



# City of Boyne City

Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712  
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**BOYNE CITY  
CITY COMMISSION REGULAR MEETING  
Boyne City Hall  
319 North Lake Street  
Tuesday, February 25, 2014 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 corrected January 28, 2014 City Regular City Commission meeting minutes as presented
  - B. Approval of the February 11, 2014 City Regular City Commission meeting minutes as presented
  - C. Approval of the February 13, 2014 Joint Board and City Commission meeting minutes as presented
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. January, 2014 Financial Statement
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - A. City Facilities Architectural Service Proposal  
Consideration to award the contract for the City Facilities Architectural Services project to Environmental Architects of Traverse City in the amount of \$25,860
  - B. Charlevoix County Community Foundation Farmers Market Grant Application  
Consideration to approve a grant application to the Charlevoix County Community Foundation for \$1,000 to support a summer music series at the Boyne City Farmers Market

An Equal Opportunity Provider and Employer

**Hometown Feel, Small Town Appeal**

- C. **Boyne Thunder Resolution of Support**  
Consideration to support and endorse the 2014 Boyne Thunder event to be held July 9 – 13, 2014, support the application to the Liquor Control Commission for a special license for the sale of beer, wine and spirits on the premises; and authorize City staff to work with the Boyne Thunder committee on needs and issues that may arise as event plans move forward
- D. **Irish Heritage Week**  
Consideration to officially declare the week of March 9 – 16, 2014 to be “Boyne City Irish Heritage Week”
- E. **Goal Setting Summarized Information**
- F. **Mayors Exchange Dates**  
Consideration of dates to travel to and receive guests from the City of Frankenmuth
- G. **Request of the City Manager to go into closed session with our attorney regarding 1) Attorney/Client Privilege document as provided in MCL 15.268 (h) or the Michigan Open Meetings Act (PA 267 of 1976) and 2) consider strategy connected with the negotiation of a collective bargaining agreement as provided in MCL 15.268 (c) of the Michigan Open Meetings Act (PA 267 of 1976)**

10. **GOOD OF THE ORDER**

11. **ANNOUNCEMENTS**

- The County Wide Elected Leader Summit is scheduled for Monday, February 24, 2014 at 6:00 pm at the Boyne Area Senior Center
- The next regular City Commission meeting is scheduled for Tuesday, March 11, 2014 at 7:00 p.m.

12. **ADJOURNMENT**

*Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact Boyne City Hall for assistance: Cindy Grice, City Clerk/Treasurer, 319 North Lake Street, Boyne City, MI 49712; phone (231) 582-0334*



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agenda packets & minutes for each board

**JANUARY 28, 2014  
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 JANUARY 28, 2014 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, Scott McPherson, Barb Brooks, Hugh Conklin, Jeff Gaither, Dan Meads and Annie Doyle

Others: There were 3 citizens in attendance, including representatives from the Petoskey News Review and Charlevoix County News.

**CONSENT AGENDA  
MOTION**

2014-01-008  
Moved by Neidhamer  
Second by Gaylord

To approve the January 14, 2014 City Regular City Commission meeting minutes as presented

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

**CITIZENS COMMENTS**

None

**CORRESPONDENCE**

Main Street Director Hugh Conklin provided an update on the Sister Cities International program and the draft introductory letter to the community of Drogheda in Ireland. All Commissioners are in favor and in agreement that this is a great opportunity for Boyne City.

**CITY MANAGERS REPORT**

City Manager Cain reported:

- Crews are doing a great job keeping our roads and sidewalks passable during our recent heavy snows. When necessary, snow removal from our sidewalk routes becomes secondary to snow removal from the streets. We will continue to do our best to keep our sidewalk routes open. We are also working on clearing snow from around our fire hydrants and ask residents and businesses to help in these snow removal efforts wherever and whenever possible.
- Chief Gaither reports our new Ford Taurus police cars are performing very well in these weather conditions.
- We received seven proposals for the City Facilities architectural study on Friday the 17<sup>th</sup> which have been distributed to our department heads and we will be meeting next week to choose firms to interview with the goal of bringing a recommendation to the Commission at our next meeting on February 11.
- The Police Department's new computer system and server have been installed and are operational.
- The two new 55" LED flat screen smart TV / monitors we ordered have arrived and we are getting used to how to use them.

- Fire Chief Amesbury reported that our new fire pumper truck should arrive in October.

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The December 2013 Financial Statement was received and filed.

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Planning Director Scott McPherson provided information regarding the January 21, 2014 Permit to Install that the Michigan Department of Environmental Quality issued to Kirtland Products. This permit changes and replaces a previously issued permit. Commissioners were provided with a copy of the new Permit, and a copy of the Kirtland notification letter from the MDEQ for their information. This information is in regards to emission testing on Kirtland's processes. Kirtland responded to the failure of those tests with an application to change emission limits so that the tested emission rates would be in compliance with the permit limits and the facility wide emissions would comply with Federal and State regulations. Some emission limits were adjusted upward and some were adjusted downward with a net reduction in overall permitted emission.

Citizens Comments: None

Staff Comments: None

Board Deliberation: Commissioners had questions regarding the report. Commissioners directed the City Manager to pursue the issue.

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Planning Director Scott McPherson provided the 2013 Planning Report as required by the Michigan Planning Enabling Act. After discussion of the highlights of the report, it was received and filed.

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City Manager Cain discussed the 2014 Mayor Exchange Day with Frankenmuth whose City Manager provided their preferred dates to visit Boyne City, all Mondays. City Manager Cain was asked to inquire if Frankenmuth would consider a Friday date, otherwise Monday July 14 is a possible date for Frankenmuth to visit Boyne City.

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Mayor Pro-Tem Towne inquired about ditching on Marshall Road this spring. Commissioner Gaylord commented on the good work the crews are doing keeping the roads clear and stated he would put our crew up against anybody. Commissioner Sansom agreed. City Manager Cain added that we have had a lot of support from the Water / Wastewater staff.

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Moved by Mayor Grunch, seconded by Commissioner Gaylord to adjourn the regular City Commission meeting of January 28, 2014 at 1:18 p.m.

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

**Kirtland Products Update**

**2013 Planning Department  
Report**

**Mayors Exchange  
Schedule**

**GOOD OF THE ORDER**

**ADJOURNMENT**

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Ron Grunch  
Mayor

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Cindy Grice  
Clerk / Treasurer

**FEBRUARY 11, 2014  
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 FEBRUARY 11, 2014 AT 7:00 P.M.

**CALL TO ORDER**

Mayor Grunch called the meeting to order at 7:00 PM 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, Scott McPherson, Barb Brooks, Hugh Conklin, Andy Kovolski, Jeff Gaither and Dennis Amesbury

Others: There were 25 citizens in attendance, including representatives from the Petoskey News Review and the Boyne Gazette.

**CONSENT AGENDA  
MOTION**

2014-02-008  
Moved by Neidhamer  
Second by Sansom

2014-02-008A  
Approved to appoint Bob Carlile to the Board of Review for a three year term expiring on January 31, 2017

2014-02-008B  
Approved of the Marina to continue to charge the rates recommended by the State for both transient (column C) and seasonal (Rate 2) for FY 2014-2015 and allow staff to charge rates based on overall boat length instead of slip length, adjust rates for transient boaters during the shoulder seasons and consider discounts for large group events

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

**CITIZENS COMMENTS**

None

**CORRESPONDENCE**

Correspondence from the National Transportation Safety Board; from Charter Communications regarding digital TV and required converter devices and correspondence from the US Dept of Housing & Urban Development regarding the Boyne City Housing Commission's completion of the Recovery Agreement and Action Plan were received and filed.

