



City of Boyne City

Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
www.cityofboynecity.com

Phone 231-582-6597
Fax 231-582-6506

BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
319 North Lake Street
Tuesday, November 14, 2017 at 7:00 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. OATH OF OFFICE FOR ELECTED COMMISSIONERS
3. ROLL CALL
4. ELECTION OF MAYOR
5. ELECTION OF MAYOR PRO TEM
6. 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 October 24, 2017 regular City Commission meeting minutes as presented
 - B. Approval of the October 30, 2017 special City Commission meeting minutes as presented
 - C. Approval of the recommendation from the Airport Advisory Board to re-appoint Richard Bouters to the Airport Advisory Board for a three year term expiring August 24, 2020.
 - D. Approval of the recommendation from the Airport Advisory Board to re-appoint Brian Harrington to the Airport Advisory Board for a three year term expiring August 24, 2020.
7. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
8. CORRESPONDENCE
 - A. Correspondence from the State of Michigan Department of Licensing and Regulatory Affairs regarding a request for the completion of an electronic survey
9. CITY MANAGER'S REPORT
10. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES
 - A. Draft Minutes of the October 3, 2017 Main Street Board meeting
 - B. Draft Minutes of the October 5, 2017 Parks & Recreation Commission Meeting
 - C. Draft Minutes of the October 12, 2017 Zoning Board of Appeals Meeting
 - D. Draft Minutes of the October 16, 2017 Planning Commission Meeting
 - E. Draft Minutes of the October 26, 2017 Airport Advisory Board Meeting

An Equal Opportunity Provider and Employer

Hometown Feel, Small Town Appeal

11. UNFINISHED BUSINESS

12. NEW BUSINESS

A. 2018 City Commission Meeting Schedule

Consideration to approve the 2018 City Commission meeting schedule as presented with all meetings to be held at Boyne City Hall, 319 North Lake Street until temporary City Hall facility locations are secured

B. Special Meeting Schedule Additions

i. City Commission Orientation / Training

Consideration to authorize the City Manager to hire Caroline Kennedy of Elk Rapids to conduct our City Commission orientation at a cost of \$500 at a special work session on Friday, December 1, 2017 with lunch provided at noon and the program starting at 12:30 p.m.

ii. Joint Board and Commission

Consideration to schedule a Joint Board and Commission meeting for Thursday, December 14, 2017 at 6:00 p.m. in the Boyne City Hall Commission Chambers and authorize the City Manager to make the necessary arrangements

ii. Community Goal Setting

Consideration to authorize the City Manager to work with appropriate interested parties to develop a goal setting process to begin in January, 2018 and include a new summer community element and report back with a final recommendation on a specific date and format

iv. Countywide Leader's Summit

Consideration to authorize the City Manager to work with appropriate interested parties to develop the 2018 Countywide Leader's Summit to be held in late January or February 2018

13. GOOD OF THE ORDER

14. ANNOUNCEMENTS

- The next regular City Commission meeting is scheduled for Tuesday, November 28, 2017 at noon.
- City Offices will be closed on Thursday, November 23 and Friday, November 24, 2017 in observance of Thanksgiving

15. 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

Scan this QR Code or go to www.gov.boynecity.com
for full agenda packet materials.
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City Commission Agendas/Agenda Packet



**OCTOBER 24, 2017
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 OCTOBER 24, 2017

CALL TO ORDER

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

Present: Mayor Tom Neidhamer, Mayor Pro-Tem Gene Towne and Commissioners Laura Sansom, Hugh Conklin and Ron Grunch

Absent: None

Staff: Scott McPherson, Jeff Gaither, John Lamont, Kevin Spate, Andy Kovolski, Mark Fowler, Cindy Grice, Michael Cain, Patrick Kilkenny and Barb Brooks

Others: There were three citizens in attendance including a representative from the Petoskey News Review.

**CONSENT AGENDA
MOTION**

2017-10-094
Moved by Sansom
Second by Towne

Approved the October 10, 2017 City Commission regular meeting minutes as presented
Approved the October 17, 2017 City Commission special meeting minutes as presented

Ayes: 5
Nays: 0
Absent: 0
Motion carried

CITIZENS COMMENTS

None

CORRESPONDENCE

None

**CITY MANAGERS
REPORT**

City Manager Cain reported:

- The Pavilion project continues to progress. The poor soils found around the building perimeter have been checked out and dealt with. The new foundations for the expansion are now in place.
- Absentee ballots are available for the November 7th election

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

The September, 2017 Financial Statement was received and filed.

**204 S. East Street
Structure Removal**

Consideration to approve a bid in the amount not to exceed \$16,000 to Tri-County Excavating to remove the dangerous structure at 204 S. East Street, on parcel number 15-051-341-143-00, owned by David and Daniel Chapp and authorize the City Manager to execute the documents.

Planning Director Scott McPherson discussed the bid received to remove the structure. One bid was received from Tri Country Excavating in the amount not to exceed \$16,000. It is staff's recommendation to accept this bid.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement with the recommendation.

MOTION

2017-10-095

Moved by Towne

Second by Conklin

To approve a bid in the amount not to exceed \$16,000 to Tri-County Excavating to remove the dangerous structure at 204 S. East Street, on parcel number 15-051-341-143-00, owned by David and Daniel Chapp and authorize the City Manager to execute the documents.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

C2AE Engineering Proposal

Consideration to approve the proposal for professional services associated with the West Michigan/Woodland water main extension project at a cost of \$18,900 for the design and bidding phase and an additional \$19,200 for the construction phase (\$38,100 for both phases) contingent upon the City moving forward with the required next steps of the special assessment process and authorize staff to execute the agreement and move forward with each phase if and when appropriate.

City Manager Cain discussed the proposal for engineering services for the project. Approving this proposal in this manner does not commit the City to anything unless the project moves forward. It does allow our consulting engineer C2AE to more firmly anticipate this project and avoids us having to consider this matter at either a special meeting or in mid-November when some of the design work elements would be more challenging if winter weather has arrived by then.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement with the recommendation.

MOTION

2017-10-096

Moved by Sansom

Second by Towne

To approve the proposal for professional services associated with the West Michigan/Woodland water main extension project at a cost of \$18,900 for the design and bidding phase and an additional \$19,200 for the construction phase (\$38,100 for both phases) contingent upon the City moving forward with the required next steps of the special assessment process and authorize staff to execute the agreement and move forward with each phase if and when appropriate

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Deer Population Concerns Update

Update from the Police Chief on deer population concerns. This can be a very emotional issue. There are many people who feel that deer are a part of the Northern Michigan living experience and enjoy seeing them around. There are others that are concerned about deer being a nuisance and eating their flowers and plants. Still others have concerns about car-deer accidents and diseases associated with deer. Hunting is the typical management tool for reducing deer numbers. Boyne City has an ordinance that prohibits the discharge of a firearm in the City. This is an effective ordinance and should not be taken lightly. The close proximity of residences in Boyne City makes the use of firearms extremely dangerous. Bow hunting is an option and is much safer because the arrows do not travel as far. One of the concerns with archery hunting is that deer typically run for a distance after being shot with an arrow. This could lead for disagreements and negative relationships between neighbors.

Staff Comments: None

Citizens Comments: Roger Smith said he is in favor of the hunt, but also understands that the City's liability insurance could also increase if rifles are allowed.

Board Discussion: Commissioner Conklin said he doesn't think hunting inside the City limits is a good idea at all. We need to identify if there is a real problem. Commissioner Grunch said he uses fencing to go around his entire house. Are there any regulations about feeding deer? Yes. Commissioner Sansom is also not in favor of deer hunting in City limits. All Commissioners are in favor of taking no action on this item.

Body Worn Camera Purchase

Consideration to approve to purchase 8 Axon Body 2 cameras in the amount of \$3,295.68 and authorize the City Manager to execute the documents.

Assistant Police Chief Kevin Spate discussed the request to purchase 8 new body worn cameras. We have been using body worn cameras for over 10 years. Our current cameras were obtained via grant funds. They are now over 3 years old and are failing on a frequent basis. These cameras are used all day, every shift, by every officer. Several cameras have been evaluated over the last few years, but after diligent research, we have found a very useful camera within a reasonable price range. It is being recommended to purchase 8 Axon Body 2 cameras in the amount of \$3,295.68 and authorize the City Manager to execute the documents.

Staff Comments: None

Citizens Comments: None

Board Discussion: All Commissioners are in agreement with the recommendation. Commissioner Conklin inquired about the difference from the Provision Camera compared to the Axon. Kevin said the buttons are smaller and the lights do not turn off on the Provision cameras.

MOTION

2017-10-097
 Moved by Grunch
 Second by Sansom

To approve to purchase 8 Axon Body 2 cameras in the amount of \$3,295.68 and authorize the City Manager to execute the documents.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Tree Planting Bids

Further information to be provided prior to the meeting to consider the purchase and installation of trees as part of the City of Boyne City's annual tree planting project.

