



City of Boyne City
Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
www.boynecity.com

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

**BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
319 North Lake Street
Tuesday, February 11, 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 January 28, 2014 City Regular City Commission meeting minutes as presented
- B. Approval to appoint Bob Carlile to the Board of Review for a three year term expiring on January 31, 2017
- C. Approval 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

4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)

5. CORRESPONDENCE

- A. Correspondence from the National Transportation Safety Board
- B. Correspondence from Charter Communications regarding digital TV and required converter devices
- C. Correspondence from the US Dept of Housing & Urban Development regarding the Boyne City Housing Commission's completion of the Recovery Agreement and Action Plan

6. CITY MANAGER'S REPORT

7. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES

- A. Draft Minutes of the January 2, 2014 Parks & Recreation Commission Meeting
- B. Draft Minutes of the January 9, 2014 Main Street Board Meeting
- C. Draft Minutes of the January 20, 2014 Planning Commission Meeting
- D. Draft Minutes of the January 23, 2014 Airport Advisory Board Meeting

An Equal Opportunity Provider and Employer

Hometown Feel, Small Town Appeal

8. UNFINISHED BUSINESS

9. NEW BUSINESS

- A. Library Geek Week Resolution
Consideration to proclaim February 16 thru February 22, 2014 as Geek the Library Week in Boyne City
- B. Dog Park Recommendation
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
- C. Veterans Park Pavilion
Consideration to authorize City Staff to engage the professional services of Environmental Architects to complete the design phase for the Veterans Park Pavilion New Roof Form-Addition at a cost of \$10,500 plus expenses
- D. 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
- E. 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).
- F. Marina Renovation Bid Award
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
- G. One Water Marina Agreement
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
- H. Facilities Contract
City facilities architectural service proposal update

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The City Joint Board and Commission meeting is scheduled for Thursday, February 13, 2014 at 6:00 pm at City Hall
- 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, February 25, 2014 at Noon

12. ADJOURNMENT

**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 17th 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.

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

The December 2013 Financial Statement was received and filed.

Kirtland Products Update

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: Commissioner had questions regarding the report.

**2013 Planning Department
Report**

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.

**Mayors Exchange
Schedule**

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.

GOOD OF THE ORDER

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.

ADJOURNMENT

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

Ron Grunch
Mayor

Cindy Grice
Clerk / Treasurer

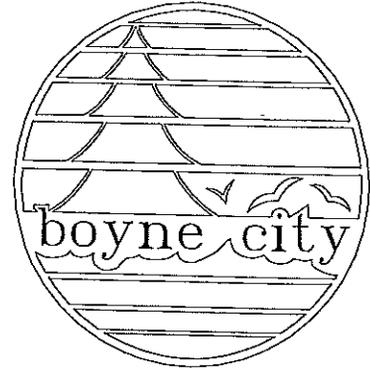
CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*

From: Cindy Grice, City Clerk/Treasurer *cg*

Date: February 3, 2014

Subject: Board of Review Member
Appointment



Board of Review member John Talboys' term expires January 31, 2014. After contacting John, he informed me that he has decided to not request another term on the board.

We advertised for an opening on the Board of Review, posted the opening on our website and received one response. Bob Carlile was the only individual who expressed interest in serving on the Board. Since the board does not hold regular meetings, both of the other board members, Rose Rau and Oral Sutliff were contacted, reviewed Bob's application and gave their recommendation that the City Commission appoint Bob to the board. Therefore, I am recommending that the City Commission appoint Bob Carlile to the Board of Review for a three year term, expiring January 31, 2017.

CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597



BOARD MEMBER APPLICATION

The City understands you are interested in becoming a member on one of the City Advisory Boards/Commissions. We appreciate your interest and future dedication to Boyne City. In order for the City to have information on file as reference when the next board has an opening, we ask you please complete the following and return to City Hall.

Name: ROBERT H. CARLHKE
Address: 329 Terrace Str. (P.O. 132)
Telephone: 582-7135 (daytime) _____ (evening)
Email: _____
Occupation: Retired

Please check any Advisory Board or Commission you may be interested in.

- | | |
|---|---|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Main Street / DDA Program |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks and Recreation Commission |
| <input checked="" type="checkbox"/> Board of Review | <input type="checkbox"/> Housing Commission |
| <input type="checkbox"/> Local Development | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Finance Authority | <input type="checkbox"/> District Library Board |
| <input type="checkbox"/> Historic District Commission | |

Reason(s) you wish to serve:

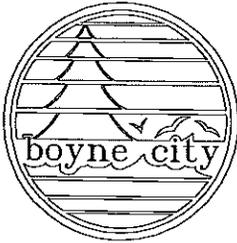
I thoroughly enjoy doing anything that assists
Boyne City grow & prosper.

Other community or civic service activities:

Main Street - Chairman & Member - Term Ended Jan 14
JBA - Vice Chairman Boyne City Library - Term ended 2010
Compensation Board, Member Former President & Treasurer

Signature Robert H. Carlhke

Date Jan 15, 14



CITY OF BOYNE CITY

MEMO

To: Michael Cain, City Manager *Mc*

From: Barb Brooks, Executive Assistant / Harbormaster *BB*

Date: February 7, 2014

Subject: 2014 Marina Seasonal and Transient Rates

This is coming to you in advance of the regular budget process because we invoice boaters for their seasonal slips prior to budget adoption. The rates that you approve tonight will be included in the budget fee schedule.

The Boyne City F. Grant Moore Municipal Marina is considered a "Grant in Aid" marina by the State, meaning we have entered into contracts with the state to receive grant funds approved by the Michigan Waterways Commission through the MDNR. As a result, we have certain guidelines that we must follow per each grant agreement. One of the stipulations is that we adhere to the Michigan State Waterways rate schedule.

Last season, even though Waterways increased their rates slightly, we requested to keep our rates the same as the previous year due the uncertainty of the timing for our dredging and renovation projects. The rate schedule we received from the MDNR for the 2014 boating season proposes to keep their rates the same as the rates they proposed in 2013 for both seasonal and transient dockage. With the dredging completed and improvement renovations due to take place in the spring, I believe we should go with the current rates proposed by Waterways and the DNR.

During our Harbor Master's conference in Lansing, the state recognized the need to provide flexibility to allow communities to adjust their transient rates within the season to help assist with marketing and drawing boats into the marina that may not otherwise attend. They also have given marinas the opportunity to use good judgment on charging boaters by boat length rather than slip/dock length for both seasonal and transient boaters. Due to the small size of our marina and limited variety of slip lengths, we have been for years charging by the overall boat length. Another change that has been made is the removal of a lower transient rate for boats under 25' which was generally a couple dollars less per night. Now the 25' rate is the minimum someone would pay for their overnight stay regardless of their length.

Recommendation: 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 season and consider discounts for large group events.

Additional Options: Petition the DNR to choose a rate structure different than what was adopted by the Michigan State Waterways Commission.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH GREAGH
DIRECTOR

December 16, 2013

TO: GIA Communities and Harbors
FROM: Jason Fleming, Acting Resource Management Chief
SUBJECT: 2014 Rates for Transient and Seasonal Slips

The transient and seasonal rates for the 2014 season did not change from the previous year. Attached is a list of the rates as approved by the Department. Remember, communities and State harbors have the ability to choose rates that best fit local demand, amenities, and operating budgets. Once transient and seasonal rates have been defined by your local unit or governing body, please submit your rates to me at flemingj@michigan.gov, so we can verify and approve. Sending a document on letterhead is preferred, but not necessary.

The only significant change for the 2014 season is that transient slips are defined by the length of the slip, not the length of the vessel. This is how transient slips were once charged many years ago. The benefits of doing this are:

1. Harbormasters do not have to try and fix a fee to the size of the boat, which often varies depending on what criteria you are looking for (actual size with attachments versus manufacturer size).
2. This allows for a slight increase in the nightly rate without having to increase the fees.

This has been discussed for the past two years. There are still some question regarding this process and how it will work. Please consider this document as a way of answering your concerns or questions that are commonly asked.

Q1: If I put a 25' boat in a 30' slip, do I charge the boater the 30' rate?

A1: Yes. The harbormaster assigns the vessel to the appropriate slip and when doing so, charges the rate of the slip.

Q2: What do I charge a smaller boat when I only have larger slips available (i.e. 30 ft. boat, openings for a 45' slip)?

A2: It will be at the discretion of the harbormaster to offer the slip at a discount if the slip would most likely be left unoccupied. Smaller boats should only be directed to larger slips when it appears unlikely that a larger boat will occupy the slip for the evening. Harbormaster should look to move the smaller boat from the slip the following day. If the harbor is on the reservation system and the only slip available is larger, the harbormaster can do a fee adjustment on the slip to address the difference in cost.

Slip Length	A	B	C	D	E	F
25	\$19	\$22	\$30	\$32	\$40	\$51
26	\$20	\$23	\$31	\$34	\$42	\$53
27	\$20	\$24	\$33	\$35	\$43	\$55
28	\$21	\$25	\$34	\$36	\$45	\$57
29	\$22	\$26	\$35	\$37	\$46	\$59
30	\$23	\$26	\$37	\$39	\$48	\$62
31	\$23	\$27	\$38	\$41	\$50	\$64
32	\$24	\$28	\$40	\$42	\$51	\$66
33	\$25	\$29	\$41	\$43	\$53	\$68
34	\$26	\$30	\$42	\$45	\$54	\$70
35	\$26	\$31	\$43	\$46	\$56	\$72
36	\$27	\$32	\$45	\$50	\$58	\$74
37	\$28	\$33	\$46	\$51	\$59	\$76
38	\$29	\$33	\$47	\$52	\$61	\$78
39	\$29	\$34	\$51	\$58	\$62	\$80
40	\$30	\$35	\$53	\$59	\$64	\$82
41	\$31	\$36	\$54	\$61	\$66	\$84
42	\$32	\$37	\$55	\$62	\$67	\$86
43	\$32	\$38	\$57	\$64	\$69	\$88
44	\$33	\$39	\$58	\$65	\$70	\$90
45	\$34	\$40	\$60	\$67	\$72	\$92
46	\$35	\$40	\$63	\$68	\$74	\$94
47	\$35	\$41	\$64	\$70	\$75	\$96
48	\$36	\$42	\$65	\$71	\$77	\$98
49	\$37	\$43	\$67	\$73	\$78	\$100
50	\$38	\$44	\$68	\$74	\$80	\$103
51	\$38	\$45	\$69	\$75	\$82	\$105
52	\$39	\$46	\$71	\$77	\$83	\$107
53	\$40	\$47	\$72	\$78	\$85	\$109
54	\$41	\$48	\$73	\$80	\$86	\$111
55	\$41	\$48	\$75	\$81	\$88	\$113
56	\$42	\$49	\$76	\$83	\$90	\$115
57	\$43	\$50	\$78	\$84	\$91	\$117
58	\$44	\$51	\$79	\$86	\$93	\$119
59	\$44	\$52	\$80	\$87	\$94	\$121
60	\$46	\$53	\$82	\$89	\$96	\$123
61	\$47	\$54	\$83	\$90	\$98	\$125
62	\$48	\$55	\$84	\$92	\$99	\$127
63	\$49	\$55	\$86	\$93	\$101	\$129
64	\$49	\$56	\$87	\$95	\$102	\$131
65	\$50	\$57	\$88	\$96	\$104	\$133
66	\$51	\$58	\$90	\$98	\$106	\$135
67	\$52	\$59	\$91	\$99	\$107	\$137
68	\$52	\$60	\$92	\$101	\$109	\$139
69	\$53	\$61	\$94	\$102	\$110	\$141
70	\$54	\$62	\$95	\$104	\$112	\$144
71	\$55	\$62	\$97	\$105	\$114	\$146
72	\$55	\$63	\$98	\$107	\$115	\$148
73	\$56	\$64	\$99	\$108	\$117	\$150
74	\$57	\$65	\$101	\$110	\$118	\$152
75 ft or greater	\$0.77	\$0.88	\$1.36	\$1.48	\$1.60	\$2.05