**CITY MANAGERS REPORT**

- City Manager Cain reported:
- Water customers City-wide have been asked to run their cold water to prevent freeze ups.
  - There will be a county recycling meeting at Boyne City Hall on February 19.
  - Public discussion regarding Food Trucks will be held on Tuesday 2/25 at 6 pm and Thursday, March 6 at 5:30 pm at the Boyne City Library.
  - The Main Street board has approved the traveling Vietnam Memorial to be displayed in Boyne City July 18 and 19.
  - Chief Gaither announced that Kyle Smith has been hired as our new police officer and will begin his employment beginning

Tuesday, February 18.

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Draft Minutes of the January 2, 2014 Parks & Recreation Commission Meeting; the January 9, 2014 Main Street Board Meeting; the January 20, 2014 Planning Commission Meeting and the January 23, 2014 Airport Advisory Board Meeting were received and filed.

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

Consideration to proclaim February 16 thru February 22, 2014 as Geek the Library Week in Boyne City.

**Library Geek Week  
Resolution**

Susan Conklin of the Boyne District Library presented Commissioners with the Proclamation. This will end the Geek the Library campaign along with the Business after Hours being hosted by the Library this week.

Staff Comments: None

Citizens Comments: Scott MacKenzie said it has been a wonderful campaign.

Board Deliberation: All are in favor and support of the Proclamation.

2014-02-009  
Moved by Grunch  
Second by Sansom

**MOTION**

That on behalf of the City Commission and the entire City of Boyne City to hereby proclaim February 16 through February 22, 2014 as Geek the Library Week in Boyne City and call upon all the people in the Boyne District Library service area to observe this week, visit the library in person or online, and celebrate all that our public library offers individuals and this community.

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

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Consideration of location of a proposed Dog Park at North Boyne including both City owned parcels to the north and south of Ridge Street including the potential of closing Ridge Street to through traffic.

**Dog Park Recommendation**

Scott MacKenzie and Michele Carter discussed the Dog Park plans the Boyne City Dog Park Committee has been working on the past several months. The original committee has been joined by members of Leadership Charlevoix County who approached them with the dog park as their project for this class. The goal is to create an efficient, classy dog park. Potential locations were studied, narrowed down to Avalanche preserve and an area in North Boyne. A site plan was presented that was prepared by an LCC member who is a landscape architect.

By looking at their goals and objectives, the North Boyne area was looked at. The area could hold a large and small dog area, it could be easily fenced, is expandable and has city utilities nearby. Three initial concepts were presented. If this project is approved, the committee is ready to begin fundraising. It could be one more amazing asset for this community.

Citizens Comments: Mike Sheehan spoke for the Parks and Recreation committee who is delighted with this effort that has been put forth. The dog park placed at North Boyne will relieve some of the pressure of dogs at Avalanche. It is good move and worth serious consideration.

A citizen inquired when the park would be open and would be someone be attending the park. It is so close to a residential area. Scott MacKenzie said the committee has had a lot of rules and regulations discussions that would need approval before they go any further. Michele Carter added that the park is layed out so that the large dog portion would be more heavily used and designed for a quieter area closer to the residents.

Jim Baumann said this would truly be a world class dog park. This committee has put in a tremendous amount of work. He urges the City Commission to let them go ahead with this.

Board Deliberation: Commissioner Neidhamer is a part of the Committee. Staff has been cooperative. The dog park committee has received staff and public input. It will enhance North Boyne tremendously. The proposed lot is pretty ugly right now. Through fundraising, most costs should be covered. It will be one more asset Boyne City can brag about. Mayor Pro-Tem Towne thanked the Committee for the great job. He looked at closing Ridge Road end. Commissioner Gaylord said he appreciates the Committee's efforts. Regarding the dog activity at Avalanche, would utilizing this location solve the problem of dog activity there? He wants to make sure, the Avalanche issues would be solved. Trish Wright said she thinks the City should put a sign at Avalanche with directions to the Dog Park. Scott MacKenzie said now people are bringing their dogs to the ball park. Because of the social aspect, he thinks if it is built, people will go there. Commissioner Gaylord said regarding the fee versus no fee, he feels less people would participate if there is a fee. He is concerned about blocking off Ridge street. He also inquired about liability of the park being on City property. Does it expose us to additional risk and would like that answer. Commissioner Sansom said she likes all three proposed plans. Is there any different fencing that could buffer the sound? She added she likes it better at the North Boyne site than Avalanche. Mayor Grunch said that lot on Ridge above has beautiful views. The area is a beautiful place to walk. Mayor Grunch thanked all of those on the team.

2014-02-010  
 Moved by Towne  
 Second by Neidhamer

**MOTION**

To approve of location of a proposed Dog Park at North Boyne including both City owned parcels to the north and south of Ridge Street including the potential of closing Ridge Street to through traffic.

Ayes: 5  
 Nays: 0  
 Absent: 0  
 Motion carried

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Consideration to authorize City Staff to engage the professional services of Environment Architects to complete the design phase for the Veterans Park Pavilion New Roof Form-Addition at a cost of \$10,500 plus

**Veterans Park Pavilion**

## Expenses.

Hugh Conklin discussed the Veterans Park Pavilion project. A process was led by Environment Architects in December that resulted in three concepts that were presented. This project generated broad community engagement with more than 80 people. The process concluded with the alternatives presented. These were also circulated on the websites of the City, Main Street and the City's Facebook page, have been discussed at Main Street, Parks and Recreation, Planning Commission and Boyne City Farmers market committee meetings.

The pavilion project is supported by a \$12,500 matching grant from the MEDC with its purpose to explore the possibility of creating a year-round, multi-activity structure in Veterans Park for residents and organizations that could also be used as a winter home for the Boyne City Farmers Market. In addition to the MEDC grant, the project is also supported by a \$1,500 grant from the Charlevoix County Community Foundation. Main Street and the Farmers Market are providing the patching funds. Completing the design phase will put the City in a strong position to secure grants and conduct a successful capital fundraising campaign if a decision is made to renovate the pavilion.

Citizens Comments: Mike Sheehan said he feels the designs should be done. Scott MacKenzie is in favor of plan two. It would be more functional and usable.

Staff Comments: None

Board Deliberation: Commissioner Gaylord said there are nice renderings and presentation. He talked to a number of people who didn't attend the presentation. The overwhelming majority say it would be a nice, someday project but not now. He is not in favor of getting the design done. Keep the renderings, but no moving forward with the design phase. Commissioner Sansom said the comments she has heard are of excitement. There would be a good use for all kinds of events. People are interested in what's going on. She has heard concerns about City facilities coming first. She is in favor of moving forward at this point. Mayor Pro-tem Towne said he likes concept two and supports the recommendation. Commissioner Neidhamer agrees to support the recommendation. We can be ready and can proceed if we get grant funds. Mayor Grunch said we are trying to do what people are asking us to do. So many grants are competitive. We could be shovel ready. Look at the possibility of grant funds.

2014-02-011

Moved by Neidhamer  
Second by Sansom

**MOTION**

To authorize City Staff to engage the professional services of Environment Architects to complete the design phase for the Veterans Park Pavilion New Roof Form-Addition at a cost of \$10,500 plus expenses

Ayes: 4

Nays: 1, Commissioner Gaylord

Absent: 0

Motion carried

**Sister City Communication**

Consideration to endorse Boyne City's association with Sister Cities International and authorize to send the "Invitation to Partner" letter to Drogheda, Ireland

Main Street Director Hugh Conklin presented the Commission with the letter of "Invitation to Partner" with Drogheda, Ireland for a Sister City relationship as part of the Sister Cities International Program. Becky Kuebler has volunteered to chair the Sister City committee. Main Street Board has passed a motion supporting the Sister City Project.

Citizens Comments: Trish Wright asked why Drogheda and the relationship to the Boyne River was provided.

Staff Comments: None

Board Deliberation: All are in support and favor. Commissioner Gaylord inquired about the benefits. Hugh Conklin said for a better understanding, building a culture, business issues are some reasons.