DPW Superintendent Andy Kovolski discussed the bid to purchase 25 new trees to be planted in City right of ways based on the list of requests from residents. One bid was received from Robinson's Landscape and Nursery in the amount of \$7,410.

Staff Comments: None

Citizens Comments: None

Board Discussion: Commissioner Sansom said she is disappointed that only 25 trees are being planted and 54 are being removed. She encourages in the future to increase the number of plantings. Commissioner Conklin asked if we have a plan to replace these trees. 54 trees are a lot to remove. All other Commissioners agree.

MOTION

2017-10-098
 Moved by Neidhamer
 Second by Grunch

To approve the contract with Robinson's Landscape and Nursery in the amount not to exceed \$7,410 for the purchase and installation of 25 trees and authorized the City Manager to execute the documents

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

**Compensation
 Commission
 Recommendation**

Consideration of the recommendation of the Compensation Commission to increase the Mayor's compensation from \$3,000 to \$3,250 annually and the Commissioner's compensation from \$2,500 to \$2,700 annually and authorize Staff to make the appropriate adjustments

Clerk/Treasurer Grice discussed the recommendation from the Compensation Commission. This decision was based on the many positive achievements of the Commission during the past several years, along with the tremendous amount of time and hard work. The recommendation from the Compensation Commission was approved via a 2 – 1 vote.

Staff Comments: None

Citizens Comments: None

Board Discussion: Commissioner Sansom said she is in support. Commissioner Conklin said he has a hard time supporting this, Mayor Pro-Tem Towne said he agrees with Commissioner Conklin. Commissioner Grunch said he supports. Mayor Neidhamer said he feels uneasy giving himself a raise, but there were 51 meetings and 13 events this year alone.

MOTION

2017-10-099

Moved by Grunch

Second by Sansom

To approve the recommendation of the Compensation Commission to increase the Mayor's compensation from \$3,000 to \$3,250 annually and the Commissioner's compensation from \$2,500 to \$2,700 annually and authorize Staff to make the appropriate adjustments

Ayes: 5

Nays: 0

Absent: 0

Motion carried

**City Manager
Compensation**

Consideration of the recommendation from City Manager Compensation committee to increase the City Manager's annual compensation by 2.5% resulting in a new annual salary of \$107,625 effective retroactively to May 1, 2017 and authorize staff to make the appropriate adjustments.

Mayor Neidhamer and Commissioner Sansom discussed the recommendation to increase the City Manager's Compensation by 2.5%, resulting in a new annual salary of \$107,625. They feel that is very well deserved. The City Manager received between an Above Average and Outstanding score on his recent evaluation.

Staff Comments: None

Citizens Comments: None

Board Discussion: All Commissioners are in full support of the recommendation

MOTION

2017-10-100

Moved by Grunch

Second by Sansom

To approve the recommendation to increase the City Manager's annual compensation by 2.5% resulting in a new annual salary of \$107,625 effective retroactively to May 1, 2017 and authorize staff to make the appropriate adjustments

Ayes: 5

Nays: 0

Absent: 0

Motion carried

Good of the Order

Commissioner Conklin asked if now is an appropriate time to move forward with property maintenance standards?

ADJOURNMENT

Motion by Mayor Neidhamer seconded by Commissioner Grunch to adjourn the Regular City Commission meeting of Tuesday, October 24, 2017 at 1:38 p.m.

Tom Neidhamer
Mayor

Cindy Grice
Clerk / Treasurer

DRAFT

**OCTOBER 30, 2017
SPECIAL 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 OCTOBER 30, 2017

CALL TO ORDER

Mayor Neidhamer called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

Present: Mayor Tom Neidhamer, Mayor Pro-Tem Gene Towne and Commissioners Laura Sansom, Hugh Conklin and Ron Grunch

Absent: None

Staff: Cindy Grice, Michael Cain, Scott McPherson, Mark Fowler, Kevin Spate, Deb Chavez

Others: There were ten citizens in attendance including a representative from the Petoskey News Review.

CITIZENS COMMENTS

None

CORRESPONDENCE

None

**West Michigan Water
Extension Special
Assessment Public
Hearing**

Consideration to create a special assessment district for the development of the proposed West Michigan and Woodland Street Water System Extension and based on the input received determine to make the improvements and adopt a resolution as recommended or as modified by the City Commission

Mayor Neidhamer opened the Public Hearing at 7:02 p.m.

City Manager Cain discussed the process to develop the proposed special assessment district. This is being done in response to the petition filed requesting a special assessment district to be created to pay for the development and installation of a water main, hydrants and related items to service properties on West Michigan and Woodland. At this time, we would also like to incorporate comments from the minutes of October 17, 2017 as part of tonight's record. We also received a phone call from John Herzog who opposed the proposed extension.

Citizens Comments: Danielle Miner asked where the notice to 520 W. Michigan went. Their property line is 6' from the edge, not 10. Also, why weren't people across the street included? Is there any way to get out of the district? The answer to that is no, there is not a legal basis to do so.

Walt Coyle questioned a corner parcel but it is not a buildable lot, so it's not included.

Dick Sarchet asked if Mr. Davis's lots are included and was informed yes. He added that he and his wife are in favor. It will be an asset if they sell their property. He thinks people who buy it would expect to have water service there. He is also in favor of the hydrants. He also stated that the water fund should be built up to do projects like this. All the money is going into the general fund.

Betty Sarchet said she thinks the equal shares is the most equitable way to go.

George Ellwanger said he and his wife are in favor of the proposal.

Bill Stanley asked if anyone in the township has contacted the City to be included. City Manager Cain said we have been in contact with the township supervisor and they are not interested.

Mayor Neidhamer closed the Public Hearing at 7:25 p.m.

Board Discussion: Mayor Pro-Tem Towne said he is okay with moving forward. Commissioner Sansom said she feels there is enough individuals and property owners in favor of this. Commissioner Conklin asked how long for the design to be ready. Engineer Larry Fox said it should be about 3 months and ready by late Spring 2018. Commissioner Conklin also added that it's addressing the poor water quality, a health issue, fire safety, and will be good for the area to have quality water. Commissioner Grunch said he supports the proposal. Clean and good water is paramount to quality of life. Mayor Neidhamer agrees with all comments and added that we have the ability to provide it.

MOTION

2017-10-101

Moved by Conklin

Second by Sansom

To approve to create a special assessment district for the development of the proposed West Michigan and Woodland Street Water System Extension based on the criteria of the City Manager's memo of October 13, 2017 to include the 7 points items; 1) Residents report failing wells, poor water quality and desire for improved fire-fighting resources as demonstrating the need for the proposed improvements; (2)The installation of water mains and hydrants on West Michigan, Bay and Woodland Streets as shown on the provided map and generally quantified in the information provided by consulting engineer C2AE on page 5; (3) The special assessment district limits shall be designated as the properties within the red hashed lines on the map provided on page 4; (4) The lands affected shall be the lots within the special assessment district limits; (5) The project will be paid for 100% by the land especially benefitted; (6) The assessment shall be covered by twenty (20) annual installments at an interest rate of four (4) percent and (7) The City Manager shall prepare plans, profiles and specifications for the work to be done.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

Good of the Order

None

ADJOURNMENT

Motion by Mayor Neidhamer seconded by Commissioner Grunch to adjourn the Regular City Commission meeting of Tuesday, October 30, 2017 at 7:36 p.m.

Tom Neidhamer
Mayor

Cindy Grice
Clerk / Treasurer



To: Michael Cain, City Manager

From: Jane Halstead, Secretary 

Date: October 30, 2017

Re: Re-Appointment of Richard Bouters and Brian Harrington to the Airport
Advisory Board

At the Airport Advisory Board Meeting held on October 26, 2017 a motion was passed unanimously to recommend to the City Commission the re-appointment of Richard Bouters and Brian Harrington to the Airport Advisory Board for three-year terms expiring August 24, 2020.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
PUBLIC SERVICE COMMISSION

SHELLY EDGERTON
DIRECTOR

NORM SAARI
COMMISSIONER

SALLY A. TALBERG
CHAIRMAN

RACHAEL EUBANKS
COMMISSIONER

October 16, 2017

To Cities/Villages/Townships:

This letter is being sent to franchise entities (municipalities) within the state of Michigan regarding Public Act 480 of 2006, the Uniform Video Services Local Franchise Act (the Act). The Michigan Public Service Commission (MPSC) is the agency designated to implement the Act. Pursuant to Section 12(2) of the Act, the MPSC shall file an annual report to the Governor and Legislature that includes information on the status of video service competition in Michigan.

To assist MPSC Staff with gathering information for the report, please complete our electronic survey which is located at michigan.gov/mpsc. Beginning **October 20, 2017**, click on the Video/Cable link and look for the survey in the Spotlight section. Please submit your responses to the survey by **November 17, 2017**. *Please note that the survey will not be available on the website after November 17, 2017.*

The survey is quick and easy, and should take only a few minutes of your time. It is important that MPSC Staff receives feedback from franchise entities. Your feedback will help to provide MPSC Staff with a better insight of the video/cable issues that may be occurring in your community.