2014 Seasonal Rates

Michigan State Waterways Commission

Slip Length	2014 Rate 1	2014 Rate 2	2014 Rate 3	2014 Rate 4	2014 Rate 5	2014 Rate 6	2014 Rate 7	2014 Rate 8	2014 Rate 9	2014 Rate 10
20	\$2,120	\$1,720	\$1,620	\$1,420	\$1,160	\$1,020	\$960	\$880	\$760	\$700
21	\$2,226	\$1,806	\$1,701	\$1,491	\$1,218	\$1,071	\$1,008	\$924	\$798	\$735
22	\$2,332	\$1,892	\$1,782	\$1,562	\$1,276	\$1,122	\$1,056	\$968	\$836	\$770
23	\$2,438	\$1,978	\$1,863	\$1,633	\$1,334	\$1,173	\$1,104	\$1,012	\$874	\$805
24	\$2,544	\$2,064	\$1,944	\$1,704	\$1,392	\$1,224	\$1,152	\$1,056	\$912	\$840
25	\$2,650	\$2,150	\$2,025	\$1,775	\$1,450	\$1,275	\$1,200	\$1,100	\$950	\$875
26	\$2,756	\$2,236	\$2,106	\$1,846	\$1,508	\$1,326	\$1,248	\$1,144	\$988	\$910
27	\$2,862	\$2,322	\$2,187	\$1,917	\$1,566	\$1,377	\$1,296	\$1,188	\$1,026	\$945
28	\$2,968	\$2,408	\$2,268	\$1,988	\$1,624	\$1,428	\$1,344	\$1,232	\$1,064	\$980
29	\$3,074	\$2,494	\$2,349	\$2,059	\$1,682	\$1,479	\$1,392	\$1,276	\$1,102	\$1,015
30	\$3,180	\$2,580	\$2,430	\$2,130	\$1,740	\$1,530	\$1,440	\$1,350	\$1,140	\$1,080
31	\$3,286	\$2,697	\$2,511	\$2,232	\$1,829	\$1,581	\$1,457	\$1,395	\$1,178	\$1,116
32	\$3,392	\$2,784	\$2,592	\$2,336	\$1,888	\$1,632	\$1,504	\$1,440	\$1,216	\$1,152
33	\$3,498	\$2,871	\$2,673	\$2,409	\$1,947	\$1,683	\$1,584	\$1,485	\$1,254	\$1,188
34	\$3,604	\$2,958	\$2,754	\$2,516	\$2,006	\$1,734	\$1,632	\$1,530	\$1,292	\$1,224
35	\$3,710	\$3,080	\$2,835	\$2,590	\$2,065	\$1,785	\$1,680	\$1,610	\$1,330	\$1,260
36	\$3,888	\$3,240	\$2,952	\$2,736	\$2,124	\$1,872	\$1,728	\$1,656	\$1,368	\$1,296
37	\$3,996	\$3,330	\$3,034	\$2,849	\$2,183	\$1,924	\$1,813	\$1,702	\$1,406	\$1,332
38	\$4,104	\$3,420	\$3,154	\$2,964	\$2,242	\$2,014	\$1,862	\$1,786	\$1,444	\$1,368
39	\$4,251	\$3,588	\$3,276	\$3,081	\$2,340	\$2,106	\$1,950	\$1,833	\$1,482	\$1,404
40	\$4,360	\$3,680	\$3,400	\$3,200	\$2,400	\$2,200	\$2,000	\$1,920	\$1,520	\$1,440
41	\$4,469	\$3,772	\$3,485	\$3,321	\$2,460	\$2,296	\$2,091	\$2,009	\$1,558	\$1,476
42	\$4,578	\$3,864	\$3,570	\$3,444	\$2,520	\$2,394	\$2,184	\$2,100	\$1,596	\$1,512
43	\$4,687	\$4,042	\$3,698	\$3,569	\$2,623	\$2,494	\$2,279	\$2,150	\$1,634	\$1,548
44	\$4,796	\$4,136	\$3,828	\$3,652	\$2,728	\$2,552	\$2,376	\$2,244	\$1,672	\$1,584
45	\$4,905	\$4,275	\$3,960	\$3,735	\$2,835	\$2,655	\$2,430	\$2,295	\$1,710	\$1,620
46	\$5,014	\$4,416	\$4,094	\$3,864	\$2,944	\$2,714	\$2,484	\$2,392	\$1,748	\$1,656
47	\$5,123	\$4,559	\$4,183	\$3,948	\$3,055	\$2,820	\$2,538	\$2,444	\$1,786	\$1,692
48	\$5,232	\$4,704	\$4,320	\$4,080	\$3,120	\$2,880	\$2,592	\$2,496	\$1,824	\$1,728
49	\$5,341	\$4,802	\$4,410	\$4,214	\$3,185	\$2,940	\$2,646	\$2,548	\$1,862	\$1,813
50	\$5,450	\$4,900	\$4,500	\$4,300	\$3,250	\$3,000	\$2,700	\$2,600	\$1,900	\$1,850
51	\$5,559	\$5,049	\$4,590	\$4,386	\$3,315	\$3,060	\$2,754	\$2,652	\$1,938	\$1,887
52	\$5,668	\$5,200	\$4,732	\$4,472	\$3,380	\$3,172	\$2,808	\$2,704	\$1,976	\$1,976
53	\$5,777	\$5,300	\$4,823	\$4,558	\$3,445	\$3,233	\$2,862	\$2,756	\$2,014	\$2,014
54	\$5,886	\$5,454	\$4,914	\$4,644	\$3,510	\$3,294	\$2,916	\$2,808	\$2,052	\$2,106
55	\$6,050	\$5,555	\$5,005	\$4,730	\$3,575	\$3,355	\$2,970	\$2,860	\$2,090	\$2,145
56	\$6,160	\$5,656	\$5,152	\$4,816	\$3,640	\$3,416	\$3,080	\$2,912	\$2,184	\$2,184
57	\$6,270	\$5,757	\$5,244	\$4,902	\$3,705	\$3,477	\$3,135	\$2,964	\$2,280	\$2,223
58	\$6,380	\$5,858	\$5,336	\$4,988	\$3,770	\$3,538	\$3,190	\$3,016	\$2,378	\$2,262
59	\$6,490	\$5,959	\$5,428	\$5,074	\$3,835	\$3,599	\$3,245	\$3,068	\$2,478	\$2,301
60	\$6,600	\$6,120	\$5,520	\$5,160	\$3,900	\$3,660	\$3,300	\$3,120	\$2,520	\$2,340
Over 60 ft	\$110 per ft	\$102 per ft	\$92 per ft	86 per ft	65 per ft.	\$61	\$55 per ft	\$52 per ft	\$42 per ft	\$39 per ft.



The National Transportation Safety Board

Central Regional Office
4760 Oakland Street
Suite 500
Denver, Colorado 80239

January 13, 2014

Michael Cain
City of Boyne City
319 N. Lake Street
Boyne City, Michigan 49712

Dear Mr. Cain:

I want to express my appreciation to you and your staff for the outstanding cooperation and assistance that I received during the Safety Board's investigation into the aircraft accident that occurred on January 6, 2014, in Boyne, Michigan, involving N1046L.

The logistics of our jobs can at times be very challenging; however, the assistance you and your staff provided made it so much easier. I appreciate the coordination you did with the Sheriff's Department to get the wreckage moved and placed in a hangar where we were able to work on it. Please pass on my gratitude to all of your staff that helped out.

Thank you once again.

Best Regards,

Pam Sullivan
Senior Air Safety Investigator



February 7, 2014

City of Boyne City
319 North Lake Street
Boyne City, MI 49712

Dear Franchise Official:

This is to inform you that Charter is making some exciting changes for our customers in the Petoskey area. We're going "all-digital," and we're adding **more than 75 new high definition (HD) channels to our lineup.**

On or after March 11, 2014, Charter will begin removing the analog format of every channel from our lineup and delivering only high-quality digital signals to each television outlet in the home. **Many channels will move** as fully detailed in the attached customer notification. *The following Public Access, Educational Access, and Government Access Channels (PEG) will move and are listed below for your reference:*

<u>Programming Service</u>	<u>Current Channel(s)</u>	<u>New Channel</u>
P.E.G. (Access)	96 & 991	188
Educational Access	97 & 992	189
Educational Access	98 & 993	190
P.E.G. (Access)	99 & 994	191

Over time, television technology has transitioned from low-tech analog to the high-quality digital format. As we move to all digital, we will be significantly increasing our HD lineup, up to 175 channels. We are enhancing our Video On Demand (VOD) offering with 2,500 additional titles, providing more than 10,000 VOD options. There is no additional fee for the new HD channels for customers already subscribing to Charter HD services.

Over 90 percent of Charter's customers are already using digital equipment from Charter to view their favorite channels. For customers without a Charter issued set top box or a CableCard device connected to their televisions, this change will require each TV to be installed with Charter Digital equipment to continue viewing favorite programming.

To ensure a smooth transition for non-digital households, Charter is providing free digital equipment to customers for a specified period of time depending on eligibility. These offers will vary based on a customer's current level of service and are described in greater detail in the attached customer notification. Applicable standard equipment rate card pricing will apply upon expiration of those offers.

Concurrent with the move to all digital, we will be encrypting our basic tier of service. For customers without digital equipment, free equipment offers are being made available based on a customer's eligibility and the tier of service to which they currently subscribe. Encryption of the basic tier will ultimately result in a more secure network and free up necessary bandwidth for increased Internet speeds and other advanced services.

In the coming weeks, Charter will actively communicate with customers about how to make the move to all digital. Customer notification efforts will include first class letters, phone calls, telemarketing efforts and an informational website: charter.com/digitalnow.

Please contact me with any questions or comments you may have at (906) 401-0616 or don.gladwell@charter.com. If any of your residents require assistance please direct them to our customer care group at **1-888-GET CHARTER (1-888-438-2427)**.

Sincerely,

Don Gladwell

Don Gladwell
Manager, Government Relations
Charter Communications, Michigan

Attachment: Customer Notification



Charter TV¹ is going 100% digital!
Have your set-top boxes shipped directly to your home.

Dear Charter Customer,

Charter is committed to provide you with the very best products, at the very best value. We have invested over two billion dollars in our fiber rich network to enable us to bring you the highest level of performance and innovation. To deliver even more value to you, we are implementing Charter TV¹ in a 100% All-Digital format.

Once this conversion is complete you will have the opportunity to enjoy over 200 channels of high definition TV. This is more than any other provider can deliver. We will also be significantly raising our internet data speeds. Combined with our reliable, full featured voice service, Charter will have upgraded your area to our highest level of service, Charter Spectrum.

In order to take advantage of all this, **you will be required to have a Charter-issued set-top box on each TV in your home by March 11, 2014. To help with this transition, we will supply you with 2 digital set-top boxes or 2 HD set-top boxes or 2 CableCARDS at no cost for 24 months.***

By adding a Charter set-top box to every TV in your home, will have access to Charter On Demand, where you can choose from a library of over 10,000 movies and shows, 1,800 in HD, to watch instantly on your schedule. Charter TV² in HD features breathtaking clarity with up to 6x sharper resolution than standard TV. And with Charter DVR³ you can pause and rewind live TV, even create your own instant replays.

What should I do?

To get your set-top box and self-installation kit, call 1-877-961-8517. We'll ship directly to your home at no additional cost, so you can install it on your schedule. You don't even have to leave the house. Or if you'd prefer, you can also pick one up from a nearby Charter Store. You'll find all the equipment your TVs need to be 100% digital ready, plus simple step-by-step instructions...no technician necessary.

What about my TV channels?

Some of your current channels will be moving to a new location and some of your channels will be removed. These changes will allow us to offer you a more expansive channel offering and exciting new products and services that we are sure you will enjoy. For your convenience, please find your new channel lineup on the following pages. It outlines the changes and will serve as a handy reference guide so you can easily find all of your new channels.

What will it cost to upgrade?

We will supply you with **2 digital set-top boxes or 2 HD set-top boxes or 2 CableCARDS at no cost for 24 months.***

Questions?

Visit charter.com/digitalnow or call 1-877-961-8517 for more detailed instructions and answers to frequently asked questions. Or **turn to channel 11** for a helpful video that explains it all.

Call 1-877-961-8517 to order your set-top box and self-installation kit. We'll ship directly to your home at no additional cost.

Sincerely,

Peter Cirelli
Vice President of Marketing

P.S. The sooner you order your digital set-top box, the sooner you can enjoy all the benefits digital TV has to offer!

IMPORTANT NOTICE

To get your set-top box and self-installation kit, call 1-877-961-8517. We'll ship directly to your home at no additional cost, so you can install it on your schedule. You don't even have to leave the house. Or if you'd prefer, you can also pick one up from a nearby Charter Store.

Charter Store
2255 Harbor Petoskey Rd., Petoskey, MI 49770
Monday thru Friday 8:30am - 6:00pm
Expanded Store Hours: March 3 - March 15
Monday thru Friday 8:00am - 7:00pm
Saturday 9:00am - 5:00pm

Coming soon!
Stay tuned for more information.



©2013 Charter Communications, Inc. Offer expires July 9, 2014. Offer valid to qualified residential customers who have no outstanding obligation to Charter. *Standard rates apply after promotional period ends. Standard rates will apply for installation, taxes, fees, surcharges and additional equipment. On Demand programming varies by level of service; pricing, ratings and scheduling are subject to change. Charter HD set-top box required to receive HD programming; TV must be HD capable; HD programming may vary. Additional Charter DVR service rates may apply. Service is subject to all applicable service terms and conditions, which are subject to change. Services not available in all areas. Restrictions may apply. Call for full details.



New channel lineup. Effective March 11, 2014.