2014-02-012  
Moved by Grunch  
Second by Gaylord

**MOTION**

To endorse Boyne City's association with Sister Cities International and authorize to send the "Invitation to Partner" letter to Drogheda, Ireland

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

**Audit Proposals**

Consider to approve a five-year contract to the firm of Gabridge & Company to provide auditing services to the City of Boyne City in the amount of \$71,090 over this time period (including single audits if necessary).

Clerk / Treasurer Grice discussed the bids received for audit services. The lowest cost was from Gabridge & Co, LLC. Based on our interview with a representative of the firm and comments from references this firm provided, we are making this recommendation. City Manager Cain discussed the firm's educational aspects and their company's goals as well.

Staff Comments: None

Citizens Comments: None

Board Deliberation: All are in agreement with the recommendation.

2014-02-013  
Moved by Gaylord  
Second by Towne

**MOTION**

To approve a five-year contract to the firm of Gabridge & Company to provide auditing services to the City of Boyne City in the amount of \$71,090 over this time period (including single audits if necessary).

Ayes: 5  
 Nays: 0  
 Absent: 0  
 Motion carried

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Consideration to award a bid to RB Lyons, Inc in the amount of \$107,387 for the renovation of the fixed piers and award a contract to Flotation Docking Systems, Inc in the amount of \$97,918.72 for a total project cost of \$205,305.72 and authorize the City Manager to execute the documents

**Marina Renovation Bid Award**

Harbormaster Barb Brooks provided the bid recommendation for Phase I of the Marina Renovation project that includes the replacement of the shoppers dock and renovating the fixed finger piers to make them more accessible for use with the low lake levels. The project was bid as two separate projects because the shoppers dock is a floating dock system and the finger piers are proposed to remain fixed piers but adapted to be adjustable. References were provided from each contract. The project engineer checked the references and is satisfied that both low bidders are qualified to complete the project.

Citizens Comments: None

Staff Comments: None

Board Deliberation: Mayor Pro-Tem Towne said the marina is an economic boost for the City and he supports this recommendation. Commissioner Neidhamer said he is in agreement and this is something we have to do. Commissioner Gaylord inquire what is the criteria used to determine which piers. Barb said the first three starting from the shore. Commissioner Gaylord added we need to take care of what we own. Commissioner Sansom said she is in total favor and thanked Barb for the hard work. Mayor Grunch said he is in support.

**MOTION**

2014-02-014  
 Moved by Towne  
 Second by Sansom

To award a bid to RB Lyons, Inc in the amount of \$107,387 for the renovation of the fixed piers and award a contract to Flotation Docking Systems, Inc in the amount of \$97,918.72 for a total project cost of \$205,305.72 and authorize the City Manager to execute the documents

Ayes: 5  
 Nays: 0  
 Absent: 0  
 Motion carried

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Consideration to update and renew the operating agreement for the One Water Marina with Catt Development for the 2014 boating season and Greg Krueger (if the opportunity presents itself), and authorize the City Manager to sign the agreement on the City's behalf

**One Water Marina Agreement**

Harbormaster Barb Brooks discussed the proposed agreement to manage the One Water Marina for the 2014 boating season. Glen Catt, owner of the One Water Marina, agrees the relationship has worked well and he would like to continue with the current arrangement. All parties feel the partnership has been successful and beneficial in several ways.

Citizens Comments: None

Staff Comments: Main Street Director Hugh Conklin said he supports this agreement. It is really important for the town and health of its economy.

Board Deliberation: Commissioner Sansom said it is profitable and a great working relationship and should be continued. Commissioner Gaylord said it is an example where private and government partnership works and he is in support. Commissioner Neidhamer, Mayor Pro-Tem Towne and Mayor Grunch are in support of the recommendation.

2014-02-015

Moved by Sansom

Second by Towne

To update and renew the operating agreement for the One Water Marina with Catt Development for the 2014 boating season and Greg Krueger (if the opportunity presents itself), and authorize the City Manager to sign the agreement on the City's behalf

Ayes: 5

Nays: 0

Absent: 0

Motion carried

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City facilities architectural service proposal update.

**Facilities Contract**

City Manager Cain discussed the meeting with department heads after the seven proposals for City Facilities Architectural service were reviewed. We each ranked them, combine that to develop a group ranking. Items discussed included public participation, hours dedicated to the project, the proposed project timelines and previous similar projects. Subsequent to that, we publically opened the cost portions of those bids. Staff interviews are being scheduled with four of the bidders for Tuesday, February 18<sup>th</sup>.

Staff Comments: None

Citizens Comments: None

Board Deliberation: Commissioner Gaylord said regarding the ranking, he wants to see pros and cons from every single vendor. He would also like to see how the ranking was determined. Commissioner Neidhamer inquired if the ranking reflected costs and was told no. Commissioner Neidhamer said he is ok with the process of moving forward. Mayor Pro-Tem Towne said he wondered how ranking was determined. Mayor Grunch said he wouldn't discount the price.

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Commissioner Neidhamer inquired about the Kirtland legal options. Commissioner Gaylord and Mayor Pro-Tem Towne stated they have both received calls from citizens regarding it.

**GOOD OF THE ORDER**

Moved by Mayor Grunch, seconded by Mayor Pro-Tem Towne to adjourn the regular City Commission meeting of Tuesday, February 11, 2014 at 9:07 p.m. **ADJOURNMENT**

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Ron Grunch  
Mayor

\_\_\_\_\_  
Cindy Grice  
Clerk / Treasurer

*Draft*

**FEBRUARY 13, 2014  
JOINT BOARD AND  
COMMISSION MEETING**

RECORD OF THE PROCEEDINGS OF THE JOINT BOARD AND  
BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT  
BOYNE CITY HALL, 319 NORTH LAKE STREET, ON TUESDAY  
FEBRUARY 13, 2014 AT 6:00 PM

**CALL TO ORDER**

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Mayor Ron Grunch called the meeting to order at 6:00 PM followed by the Pledge of Allegiance.

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Present: Mayor Ron Grunch. Mayor Pro-Tem Gene Towne, Commissioners Derek Gaylord (arrived at 6:46 p.m.), Laura Sansom and Tom Neidhamer

Staff: Michael Cain, Cindy Grice, Michele Hewitt, Jeff Gaither, Andy Kovolski, Hugh Conklin, Barb Brooks and Scott McPherson

Others: There were 15 citizens in attendance,

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**PETER MOSS, BOYNE  
CITY SCHOOLS**

Peter Moss, Boyne City Schools Superintendent discussed the progress the board and the schools have made and upcoming projects. Highlights include the protective wall at the south end of the football field will soon be a reality; buzz-in systems have been installed for safety; new evaluation systems are in place; continuing to provide resources necessary for technology; stressing student achievement; continually improving communication with parents. They are also looking at updating their website. They are currently looking at a partnership with NCMC for a program to provide students with an associates degree before they finish high school.

The Safe Routes to School program is also being looked at working with the City.

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**Economic Development  
Corporation/Local  
Development Finance  
Authority**

City Manager Cain said the EDC / LDFA boards had a productive year. Top items include relocating Classic Instruments to a new location, and the addition to their facility doubled their size. There is continued growth at Lexamar and Precision Edge. There are ongoing concerns with Kirtland.

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**Election Commission**

Clerk/Treasurer Cindy Grice discussed the roll of the election commission and it's membership.

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**Historical District  
Commission**

Michele Hewitt discussed the board and membership. Very little activity this past year. The board meets three times per year or if applications make it necessary. 411 Pearl Street had improvements this year They are looking for future plans for the 417 Boyne Avenue buiding.