In addition to the survey, please find attached two Consumer Tips that provide information regarding filing a video/cable complaint with the MPSC. One is relevant to customers, the other to a municipality. We would encourage you to share this information with your residents. You may also find the complaint information online at michigan.gov/mpsc and click on the Video/Cable link.

Your cooperation in submitting your survey answers to our office is greatly appreciated. Should you have any questions, please contact Jennifer Callahan at (517) 284-8205 or by email at callahanj@michigan.gov.

Sincerely,

Ryan McAnany, Manager
Telecommunications Division

Attachments

Rec'd 10-18-17

Filing a Video/Cable Complaint

The MPSC's role in handling video/cable television complaints

On December 21, 2006, Governor Granholm signed legislation to promote competition for video services in the state of Michigan. Public Act 480 of 2006, or as it is more commonly known, the "Uniform Video Services Local Franchise Act" charges the Michigan Public Service Commission (MPSC) with implementing the Act. The MPSC now has the responsibility to handle cable inquiries and complaints.

Are you having a problem with your video/cable television provider?

If you are experiencing problems with your provider, you should first contact your provider and attempt to resolve your dispute with them.

Not satisfied? File an informal complaint with the MPSC

If you are dissatisfied with the provider's response, or the dispute is not resolved to your satisfaction, you may file an informal complaint with the MPSC.

How does the informal complaint process work?

- A customer contacts the MPSC with a video/cable television complaint.

- MPSC Staff forwards the complaint to the provider & informally mediates (if necessary) between the provider and the customer.

The provider is allowed up to 10 business days (under normal circumstances) to respond and provide a detailed resolution to both the customer and the MPSC.

Still not satisfied? File a formal complaint and request a hearing

If you remain dissatisfied even after the Staff has completed the informal complaint process, you may file a Formal Complaint.

A customer will be permitted to file a formal complaint *only after*:

- the informal complaint process has been completed; and
- a satisfactory resolution has not been reached between the provider and the customer.

To request a formal hearing, prepare a letter of complaint explaining the problem. Send the original and seven (7) copies of the letter/complaint to the MPSC at the following address:

**Executive Secretary
MPSC
P.O. Box 30221
Lansing, MI 48909**

The written complaint must contain the following information:

- customer name, address, telephone number, and signature;
- the name and address of the provider with whom there is a disagreement;
- the location/address of the disputed action;
- the time and dates of the disputed actions;
- a description of exactly what happened – include all details, the names and addresses of any persons involved, disputed charges and costs.

Identify the specific section(s) of the Video Act that are alleged to have been violated and state sufficient facts to support the alleged violation(s). Specify the relief requested.

Next Action

MPSC Staff will review the formal complaint, and if the disputed amount is under \$5,000 and all required information is included, the Commission shall appoint a mediator within seven (7) business days of the date the complaint is filed. Mediation may include a review of the complaint and discussions with the customer and company. If through this process the customer and company are still unable to agree, the mediator will issue a recommended solution within 30 days from the date of appointment. The customer and company have 10 days to either accept or reject the recommendation. If the customer or company rejects the solution, the complaint proceeds to a formal hearing. If the dispute involves an amount over \$5,000, it proceeds directly to a contested case hearing with no prior mediation.

Formal Complaint Hearing Process

A formal complaint hearing is a trial-like proceeding. This means that the customer, the cable company, and MPSC Staff will come before an administrative law judge. A formal complaint

proceeding is separate from any informal proceeding related to the problem that may have taken place. Lawyers represent the cable company. Customers may hire a lawyer, represent themselves (excluding some businesses), or bring someone to assist them. The customer must present information and witnesses, to prove or justify his/her position. The MPSC cannot provide a lawyer or pay any legal fees. After the hearing, the judge will issue a proposed decision. However, the MPSC will make the final decision, and will issue its decision in a MPSC order. During this process the customer and the company may continue to try to settle the problem. However, the MPSC must approve any agreement that is reached.

Required Costs

If the customer or company rejects the mediator's decision and is found by MPSC order to be at fault, that party will be responsible for the legal costs of the other party. If both the customer and the company reject the mediator's decision, each party pays their own legal costs.

For more information:

For more information about filing a complaint, PA 480, or the dispute resolution process, go to the MPSC website at: michigan.gov/mpsc. Click on the [video/cable](#) button.

You may also contact the MPSC at:

Telecommunications Division
Attn: Video Franchising
P.O. Box 30221
Lansing, MI 48909

Phone: (800) 292-9555
Fax: (517) 284-8200

Filing Satellite Complaints

The Federal Trade Commission (FTC) at: (877) 382-4357 or ftc.gov handles satellite complaints/inquiries.

Dispute Resolution: Franchise Entity (Municipality) or Provider vs. Provider

The Michigan Public Service Commission's (MPSC) role in informal and formal video/cable television complaints:

Public Act 4 of 2009 — Providing a dispute resolution process for complaints between municipalities or providers and cable providers.

Who can file an informal complaint on behalf of a municipality/provider?

A municipality/provider may speak on behalf of itself when filing an informal complaint. Legal representation is not required until a formal complaint is filed.

What does a municipality/provider need to do to file an informal complaint?

The municipality/provider shall file a written notice of the dispute with the MPSC.

What information is required in the notice of dispute?

- Identifying the nature of the dispute.
- Language that requests an informal dispute resolution process.
- Language stating the other party has been served the notice of the dispute.

What happens after the notice is filed?

Commission staff will conduct an informal

mediation with both parties in an attempt to resolve the dispute.

What if the dispute is not resolved with informal mediation?

If a satisfactory resolution to the dispute is not achieved any named party in the complaint may file a formal complaint.

How does the formal complaint process begin?

A representative submits the following, in writing, to the commission:

- Information that states the section(s) of the public act or franchise agreement that was allegedly violated.
- Sufficient facts to support the allegations.
- The relief requested.
- All information— testimony, exhibits and other documents— in possession the party intends to rely on to support the complaint.

How does the formal complaint process proceed?

- Once the complaint is filed each party has ten days to agree on alternative means to resolve the complaint.
- If no agreement is reached within 10 days, the Commission shall order mediation.
- Within 60 days from the date mediation is ordered, the mediator shall issue a recommended settlement.

What happens after the proposed settlement is presented?

- Each party shall file, with the Commission, a written acceptance or rejection of the recommended settlement within 7 days.
- If the parties accept the recommendation, then the recommendation shall become the final order.
- If a party rejects or fails to respond within 7 days to a proposed settlement, then the complaint will proceed to a contested case hearing.
- A party that rejects the recommended settlement shall pay the opposing party's actual costs of proceeding to a contested case hearing.

What is the format of a contested case hearing?

A contested case hearing is provided under section 203 of the Michigan telecommunications act, 1991 PA 179, MCL 484.2203

[www.legislature.mi.gov/\(S\(ytxbgg55qxrjz45wc3nmuim\)\)/mileg.aspx?page=GetMCLDocument&objectname=mcl-484-2203a](http://www.legislature.mi.gov/(S(ytxbgg55qxrjz45wc3nmuim))/mileg.aspx?page=GetMCLDocument&objectname=mcl-484-2203a)

For more information:

For more information about filing a formal complaint, Public Act 480, or the dispute resolution process (PA 4 of 2009), go to the MPSC website at: michigan.gov/mpsc; click on the video/cable tab.

You may also contact the MPSC at:

Telecommunications Division
Attn: Video Franchising
7109 W. Saginaw Hwy.
P.O. Box 30221
Lansing, MI 48909

Phone: (800) 292-9555

Fax: (517) 284-8200

Online Formal Complaint Form:

Complaints can be filed online via the video/cable web site.

michigan.gov/mpsc/complaints



Approved: _____

Meeting of MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING
October 3, 2017 HELD ON TUESDAY, OCTOBER 3, 2017 at 8:30 AM CITY HALL, 319 NORTH LAKE STREET

Call to Order Chair Michelle Cortright called the meeting to order at 8:30 a.m.

Roll Call Present: Chris Bandy, Michael Cain, Michelle Cortright, Becky Harris, Pat O'Brien, Don Ryde, Rob Swartz, Ben Van Dam

Meeting Attendance Absent: Robin Berry

City Staff: Main Street Director Kelsie King-Duff, Recording Secretary Jane Halstead, Assistant Planning/Zoning Administrator Patrick Kilkenny, Main Street Assistant Ingrid Day

Public: One

Excused Absences **Cain moved, Swartz seconded, PASSED UNANIMOUSLY** to excuse Robin Berry.
MOTION

Approval of Minutes **Cain moved, Van Dam seconded, PASSED UNANIMOUSLY** to approve the
MOTION September 7, 2017 minutes as presented.

Citizens Comments None.

Correspondence The Red Brick Salon is hosting a Grand Re-opening on Monday, October 30th from 2:00 to 6:00 p.m.

Committee Reports **Organization Committee**
Rob Swartz reported that the parking study and market study are moving forward. The Organization Committee is looking at the new TIF rules and how they will affect long-term funding. There is a meeting October 30th to discuss the issue.

