
482-ADMINISTRATION		59,600.00	20,669.16	4,968.71	38,930.84	34.68
TOTAL Expenditures		<u>935,398.00</u>	<u>240,871.39</u>	<u>158,629.15</u>	<u>694,526.61</u>	<u>25.75</u>
Fund 203:						
TOTAL REVENUES		<u>935,398.00</u>	<u>244,559.51</u>	<u>158,629.15</u>	<u>690,838.49</u>	<u>26.14</u>
TOTAL EXPENDITURES		<u>935,398.00</u>	<u>240,871.39</u>	<u>158,629.15</u>	<u>694,526.61</u>	<u>25.75</u>
NET OF REVENUES & EXPENDITURES		0.00	3,688.12	0.00	(3,688.12)	100.00

## REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2013 (NORMAL (ABNORMAL))	MONTH 08/31/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Revenues						
030-REVENUES		513,050.00	(131,361.53)	0.00	644,411.53	(25.60)
TOTAL Revenues		<u>513,050.00</u>	<u>(131,361.53)</u>	<u>0.00</u>	<u>644,411.53</u>	<u>(25.60)</u>
Expenditures						
040-EXPENDITURES		513,050.00	54,832.82	12,815.96	458,217.18	10.69
TOTAL Expenditures		<u>513,050.00</u>	<u>54,832.82</u>	<u>12,815.96</u>	<u>458,217.18</u>	<u>10.69</u>
Fund 206:						
TOTAL REVENUES		513,050.00	(131,361.53)	0.00	644,411.53	25.60
TOTAL EXPENDITURES		513,050.00	54,832.82	12,815.96	458,217.18	10.69
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>(186,194.35)</u>	<u>(12,815.96)</u>	<u>186,194.35</u>	<u>100.00</u>

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 08/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 209 - CEMETERY FUND						
Revenues						
030-REVENUES		59,565.00	19,052.36	5,035.81	40,512.64	31.99
TOTAL Revenues		<u>59,565.00</u>	<u>19,052.36</u>	<u>5,035.81</u>	<u>40,512.64</u>	<u>31.99</u>
Expenditures						
040-EXPENDITURES		59,565.00	32,391.98	5,035.81	27,173.02	54.38
TOTAL Expenditures		<u>59,565.00</u>	<u>32,391.98</u>	<u>5,035.81</u>	<u>27,173.02</u>	<u>54.38</u>
Fund 209:						
TOTAL REVENUES		59,565.00	19,052.36	5,035.81	40,512.64	31.99
TOTAL EXPENDITURES		<u>59,565.00</u>	<u>32,391.98</u>	<u>5,035.81</u>	<u>27,173.02</u>	<u>54.38</u>
NET OF REVENUES & EXPENDITURES		0.00	(13,339.62)	0.00	13,339.62	100.00

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REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 08/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 210 - AMBULANCE FUND						
Revenues						
030-REVENUES		655,700.00	251,583.90	52,793.44	404,116.10	38.37
032-REVENUES		144,160.00	40,278.00	14,490.50	103,882.00	27.94
040-EXPENDITURES		(1,850.00)	0.00	0.00	(1,850.00)	0.00
TOTAL Revenues		798,010.00	291,861.90	67,283.94	506,148.10	36.57
Expenditures						
040-EXPENDITURES		653,850.00	267,918.77	78,341.99	385,931.23	40.98
045-EXPENSES		144,160.00	0.00	0.00	144,160.00	0.00
TOTAL Expenditures		798,010.00	267,918.77	78,341.99	530,091.23	33.57
Fund 210:						
TOTAL REVENUES		798,010.00	291,861.90	67,283.94	506,148.10	36.57
TOTAL EXPENDITURES		798,010.00	267,918.77	78,341.99	530,091.23	33.57
NET OF REVENUES & EXPENDITURES		0.00	23,943.13	(11,058.05)	(23,943.13)	100.00

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REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 08/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 226 - RUBBISH COLLECTION FUND						
Revenues						
030-REVENUES		33,200.00	17,800.19	0.00	15,399.81	53.62
TOTAL Revenues		<u>33,200.00</u>	<u>17,800.19</u>	<u>0.00</u>	<u>15,399.81</u>	<u>53.62</u>
Expenditures						
040-EXPENDITURES		33,200.00	17,800.19	0.00	15,399.81	53.62
TOTAL Expenditures		<u>33,200.00</u>	<u>17,800.19</u>	<u>0.00</u>	<u>15,399.81</u>	<u>53.62</u>
Fund 226:						
TOTAL REVENUES		33,200.00	17,800.19	0.00	15,399.81	53.62
TOTAL EXPENDITURES		<u>33,200.00</u>	<u>17,800.19</u>	<u>0.00</u>	<u>15,399.81</u>	<u>53.62</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

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PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE		% EDGT USED
		AMENDED BUDGET	08/31/2013 NORMAL (ABNORMAL)	MONTH 08/31/2013 INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 242 - BOYNE THUNDER FUND							
Revenues							
030-REVENUES		139,350.00	130,838.45	9,928.28	8,511.55		93.89
040-EXPENDITURES		(18,560.00)	0.00	0.00	(18,560.00)		0.00
TOTAL Revenues		<u>120,790.00</u>	<u>130,838.45</u>	<u>9,928.28</u>	<u>(10,048.45)</u>		<u>108.32</u>
Expenditures							
040-EXPENDITURES		120,790.00	100,015.48	22,930.62	20,774.52		82.80
TOTAL Expenditures		<u>120,790.00</u>	<u>100,015.48</u>	<u>22,930.62</u>	<u>20,774.52</u>		<u>82.80</u>
Fund 242:							
TOTAL REVENUES		120,790.00	130,838.45	9,928.28	(10,048.45)		108.32
TOTAL EXPENDITURES		120,790.00	100,015.48	22,930.62	20,774.52		82.80
NET OF REVENUES & EXPENDITURES		0.00	30,822.97	(13,002.34)	(30,822.97)		100.00

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REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 08/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
030-REVENUES		410,219.00	68,960.23	19,019.15	341,258.77	16.81
TOTAL Revenues		410,219.00	68,960.23	19,019.15	341,258.77	16.81
Expenditures						
731-EXPENDITURES		410,219.00	86,181.56	19,019.15	324,037.44	21.01
TOTAL Expenditures		410,219.00	86,181.56	19,019.15	324,037.44	21.01
Fund 248:						
TOTAL REVENUES		410,219.00	68,960.23	19,019.15	341,258.77	16.81
TOTAL EXPENDITURES		410,219.00	86,181.56	19,019.15	324,037.44	21.01
NET OF REVENUES & EXPENDITURES		0.00	(17,221.33)	0.00	17,221.33	100.00

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REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2013 NORMAL (ABNORMAL)	MONTH 08/31/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 251 - LDFA FUND						
Revenues						
030-REVENUES		341,989.00	0.00	0.00	341,989.00	0.00
TOTAL Revenues		341,989.00	0.00	0.00	341,989.00	0.00
Expenditures						
040-EXPENDITURES		341,989.00	66,071.62	18,847.31	275,917.38	19.32
TOTAL Expenditures		341,989.00	66,071.62	18,847.31	275,917.38	19.32
Fund 251:						
TOTAL REVENUES		341,989.00	0.00	0.00	341,989.00	0.00
TOTAL EXPENDITURES		341,989.00	66,071.62	18,847.31	275,917.38	19.32
NET OF REVENUES & EXPENDITURES		0.00	(66,071.62)	(18,847.31)	66,071.62	100.00

## REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2013 (NORMAL (ABNORMAL))	MONTH 08/31/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 285 - MARINA FUND						
Revenues						
030-REVENUES		461,550.00	152,166.70	71,420.57	309,383.30	32.97
TOTAL Revenues		<u>461,550.00</u>	<u>152,166.70</u>	<u>71,420.57</u>	<u>309,383.30</u>	<u>32.97</u>
Expenditures						
040-EXPENDITURES		461,550.00	71,426.85	15,997.38	390,123.15	15.48
TOTAL Expenditures		<u>461,550.00</u>	<u>71,426.85</u>	<u>15,997.38</u>	<u>390,123.15</u>	<u>15.48</u>
<b>Fund 285:</b>						
TOTAL REVENUES		<u>461,550.00</u>	<u>152,166.70</u>	<u>71,420.57</u>	<u>309,383.30</u>	<u>32.97</u>
TOTAL EXPENDITURES		<u>461,550.00</u>	<u>71,426.85</u>	<u>15,997.38</u>	<u>390,123.15</u>	<u>15.48</u>
NET OF REVENUES & EXPENDITURES		0.00	80,739.85	55,423.19	(80,739.85)	100.00

## REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 08/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 295 - AIRPORT FUND						
Revenues						
030-REVENUES		140,700.00	65,039.22	20,977.96	75,660.78	46.23
TOTAL Revenues		140,700.00	65,039.22	20,977.96	75,660.78	46.23
Expenditures						
040-EXPENDITURES		140,700.00	6,657.47	534.88	134,042.53	4.73
TOTAL Expenditures		140,700.00	6,657.47	534.88	134,042.53	4.73
Fund 295:						
TOTAL REVENUES		140,700.00	65,039.22	20,977.96	75,660.78	46.23
TOTAL EXPENDITURES		140,700.00	6,657.47	534.88	134,042.53	4.73
NET OF REVENUES & EXPENDITURES		0.00	58,381.75	20,443.08	(58,381.75)	100.00

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REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	. BDGT USED
		AMENDED BUDGET	08/31/2013 NORMAL (ABNORMAL)	MONTH 08/31/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 410 - BOYNE SENIORS CENTER FUND						
Expenditures						
040-EXPENDITURES		0.00	99.19	0.00	(99.19)	100.00
TOTAL Expenditures		0.00	99.19	0.00	(99.19)	100.00
Fund 410:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	99.19	0.00	(99.19)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(99.19)	0.00	99.19	100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 08/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - WASTEWATER FUND						
Revenues						
050-REVENUES		1,111,069.00	314,636.88	102,362.88	796,432.12	28.32
TOTAL Revenues		<u>1,111,069.00</u>	<u>314,636.88</u>	<u>102,362.88</u>	<u>796,432.12</u>	<u>28.32</u>
Expenditures						
590-EXPENDITURES		1,111,069.00	147,893.85	51,234.82	963,175.15	13.31
TOTAL Expenditures		<u>1,111,069.00</u>	<u>147,893.85</u>	<u>51,234.82</u>	<u>963,175.15</u>	<u>13.31</u>
Fund 590:						
TOTAL REVENUES		1,111,069.00	314,636.88	102,362.88	796,432.12	28.32
TOTAL EXPENDITURES		1,111,069.00	147,893.85	51,234.82	963,175.15	13.31
NET OF REVENUES & EXPENDITURES		0.00	166,743.03	51,128.06	(166,743.03)	100.00

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PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 08/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 592 - WATER FUND						
Revenues						
032-REVENUES		590,000.00	201,885.77	64,814.56	388,114.23	34.22
592-EXPENDITURES		(16,350.00)	0.00	0.00	(16,350.00)	0.00
TOTAL Revenues		573,650.00	201,885.77	64,814.56	371,764.23	35.19
Expenditures						
592-EXPENDITURES		573,650.00	167,529.54	100,237.49	406,120.46	29.20
TOTAL Expenditures		573,650.00	167,529.54	100,237.49	406,120.46	29.20
Fund 592:						
TOTAL REVENUES		573,650.00	201,885.77	64,814.56	371,764.23	35.19
TOTAL EXPENDITURES		573,650.00	167,529.54	100,237.49	406,120.46	29.20
NET OF REVENUES & EXPENDITURES		0.00	34,356.23	(35,422.93)	(34,356.23)	100.00

User: Cindy

DB: Boyne City

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	08/31/2013 (ABNORMAL)	MONTH 08/31/2013 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 661 - MOTOR POOL FUND								
Revenues								
030-REVENUES		411,040.00	74,763.59	17,299.31		336,276.41		18.19
TOTAL Revenues		411,040.00	74,763.59	17,299.31		336,276.41		18.19
Expenditures								
040-EXPENDITURES		411,040.00	63,658.87	37,308.54		347,381.13		15.49
TOTAL Expenditures		411,040.00	63,658.87	37,308.54		347,381.13		15.49
Fund 661:								
TOTAL REVENUES		411,040.00	74,763.59	17,299.31		336,276.41		18.19
TOTAL EXPENDITURES		411,040.00	63,658.87	37,308.54		347,381.13		15.49
NET OF REVENUES & EXPENDITURES		0.00	11,104.72	(20,009.23)		(11,104.72)		100.00

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REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 08/31/2013

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2013 (ABNORMAL)	MONTH 08/31/2013 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 701 - TRUST & AGENCY FUND						
Expenditures						
000		0.00	(1,794.00)	(450.00)	1,794.00	100.00
TOTAL Expenditures		0.00	(1,794.00)	(450.00)	1,794.00	100.00
Fund 701:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	(1,794.00)	(450.00)	1,794.00	100.00
NET OF REVENUES & EXPENDITURES		0.00	1,794.00	450.00	(1,794.00)	100.00
TOTAL REVENUES - ALL FUNDS		11,146,548.00	2,351,819.70	949,006.73	8,794,728.30	21.10
TOTAL EXPENDITURES - ALL FUNDS		11,146,548.00	2,355,852.21	890,889.77	8,790,695.79	21.14
NET OF REVENUES & EXPENDITURES		0.00	(4,032.51)	58,116.96	4,032.51	100.00



Approved: \_\_\_\_\_

**Meeting of  
AUGUST 1, 2013**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY, AUGUST 1, 2013 AT 8:30 A.M. IN THE COMMISSION CHAMBERS AT CITY HALL, 319 NORTH LAKE STREET

**Call to Order**

Chair Swartz called the meeting to order at 8:31 a.m.

**Roll Call**

Present: Robin Berry Williams, Bob Carlile, Michelle Cortright, Jim Jensen  
Larry Lenhart, Pat O'Brien, and Rob Swartz

**Meeting  
Attendance**

Absent: Jodie Adams (arrived at 8:31 am) and Michael Cain

City Staff: Main Street Manager Hugh Conklin, Planning, Zoning Administrator  
Scott McPherson and Recording Secretary Karen Seeley

Public: There were four people in attendance

**Excused Absence**

**Carlile moved, Cortright second PASSED UNANIMOUSLY** to excuse the absence of Michael Cain

**Approval of Minutes  
MOTION**

**Cortright moved, Carlile second PASSED UNANIMOUSLY** to approve the June 6, 2013 meeting minutes

**Citizens Comments**

None

**Correspondence**

Received a thank you letter from Camp Quality.

**Main Street Committee  
Reports**

In addition to the committee reports included in the agenda packet Main Street Manager Conklin reported on a few items:

- The SOBO Arts Festival was held the last weekend in June. A summary of the event from committee chair Kathy MacDonald was included in the packet.
- The Farmers Market moved to Peninsula Beach for the July 3<sup>rd</sup> market and the location was a hit. Due to the antique car and flea market, the farmers market will return to Peninsula Beach on Saturday, August 10<sup>th</sup>. The Evenings at the Gazebo farmers market opened June 26<sup>th</sup>, but failed to catch on and presently no vendors are participating.
- A presentation on the art-bike designs was made to the City Commission June 11<sup>th</sup>, and they voted to support the recommended designs. The next step is to create design specs for the manufacturing of the racks and seek bids.
- VanDam Custom Boats has acquired the neighboring business, Sunburst Marine and renamed it Boyne Boat Works.
- The sale of the Dilworth and Parkside Grill as well as the expansion of the Grain Train to downtown Boyne City.

## Manager's Report

Main Street Manager Conklin reported on:

- Asked Planning/Zoning Administrator to update the board on the Assistant Planner position: They received 16 applications and choose five to interview, one withdrew. They hired Annie Doyle, a Charlevoix resident and the Northwood Township Planning Chairperson. She will start August 12<sup>th</sup>. She will be the Design Committee Liaison.
- The concrete work in front of the Lake Street Market has been completed. Liz Glass met with the design committee following the June board meeting to work out the final details prior to installation.
- The grant application for improvements to the Veterans Park pavilion. The grant was to complete design work to upgrade the pavilion so it could serve as home to winter farmers market and a multi-use community facility. The project budget submitted for the grant was \$25,000 of which \$12,500 would be matched with local funds.
- A \$5,000 placemaking grant application was submitted to the Northwest Michigan Council of Governments to install new park identification and event signage, free public wi-fi network, and furnishings (benches, picnic tables, etc.). The application is due Friday, August 2<sup>nd</sup>.
- The year-end report for the Michigan Main Street Center is due August 10. This is our off-year and there will not be year-end visit from the state staff.
- He and Lori Meeder, a member of Team Boyne, attended the International Council of Shopping Centers conference in Novi in mid July. The ICSC is an organization for real estate developers, retail folks, bankers, and the reason for attending was to introduce the South Lake Street project that was recently completed by Peter Allen and Associates.
- There is a ground-breaking ceremony for the Resort Cottages at One Water Street this Friday at 4 p.m. It coincides with a weekend visit of the Pride of Baltimore II. It will be docked at the One Water Street Marina.
- Will be out of the office August 28-30.

## New Business

**Marketing Presentation-Randy Calcaterra:** Randy and one of his interns showed the board a promotional video "Pure Boyne". At this point he would need "seed" money to get the infrastructure started. This would be a member funded and self sustaining program. Board discussion: They feel it is an interesting idea, and warrants further exploration. It goes along with the incubator idea of the Michigan Main Street. They discussed the LDFA motion to recommend Mike Cain be appointed to the steering committee, as he could represent the Main Street board as well. **Carlile moved O'Brien seconded PASSED UNANIMOUSLY** the Main Street board supports the concept of the Pure Boyne project and encourages its continued exploration with the possibility of becoming a financial contributor of the project if future developments are favorable.

## MOTION

## US-131 Billboard

The board reviewed three options. This is not a lighted billboard; just the lettering will be reflective. Board discussion: Cortright suggested a bigger design and smaller logo. Jensen recommends #1; it is a "quick read". Adams suggested turn left at Boyne Falls be bigger across the top. We should be asking them to visit. Suggestion of adding number of minutes to Boyne City.

**MOTION**

**Jensen moved Carlile seconded** to approve example #1 for graphics of the US 313 Billboard.

*Roll Call: 4 Nays*

*3 Ayes*

**Motion failed**

Main Street Manager Conklin will have the design “tweaked” and email to board.

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**Closed Session  
MOTION**

**Adams moved Williams seconded PASSED UNANIMOUSLY** to go into closed session at the request of Main Street manager Conklin to discuss possible real estate transaction provided in MCL 15.268 (d) of the Michigan Open Meetings Act (PA 267 of 1976) at 10:07 a.m.

**Open Session  
MOTION**

**O’Brien moved Cortright seconded PASSED UNANIMOUSLY** to return to open session at 10:13 am

---

**GOOD OF THE  
ORDER**

Cortright asked if we should start talking about “food trucks” through the winter months. They are popping up all over and we should get feed back from other communities. She also noted that she received a voided bill from Mitchell Graphics for \$1875 for Boyne Thunder which was a donation.

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**ADJOURNMENT  
MOTION**

**O’Brien moved Adams seconded PASSED UNANIMOUSLY** to adjourn the August 1, 2013 meeting of the Boyne City Main Street Board at 10:24 am.

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\_\_\_\_\_  
Karen Seeley, Recording Secretary

Approved: \_\_\_\_\_

**MEETING OF  
AUGUST 8, 2013**

RECORD OF THE PROCEEDINGS OF THE **REGULAR BOYNE CITY  
PARKS AND RECREATION COMMISSION MEETING HELD AT  
6:00 P.M. AT OLD CITY PARK ON THURSDAY, AUGUST 8, 2013.**

**CALL TO ORDER**

Meeting was called to order by Chair Sheean at 6:00 p.m.