Programming Service	Current Channel Number & Tier	New Channel Number & Tier	Programming Service	Current Channel Number & Tier	New Channel Number & Tier
ASBN	350	Digital View/Digi Tier 1, F&H & Values View	160	Digital View/Digi Tier 1, F&H & Values View	160
ASBNMAX - East	New	Digital Premium	161	Digital Premium	161
ASBNMAX HD - East	New	HD Premium	162	HD Premium	162
80's	930	Digital Music	930	Digital Music	930
80's	929	Digital Music	929	Digital Music	929
90's	923	Digital Music	923	Digital Music	923
ASE	24	Expanded Basic	24	Expanded Basic All Digital	24
ASE HD	794	Expanded Basic HD	794	Expanded Basic All Digital	794
ASC Family	30	Expanded Basic	30	Expanded Basic All Digital	30
ASC Family HD	679	Expanded Basic HD	679	Expanded Basic All Digital	679
AstrosMAX - East	617	Digital Premium	583	Digital Premium	583
AstrosMAX HD - East	544	HD Premium	533	HD Premium	533
AstrosMAX HD - West	New	HD Premium	535	HD Premium	535
A&A Alternative	913	Digital Music	913	Digital Music	913
Alabama	917	Digital Music	917	Digital Music	917
AMC	50	Expanded Basic	50	Expanded Basic All Digital	50
AMC HD	680	Expanded Basic HD	619	Expanded Basic All Digital	619
Animal Planet	59	Expanded Basic	59	Expanded Basic All Digital	59
Animal Planet HD	753	Expanded Basic HD	753	Expanded Basic All Digital	753
Autos On Demand	859	Video On Demand	859	Video On Demand	859
ANS TV	770	Digital View/Digi Tier 1HD, HD Ultra View/Digi Tier 1HD	800	Digital View/Digi Tier 1HD, HD Ultra View/Digi Tier 1HD	800
ABC America	109	Digital View/Play/Digi Tier 1	100	Digital View/Play/Digi Tier 1	100
ABC America HD	New	Digital View/Play/Digi Tier 1HD	804	Digital View/Play/Digi Tier 1HD	804
ABC World News	New	Digi Tier 2	140	Digi Tier 2	140
ABC World News HD	New	Digi Tier 2 HD	740	Digi Tier 2 HD	740
BEET	199	Expanded Basic Digital	83	Expanded Basic All Digital	83
EET HD	744	Expanded Basic HD	823	Expanded Basic All Digital	823
E.O.	125	Digital View/Play/Digi Tier 1	75, 169	Digital View/Play/Digi Tier 1	75, 169
E.O. HD	742	Digital View/Play/Digi Tier 1HD	742	Digital View/Play/Digi Tier 1HD	742
Eloomberg	150	Digital View/Charter TV Select	139	Digital View/Charter TV Select	139
Eloomberg HD	New	Digital View/Charter TV Select HD	739	Digital View/Charter TV Select HD	739
Elas	545	Digital Music	545	Digital Music	545
Eloomberg	111	Digital View/Play/Digi Tier 2	191	Digital View/Play/Digi Tier 2	191
Elas	67	Expanded Basic	67	Expanded Basic All Digital	67
Elas HD	681	Expanded Basic HD	760	Expanded Basic All Digital	760
ETN	58	Expanded Basic Digital	58, 229	Expanded Basic All Digital	58, 229
ETN - Expat	50	Expanded Basic Digital	80, 230	Expanded Basic All Digital	80, 230
ETN - Expat2	81	Expanded Basic Digital	81, 231	Expanded Basic All Digital	81, 231
ETN HD	757	Expanded Basic HD	778	Expanded Basic All Digital	778
EVTV	281	Digital View/Digi Tier 1, F&H & Values View	151	Digital View/Digi Tier 1, F&H & Values View	151
Cartoon Network	41	Expanded Basic	41	Expanded Basic All Digital	41
Cartoon Network HD	729	Expanded Basic HD	729	Expanded Basic All Digital	729
CBS Sports Network	234	Sports View/Digi Tier 1	234	Sports View/Digi Tier 1	234
CBS Sports Network HD	714	Sports View/Digi Tier 1HD	714	Sports View/Digi Tier 1HD	714
Celebrity	156	Digital View/Digi Tier 1	156	Digital View/Digi Tier 1	156
Charter Local Programming	87	Basic Digital	184	Basic All Digital	184
Charter Main Street	11	Basic Digital	185	Basic All Digital	185
Charter On Demand	1,599	Video On Demand	1,599	Video On Demand	1,599
Cinemas - East	616	Digital Premium	549	Digital Premium	549
Cinemas - West	618	Digital Premium	550	Digital Premium	550
Cinemas HD - East	776	HD Premium	531	HD Premium	531
Cinemas HD - West	New	HD Premium	532	HD Premium	532
Cinemas HD On Demand	705	Video On Demand	530	Video On Demand	530
Cinemas On Demand	614	Video On Demand	543	Video On Demand	543
Classic Country	935	Digital Music	935	Digital Music	935
Classic Rock	920	Digital Music	920	Digital Music	920
CLOU	172	Digi Tier 2	172	Digi Tier 2	172
CMT	69	Expanded Basic	69	Expanded Basic All Digital	69
CMT HD	843	Expanded Basic HD	836	Expanded Basic All Digital	836
CMT Pure Country	152	Digital View/Digi Tier 1	114	Digital View/Digi Tier 1	114
CNBC	37	Expanded Basic	37	Expanded Basic All Digital	37
CNBC HD	735	Expanded Basic HD	735	Expanded Basic All Digital	735
CNN	33	Expanded Basic	33	Expanded Basic All Digital	33
CNN HD	769	Expanded Basic HD	733	Expanded Basic All Digital	733
Comedy Central	27	Expanded Basic	27	Expanded Basic All Digital	27
Comedy Central HD	683	Expanded Basic HD	602	Expanded Basic All Digital	602
Contemporary Christian	936	Digital Music	936	Digital Music	936
Cooking Channel	132	Digital View/Play/Digi Tier 1	58, 123	Digital View/Play/Digi Tier 1	58, 123
Cooking Channel HD	765	Digital View/Play/Digi Tier 1HD	762	Digital View/Play/Digi Tier 1HD	762
Country Hits	934	Digital Music	934	Digital Music	934
C-SPAN	553	Basic Digital	553	Basic All Digital	553
C-SPAN HD	New	Basic HD	706	Basic HD	706
C-SPAN2	597	Basic Digital	597	Basic All Digital	597
C-SPAN2 HD	595	Basic Digital	595	Basic All Digital	595
Dance/EDM	905	Digital Music	905	Digital Music	905
Daystar	352	Digital View/Digi Tier 1, F&H & Values View	152	Digital View/Digi Tier 1, F&H & Values View	152
Destination America	110	Digital View/Digi Tier 1	70, 102	Digital View/Digi Tier 1	70, 102
Destination America HD	New	Digital View/Digi Tier 1HD	743	Digital View/Digi Tier 1HD	743
Discovery	24	Expanded Basic	24	Expanded Basic All Digital	24
Discovery F&H Health	158	Digital View/Digi Tier 1, Sports View/Digi Tier 2	72, 109	Digital View/Digi Tier 1, Sports View/Digi Tier 2	72, 109
Discovery HD	727	Expanded Basic HD	727	Expanded Basic All Digital	727
Discovery Channel	16	Expanded Basic	16	Expanded Basic All Digital	16
Discovery Channel HD	690	Expanded Basic HD	723	Expanded Basic All Digital	723
Discovery Jr.	104	Charter TV Select	99	Charter TV Select	99
Discovery Jr. HD	759	Charter TV Select HD	727	Charter TV Select HD	727
Discovery XD	92	Expanded Basic Digital	92	Expanded Basic All Digital	92
Discovery XD HD	726	Expanded Basic HD	726	Expanded Basic All Digital	726
DIV Network HD	160	Digital View/Digi Tier 1	73, 103	Digital View/Digi Tier 1	73, 103
DIV Network	New	Digital View/Digi Tier 1HD	753	Digital View/Digi Tier 1HD	753
D	14	Expanded Basic	14	Expanded Basic All Digital	14
DHHD	113	Expanded Basic HD	797	Expanded Basic All Digital	797
Easy Listening	947	Digital Music	947	Digital Music	947
Educational Access	97	Basic	157	Basic All Digital	157
Educational Access	53	Basic	150	Basic All Digital	150
Educational Access	992	Basic Digital	159	Basic All Digital	159
Educational Access	993	Basic Digital	159	Basic All Digital	159
Encore - East	649	Digital Premium	644	Digital Premium	644
Encore - West	New	Digital Premium	645	Digital Premium	645
Encore Action - East	650	Digital Premium	646	Digital Premium	646
Encore Action HD - East	New	HD Premium	633	HD Premium	633
Encore Black - East	653	Digital Premium	650	Digital Premium	650
Encore Black HD - East	New	HD Premium	639	HD Premium	639
Encore Classic - East	651	Digital Premium	647	Digital Premium	647
Encore Classic HD - East	New	HD Premium	636	HD Premium	636
Encore Espal - East	New	HD Premium	652	Digital Premium	652
Encore Family - East	New	HD Premium	651	Digital Premium	651
Encore HD - East	553	HD Premium	631	HD Premium	631
Encore HD - West	632	HD Premium	632	HD Premium	632
Encore Signature - East	652	Digital Premium	649	Digital Premium	649
Encore Signature HD - East	New	HD Premium	637	HD Premium	637
Encore Westerns - East	654	Digital Premium	643	Digital Premium	643
ERIK - East	450	Digital Premium	676	Digital Premium	676
ERIK - West	New	Digital Premium	677	Digital Premium	677
ERIK HD - East	734	HD Premium	671	HD Premium	671
ERIK HD - West	New	HD Premium	672	HD Premium	672
ERIK HD On Demand	453	Video On Demand	670	Video On Demand	670
ESPN	489	Video On Demand	675	Video On Demand	675
ESPN	17	Expanded Basic	17	Expanded Basic All Digital	17
ESPN Classic	164	Sports View/Digi Tier 2	203	Sports View/Digi Tier 2	203
ESPN Golf Live/Viewer Boxer	218	Sports View/Digi Tier 2	205	Sports View/Digi Tier 2	205
ESPN Golf Live/Viewer Boxer HD	773	Sports View/Digi Tier 2HD	774	Sports View/Digi Tier 2HD	774
ESPN HD	773	Expanded Basic HD	773	Expanded Basic All Digital	773
ESPN Sports Pay-Per-View	551-554	Digital Pay-Per-View	251-254	Digital Pay-Per-View	251-254
ESPN2	18	Expanded Basic	18, 205	Expanded Basic All Digital	18, 205
ESPN2 HD	772	Expanded Basic HD	771	Expanded Basic All Digital	771
ESPNNews	167	Sports View/Digi Tier 2	209	Sports View/Digi Tier 2	209
ESPNNews HD	226	Sports View/Digi Tier 2HD	772	Sports View/Digi Tier 2HD	772
ESPN3	163	Digital View/Digi Tier 1, Sports View/Digi Tier 2	69, 207	Digital View/Digi Tier 1, Sports View/Digi Tier 2	69, 207
ESPN3 HD	727	Digital View/Digi Tier 1HD, Sports View/Digi Tier 2HD	775	Sports View/Digi Tier 2HD	775
ESPN Network	64	Expanded Basic Digital	64	Expanded Basic All Digital	64
ESPN Network HD	747	Expanded Basic HD	756	Expanded Basic All Digital	756
EWTV	353	Basic Digital, F&H & Values View	153	Basic All Digital	153
FamilyNet	354	Basic Digital, F&H & Values View	154	Basic All Digital	154
FamilyNet HD	New	Digital View/Digi Tier 1, F&H & Values View	866	Digital View/Digi Tier 1, F&H & Values View	866
FLIX	637	Expanded Basic Digital	602	Digital View/Charter TV Select	602
FoodNetwork	28	Expanded Basic	28	Expanded Basic All Digital	28
FoodNetwork HD	764	Expanded Basic HD	764	Expanded Basic All Digital	764
FOX Business Network	124	Digital View/Digi Tier 1	133	Digital View/Digi Tier 1	133
FOX Business Network HD	737	Digital View/Digi Tier 1HD	737	Digital View/Digi Tier 1HD	737
FOX College Sports - Atlantic	159	Sports View/Digi Tier 2	213	Sports View/Digi Tier 2	213
FOX College Sports - Central	160	Sports View/Digi Tier 2	214	Sports View/Digi Tier 2	214
FOX College Sports - Pacific	161	Sports View/Digi Tier 2	215	Sports View/Digi Tier 2	215
FOX News Channel	32	Expanded Basic	32	Expanded Basic All Digital	32
FOX News Channel HD	697	Expanded Basic HD	734	Expanded Basic All Digital	734
FOX Sports 1	59	Expanded Basic Digital	90, 210	Expanded Basic All Digital	90, 210
FOX Sports 1 HD	696	Expanded Basic HD	737	Expanded Basic All Digital	737
FOX Sports 2	163	Digital View/Digi Tier 1, Sports View/Digi Tier 2	211	Digital View/Digi Tier 1, Sports View/Digi Tier 2	211
FOX Sports 2 HD	New	Digital View/Digi Tier 1HD, Sports View/Digi Tier 2HD	203	Digital View/Digi Tier 1HD, Sports View/Digi Tier 2HD	203
FOX Sports Detroit	35	Expanded Basic	35, 212	Expanded Basic All Digital	35, 212
FOX Sports Detroit HD	771	Expanded Basic HD	771	Expanded Basic All Digital	771
FOX Sports Detroit Plus	68	Expanded Basic Digital	88, 219	Expanded Basic All Digital	88, 219
FOX Sports Detroit Plus HD	767	Expanded Basic HD	767	Expanded Basic All Digital	767
Fox	122	Digital View/Play/Digi Tier 1	122	Digital View/Play/Digi Tier 1	122
Fox HD	316	Digital View/Play/Digi Tier 1HD	829	Digital View/Play/Digi Tier 1HD	829
Fusion	321	Digital View/Digi Tier 1	321	Digital View/Digi Tier 1	321
Fusion HD	New	Digital View/Digi Tier 1HD	833	Digital View/Digi Tier 1HD	833
FX	52	Expanded Basic	52	Expanded Basic All Digital	52
FX HD	658	Expanded Basic HD	741	Expanded Basic All Digital	741
FX Movie Channel	144	Digital View/Play/Digi Tier 1	123	Digital View/Play/Digi Tier 1	123
FX Movie Channel HD	New	Digital View/Play/Digi Tier 1HD	817	Digital View/Play/Digi Tier 1HD	817
FX2	163	Sports View/Digi Tier 2	51	Sports View/Digi Tier 2	51
FX2 HD	New	Sports View/Digi Tier 2HD	637	Sports View/Digi Tier 2HD	637
GAC	123	Digital View/Digi Tier 1	131	Digital View/Digi Tier 1	131
GAC HD	New	Digital View/Digi Tier 1HD	824	Digital View/Digi Tier 1HD	824
Golf Channel	47	Expanded Basic Digital	47, 220	Expanded Basic All Digital	47, 220
Golf Channel HD	763	Expanded Basic HD	770	Expanded Basic All Digital	770
Gezpal	913	Digital Music	913	Digital Music	913
GSN	93	Expanded Basic Digital	93	Expanded Basic All Digital	93
GSN HD	676	Expanded Basic HD	752	Expanded Basic All Digital	752
H2	126	Digital View/Play/Digi Tier 1	39, 168	Digital View/Play/Digi Tier 1	39, 168
H2 HD	New	Digital View/Play/Digi Tier 1HD	733	Digital View/Play/Digi Tier 1HD	733
Harmon Channel	79	Expanded Basic Digital	79	Expanded Basic All Digital	79
Harmon Channel HD	656	Expanded Basic HD	754	Expanded Basic All Digital	754
Harmon Movie Channel	142	Digital View/Charter TV Select	26, 124	Digital View/Charter TV Select	26, 124
Harmon Movie Channel HD	637	Digital View/Charter TV Select HD	814	Digital View/Charter TV Select HD	814
HBO - East	600	Digital Premium	519	Digital Premium	519
HBO - West	605	Digital Premium	519	Digital Premium	519
HBO Comedy - East	New	Digital Premium	520	Digital Premium	520
HBO Comedy HD - East	New	HD Premium	529	HD Premium	529
HBO Comedy HD - West	New	HD Premium	510	HD Premium	510
HBO Family - East	603	Digital Premium	522	Digital Premium	522
HBO Family HD - East	542	HD Premium	507	HD Premium	507
HBO Family HD - West	New	HD Premium	508	HD Premium	508
HBO HD - East	777	HD Premium	501	HD Premium	501
HBO HD - West	New	HD Premium	502	HD Premium	502
HBO HD On Demand	593	Video On Demand	500	Video On Demand	500
HBO Latino - East	604	Digital Premium	525	Digital Premium	525
HBO Latino HD - East	New	HD Premium	513	HD Premium	513
HBO Latino HD - West	New	HD Premium	514	HD Premium	514



Detroit Field Office
Office of Public Housing
Patrick V. McNamara Federal Building
477 Michigan Avenue, Room 1710
Detroit, MI 48226-2592
Tel. (313) 226-7900 FAX (313) 226-6160

FEB 03 2014

Board of Commissioners
c/o Yvonne Looze, Chair
Boyne City Housing Commission
402 E. Pine Street
Boyne City, MI. 49712

Re: Recovery Agreement and Action Plan Close-out

Dear Commissioners:

Based on your most recent report, the Boyne City Housing Commission has completed the requirements of the Recovery Agreement and Action Plan dated March 27, 2012, including its recovery from a Troubled PHAS designation.