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**Historic Commission**

Michele Hewitt stated this commission oversees the museum operations. There are currently two vacancies on the board. The board maintains and controls artifacts, work with visiting students and family reunions. There are new individuals volunteering to do data entry of the museum artifacts. Digital frames have been donated to place in other locations to encourage visits to the museum. The board is also discussing celebrating the upcoming anniversary of the 1917 LaFrance fire truck

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Jane MacKenzie said the Housing Commission just completed their REAC inspection and received 96 of 100 possible points. All findings from the HUD audit have been cleared and all items on the action plan are cleared. The Housing Commission runs three separate businesses; Dear meadows, low rent housing (including Litzenburger), and vouchers.

#### **Housing Commission**

Main Street Program Director Hugh Conklin discussed the 10<sup>th</sup> anniversary Main Street celebrated this past summer. May 18 – 20, 2014 is the National Main Street conference in Detroit. We have applied again for the Michigan Main Street award. The theater project is on hold now, but it is high on the State's radar. The Dilworth was purchased and a grant package and plans are being put together to come up with a sustainable plan. Four new bike racks are going up this spring. Bob Carlile has retired from the board and Ben VanDam has been added. Food truck discussions are upcoming.

#### **Main Street Board**

Jim Baumann, who is also the Chamber Director said Team Boyne is one of four Main Street main committees – the economic restructuring community. The group invites new businesses and possible new businesses to attend their meeting. The team interviews businesses. Hugh Conklin added that businesses are appreciative how everyone helps them succeed.

#### **Team Boyne**

Mike Sheean said the board consists of 8 citizen members who are custodians of the jewels of the city, the parks. They interface with people in the community working with user groups of the parks. They recently set up a committee to work with trail towns and a dog park and are now looking at a five year plan. He encouraged people to go to Avalanche this time of year. Enjoy the sledding, ice rink and décor.

#### **Parks and Recreation Commission**

Planning Director Scott McPherson said they are looking forward to the Redevelopment Ready Community project and are awaiting the assessment. Background info is now being assembled for the master plan update. Several plans were reviewed this past year.

#### **Planning Commission**

John McClorey said the board has five members. Due to the good work of Scott and Annie, the board hardly met this year. They met two to three times with no more than 2 applicants per hearing.

#### **Zoning Board of Appeals**

Richard Bouters said the GPS has been in place the past year and a half. The board gets good feedback regarding the fuel. The fueling honor system works well. In July, an aviation open house was held during the Boyne Thunder event, which included a Young Eagles event that day. Time and flights were donated. Booths were available. Richard has been certified as an assistant airport manager. An agreement was made with the marina to store boat trailers at the airport for a fee. The board is currently working on a future capital improvement master plan. They would like to add weather reporting and are researching the addition of jet fuel. Richard also thanked Andy Kovolski and crew for keeping the airport clean. They have done a great job.

#### **Airport Advisory Board**

Oral Sutliff discussed the upcoming CPI rate for 2014 which is 1.6%. John Talboys retired from the board this year. The City Commission approved Bob Carlile as their new member. John's service on the board will be greatly missed.

#### **Board of Review**

**Boyne District Library Board**

Susan Conklin of the Boyne District Library discussed the Geek the Library campaign that will be ending soon. Mayor Grunch signed the Geek the Library Proclamation. It has been a great campaign. The community room is well used, and sometimes another spot is needed. Staff is arranging the young adult area to make it more useful. Furniture will also be reconfigured to make it more useful. A subcommittee is now planning on what to do with the "red building" the library owns. The Library recently received the Boyne Area Chamber Community Pride Award. They are also promoting technology via ebooks.

**Compensation Commission**

Clerk/Treasurer Grice provided a brief summary of the charter statute requirements of this board. This board recommends the elected commissioners compensation. This past year, the board met and recommended approval of an increase in the Mayor's compensation from \$2,800 per year to \$3,000 per year, and the commissioner's compensation from \$2,300 per year to \$2,500 per year.

**Boyne City Commission**

Mayor Pro-Tem Towne thanked the volunteers. We've had a great year and are looking forward to a better year. Commissioner Gaylord thanked everyone. That's what makes a community function. There are always different voices and opinions at every level and he has the citizen's best interests. Commissioner Neidhamer said he is very appreciative of the contributions. Commissioner Sansom said she agrees. Its an exciting time in Boyne City. There can't be enough good said about the hard work people do. It's nice to gather and hear what everyone else is doing.

**Presentation of Goals Survey**

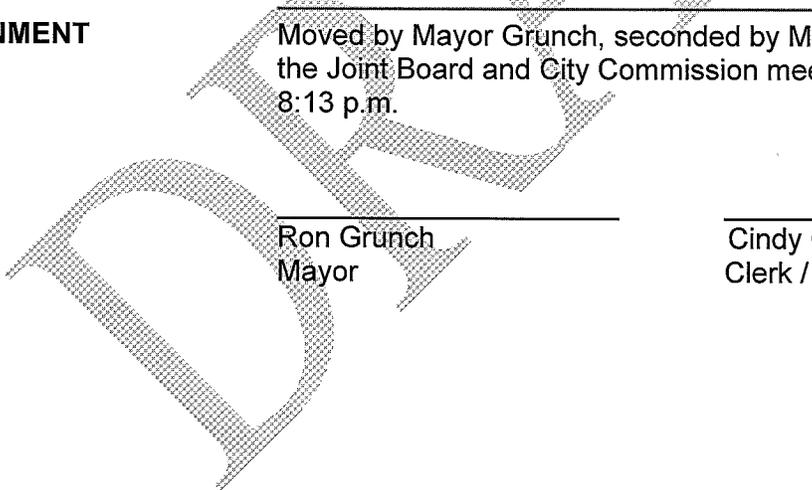
Barb Brooks presented attendees with results of the Goal Setting session and the survey results.

**ADJOURNMENT**

Moved by Mayor Grunch, seconded by Mayor Pro Tem Towne to adjourn the Joint Board and City Commission meeting of February 13, 2014 at 8:13 p.m.

\_\_\_\_\_  
Ron Grunch  
Mayor

\_\_\_\_\_  
Cindy Grice  
Clerk / Treasurer



CASH SUMMARY BY FUND FOR BOYNE CITY

FROM 01/01/2014 TO 01/31/2014

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 01/01/2014	Total Debits	Total Credits	Ending Balance 01/31/2014
101	GENERAL FUND	3,392,101.62	207,008.84	261,617.71	3,337,492.75
202	MAJOR STREET FUND	(22,194.79)	88,240.85	66,046.06	0.00
203	LOCAL STREET FUND	(26,016.51)	60,942.93	34,926.42	0.00
206	FIRE FUND	76,086.46	0.00	8,748.05	67,338.41
209	CEMETERY FUND	18.76	109.27	128.03	0.00
210	AMBULANCE FUND	59,018.11	40,193.60	54,297.52	44,914.19
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	22,585.00	3,500.00	216.00	25,869.00
248	DOWNTOWN DEVELOPMENT AUTHORITY	220,299.76	393.00	8,895.32	211,797.44
251	LDFA FUND	985,247.48	0.00	0.00	985,247.48
285	MARINA FUND	236,167.40	275.00	14,005.88	222,436.52
295	AIRPORT FUND	38,210.05	3,134.10	4,741.60	36,602.55
401	VIBRANT SMALL CITIES INITIATIVE FUND	0.00	0.00	0.00	0.00
410	BOYNE SENIORS CENTER FUND	494.80	0.00	0.00	494.80
590	WASTEWATER FUND	2,025,190.99	47,300.26	32,987.81	2,039,503.44
592	WATER FUND	328,173.40	38,067.35	24,737.26	341,503.49
661	MOTOR POOL FUND	807,589.60	33,641.36	19,312.90	821,918.06
	TOTAL - ALL FUNDS	8,143,662.58	522,806.56	530,660.56	8,135,808.58

PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 01/31/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
031-REVENUES		3,793,662.00	2,495,630.41	63,274.31	1,298,031.59	65.78
032-REVENUES		272,506.00	283,116.90	58,147.50	(10,610.90)	103.89
033-REVENUES		142,000.00	94,666.64	0.00	47,333.36	66.67
034-REVENUES		158,000.00	57,272.31	1,008.90	100,727.69	36.25
035-REVENUES		12,200.00	8,117.50	1,270.04	4,082.50	66.54
036-REVENUES		294,209.00	298,871.25	73,174.32	(4,662.25)	101.58
TOTAL Revenues		<u>4,672,577.00</u>	<u>3,237,675.01</u>	<u>196,875.07</u>	<u>1,434,901.99</u>	<u>69.29</u>
Expenditures						
101-LEGISLATIVE		19,518.00	15,470.42	0.00	4,047.58	79.26
151-PLANNING		155,556.00	104,037.55	14,068.42	51,518.45	66.88
173-GENERAL SERVICES		553,644.00	405,097.36	49,165.26	148,546.64	73.17
191-ELECTIONS		2,200.00	2,605.79	0.00	(405.79)	118.45
208-ACCOUNTING/AUDIT		13,500.00	13,000.20	0.00	499.80	96.30
209-ASSESSMENT/TAXES		70,660.00	46,489.20	4,513.33	24,170.80	65.79
210-LEGAL		60,000.00	28,393.15	1,470.00	31,606.85	47.32
248-GENERAL/OTHER SERVICES		331,800.00	62,246.60	4,758.76	269,553.40	18.76
250-HOUSING		0.00	138,424.42	2,921.54	(138,424.42)	100.00
265-PUBLIC BUILDINGS		1,215,736.00	118,837.45	10,665.22	1,096,898.55	9.77
301-POLICE DEPARTMENT		618,166.00	414,270.96	52,657.21	203,895.04	67.02
706-ENVIRONMENTAL		750.00	804.00	0.00	(54.00)	107.20
751-PARKS & RECREATION		289,600.00	190,658.36	8,541.95	98,941.64	65.84
804-MUSEUM		3,102.00	1,266.17	130.67	1,835.83	40.82
809-SIDEWALKS		108,000.00	5,519.28	0.00	102,480.72	5.11
899-CONTINGENCY		62,215.00	11,390.45	529.08	50,824.55	18.31
965-TRANSFERS OUT		1,168,130.00	613,335.30	95,657.57	554,794.70	52.51
TOTAL Expenditures		<u>4,672,577.00</u>	<u>2,171,846.66</u>	<u>245,079.01</u>	<u>2,500,730.34</u>	<u>46.48</u>
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		<u>4,672,577.00</u>	<u>3,237,675.01</u>	<u>196,875.07</u>	<u>1,434,901.99</u>	<u>69.29</u>
TOTAL EXPENDITURES		<u>4,672,577.00</u>	<u>2,171,846.66</u>	<u>245,079.01</u>	<u>2,500,730.34</u>	<u>46.48</u>
NET OF REVENUES & EXPENDITURES		0.00	1,065,828.35	(48,203.94)	(1,065,828.35)	100.00

## PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2014 NORMAL (ABNORMAL)	MONTH 01/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
030-REVENUES		563,741.00	271,616.55	88,240.85	292,124.45	48.18
TOTAL Revenues		563,741.00	271,616.55	88,240.85	292,124.45	48.18
Expenditures						
451-CONSTRUCTION		18,800.00	16,094.94	1,003.25	2,705.06	85.61
463-ROUTINE MAINTANCE		323,200.00	122,684.68	6,576.68	200,515.32	37.96
474-TRAFFIC SERVICE		32,000.00	4,185.73	182.43	27,814.27	13.08
478-WINTER MAINTENANCE		103,300.00	135,989.48	55,029.24	(32,689.48)	131.65
482-ADMINISTRATION		86,441.00	45,749.02	3,254.46	40,691.98	52.93
TOTAL Expenditures		563,741.00	324,703.85	66,046.06	239,037.15	57.60
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		563,741.00	271,616.55	88,240.85	292,124.45	48.18
TOTAL EXPENDITURES		563,741.00	324,703.85	66,046.06	239,037.15	57.60
NET OF REVENUES & EXPENDITURES		0.00	(53,087.30)	22,194.79	53,087.30	100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2014 NORMAL (ABNORMAL)	MONTH 01/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
Revenues						
030-REVENUES		935,398.00	639,152.74	60,942.93	296,245.26	68.33
TOTAL Revenues		935,398.00	639,152.74	60,942.93	296,245.26	68.33
Expenditures						
451-CONSTRUCTION		398,863.00	367,049.91	547.91	31,813.09	92.02
463-ROUTINE MAINTANCE		356,800.00	130,311.94	6,212.73	226,488.06	36.52
474-TRAFFIC SERVICE		19,525.00	2,378.25	121.63	17,146.75	12.18
478-WINTER MAINTENANCE		100,610.00	91,721.49	24,837.55	8,888.51	91.17
482-ADMINISTRATION		59,600.00	44,003.03	3,206.60	15,596.97	73.83
TOTAL Expenditures		935,398.00	635,464.62	34,926.42	299,933.38	67.94
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		935,398.00	639,152.74	60,942.93	296,245.26	68.33
TOTAL EXPENDITURES		935,398.00	635,464.62	34,926.42	299,933.38	67.94
NET OF REVENUES & EXPENDITURES		0.00	3,688.12	26,016.51	(3,688.12)	100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2014 NORMAL (ABNORMAL)	MONTH 01/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 206 - FIRE FUND						
Revenues						
030-REVENUES		513,050.00	(119,006.27)	0.00	632,056.27	(23.20)
TOTAL Revenues		<u>513,050.00</u>	<u>(119,006.27)</u>	<u>0.00</u>	<u>632,056.27</u>	<u>(23.20)</u>
Expenditures						
040-EXPENDITURES		513,050.00	430,083.08	8,748.05	82,966.92	83.83
TOTAL Expenditures		<u>513,050.00</u>	<u>430,083.08</u>	<u>8,748.05</u>	<u>82,966.92</u>	<u>83.83</u>
Fund 206 - FIRE FUND:						
TOTAL REVENUES		513,050.00	(119,006.27)	0.00	632,056.27	23.20
TOTAL EXPENDITURES		513,050.00	430,083.08	8,748.05	82,966.92	83.83
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>(549,089.35)</u>	<u>(8,748.05)</u>	<u>549,089.35</u>	<u>100.00</u>

## PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2014 NORMAL (ABNORMAL)	MONTH 01/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 209 - CEMETERY FUND						
Revenues						
030-REVENUES		59,565.00	33,067.24	109.27	26,497.76	55.51
TOTAL Revenues		<u>59,565.00</u>	<u>33,067.24</u>	<u>109.27</u>	<u>26,497.76</u>	<u>55.51</u>
Expenditures						
040-EXPENDITURES		59,565.00	46,406.86	128.03	13,158.14	77.91
TOTAL Expenditures		<u>59,565.00</u>	<u>46,406.86</u>	<u>128.03</u>	<u>13,158.14</u>	<u>77.91</u>
Fund 209 - CEMETERY FUND:						
TOTAL REVENUES		59,565.00	33,067.24	109.27	26,497.76	55.51
TOTAL EXPENDITURES		<u>59,565.00</u>	<u>46,406.86</u>	<u>128.03</u>	<u>13,158.14</u>	<u>77.91</u>
NET OF REVENUES & EXPENDITURES		0.00	(13,339.62)	(18.76)	13,339.62	100.00

PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 01/31/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDT USED
Fund 210 - AMBULANCE FUND						
Revenues						
030-REVENUES		655,700.00	477,029.65	53,860.50	178,670.35	72.75
032-REVENUES		144,160.00	118,949.50	26,598.00	25,210.50	82.51
040-EXPENDITURES		(1,850.00)	0.00	0.00	(1,850.00)	0.00
TOTAL Revenues		798,010.00	595,979.15	80,458.50	202,030.85	74.68
Expenditures						
040-EXPENDITURES		653,850.00	588,688.06	68,099.68	65,161.94	90.03
045-EXPENSES		144,160.00	0.00	0.00	144,160.00	0.00
TOTAL Expenditures		798,010.00	588,688.06	68,099.68	209,321.94	73.77
Fund 210 - AMBULANCE FUND:						
TOTAL REVENUES		798,010.00	595,979.15	80,458.50	202,030.85	74.68
TOTAL EXPENDITURES		798,010.00	588,688.06	68,099.68	209,321.94	73.77
NET OF REVENUES & EXPENDITURES		0.00	7,291.09	12,358.82	(7,291.09)	100.00

## PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2014 NORMAL (ABNORMAL)	MONTH 01/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 226 - RUBBISH COLLECTION FUND						
Revenues						
030-REVENUES		33,200.00	31,290.95	0.00	1,909.05	94.25
TOTAL Revenues		<u>33,200.00</u>	<u>31,290.95</u>	<u>0.00</u>	<u>1,909.05</u>	<u>94.25</u>
Expenditures						
040-EXPENDITURES		33,200.00	31,290.95	0.00	1,909.05	94.25
TOTAL Expenditures		<u>33,200.00</u>	<u>31,290.95</u>	<u>0.00</u>	<u>1,909.05</u>	<u>94.25</u>
Fund 226 - RUBBISH COLLECTION FUND:						
TOTAL REVENUES		33,200.00	31,290.95	0.00	1,909.05	94.25
TOTAL EXPENDITURES		<u>33,200.00</u>	<u>31,290.95</u>	<u>0.00</u>	<u>1,909.05</u>	<u>94.25</u>
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2014 NORMAL (ABNORMAL)	MONTH 01/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 242 - BOYNE THUNDER FUND						
Revenues						
030-REVENUES		139,350.00	165,483.85	3,500.00	(26,133.85)	118.75
040-EXPENDITURES		(18,560.00)	0.00	0.00	(18,560.00)	0.00
TOTAL Revenues		120,790.00	165,483.85	3,500.00	(44,693.85)	137.00
Expenditures						
040-EXPENDITURES		120,790.00	189,604.25	216.00	(68,814.25)	156.97
TOTAL Expenditures		120,790.00	189,604.25	216.00	(68,814.25)	156.97
Fund 242 - BOYNE THUNDER FUND:						
TOTAL REVENUES		120,790.00	165,483.85	3,500.00	(44,693.85)	137.00
TOTAL EXPENDITURES		120,790.00	189,604.25	216.00	(68,814.25)	156.97
NET OF REVENUES & EXPENDITURES		0.00	(24,120.40)	3,284.00	24,120.40	100.00

## PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 01/31/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
030-REVENUES		410,219.00	356,831.29	393.00	53,387.71	86.99
TOTAL Revenues		<u>410,219.00</u>	<u>356,831.29</u>	<u>393.00</u>	<u>53,387.71</u>	<u>86.99</u>
Expenditures						
731-EXPENDITURES		410,219.00	162,255.18	8,895.32	247,963.82	39.55
TOTAL Expenditures		<u>410,219.00</u>	<u>162,255.18</u>	<u>8,895.32</u>	<u>247,963.82</u>	<u>39.55</u>
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		410,219.00	356,831.29	393.00	53,387.71	86.99
TOTAL EXPENDITURES		410,219.00	162,255.18	8,895.32	247,963.82	39.55
NET OF REVENUES & EXPENDITURES		0.00	194,576.11	(8,502.32)	(194,576.11)	100.00

PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2014 NORMAL (ABNORMAL)	MONTH 01/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 251 - LDFA FUND						
Revenues						
030-REVENUES		341,989.00	190,218.17	0.00	151,770.83	55.62
TOTAL Revenues		<u>341,989.00</u>	<u>190,218.17</u>	<u>0.00</u>	<u>151,770.83</u>	<u>55.62</u>
Expenditures						
040-EXPENDITURES		341,989.00	96,263.93	0.00	245,725.07	28.15
TOTAL Expenditures		<u>341,989.00</u>	<u>96,263.93</u>	<u>0.00</u>	<u>245,725.07</u>	<u>28.15</u>
Fund 251 - LDFA FUND:						
TOTAL REVENUES		341,989.00	190,218.17	0.00	151,770.83	55.62
TOTAL EXPENDITURES		<u>341,989.00</u>	<u>96,263.93</u>	<u>0.00</u>	<u>245,725.07</u>	<u>28.15</u>
NET OF REVENUES & EXPENDITURES		0.00	93,954.24	0.00	(93,954.24)	100.00

PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2014 NORMAL (ABNORMAL)	MONTH 01/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 285 - MARINA FUND						
Revenues						
030-REVENUES		461,550.00	273,294.09	275.00	188,255.91	59.21
TOTAL Revenues		<u>461,550.00</u>	<u>273,294.09</u>	<u>275.00</u>	<u>188,255.91</u>	<u>59.21</u>
Expenditures						
040-EXPENDITURES		461,550.00	287,096.88	14,005.88	174,453.12	62.20
TOTAL Expenditures		<u>461,550.00</u>	<u>287,096.88</u>	<u>14,005.88</u>	<u>174,453.12</u>	<u>62.20</u>
Fund 285 - MARINA FUND:						
TOTAL REVENUES		461,550.00	273,294.09	275.00	188,255.91	59.21
TOTAL EXPENDITURES		461,550.00	287,096.88	14,005.88	174,453.12	62.20
NET OF REVENUES & EXPENDITURES		<u>0.00</u>	<u>(13,802.79)</u>	<u>(13,730.88)</u>	<u>13,802.79</u>	<u>100.00</u>

## PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 01/31/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 295 - AIRPORT FUND						
Revenues						
030-REVENUES		140,700.00	108,463.96	4,423.34	32,236.04	77.09
TOTAL Revenues		<u>140,700.00</u>	<u>108,463.96</u>	<u>4,423.34</u>	<u>32,236.04</u>	<u>77.09</u>
Expenditures						
040-EXPENDITURES		140,700.00	23,710.90	4,741.60	116,989.10	16.85
TOTAL Expenditures		<u>140,700.00</u>	<u>23,710.90</u>	<u>4,741.60</u>	<u>116,989.10</u>	<u>16.85</u>
Fund 295 - AIRPORT FUND:						
TOTAL REVENUES		140,700.00	108,463.96	4,423.34	32,236.04	77.09
TOTAL EXPENDITURES		140,700.00	23,710.90	4,741.60	116,989.10	16.85
NET OF REVENUES & EXPENDITURES		0.00	84,753.06	(318.26)	(84,753.06)	100.00

PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	01/31/2014 NORMAL (ABNORMAL)	MONTH 01/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 410 - BOYNE SENIORS CENTER FUND						
Revenues						
030-REVENUES		0.00	(112.54)	0.00	112.54	100.00
TOTAL Revenues		0.00	(112.54)	0.00	112.54	100.00
Expenditures						
040-EXPENDITURES		0.00	280.00	0.00	(280.00)	100.00
TOTAL Expenditures		0.00	280.00	0.00	(280.00)	100.00
Fund 410 - BOYNE SENIORS CENTER FUND:						
TOTAL REVENUES		0.00	(112.54)	0.00	112.54	100.00
TOTAL EXPENDITURES		0.00	280.00	0.00	(280.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(392.54)	0.00	392.54	100.00

## PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2014 NORMAL (ABNORMAL)	MONTH 01/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - WASTEWATER FUND						
Revenues						
030-REVENUES		1,111,069.00	753,323.79	(103,507.75)	357,745.21	67.80
TOTAL Revenues		<u>1,111,069.00</u>	<u>753,323.79</u>	<u>(103,507.75)</u>	<u>357,745.21</u>	<u>67.80</u>
Expenditures						
590-EXPENDITURES		1,111,069.00	330,581.33	32,544.04	780,487.67	29.75
592-EXPENDITURES		0.00	(95.00)	(95.00)	95.00	100.00
TOTAL Expenditures		<u>1,111,069.00</u>	<u>330,486.33</u>	<u>32,449.04</u>	<u>780,582.67</u>	<u>29.74</u>
Fund 590 - WASTEWATER FUND:						
TOTAL REVENUES		<u>1,111,069.00</u>	<u>753,323.79</u>	<u>(103,507.75)</u>	<u>357,745.21</u>	<u>67.80</u>
TOTAL EXPENDITURES		<u>1,111,069.00</u>	<u>330,486.33</u>	<u>32,449.04</u>	<u>780,582.67</u>	<u>29.74</u>
NET OF REVENUES & EXPENDITURES		0.00	422,837.46	(135,956.79)	(422,837.46)	100.00

## PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 01/31/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 592 - WATER FUND						
Revenues						
032-REVENUES		590,000.00	489,674.23	(87,334.42)	100,325.77	83.00
592-EXPENDITURES		(16,350.00)	0.00	0.00	(16,350.00)	0.00
TOTAL Revenues		573,650.00	489,674.23	(87,334.42)	83,975.77	85.36
Expenditures						
592-EXPENDITURES		573,650.00	328,898.15	24,454.42	244,751.85	57.33
TOTAL Expenditures		573,650.00	328,898.15	24,454.42	244,751.85	57.33
Fund 592 - WATER FUND:						
TOTAL REVENUES		573,650.00	489,674.23	(87,334.42)	83,975.77	85.36
TOTAL EXPENDITURES		573,650.00	328,898.15	24,454.42	244,751.85	57.33
NET OF REVENUES & EXPENDITURES		0.00	160,776.08	(111,788.84)	(160,776.08)	100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 01/31/2014

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 01/31/2014 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 01/31/2014 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 661 - MOTOR POOL FUND						
Revenues						
030-REVENUES		411,040.00	257,428.52	33,641.36	153,611.48	62.63
TOTAL Revenues		411,040.00	257,428.52	33,641.36	153,611.48	62.63
Expenditures						
040-EXPENDITURES		411,040.00	140,320.61	19,312.90	270,719.39	34.14
TOTAL Expenditures		411,040.00	140,320.61	19,312.90	270,719.39	34.14
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		411,040.00	257,428.52	33,641.36	153,611.48	62.63
TOTAL EXPENDITURES		411,040.00	140,320.61	19,312.90	270,719.39	34.14
NET OF REVENUES & EXPENDITURES		0.00	117,107.91	14,328.46	(117,107.91)	100.00
TOTAL REVENUES - ALL FUNDS		11,146,548.00	7,284,380.73	278,017.15	3,862,167.27	65.35
TOTAL EXPENDITURES - ALL FUNDS		11,146,548.00	5,787,400.31	527,102.41	5,359,147.69	51.92
NET OF REVENUES & EXPENDITURES		0.00	1,496,980.42	(249,085.26)	(1,496,980.42)	100.00



# City of Boyne City

## MEMO

Agenda Item 9A

Date: February 21, 2014  
To: Mayor Grunch and the Boyne City City Commission  
From: Michael Cain, City Manager *Mc*  
Subject: City Facilities Architectural Service Proposal Recommendation

On December 16<sup>th</sup> of last year the City issued a request for proposals for Architectural Services for City Facilities with a January 17<sup>th</sup> due date. We forwarded the request for proposals to firms we knew were interested in our project and advertised it on the State's MiDeal website. On the due date we publically opened the proposals we had received, except for the cost components, which remained sealed separately.

Prior to the February 11<sup>th</sup> City Commission meeting our Department Heads met and reviewed the proposals. We each individually ranked them and then we combined that to develop a group ranking. Items discussed included public participation, hours dedicated to the project, the proposed project timelines and previous similar projects. Subsequent to that we publically opened the cost portions of those bids. The bids range from a low of \$21,750 to a high of \$91,645 and are specified below.

FIRM:	HOURS:	DONE:	FROM:	COST:
Bazzani Associates & Craig Architects	580	Aug 2014	Grand Rapids	\$68,000
DLZ	256	August	Lansing	\$21,750
* Environmental Architects	278	March	Traverse City	\$25,860
* Elaine Kaiser Architects	839	April	Petoskey	\$87,790
* NDG	859	July	Petoskey	\$91,645
Sidock Architects	471	July	Gaylord	\$56,550
* THA	345	April	Flint	\$34,345

Based on the evaluations and rankings by the Department Heads, including mine, and the costs I selected four firms to bring in to interview. The four firms interviewed are noted with an \* above. The interviews took place on Tuesday, February 18<sup>th</sup> between 10 am and slightly after 6 pm. The interviews were open to the public and were attended by the full City Commission.

All the background materials regarding this matter, including the complete proposals will be available on line by

Monday noon.

A meeting was held on Friday, February 21<sup>st</sup> of all Department Heads to consider the interviews and what next steps should be recommended. Based on the interviews conducted it was the feeling of the Department Heads that the City could not go too far wrong in hiring any one of those four firms. It was the feeling that conducting second interviews of any of the firms or interviewing any of the three firms not interviewed was not necessary. It was the unanimous consensus of all the Department Heads present (Dan Meads has been out on medical leave) that Environmental Architects should be retained to perform the City Facilities analysis as requested. The reasons for that recommendation included: quality of services previously provided to the City, Public participation plan, team assembled for the project, previous experience with similar projects, potential whole site benefits from undertaking the adjoining pavilion planning project and price. Their references have been very positive.

RECOMEMNDATION: That the City Commission award the contract for the City Facilities Architectural Services project to Environmental Architects of Traverse City in the amount of \$25,860.

Options:

- 1) Conduct second interviews with one or more firms.
- 2) Invite one or more of the firms not interviewed in.
- 3) Hire another firm.
- 4) Reject all the bids and rebid the project.
- 5) Other option(s) as determined by the City Commission.



Date: February 25, 2014  
To: Michael Cain, City Manager   
City Commissioners, City of Boyne City  
From: Hugh Conklin, program manager   
RE: Charlevoix County Community Foundation  
Farmers Market Grant Application

The Boyne City's Farmers Market is interested in applying to the Charlevoix County Community Foundation for a \$1,000 grant to help fund a music series for the 2014 outdoor Farmers Market season.

The "Eats & Beats Music Series" will feature a 13-week program of local musicians playing each Saturday at the Market, June through August, from 10 a.m. - noon. The staff of the Charlevoix County Community Foundation has been consulted on the project and said it meets the Foundation's grant-making criteria.

The purpose of the music series is to provide additional cultural experiences for customers, provide another reason for customers to visit the market, create an atmosphere where customers linger and stay longer, and to introduce customers to local musicians they might not otherwise experience.

The cost estimate for the series is \$1,600. In addition to the Community Foundation grant, the program will be funded by the Farmers Market through sponsorships.

The Boyne City Farmers Market will celebrate its 34<sup>th</sup> year this summer. Over the years it has grown and developed a reputation as the finest market in the area. The market is governed by a nine-member committee appointed by the Main Street Board and is managed by Becky Harris.

#### **Recommendation**

The City Commission approve a grant application to the Charlevoix County Community Foundation for \$1,000 to support a summer music series at the Boyne City Farmers Market.