**ROLL CALL**

Present: Jo Bowman, Bill Kuhn, Heath Meeder, Jerry Swift, Mike Sheean, Marie Sheets and Gail Van Horn

Absent: Darryl Parish

**MEETING  
ATTENDANCE**

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

Public Present: one

**APPROVAL OF  
MINUTES  
MOTION**

**VanHorn moved, Meeder seconded, PASSED UNANIMOUSLY,** a motion to approve the July 18, 2013 meeting minutes as presented.

**CITIZENS COMMENTS**

None

**DIRECTOR'S REPORT**

Kovolski reported the following:

- there have been some miscellaneous tree and stump removals around town
- Maintenance has been performed at the John Street road end
- The City will be going out to bids to install irrigation in Veterans Park (between State St and the river)
- The parks have been heavily used over the summer but seem to be holding up well.
- Staff plans to mulch around the base of the trees in Old City Park (has already started the grass killing process)

**CORRESPONDENCE**

None

**REPORTS OF  
OFFICERS, BOARDS  
AND STANDING  
COMMITTEES**

**Park Inspections**

**Riverside Park** - There is no barrel located there for trash disposal.  
**Old City Park** - Minimal litter and looking good.  
**Veterans Park** - Looks great considering all of the heavy use.  
**Avalanche** - Horse trails have been mostly cleared of debris and branches; however have not been used for trail riding yet. Board member Bowman stated that her family used the archery range and was pleasantly surprised.

**Disc Golf**

Forest Omland from the Boyne Valley Disc Golf Club gave an update on the use and condition of the course. There are now trash barrels on each hole and they are being monitored; it looks like they can just be emptied at the end of the season. The club would like to add and replace some signage. They will bring a proposal to the September meeting for board review and consideration. Omland also inquired about the availability of diamond dust, used for baseball, to try on the tee boxes. They would like to try it on one and see if it works and if so, they would look into placing it on all of the tee boxes as an alternative to gravel. Omland also expressed his appreciation on behalf of the club regarding the mowing; it looks great and there have been a lot of positive comments.

**UNFINISHED  
BUSINESS**

**Avalanche Signage**

Kovolski stated that he is still waiting on The Wood Shop (Aaron) to supply a final design that can be presented to the City Commission.

**Tree Removal  
Maintenance**

**Face of the hill** - The contractor and Andy have not had time to meet to look at the project again.

**Trail maintenance** - City staff will work on this as time allows.

**Dog Park**

Board members VanHorn and Meeder met with Kovolski and Humane Society Director Scott MacKenzie to lay out a plan to move forward. They received pricing on fencing and will organize a citizens' committee that will work on awareness, fund-raising and plans.

**Archery Targets Update**

Kuhn has been working with Rinehart to get discounted pricing on target purchases. He supplied City staff with a form to complete and submit, similar to what is used for organized archery clubs. The City should qualify for discount pricing. The board thanked Kuhn for looking into the discount pricing and the general consensus was to have staff continue to move forward.

**Park Hours Ordinance  
Draft Revisions**

The changes to the draft have not been completed for the board's review. This item will be removed from the agenda until a new draft is presented for review.

**NEW BUSINESS**

**Boyne River Nature  
Trail Signage**

As this is not an official City park, staff will work with members of the trail committee to come up with appropriate signage. The committee

will present a mock up of the sign made by The Wood Shop to the board for their information.

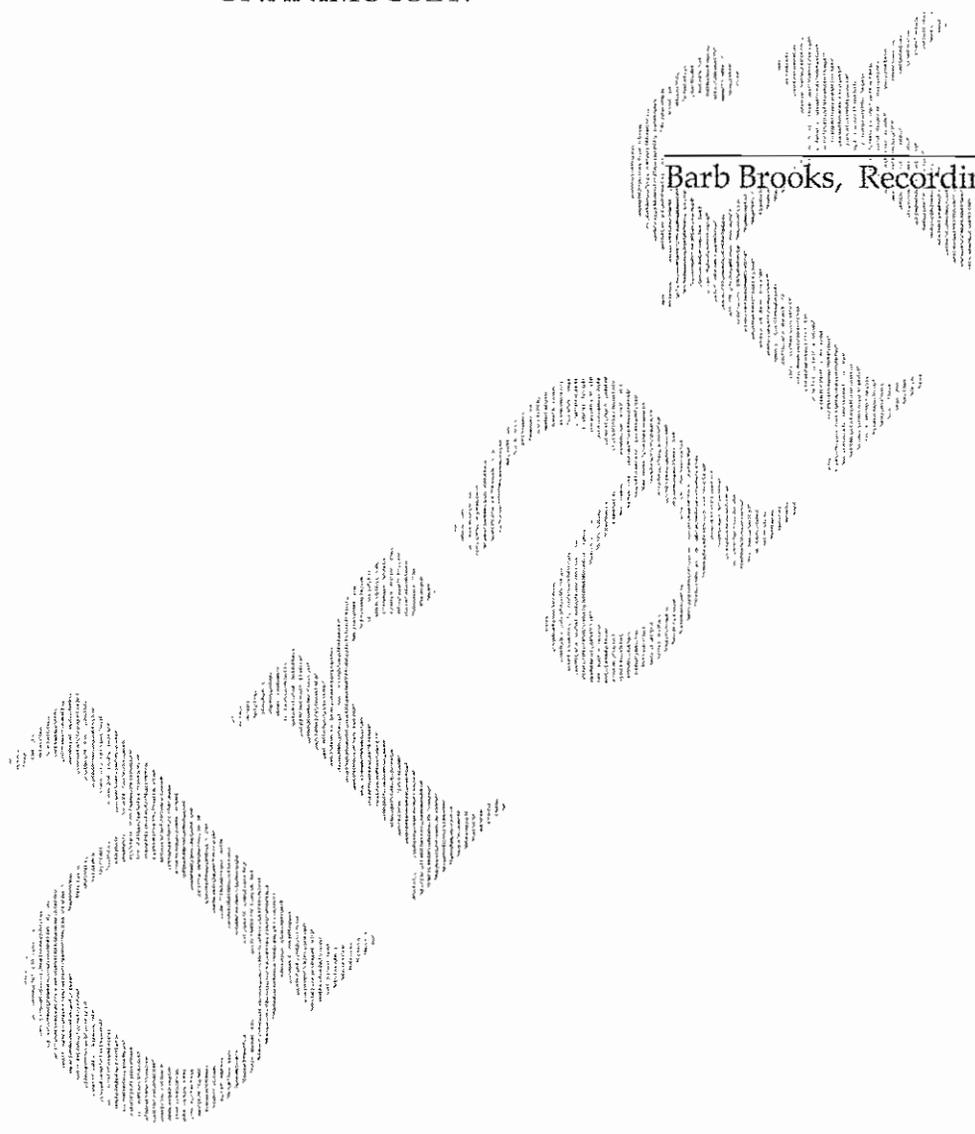
**NEXT MEETING**

The next regular meeting of the Parks and Recreation Board is scheduled for Thursday September 5, 2013 at 6 pm at Riverside Park.

**ADJOURNMENT  
\*\*MOTION**

The August 8, 2013 meeting of the Parks and Recreation board was adjourned at 6:28 p.m. Moved by Sheets, seconded by Meeder, PASSED UNANIMOUSLY.

Barb Brooks, Recording Secretary



Approved: \_\_\_\_\_

**Meeting of  
August 19, 2013**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday, August 19, 2013 at 5:00 pm.

**Call to Order**

Chair MacKenzie called the meeting to order at 5:03 p.m.

**Roll Call**

Present: Gretchen Crum, George Ellwanger, Jim Kozlowski, Jane MacKenzie, Lori Meeder, Tom Neidhamer, Aaron Place, and Joe St. Dennis  
Absent: Chris Frasz

**Meeting Attendance**

City Officials/Staff: Planning Director Scott McPherson, Assistant Planner / Zoning Administrator Annie Doyle and Clerk / Treasurer Cindy Grice  
Public Present: Four

**Consent Agenda**

**2013-08-19-11**  
**Ellwanger moved, Meeder seconded, PASSED UNANIMOUSLY** a motion to approve the consent agenda. Approval of the July 15, 2013 Planning Commission minutes as presented.

**Comments on  
Non-Agenda Items**

None

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

None

**Unfinished Business  
New Business**

None

**Lewis Street Alley Vacation  
Request**

Planning Director McPherson discussed the application submitted by Leon Dyer at 530 Lewis Street for the vacation of a public way. Also submitted was a petition from four other property owners. They are requesting the alley located between Franklin Street and Division, west of Lewis Street be vacated. The alley is 16.5' wide and 450 feet in length and runs between lots 28, 30, 32, 34, 35, 36, 37 and 50, 51, 52, 53, 41, 40, 39, 38 of C. G. Lewis Addition. Before an alley can be vacated by the City Commission, a recommendation on the proposed vacation request from the Planning Commission is required. There is one property owner who is not in favor of the alley vacation request.

**Gretchen Crum** confirmed with Scott that the objecting property owner did not use that area for parking and utilities in that alley.

**Joe St. Dennis** inquired about leaving an easement for future utilities. Scott said staff looked at the area and so no need for future utility installation on that property. Utility poles can be installed in right of ways.

**Tom Neidhamer** inquired if there was criteria the Planning Commission had to use to in that process. Scott, no. Mr. Neidhamer also inquired if we are land locking access and said we need to be careful to zone the property, not ownership? At this point, the alley would have to be developed in order to develop Alice Street.

**Lori Meeder** asked if there were others who might be impacted by this and do we have a lot of vacated alleys in town? Scott stated yes. It is a request that comes thru a few times a year. There are a few alleys that are accessed and maintained by the City.

**George Ellwanger** said it doesn't seem fair to that property owner who is not in favor of this because it will impact her taxes. The other property owners are fine and agree to this. Scott added that Mr. Dyer is the only one who doesn't have

access to the street right now. Any kind of access road would not be allowed to be built on that alley.

**Jim Kozlowski** said he would like to see it all vacated, not just portions of it.

**2013-08-19-12**

**Crum moved, St. Dennis seconded, PASSED UNANIMOUSLY**, a motion to approve to recommend to the City Commission, the proposed alley vacation request from Mr. Dyer.

**Pre-application for a  
Maintenance Building  
addition request by The  
Harborage**

Planning Director Scott McPherson discussed the pre-application of The Harborage Condominium Association that was requested by their representatives to review the possibility of construction of a new building or adding on the existing building located on Association property at the corner of Division and Second Streets. In 1995, the City approved the relocation of a 40' x 70' maintenance building from its location on Second Street to be used for the storage of maintenance equipment owned and used by the association for maintenance and upkeep of the association properties. At the time of the approval, conditions were established that included no outdoor storage, landscaping and paving. A land reconfiguration was approved by the City that created the parcel in 1995 as well. In 2001, the Master Deed for the Harborage was amended to reconfigure the Maintenance Building parcel by acquiring approximately 3 acres of adjacent property. While the master deed amendment was recorded at the County, no record was found of a review of the lot reconfiguration being completed by the City. Also since 2001, the building has served as the maintenance and storage facility for The Harborage and the property has been used to varying degrees for outdoor storage. While the storage is well screened with a berm and mature vegetation, formal approve for the use of the property for outdoor storage has not been requested or approved.

**Chair MacKenzie** inquired if this is part of the PUD. Scott McPherson said it looks like a part of it is, then after another look, it is reviewed under a TRD.

Kevin Lavin from The Harborage said improvements to the property are taking place. They are cleaning off the shoreline and the maintenance area is a staging area for that project. They need an additional 1,400 square feet of unheated area to store their equipment. They don't want to store their boat trailers near their area. Scott said he has received calls concerning outdoor storage there in general. Mr. Lavin added they also think they can do a little more to screen the area. More screening to the make it more appealing to the neighbors is a must.

**Tom Neidhamer** said the current building seems pretty unnoticeable.

**George Ellwanger** said he would like to see more screening, but would have no problem recommending this.

**Jim Kozlowski** asked if this parcel is fenced or secured and was informed it is buffered.

**Staff Report**

Scott McPherson said he and Annie Doyle went to the RCC Planning meeting recent. Annie is currently working on a public participation plan and that will need to be formalized. We are getting \$7,500 from an MEDC grant for the design charette. We are also going to try to initiate the Marvin Loding award. The idea came up at a recent City Commission meeting. Tom Neidhamer said he thinks it is fantastic to redo it. We should try to stick to residential and commercial awards. Maybe it should be reviewed before it's reinstated. Gretchen Crum added the spirit is there. Scott said he will bring it back on the next agenda.

**Good of the Order**

Jim Kozlowski said the people are driving on the sidewalk on the west end of the ball field on Vogel Street, near the Brook.

**Adjournment**

The next meeting of the Boyne City Planning Commission is scheduled for September 16, 2013 at 5:00 pm in the Auditorium.

**\*\*MOTION**

**2013-08-19-13**

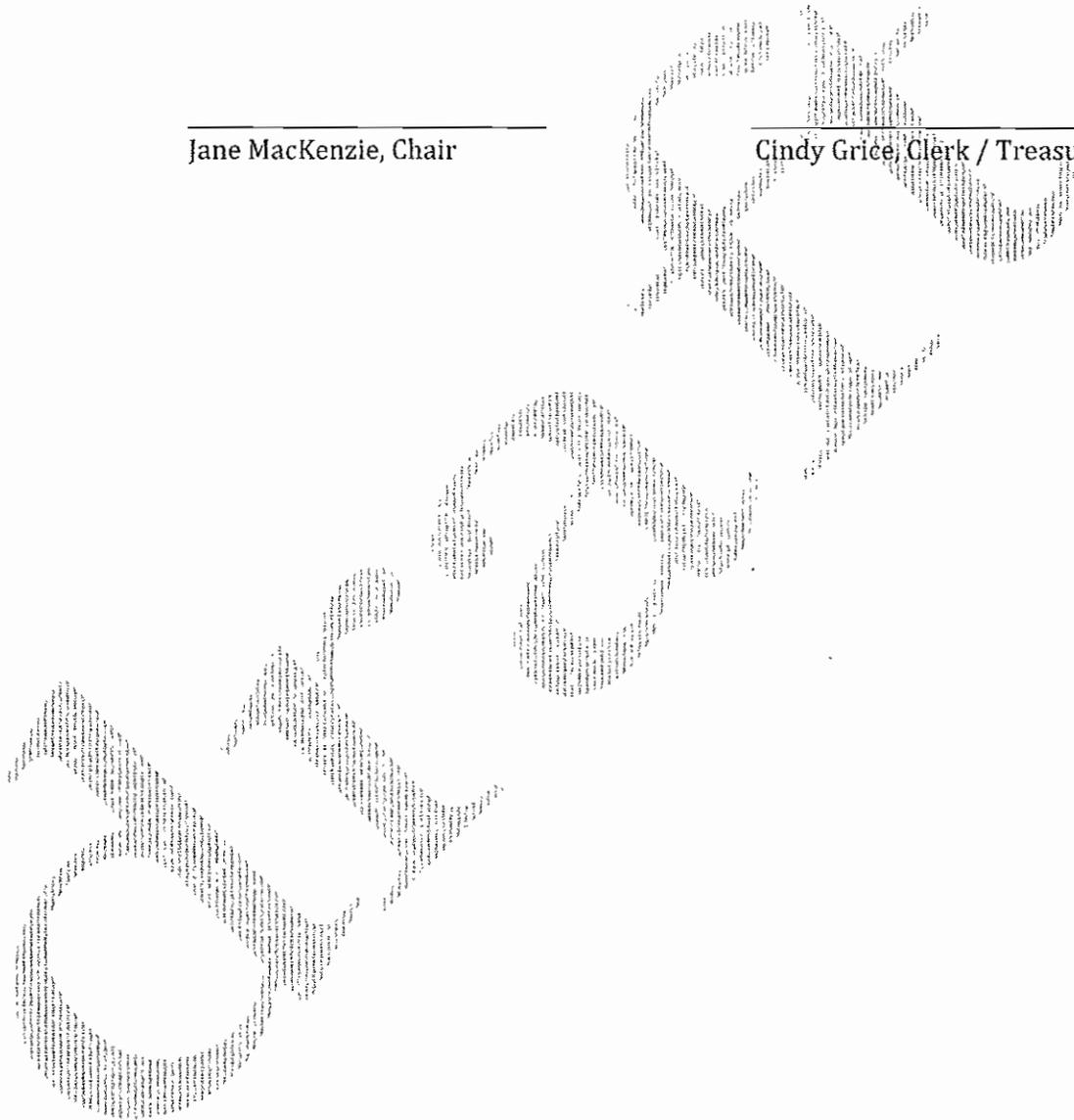
**Crum moved, Meeder seconded, PASSED UNANIMOUSLY** a motion to adjourn the July 15, 2013 meeting at 6:03 p.m.

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Jane MacKenzie, Chair

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Cindy Grice, Clerk / Treasurer





Approved: \_\_\_\_\_

**MEETING OF  
AUGUST 29, 2013**

**RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE  
BOYNE CITY AIRPORT ADVISORY BOARD HELD AUGUST 29, 2013**

**CALL TO ORDER**

Chair Reynolds called the meeting to order at 5:30 p.m. followed by the pledge of allegiance.

**ROLL CALL**

Present: Richard Bouters, Ed Hennessey, Jerry Schmidt, Oral Sutliff and Leon Jarema\*

**ATTENDANCE**

Absent: Bud Chipman\*, Rod Cortright\*, Jim Kozlowski\*, Larry Trumble\* and Roger Reynolds  
\*Ex Officio Members

Staff: Airport Manager/City Manager Michael Cain

**EXCUSED ABSENCES  
MOTION**

**Sutliff moved Bouters seconded PASSED UNANIMOUSLY** to excuse Roger Reynolds.

**APPROVAL OF MINUTES  
MOTION**

**Sutliff moved Bouters Reynolds seconded PASSED UNANIMOUSLY** to approve the July 25, 2013 minutes as presented.

None

**CORRESPONDENCE**

**UNFINISHED BUSINESS**

**Hangar Inquires/Leasing:**

- Reported by Michael Cain that all City owned hangar's are currently leased.
- **Liability Insurance Renewal:**
- **Bouters moved Sutliff seconded, PASSED UNANIMOUSLY** that the Airport Liability Insurance be renewed with the proposal from AVSURANCE CORPORATION.

**MOTION**

**Terms expiring:**

**NEW BUSINESS  
MOTION**

- **Bouters moved Sutliff seconded, PASSED UNANIMOUSLY** to recommend the City Commission re-appoint Larry Trumble\*, Bud Chipman\*, James Kozlowski\* and Ed Hennessey to the Airport Advisory Board each to a three year term expiring September 2016.
- **Safety Seminar:** Will be held Tuesday, October 15, 2013 at 6:00 p.m., at the Airport Terminal.
  - a. Flyer posted in terminal and handed out to board member (see attached)
  - b. E-mail notification of the event will be sent out by the FAA 2 weeks prior.
  - c. Leon Jarema will provide cookies. Richard Bouters & Ed Hennessey will

provide coffee.

**RC Airplane:**

- Michael Cain received a request from Jim Foley to use an area of the airport to fly remote controlled airplanes. The board is in favor of this with the recommendation that air traffic is monitored via transceiver radio.

**Airplane Broker:**

- Michael Cain received a request from an airplane brokerage firm to enter into an agreement. After board discussion, **Bouters moved Sutliff seconded PASSED UNANIMOUSLY** to give Cain the authority to research and enter into an agreement.