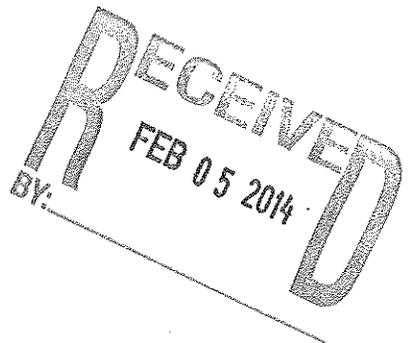
Thank you for your efforts and cooperation in this achievement. HUD expects the Boyne City Housing Commission to sustain its recovery and continue to improve its performance. Please be aware that HUD may seek to enter into a new Recovery Agreement and Action Plan should the agency fail to sustain its recovery or is at risk of receiving a new substandard or troubled designation.

Should you have any questions, please contact me at Willie.C.Garrett@hud.gov or 313-234-7461.

Sincerely,

A handwritten signature in cursive script that reads "Willie C.H. Garrett".

Willie.C.H. Garrett
Director
Office of Public Housing



Approved: _____

**MEETING OF
JANUARY 2, 2014**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY
PARKS AND RECREATION COMMISSION MEETING HELD AT
6:00 P.M. AT CITY HALL ON THURSDAY, JANUARY 2, 2014.

CALL TO ORDER

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

ROLL CALL

Present: Mike Sheean, Bill Kuhn, Jenny Swift, Heath Meeder, Darryl
Parish and Gail VanHorn

Absent: Jo Bowman and Marie Sheets

**MEETING
ATTENDANCE**

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

Public Present: Two

****MOTION**

Excused Absence(s): Sheean moved, VanHorn seconded, PASSED
UNANIMOUSLY the absences of Swift and Parish December 5, 2013
meeting due to travel out of town.

****MOTION**

Swift moved, Meeder seconded, PASSED UNANIMOUSLY to excuse
the absence of Bowman from the January 2, 2014 meeting due to illness.

**APPROVAL OF
MINUTES **MOTION**

VanHorn moved, Meeder seconded, PASSED UNANIMOUSLY, a
motion approving the December 5, 2013 meeting minutes as corrected
(staff attendance error).

CITIZENS COMMENTS

None

DIRECTOR'S REPORT

Kovolski reported Avalanche opened the warming house and skating
rink right before the Christmas holiday and things seem to be going
well. He also stated the rivermouth bathrooms were vandalized. Two
suspects were apprehended by the police. It appears that there is
approximately \$3,000 or more worth of damages. Brooks added that the
City Manager mentioned that he would like to explore having
volunteers willing to groom the trail at Avalanche for cross county
skiing. The general consensus of the board was that it was a good idea
if we could find someone but there would also have to be some
education or signage to discourage the walkers and snowshoers to not

walk on the groomed portion or groom a separate trail from the walking trail. Todd Wright grooms the trail at the "Hill Nature Preserve", that might be a good place to start.

CORRESPONDENCE

Sheean recognized an email that had been circulated from a family who visited Avalanche over the holidays and had a great time.

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

Avalanche - Kuhn who is working at the warming house again this year stated that it has been non-stop busy there. Many families were from areas other than Michigan and several were from out of the country. A lot of locals, quite a few repeat visitors and some were visiting Avalanche for the first time. Everyone was appreciative of the facilities & amenities and had a great time. Kuhn also stated that several of the plastic sleds have broken. He purchased a couple and donated them but could use a few more. He could also use more skates in the popular sizes. Kovolski will see what he can come up with.

Disc Golf

Disc Golf - No report was given this month but other than a few of the diehard players, there probably isn't a lot activity.

**UNFINISHED
BUSINESS**

**Tree Removal
Maintenance**

Face of the hill - Kovolski stated that the contractor that he had hoped to use fell through. He plans to go back out to bid.

Trail Town Update

Trail Town Committee Chair Sheean stated that committee members met with the consultant Harry Burkholder for their first work session in December. That particular meeting was focused on the two non-motorized trails and trailhead locations. They will meet again on January 15.

Dog Park Update

VanHorn reported the committee has met before the holidays at the North Boyne site and at Avalanche to walk and further investigate the pros and cons of the two sites. They will meet in January to have further discussion and possibly be ready to make a location recommendation for the board to consider.

NEW BUSINESS

**Pavilion Planning
Concepts Review**

Through the public planning process the architects came up with three concepts. Concept 1 consists of modifications but reuse of the current structure. Concept 2 consists of reuse of the base structure with an addition and new peak roofline. Concept 3 is basically the same building design as Concept 2 but would be completely new and relocated somewhere else in the park. The board reviewed the summary of comments from the public meetings, comments that were gathered from the City's Facebook page (attached) and the three visual

concepts presented. The general consensus was that they didn't feel the Concept 1 was no the most attractive and reusing so much of the current structure was limiting the potential. They like the building proposed in Concept 2 & 3, except maybe consider lowering the roof pitch and were not opposed to possible relocation. Kuhn stated that if that much money is going to be invested and with the amount of use the pavilion gets, he thinks new construction is the way to go. The board will look at the Waterfront Master Plan and marina plans at the next meeting in prior to making any recommendations on next steps for the pavilion project.

2014 / 15 Budget Considerations

Kovolski gave an overview refresher of the current year budget and discussed needs to consider for the upcoming budget. Kovolski recommended the board review the Recreation Master Plan prior to the February meeting to have a more detailed discussion on necessities and proposed projects. Brooks discussed the timeline of the budget process and fiscal year.

Good of the Order

Meeder reported that the trees down on the trails at Avalanche are still there and still pose a hazardous to anyone using the trail. The board discussed this at the December meeting and hoped they would be taken care. Kovolski stated the guys have been quite busy with all of the snowfall. Meeder reiterated that he felt these were dangerous.

Kuhn updated the board on the targets from the archery range. Mr. Fruge (who is storing the targets for the winter) had time to look at some of them and believes that 8 can be restored for use. The restoration kit costs \$200 (kit will restore up to 10 targets). If they are restored, that will be a huge cost savings from purchasing new. He will work with staff on the details.

NEXT MEETING

The next regular meeting of the Parks and Recreation Board is scheduled for Thursday, February 6, 2014 at 6 pm at City Hall.

**ADJOURNMENT
MOTION

The January 2, 2014 meeting of the Parks and Recreation board was adjourned at 7:18 p.m. Moved by Meeder, seconded by Kuhn, PASSED UNANIMOUSLY.

Barb Brooks, Recording Secretary



Approved: _____

**Meeting of
January 9, 2014**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY JANUARY 9, 2014 AT 8:30 A.M. IN THE COMMISSION CHAMBERS AT CITY HALL, 319 NORTH LAKE STREET

Call to Order

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

Roll Call

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

**Meeting
Attendance**

Absent: Michael Cain (arrived 8:34 a.m.) and Michelle Cortright

City Staff: Main Street Manager Hugh Conklin, Assistant Planning, Zoning Administrator Annie Doyle, Harbor Master Barb Brooks and Recording Secretary Karen Seeley

Public: One

**Excused Absences
MOTION**

Adams moved Carlile second **PASSED UNANIMOUSLY** to excuse Michelle Cortright.

**Approval of Minutes
MOTION**

Adams moved O'Brien second **PASSED UNANIMOUSLY** to approve the December 4, 2013 Strategic Planning session meeting minutes as corrected and the December 5, 2013 regular meeting minutes as presented.

Citizens Comments

None

Correspondence

None

**Main Street Committee
Reports**

In addition to the committee reports included in the agenda packet Main Street Manager Conklin reported on a few items:
The Farmers Market Committee:
Will move to Peninsula Beach during Boyne Thunder
Reviewed the Pavilion design concepts.
Are working on a policy for food trucks and will welcome them at the farmers market.

**MANAGER'S
REPORT**

Wednesday, January 15 at 11:00 a.m. Donovan Rypkema, a nationally known economic development and historic preservationist specialist has been hired by the Michigan Main Street Program to do an economic study on the impact of Main Street on Michigan communities. Boyne City is one of five communities selected for this benefit. He would like to meet with board and committee members and other folks in the community. The board received a copy Iowa's Economic Impact Study (received and filed) which will be similar to ours.

Asked for the board's interest in applying for the 2014 Great American Main Street Award. We applied in 2011 and were selected one of 10 semi-finalists. When we were not chosen a finalist we decided we would wait a few years to allow the program more time to grow. The applications are due by February 5th, the cost is \$150. After board discussion **Adams moved Cain seconded PASSED UNANIMOUSLY** to apply for the 2014 Great American Main Street Award. This would be a great thing for the community.
Cain out at 9:05 a.m.

MOTION

UNFINISHED BUSINESS

Veterans Park Pavilion Project: The board reviewed the three concepts prepared by Environment architects. The Farmers Market received a \$12,500 MEDC grant for design and ??? The estimated project cost for concept 1 is \$409,000, 2 \$647,000 and 3 which would relocate the pavilion is \$1,310,000. The grant money must be used by May 2014.

MOTION

NEW BUSINESS

Main Street Board Appointments: Four candidates applied for the two open seats on the Main Street Board. The seats are currently held by Bob Carlile and Michelle Cortright. The candidates who submitted an application are Michelle Cortright, Ben Van Dam, Aaron Place, and Jack Laurent. The candidates, except Michelle, were interviewed by members of the organization committee on December 17th. It is the committee's recommendation to reappoint Michelle and appoint Ben Van Dam to the Main Street Board.

MOTION

Carlile moved Adams seconded PASSED UNANIMOUSLY to recommend the City Commission reappoints Michelle Cortright and appoints Ben Van Dam to the Main Street Board for a term of four years ending January 18, 2018.

Main Street Board Planning Session Follow-up: Facilitator Jen Booher presented the board with goals, objectives and actions from the Planning Session (received and filed). She reviewed the goals with the board and suggested they appoint a committee to oversee each.

The board thanked Bob Carlile for his commitment and service to the board.

MOTION

Carlile moved O'Brien seconded PASSED UNANIMOUSLY to adjourn the January 9, 2014 meeting of the Boyne City Main Street Board at 10:31 am.

ADJOURNMENT
MOTION

Karen Seeley, Recording Secretary

Approved: _____

**Meeting of
January 20, 2014**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday, January 20, 2014 at 5:00 pm.

Call to Order

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

Roll Call

Present: Jason Biskner, George Ellwanger, Chris Frasz, Jim Kozlowski, Jane MacKenzie, Lori Meeder, Tom Neidhamer, Aaron Place and Joe St. Dennis
Absent: None

Meeting Attendance

City Officials/Staff: Planning Director Scott McPherson, and Recording Secretary Pat Haver
Public Present: Three

**Consent Agenda
MOTION

2014-1-20-03
St. Dennis moved, Ellwanger seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from December 16, 2013 as presented.

**Comments on
Non-Agenda Items**

None

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

Welcome Jason Biskner to the Planning Commission. He was approved by the City Commission to fill the remainder of Gretchen Crum's term, which is due to expire on May 31, 2014.

Unfinished Business

None

New Business

**Pre-application meeting
with Dave Amato to
review a proposal for
single family apartment in
the CDB**

Planning Director McPherson reviewed his report in the agenda packet. Dave and Lynn Amato are considering converting an existing storage building in the Central Business District to a single family apartment. This structure is located in an alley between Main St. and Pine St, currently with no city utilities. It is a non conforming building and encroaches in the alley. Strictly residential CBD apartments are allowed but must meet setbacks. Downtown living is desirable, so apartments over a commercial space have been encouraged.

Dave Amato: Owner of building - I need storage space, not sure if the building is big enough for commercial, so thought residential uses, with parking spaces for tenants would be the best use, we would do a complete re-construction of the building. Some of the creative ideas that were discussed were two stories, commercial space below, residential rental unit on the second floor. This would afford a larger building as no setbacks are required for commercial/office uses in the CBD. If it were strictly residential it would need to adhere to setbacks, and would be a narrow structure. Another possible use would be a car port with outside stairwell to second floor, with commercial space or office in the front half and one car garage or storage in the back half on the first floor, with residential rental unit(s) on the second floor. This would be subject to development plan review, so the Amato's will think about this and come back to the board if needed. He has spoken to Dan Meads in the water/wastewater department for city utilities a couple of years ago, and will add these considerations to the plans.