Promotions Committee
Chris Bandy said the Harvest Festival last weekend was a success – the weather was great. A survey is being sent out to get feedback from vendors. Cain said he did hear feedback from people wanting the farmer’s market portion of the event to extend beyond noon.
Earlier-Than-The-Bird is scheduled for November 18th.

Design Committee

Harris reported that the Committee is waiting for a quote for the base for the Mosaic sculpture for Peninsula Park. They did receive a quote for a light for The Last River Draw.

The Old City Park location for the Wolverine Sculpture has been approved by the City Commission.

The Committee is working with Bruce Janssen on signage for businesses.

King-Duff said the company installing the Christmas lights on the trees downtown was here on Sunday (earlier than expected). She spoke with them and they agreed to remove the old lights which were in the trees for \$50 per tree.

Economic Vitality/Team Boyne

John Cool has volunteered to serve as the Chair of Team Boyne.

Marketing

The September meeting was cancelled. They are still working on the placement of banners in the City.

Boyne Thunder

The Boyne Thunder Committee met at the end of September. The final numbers are still being calculated.

Camp Quality has an Interim Director – Jean McDonough.

Farmer's Market

Beginning November 4th, the Farmer's Market will be held in City Hall.

Harris said the vendors are reporting diminishing sales. She will be using vendor fees to increase promotion of the market.

Blissfest has offered to help arrange for music during the market.

Bruce Janssen is working on adding a sign to the Boyne City Hall Sign that will indicate the Farmer's Market is located at City Hall.

Director's Report

As presented in the agenda packet.

Unfinished Business

Farmer's Market Manager

It has been difficult finding a new manager for the Farmer's Market. King-Duff has been discussing partnering with Charlevoix Main Street and hiring one person to handle both markets. The person would be a part-time employee (20 hours per week) for both Charlevoix Main Street and Boyne City Main Street equaling a full-time position. The Board discussed the issue and King-Duff will continue pursuing this option.

New Business

Economic Vitality Committee/Team Boyne Chair Appointment

King-Duff asked that the Board approve John Cool as the Chair of the Economic Vitality Committee/Team Boyne.

**Appointment of John
Cool
MOTION**

Van Dam moved, O'Brien seconded, PASSED UNANIMOUSLY to approve the appointment of John Cool as Chair for Main Street's Economic Vitality Committee/Team Boyne.

Financial Report Review

The Financial Report was received and filed.

Other

- **Theatre** – Rich Bergmann is working on obtaining financing through PACE - a governmental energy efficiency program. Fire Suppression at the theatre is going to be a challenge.
 - **Open Space** – Cain stated that formal approval has been granted from the Michigan Natural Resource Trust Fund. The City is pursuing an additional grant from Consumers Energy to help fund the purchase. We are still waiting on the States approval of the property appraisals.
 - **Pavilion** – Construction is underway. King-Duff submitted a grant request to the Charlevoix County Community Foundation for additional funds.
 - **Avalanche** –O'Brien asked if the erosion ruts at Avalanche could be filled in/grated on a more regular basis. Don Ryde was recently on a walking trail made from a natural composite that made a nice walking surface. He will send photos to Mike.
-

Good Of The Order

- The Boyne City Bakery is being painted.
 - Main Street's 15th anniversary is next year. Cortright thinks we need to update our promotion video. King-Duff agreed – we can use it for our entry for the 2018 Great American Main Street Award.
 - Harbor House Publishing will celebrate their 50th anniversary next year.
 - Van Dam thanked King-Duff for sending Main Street updates monthly.
 - Don Ryde travelled to Milwaukee and they have air/tool stations for bikes. It is a great idea for a bike community –we should consider doing something similar.
 - Construction continues at Local Flavor.
 - Hats off to Stiggs Brewery for receiving a Federal Historic tax credit.
-

ADJOURNMENT MOTION

Cain moved, O'Brien seconded, PASSED UNANIMOUSLY to adjourn the Boyne City Main Street Board meeting of October 3, 2017 at 9:37 a.m.

Jane Halstead, Recording Secretary



Approved:

**Meeting of
October 5, 2017**

RECORD OF THE PROCEEDINGS OF THE **REGULAR BOYNE CITY PARKS AND RECREATION COMMISSION MEETING** HELD AT 6:00 P.M. AT CITY HALL ON THURSDAY, AUGUST 3, 2017.

Call to Order

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

Roll Call

Present: Mike Sheean, Jo Bowman, Hugh Conklin, Mike Doumanian, Lisa Alexander, Darryl Parish and Tom Smith

Absent: None

Meeting Attendance

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

Public Present: Four

**Approval of Minutes
MOTION

Conklin moved, Doumanian seconded, passed unanimously, a motion approving the August 3, 2017 meeting minutes as presented.

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

Diane Sterling introduced herself and expressed an interest in serving on the board. With three active school aged children, the family utilizes all of the parks. She has lived in Boyne City full-time for approximately three years but has owned property and visited Boyne prior to making it her residence.

Director's Report

Activities are slowing down in most parks and irrigation is starting to be shut off. With the recent retiring of building maintenance personnel, it has left the department short staffed until a replacement is hired.

None

Correspondence

Park Inspection Reports

- Parish reported Tannery Park looks good and Riverside Park is ok
- Alexander stated that the trails at Avalanche are clear of downed trees and looks good
- Conklin informed the board that the resurfaced tennis courts are cracked. He added that the men's bathroom door is rusting. Kovolski stated that he is aware of the cracked surface issue and is working with the contractor.

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

Park User Groups

- Avalanche Archery Range - Former board member Bill Kuhn introduced Barney Hess. Barney has been active in caring for the archery range at Avalanche. Barney reported that the range is in pretty good shape and is getting quite a bit of use but he thinks with some promotion it could be even better. He placed a trail cam there

to get a count of how many users, times being used and age groups of users. Users are a mix of singles, couples and families bringing young children.

- Ridge Run Dog Park – There are still some dead/dying trees that need to be removed. A couple of them are dedication trees that need to be replaced. The fitness trail is a big hit and much appreciated. The gates still need to be installed. There are two upcoming planned events: MSU vs. UofM Tailgate party and Howl-o-ween costume party. The committee would like a financial update so they can plan for future improvements.

Unfinished Business

Avalanche Improvements

The board discussed spending a little more time coming up with more of a big picture plan to enhance the look at the base of Avalanche instead of continuing to add signs, structures, features, etc. that begin to make it look cluttered. The Friends of Avalanche will be hosting a work session meeting on October 11, 2017 at 6 p.m. at Avalanche to start the discussion and share ideas that will be brought back to the board for additional input and consideration.

Kovolski stated that utility poles have not been delivered to the site yet.

Rotary Park Vehicle Parking Update

Work has begun and is moving forward. This is only phase 1 and includes increasing the size, removing the fireplace, patching the roof, and attic insulation but does not include remodeling the restrooms, heat or enclosures (clear garage doors). Funds are still being raised to take on future phases. The contractor has run into bad soils that may not support the new foundations and is working to find a solution.

Veterans Park Pavilion Update

Grant Projects Update

Bulmann Dock & Lift will start working on the two kayak racks that they're building and donating. The kayak launch has been installed and is getting some use and the mobi-mat was installed at Peninsula Beach. Kovolski stated that his crew will be starting work at Riverside Park as soon as next week to grade the driveway and parking area. Brooks reminded the board that the shelter/pavilion to be installed at Avalanche was also related to grant received in 2015/2016 and the materials were already purchased. Parish stated that a participant in the Leadership Charlevoix County (LCC) program has expressed an interest in suggesting that improvements to Riverside Park and evasive species control be considered as one of the proposed civic projects for the LCC class. If the board is interested, he will suggest it to his class for consideration. The general consensus of the board was that it sounded like a good idea and would welcome a class project at Riverside Park.

New Business

Trail Groomer Donation

Michelle Cortright informed the board that a donation is being offered to the City through the Charlevoix Community Foundation of a snow trail groomer to be used at Avalanche. The groomer would become the property of the City, the City would provide a place to store the machine at Avalanche and it would be made available for the purpose of groom multi-use trails at

Avalanche through the winter months.

Winter Trail Grooming at Avalanche

Michael Cortright from North Country Cycle would like to offer his services and expertise to groom trails at Avalanche using the donating groomer. He proposes to groom trails specific for hikers and also trails for multi-uses (cross country skiing, snow shoeing and fat tire biking). There would be signs posted at the crossings directing users as to which trail is appropriate for them to use. Cortright added that he groomed 6 miles of trails at the school property on Erickson Rd. last year and plans to groom approximately 6 miles of trails at Avalanche. He added that having these groomed trails will be a big draw during the winter months and will be an economic boost as it will be bringing more people to Boyne City and to our downtown businesses. The grooming would be done in the evening and all volunteers would be reviewed by City staff.

****MOTION**

Parish moved, Alexander seconded, PASSED UNANIMOUSLY to accept the donation of the winter snow trail groomer to be stored and used at Avalanche.