**Letter to AV Fuel:**

- Airport neighbor Don Nessen has asked Michael Cain to send a letter of thanks to AVFuel (airport fuel provider) in recognition to their tanker truck driver for the care he takes while driving through the neighborhood. Mr. Nessen indicated that the driver is quiet and thoughtful of noise issues while making deliveries to the airport. Cain will draft and send the letter.

**Hangar Maintenance:**

- Report of the roof leaking at city owned hangar C17. The city maintenance supervisor has been alerted and will investigate.

**GPS Approach:**

- As reported at a previous meeting by Jerry Schmidt, a portion of the GPS navigation has been eliminated from GPS software. After research, Jerry determined that the original publication had mistakenly included this portion and has been removed by the FAA. The main part of the approach remains.

**Signage for Fuel Pump:**

- Leon Jarema proposed a removable sign to be placed at the fuel pump to alert pilot's to issues such as airport closure for the Annual Drag Races as well as other information as needed. Jarema and Cain will work on this and report back to the board.

**Terminal Door Combination:**

- Richard Bouters reported that the combination to the terminal is currently listed on the Boyne City Airport page in the AOPA (Airplane Owners & Pilot's Association) airport directory. It will also be listed on the Boyne City Airport page in AirNav.com after , October 17, 2013. This combination is also found on the Boyne City Airport page in the Michigan Airport Directory (printed & eVersion).

**Tie Downs:**

The board continues to research Airport Tie-Down policy related to rates and monitoring and will discuss at the September meeting.

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**GOOD OF THE ORDER**

- AV Fuel price \$5.76 per gallon as of August 26, 2013

**NEXT MEETING  
MOTION**

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**Sutliff moved Bouters second PASSED UNANIMOUSLY** to change the September Airport Advisory Board meeting to Thursday, September 19, at 5:30 pm in the Airport Terminal.

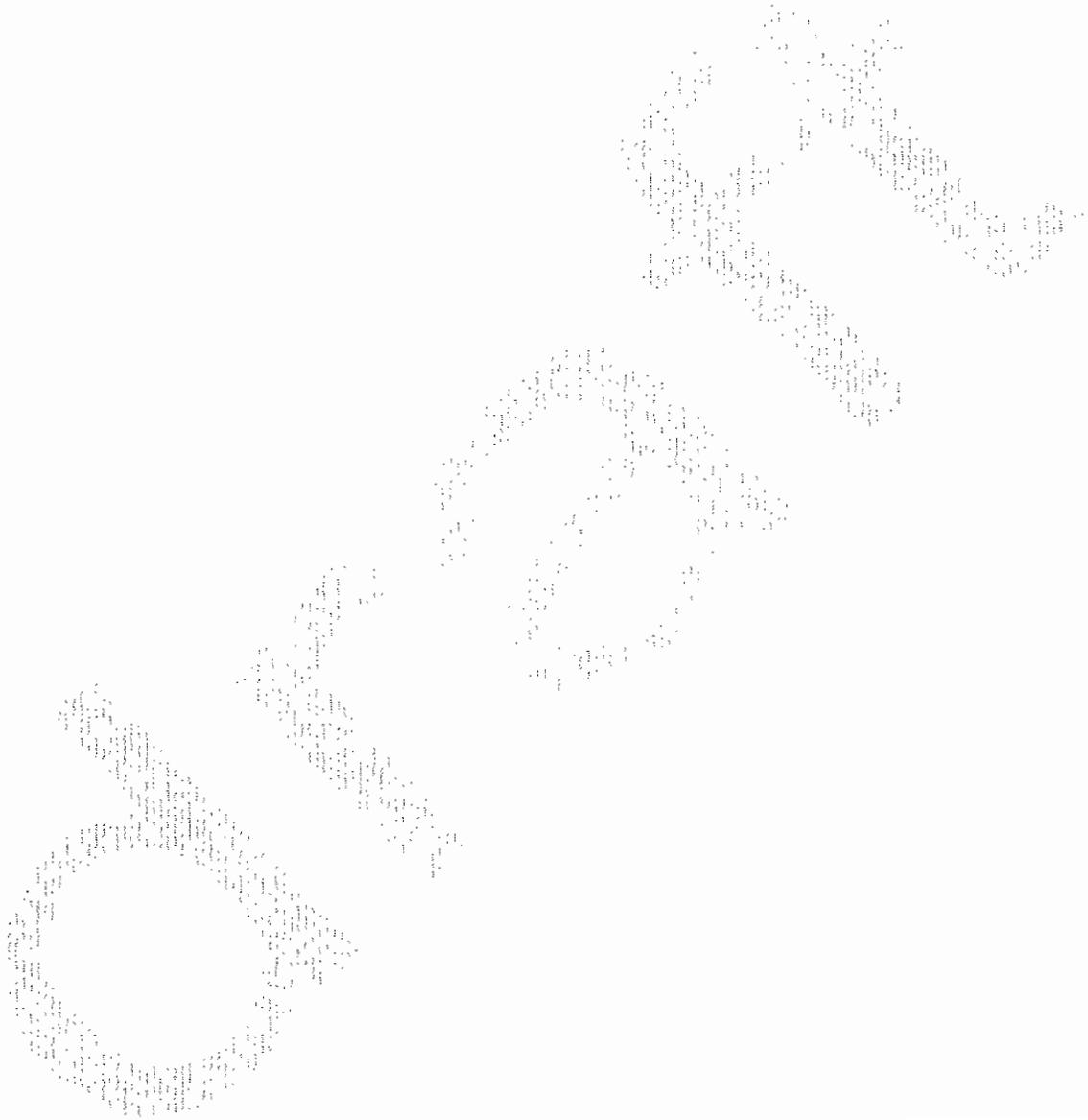
**ADJOURNMENT**

Vice Chair Schmidt adjourned the Airport Advisory Board meeting at 6:29p.m.

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Richard L. Bouters



**CITY OF BOYNE CITY**

**To:** Michael Cain DM  
**From:** Dan Meads Me  
**Date:** 9/19/2013  
**Subject:** SAW Grant Application

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**Background**

The State approved Proposal 2 (The Great Lakes Water Quality Bond) in 2002. From that proposal they have developed a new grant and loan program. The Stormwater, Asset Management, Wastewater Grant and Loan Program (SAW). Municipalities are eligible for up to two million dollars of grant funding with a 10% match on the first million and a 25% match on the second. In other words the City could get up to two million dollars in approved projects for an outlay of \$350,000.00 in local funds.

The grant application process will begin in October with an application filing deadline of December 2, 2013. The grants will be issued on a first come first served basis. With this in mind we have met with Larry Fox from C2ae and received a proposal (attached) for services to prepare a grant application.

**Discussion**

The SAW Grant Program provides funding for asset management plans for both stormwater and wastewater, the development of a stormwater management plan, and planning and design of projects identified in the management plans. It will also cover a wastewater user charge system review.

The Commission has previously expressed interest in each of these areas, and most of the stormwater planning may need to be done prior to establishing a stormwater ordinance. The MDEQ is also planning on requiring an asset management plan for wastewater systems as part of the NPDES permit renewal process. Our permit will be up for renewal next year, and if we are not required to comply next year we will be four years later.

We have received a proposal from Larry Fox with C2ae for engineering services for a SAW Grant Funding Application (attached) for \$4,000.00. Please note that as indicated on page 5 of C2AE's attached proposal up to 90% of this fee (\$3,600) may be eligible for reimbursement if we are successful in obtaining a grant. Larry is familiar with both the Cities systems and the SAW grant requirements. He was among a select group that worked with the MDEQ to develop the SAW grant program. I believe we should approve the proposal and develop the grant request.

**Financial**

The funds are available within the Water/Wastewater and Street Budgets.

**Recommendation**

I would recommend the Commission approve applying for SAW grant funds and authorize the City Manager to accept the proposal from C2ae and develop an application for SAW funding.



September 17, 2013

Mr. Michael Cain, Manager  
City of Boyne City  
319 N. Lake Street  
Boyne City, MI 49712

Re: Proposal for Engineering Services  
MDEQ SAW Grant Funding Application

Dear Mr. Cain and City Commissioners:

Thank you for the opportunity for C2AE to provide you with this proposal for assistance with completing a grant application for the MDEQ's new Stormwater, Asset Management, Wastewater (SAW) Funding program.

C2AE has intimate familiarity with the SAW program, as we provided input into the legislation that established the program, as well as being one of only three consulting engineering firms with representation on the SAW Workgroup, the committee established to develop and refine the program requirements.

It is anticipated that final application forms from the MDEQ will be available in October and that applications will be accepted beginning December 2, 2013. Additional information regarding the SAW Program is contained in the Statement of Understanding portion of the proposal.

Because of the anticipated level of interest in this program it will be important to have a complete grant application package submitted on December 2<sup>nd</sup> to have the best chance of receiving funding. It is imperative that communities begin working on applications now in order to meet that deadline.

If this proposal, including the Standard Contract Provisions, is acceptable, please indicate authorization to proceed by signing and returning one copy to our office.

We appreciate this opportunity to serve the City of Boyne City with this application.

Very Truly Yours

AUTHORIZED

C2AE

CITY OF BOYNE CITY

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Larry Fox, PE  
Principal, Director of Michigan Municipal Infrastructure

LMF/kb



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Engineering Fee and Schedule	5
Standard Contract Provisions	6



## *Project Understanding*

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The City of Boyne City intends to apply for grant funding through the new MDEQ Stormwater, Asset Management and Wastewater (SAW) Funding program.

A brief outline of the eligible work under this grant/loan program is as follows:

1. Wastewater system needs planning (Project Plans) and design
2. Planning or Design of Stormwater or non-point source Improvements
3. Asset Management Plans
  - a. Wastewater Asset Management Plans
  - b. Stormwater Asset Management Plans
4. Stormwater Management Plans
5. Grants for innovative technologies

Low interest loans will also be available for construction of wastewater or stormwater improvements that are the result of an approved Asset Management Plan or Stormwater Management Plan.

The grants are a 90% State/10% local share up to the first \$1 million and 75% State/25% local share for the 2<sup>nd</sup> million. If the community meets disadvantaged community criteria the grants are funded at a 100% level up to \$2 million.

There are certain payback conditions as a part of the grant agreement, where grants will need to be repaid if the grant conditions are not met within a 3 year period. There has been \$97 million appropriated to the program this year. Up to a total of \$350 million additional may be appropriated in subsequent years. Grants/loans are to be awarded on a first come, first served basis.

There are many nuances to this new program, with items such as software, hardware, training and local force account labor as grant eligible expenses.

C2AE has met with the City several times to assist in outlining a potential grant application that will fit the needs of the City of Boyne City. It is our understanding that Boyne City is currently anticipating applications for the Wastewater and Stormwater Asset Management Plans and Stormwater Management Plan categories.



C2AE proposes to provide the following scope of services to assist the City with completing the SAW Grant application:

1. Planning Meetings: Meet with the City at least two additional times to continue to discuss the program's extent and required outcomes (risks). Refine the application to fit the City's needs and budget.
2. Criteria Development: Discuss with the work team the five separate sections of the application and determine which fundable work efforts should be pursued. It is our understanding that the City currently intends to apply under the Wastewater and Stormwater Asset Management Plans and Stormwater Management Plan categories for grant funding. Utilize the SAW Application Guidelines and Appendices to review and select the specific items to be included in the application.
3. Cost Development: A large part of the application package will consist of the development and documentation of costs to support the requested grant amount. C2AE will assist the City in the development of the costs for the fundable work efforts and also to develop and/or obtain the necessary supporting documentation for those costs to be used as a part of the grant application package. A large component of the application package will be the development of an engineering services agreement that provides a detailed scope of services and cost itemization. We will prepare an engineering contract for signature which would be included in the grant application package. C2AE will also assist the City to obtain quotes necessary to support the application costs for items such as:
  - a. Computer Equipment and Hardware
  - b. GIS and/or Asset Management Software
  - c. Training (if required)
  - d. Sewer Cleaning and Televising Services
  - e. Special Vendor Inspections
  - f. Aerial Photography and Mapping
  - g. Force Account Documentation
4. Budget/Timeline: As a part of the cost documentation, and as an aid to the City in planning for project budgeting, C2AE will develop an expenditure timeline that will provide an estimated schedule for the costs to be incurred. The timeline will develop the sequence in which the work should take place in order to complete the work within the grant time requirements, and also lay out the times at which expenses will be incurred by the City.
5. Application Refinement: Present the prepared Appendices and associated grant reimbursement amounts back to the work group for further discussion. This is an attempt to make sure all the possible eligible items are captured in the application.
6. Quality Review: C2AE has created an internal team to review all SAW grant applications, as an aid in providing complete and approvable application packages. This team will provide a quality review of the near final application packages.
7. Application Submittal: C2AE will hand deliver the completed application package to the MDEQ on or before December 2, 2013, unless the MDEQ delays the application date.



## ***Engineering Fee and Schedule***

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### **Fee for Services**

We propose to complete the SAW Grant Application for the City of Boyne City, within the Scope of Services provided herein, for the Lump Sum Fee of \$4,000.

Please note that this is an eligible grant expense, and should the City be successful in obtaining a grant, the application fee will be reimbursed at the 90% grant amount.

### **Implementation Schedule**

C2AE plans to continue to assist the City throughout the application process.

It is our intent to develop the majority of the grant application package during September and October, with final refinements and approving resolutions completed during November. C2AE plans to hand deliver completed application packages on or before December 2, 2013.



*Standard Contract Provisions  
Studies/Reports/Mapping Services*

The parties to this agreement, C2AE, Lansing, Gaylord, Grand Rapids, Escanaba, and Kalamazoo, Michigan, hereinafter called the A/E CONSULTANT and the City of Boyne City, Michigan, hereinafter called the OWNER, hereby agree to the following conditions:

- A. Limit of Scope: The services provided by the A/E CONSULTANT shall be limited to those described in the Scope of Services.
- B. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the A/E CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the A/E CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The A/E CONSULTANT shall notify the OWNER of the changed conditions necessitating renegotiation, and the A/E CONSULTANT and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
- C. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.
- D. Standard of Care: In providing services under this Agreement, the A/E CONSULTANT will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to the A/E CONSULTANT and by mutual agreement between the parties, the A/E CONSULTANT will without additional compensation, correct those services not meeting such a standard.
- E. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the A/E CONSULTANT has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the A/E CONSULTANT's opinions of probable construction costs are made on the basis of the A/E CONSULTANT's professional judgment and experience. The A/E CONSULTANT makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the A/E CONSULTANT's opinion of probable construction cost.
- F. Schedule for Rendering Services: The A/E CONSULTANT shall prepare and submit for OWNER approval a schedule for the performance of the A/E CONSULTANT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the A/E CONSULTANT's reasonable control.
- G. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, work sheets, plans, preliminary material tables, supportive data, documents and other materials produced by the A/E CONSULTANT in the course of and for the purpose of meeting this contract are the property of the A/E CONSULTANT, and shall remain in the possession of the A/E CONSULTANT. The OWNER shall have access to the above named material during normal business hours of the A/E CONSULTANT during and after completion of this contract. The OWNER may obtain copies of any of the above named material. Copies of electronic media may be obtained by the OWNER via execution of this Agreement. (See Alteration and Reuse of CAD Information provision of this Agreement.)
- H. Alteration and Reuse of CAD Information: Because computer aided design/drafting (CAD) information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, the A/E CONSULTANT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the A/E CONSULTANT in CAD form. Copies shall be for information and used by the OWNER for the specific purpose for which the A/E CONSULTANT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the A/E CONSULTANT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify,



*Standard Contract Provisions  
Studies/Reports/Mapping Services*

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and hold the A/E CONSULTANT harmless, from all claims, injuries, damages, losses, expenses, and attorneys fees arising out of the unauthorized modification of these materials.

- I. Payment Terms: Invoices will be submitted by the A/E CONSULTANT monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date.
- J. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the A/E CONSULTANT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the A/E CONSULTANT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
- K. Abandonment of Work: If any work is abandoned or suspended, the A/E CONSULTANT shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.
- L. Errors and Omissions Insurance: The A/E CONSULTANT maintains an errors and omissions insurance policy as part of normal business practice. The OWNER agrees to limit the A/E CONSULTANT's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to the A/E CONSULTANT's negligent acts, errors, or omissions, such that the total aggregate liability of the A/E CONSULTANT to all those named shall not exceed \$4,000.
- M. Indemnification: The A/E CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against damages, liabilities and costs arising from the negligent acts of the A/E CONSULTANT in the performance of professional services under this Agreement, to the extent that the A/E CONSULTANT is responsible for such damages, liabilities and costs on a comparative basis of fault and responsibility between the A/E CONSULTANT and the OWNER. The A/E CONSULTANT shall not be obligated to indemnify the OWNER for the OWNER's own negligence.
- N. Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the A/E CONSULTANT, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the A/E CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
- O. Dispute Resolution: The OWNER agrees that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing per State law and the parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to a court of competent jurisdiction.



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# **Stormwater, Asset Management, Wastewater (SAW)**

**September  
2013**

Department of  
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## Stormwater, Asset Management, Wastewater (SAW)

September 2013

Department of  
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PURE MICHIGAN



## SAW Overview

- January 2, 2013
- \$450 million – Proposal 2 (Great Lakes Water Quality Bond) passed Nov 2002
- SAW Workshop Committee
- \$97 million available FY14 (grants and loans)
  - \$30 million max for loans, \$10 million per applicant for FY14
- First come, first served

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## Grant and Loan Program

### Grant

- Planning and Design of wastewater and stormwater projects
- Development of stormwater management plans (MS4, NPS, SAW)
- Development of wastewater and stormwater asset management plans
- Testing and Demonstration of Innovative Technology

### Loan

- Construction of projects identified in approved stormwater management plan
- Construction of projects identified in approvable asset management plan
- Testing and Demonstration/Construction of projects of proven Innovative Technology

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## Who can apply? MUNICIPALITIES

“A city, village, county, township, authority, or other public body, including an intermunicipal agency of 2 or more municipalities, authorized or created under state law; or an Indian tribe that has jurisdiction over construction and operation of sewage treatment works or other projects qualifying under section 319 of title III of the federal water pollution control act, 33 USC 1329.”

Public bodies (other than cities, villages, counties, and townships) and Authorities applying for SAW grants or loans must indicate the relevant authorizing statute in the application.

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## Grant

- \$2 million cap
- 90% grant/10% local match for 1<sup>st</sup> million, 75% grant/25% local match for 2<sup>nd</sup> million (can't use SRF or SAW for match)
- 100% grant to disadvantaged communities, municipalities in receivership, municipalities operating under an emergency manager, municipalities operating under a financial consent agreement

## Applications

- Accepted on or after December 2, 2013
- No prior review, but questions answered
- 120 day DEQ review period
- Disbursements not processed before April 2014
- Grant and Loans issued on quarterly schedule
- Applicant prepared
- Review procedure

## Grant Application Format

- Project Information
- Authorizing Resolution
- Sample Grant Agreement

## Appendices

- Appendix A: Wastewater Planning and/or Design (including User Charge System)
- Appendix B: Planning and/or Design of Stormwater and/or Nonpoint Source of Water Pollution
- Appendix C: Asset Management Plan for Stormwater and Wastewater (requires certification)
- Appendix D: Stormwater Management Plan
- Appendix E: SAW Innovative Wastewater and Stormwater Technology (requires certification)
- Appendix F: Disadvantaged Community Status Determination Worksheet

## Grant Application

### D - Disclosure of Conditions Requiring Repayment of Grant

**F - Ownership of System Facilities or Assets** (If the applicant does not own the system facilities or assets described in the proposed scope of work, certification of this legal relationship must be provided prior to the applicant receiving SAW grant assistance. The applicant must have the authority to establish a rate structure necessary to demonstrate significant progress with implementing a wastewater asset management plan if applicable.)