Review Veterans Park Pavilion Concepts report

Planning Director McPherson reviewed the Veterans Park Pavilion Charette report in the agenda packet. These ideas are for rehabilitation or reconstruction of the pavilion; to remain in the same location or move towards the waterfront. Consideration also needs to be taken into account for the city facilities update and what will be happening with those. It has been stated that the Farmers Market will remain outside during the summer/fall, when the pavilion use is at its highest. Roadway logistics could be a problem, and this will need to be looked into and addressed. Was brought to the board for their consideration, review and recommendations back to the Main Street Committee.

2013 Annual Planning Report review

Planning Director McPherson reviewed the 2013 Planning and Zoning report that was included in the agenda packet. A lot of good things and a couple of not so good things have been happening, and a lot has been accomplished as a department with both boards; new staff, new ideas and great energy.

Review January 9, 2014 Goal Setting Session

Planning Director McPherson reviewed the January 9, 2014 Goal Setting results that were compiled from the public forum session. This year, they began with the current list as the starting point and made additions or deletions. This gave the group the opportunity to review what the top goals were and if they were still a priority. Most of the items from the list remained, however, shifted in their importance. Five new items were added. Each item was given a "grade" on how the city is doing to accomplish that specific goal. Most of them fell in the B or C range, giving the city the opportunity to work harder at accomplishing that particular goal. An online survey is still being conducted to gather additional information.

Staff Report

- Joint Board and Commission meeting will be held on February 13, 2014 at 6:00 pm at the Senior Citizen Center
- The Dog Park committee has met a couple of times. Michelle Carter is spearheading the group, and it has been fast tracked for completion. The location under current consideration is a little over 2 acre parcel of land the city owns that is relatively flat, with few trees on it that would need to be removed, and it is convenient. It is up in the North Boyne area near Escape and Ridge streets.

Good of the Order

- Place commented that the bike racks for downtown are in construction, and at this stage look great. There will be 4 completed and placed around town. They are getting a bigger bang for their money as the contractor is having such fun with this project; he just keeps going above and beyond what was originally contracted at no additional cost to the city.
- Kozlowski inquired about the promised fishing pier near the One Water project. It is still slated to be finished with the completion of Phase II or III of the project.

Adjournment

The next meeting of the Boyne City Planning Commission is scheduled for February 17, 2014 at 5:00 pm in the Auditorium.

2014-1-20-10

St. Dennis moved, Place seconded, PASSED UNANIMOUSLY a motion to adjourn the January 20, 2014 meeting at 6:12 p.m.

****MOTION**

Jane MacKenzie, Chair

Pat Haver, Recording Secretary



Approved: _____

**MEETING OF
JANUARY 23, 2014**

**RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD JANUARY 23, 2014**

CALL TO ORDER

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

ROLL CALL

Present: Richard Bouters, , Jerry Schmidt, Oral Sutliff
Absent: Rod Cortright*, Jim Kozlowski* Larry Trumble* Leon Jarema*
Bud Chipman *

ATTENDANCE

*Ex Officio Members
Staff: Airport Manager/City Manager Michael Cain
Citizens: Damien Leist from Charlevoix County News
Bouters moved Sutliff seconded PASSED UNANIMOUSLY to excuse Ed Hennessy & Roger Reynolds.

EXCUSED ABSENCES

Sutliff moved Bouters seconded PASSED UNANIMOUSLY to approve the October 24, 2013 minutes.

**APPROVAL OF MINUTES
MOTION**

1. Letter from National Transportation & Safety Board reviewed.
2. News letter from QoE Consulting reviewed.

CORRESPONDENCE

UNFINISHED BUSINESS

Hangar Inquires/Leasing:
* An inquiry has been made regarding building a new hangar at the airport. Information was given to the person by the Airport Manager.
Delinquent Fuel bills:
* The board reviewed a delinquent fuel bill from 2011 by Bill Crews. Attempts are being made to contact this person for payment. The Airport Manager will continue to update the Board.
2014 Goals/Priorities:
* The board reviewed and discussed Terminal and property upgrades for 2014 (see attached list) and will finalize planning at the February Board meeting.

NEW BUSINESS

January 6, 2014 Airplane Crash:
* Airport Manager Michael Cain gave a brief report on the crash that occurred East of the Airport on 1/6/2014. The NTSB (National Transportation & Safety Board) have completed their local investigation and have released the aircraft wreckage to its insurance carrier. The NTSB has sent the City of Boyne City a letter thanking the City for assistance with this investigation.

Budget Discussion:

* The board reviewed Budget information presented by Airport/City Manager Michael Cain. Final discussion will take place at the February board meeting.

GOOD OF THE ORDER

Fuel Price:

* Fuel at the airport is \$5.31/gallon as of November 20, 2013.

Business Expo:

* The board discussed having an Airport display at the Business Expo in April. Richard Bouters will research this to incorporate with the City of Boyne City display and report to the board.

Young Eagles Event:

* The Harbor Springs Charter of the EAA is considering holding a Young Eagles flying event at the Boyne City Airport in August. Jerry Schmidt will report back to the board regarding this.

Jet Fuel:

* In response to inquiries, the Airport Advisory Board will research the possibility of offering Jet Fuel at the Airport. More information will be provided at the February board meeting.

**ANNOUNCEMENTS
NEXT MEETING**

* The Joint Board and Commission meeting is February 13, 2014 at 6:00pm at the City Hall. Richard Bouters will represent the Airport Advisory Board with a report.

* The next regular Airport Advisory Board meeting is scheduled for Thursday, February 24, 2014 at 5:30pm in the Airport Terminal.

ADJOURNMENT

* Chair Schmidt adjourned the Airport Advisory Board meeting at 6:40pm.

Richard L. Bouters-Secretary



CITY OF BOYNE
COUNTY OF CHARLEVOIX

Proclamation No. 2014-XX-XXX

PROCLAMATION TO DESIGNATE THE WEEK OF
FEBRUARY 16 – 23, 2014
AS
GEEK THE LIBRARY WEEK

WHEREAS, The Boyne City Library opened in 1918 as one of the original Carnegie libraries and has served the region ever since, and

WHEREAS, The Boyne City Library became the Boyne District Library in 1997, and

WHEREAS, The Boyne District Library was renovated and expanded from 4,000 sq. ft. to 12,000 sq. ft. in 2001, with gift of \$2.3 million from the Mary Peabody Foundation, and

WHEREAS, The Boyne District Library is open 64 hours per week: M-Th 9 a.m.-8 p.m., Fri & Sat 9 a.m.-5 p.m., Sun 1-5 p.m., and

WHEREAS, The Boyne District Library is a Class 3 District Library (7,000-11,999): serving a population of 7354, of which approximately half have library cards, and

WHEREAS, The Boyne District Library covers the City of Boyne City; Bay and Evangeline townships; and parts of Eveline (25%) and Wilson (72%) townships, and

WHEREAS, The Boyne District Library's Board of Trustees has seven members, representing the City and all the Townships, and

WHEREAS, The mission statement of the Boyne District Library reads: "The Boyne District Library is a friendly connection to a world of resources that engage, educate, and empower over a lifetime." is a gateway to the world of ideas, open to all. We provide access to a spectrum of resources that entertain, inform, and educate throughout a lifetime.', and

WHEREAS, The Boyne District Library circulates approximately 100,000 items per year and has a collection of more than 40,000 items, and

WHEREAS, The Boyne District Library through its relationships with other libraries in the Northland Library Cooperative, the PAC2 Library Consortium, the Up North Digital Group, The MILibraryCard program, and MeLCat, and through other materials over the internet has a virtually unlimited collection available to its patrons through its website and online catalog: www.boynelibrary.org, and

WHEREAS, The Boyne District Library operates with a staff of just four full time and seven part time employees, and

WHEREAS, The Boyne District Library is supported primarily through a millage of just .9696, with additional income from penal fines, state aid, and donations, and

WHEREAS, The Boyne District Library is an integral member of the community through membership with the Boyne Area Chamber of Commerce, an affiliation with Northern Lakes Economic Alliance, a cooperative relationship with the Boyne City Public Schools and an active membership on Team Boyne, and

WHEREAS, The Boyne District Library opens its doors and serves as the home to countless community events and organizations such as the Boyne Valley Lions Club, Winter Farmers Market, Fire Department Spook House at no charge, and

WHEREAS, Boyne District Library is a community hub that provides access to a world of information and free resources that is simply priceless, and

WHEREAS, Boyne District Library helps our citizens gain knowledge, get inspired, educate themselves and transform their lives, and

WHEREAS, Boyne District Library doesn't judge or discriminate, and welcomes all citizens to improve their lives by using a wide variety of free resources and services; and

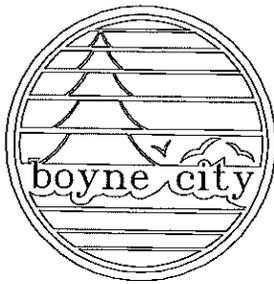
WHEREAS, Geek the Library is a nation-wide campaign to build public awareness about the value of libraries using "geek" as a verb and stating that "whatever you geek, the public library supports you; and

WHEREAS, Boyne District Library is using the Geek the Library campaign to highlight the library's vital role in our community;

NOW, THEREFORE, I, Ron Grunch, Mayor of the City of Boyne City, on behalf of the City Commission and City of Boyne City do hereby proclaim the Boyne City City Commission and the entire City of Boyne City do 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.

ADOPTED this eleventh day of February in the year two thousand and fourteen.

Ron Grunch, Mayor

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

To: Michael Cain, City Manager *Mc*
From: Barb Brooks, Executive Assistant *BB*
Date: February 7, 2014
Subject: Parks and Recreation Dog Park Recommendation

At the Thursday, February 6, 2014 meeting of the Parks and Recreation Board was presented with a presentation by the dog park committee. Members of the committee gave an overview of the committee structure and the background work they have been doing to come to the conclusion for what they feel is the best location. The proposed location includes two City owned parcels at North Boyne.

Board discussion: the general consensus of the board was that the volunteer committee has been working hard, have done their homework and presented an informative presentation. They did encourage the board to continue to seek public input now that they have a recommended location. After board discussion, they unanimously voted to recommend that the committee continue to seek public input and the proposed location of two City owned parcels at North Boyne be considered by the City Commission for the purpose of a Dog Park.

MOTION: Kuhn moved, Sheets Seconded, PASSED UNANIMOUSLY to recommend that the City Commission consider a proposed Dog Park at North Boyne including both City owned parcels to the north and south of Ridge St. including the potential of closing Ridge St. to through traffic.



City of Boyne City
Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
www.boynecity.com

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

Public Meeting Notice

Tuesday, February 11, 2014

City Hall at 7 p.m.

The City of Boyne City is considering the addition of a "Dog Park" in Boyne City. A group of volunteers formed a committee to look into options for location, funding and construction to recommend to both the Parks and Recreation Board and the City Commission.

After review of all properties owned by the City and site visits, the location that rose to the top was two lots located in North Boyne near the North Boyne DPW yard. The lots are on the north and south side of Ridge St. between Escape and Addis Streets. The Parks and Recreation board reviewed the location recommendation at their Feb. 6th meeting and recommended it for public input review and consideration by the City Commission.

The Dog Park committee will make a presentation to the City Commission on Tuesday, Feb. 11th at their regular 7 p.m. commission meeting. All interested citizens are encouraged to attend, listen to the presentation and give input. Even though the committee has drafted some preliminary plans, they are not looking for approval a particular plan, just to secure a location. A map and some proposed preliminary concepts are attached for your review.

If you have questions prior to the meeting or have comments and will not be able to attend the meeting in person please feel free to call City Hall (231)582-6597 or email info@boynecity.com

An Equal Opportunity Provider and Employer

Hometown Feel, Small Town Appeal

ADDIS ST

EXISTING BARN

LARGE DOG AREA
315 X 240
1 3/4 ACRE +/-

DOG PLAY EQUIPMENT

SHADE CANOPY W/ TABLES

AREA FOR WATER FEATURE

EXISTING TREES

33 PARKING SPACES, INCL. 3 HANDICAP

RIDGE ST

AREA FOR WATER FEATURE
SHADE CANOPY W/ TABLES
DOG PLAY EQUIPMENT

RESTROOMS,
GAZEBO, ETC.

SMALL DOG AREA
150 X 100
1/2 ACRE +/-

PICNIC AREA

AGILITY/
TRAINING
100 X 100

GREEN SPACE

ESCAPE ST

REROUTE ADDIS ST. CREATE GREEN BELT ALONG STREET

COURT ST

BOYNE CITY DOG PARK COMMITTEE



SITE RECOMMENDATION

**Presented to Parks and Recreation
February 6, 2014, 6:00 pm**

MISSION STATEMENT

To establish an off-leash dog park where dogs and their (owners/friends) have a safe, well-maintained area for recreation and socialization.

To promote responsible canine care to Boyne area citizens and visitors who will uphold the park's rules.

To respond to the needs of a significant portion of the Boyne area population for a vibrant, play location for pets. The Boyne City Dog Park is viewed as a canine complement to the town's existing public parks.

BACKGROUND

The City of Boyne City organized a group comprised of city employees, members of the Parks and Recreation Committee and the Boyne City Commission, Scott Mackenzie and Michele Carter to research and develop a dog park in Boyne City with the goal of a May 1, 2014 start date.

Understanding that property will be donated by the City along with some work in kind, the committee discussed possible locations based on availability of City owned land.

The most viable locations investigated were as follows: (Fig. 1)

- Avalanche Preserve
- North Boyne
- Industrial Park
- Riverside Park off Spring Street
- Former city dump off Old Horton Bay Road

A Facebook post on the Boyne City Chamber of Commerce asked for public comment on a dog park. Most posts were favorable. Additional public comment was published in the Gazette. Responses published in the newspaper contained some negative reactions.