****MOTION**

Bowman moved, Smith seconded PASSED UNANIMOUSLY to accept the offer from Michael Cortright to volunteer his services to groom both hiking and multi-purpose trails at Avalanche through the winter.

2018 Grants / Potential Project

Recording Secretary Brooks informed the board that it is time to start having discussions regarding potential upcoming projects and if we want to apply for any grants to help fund them. County allocation applications are released in January due February 1 and DNR grants open in January and are due April. The application process takes some time so the longer staff has to gather all of the necessary information can take a while so more lead time they have to prepare the better.

Ideas discussed by the board for the County Allocation funds were play equipment at Rotary Park, a vault toilet at the top of Avalanche and funds toward the Boyne Valley Trail to be used as match for State grants.

The board would like to review the City's Recreation Master Plan for capital improvements.

Board Member Openings / Applications

Mike Doumanian announced that he has purchased a new house in Boyne City but outside of the City limits and will need to resign from the board as he no longer meets the residency requirements. Parish also reported that with the addition of his new grandchild out of state that they will be spending approximately 5 months away from home and will not be able to attend meetings regularly. Jo Bowman who had expressed a desire to find a replacement for her board seat stated that she would remain on the board throughout her term unless a replacement was found after other vacated seats were filled. The board had two applications to review, Gow Litzenburger who applied in October 2016 but didn't meet the residency requirements at that time and Diane Sterling who applied in August but the board just received her application for review at the meeting. Mike Doumanian encouraged the board to accept Diane's willingness to serve on the board and if they have any concerns or questions, ask them now versus leaving a vacancy on the board.

****MOTION**

Bowman moved, Alexander seconded, PASSED UNANIMOUSLY (with regrets) to accept the resignation of Mike Doumanian effective at the end of the meeting.

****MOTION**

Conklin moved, Bowman seconded, PASSED UNANIMOUSLY to recommend to the City Commission the appointment of Gow Litzenburger to serve the remainder of the term vacated by Patrick Patoka expiring December 31, 2020 and to appoint Diane Sterling to serve the remainder of Mike Doumanian's term expiring December 31, 2018

Next Meeting

The next regular meeting of the Parks and Recreation Board is scheduled for Thursday, November 2, 2017 at 6 pm at City Hall

Adjournment

The October 5, 2017 meeting of the Parks and Recreation Board was adjourned at 7:35 p.m.

Barb Brooks, Recording Secretary

DRAFT

Approved: _____

**Meeting Of
October 12, 2017**

Record of the proceedings of the special Boyne City Zoning Board of Appeals meeting held at Boyne City Hall, 319 N. Lake Street, on Thursday, October 12, 2017 at 5:00 p.m.

Call To Order

Vice Chair Carlile called the meeting to order at 5:00 p.m.

Roll Call

Present: Bob Carlile, John McClorey, Lynn Murray and Roger Reynolds
Absent: Pat Kubesh

**Excuse Absence
MOTION**

ZBA 2017-10-12-1
Murray moved, Carlile seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Pat Kubesh.

Meeting Attendance

City Officials/Staff: Assistant Planning and Zoning Administrator Patrick Kilkenny and Recording Secretary Pat Haver
Public Present: Three

Hearing Citizens Present

None

Correspondence(s)

None

New Business

**Variance Request
541 Bay St
William C. Gleich**

Assist Zoning Administrator Patrick Kilkenny reviewed his staff report that was included in the agenda packet. The applicant is requesting a 13 foot variance from the Boyne City Zoning Ordinance, Section 20.10, requirement of a minimum 15 foot rear yard setback. The topography is steep on the northern half of the property sloping from north to south, and gradually sloping on the southern half. Review of records found two previous cases on Bay Street with similar requests of the rear yard setback in the immediate vicinity of the subject property due to the steepness of the topography.

Carlile - Is there anything materially different from other properties in the area that have been previously approved?

Kilkenny - There are similarities due to the steep topography, however each parcel is based on its own merits.

Carlile - Why did you not come before the board in September?

Gleich - Quite frankly, we did not know that a variance did not exist on this property until we spoke with Scott. The surrounding parcels had them, however, this house was built prior to zoning and a variance was not needed nor ever sought.

Public hearing opened at 5:05 pm

Carlile - The road level the new construction will be on; I walked on the driveway down to fresh gravel, is this the site for the new construction and garage? Did you lessen the distance to drive down in the winter?

Gleich - We are hoping there won't be any, as the garage is at street level, on the same spot as the previous house and the same level as the other homes and garages on the street.

Carlile – Two pieces of correspondences came in for support of the variance, one a letter from Haggard Plumbing and Heating, and the other a phone call from the neighboring property, Jennifer Tysse?

Kilkenny – That is correct

With no further questions, the public hearing was closed at 5:09 pm

Board Discussion

FINDINGS OF FACT UNDER SECTION 24.80. – NON-USE VARIANCES

In hearing and deciding appeals for variances, the Board shall adhere to the following criteria in determining whether or not practical difficulties and/or unnecessary hardships exist:

1. Requiring the owner to comply with the regulations governing area, setbacks, frontage, height, bulk, density or other non-use requirements would unreasonably prevent the owner from using the property for a permitted purpose, or would render conformity with such regulations unnecessarily burdensome. *Affirmative due to the required 35 ft. setback to the waterfront, and the steep topography of the parcel*
2. The variance granted is the smallest variance necessary to do substantial justice to the owner as well as to other property owners. *Affirmative this is the smallest variance and not invasive into the lake*
3. The variance can be granted in such a fashion that the spirit of the Ordinance will be observed and public safety and welfare secured. *Affirmative*
4. The need for the variance is not self-created. *Affirmative; obvious due to the topography*
5. The need for the variance is due to unique circumstances of the property itself, and not due to general conditions in the area or to circumstances related to the owner personally or to others residing on the property. *Affirmative; due to the steep topography*

The Board shall grant no variance if it finds an application does not meet all of the above listed criteria for determining whether or not a practical difficulty and/or unnecessary hardship exists.

MOTION

Motion by Reynolds, seconded by Murray, to approve the variance request as presented on drawings dated May 4, 2017

2017-10-12-5A.

Roll Call

Ayes: Carlile, McClorey, Murray and Reynolds

Nays: None

Abstain: None

Absent: Kubesh

Motion Carries

**Approval of the Minutes
MOTION**

ZBA 2017-10-12-2

Murray moved, Reynolds seconded, PASSED UNANIMOUSLY, a motion to approve the September 5, 2017 minutes as presented.

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

None

Good of the Order

None

Announcements

The next meeting of the Boyne City Zoning Board of Appeals is scheduled for November 7, 2017 at 5:00 p.m.

**Adjournment
MOTION**

ZBA 2017-10-12-10

Murray moved, McClorey seconded, PASSED UNANIMOUSLY a motion to adjourn the Tuesday, October 12, 2017 Boyne City Zoning Board of Appeals meeting at 5:20 p.m.

Robert Carlile, Vice Chair

Pat Haver, Recording Secretary

Approved: _____

**Meeting of
October 16, 2017**

Record of the proceedings of the Boyne City Planning Commission regular meeting held at Boyne City Hall, 319 North Lake Street, on Monday October 16, 2017 at 5:00 pm.

Call to Order

Chair Frasz called the meeting to order at 5:00 p.m.

Roll Call

Present: Ken Allen, George Ellwanger, Chris Frasz, James Kozlowski Tom Neidhamer, Aaron Place (arrived at 5:38 pm), Jeff Ross and Joe St. Dennis
Absent: Jason Biskner

**Excused Absences
Motion

2017-10-16-02
Neidhamer moved, St. Dennis seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Biskner.

Meeting Attendance

City Officials/Staff: Planning and Zoning Administrator Scott McPherson and Recording Secretary Pat Haver
Public Present: None

**Consent Agenda
Motion

2017-10-16-03
Ross moved, St. Dennis seconded, PASSED UNANIMOUSLY, a motion to approve the Planning Commission minutes from September 18, 2017 as presented.

**Citizen comments on
Non-Agenda Items**

None

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

None

Unfinished Business

None

New Business

**Review Proposed
Zoning Ordinance
Amendments to
Article V and Article
XX**

Planning Director McPherson reviewed his staff report that was included in the agenda packet. As directed by the Commission, staff developed proposed zoning ordinance amendment language for Article V Waterfront Residential District (WRD). The amendment was proposed by staff to address an issue of waterfront setbacks being required for parcels that do not have waterfrontage. There are a number of nonconformities that were created with the 35 ft. setback requirement and a number of those would become conforming with the proposed change of reducing the front yard setback to 10 ft. The proposed change would be a text amendment to the WRD district and only the water front setback would change, all other requirements of the district would remain the same and the proposed language would add section 5.60 E to Article V. which would read: *Non-Waterfront Parcels: Parcels in the Waterfront Residential District that do not have waterfrontage shall have a minimum front yard setback of 10 (ten) feet.*

The board discussed the pros and cons of the proposed amendments and had some questions about the chance of infringing into the road right of ways, what would happen with the proposed setbacks and garages that people may want to build, will it alter any parcels into nonconformity, this amendment would also help those WRD parcels that are on a corner, and must currently adhere to the 35 ft. setback on two sides of their

property. There are 5 areas in town that would be effected by the amendment and maps were provided showing the current 35 ft. setback and the proposed 10 ft. setback.