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PAPER 100-2848

**J. Is the applicant in receivership?**  YES  NO

**Is the applicant operating under an emergency manager or an emergency financial manager appointed under state law?**  YES  NO

**Is the applicant operating under a consent agreement as provided under the local government fiscal responsibility act, 1990 PA 72, MCL 141.1201 to 141.1291?**  
 YES  NO

If a disadvantaged community status determination is being requested, then complete and submit the worksheet in Appendix F. Communities considered disadvantaged by the DEQ can be awarded up to \$500,000 in grant funds to construct projects identified in an asset management plan.

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PAPER 100-2848

### K. Project Cost Worksheet

Read the instructions below before completing the Project Cost Worksheet.

Grant Budget Item	Incurred Project Costs A	Estimated Project Costs B	Cost Supporting Documents Attached? C	Total Project Costs A+B
1. Final Planning Costs			<input type="checkbox"/> YES	
2. Design Engineering Costs			<input type="checkbox"/> YES	
3. User Charge System Development Costs			<input type="checkbox"/> YES	
4. Wastewater Asset Management Plan Costs			<input type="checkbox"/> YES	
5. Stormwater Asset Management Plan Costs			<input type="checkbox"/> YES	
6. Sewerwater Management Plan Costs			<input type="checkbox"/> YES	
7. Innovative Wastewater and Stormwater Technologies Costs			<input type="checkbox"/> YES	
8. Disadvantaged Community Conservation Cost			<input type="checkbox"/> YES	
9. Cost Subtotal				
10. LEIS Local Match				
11. Requested SAW Grant Amount (Line 9 + Line 10)				

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Contracts for services with costs greater than \$50,000.

An executed copy of each contract, with a clear identification of the scope of the service(s) and a contract period, must be submitted prior to reimbursements of costs.

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### Eligible

- Force account work. Fringes limited to 40 percent of salary - no overtime or indirect costs. (timesheet/payroll records showing hours worked or anticipated billable force account hours, scope of work, employee hourly wage rates (fringes split out), and title/classifications)
- MACP/PACP training for municipal staff
- Costs for work performed on or after Jan. 2, 2013

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### Ineligible

- Local government administrative activities or activities unrelated to project
- Funding for growth

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### Planning and Design

- Appendix A – Wastewater Planning and Design Activities
- Appendix B - Stormwater and/or Nonpoint Source Planning and Design Activities

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### Planning Grant Requirements

- RD – Preliminary Engineering Report and Environmental Report
- SAW or other – Project Proposal
- SRF/SWQIF – Project Plan

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## Design Grant Requirements

To be submitted with application:

- RD – Preliminary Engineering Report and Environmental Report
- SAW or other – Project Proposal
- SRF/SWQIF – Project Plan

Required to develop and submit plans and specs

User Charge Development costs can be included in either a planning or design grant

## SAW Project Proposal

### Minimum Requirements

1. Study Area Identification and Description
  - a. Cover the geographic area served by or affected by the proposed project
  - b. Population Data – include if relevant
  - c. Environmental Setting
  - d. Do NOT include land use and economic characteristics, unless relevant to the project.
2. Existing Facilities
3. Project Need
4. Description of Project Options Considered
5. Proposed Project
6. Evaluation of Environmental Impacts

## Requirements

Must address a water quality problem

Must start construction of the project within 3 years of grant award

## Innovative Technology

Appendix E - SAW Innovative Wastewater and Stormwater Technology

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## Innovative Technology

Must meet one or more of the following:

- The technology has not been previously used in Michigan or the region, if influenced by climate
- The technology has not been previously used in the United States, if independent of climate influences
- The technology is an application of an existing technology applied to a different media (e.g. a water supply treatment technology applied to the wastewater field)
- The technology is an application of an existing technology applied to a different pollutant (e.g. previously used to address pollutant 'X', proposed to address pollutant 'Y')

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## Innovative Technology

- Businesses not eligible, only municipalities
- Must address an existing problem or need (water quality issue, lower costs, less energy, green innovative)
- Must demonstrate whether project is feasible within 3 years of grant award
- If the demonstration results in a project that is not technically or financially feasible, no further commitment required. If have feasible project, must implement and construct project.
- Certification -- available on website

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## SAW Loan

Asset Management Plan  
Stormwater Management Plan  
Innovative Technology

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## Loan Application

- Part A – Financial information and project costs and project proposal and resolution – estimated loan amount set aside
- Part B – Contract documents, resolution to tentatively award, estimated disbursement schedule

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## FY14 Financing Schedule

Part A of Loan Application, Project Proposal, Resolution				
Notification of Application Approval				
Fact Sheets Published No Later Than				
Plans and Specs approved (if applicable)				
Part B of Loan Application, Bid Data (With Tentative Contract Award)				
DEQ Order of Approval Issued*	11/22/2013	03/11/2014	06/03/2014	03/28/2014
Borrower's Pre-Closing with the MFA	12/03/2013	03/28/2014	06/13/2014	09/05/2014
MFA CLOSING	12/12/2013	04/09/2014	06/25/2014	09/17/2014
Notice to Proceed Issued No Later Than	02/10/2014	06/03/2014	06/24/2014	11/16/2014

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## Milestone Dates

- Draft plans & specifications due within 6 months of loan approval date
- Notice to Proceed due within 1 year of loan approval date

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## Loan

- No Davis-Bacon
- No public participation requirements
- Project Proposal vs. Project Plan
- Fact Sheet vs. Environmental Assessment
- Costs for construction not retroactive (need Fact Sheet issued, final plans and specs, construction permit issued)
- Interest Rate – 2.5% for FY2014

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**Website**  
[www.michigan.gov/cleanwaterrevolvingfund](http://www.michigan.gov/cleanwaterrevolvingfund)  
SAW Program Highlights  
-- Loan Application (October 1<sup>st</sup>)  
-- FAQ  
-- Laws & Regulations  
-- SAW Committee Minutes  
Revolving Loan Section 517-284-5433

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Cheri Meyer  
517-284-5413  
meyerc2@michigan.gov

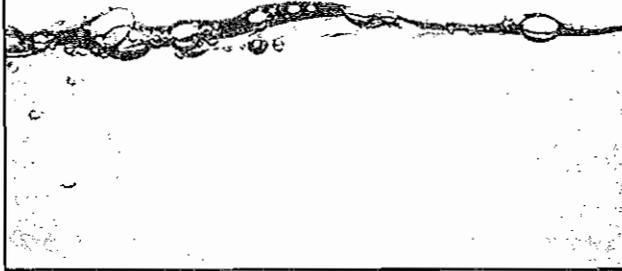
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## SAW Grant Funding for Stormwater



## SAW Grants for Stormwater Management Plans

Stormwater Management Plans can include

- An MS4 SWMP
- A Nonpoint Source (319/CMI) Watershed Management Plan
- A SAW SWMP
  - Must meet the minimum requirements outlined in Appendix D of Grant Application.

## Information Needed with the Grant Application for SWMP

- Description and map of planning area
- Description of water quality issue or system deficiencies to be addressed
- Percent of land use in planning area (NPS and SAW SWMPs)
- For NPS SWMP
  - Description of watershed and boundary, current water quality conditions, and list of pollutants to be addressed.

## What goes into a SWMP

- MS4: BMPs to be implemented to meet the following minimum control measures:
  - Public Participation/Involvement Program
  - Public Education Program\*
  - Illicit Discharge Elimination Program\*
  - Construction Stormwater Runoff Control Program
  - Post-Construction Stormwater Runoff Program\*
  - Pollution Prevention/Good Housekeeping Program\*
  - TMDL Implementation Plan\*

### What goes into a SWMP, cont.

- MS4, cont.
  - A measurable goal for each BMP
- Nonpoint Source:
  - Nine minimum elements of watershed planning (EPA)
  - List of targeted pollutants (must include pollutants listed in MI's 2012 Integrated Report as causing designated use impairments)
  - Wetlands component must also be considered

### What goes into a SWMP, cont.

- SAW:
  - Description and map of planning area
  - Description of major components of stormwater system
  - Description of significant publically and privately owned BMPs
  - Description of stormwater sources and stormwater related water quality problems
  - Recommendations and analysis of projects
  - Timeline for implementation of the plan

### What goes into a SWMP, cont.

- SAW, suggested components (NOT required):
  - General maintenance plan
  - Desired level of service determined through public involvement
  - Public Education program or activities
  - General description of land use percentages

### SAW Planning and Design Grants for Stormwater or Nonpoint Source Projects

- The project must address a water quality issue.
- Grant recipient must proceed with a project within 3 years of Grant Award.
- Applicants can receive a Design Grant for a TMDL implementation project

**Information Needed with the Grant Application for Planning and Design**

- Description of water quality issue or system deficiencies that will be addressed
- If the project results from a Stormwater Management Plan, a copy will be needed.
- Indicate which funding source will be used to construct the project

**SAW Grant for Stormwater Asset Management Plans**

- **Not just for Wastewater!**
  - Eligible to do a complete inventory of all existing system assets
- **Requirement to implement the plan within three years of Grant Award**
  - Submittal of "Stormwater AMP Certification of Project Completeness" required
- A stormwater funding structure is not required however an analysis of the costs to maintain the system and support the AMP is required.

**Information Needed with the Grant Application for AMP**

- Description of water quality issue or system deficiencies to be addressed
- Description of specific activities to be grant funded for the development of the AMP
- Description of current AMP, if any

**What is the difference between**

Stormwater Management Plan	Asset Management Plan
<ul style="list-style-type: none"> <li>• Water quality issues</li> <li>• Plan to address water quality issues</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory of assets</li> <li>• Long term needs</li> <li>• Funding needed to maintain assets and meet level of service</li> </ul>

### Grant Application Review

- DEQ Revolving Loan Section and District staff will review the grant applications
- What to look out for:
  - That there is a need for the grant funded activity
  - That the grant period contains a sufficient amount of time to complete grant funded activities and approvals, if necessary

### FAQ

- Q: Are the legal fees associated with developing a Stormwater Utility grant eligible?
  - A: Yes, however, legal fees to defend creation of a stormwater utility are not grant eligible.
- Q: Can a county drain commissioner include waters of the state in a SWMP?
  - A: Yes, but including waters of the state in a Stormwater Asset Management Plan is not eligible

Jaclyn Merchant  
merchantj1@michigan.gov  
(517) 284-5412

## Appendix C – Asset Management Plan for Stormwater and Wastewater

It's the active practice of managing (operating, maintaining, and upgrading) the physical assets of an enterprise to achieve the maximum benefit from that asset while providing the desired level of service

## Who is eligible

A municipality that has jurisdiction over construction and operation of the system.

Grand Ledge/Oneida Twp.  
Lansing/Delta Twp./Capitol City Airport Authority.

## Asset Management Plan (AMP)

1. Asset Inventory
2. Level of Service
3. Critical Assets
4. O&M Strategies
5. Capital Improvement Planning

### Grant Eligible

- AMP/Geographic Information System (GIS) mapping software/hardware/training. Total limits are as follows:

Service Area Population Limit	Dollar
Less than or equal to 5,000	\$60,000
5,001 to less than or equal to 20,000	\$85,000
20,001 to less than or equal to 50,000	\$110,000
Greater than 50,000	\$160,000

Attach justification when assistance is sought for an applicant with an existing GIS system or for when an exception is being made to the above dollar limits.

## Asset Management Overview

- Asset condition assessment (manhole inventory, cleaning and televising)
  - Work done in PACP requirements and by PACP certified personnel.
  - Costs based on per foot basis
- Equipment rental costs for cleaning and televising.
  - Sewers must be at least 20 years old

A justification is needed to clean and televise sewers installed or relined within the last 20 years. The limit is to encourage communities to focus on sewers installed or relined prior to 1993.

- Any specific tasks named as a condition of an NPDES permit not identified elsewhere in this guidance
- Aerial data collection at the 12-inch resolution when it is purchased from the county or obtained from the state (for GIS purposes only).
- Stormwater utility development costs.

## Expectations

- Funds can be used to address any or all of the 5 AMP components; however **after the 3 year grant period the final product is a complete and approvable AMP covering all 5 components.**
- **The applicant will need to certify that all grant activities have been completed at the end of three years.**
- For wastewater systems the applicant **must demonstrate significant progress** towards funding the AMP.
- A stormwater funding structure is not required however an **analysis of the costs to maintain the system and support the AMP** is required.

## Cross-Sectoring

Section 2504 e (2)(i) states that "The municipality shall coordinate, as feasible, with other infrastructure activities in the same geographic area." Asset management encourages cross-sector utilization (for water utility, roads, gas, phones, etc.); however grant assistance may only be requested for those costs directly related to the requested asset management grant.

If the wastewater AMP identifies a gap in the current revenue needs to meet expenses, then significant progress must be made toward achieving the funding structure necessary to operate the system. Significant progress is defined as a **5-year plan to eliminate the gap with a minimum initial rate increase to close at least 10 percent of the funding gap.** The first rate increase must be implemented within three years of the executed grant.







# Asset Management Overview

**APPENDIX F**  
**Disadvantaged Community Status Determination Worksheet**

In order to determine the disadvantaged status of a community, the following Loan Section C form is to be used:

1. More than 50 percent of the area served by a proposed sewage treatment or solid waste project or stormwater management project is identified as a poverty area for the United States Census Bureau.
2. The median annual household income of the area served by a proposed sewage treatment or solid waste project or stormwater management project is less than the most recently published Federal poverty guidelines for a family of 4 in the 48 contiguous United States. In determining the median annual household income of the area served by the proposed sewage treatment or solid waste project or stormwater management project, the community shall utilize the most recently published statistics from the United States Census Bureau, applied to reflect current dollars for the community, which most closely approximates the area being served by the project.

For determination to be made by either criteria 1 or 2, the following information will be used:

1. Is the applicant seeking a planning or design grant?  YES  NO  
If YES, provide the total estimated construction amount: \$ \_\_\_\_\_
2. Annual payment to the existing debt for the water use or wastewater system if applicable: \$ \_\_\_\_\_
3. Total operating maintenance and replacement expenses for the water use or wastewater system on an annual basis: \$ \_\_\_\_\_
4. Number of residential equivalent users in the system: \_\_\_\_\_

If you are requesting this worksheet, then contact Mr. Bob Schneider at 517-388-6466.

Note: If the total estimated construction amount is provided, the results of this determination is temporary until actual bid costs are obtained.

**Bob Schneider**  
**Revolving Loan Section**

**517-388-6466**

[schneiderr@michigan.gov](mailto:schneiderr@michigan.gov)

Step 1: Enter amount of total debt for project	Amount of Debt	\$0
Step 2: Enter term up to 20 years	Years	20
Step 3: Enter present target rate of interest (real DDD)	Rate	2.07%
Step 4: Enter projected annual CM & R after completion	CM & R	\$221,966
Step 5: Annual debt payment is computed	Annual Debt	\$0
Step 6: Total annual cost of system is computed	Operating Cost	\$141,256
Step 7: Enter total number of system users in service lines	Total Annual Cost	\$363,652
Step 8: Annual user cost is computed	# of users	1132
Step 9: Updated State Wide MAF is	Annual User Cost	\$321
Step 10: Enter 1990 census median annual household income	Updated MAF	\$43,141
Step 11: Updated MAF is calculated on Detroit CPI-U to 1997	MAF - 2010 census	\$28,175
Step 12: The percentage of MAF is compared	Current MAF	\$22,217
Step 13: If the annual user cost exceeds the percentage of MAF, the community may qualify as a disadvantaged community	MAF - 1990 census	\$29
	Disadvantaged?	YES

Estimate  
 \$20  
 per 1000

A = 100 25,000 - 10,000 1000000  
 B = 100 2500



# City of Boyne City

## MEMO

Agenda Item 9B

Date: September 20, 2013

To: Mayor Grunch and the Boyne City City Commission

From: Michael Cain, City Manager *Mc*

Subject: MEDC Downtown Infrastructure Grant (DIG) Opportunity

As I previously announced in mid August the Michigan Economic Development Corporation (MEDC) announced their latest round of DIG grants. The MEDC is accepting applications for new projects that will assist communities improve their downtown district infrastructure quality. As the Commission is aware we have used these very successfully in recent years, most recently on South Park Street. Part I applications for this round are due at 5:00 p.m. on Tuesday, October 1<sup>st</sup>. Communities that are successful will be sent letters offering them to proceed further with the process on November 1<sup>st</sup>. In February of 2014 successfully completed grant agreements are scheduled to be executed. Projects are to be completed by December of 2014.

To be eligible for funding, cities must qualify as Low or Moderate Income Communities or Project Areas. Grant requests must be at least \$30,000 and cannot exceed \$750,000. A total of \$4M is available. Administrative costs are not allowed under the grants but can be used as match funded activities.

Staff is recommending that we apply to reconstruct East Street thru the Main Street intersection to Ray Street and both blocks of Ray Street, as shown on the attached map (page 1) at an estimated cost of \$855,800 (page 2). While the proposed scope of work for each road segment is spelled out on attached pages 3-5 it can be briefly described as replacing all of our underground utilities where needed, moving above ground electrical in these segments underground, adding common streetscape elements to tie into the rest of downtown, and replacing above ground elements where necessary. We would try and save and reuse good quality curb and sidewalk where possible.

Staff is further researching whether it is possible and would make sense to tie the project we have been lining up to bury the utilities in the alley behind the 100 block of Water Street (behind Subway, Radio Shack, etc.) into this project. We anticipate having additional information on this topic at or prior to Tuesday's meeting.

Please note that the section of East Street between Ray and Water has been left out on purpose at this time. Until we can further coordinate with what the Dilworth may be doing and may need in the future we thought doing any work on this segment would be premature. That project is just not far enough along in their planning process to know how to best redo that area.

On the recent South Park Street project we provided a 30% match. Using a similar match to this project as currently estimated would call for a \$256,740 local match, to be divided between Street, Wastewater, Water and Main Street funds. A preliminary spread of the total project costs between these areas is shown on page 2 along with the preliminary percentages. These numbers would be further fine tuned should we make it to the next approval phase.

As has been the case with these projects in the past none of this has been provided for in this year's budget. We do have more than sufficient funds to provide the local match, although some across fund supplements, transfers

or loans may be necessary. I do not see any of that as a problem.

Boyne City may have a unique edge when compared to other Low or Moderate Income Communities. Here's why:

- We have a DDA and Mainstreet program
- We are a Redevelopment Ready Community
- We are a participant in Green Communities
- We have a good track record of performance with our earlier grants.

None of these guarantee anything. But as I have mentioned to the Commission over the years, if we don't apply then we are guaranteed, to get nothing.

**RECOMMENDATION:** That the City Commission authorize staff to prepare and submit an application to the MEDC for the current round of DIG funding for the reconstruction of South East Street from Main to Ray and Ray Street, fine tuning as necessary to provide the most competitive and beneficial package for the community. This approval includes authorizing the Mayor, City Manager and/or City Clerk/Treasurer to sign and submit the appropriate materials on behalf of the City.