After public comment, a decision was made by the City to turn the project over to volunteers comprised of residents of Boyne City and surrounding communities. Michele Carter and Scott Mackenzie were voted to co-chair the committee of 12 volunteers. The initiative and the process began with the first Boyne City Dog Park Committee (BCDPC) meeting taking place on November 21, 2013. (Fig. 2)

Scott Mackenzie was approached by the The Charlevoix Leadership group regarding their desire to participate in the development of the Boyne City Dog Park to which they can carry forward what they have learned to adjoining communities. They began working with the BCDPC in December. With enthusiasm and talent, they have volunteered on

several sub-committees and have expressed interest in staying on board to see the project through to the grand opening, even after their semester ends in March.

PROJECT SUMMARY

During the meeting on December 4, 2013 (Fig 3) the locations were narrowed to two parcels. The sites, Avalanche Preserve and North Boyne, each had two options (Fig 5). A BCDPC “property walk” was set for Thursday December 12, 2013 to best evaluate and vote for the location. The walk was led by Andy Kovolski from the City with Lee Ekstrom, Michigan consulting forester, offering expertise based on topography and trees. (Fig 6)

During the following meeting on January 9, 2014, the committee discussed the properties' advantages and disadvantages. A formal vote was carried by majority, with one dissenting vote, for the two lots off Ridge Road in the North Boyne location. (Fig. 7, 8, 9)

A meeting with Mike Cain was held on Tuesday January 14 to update him on the decision of the BCDPC for the lots at North Boyne.

Following additional discussion on the proposed location, Mike Cain asked BCDPC to submit two plans: 1) to include the use of both lots on either side of Ridge Road 2) to utilize only the north side lot of Ridge Road.

As a result of Cain's request, Landscape Design and Site Plan sub-committee members, Michele Carter, Lee Ekstrom and Hilary Harrington (Leadership Charlevoix) began a preliminary site plan for presentation and discussion.
(Fig. 10, 11)

NEEDS

The BCDPC requests that both lots at North Boyne along Ridge Road be the designated location for the Boyne City Dog Park: north side of Ridge Road (approximately 2.31 acres) and south side of Ridge Road (approximately 1.95 acres).

METHODS

BCDPC includes six sub-committees. (Fig. 12)

- Landscape Design and Site Plan
- Construction & Implementation
- Rules & Regulations
- Grant Writing
- Fundraising
- Public Relations

NEXT STEP

The BCDPC will present a recommendation to the City Commission. On gaining approval, the six subcommittees will meet to research development costs, establish fundraising initiatives, research available grants, write rules and regulations and begin a public relations campaign.

EVALUATION

Because the Boyne City Dog Park is the first of its kind in Boyne City and the surrounding communities, a complete evaluation is not possible at this time. However, the financial aspect of the Park will be investigated to determine annual operating budget and whether usage will be on a fee or no fee basis. The City of Boyne City's recommendation will be the deciding factor. Further, an evolving plan will emerge as usage is observed.

A phased approach is planned based on costs and fundraising.

Phase I

- Soil prep and grass planting
- Fence and gate installation
- Parking
- Dog waste and disposal stations
- Water
- Signage

Phase II - not limited to

- Shade pavilions
- Landscaping additional trees
- Bathroom facility
- Lighting

Phase III

- Agility equipment

Fig. 2**Boyne City Dog Park Committee
Meeting Minutes – November 21, 2013**

Members Present: Michele Carter (co-chair), Scott MacKenzie (co-chair), Tom Neidhamer, Barb Brooks, Tammy Zahn, Gail Van Horn, Bob Perish, Mike Sheean, Rita Coe, Lynn Grove, Aleta Raney, Trish Wright (secretary)

The meeting was called to order with welcoming remarks by Michele Carter at 4:35 pm at City Hall.

Opening discussion included goals of the committee advisory group. Carter identified need for members to form subcommittees. MacKenzie recapped initial plans of the informal steering committee meeting held earlier this year: location, Avalanche; implementation date, May 1, 2014. The Dog Park committee is an advisory group expected to make recommendations to the City's Parks and Recreation Committee.

Brooks identified city properties available for dog park: Avalanche, Spring Street Boyne River frontage, and North Boyne property near city waste area. Neidhamer pointed out Boyne River frontage was largely swampy and would have limited appropriate access to water. Sheean added that Master Plan might be amended to accommodate need. Committee discussed sites including an alternative entrance to Avalanche property along Pleasant Avenue. Members were asked to walk the properties before the next meeting. Grove suggested using property donated to the Charlevoix Area Humane Society in the Industrial Park which could help the CAHS advertise dogs for adoption.

Carter said four inch box, metal post and fence would suffice to delineate dog park area. Committee discussed public's access to a fee based park. Perish explained current use of the BC Little League field by dog owners who clean-up after their dogs. Brooks expressed the need to formulate a comprehensive plan for the City, to include costs for said plan and to fund raise.

Preliminary committees were established:

Rules & Policies: Raney, Van Horn, MacKenzie, Carter

Research: Janine Warner, Zahn, Raney

Construction & Implementation: Neidhamer, Perish, Grove

Fundraising: Marcia Newkirk, Coe, Grove, MacKenzie

Public Relations: Perish, Carter, Raney, Janine Warner

Parks & Recreation Liaison: Van Horn

Meeting adjourned at 5:45 pm. Next meeting: December 4th at 4:30 pm at City Hall.

Respectfully submitted, Trish Wright

Fig. 3

**Boyne City Dog Park Committee
December 4, 2013 Meeting Minutes**

Members Present: Michele Carter (co-chair), Scott MacKenzie (co-chair), Tammy Zahm, Tom Neidhamer, Aleta Runey, Gail VanHorn, Rita Coe, Lyn Grove, Janine Warner, Mike Sheean, Trish Wright Guest: Lee Ekstrom

Carter called the meeting to order at 4:30. The November Minutes were approved. Lee Ekstrom was introduced to the group. Ekstrom, a Boyne City resident, informed the committee of his career as a Michigan forester. He has a working knowledge of the properties considered for the dog park and was a consultant for the City regarding the Master Plan for Avalanche. Janine Warner was welcomed as a new member. Warner works for the city of Charlevoix.

Carter reported on another City property on Old Horton Bay Road that might be available for a dog park. Ekstrom said the property has old logging trails and a large open space; however, cutting trails is expensive. Carter distributed photo copies she had taken of the area which is 2.3 miles out of the city limits. Members then discussed the advantages and disadvantages of the three locations: Avalanche, North Boyne and Old Horton Bay Road. Neidhamer said the alternative entrance to Avalanche is narrow and used by snowmobilers. Other remarks included:

- Avalanche is less than an acre but could be expanded.
- People will bring their dogs to Avalanche regardless of there being a dog park.
- Avalanche is burdened with activities but might be suitable is another access is used.
- North Boyne potentially offers a place to walk dogs on trails through the woods.
- North Boyne property is wet in many areas and trails must be blazed by the committee.
- Dog Park at North Boyne lessens the demand on Avalanche and provides dog owners another destination for recreation and socialization.
- Old Horton Bay Rd. property has no city amenities, i.e. water or bathrooms.

MacKenzie said the Boyne City Master Plan calls for more development in North Boyne area.

Members signed up for committees:

Rules and Regulations: Michele Carter, Janine Warner

Research: Aleta Runey, Michele Carter, Tammy Zahm

Construction and Implementation: Lyn and Steve Grove, Rita Coe, Tom Neidhamer, Janine Warner

Fundraising: Marcia Newkirk, Rita Coe, Lyn Grove, Michele Carter

Public Relations: Janine Warner, Scott MacKenzie, Trish Wright

Committee members agreed to walk North Boyne as a group on Thursday, Dec. 12th at 10 p.m. Everyone will meet at the City Hall parking lot before the walk.

Meeting adjourned.

Respectfully submitted, Trish Wright

Fig. 4 - AVALANCHE SITE OVERVIEW



Fig. 5 - NORTH BOYNE OVERVIEW



Fig. 6

12-12-2013

Boyne City Dog Park Winter Tour

Attendees:

Michele Carter
Scott MacKenzie
Trish Wright
Tom Neidhamer
Marcia Newkirk
Aleta Raney
Lee Eckstrom
Andy Kovolski
Barb Brooks

Charlevoix Leadership participants

Patrick Patoka
Hilary Harrington

Thursday morning the group met at City Hall parking lot and toured two areas at the North Boyne location and Avalanche.

North Boyne

1. The concerns with most of North Boyne, including the north side of the property are excessive wetness/marshy topography and lots of water run off from the top of the hill washing downward.
2. Andy Kovolski then showed the group 2 additional parcels of North Boyne property that are easily accessed off Charlevoix Road to Ridge Road. (see attached map with black outline). Visitors would not have to access the property through the dump area, and views of the dump from this location are not visible. Both parcels provide open areas, dry terrain and may have potential for future expansion. Each parcel appears to be approximately 1.5+ acres and would be easy to fence and plenty of room for parking.

Andy Kovolski and Barb Brooks are checking further into the exact boundaries, master plan for the property and ownership of the adjacent lot. If you were unable to attend on Thursday, please take a few moments to drive up and view this spot.

3. Avalanche - The group reviewed the dirt triangle at the base and walked into the wooded area

off to the right, identifying the entryway off Pleasant. Concerns are;

Triangle -

1. Not enough room
2. Debate over looking at fencing on the front side of the hill
3. City access drive creates an issue for expansion

Wooded area to the right

1. Parking not going to be available off Pleasant due to residential homes and lack of sufficient room.
2. Tree removal
3. Steep terrain entering off existing parking lot
4. Water main pipe runs through the area and should it need servicing (rare possibility but should be made aware), it would effect dog park would have to be shut down and fencing removed temporarily.

Fig. 7

**Boyne City Dog Park Committee
January 9, 2013 Meeting Minutes**

Members Present: Michele Carter (co-chair), Scott Mackenzie (co-chair), Tammy Zahm, Tom Neidhamer, Gail Van Horn, Lyn Gove, Marcia Newkirk, Bob Perish, Trish Wright.
Charlevoix County Leadership Team: Cindy Johnson Minkwic, JP Gerster, Chad Johnston, Patrick Patoka, Hilary Harrington.

Michele Carter called the meeting to order at 4 p.m. She summarized the property walk committee members made in December:

- * The property off Escape Street in North Boyne is considered undesirable by most members because of low, wet areas.
- The North Boyne property off Addis Road presented more opportunities for expansion.

The terrain is flat and dry. Water can easily be brought to the site for a drinking fountain and restroom facilities.

* Avalanche is a popular destination and many would find it more accessible; however, a dog park may put stress on the area which has a high level of recreational activity. The terrain is steep and paths would have to be made to expand beyond the one acre parcel at the bottom of the hill.

Mackenzie urged members to consider the advantages and disadvantages of each property and to keep long range plans in mind before voting. Perish noted that 14 of the 16 people who occasionally use the Little League Field as a dog park preferred Avalanche. Van Horn said many people do not want to use Avalanche because of its various uses. Gove asked about the use of Rotary Park. Van Horn said it is not an option since Little League fields will be expanded there. Neidhamer presented the option of the former hockey rink area at Avalanche. Members felt it was too small and too close to residences.

Mackenzie moved to recommend the North Boyne parcel, off Addis Road, to the City of Boyne City for a dog park. Van Horn seconded. The motion carried.

Gerster asked when presentations are due to the City. Van Horn said the Parks and Recreation Committee wants a formal request for a specific site at their meeting on February 6th. Neidhamer said the Boyne City Commissioners will be ready to execute the recommendations from the Dog Park Committee by May 1st.

The Design committee - Carter, Ekstrom, Harrington – will meet soon to begin renderings. Carter will meet with Michael Cain, City Manager, for additional information regarding the City's intentions for the North Boyne property.

Members identified specific subcommittees on which they will work. They will receive delineated tasks by email. The next meeting will follow the Parks and Recreation presentation. Members will be notified via email.