The proposed Article XX Schedule of Regulation amendment was requested of the Planning Commission by the Zoning Board of Appeals to review Article XX, Section 20.30 note l; this was after the Zoning Board of Appeals was unable to interpret the intent of the section due to the confusing and contradictory text. The amendment would not change how things were calculated regarding setbacks on public alleys, just eliminate bad language. Section 20.30 l would be deleted which currently reads: *No rear yard or side yard setback is required where such property abuts a public alley, providing the accessory buildings in the rear yard shall meet the required setback.*

****Motion**

With no further board discussion, **motion by Ross, seconded by Ellwanger** to schedule a public hearing to make the proposed amendments to Article V and Article XX of the Zoning Ordinance as discussed and presented.

2017-10-16-7A

Roll Call:

Ayes: Allen, Ellwanger, Frasz, Kozlowski, Neidhamer, Ross and St. Dennis

Nays: None

Absent: Biskner and Place

Motion Carries

Staff Report

Planning Director McPherson talked about the Northwest Michigan Housing Summit that several representatives from Boyne City attended today. There continues to be a need for affordable housing and this summit came up with some good discussion and ideas. One area is the possibility of upcoming legislation that would assist in ways to figure out the shortage problem and how to move out of it. Another fact discussed was the shortage of skilled laborers to build the houses for people to reside in, discussion on "shared housing", matching people who have homes too large to live in by themselves with people who are in need of housing, who would be able to assist in routine maintenance, companionship, and other minor chores for a return of reduction in rent. As the need continues to grow all over the state, discussion will also continue on how to solve this problem.

Good of the Order

- Charlevoix County will be holding a Planners Forum on November 1, 2017 from 4 to 8 pm. There is no charge for attendance, however, you must pre-register by October 27th. Let Pat know if you are interested in attending.

Adjournment

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, October 16, 2017 at 5:00 p.m.

****Motion**

2017-10-16-10

Allen moved Ross seconded, PASSED UNANIMOUSLY a motion to adjourn the October 16, 2017 meeting at 6:00 p.m.

Chair Chris Frasz

Recording Secretary Pat Haver



Approved: _____

**MEETING OF
OCTOBER 26, 2017**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD HELD OCTOBER 26, 2017**

CALL TO ORDER

Chair Schmidt called the meeting to order at **4:30 p.m.** followed by the pledge of allegiance.

**ROLL CALL
ATTENDANCE**

Present: Richard Bouters, Jerry Schmidt, Leon Vercruysee,
*Rod Cortright Brian Harrington
Absent:, * Leon Jarema* Bud Chipman Oral Sutliff
**Ex Officio Members*

Citizens: Ron Ludgin, Jim Coughlin, Tyler Bouters
Staff: Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES
MOTION**

Motion by **Harrington**, seconded by **Vercruysee PASSED UNANIMOUSLY** to excuse **Oral Sutliff & Leon Jarema.**

**APPROVAL OF MINUTES
MOTION**

Motion by **Harrington** Seconded by **Bouters PASSED UNANIMOUSLY** to approve the **September 28, 2017** minutes as written.

CORRESPONDENCE

1. Airport Survey received and reviewed. 2. Annual MDOT Airport Directory information reviewed for Boyne City Airport.

**CITIZENS COMMENTS
(NON-AGENDA ITEMS)**

1. Jim Coughlin – Leases Hangar A20 from the City and would like to upgrade the hangar floor. Discussion by the board with no objections raised.
2. Tyler Bouters – Boyne City High student observing this meeting for Civics class assignment.

COMMITTEES

NONE

UNFINISHED BUSINESS

- A. Hangar C – 19:** This city controlled hangar is currently available for lease.
- B. Internet Improvement (Terminal):** Richard Bouters reported on the status of Internet upgrades to the Terminal. The time-line for implementation of upgrades will be by the end of November.

- C. **Other:** 1. Michael Cain reported that the final accounting for the Drag Race was being gathered and a report will be forthcoming.

NEW BUSINESS

- A. **Re-Appointment of Richard Bouters & Brian Harrington for a 3 yr. Term.**
1. Motion by **Schmidt** Seconded by **Vercruysee** **PASSED UNANIMOUSLY** to recommend that the City Commission re-appoint Richard Bouters & Brian Harrington to 3yr. Terms on the Airport Advisory Board.
- B. **Election of 2018 Officers:** Motion by **Harrington** Seconded by **Vercruysee** **PASSED UNANIMOUSLY** to elect Jerry Schmidt – Chair, Oral Sutliff – Vice Chair & Richard Bouters – Secretary of the Airport Advisory Board for 2018.
- C. **Airport Inspection Plan:** The board reviewed and discussed an Airport Inspection Action Plan authored by Richard Wright. Implementation of this plan will be supervised by Mr. Wright as an Airport Inspection Plan Standing Committee.
- D. **Airport Terminal Housekeeping:** Richard Wright brought to the board comments from the staff of Northern Homes regarding lack of housekeeping at the Terminal. Michael Cain will contact the cleaning service for resolution.
- E. **Approval of the 2018 Meeting Schedule:** Motion by **Harrington** Seconded by **Bouters** **PASSED UNANIMOUSLY** for the Airport Advisory Board to meet on the 4th Thursday of each month at 5:30pm in the Airport Terminal with the months of November & December excluded from the calendar.
- F. **Boyne Business Expo:** The Airport will be represented at the Boyne Business Expo on November 2, 2017 from 3pm – 7pm at the Boyne Mountain Civic Center.

GOOD OF THE ORDER

- A. The Aviation Fuel price is **\$4.24 per gallon as of October 23, 2017.**

ANNOUNCEMENTS

NEXT MEETING

MOTION

- A. The next regular Airport Advisory Board meeting is schedule for **Thursday, January 25, 2018 at 5:30pm** at the Airport Terminal.

ADJOURNMENT

- A. The meeting was adjourned **5:55pm** by **Chair Schmidt.**

Richard L. Bouters-Secretary_____

CITY OF BOYNE CITY

To: Michael Cain, City Manager



From: Cindy Grice, City Clerk/Treasurer

Date: November 14, 2017

Subject: 2018 City Commission Meeting Schedule



We are required by the Open Meetings Act to formally adopt a meeting schedule for each year. Attached, please find a calendar for the 2018 proposed regular City Commission meeting dates with either a circle around the dates for 7:00 p.m. or a square around the dates noting a noon meeting. This, with the exception of December, follows the same 2nd and 4th Tuesday monthly schedule that we have followed for several years. All meetings will be held at the 319 N. Lake Street location.

All of the meeting dates are clear except for the 4th Tuesday of December, 2018 which happens to fall on December 25. It has been a long standing practice to cancel the City Commission meeting around the Christmas and New Year Holidays. If a need arises for a meeting towards the very end of the calendar year, a special meeting can be called. We also usually keep the last Tuesdays in March, the 20th and 27th, and possibly the first Tuesday in April, the 3rd in 2018 open for budget review sessions as needed.

RECOMMENDATION:

I am recommending the Boyne City Commission approve its regular meeting schedule for 2018 the 2nd Tuesday of each month at 7:00 p.m. and the 4th Tuesday of each month except December at noon with all meetings to be held at Boyne City Hall, 319 N. Lake Street.

2018

January							February							March							April						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					
May							June							July							August						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5					1	2	1	2	3	4	5	6	7				1	2	3	4	
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27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
September							October							November							December						
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16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
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30																					30	31					



City of Boyne City

MEMO

Date: November 10, 2017

To: The Boyne City City Commission

From: Michael Cain, City Manager 

Subject: Upcoming Meetings

Traditionally, Boyne City has conducted a number of meetings to help insure that we are operating as efficiently as possible as individuals, an organization, a community and a region. I would like to remind the City Commission about those meetings and possibly set dates for those the City Commission wishes to continue. I'll address them in my recommended order of occurrence.

A) City Commission orientation/training. After each City Commission election we look at options to help bring the new Commissioners up to speed and refresh existing Commissioners as well. Such sessions deal with issues such as: the Open Meetings Act, the Freedom of Information Act, Forms of Government (we are a Commission-Manager form), Roles and Responsibilities and Parliamentary Procedures. There are three main options that I am aware of for this.

- 1) Go to a Michigan Municipal League ((MML) a statewide organization servicing the needs of most Cities and Villages across the State of which we are a member) regional training program. The closest session they have is their Newly Elected Officials Training program on Tuesday, December 6th in Cadillac. The session starts and 6pm, runs for about 3 hours and costs \$95 per person (plus travel and related costs).
- 2) Have the MML hold the training here. We could schedule an available date we like and possible invite other communities to participate with us as well. The cost for this would be \$1,500. We have not yet received a set of possible dates from them.