Options:

- Postpone for additional consideration or materials. (Applications due Oct 1)
- Change or modify the proposed project(s)
- Do not apply for this round of DIG funding



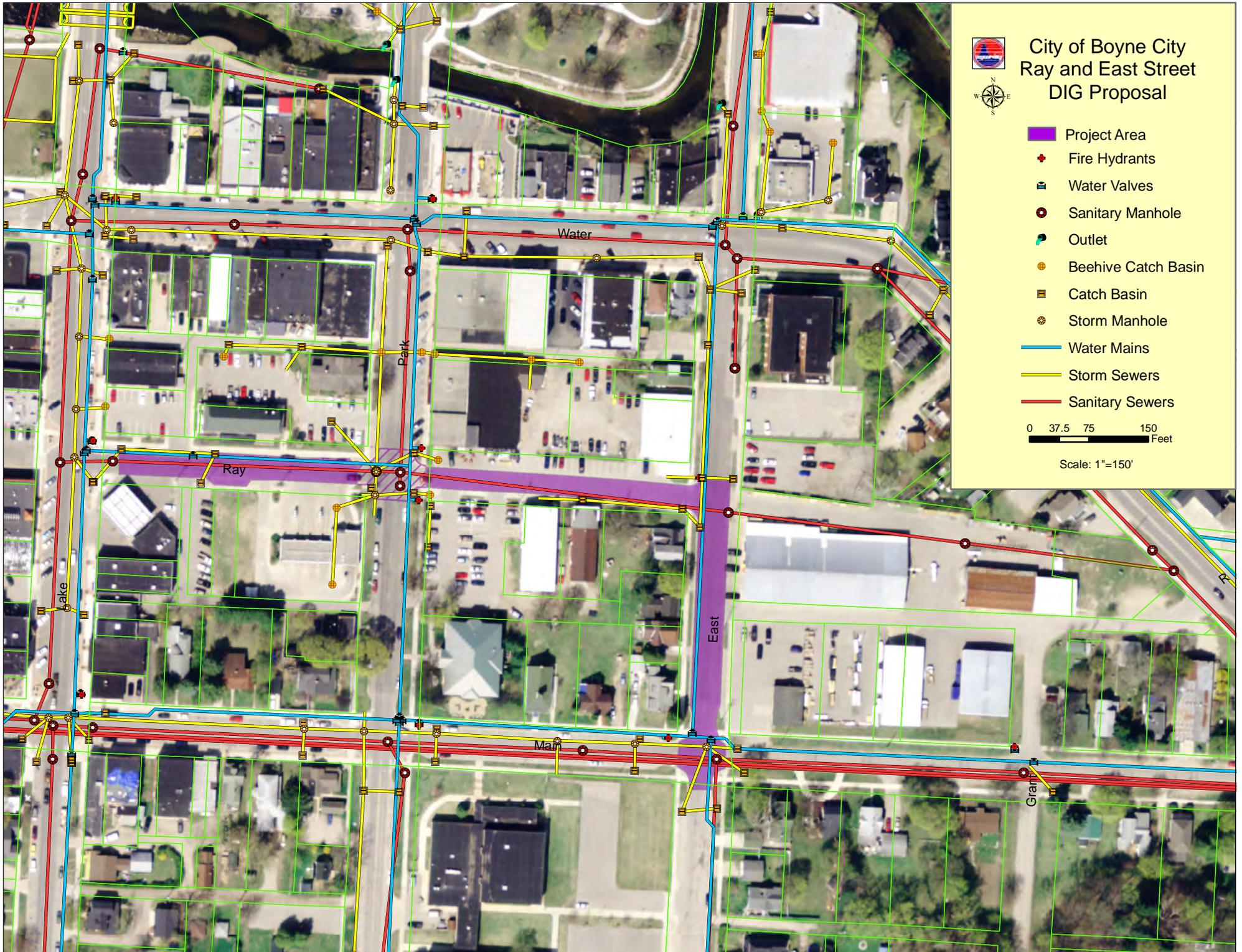
# City of Boyne City Ray and East Street DIG Proposal



-  Project Area
-  Fire Hydrants
-  Water Valves
-  Sanitary Manhole
-  Outlet
-  Beehive Catch Basin
-  Catch Basin
-  Storm Manhole
-  Water Mains
-  Storm Sewers
-  Sanitary Sewers

0 37.5 75 150  
Feet

Scale: 1"=150'



CITY OF BOYNE CITY  
 CDBG Downtown Infrastructure Grant Application  
 Project Sections - Ray Street from Lake Street to S. East Street and S. East Street from Main Street to Water Street  
 Opinion of Probable Construction Cost

<u>Section</u>	<u>Project</u>	<u>Est. Total</u>			<u>Est. Total</u>					
		<u>Const. Cost</u>	<u>Contingencies</u>	<u>Engineering</u>	<u>Project Cost</u>	Streets	Water	W/Water	DDA	Check
1	Ray Street from Lake Street to Park Street	\$176,000	\$17,600	\$26,400	\$220,000	\$ 86,665.00	\$ 28,200.00	\$ 30,700.00	\$ 74,415.00	\$ 219,980.00
2	Ray Street from Park Street to S. East Street	\$208,500	\$20,900	\$31,300	\$260,700	\$ 110,540.00	\$ 38,175.00	\$ 38,625.00	\$ 73,395.00	\$ 260,735.00
3	S. East Street from Main Street to Ray Street	\$135,900	\$13,600	\$20,400	\$169,900	\$ 85,345.00	\$ 11,450.00	\$ 10,450.00	\$ 62,680.00	\$ 169,925.00
4	S. East Street from Ray Street to Water Street	\$156,200	\$15,600	\$23,400	\$195,200	\$ 89,295.00	\$ 12,500.00	\$ 12,600.00	\$ 80,760.00	\$ 195,155.00
<b>Total Combined Project Costs</b>		<b>\$ 676,600</b>	<b>\$ 67,700</b>	<b>\$ 101,500</b>	<b>\$ 845,800</b>	<b>\$371,845.00</b>	<b>\$ 90,325.00</b>	<b>\$ 92,375.00</b>	<b>\$ 291,250.00</b>	<b>\$ 845,795.00</b>
<b>Administration</b>					<b>\$ 10,000</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,500.00</b>	<b>\$ 10,000.00</b>
<b>Estimated Total Project Cost</b>					<b>\$ 855,800</b>					<b>\$ 855,795.00</b>

44% 11% 11% 34%

**Project Section 1**

**Ray Street – Lake Street to Park Street**

- Right of Way: width is 66'
- Removal Limits: the existing intersections of Lake Street and Main Street are to be retained. Therefore the construction limits will be from the east end of the Lake Street curb through S. East Street.
- Pavement Removal: No concrete pavement is anticipated. All existing HMA surface and aggregate base will be removed.
- Subgrade: underlying soils are assumed to be suitable and not contaminated. A small undercut allowance is included.
- Sanitary Sewer: includes replacement of the existing sanitary sewer infrastructure, which is in poor condition. The cost estimate includes an allowance for the construction of 2 new 4' diameter sanitary manhole, connections to existing sanitary sewer and connections of 4 new sanitary sewer services.
- Storm Sewer: includes replacement of the existing storm sewer infrastructure. The cost estimate includes an allowance for new 15" dia. storm sewer with 2 new 4' diameter manholes, 3 new 2' diameter catch basins and new 12" diameter leads.
- Water Main: includes the extension of the water main from Lake to Ray to provide additional looping and fire flow capability in the downtown area. The cost estimate includes allowances for the replacement of these items.
- Roadway Section: includes full-width road reconstruction (330 Ft) with new concrete curb and gutter, full length. Roadway cross section to allow for parallel parking on both sides of the street. The design basis assumes a 44 feet +/- roadway from back of curb to back of curb.
- Pavement Section: includes 6" aggregate base and 3-1/2" HMA pavement.
- Sidewalks: includes replacement of the existing concrete sidewalks on both sides of the road.
- Streetscape Elements: includes streetscape elements (both sides) with replacement of the existing paver accent areas and decorative streetlights (3 this block).
- Utility Conduits: includes 4" (3) and 6" (1) conduits for burying overhead utilities for the easterly part of the block from mid-block to Park Street.
- Parking Layout: includes parallel parking both sides per the existing layout.

**Project Section 2**

**Ray Street – S. Park Street to S. East Street**

- Right of Way: width is 66'
- Removal Limits: the existing intersection of Park Street is to be retained. Therefore the construction limits will be from the east end of the Pain Street curb radius through the East Street intersection.
- Pavement Removal: No concrete pavement is anticipated. All existing HMA surface and aggregate base will be removed.
- Subgrade: underlying soils are assumed to be suitable and not contaminated. A small undercut allowance is included.
- Sanitary Sewer: includes replacement of the existing sanitary sewer infrastructure, which is in poor condition. The cost estimate includes an allowance for the construction of 2 new 4'

diameter sanitary manhole, connections to existing sanitary sewer and connections of 4 new sanitary sewer services.

- Storm Sewer: includes replacement of the existing storm sewer infrastructure. The cost estimate includes an allowance for new 12" dia. storm sewer with 2 new 4' diameter manholes, 4 new 2' diameter catch basins and new 12" diameter leads.
- Water Main: includes the extension of the water main from Ray to East to provide additional looping and fire flow capability in the downtown area, as well as the elimination of two long small diameter water service leads. The cost estimate includes allowances for the replacement of these items.
- Roadway Section: includes full-width road reconstruction (390 Ft) with new concrete curb and gutter, full length. Roadway cross section to allow for perpendicular parking on the north side and parallel parking on the south side, as it exists now. The design basis assumes a 54 feet +/- roadway from back of curb to back of curb.
- Pavement Section: includes 6" aggregate base and 3-1/2" HMA pavement.
- Sidewalks: includes replacement of the existing concrete sidewalks on the south side of the road only. There is no existing sidewalk on the north side of the road and none is proposed.
- Streetscape Elements: includes streetscape elements (both sides) with replacement of the existing paver accent areas and decorative streetlights (2 this block).
- Utility Conduits: includes 4" (3) and 6" (1) conduits for burying overhead utilities for the full block.
- Parking Layout: includes parallel parking on the south side and perpendicular parking on the north side, which retains the layout.

### **Project Section 3**

#### **S. East Street – Main Street to Ray Street**

- Right of Way: width is 66'
- Removal Limits: the existing intersection of Main Street is to be retained. Therefore the construction limits will be from the north end of the Main Street curb radius through the Ray Street intersection.
- Pavement Removal: No concrete pavement is anticipated. All existing HMA surface and aggregate base will be removed.
- Subgrade: underlying soils are assumed to be suitable and not contaminated. A small undercut allowance is included.
- Sanitary Sewer: the sewer condition will be substantiated via televising, but is thought to be in good condition and not in need of replacement.
- Storm Sewer: includes replacement of the existing storm sewer infrastructure. The cost estimate includes an allowance for new 12" dia. storm sewer with 2 new 4' diameter manholes, 3 new 2' diameter catch basins and new 12" diameter leads.
- Water Main: The water main is in good condition and will be retained.
- Roadway Section: includes full-width road reconstruction (300 Ft) with new concrete curb and gutter, full length. Roadway cross section to allow for parallel parking on both sides of the north street, except for perpendicular parking on the east side as exists now in front of the lumber building. The design basis assumes a 44 feet +/- roadway from back of curb to back of curb.
- Pavement Section: includes 6" aggregate base and 3-1/2" HMA pavement.

- Sidewalks: includes replacement of the existing concrete sidewalks on both the west and east sides of the roadway. It is assumed that approximately 25% of the existing curb and sidewalk on the west side can be retained and reused.
- Streetscape Elements: includes streetscape elements (both sides) with decorative streetlights (2 this block).
- Utility Conduits: includes 4" (3) and 6" (1) conduits for burying overhead utilities for the full block.
- Parking Layout: includes parallel parking on the south side and perpendicular parking on the north side, which retains the layout.

**Project Section 4**

**S. East Street – Ray Street to Water Street**

- Right of Way: width is 66'
- Removal Limits: the existing intersection of Water Street is to be retained. Therefore the construction limits will be from the south end of the Water Street curb.
- Pavement Removal: No concrete pavement is anticipated. All existing HMA surface and aggregate base will be removed.
- Subgrade: underlying soils are assumed to be suitable and not contaminated. A small undercut allowance is included.
- Sanitary Sewer: the sewer is in good condition and not in need of replacement.
- Storm Sewer: includes replacement of the existing storm sewer infrastructure. The cost estimate includes an allowance for new 12" dia. storm sewer with 2 new 4' diameter manholes, 6 new 2' diameter catch basins and new 12" diameter leads.
- Water Main: The water main is in good condition and will be retained.
- Roadway Section: includes full-width road reconstruction (250 Ft) with new concrete curb and gutter, full length. Roadway cross section to allow for one way traffic direction and angled parking on both sides of the north street. The design basis assumes a 52 feet +/- roadway from back of curb to back of curb.
- Pavement Section: includes 6" aggregate base and 3-1/2" HMA pavement.
- Sidewalks: includes replacement of the existing concrete sidewalks on both the west and east sides of the roadway. The replacement sidewalks will include paver accents.
- Streetscape Elements: includes more intense streetscape elements similar to the existing Water Street and Park Street projects (both sides). This will include paver sidewalk accents, decorative street trees and decorative streetlights (4 this block).
- Utility Conduits: includes 4" (3) and 6" (1) conduits for burying overhead utilities for the full block.
- Parking Layout: includes one way traffic (16') and angled parking on both sides of the roadway.

# **DOWNTOWN INFRASTRUCTURE GRANT PART I APPLICATION**

## MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

### MICHIGAN STRATEGIC FUND

DIG is available for public infrastructure projects that upgrade existing public infrastructure systems in a traditional downtown. DIG submittals will be expected to meet the following guidelines:

#### Project Eligibility/Submittal Requirements:

- The project is located in a community where 51% of the individuals reside in low to moderate income households and the project benefits the entire community
- The project includes only eligible activities and the community owns the property encompassing the project\*
- The project will be completed by December 31, 2014
- Minimum of 10% local government cash match
- No unresolved past CDBG grant issues and/or findings
- The project is located in a traditional downtown\*\*
- The community has not received a 2012 DIG
- The community has a maintenance plan for the proposed project
- Grant request between \$30,000 and \$750,000

*\*Maintenance expenses are generally ineligible for CDBG grants. Examples of maintenance and repair activities for which CDBG funds may not be used include: the filling of potholes in streets, the repairing of cracks in sidewalks and the pavement of roadways without reconstruction.*

*\*\*MEDC will rely on the following definition for a "traditional downtown": a grouping of 20 or more commercial parcels of property that include multi-story buildings of historical or architectural significance in a traditional downtown. The area must have been zoned, planned or used for commercial development for 50+ years. The area must consist of, primarily, zero-lot-line development; have pedestrian friendly infrastructure, and an appropriate mix of business and services.*

#### DIG Funding Priorities:

Applicants will be scored on the following priorities.

- The community has a Capital Improvements Plan and project fits within it (5 points);
- The community has a Downtown Development Plan and project fits within it (5 points);
- The community does not have any open grants that have not been drawn down (10 points);
- The project is in a DDA, or PSD/BID/BIZ, or similar (5 points);
- The community is a Redevelopment Ready Community (5 points);
- The community with the highest percentage of local matching funds (up to 10 points);
- The community that has leveraged other sources (up to 10 points);
- The project includes major hard infrastructure/utility improvements (up to 20 points);
- The project includes design elements that impact the overall "sense of place". Examples of design elements include complete streets, streetscape beautification, green infrastructure, public art, etc. (Up to 20 points);
- Square footage of public space improvements (5 points); and
- The proposed CDBG DIG project is happening adjacent to another project that has committed, leveraged funds by State or Federal resources (5 points).

Proposals that meet a minimum of 65 points out of a 100 point scale will be competitively ranked and considered for funding.



Date: September 24, 2013  
To: Michael Cain, City Manager *Mc*  
City Commissioners, City of Boyne City  
From: Hugh Conklin, program manager  
RE: Veterans Park Pavilion Grant

The City of Boyne City has received a grant from the Michigan Economic Development Corporation for the Veterans Park Pavilion Project. The grant is for up to \$12,500 and requires a dollar-for-dollar match. The project's purpose is to develop architectural designs and cost estimates to expand and retrofit Boyne City's Veterans Park pavilion into a multi-activity structure, including use as a permanent winter farmer's market location. A key component of this process will be engaging the community, so all interests and uses are considered.

One opportunity for additional funding for the project is through the Charlevoix County Community Foundation. I have discussed the project with the CCF staff and have been told the project meets the foundation's criteria and it would be appropriate for Boyne City to submit a grant application requesting no more than \$5,000. The Foundation's application deadline is Oct. 1. Securing a grant through the Foundation would help with the match portion of the MEDC grant. Other identified sources of funding for the match are the farmers market and Main Street

This opportunity was presented to the Main Street Board at its September meeting and was unanimously supported. Since the City is officially the grant applicant, it is being brought to the to City Commission for its approval.

**Recommendation**

The City Commission support a grant application to the Charlevoix County Community Foundation for funds to support the Veterans Park Pavilion project.



## CITY OF BOYNE CITY

## MEMO

**To:** Michael Cain, City Manager *MC*

**From:** Barb Brooks, Harbormaster *BB*

**Date:** September 19, 2013

**Subject:** Marina Expansion Draft Plan and Permit Application

Attached is a concept plan, slightly revised from when you last saw it in 2010 for consideration to submit as part of a joint MDNRE and USACE marina expansion permit. This current proposal is based on a culmination of project documents and discussions such as the original approved plan used for the 2007 permit application and the DEQ basis for denial and taking into consideration the changes in our community and economy.

Representatives from the DEQ favored most of the ideas in the concept and felt with some minor tweaking it was a permissible project. Once we retained Abonmarche for engineering services, they adjusted the plans to fit standard State and Federal guidelines and went back to the table with the DEQ. While the DEQ expressed that they still believe the proposed project was a permissible project, we found ourselves having a discussion about dredging due to the low water levels. As dredging was not included in the original application and is beyond the scope of they felt was a minor change that could be reviewed administratively, they suggested we start over with a new permit as we would have to re-notice the project anyway. Had we pursued the permit without including the dredging component, it most likely would have been denied based on an unusable structure in the water.

We now feel these plans, after the Commission meeting, will be ready to submit as working plans for a new joint DEQ / USACE permit application. This proposed plan before you today is not much different than plan "M" which has already been reviewed and approved by the community and then adopted by the Commission in 2007 to submit a renovation and expansion application or the revised plan brought before the Commission in 2010. The proposed plan is a result of starting with what was most acceptable to the community and working through the permitting process with the MDNRE. The result before you is a plan that could be built in phases as need and funding allowed. Any major variations or changes to this plan would change the scope of work beyond our engineering contract and will result in incurring additional engineering costs.

In deciding whether to move forward with a permit application, please keep in mind two things; 1) that having a plan permitted is nothing more than having the option to build what was approved. There is nothing that states the plan has to be built in its entirety or at all. It is simply a permit to build all or any portion of what is on the permitted plan between the time of approval

submitted and again when the permit was denied and the Commission directed staff to move forward with appealing the denial. These are simply some plan revisions to previously approved plans. No part of a marina expansion/renovation can be put into motion without proper review and permission by the Commission.

Cost estimates - Back in 2010/11 we also looked into cost estimates to build the project we were proposing. Staff worked with a reputable dock building company that was willing to provide the City with some rough cost estimates to do the work. Those estimates came in at around 1.7 million for work to be performed lakeside. This did not include any upgrades to utilities, walkways, etc. I do not have any current data to support if this number is still in the ball park but I would have to believe that it is still significantly lower than the 4.4 million dollar estimate that was noted in the 2005 Master Plan. Firmer costs would be developed as part of the process.

A lot of background information and referenced documents are available on the City's website <http://www.cityofboyncity.com/proposed-marina-expansion-plan-161/> (Listed under Community Info, Marina and then click on Proposed Expansion)

Project Engineer Dan Dombos and I will hold a public marina informational meeting on Tuesday starting at 5:00 prior to the City Commission meeting for interested individuals. We will have past and current plans available, review what has taken place over the last 5 years and answer questions. Commissioners and community member are encouraged community members that have an interest in the marina or boating to attend this meeting and/or the Commission meeting.

**Recommendation:** To allow Abonmarche on the City's behalf prepare and submit a joint DEQ/USACE permit application for renovation and expansion of the City's marina, approve \$500 application fee and allow the City Manager to sign the required documents.