Respectfully submitted,
Trish Wright

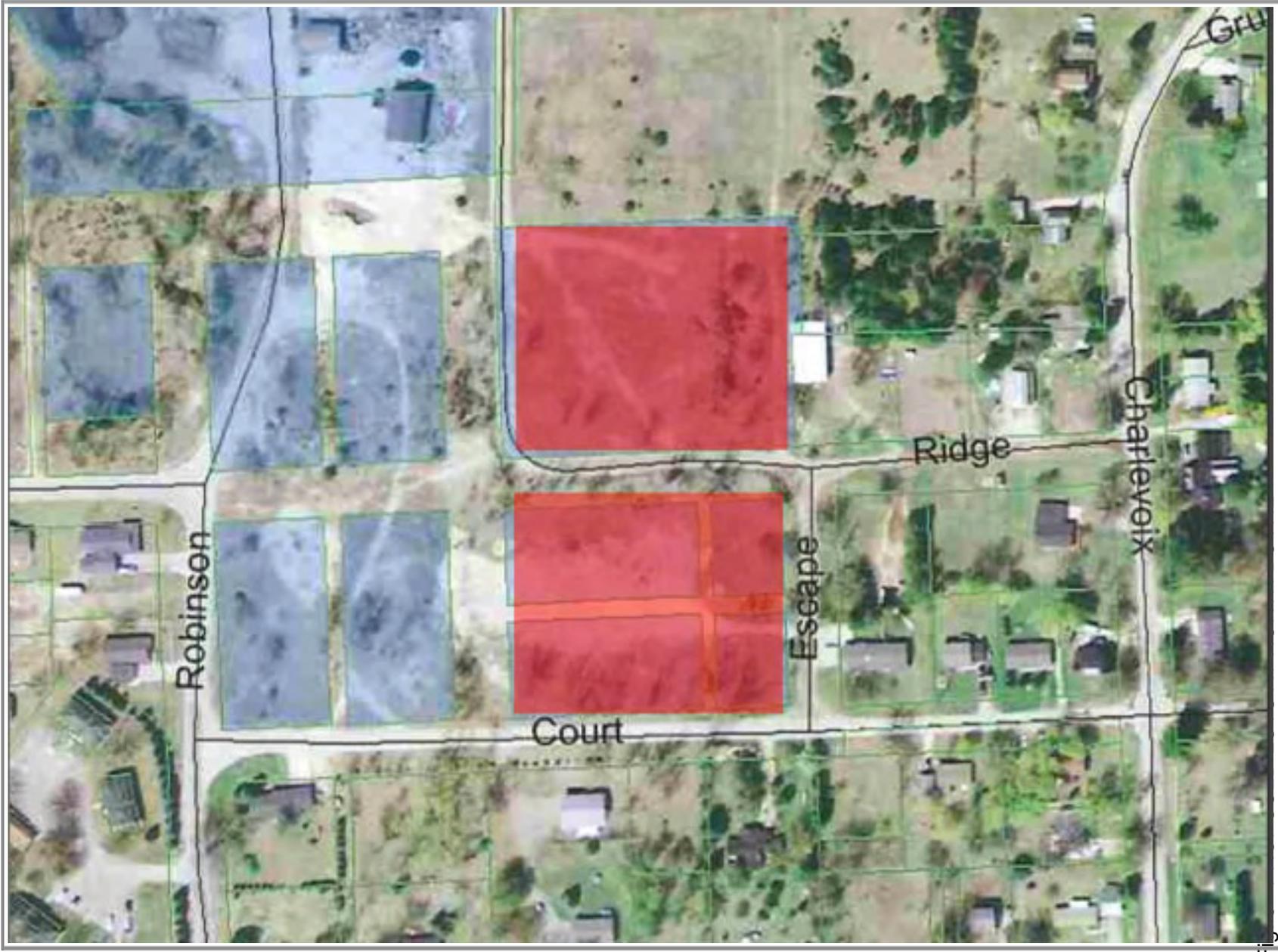


Fig. 9 - BLUE LINES INDICATE WATER, RED LINE IS SEWER



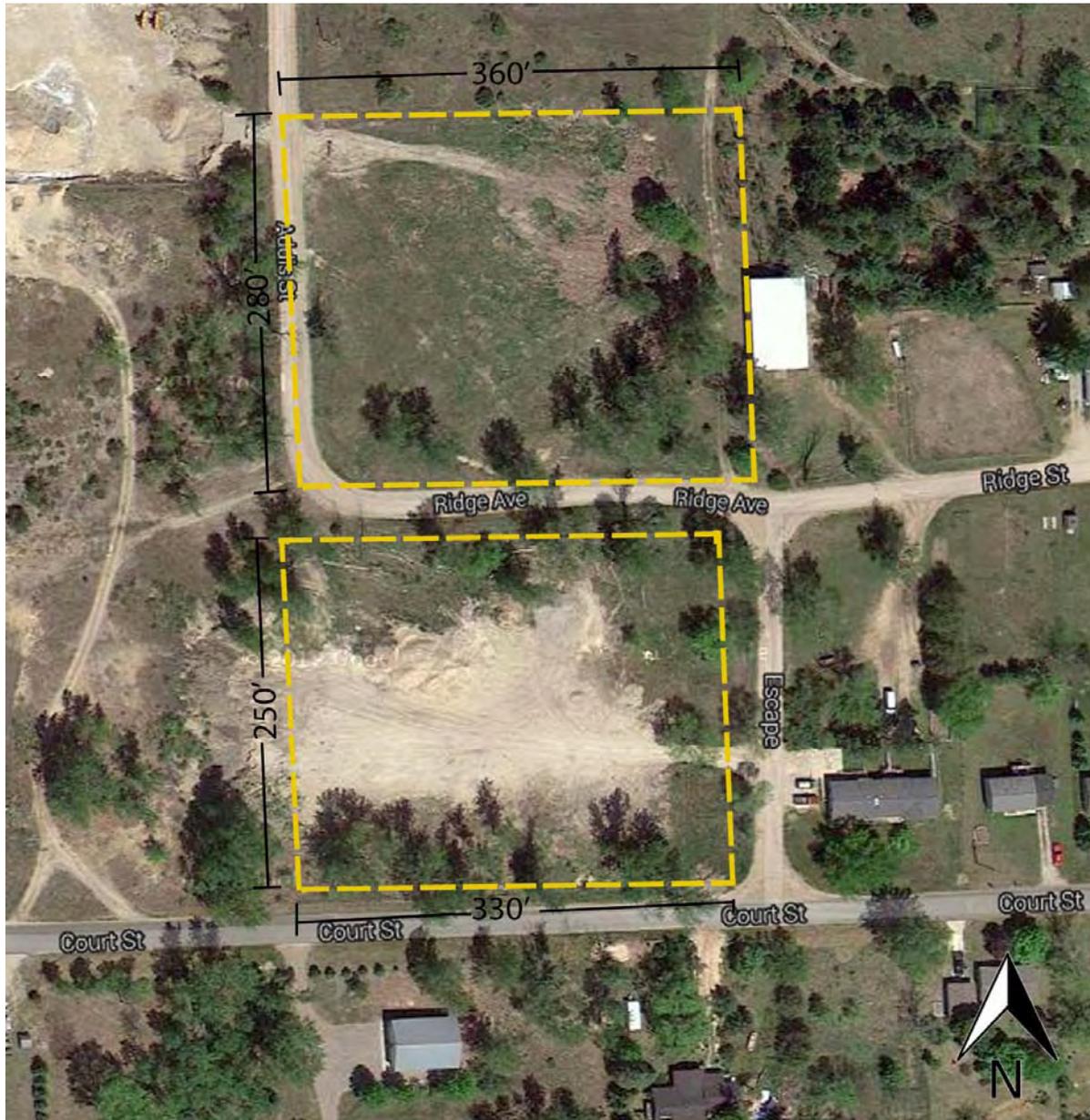
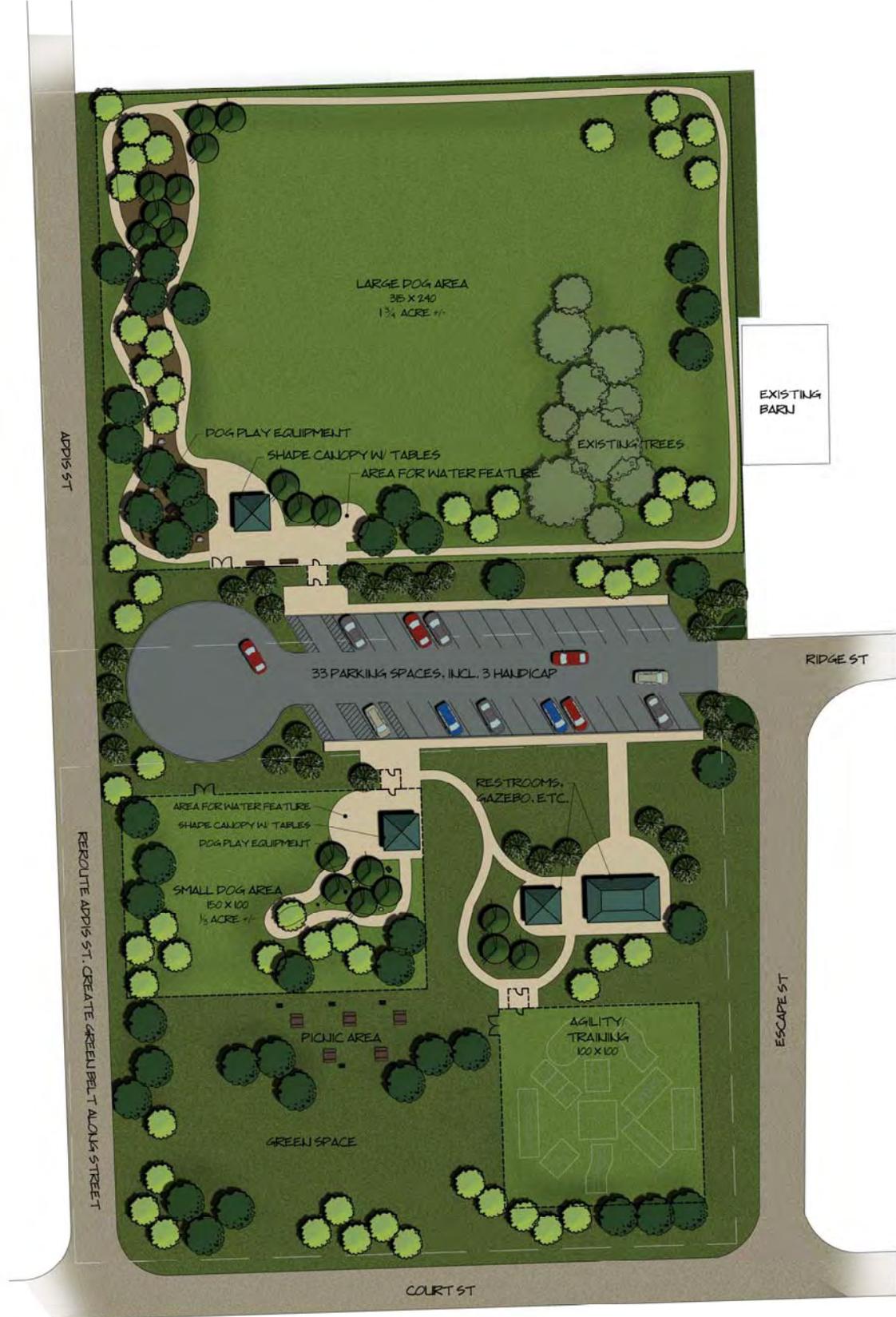


Fig. 9 - SITE PLAN WITH DIMENSIONS AND EXISTING TREES

Fig. 10 - SITE PLAN CONCEPT 1, OPTION A



CONCEPT ONE

NORTH BOYNE DOG PARK
RIDGE ST, BOYNE CITY, MI
SCALE: 1"=30'

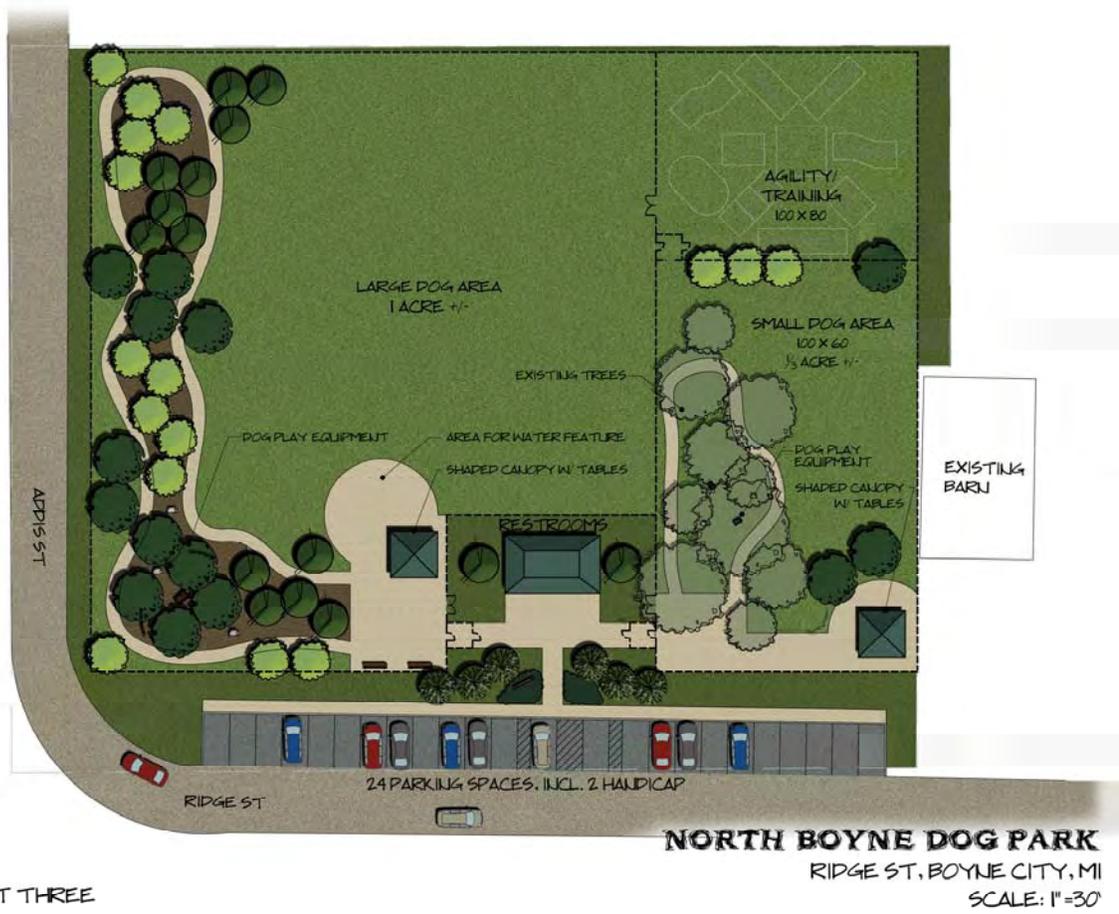
Fig. 10 - SITE PLAN CONCEPT 1, OPTION B



CONCEPT TWO

NORTH BOYNE DOG PARK
RIDGE ST, BOYNE CITY, MI
SCALE: 1"=30'

Fig. 11 - SITE PLAN CONCEPT 2



CONCEPT THREE

Fig. 12

BOYNE CITY DOG PARK SUB COMMITTEES

LANDSCAPE DESIGN AND SITE PLAN

Michele Carter
Hilary Harrington - Leadership Group
Lee Ekstrom - Consultant

Create preliminary layout of site plan for committee review and presentations

PRESENTATION TO PARKS AND REC, AND CITY COMMISSION

Michele Carter
Trish Wright
Scott MacKenzie

- write presentation
- create handouts
- create graphic boards
- create PowerPoint

CONSTRUCTION & IMPLEMENTATION

Bob Perish
Lynn Gove
Rita Coe
Aleta Runey
Tom Neidhamer
Michele Carter
Hilary Harrington - Leadership group
Patrick Patoka - Leadership group
Lee Ekstrom - Consultant
Andy Kovolski - City representative

- price fencing including installation
- Infrastructure planning and pricing
 - water fountains/feature
 - soil, grass, trees
 - irrigation
 - hard scapes
 - lighting
 - parking lot
 - roads
 - sewer/septic for bathrooms
- picnic table(s) and shade pavillion
- trash/recycling containers
- poop bag dispensers
- optional agility and/or play equipment

RULES & REGULATIONS

Tom Neidhamer
Gail VanHorn
Janine Warner
Aleta Runey

- Create rules and regulations to be used on handouts, website and signage
- fee with options vs. no fee, pros and cons

GRANT WRITING

Scott MacKenzie
Trish Wright

- Seek out and submit

FUNDRAISING

Marcia Newkirk
Trish Wright
Tammy Zahm
Rita Coe
Lynn Gove

- plan and organize kick off party/event
- create additional initiatives for raising funds
- get sponsors

PUBLIC RELATIONS

Trish Wright
Tammy Zahm
Janine Warner
Scott MacKenzie

- name for the dog park - run a contest for community to submit names
- write and execute press releases
- speak to clubs and organizations to glean support, awareness and financial contributions

Respectfully submitted,
Boyer City Dog Park Committee





Date: Feb. 11, 2014
To: Michael Cain, City Manager *Mc*
City Commissioners, City of Boyne City
From: Hugh Conklin, program manager *hc*
RE: Veterans Park Pavilion

The Veterans Park Pavilion charrette held in December was a productive process that produced possible upgrades for making the pavilion a year-round, multi-use facility.