Date: February 25, 2014  
To: City Commissioners and  
Michael Cain, City Manager *Mc*  
From: Hugh Conklin, Program Manager *HC*  
Re: Boyne Thunder Resolution of Support

The Boyne Thunder Poker Run returns to Boyne City the weekend of July 11-12, 2014. Events Friday include a dinner reception for participants and boat and car show downtown during Stroll the Streets. Highlighting Saturday's events is the Poker Run. Other activities include the Lake Charlevoix Cruise and a reception and dinner Saturday evening.

The Boyne Thunder Committee is under the direction of the Main Street Board. Members of the Boyne Thunder committee are Angela Behling, Bob Alger, Karen Sherwood, Ward Collins, Greta Zumbaugh, Peter Oppermann, Bob Mathers, Tracy Nemecek, Michael Knoblock, Rachel Swiss, Camp Quality Executive Director Kristyn Balog, and Bill Aten of Challenge Mountain.

The Boyne Thunder committee is seeking the following from the City Commission:

- The support and endorsement of the event by the City Commission;
- Approval of July 9 through July 13 for the event. The actual dates for the event are July 11-12, however, extra days on each end of the event will provide flexibility to the committee in case they add a special feature to the overall event plus provide time for set-up and clean-up.
- Support Main Street's application to the Liquor Control Commission for a Special License for the sale of beer, wine and spirits for the consumption on the premises to be in effect on July 11-12, 2014.
- Approval for City staff to work with the Boyne Thunder committee on needs and issues that may arise as event plans move forward. An event of this size requires a high degree of coordination with the City on a wide variety of issues including the use of the public marina and staff, boat launch, pavilion usage, park layout and set-up, and signage permits.

In its 10 years, Boyne Thunder has grown to be a signature event for Boyne City. The event has raised more than \$300,000 for Camp Quality and more than \$100,000 for the Main Street Program. Last year Main Street also partnered with Challenge Mountain and it raised more than \$8,000 for the organization. Challenge Mountain will be a partner in the event again this year. Without the support of the City Commission, City Staff, volunteers, this event would not be possible.

**Recommendation:** The City Commission support and endorse the 2014 Boyne Thunder event to be held July 9-13, 2014; support the application to the Liquor Control Commission for a special license for the sale of beer, wine and spirits on the premises; and authorize City staff to work with the Boyne Thunder committee on needs and issues that may arise as event plans move forward.



Date: February 25, 2014  
To: City Commissioners and  
Michael Cain, City Manager *Mc*  
From: Linn Williams, Irish Heritage Fest event coordinator  
Hugh Conklin, Program Manager  
Re: Boyne City Irish Heritage Week

### **Background**

Boyne City was settled by our Irish ancestors more than 150 years ago. In recognition and in celebration of that, Boyne City's "Irish Heritage Fest" was begun seven years ago. It was and continues to be a family-oriented community event, reminding us of our connection to our Irish past. In the future, it is our hope the Festival takes on even more significance as we develop a relationship with our potential Sister City, Drogheda, Ireland.

### **Discussion**

The Irish Festival began as a single evening event featuring a celebratory dinner, with Irish food, music, traditional Ceilidh dancing, and story-telling. It was continued for three years until the Fest was extended to a multi-day celebration in 2010.

In its seventh year in 2014, the tradition continues for the week of March 9-16, with a full schedule of activities related to Boyne City's Irish roots. Events this year include two Celtic music sessions, a lecture-discussion on Irish history and culture, a dance workshop teaching Irish step-dancing and Ceilidh dancing, food demonstrations at the Boyne City Farmers Market, family activities at the Boyne District Library, and several food and entertainment events at local businesses.

### **Recommendation**

The City Commission officially declare the week of March 9-16, 2014 to be "Boyne City Irish Heritage Week," to be so noted and reflected in the minutes of this meeting, and in other means deemed appropriate to the purpose of the theme.

**CITY OF BOYNE CITY****MEMO**

**To:** Michael Cain, City Manager *Mc*  
**From:** Barb Brooks, Executive Assistant *BB*  
**Date:** February 21, 2014  
**Subject:** Goal Setting Summarized Information

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An overall summary of the goal setting, including results from the January 9, 2014 public input meeting and the online input survey (attached) was presented at the Joint Boards and Commissions meeting on February 13<sup>th</sup>. I have since broken down the online responses by demographics: 1) City Residents/Property Owners 2) Adjacent Township Residents and 3) People living out of the area.

The reports from the online input all include how they graded the City on progress of past goals, whether they feel that the goals listed are a high or low priority or should be removed from the list, any additional comments/suggestions captured and some demographic information. The public meeting report includes all of the same information but is not broke down by demographics; however demographic information is included.

This information is for your review to be able to have further in depth discussions at a future meeting. If you would like to see any additional information let me know and I will try to prepare it and have the same information available to everyone at or prior to the commission meeting.

Due to the length of these reports, instead of printing them, I have placed them on our website for review. The documents can be found by going to [www.cityofboynecity.com](http://www.cityofboynecity.com) then click on "Government" on the top tab and scroll down to Goal Setting or type in the following URL <http://www.cityofboynecity.com/government-3> I will also print a couple hard copies to available for anyone who would prefer to review them that way.

**Commission Recommendation:** That you review and digest the attached information to be able to have further discussion on refining past goals or coming up with a new list of goals.

## 2014 Goal Setting Overall Summary

### Meeting Jan. 9

- 45 attendees (mix of citizens, commissioners & staff)
- 34 City residents, 5 adjacent twp. residents and 5 were from somewhere else
- 12 people participated for the first time & 33 participated in the past
- City was graded A – F scale on progression of 2012 goals (attached)
- 2012 plus any additional goals were ranked

### Survey (as of 2/13)

- 380 people accessed the survey
- 174 people completed the survey
- 89 people were city residents, 50 adjacent twp. and 36 from somewhere else
- Paper versions were distributed at the Chamber, Senior Center, Litzenger Place, Library and at City Hall
- 3 people completed a paper version of survey
- Participants asked to grade past goals (same as mtg. however participants didn't have the same ability to ask questions or hear city manager's report prior to grading)
- Participants indicated whether 2012 goals plus a few new suggested goals were a high or low priority or if they should be removed from the list.
- Participants were asked if they had any other suggestions, general comments or questions

# February 2014

February 2014						
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	

March 2014						
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
					February 1
					2
3	4	5	6	7	8
			8:30am Main Street Board mtg. 6:00pm Parks & Rec		9
10	11	12	13	14	15
	7:00pm City Commission		Joint Boards & Commissions	Valentine's Day (United States) Winter Tax Due Date	16
17	18	19	20	21	22
President's Day (United States) 5:00pm Planning Commission					23
24	25	26	27	28	
6:00pm County Wide Elected Leader Summit (Senior Center)	12:00pm City Commission 6:00pm Food Truck mtg. (Library)		5:30pm Airport Advisory Board		

# March 2014

March 2014							April 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					March 1
					2
3	4	5	6	7	8
			8:30am Main Street Board mtg. 5:30pm Food Truck (Library) 6:00pm Parks & Rec		9
10	11	12	13	14	15
12:00pm EDC/LDFA	7:00pm City Commission				16
17	18	19	20	21	22
Saint Patrick's Day (United States) 5:00pm Planning Commission 7:00pm Historical Commission					23
24	25	26	27	28	29
	12:00pm City Commission		5:30pm Airport Advisory Board		30
31					

# April 2014

April 2014						
S	M	T	W	T	F	S
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			

May 2014						
S	M	T	W	T	F	S
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
	April 1	2	3	4	5
	5:00pm ZBA		6:00pm Parks & Rec		6
7	8	9	10	11	12
	7:00pm City Commission		8:30am Main Street Board mtg.		13
14	15	16	17	18	19
	Tax Day (United States)				20
					National Volunteer Week
21	22	23	24	25	26
		National Volunteer Week			
5:00pm Planning Commission	12:00pm City Commission		5:30pm Airport Advisory Board		27
28	29	30			