**Other Options:**

- Postpone the matter for further discussion
- Contract with Abonmarche or a different firm to reopen the planning process
- Do not proceed with applying for a permit

HONEYWELL  
AEROSPACE

BOYNE RIVER

EXISTING BOAT  
LAUNCH/SKID PIER

VETERANS  
MEMORIAL  
PARK

ONE  
WATER  
LLC

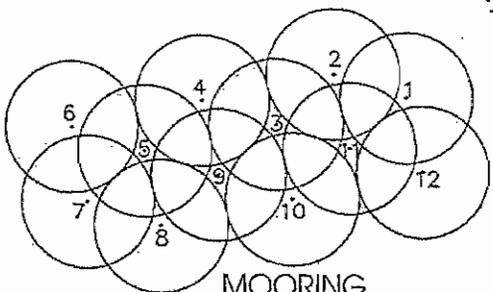
SHOPPERS  
DOCK 5 BOATS

DINGY STORAGE  
AREA

GAZEBO  
LAKE  
CHARLEVIOX

ICE PILES

WAVE ATTENUATOR



MOORING  
BUOY FIELD

PROPOSED  
SLIP SUMMARY

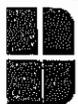
LENGTH:	NUMBER:
70'	3
60'	6
45'	26
38'	43
30'	22
	100

SHOPPERS  
DOCK 5

MOORING BUOY 12  
TOTAL: 117

PROPOSED SLIP LAYOUT  
BOYNE CITY MUNICIPAL MARINA

SCALE: 1" = 250'



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ABONMARCHÉ CONSULTANTS, INC.

95 WEST MAIN STREET • BENTON HARBOR, MI 49023 • T (269) 927-2295 • F (269) 927-1017  
Monistee, MI • South Bend, IN • Fort Wayne, IN

JOB NO. m41318pm2

SHT. 11 OF 11

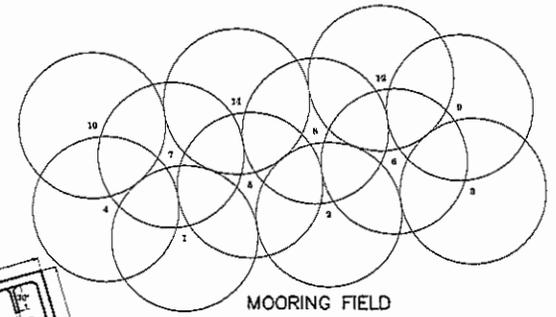
Plan "M"



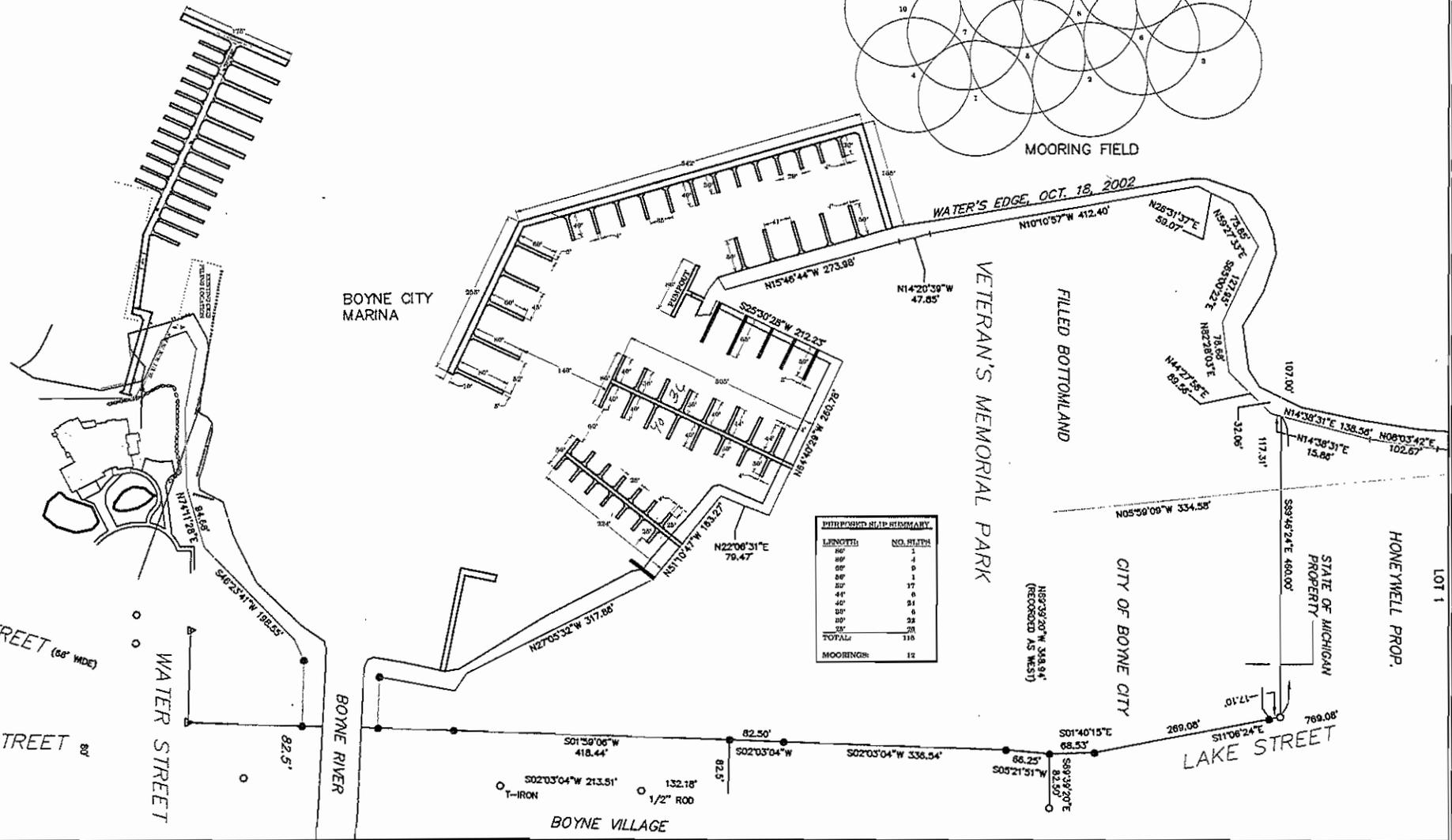
2010 Concept  
STORAGE BAY

# LAKE CHARLEVOIX

(FORMERLY GREEN LAKE, LONG LAKE, AND PINE LAKE)  
ELEVATION OF LAKE ON MARCH 15, 2002 WAS 577.9 (NGVD OF 1929)



MOORING FIELD



PROPOSED SLIP SUMMARY

LENGTH	NO. SLIPS
80'	1
60'	4
50'	0
40'	1
30'	17
20'	0
10'	81
5'	6
3'	23
2'	6
TOTAL:	116
MOORINGS:	12

BOYNE CITY

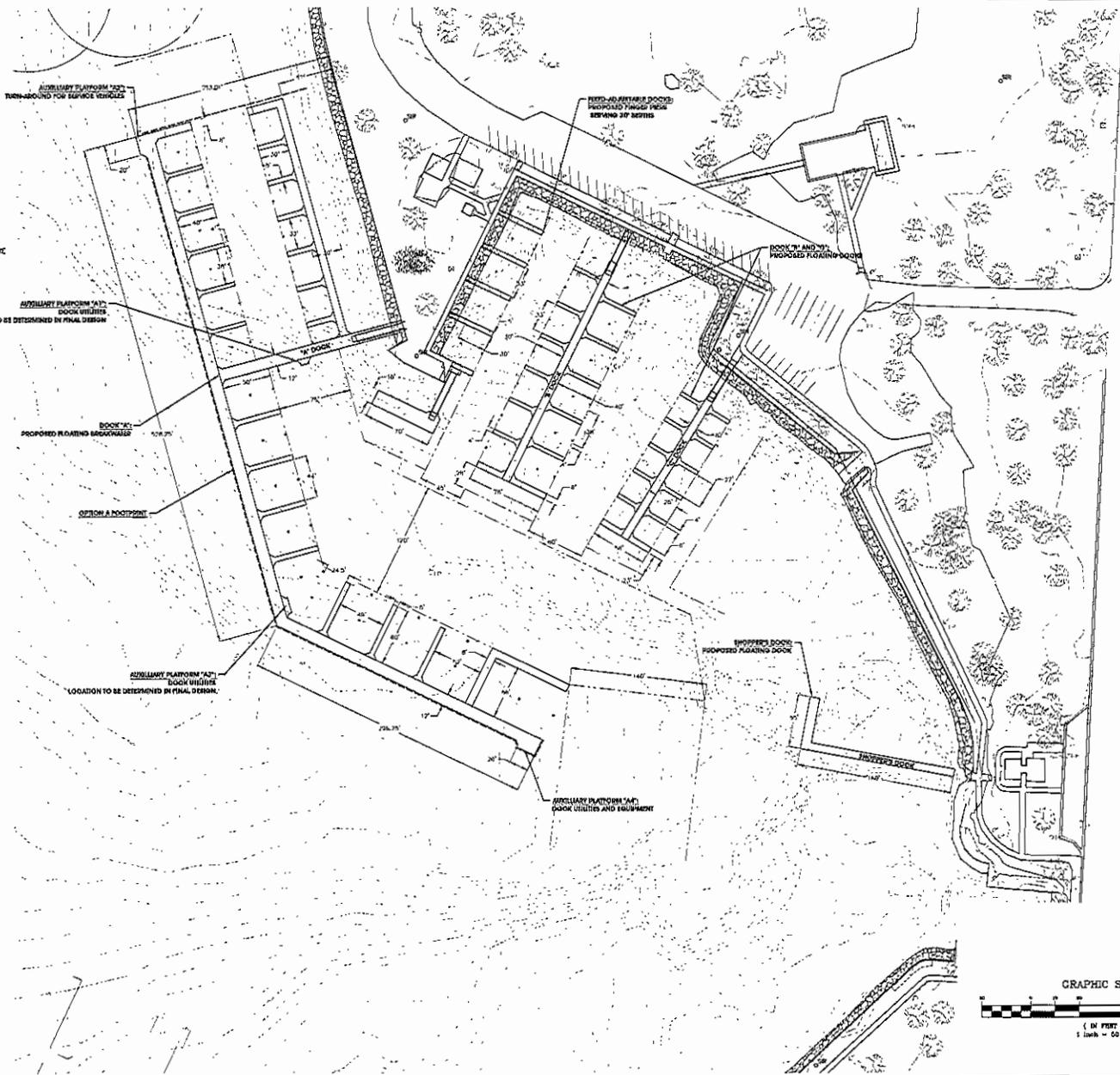
FLOTATION DOCKING SYSTEMS  
of  
CEDARVILLE MICHIGAN

PLAN  
DATE: 7/27/10  
SCALE: NO SCALE

REVISIONS:  
PAGE

SEASONAL SLIP TABLE					
SLIP LENGTH	FENDER PILE	DOUBLE-LOADED SLIP WIDTH		SLIP COUNT	PERCENT
		PROPOSED	PROPOSED		
20'	NO	4'	27'	25	20.8%
30'	YES	4'	33'	30	24.5%
40'	YES	4'	36'	33	24.0%
50'	YES	4'	44'	9	9.4%
60'	YES	4'	49'	7	7.2%
80'	YES	4'	55'	2	2.1%
TOTAL SLIP COUNT				86	-
TOTAL SPREADSHEET WORKING				150'	-

**NOTES:**  
 UNLESS OTHERWISE INDICATED, THE DIMENSIONS INDICATED IN THIS TABLE ARE TAKEN FROM THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNR) PARKS & RECREATION BUREAU HARBOR DEVELOPMENT STANDARD GUIDANCE.  
 \*\* - DIMENSION RECOMMENDATIONS BASED ON TOBASSON AND KOLLMEYER, "MARINAS AND SMALL CRAFT HARBOURS, SECOND EDITION."



# Current proposal



F. GRANT MOORE  
 MUNICIPAL MARINA  
 CITY OF BOYNE CITY, MI

PROPOSED MARINA LAYOUT  
 MAIN BASIN DIMENSION PLAN  
 OPTION "B"

DATE: 12-14-2012

SIGNATURE

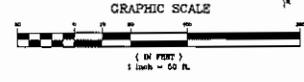
DATE

SCALE: HORIZ. 1" = 50'

VERT: N/A

ALL KNOTS  
 12-0842

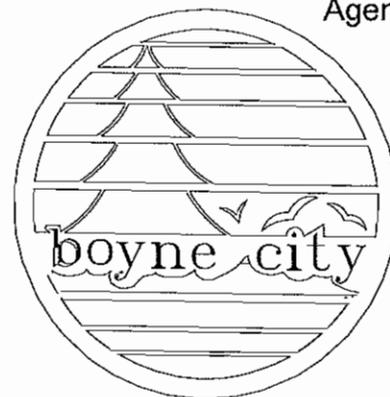
SHEET NO. 2 of 2



1	DESIGNED BY	DATE	12/14/12
2	DRAWN BY	DATE	12/14/12

**CITY OF BOYNE CITY**

**To:** Michael Cain, City Manager *Mc*  
**From:** Annie Doyle, Assistant Planner *AD*  
**Date:** September 20, 2013  
**Subject:** City's Endorsement of Bike Share Program

**Definition of a Bike Share Program**

Bike sharing is a transportation program, ideal for short distance point-to-point trips providing users the ability to pick up a bicycle at a self-serve bike-station and return it to any other bike station located within the system's service area. Typically, local jurisdictions (cities, counties, etc.) are engaged in the funding, managing, administering and/or permitting the bike-share program. Bike-sharing differs from traditional bicycle rental services in that it is typically used for short, spontaneous trips that are often combined with other modes of transportation.

**Background**

WATCH, Inc. (Water and Air Team Charlevoix) is a non profit organization dedicated to the protection of air and water resources in Charlevoix County. They are in the process of putting together a Bike Share Program in which they will initially provide six bikes to each city in Charlevoix County (Boyne City, East Jordan and Charlevoix). These bikes will be available for anyone in the City to use at no cost. Helmets, locks and bike racks will also be provided. The City will be responsible for retaining liability insurance on the bikes, providing storage for the bikes and maintenance of the check in/ check out process.

**Financial**

The total cost of this project is estimated at \$12,000. WATCH is currently applying for a grant from the local Community Foundation to cover half the cost (\$6,000) and would like a letter of support from the City to include in their application. WATCH plans to raise the remaining \$6,000 from private donations. The organization's Executive Director, Michelle Rick-Biddick, also indicated they would gladly accept donations from the City for this program at some time in the future if the City was so inclined.

**Recommendation**

If the City decides it would like to support this Bike Share Program, then I would recommend allowing Staff to create a letter of endorsement for the Community Foundation grant application.

**Other Options**

- Postpone the matter for further discussion
- Do not endorse the WATCH Bike Share Program

**Michael Cain**

**From:** MICHELLE RICK-BIDDICK [tlc.fitness@hotmail.com]  
**Sent:** Wednesday, September 04, 2013 10:46 PM  
**To:** Mainstreet; Michael Cain; lynne rosenthal; art.bicycles@yahoo.com; watch  
**Subject:** Bike Share Pilot Program

WATCH,Inc. (Water and Air Team Charlevoix) is a non profit group dedicated to the protection of our air and water resources in Charlevoix County.

We are writing you today to encourage your support for a Bike Share Pilot Program for Boyne City, Charlevoix, and East Jordan. We are proposing to launch this program next spring in Boyne City, Charlevoix, and East Jordan. Our goal is to encourage awareness and make available a healthy alternative mode of commuting and exploring our area while providing an environmental and economic benefit to visitors and residents of Charlevoix County.

We are seeking funding from the local Community Foundation and private sources/donations to purchase at least 12 total bicycles, helmets, locks, and bike racks with brightly identifiable "Smart Commute" labels. This equipment will be made available at various sites for no cost to the city or to the user, with a check in/out system at a to- be determined place (bike shop, marina, etc) Each city will be donated these items and asked to accept liability and storage for the equipment in the non-biking season. WATCH will provide yearly tune ups through local bike shops and simple maintenance for a period of 3 years.

We would also encourage all 3 cities to promote SMART COMMUTE WEEK, during the 1st week of June (more details on this project which Charlevoix and other cities are actively participating).

We believe this is a win-win project for every community and its citizens and visitors. We would like your support in a written letter supporting this project. Donations are also encouraged and accepted. Please send your letters to : WATCH, Inc. PO Box 615 Charlevoix, MI 49720 or send to : watchcharlevoix@gmail.com We will include them in our grant proposal letter to the Charlevoix County Community Foundation due on October 1st, 2013.

Thank you for your encouragement,

Michelle Rick-Biddick  
WATCH Executive Director  
231 330 7946  
www.watchcharlevoix.org

CITY OF BOYNE CITY

**To:** Michael Cain *Mc*  
**From:** Dan Meads *DM*  
**Date:** 9/19/2013  
**Subject:** Pickup Plow Purchase

---

### Background

We purchased a new 2014 Ford pickup earlier this year with the intention of putting a plow and lift gate on this fall. The budget included \$3,500.00 for the repair of the lift gate from our old truck or its replacement. There was also \$5,000.00 budgeted for a new plow. There are also several additional smaller items that are needed to complete the vehicle change over, that would normally have been done by our mechanic. With that in mind I have requested the attached quote from Truck & Trailer Specialties for the parts and installation needed.

### Discussion

I have received a quoted price of \$4,635.00 for a new 8 ft commercial duty plow to match our other plow truck and matching the existing equipment in the street department, allowing plows to be moved from one vehicle to another if needed.

The lift gate will cost 60% of the price of new to repair and reuse and was not recommended by the mechanic. The quoted price to install new is \$3,376.00.

The additional items are the same parts and pricing our mechanic would have used minus an installation cost.

### Financial

The funds are available within the Water/Wastewater Budget. Both the plow and lift gate are below the amount budgeted, and the sale of the old truck and equipment should more than cover the additional small item cost of \$1,579.95.

### Recommendation

I would recommend the Commission authorize the purchase of the Boss 8ft Super Duty Plow and Thieman Lift Gate and accessories as quoted from Truck & Trailer Specialties for the amount of \$10,079.75.

**QUOTATION**

**TRUCK & TRAILER SPECIALTIES  
OF BOYNE FALLS, INC.  
00399 US 131 NORTH – P.O. BOX 473  
BOYNE FALLS, MI 49713**

Date: September 16, 2013  
Name: Boyne City Attention: DAN  
Quote #: 091613PM  
Address: 319 N. Lake St., Boyne City.  
Customer PO:  
Phone: 231-582-7961  
Fax: 231-582-7791  
Prices quoted are FOB:  
Delivery:

We are pleased to quote you prices and term in accordance with specifications described below. Prices are in effect for 30 days only. Federal excise tax and sales tax not included, but will be added if applicable.

**Subject: NEW EQUIPMENT FOR 2014 F250**

**One 8' Boss Poly Super Duty Straight Blade Plow with snow deflector installed: \$4635.00**

**One Thieman TT-15 Lift Gate ~ Aluminum 2pc. Platform, Galvanized frame work installed: \$3376.00**

**Rugged Plastic Bed Liner installed: \$185.00  
Back Rack, and Strobe Light installed to in cab switch: \$552.00  
UWS 72" Aluminum Side Boxes Installed: \$850.00  
SS Tuff Bar Side Steps Installed: \$355.00  
Combo Pintle Hitch with Receiver Mount: \$126.75**

**Above equipment could be available in a 10-14 Day lead time**

**Dan,  
The Cost to uninstall -- repair -- and reinstall existing gate estimated @ \$2000.00**

**Thank You,  
Paul McGeorge  
Truck and Trailer Specialties of Boyne Falls**

**CITY OF BOYNE CITY**

**To:** Michael Cain *Mc*  
**From:** Dan Meads *DM*  
**Date:** 9/19/2013  
**Subject:** VFD Repair

---

**Background**

We have had a variable frequency drive failure at the main lift station at the old wastewater plant site. This drive is built into the motor control panel and is not a standalone unit.