For both 1) & 2) the MML has indicated that their General Counsel Bill Mathewson would be the facilitator. We have used both 1) and 2) in the past.

- 3) Have someone else hold a training session here. In doing a local training session here most recently thru the MML they sent their then Northern Michigan Staff representative Caroline Kennedy here. She was well received by the City Commission at that time. That was a few years ago and since then she has moved more directly into local government and is the City Clerk/Assistant Village Manager in Elk Rapids. I contacted her to see if she would be willing to hold such a session for us and she is. Her cost would be \$500. There may be others who could provide this type of session but given Caroline's willingness, experience and cost I have not explored this further.

Out of the options above I think 3) is our best choice. I think it would be good if we can make this available on a date with all of the City Commissioners. Cindy and I would participate as well. Caroline could tailor the program to deal with any specific issues we may have. While Caroline is willing to allow us to invite other communities as well in this instance I would recommend that we keep it to our City Commission so we can focus on issues unique to us and use it as an opportunity to help develop our new team.

Ms. Kennedy has suggested that we hold our session on either one of two Fridays, December 1st or 15th starting at 12:30 and running for about three and a half hours. Other dates and times could be considered if neither of those work for the City Commission. We could have lunch brought in or just snacks.

RECOMMENDATION A: That the City Commission authorize the City Manager to hire Caroline Kennedy of Elk Rapids to conduct our City Commission orientation at a cost of \$500 at a special work session on Friday, December 1, 2017 with lunch provided at noon and the program starting at 12:30 p.m.

Options:

- 1) Postpone the matter for further information or consideration.
- 2) Modify the recommendation.
- 3) Deny the recommendation.
- 4) Other options as determined by the City Commission.

B) Joint Board and Commission Meeting. Once a year the City Commission and all our Boards and Commissions meet to share the progress and challenges that are being faced. This helps make sure we are working in a united manner in a common direction and hopefully not at cross purposes. In the past we have also invited and had representatives from the Boyne City Public Schools and the Boyne Area Chamber of Commerce attend. The last such meeting was held on January 17, 2017. The minutes from that meeting are attached.

I would suggest that we look at scheduling that meeting for 6:00 p.m. on Thursday, December 14th. We could possibly consider dates the following week, possibly Tuesday, December 19th or Thursday the 21st but I am a bit concerned that might be a bit too close to the Christmas holiday for some of us last minute shoppers. The Commission could also consider moving this meeting to January of the new year as well.

RECOMMENDATION B: That the City Commission schedule a special work session on Thursday, December 14, 2017 at 6:00 p.m. in the Commission Chambers to hold our annual Joint Board and Commission meeting.

Options:

- 1) Postpone the matter for further information or consideration.
- 2) Modify the recommendation.
- 3) Deny the recommendation.
- 4) Other options as determined by the City Commission.

C) City Goal Setting Process: One of Boyne City's strengths I believe has been our use of our Goal Setting process to help determine the priorities of our community. The tools has been used by Boyne City for about some 20 years. For the last 15 years we have conducted these sessions every other year after a City Commission election. We have used various processes over those years to review the past goals, the progress or lack of progress we have made in certain areas and then determining our new goals for the next two or more years. In the past we have primarily gotten great assistance from the MSU Extension and the Northern Lakes Economic Alliance (NLEA) in conducting these sessions. The last few years we have had a two-step process where a physical meeting was held at the St. Matthews Parish Hall and then an online and paper process for those who could not attend the physical meeting. Between the two we have had over 400 people from our community participating in the process. Recently several of us, including frequent goal setting facilitator and new City Commissioner Dean Solomon met to discuss ideas to build on and improve our process. Attached are 3 options on the matter as fine-tuned by the NLEA after our meeting. One of the biggest suggestions, included in options #2 and #3 from the NLEA, is the possibility of holding a summer event to conclude the process when we have

more possible participants to draw from and hopefully include. That has always been a challenge for us as we've held these sessions in the past in the winter after the election and before our spring budgeting process to try and tie all those functions together better. We are hopeful these hybrid options will give us enough guidance to help us in the upcoming budget while still providing a more inclusive process.

RECOMEMNDATION C: That the City Commission authorize the City Manager to work with appropriate interested parties to develop a goal setting process to begin in January 2018 and include a new summer community element and report back with a final recommendation on a specific date and format.

Options:

- 1) Postpone the matter for further information or consideration.
- 2) Modify the recommendation.
- 3) Deny the recommendation.
- 4) Other options as determined by the City Commission.

D) Countywide Leaders Summit: Some 10 or so years ago Boyne City called together elected and appointed officials from the County, Cities, Village and Townships of Charlevoix County for a face to face meeting on topics of common interest. That meeting has been held annually ever since and kind of serves as a Joint Board and Commission meeting for the entire county. Over the last few years we have received help in this process from Melrose Township. We would look to hold this meeting in late January or February after starting our Goal Setting Process.

RECOMEMNDATION D: That the City Commission authorize the City Manager to work with appropriate interested parties to develop the 2018 Countywide Leaders Summit to be held in late January or February 2018.

Options:

- 1) Postpone the matter for further information or consideration.
- 2) Modify the recommendation.
- 3) Deny the recommendation.
- 4) Other options as determined by the City Commission.

I have packaged these items together so you can see hopefully how they all work together and can then decide if you want to continue, change, add or delete items to this package.

If you have any questions or comments regarding anything related to these topics, please let me know.



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You Won! Now What? Newly Elected Officials Training

This newly elected officials training consists of core topics that will help educate first-time elected officials, as well as seasoned officials, on the basic functions they will need to know in their roles as public leaders. Topics include: introduction to League services; an overview of basic local government; roles and responsibilities of elected officials; Open Meetings Act (OMA); Freedom of Information Act (FOIA); lobbying 101; and a panel discussion with seasoned elected officials.

Cost Per Person

League Member, \$95
League Nonmember Government, \$155

About the Speakers

League Staff & Experienced Elected Officials

Agenda

Check-in & light dinner 5:30 pm; Begin 6:00 pm;
Adjourn 9:00 pm

Location Information

Baker College
9600 E. 13th St.
Cadillac, MI 49601

Education Credits Approved For This Program

3 EOA

To Register

To register online, login to the right, and then click the "Register Myself" or "Register Someone Else" button below.

[Click here](#) for a faxable registration form.

Price: 95.00
When: 12/6/2017 - 12/6/2017
Where: Baker College
9600 E. 13th St
Cadillac, MI 49601

[Register Myself](#)

[Register Someone Else](#)

My Registration Status: Not Registered

**JANUARY 17, 2017
JOINT BOARD AND
COMMISSION MEETING**

RECORD OF THE PROCEEDINGS OF THE JOINT BOARD AND BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT CITY HALL, 364 NORTH LAKE STREET, ON TUESDAY JANUARY 17, 2017 AT 6:00 PM

CALL TO ORDER

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

Present: Mayor Tom Neidhamer, Mayor Pro-Tem Gene Towne, Commissioners Hugh Conklin, Laura Sansom and Ron Grunch

Staff: Mark Fowler, Andy Kovolski, Scott McPherson, Cindy Grice, Michael Cain, Jeff Gaither, Kevin Spate and Barb Brooks

Others: There were 7 citizens in attendance,

Review of City Goals

City Manager Cain and Mayor Neidhamer welcomed those in attendance. The goals set in 2016 were discussed. Housing Diversity/Economic Development/Parks and Recreation Programs were the three goals determined following a goal setting session and subsequent surveys.

Election Commission

Clerk / Treasurer Cindy Grice discussed the roll of the 3 members of the election commission. They meet prior to each election to approve that election's inspectors. There were 4 elections in 2016. 1,971 ballots were cast in the November general election.

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

Ralph Gillete said there was an ownership change in 2016 where a long vacant building was purchased. The TIF plan is expiring for the LDFA and the renewal is in process. Businesses in the park are concerned with workforce housing.

**Compensation
Commission**

Cindy Grice spoke for this Commissioner. They meet every odd numbered year to discuss and recommend possible changes to the City Commissioner's annual compensation. In 2015, the board chose to keep the compensation the same as the 2013 levels, which were increased for the first time since 2001. All members of the Compensation Commissioner expressed gratitude to the Commissioner's for their hard work and all agree that the compensation is not nearly enough for what they do. There is currently a vacancy on the board.

**Historical District
Commission**

Jeff Wellman said their board discusses the exteriors of properties in their district which is on Pearl Street. The most current project is 417 Boyne Avenue that has been completed and now occupied.

Historic Commission

Commissioner Laura Sansom discussed the board is currently working on the new museum space in the new facility. There has been a group visiting other museums throughout northern Michigan. They are also working on the celebration of the 100th anniversary of the 1917 LaFrance fire truck.

**Boyne City Housing
Commission**

Housing Director Jane MacKenzie discussed the units they have available at Litzenger Place, Deer Meadows and other housing throughout the community. They are currently working on getting 7 acres rezoned for future development.