**Discussion**

I have received quotes to both repair and replace this drive. The drive is necessary to reduce wear on one of our main pumps, and to eliminate water hammer in the force main to the treatment plant that used to result in frequent complaints along Main Street.

The cost estimate to repair the unit is higher than the cost to replace the drive with a newer model. The Quotes are attached.

**Financial**

The funds are available within the Water/Wastewater Budget.

**Recommendation**

I would recommend the Commission authorize the purchase of a new Altivar frequency drive for \$7,000.00 and allow staff to complete the repairs.

# **SHORELINE**

## **POWER SERVICES INC**

AUGUST 30, 2013

**CITY OF BOYNE CITY**  
DAN MEADS  
319 LAKE ST  
BOYNE CITY, MI. 49712

DEAR DAN:

SHORELINE POWER SERVICES IS PLEASED TO OFFER THIS PRICING FOR YOU. THIS PRICE IS BASED ON INFORMATION SUPPLIED BY YOU AT THE TIME OF REQUEST. ANY CHANGES IN SCOPE, SCHEDULE OR DESIGN MAY REQUIRE ADDITIONAL PRICING.

**SCOPE OF WORK:**

- REMOVE 75HP ALTIVAR DRIVE
- SEND DRIVE INTO SQ D FOR TESTING AND REBUILDING
- RE INSTALLATION OF VFD

**QUALIFICATIONS:**

- ALL WORK IS QUOTED DURING NORMAL BUSINESS HOURS – MONDAY - FRIDAY

LABOR PRICE: \$ 917.00

SHIPPING: \$ 345.00

TEST/REPAIR: \$ 6,620.00

TOTAL PRICE: \$7,882.00

IF YOU HAVE ANY QUESTIONS REGARDING THIS PROPOSAL OR WOULD LIKE FURTHER PRICING PLEASE FEEL FREE TO CALL ME AT ANY TIME.

SINCERELY,

**SEAN LEHN**

6724 East Railway Commons | Williamsburg | Michigan | 49690  
Phone: 231.267.3267 | Fax: 231.267.3269 | [www.shorelinpowerservices.com](http://www.shorelinpowerservices.com)

# **SHORELINE**

## **POWER SERVICES** INC

AUGUST 22, 2013

**CITY OF BOYNE CITY**  
DAN MEADS  
319 LAKE ST  
BOYNE CITY, MI. 49712

DEAR DAN:

SHORELINE POWER SERVICES IS PLEASED TO OFFER THIS PRICING FOR YOU. THIS PRICE IS BASED ON INFORMATION SUPPLIED BY YOU AT THE TIME OF REQUEST. ANY CHANGES IN SCOPE, SCHEDULE OR DESIGN MAY REQUIRE ADDITIONAL PRICING.

SCOPE OF WORK:

- PROVIDE 1 NEW 75HP ALTIVAR 61 STANDARD PUMP VFD

QUALIFICATIONS:

- QUOTED PRICE IS FOR PROVIDING VFD – NO INSTALLATION IS QUOTED

TOTAL PRICE: \$7,000.00

IF YOU HAVE ANY QUESTIONS REGARDING THIS PROPOSAL OR WOULD LIKE FURTHER PRICING PLEASE FEEL FREE TO CALL ME AT ANY TIME.

SINCERELY,

**SEAN LEHN**  
INDUSTRIAL PROJECT MANAGER

231-492-5934

Karen Seeley  
319 N. Lake Street  
Boyne City, MI 49712  
Phone 231-582-0341 fax 231-582-6506  
karen@boynecity.com

**City of Boyne City**

# Memo

**To:** Michael Cain, City Manager *Mc*

**From:** Karen Seeley *ks*

**Date:** September 20, 2013

**Re:** Tie Down Fees

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The following motion was made at the September 19, 2013 Airport Board meeting

"After discussion regarding the Tie-Down fees at the airport, the Boyne City Airport Advisory Board recommends the following changes to the Tie-Down fee schedule;

***Motion by Jerry Schimdt with second by Oral Sutliff, PASSED UNANIMOUSLY to recommend the City Commission consider the following changes to the tie down fee schedule:***

1. Increase the overnight airplane parking from the current \$3.00/night to \$5.00/night.
2. To charge a rate of \$30.00/month for airplane parking on all tie-down services (grass and/or ramp).

# MISCELLANEOUS FEES

1 May 2013 - 30 April 2014

## STREET FEES

### ROAD CUTS

	<u>2013 FYE</u>	<u>2014 FYE</u>
Permit Fee	\$20.00	\$20.00
(Plus cost of Repairs)	Time and Material + 15%	
Sand/salt (5 gallons)	\$3.00	\$5.00
(1 yard)	\$20.00	\$25.00

### PARK FEES

Park Shelter	\$50.00	\$50.00
Deposit required	\$0.00	\$0.00
Non-Profit Organization	No charge	No charge

**Reservation fee is due within 2 weeks of the date the reservation is taken.  
Payment is refundable if there is a minimum of two weeks notice prior to the date of the event.  
If the shelter is not left clean, a fee may be assessed.**

### ICE SKATING FEES

Skate Sharpening	\$3.00	\$3.00
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### AIRPORT FEES

#### CARS

Overnight	\$2.00	\$2.00
Weekly	\$10.00	\$10.00
Monthly	\$25.00	\$25.00
Six Month	\$75.00	\$75.00
Yearly	\$125.00	\$125.00

#### AIRPLANES

Overnight	\$3.00	\$3.00	*
Monthly - hard surface	\$30.00	\$30.00	*
Monthly - grass	\$20.00	\$20.00	*
Fuel (Market Rate +)	\$0.35	\$0.40	*

### AIRPORT HANGERS

	<u>2013 FYE</u>	<u>2014 FYE</u>
Airport Commercial Operator Permit (3 years)	\$25.00	\$25.00
Regular-Monthly*	\$175.00	\$200.00
Regular+Garage -Monthly*	\$210.00	\$235.00
Small Garage Only-Monthly*	\$90.00	\$105.00
Daily- Any Size	\$20.00	\$20.00
Deposit= One Month Rate		

\* Pay 10 months in advance/at once get 2 months free



# City of Boyne City

# MEMO

Date: September 23, 2013

To: Mayor Grunch and the Boyne City City Commission

From: Michael Cain, City Manager 

Subject: Property and Liability Insurance Coverage Renewal

In 2005 the City switched our property and liability insurance coverages from the Michigan Municipal Leagues' Liability and Property pool, after quite a long time with them, to the Michigan Township Participating Plan, which is represented by Paul Olson. At that time our annual premium went from \$105,259 to \$82,273. Since then the rates have been: \$85,065, \$88,789, \$88,454, \$76,572, \$58,414, \$55,632, \$59,336 for our current coverage year which ends on September 30<sup>th</sup>. Assuming the League's rates had stayed fairly constant (there was usually an annual increase) through this year we have a saved about \$247,537 by switching insurance providers, and ended up with equivalent, if not better coverages.

Three years ago we obtained four quotes for our liability insurance. We do this every few years to make sure we are getting fair pricing and services. At that time the City Commission chose to remain with our current provider, the Michigan Township Participating Plan (MTPP), over a lower cost provider, Cadillac Insurance/Trident, that we did not have any experience with.

Attached is a letter and quotation from the MTPP for the coming year and their summary of coverages. As you will note in the letter the price for the coming year has increased about 5% by \$2,985 to an estimated \$62,351. I say estimated because this price will go up or down slightly as we add or subtract equipment or property. It would do this with pretty much any carrier. Last year the price was estimated to increase \$2,980 to \$58,612 but actually increased an additional \$724 (for a total increase last year of \$3,704) to \$59,366. The proposed cost now is about 59% of the \$105,259 we paid to the Michigan Municipal League's program in 2004-2005, the last year we were with them.

We have been very happy with all the services provided by the MTPP since I first recommended we first switch to them in 2005. They continue to provide outstanding service and coverage. They are very easy to work with. Within the last few months the City received a grant from the insurance company's risk reduction program in the amount of \$4,700 for the purchase of a computer storage system for our Police Department. Paul Olson is scheduled to attend our meeting to answer any questions we may have.

**RECOMMENDATION:** That the City Commission authorize the City Manager and City Clerk to take the steps necessary to renew the City's Liability insurance through the Michigan Township Participating Plan for 2013-2014 for an estimated price of \$62,351 and plan on seeking quotations for the 2014-2015 insurance year.

Options:

- A. Postpone for further review.
- B. Postpone to seek other quotations.
- C. Other options as determined by the City Commission



Municipal Underwriters of Michigan, Inc.

**PAUL W. OLSON**  
REGIONAL RISK MANAGER

935 ROBINHOOD LANE  
GRAYLING, MI 49738  
EMAIL: polson@i2k.com

TOLL FREE 888-883-6391  
LOCAL (989) 348-6391  
FAX (989) 348-4546

September 5, 2013

THIS YEAR

Michael Cain, City Manager  
City of Boyne City  
319 Lake Street  
Boyne City, MI

Dear Michael:

Enclosed you will find Summary of Coverage's and an Invoice for the City of Boyne City's 2013-2014 insurance years. The renewal date of your policy is 10/01/2013.

Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program.

The quoted premium is **\$62,351.00**. This is approximately a 5% increase over last year's ending premium of **\$59,366.00**. I am looking forward to meeting with you and the City Council on September 24<sup>th</sup> at noon.

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at **888-883-6391**. Your continued confidence of the Michigan Township Participating Plan is appreciated. It's been a privilege to have served the City of Boyne City's insurance needs for the past 8 years. Thank you for your business.

Sincerely,

Paul W. Olson  
Regional Risk Manager  
MUM



**MUNICIPAL UNDERWRITERS OF MICHIGAN**  
 935 ROBINHOOD LANE ~ GRAYLING, MI 49738  
 Phone 888-883-6391 ~ Fax 989-348-4546  
 E-Mail polson@i2k.com

August 23, 2012

LAST YEAR  
 Z

Michael Cain, City Manager  
 City of Boyne City  
 319 Lake Street  
 Boyne City, MI 49712

Dear Mike:

Enclosed you will find Summary of Coverage's and an Invoice for the City of Boyne City's 2012-2013 insurance years. The Renewal date for your policy is 10/01/2012.

Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program. The A.M. Best Company, which is the leading provider of insurance ratings, rated US Specialty with an "A+" for excellent financial strength.

The quoted premium is \$58,612.00. This is a 4% rate increase from last years premium of \$55,632.00. A \$900.00 increase is due to the MCCA charge of \$30.00 on each owned auto. This charge is not applicable to fire and ambulance vehicles. I also have increased property values 5%.

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at 888-883-6391. Your continued support of the Michigan Township Participating Plan's insurance program is appreciated. It's been a privilege to have served the City of Boyne City's insurance needs for the past 7 years. Thank you for your business.

Sincerely,

Paul W. Olson  
 Regional Risk Manager  
 MUM

**MICHIGAN  
TOWNSHIP  
PARTICIPATING  
PLAN**

**SUMMARY OF COVERAGES  
FOR  
CITY OF BOYNE CITY 2013-2014**

Presented By:  
**PAUL W. OLSON - RISK MANAGER**  
Municipal Underwriters of Michigan, Inc.

## **SUPPORT/SERVICE COMPANIES**

### ***MARKETING AND SERVICE:***

PAUL W. OLSON  
Municipal Underwriters of Michigan, Inc.  
935 Robin Hood Lane  
Grayling, MI 49738  
1-888-883-6391 Michigan Watts  
989-348-4546 Fax

### ***TECHNICAL ADMINISTRATION:***

Michigan Township Participating Plan  
1700 Opdyke Court  
Auburn Hills, Michigan 48326  
(248) 371-3100 - LOCAL  
(800) 783-1370 - MICHIGAN WATTS  
(248) 371-3069 - FAX

### ***RISK CONTROL ADMINISTRATION***

Midwest Risk Control  
1700 Opdyke Court  
Auburn Hills, Michigan 48326  
(248) 371-3100 - LOCAL  
(800) 783-1370 - MICHIGAN WATTS  
(248) 371-3091 - FAX

### ***CLAIMS ADMINISTRATION***

Midwest Claims Service  
1700 Opdyke Court  
Auburn Hills, Michigan 48326  
(248) 371-3100 - LOCAL  
(800) 783-1370 - MICHIGAN WATTS  
(248) 371-3069 - FAX

**I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:\***

Limit of Liability Per Occurrence	\$ 5,000,000
Limit of Liability Per Aggregate	\$ No Aggregate
Deductible	\$ 0

**ADDITIONAL INSURED:**

1. **Any** member of the governing body of the Named Insured
2. **Any** member of boards or commissions of the Named Insured
3. **Any** elected or appointed official of the Named Insured
4. **Any** employee of the Named Insured – Including **Contracted Assessor**
5. **Any** volunteer

**ADDITIONAL INCLUDED COVERAGES:**

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit/includes volunteers
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
7. Cemetery Professional Liability
8. Broad Form Property Damage Liability-\$25,000 per occurrence
9. Employee Benefit Liability
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired auto liability coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
  - A. FALSE ARREST, DETENTION OR IMPRISONMENT
  - B. MALICIOUS PROSECUTION
  - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
  - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
  - E. MENTAL ANGUISH & MENTAL INJURY

Municipal Underwriters of Michigan, Inc.

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY  
(Errors & Omissions)**

Limit of Liability Per Occurrence:	\$ 5,000,000
Limit of Liability Aggregate:	\$ No Aggregate
Deductible:	\$ 0

**The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:**

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. Regulatory Taking of Private Property" sustained by any one person or organization is One Hundred Thousand Dollars and No Cents (\$100,000). "Regulatory Taking of Private Property", means the enactment or enforcement of any regulation or ordinance, which unconstitutionally and temporarily restricts the use of private property.
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights: Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 per person

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

Municipal Underwriters of Michigan, Inc.

**II. FLEET LIABILITY COVERAGE:**

**LIMITS**

A. Bodily Injury & Property Damage [CSL]	\$ 5,000,000
B. Personal Injury Protection	Statutory
C. Personal Property Insurance	\$ 5,000,000
D. Uninsured Motorists	\$ 100,000
E. Non-owned & Hired Auto Liability	\$ 5,000,000
F. Mini-Tort Liability	\$ 500
G. Underinsured Motorists	\$ 100,000

**III. FLEET PROPERTY COVERAGE:**

Property limit	\$ 3,069,364.00	46 Vehicles
A. Comprehensive	\$ 500 ACV Deductible, Actual Cash Value	
B. Collision	\$ 500 Deductible, ACV, Broadened	

**IV. INLAND MARINE COVERAGE:**

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit	\$954,650.00
Deductible	\$1,000

**SEE ATTACHED SCHEDULE**

# Auto Schedule

Application: T000020025613

CITY OF BOYNE CITY

Auto #	New Cost	Comp. Ded.	Coll. Ded.	Year	Description	VIN #	Type
1	\$ 10,000	\$ 500	\$ 500	1917	LAFRANCE FIRE TRUCK	5132	10
2	\$ 50,000	\$ 500	\$ 500	1988	FORD UTILITY EQUIP VAN FIRE	8116	5
3	\$ 160,000	\$ 500	\$ 500	1991	KODIAK DISEAL TANKER	7734	5
5	\$ 325,000	\$ 500	\$ 500	1993	GMC PUMPER/TANKER	1112	5
6	\$ 750,000	\$ 500	\$ 500	2004	SPARTAN AIREAL LADDER TRUCK	1133	5
7	\$ 325,000	\$ 500	\$ 500	1998	INTERNATIONAL PUMPER/TANKER	5135	5
8	\$ 70,000	\$ 500	\$ 500	2001	FORD JAWS/RESCUE	5074	5
9	\$ 140,000	\$ 500	\$ 500	2002	OSAGE AMBULANCE	9716	4
11	\$ 140,000	\$ 500	\$ 500	1996	CHEVY AMBULANCE	3956	4
12	\$ 5,000	\$ 500	\$ 500	1973	CHEVY BOOM TRUCK	2130	2
13	\$ 2,000	\$ 500	\$ 500	1982	LOW BOY TRAILER	0007	13
14	\$ 30,000	\$ 500	\$ 500	1991	FORD L8000 DUMP TRUCK	9051	7
16	\$ 5,000	\$ 500	\$ 500	1992	FORD F-150 PICK UP	2766	2
17	\$ 7,000	\$ 500	\$ 500	1995	FORD RANGER TRUCK	3103	2
19	\$ 20,000	\$ 500	\$ 500	2000	FORD UTILITY TRUCK	5074	2
20	\$ 65,000	\$ 500	\$ 500	2001	STERLING DUMP DPW	3239	7
21	\$ 10,000	\$ 500	\$ 500	1999	FORD F-250 WATER	5396	2
23	\$ 21,000	\$ 500	\$ 500	2002	FORD F-250 PICK UP DPW	5362	2
24	\$ 85,000	\$ 500	\$ 500	2004	INTERNATIONAL 7400 DUMP	8059	7
25	\$ 30,000	\$ 500	\$ 500	2004	FORD EXPEDITION POLICE	4862	11
26	\$ 20,000	\$ 500	\$ 500	1994	CHEVY DUMP	0003	7
27	\$ 20,000	\$ 500	\$ 500	1994	FORD DUMP TRUCK	5432	7
28	\$ 5,000	\$ 500	\$ 500	1993	FORD F-150 PICK UP	0269	2
29	\$ 5,000	\$ 500	\$ 500	1992	GMC PICK UP WASTEWATER	1570	2
30	\$ 30,000	\$ 500	\$ 500	1996	FORD DUMP TRUCK	7304	7
33	\$ 10,000	\$ 500	\$ 500	1995	CHEVY P-30 VAN	1922	2
34	\$ 30,000	\$ 500	\$ 500	1994	FORD L-8000 VACTOR TRUCK	1115	2
35	\$ 50,000	\$ 500	\$ 500	1998	INTERNATIONAL 2000 SEIES	7610	7
36	\$ 2,000	\$ 500	\$ 500	1998	UTILITY TRAILER	1116	13
39	\$ 81,675	\$ 500	\$ 500	2006	INTERNATIONAL 7400 DUMP TRUCK	2033	7
40	\$ 140,000	\$ 500	\$ 500	2001	FORD F-450 AMBULANCE	4391	4
41	\$ 21,383	\$ 500	\$ 500	2006	FORD F-150 PICKUP	8640	2
42	\$ 20,134	\$ 500	\$ 500	2006	FORD F-150 PICK UP	8262	2
44	\$ 116,172	\$ 500	\$ 500	2007	INTERNATIONAL PLOW TRUCK	3928	7
45	\$ 45,000	\$ 500	\$ 500	2008	FORD EXPEDITION ECHO UNIT	5289	4
46	\$ 24,703	\$ 500	\$ 500	2005	FORD CROWN VIC	9944	11
47	\$ 4,000	\$ 500	\$ 500	2006	WELLS CARGO UTILITY TRAILER	7767	13
48	\$ 23,500	\$ 500	\$ 500	2009	FORD F-250 PICK UP 4X4	9758	2
49	\$ 1,200	\$ 500	\$ 500	1996	DODGE DAKOTA	2235	2
50	\$ 27,110	\$ 500	\$ 500	2010	FORD CROWN VICTORIA POLICE	4038	11
51	\$ 60,000	\$ 500	\$ 500	2004	FORD SUPER DUTY FIRE TRUCK	0023	5
52	\$ 32,000	\$ 500	\$ 500	2011	FORD EXPEDITION POLICE	2276	11
53	\$ 20,000	\$ 500	\$ 500	2010	FORD F-150 XL PICK UP	0607	2
54	\$ 23,500	\$ 500	\$ 500	2012	FORD TAURUS POLICE	4857	11
55	\$ 26,127	\$ 500	\$ 500	2013	FORD 4DOOR POLICE	5247	11
56	\$ 21,534	\$ 500	\$ 500	2013	F-250 FORD PICK UP	0948	2
Total: \$3,110,038							

# Inland Marine Schedule

Application:  
T000020025613

CITY OF BOYNE CITY 

▲ number ▼	▲ Serial # ▼	▲ Year ▼	▲ Make ▼	▲ Model ▼	▲ Department ▼	▲ Type ▼	▲ AR ▼	▲ Limit ▼	▲ Spec Ded ▼
3	PLAYSCAPE	0			Parks and Recreation	Commercial Articles	RC	\$ 100,000	\$ 0
2		2000	GENERAC DIESEL GENER	130KW	Water and Sewer	Contractors Equipment	RC	\$ 26,250	\$ 0
4		1998	JCB BACKHOE/LOADER		Dept. of Public Works	Contractors Equipment	RC	\$ 65,000	\$ 0
8		1995	JCB TRACTOR	210S	Dept. of Public Works	Contractors Equipment	RC	\$ 41,000	\$ 0
9	547312	2012	JD WHEEL LOADER	524K	Dept. of Public Works	Contractors Equipment	RC	\$ 132,000	\$ 0
7		1986	KABOTA BACKHOE		Dept. of Public Works	Contractors Equipment	RC	\$ 27,000	\$ 0
10		0	MISC DPW/WATER SEWER		Dept. of Public Works	Contractors Equipment	RC	\$ 85,000	\$ 0
6		2003	NORTRAX LOADER		Dept. of Public Works	Contractors Equipment	RC	\$ 87,400	\$ 0
1		1988	SEWER LINE TV SYSTEM		Water and Sewer	Commercial Articles	RC	\$ 26,000	\$ 0
5		2008	TRACKLESS MT5	SN MT5T-3652	Streets and Roads	Contractors Equipment	RC	\$ 130,000	\$ 0
<b>Total:</b>								<b>\$719,650</b>	

<b>Schedule Total:</b>	<b>\$719,650</b>
<b>Miscellaneous Property &amp; Equipment:</b>	<b>\$25,000</b>
<b>Ancillary Equipment:</b>	<b>\$210,000</b>
<b>Contractors Equipment Rented From Others:</b>	<b>\$0</b>
<b>Aircraft Limit:</b>	<b>\$0</b>
<b>Inland Marine Total:</b>	<b>\$954,650</b>

This application is READ ONLY. It has already been submitted.

Session ID: qkxt132ulluogd2wdtc3fs45



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**V. PROPERTY [FIRE] COVERAGE:**

Total Blanket Building and Contents Limit	\$ 17,384,256.00
Deductible	\$ 1,000
Per Schedule on File with company	

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Personal effects of Employees - \$ 1,000 per person
3. Transportation of Property- \$50,000 Limit
4. Underground Pipes, Flues or Drains- \$1,000,000
5. Accounts Receivable- \$250,000
6. Loss of Rents Coverage - \$500,000 per occurrence
7. Extra Expense Coverage - \$500,000 per occurrence
8. Newly Acquired and Constructed Property- \$1,000,000 180 Days
9. DIC Coverage, Flood \$100,000, and Earthquake- \$1,000,000
10. Power Surge Coverage - \$25,000
11. Glass Coverage-\$00 Deductible Glass Breakage
12. Tree Removal - \$500 per tree and \$1,500 annual aggregate on covered losses
13. Damage to property of others caused by falling limbs and/or trees whereby the limb and/or tree caused damage or movement to headstones, marker, etc...  
Limit of Coverage: \$5,000 per occurrence
14. Foundations of Machinery- \$250,000
15. 1<sup>st</sup> Party Sewer and Drain Back Up- \$25,000
16. Pollutant Clean up and Removal- \$10,000

**VI. VALUABLE PAPERS AND RECORDS COVERAGE\*:**

Broad Form Coverage for the reconstruction of valuable papers and records \$ 250,000 year round limit of protection with \$0 deductible.

**\* NOTE: Higher limits available upon request.**

# Property Schedule's

Application: T00020025613

CITY OF BOYNE CITY

▲ Number ▼	▲ Loc.# ▼	▲ Bldg.# ▼	▲ Within 50 ft ▼	▲ Fac Loc.# ▼	▲ Street Address ▼	▲ POK ▼	▲ CK ▼	▲ Bldg. Lim. ▼	▲ Cont. Lim. ▼	▲ Mine Sub ▼	▲ Yr. Built ▼	▲ FAR ▼	▲ BF ▼	▲ Special Ded ▼
26134	1	1	No	0	NORTH LAKE ST SEWAGE PUMP HOUSE	18	2	\$ 380,090	\$ 0	\$ 0	1960	R	901	0
26135	3	1	No	0	28 S. LAKE ST SUNSET PARK CHAMBER OFFIC	10	1	\$ 42,518	\$ 0	\$ 0	1980	R	600	0
26136	4	1	No	0	1050 BOYNE ROAD MAUSOLEUM	11	1	\$ 57,979	\$ 14,130	\$ 0	1965	R	700	0
26191	4	2	No	0	1050 BOYNE ROAD CEMETERY STORAGE	11	1	\$ 18,683	\$ 0	\$ 0	1990	R	401	0
26192	6	1	No	0	115 219 N LAKE HARBOR MASTER	11	1	\$ 61,201	\$ 0	\$ 0	1996	R	609	0
26193	6	2	No	0	115 219 N LAKE RESTROOM BATHOUSE	11	2	\$ 117,893	\$ 0	\$ 0	1996	R	615	0
26163	7	1	No	0	R1401 ADDIS ST RESERVOIR BUILDING	14	2	\$ 374,291	\$ 0	\$ 0	1960	R	900	0
26172	7	2	No	0	R1401 ADDIS ST WELLHOUSE	18	2	\$ 122,402	\$ 0	\$ 0	1960	R	901	0
26188	7	3	No	0	R-1401ADDIS ST NEW WELL HOUSE #5	18	2	\$ 193,266	\$ 0	\$ 0	2005	R	910	0
26148	7	4	No	0	401 ADDIS ST WELLHOUSE	14	2	\$ 182,326	\$ 0	\$ 0	2005	R	910	0
26174	8	1	No	0	1055 LAKESHORE DRIVE LIFT STATION	18	2	\$ 51,537	\$ 0	\$ 0	1960	R	905	0
26189	9	1	No	0	NEW INDUSTRIAL PARK LIFT STATION	18	2	\$ 121,551	\$ 0	\$ 0	2005	R	905	0
26175	10	1	No	0	525 LAKE ST PUBLIC RESTROOMS	11	2	\$ 42,282	\$ 0	\$ 0	1975	R	615	0
26177	12	1	No	0	VETERANS MEMORIAL PARK SHELTER HOUSE	11	2	\$ 153,969	\$ 0	\$ 0	1975	R	614	0
26176	13	1	No	0	490 KUNERT ST AIRPORT HANGER	11	1	\$ 303,428	\$ 0	\$ 0	1975	R	923	0
26154	13	2	No	0	1040 E. MAIN ST AIRPORT HANGER	11	1	\$ 302,783	\$ 0	\$ 0	1975	R	923	0
26155	13	3	No	0	1040 E. MAIN AIRPORT HANGER	11	1	\$ 303,428	\$ 0	\$ 0	1975	R	923	0
26156	13	4	No	0	1040 E. MAIN AIRPORT HANGER A-12	11	1	\$ 296,342	\$ 0	\$ 0	1975	R	923	0
26158	13	5	No	0	1040 E. MAIN AIRPORT HANGER B-1	11	1	\$ 81,817	\$ 0	\$ 0	1975	R	923	0
26159	13	6	No	0	1040 E. MAIN AIRPORT HANGER B-3	11	1	\$ 81,817	\$ 0	\$ 0	1975	R	923	0
26160	13	7	No	0	1040 E. MAIN AIRPORT HANGER B-7	11	1	\$ 81,817	\$ 0	\$ 0	1975	R	923	0
26161	13	8	No	0	1040 E. MAIN AIRPORT HANGER B-11	11	1	\$ 81,817	\$ 0	\$ 0	1975	R	923	0
26162	13	9	No	0	1040 E. MAIN AIRPORT HANGER B-13	11	1	\$ 81,817	\$ 0	\$ 0	1975	R	923	0
26185	13	10	No	0	1040 E. MAIN AIRPORT HANGER B-13	11	1	\$ 81,817	\$ 0	\$ 0	1975	R	923	0
26157	13	11	No	0	1040 E. MAIN HANGER B-15	11	1	\$ 81,817	\$ 0	\$ 0	1975	R	923	0
26144	13	12	No	0	1040 E. MAIN HANGER B-19	11	1	\$ 81,817	\$ 0	\$ 0	1975	R	923	0
26171	13	13	No	0	1040 E. MAIN HANGER D-1	11	1	\$ 96,754	\$ 0	\$ 0	1975	R	923	0
26141	13	14	No	0	1040 E. MAIN HANGER D-3	11	1	\$ 96,633	\$ 0	\$ 0	1975	R	923	0
26142	13	15	No	0	1048 E. MAIN AIRPORT TERMINAL	10	1	\$ 186,823	\$ 5,565	\$ 0	1975	R	922	0
26147	13	16	No	0	1040 E MAIN STREET HANGER D-13	11	1	\$ 79,883	\$ 0	\$ 0	1960	R	923	0
26186	14	1	No	0	R319 N LAKE CITY GARAGE AND FIRE BARN	15	2	\$ 1,044,279	\$ 144,690	\$ 0	1977	R	925	0

26187	14	2	No	0	R 319 N LAKE STORAGE GARAGE	16	1	\$ 10,953	\$ 0	\$ 0	1985	R	403	0
26170	14	3	No	0	319 LAKE STREET	10	1	\$ 1,861,791	\$ 233,730	\$ 0	1975	R	100	0
26181	15	1	No	0	ROTARY PARK ROTARY BUILDING	11	1	\$ 54,114	\$ 0	\$ 0	1980	R	403	0
26182	16	1	No	0	ROBINSON ROAD SALT STORAGE	16	1	\$ 134,642	\$ 0	\$ 0	1968	R	405	0
26183	16	2	No	0	ROBINSON ROAD EQUIP STORAGE	16	1	\$ 56,048	\$ 0	\$ 0	1980	R	403	0
26184	17	1	No	0	210 FRONT STREET RESTROOMS	11	2	\$ 49,606	\$ 0	\$ 0	1987	R	615	0
26132	18	1	No	0	OLD CITY PARK GAZEBO	11	1	\$ 35,979	\$ 0	\$ 0	1987	R	615	0
26133	19	1	No	0	WILSON ST ICE RINK WARMING HOUSE	11	1	\$ 74,730	\$ 0	\$ 0	1987	R	614	0
26173	19	2	No	0	WILSON STREET STORAGE	11	1	\$ 50,249	\$ 0	\$ 0	1995	R	403	0
26164	20	1	No	0	INDUSTRIAL PARKWAY LIFT STATION	18	3	\$ 133,706	\$ 0	\$ 0	1960	R	905	0
26190	20	2	No	0	INDUSTRIAL PARKWAY LIFT ST 2	18	3	\$ 97,241	\$ 0	\$ 0	2005	R	905	0
26165	21	1	No	0	DIVISION ST 1910 WATER WORKS	14	2	\$ 441,000	\$ 0	\$ 0	1960	R	901	0
26166	21	2	No	0	DIVISION ST WELLHOUSE 2	18	2	\$ 182,326	\$ 0	\$ 0	1960	R	901	0
26167	21	3	No	0	DIVISION ST WELLHOUSE 3	18	2	\$ 182,326	\$ 0	\$ 0	1960	R	901	0
26149	22	1	No	0	52 ADDIS STREET WELL HOUSE 4	14	2	\$ 206,515	\$ 0	\$ 0	2005	R	910	0
26143	22	2	No	0	ADDIS STREET NEW WELL HOUSE 5	18	2	\$ 206,515	\$ 0	\$ 0	2005	R	910	0
26150	23	1	No	0	AVALANCHE PARK RESERVOIR	14	2	\$ 264,130	\$ 0	\$ 0	2005	R	903	0
26178	25	1	No	0	NEW BROCKWAY WATER BOOSTER STATION	18	2	\$ 206,515	\$ 0	\$ 0	2005	R	905	0
26168	26	1	No	0	LAKE ST BOOSTER PUMPHOUSE	18	2	\$ 133,706	\$ 0	\$ 0	1960	R	901	0

▲ Number ▼	▲ Loc.# ▼	▲ Bldg.# ▼	▲ Within 50 ft ▼	▲ Fac Loc.# ▼	▲ Street Address ▼	▲ POK ▼	▲ CK ▼	▲ Bldg. Lim. ▼	▲ Cont. Lim. ▼	▲ Mine Sub ▼	▲ Yr. Built ▼	▲ FAR ▼	▲ BF ▼	▲ Special Ded ▼
26179	28	1	No	0	N LAKEST RESTROOM	11	1	\$ 48,960	\$ 0	\$ 0	2002	R	615	0
26146	29	1	No	0	411 E DIVISION	11	2	\$ 899,475	\$ 30,000	\$ 0	2003	R	600	0
26169	30	1	No	0	1150 BOYNE AVE CONTENTS AMBULANCE	15	1	\$ 0	\$ 5,565	\$ 0	1950	R	303	0
26180	31	1	No	0	WWTP LAB ADMIN 1261 LAGOON DRIVE	14	2	\$ 601,676	\$ 55,650	\$ 0	2005	R	903	0
26145	31	2	No	0	WWTP MAINTENCE GARAGE	16	1	\$ 492,281	\$ 83,475	\$ 0	2005	R	401	0
26151	31	3	No	0	WWTP TERTIARY BUILDING	14	1	\$ 2,339,850	\$ 0	\$ 0	2005	R	903	0
26152	31	4	No	0	WWTP SCREENING BUILDING	14	1	\$ 741,459	\$ 0	\$ 0	2005	R	903	0
26153	31	5	No	0	WWPT BLOWER BUILDING	14	2	\$ 747,537	\$ 0	\$ 0	2005	R	903	0
26137	31	6	No	0	WWTP CHEMICAL FEED BUILDING	14	1	\$ 115,474	\$ 0	\$ 0	2005	R	903	0
26138	32	1	No	0	MAIN PUMP STATION 310 FRONT	14	2	\$ 790,079	\$ 0	\$ 0	2005	R	901	0
26139	33	1	No	0	PARK STREET POLE BARN STORAGE	16	1	\$ 246,140	\$ 0	\$ 0	1950	R	403	0
26140	34	1	No	0	ROTARY PARK CONCESSION	11	2	\$ 121,551	\$ 0	\$ 0	2006	R	612	0
Totals:								\$16,811,451	\$572,805	\$0				
Grand Total:								\$17,384,256						

This application is READ ONLY. It has already been submitted.

Session ID: qkxt132ulluogd2wdtc3fs45



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**VII. CRIME COVERAGE:**

- A. Limit of Coverage - \$100,000 Year Round
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
  - 1. All Officials Homes
  - 2. Place of Employment
  - 3. Banking Facility

**VIII: PUBLIC OFFICIAL BONDS\***

Treasurer	\$95,000
Clerk	\$95,000
BLANKET BOND	\$100,000

**NOTE:** THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE  
(Those who collect money or fees should be bonded)

**\* NOTE: Higher limits available upon request.**

**X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:**

Limit of Liability Per Occurrence	\$ 5,000,000
Limit of Liability Per Aggregate	\$ 0
Deductible	\$ 0

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

**XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:**

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer Coverage- \$100,000
- C. System Breakdown Coverage Endorsement
  - 1. Mechanical Breakdown; Machinery Breakdown
  - 2. Short Circuit; Blow out; other Electrical Disturbance
  - 3. Electrical or Magnetic Injury

**XII. BOILER AND MACHINERY:**

- A. Repair or Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

**Deductible of \$ 1,000 Applies      Limits \$ 17,384,256.00**  
Sewer/Treatment Plant Deductible \$2,500

**XIII. VOLUNTEER FIREMEN'S ACCIDENT:**

**SEE ATTACHED**

Municipal Underwriters of Michigan, Inc.

PREMIUM SUMMARY

I. COMPREHENSIVE MUNICIPAL LIABILITY	INCLUDED
II. FLEET LIABILITY	INCLUDED
III. FLEET (PROPERTY)	INCLUDED
IV. INLAND MARINE	INCLUDED
V. PROPERTY [FIRE)	INCLUDED
VI. VALUABLE PAPERS AND RECORDS	INCLUDED
VII. CRIME	INCLUDED
VIII. BONDS	INCLUDED
IX. WORKERS COMPENSATION	
X. POLICE PROFESSIONAL	INCLUDED
XI. BUSINESS ELECTRONIC EQUIPMENT	INCLUDED
XII. BOILER AND MACHINERY	INCLUDED
XIII. VOLUNTEER FIREMEN'S ACCIDENT	

TOTAL PAR-PLAN ANNUAL PREMIUM: \$ 62,351.00

SEWER BACK INCLUDED IN QUOTATION

\$100,000 PER OCCURRENCE, \$100,000 AGGREGATE,

**NOTE:** The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**', controlled by the Board of Directors of the Michigan Township Participating Plan.

# September 2013

September 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					September 1 8:00am Di-Athlon/Tri-Athlon
2 City Hall closed Labor Day (United States)	3 5:00pm ZBA	4 8:00am Farmers Market	5 8:30am Main Street Board mtg. 6:00pm Parks & Rec	6	7 8:00am Farmers Market
					8 Community Potluck
9 12:00pm EDC/LDFA	10 7:00pm City Commission	11 8:00am Farmers Market	12	13	14 8:00am Farmers Market
					15
16 5:00pm Planning Commission 7:00pm Historical Commission	17	18 8:00am Farmers Market	19 5:30pm Airport Advisory Board	20	21 8:00am Farmers Market
					22
23	24 5:00pm Marina Public Info Mtg. 7:00pm City Commission	25 8:00am Farmers Market	26	27	28 8:00am Farmers Market
					29
30					

# October 2013

October 2013							November 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5			5	6	7	8	9
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	October 1	2	3	4	5
	5:00pm ZBA	8:00am Farmers Market	8:30am Main Street Board mtg. 6:00pm Parks & Rec		8:00am Farmers Market
					6
7	8	9	10	11	12
	7:00pm City Commission				13
					14
14	15	16	17	18	19
	Marina Closes				20
					21
21	22	23	24	25	26
5:00pm Planning Commission	12:00pm City Commission		5:30pm Airport Advisory Board		27
					28
28	29	30	31		
			5:00pm Spook House 5:00pm Trick or Treat		

# November 2013

November 2013							December 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				November 1	2 9:00am City Hall open to process AV ballots
					3
					4
4	5	6	7	8	9
	6:30am General Election 5:00pm ZBA		8:30am Main Street Board mtg. 6:00pm Parks & Rec		10
					11
11:00am Veterans Day Ceremony 12:00pm EDC/LDFA	7:00pm City Commission				16
					17
					18
5:00pm Planning Commission	7:00pm Historic District			City Offices Closed 5:00pm Holiday Open House 6:00pm Santa Parade	23
					24
					25
	12:00pm City Commission		City Offices Closed Thanksgiving 2:30pm Thanksgiving Dinner (Eagles Hall) 5:30pm Airport Advisory Board		30