City Manager Cain spoke for the Main Street Board. The new director will be arriving and will start on January 20th. Main Street is rolling out the Main Street Refresh program. We are a master level Main Street Community Building. The Boyne Thunder event is bigger and better than ever. There is not enough marina capacity and the Boyne Thunder committee has pledged to work with the marina to add dockage space to provide dockage space for 10 boats.

Main Street Board

Boyne Area Chamber Director Ashley Cousens said at their next meeting, there will be a representative from Stiggs Brewing along with Jane MacKenzie from the Housing Commission.

Team Boyne /

Mike Sheean said 2016 was a busy year. Prospects of purchasing the Open Space, completing the Boyne on the Water master plan, re-establishing the Play Ground in Veterans Park, plans for the new Pavilion, working with Main Street and Trail Town for a plan for new trails into Boyne City from Charlevoix and Boyne Falls, working with TOMMBA as they develop Bike Trails, working with the airport board to develop a trailhead, developed a new entry to Avalanche from Division Street, working with the Friends of Avalanche to add new signage and working with Boyne Valley Township to develop the Boyne Valley trailway were the major projects along with soliciting and securing several grants to assist in these projects.

Parks and Recreation Commission

Planning Director Scott McPherson discussed the board is looking at square footage of houses and group day care standards within the ordinances. Medical marijuana is also being looked at again.

Planning Commission

Scott McPherson this board is charged with the review and interpretation of the ordinance.

Zoning Board of Appeals

Richard Bouters said there is currently a vacancy on this board. There are 33 hangars and they are hearing that there are people interested in building more hangars. The courtesy car is well used and received. The Master Pilot award will be given to Leon Jarema who has logged 54 years and 16,000 hours of flying. Guidelines were adopted for model airplanes and unmanned aircraft. The runway lines and numbers were recently repainted.

Airport Advisory Board

Oral Sutliff spoke for this board. There are three members who convene every March to hear citizen's appeals on their property values.

Board of Review

Library Director Cliff Carey said the library is open 64 hours per week. 7,300 people were served. 4 townships are covered along with the City. There are 55,000 books in their collection with access to 14,000 items. They have a Business Recourse center, community rooms, 175 children's programs and a 3D printer. There were 80,000 visits last year. The library is looking to add more space.

Boyne District Library

City Commissioners

Mayor Tom Neidhamer said we are at 22 projects this year. Collectively, this is a reflection that we are not sitting still and are still raising the bar. Mayor Pro-Tem Towne said this been a busy year and thanked everyone for keeping Boyne City moving forward.

Boyne City Public Schools

Superintendent Patrick Little said there are two new board members this year. They are working to develop new strategic plans. Marking Boyne City and schools work hand in hand. He is proud of the progress staff makes with students and the progress the students themselves make. They are seeing college acceptance letters trickle in. They are also looking to grow vocation programs. 1,388 K-12 students are currently enrolled.

Boyne Area Chamber of Commerce

Director Ashley Cousens said the board has set their new goals. She is excited to work with the approximately 365 members. The new website was launched in the fall. They are always looking for volunteers. Board President Mike Doumanian said they are really lucky to have Ashley. She is a great addition to the tea. It should be an exciting year.

Staff Comments

Assistant Police Chief Kevin Spate discussed the core values of the department. They are discussed at every department meeting. Programs for their department include Cops and Donuts at the High School, Coffee with a Cop, safety in the library, day officers have lunch and recess with students. There have been tabletop drills with the schools. We have a new bike and officer trained, thru donations. The training we have had has been implemented. Mcoles is now being tasked with how to foster better communications with communities. There is a statewide survey addressing this and is currently available.

Harbormaster Barb Brooks said we are looking at funding improvements to the marina. We have engaged with an engineering firm for the first phase of the expansion. We are still investigating floating wave attenuators.

Planning Director Scott McPherson said zoning permits were up over the previous year, with more single family dwellings. There were two hearings for depilated houses.

Water/Wastewater Director Mark Fowler said we are now accepting sewer from Sommerset. Gary Dunlop is retiring in March. Mark has recently been appointed by Governor Snyder to the Public Health Advisory Committee.

ADJOURNMENT

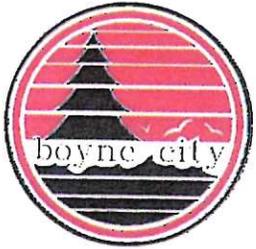
Clerk / Treasurer Cindy Grice said we have a new team member, Jane Halstead who has hit the ground running. We are preparing for a very exciting time with our move to the new facilities this summer. The City has applied for an award for financial reporting thanks to the assistance of all departments as well as information from the Boyne City Schools and Boyne District Library.

City Manager Cain said we continue to see the value of partnerships and relationships with the School, Library and other organizations.

Moved by Mayor Neidhamer, seconded by Mayor Pro Tem Towne to adjourn the Joint Board and City Commission meeting of January 17, 2017 at 8:51 p.m.

Tom Neidhamer
Mayor

Cindy Grice
Clerk / Treasurer



2016 / 17 City-wide Goals

Housing Diversity

Conduct Needs Assessment

Community Housing Forum

Facilitate and Support Opportunities

Economic Development

Recruitment and Retention

Attract (stay current)

Infrastructure

Parks & Recreation

Community / Program / Staff Coordination

Boyne on the Water

Improve and Expand

Marina Project

Purchase Open Space

Pavilion Project

City of Boyne City
Community Input 2018 - Process Options

Boyne City has established a tradition of gathering civic-minded people together to discuss issues the City should be addressing. This every-other-year process has evolved and now includes an online survey component to encourage more participation. In 2016, the community meeting had 41 attendees; the online survey had approximately 450 participants. Both the online survey and the community meeting included questions about residence.

For the 2018 goal setting process, staff is requesting that the City Commission choose one of the following options. The Northern Lakes Economic Alliance will be assisting the City in our efforts to determine the goals for our community.

Option #1 – same as the 2016 process

- A community meeting would be held on a weeknight in early 2018.
- Information gathered during the meeting would be used to create questions for an online survey that would be distributed in late spring.
- Results of both the meeting and the online survey would be presented to the Commission in the summer.

#1 Variation: Distribute the online survey in January and hold the community meeting in late spring.

Option #2 – same as the 2016 process plus a summer event

- A community meeting would be held on a weeknight in early 2018.
- Information gathered during the meeting would be used to create questions for an online survey that would be distributed in late spring.
- A summer event at the Veteran's Park Pavilion would be held that also allows attendees to complete a citizen input survey.
- The results of both the meeting, the online survey, and the summer event would be presented to the Commission in the fall.

#2 Variation A: Distribute the online survey in January & hold the community meeting in late spring.

#2 Variation B: Eliminate the early 2018 community meeting.

Option #3 – online survey plus a summer event

- In January 2018 distribute an online survey to gather citizen input about the City's top issues (paper versions would be available at City Hall, the library, and other locations).
- In March, distribute an online survey (with a paper version also made available) that asks participants to prioritize the issues that were determined as the top 10 in the January survey.
- A summer event at the Veteran's Park Pavilion would be held and would include discussions about the top three goals identified in the surveys.
- Results would be presented to the Commission in late summer or early fall.

Though there are pros and cons to each of the above options, each would result in the Commission receiving a report of the results, at which point the Commission could either accept the goals as stated or discuss the goals and direct staff regarding modifications.

November 2017

November 2017							December 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	3	4	5	6	7	1	2
12	13	14	8	9	10	11	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 29	30	31	Nov 1	2 6:00pm Parks & Rec	3	4
5	6	7 Election 8:30am Main Street Board mtg. 5:00pm ZBA	8	9	10	11 11:00am Veterans Day Ceremony
12	13 12:00pm EDC/LDFA	14 7:00pm City Commission	15	16 5:00pm Historic District	17	18
19	20 5:00pm Planning Commission	21	22	23 City Offices Closed Thanksgiving 2:30pm Thanksgiving Dinner (Eagles Hall)	24 City Offices Closed 5:00pm Holiday Open House 6:00pm Santa Parade	25
26	27	28 12:00pm City Commission	29	30	Dec 1	2

December 2017

December 2017							January 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2	7	1	2	3	4	5	6
10	11	12	13	14	8	9	14	8	9	10	11	12	13
17	18	19	20	21	15	16	21	15	16	17	18	19	20
24	25	26	27	28	22	23	28	22	23	24	25	26	27
31					29	30		29	30	31			

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Nov 26	27	28	29	30	Dec 1	2
3	4	5 8:30am Main Street Board Meeting 5:00pm ZBA	6	7 6:00pm Parks & Rec	8	9
10	11	12 7:00pm City Commission	13	14	15	16
17	18 5:00pm Planning Commission 7:00pm Historical Commission	19	20	21	22	23
24 Christmas Eve (United States)	25 Christmas City Offices Closed 11:00am Christmas Dinner (Presbyterian)	26 City Offices closed 12:00pm City Commission	27	28 5:30pm Airport Advisory Board	29	30
31 New Year's Eve (United States)	Jan 1, 18	2	3	4	5	6