Led by Environment Architects, the process resulted in three concepts:

1. Lowest Impact - Upgrade the current pavilion using the same footprint and incorporate a new façade, renovate restrooms with improved access, create two picnic areas, and add sliding glass doors for year-round use.
2. New Roof Form and Addition: Use the basic infrastructure of the current pavilion but expand the footprint to include a storage room, kitchen area, and more floor space. Renovate restrooms, add two picnic areas, a new peaked roof and retractable glass "garage" doors.
3. Use New Roof Form and Addition but move the pavilion to a new location within Veterans Park.

The charrette generated broad community engagement with more than 80 people, representing many users of the pavilion, participating. The process concluded at an open house at the Boyne District Library where the alternatives were presented. They were also circulated broadly on the websites of the City, Main Street, and the City's Facebook page and were presented and discussed at recent meetings of the Main Street Board, Parks and Recreation Commission, Planning Commission, and Boyne City Farmers Market Committee.

The pavilion project is supported by a \$12,500 matching grant from the Michigan Economic Development Corporation. The grant was approved last August with a deadline of May 31, 2014. The purpose of the grant is 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 matching funds. The cost to complete this phase of the project is just shy of \$8,000.

With the first phase complete, we have reached an important decision point. When the process was started, no one was sure of the outcome or how much support there would be in the community to upgrade the pavilion. After completing this first phase and understanding what's possible along with the apparent community support to upgrade the facility, it seems logical to take the next step and advance one of the building concepts to the design phase.

The cost for Environment Architects to complete the design phase is well within the budget for the project. For the Lowest Impact option, the cost is \$7,400 for schematic and design development. For the New Roof Form-Addition, the cost is \$10,500.

As mentioned previously, the Main Street Board, Parks and Recreation Commission, Planning Commission, and Farmers Market Committee have discussed both proposals. Main Street and the Parks and Recreation Commission have both voted unanimously to support the New Roof Form-Addition option. The Main Street Board also approved funding the match for the design phase. While it did not take an official vote, the planning commission is supportive of this option as is the farmers market.

In regards to moving the pavilion, there is no recommendation to do that at this time. With the city facilities review underway and no clear consensus on what new location would be better than where the pavilion is currently, it is premature to consider relocation. If in the future, once plans for the city hall complex are more defined, it is determined a new location for the pavilion is more desirable, the design work on the New Roof Form-Addition concept can be applied to whatever location is chosen. In short, the work done now will not be wasted.

There is also consensus that 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.

Recommendation

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

January 6, 2014

*Hugh Conklin
Boyne City Main Street
Program Manager*

Dear Mr. Conklin,

Based on our understanding of the project scope the following is our estimate of professional fees for Concept one and Concept Two for the build-out for the Veteran's Park Pavilion Project. Phase 1 for each option is work completed as part of the Charette which took place in December of 2014.

Respectfully Submitted,

Environment Architects



Ray Kendra, AIA, LEED AP

Concept 1: Based on an approximately \$380,000.00 building project budget we would expect our fee structure to approximate the following:

Phase 2: Schematic Design PHASE SERVICES (10% of overall project)

.....\$3,800.00

Phase 3: Design Development PHASE SERVICES (10% of overall project)

.....\$3,800.00

Phase 4: Construction Document PHASE SERVICES (50% of overall project).....\$19,000.00

Phase 5: Bidding PHASE SERVICES (5% of overall project).....\$1,900.00

Phase 6: Construction PHASE SERVICES (25% of overall project).....\$9,500.00

Concept 2: Based on an approximately \$600,000.00 building project budget we would expect our fee structure to approximate the following:

Phase 2: Schematic Design PHASE SERVICES (10% of overall project).....\$5,250.00

Phase 3: Design Development PHASE SERVICES (10% of overall project).....\$5,250.00

Phase 4: Construction Document PHASE SERVICES (50% of overall project).....\$26,250.00

Phase 5: Bidding PHASE SERVICES (5% of overall project).....\$2,625.00

Phase 6: Construction PHASE SERVICES (25% of overall project).....\$13,125.00

Our professional services include the following:

- a. **Architectural**
- b. **Structural Engineering**
- c. **Mechanical Engineering**
- d. **Electrical Engineering**
- e. **Plumbing Engineering**

Services not included in this proposal which would be considered as additional services, please note coordination is provided as a base service as required:

- a. Site Engineering, Agency Review by Civil Engineer, and Topographical Land Survey
- b. Landscape Design
- c. Technology and Specialty Equipment Design/Consulting. We do however include all coordination of equipment into the design documents utilizing information provided by vendors. As an example: Kitchen Equipment and Furnishings; Sound Equipment and Acoustical Specialties; Security Equipment and Cameras
- d. Loose Furnishings Consulting.
- e. Drawing and Specification Printing Costs
- f. LEED Certification Services: Including but not limited to Registration fees, Commissioning Costs, Energy modeling, Certification submittal documentation and certification fees.
- g. Hazardous Materials Exploration/Abatement

Additional Service Consultant Mark-up:

For additional services (not included in base proposal) provided by outside consultants billed through *Environment Architects* we will include **10 percent** markup.

Environment Architects

Additional Services Hourly Rate Schedule:

\$110.00	Principal Architect
\$100.00	Architect
\$95.00	Graduate Architect II
\$85.00	Graduate Architect I
\$90.00	Professional Engineer (Structural, Mechanical, Electrical, and Plumbing)

VETERANS MEMORIAL PARK PAVILION PROJECT – 2013

January 6, 2014



CONCEPT SUMMARY- CONCEPT ONE

Concept One was envisioned as the least intrusive of the three concepts. The intent was to utilize as much of the existing structure as possible.

Concept One - Key Points:

- a. Maintain existing roof, structure and columns
- b. New brick exterior- inspired by the historic character of new developments and Downtown
- c. Sliding doors to create a three-season space - moderate weatherproofing for winter use
- d. Renovate bathrooms- create additional entry points
- e. Additions include: family picnic spaces and a pergola
- f. Eliminate the existing fireplaces

Concept One - Estimate of Probable Cost:

Site Work	\$25,000.00
Demolition.....	\$20,000.00
Concrete.....	\$10,000.00
Masonry.....	\$36,000.00
Steel (pergola).....	\$20,000.00
Doors/Windows.....	\$75,000.00
Roofing.....	\$10,000.00
Misc. Carpentry.....	\$25,000.00
Interior Finishes.....	\$12,000.00
Electrical.....	\$20,000.00
Mechanical.....	\$10,000.00
Plumbing.....	\$50,000.00

Subtotal.....	\$313,000.00
Contractor (OHP).....	\$46,000.00
Professional Fees.....	\$30,000.00
Contingency.....	\$20,000.00

Project Total.....\$409,000.00



We design the circumstances,
objects and conditions
that surround you.



CONCEPT 1
 key points:

- a. maintain existing roof, structure and columns
- b. new brick exterior- to pick up historical context of new developments and downtown
- c. sliding doors to create three season space - moderate weatherproofing for winter use
- d. renovate bathrooms- create additional entry points
- e. additions include: single family picnic space and pergola
- f. eliminate existing fireplaces

Veteran's Memorial Park Pavilion
Concept 1 - Lowest Impact

VETERANS MEMORIAL PARK PAVILION PROJECT – 2013

January 6, 2014



CONCEPT SUMMARY- CONCEPT TWO

Concept Two was envisioned as a compromise solution. It would be a significant renovation and change to the existing pavilion while maintaining the pavilion's existing location.

Concept Two - Key Points:

- a. Maintain existing structure and columns
- b. New roof structure
- c. New brick exterior- inspired by the historic character of new developments and Downtown
- d. Full-glass garage doors to create a three-season space - moderate weatherproofing for winter use
- e. Renovate bathrooms- create additional entry points
- f. Additions include: family picnic spaces, a pergola, and additional pavilion area
- g. Eliminate the existing fireplaces

Concept Two - Estimate of Probable Cost:

Site Work	\$60,000.00
Demolition.....	\$20,000.00
Concrete.....	\$35,000.00
Masonry.....	\$50,000.00
Steel (pergola).....	\$20,000.00
Doors/Windows.....	\$75,000.00
Roofing.....	\$35,000.00
Misc. Carpentry.....	\$75,000.00
Interior Finishes.....	\$12,000.00
Electrical.....	\$40,000.00
Mechanical.....	\$15,000.00
Plumbing.....	\$60,000.00

Subtotal.....	\$497,000.00
Contractor (OHP).....	\$75,000.00
Professional Fees.....	\$45,000.00
Contingency.....	\$30,000.00

Project Total.....\$647,000.00



VETERANS MEMORIAL PARK PAVILION PROJECT – 2013

January 6, 2014



CONCEPT SUMMARY- CONCEPT THREE

Concept Three was envisioned as the “out of the box” solution. It would demolish the existing pavilion and locate a new structure within Veterans Memorial Park closer to the water. It would require overall changes to the master site plan of the Veteran’s Memorial Park area but could work nicely with future efforts at the adjacent city facilities parcel. Consequently this would be the most expensive option.

Concept Three - Key Points:

- a. Utilize Concept Two floor plan and elevations
- b. Reclaim existing materials where possible from existing structure
- c. Separate State Street from North Street giving Marina individual identity
- d. Moves Pavilion closer to water
- e. Connect North Street to the City Hall parking lot with a drive around the "point"
- f. Creates expanded green space where existing structure is removed

Concept Two - Estimate of Probable Cost:

Site Work
Specifically excluded; to be determined with final overall master plan and road re-routng

The balance of this estimate is based on the following square footage and corresponding costs:

Main Pavilion:
3,750 square feet @ \$150/s.f.....\$562,000.00
Kitchen/Core:
1,950 square feet @ \$200/s.f.....\$390,000.00
Picnic Pavilions:
900 square feet @ \$75/s.f.....\$68,000.00

Subtotal..... \$1,020,000.00
Contractor (OHP).....\$150,000.00
Professional Fees..... \$100,000.00
Contingency..... \$40,000.00

Project Total.....\$1,310,000.00



We design the circumstances,
objects and conditions
that surround you.



Date: Feb. 11, 2014

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

From: Hugh Conklin, Program Manager

Re: Sister Cities Project

At the Jan. 28 City Commission, the City Commission was presented information about the Sister Cities International program and the possibility of Boyne City participating in a Sister City relationship with a Drogheda, Ireland. We are now requesting the City Commission take the first formal step in establishing that relationship by formally approving a letter of “invitation to partner” with Drogheda.

The draft letter of invitation is attached and is the same as one presented to the commission at its last meeting.

The interest for creating a Sister City relationship gained interest following a presentation by Patrick Maguire during last year’s Irish Festival. Mr. Maguire is a resident of Adrian, MI., a frequent visitor to Boyne City and he is also a native of Drogheda. With his assistance and the work of volunteer Becky Kuebler, who has spearheaded this effort, Boyne City is positioned to move forward and reach out to Drogheda.

The Sister City project will be under the umbrella of the Main Street Program and Ms. Kuebler has volunteered to chair the Sister City committee. The Main Street Board at its Feb. 6 meeting unanimously passed a motion supporting the Sister City project.

Recommendation

The City Commission endorse Boyne City’s association with Sister Cities International and authorize the “invitation to partner” letter be sent to Drogheda, Ireland.

February 11, 2014

The Honorable Richie Culhane
Drogheda Borough Council
Fair Street
Drogheda
Co. Louth
Ireland

The Honorable Richie Culhane,

It is with great pleasure that I invite Drogheda, Co. Louth, Ireland to enter into a Sister City relationship with Boyne City, Michigan, on behalf of the citizens of our community.

We believe Drogheda is a good fit for this partnership because of the historical ties between Boyne City and the Boyne Valley in Ireland. Boyne City was founded by John and Harriet Miller in 1856. The Boyne River, running through Boyne City and opening into the mouth of Lake Charlevoix, so reminded Mrs. Miller of her home in Ireland, it was thusly named. We believe, with Drogheda located on the coast, and with the Boyne River running through it, that we not only have a geographical similarity, but a historical one as well. As citizens of Boyne City, we would like to cultivate and foster that connection to the benefit of both of our communities.

Our hope is to create an awareness and appreciation of each other's culture as well as many cooperative activities that will be of mutual benefit to our communities. We suggest these to include student exchange programs, tourism and economic development programs, community service projects, club or organizational links, and newspaper column exchanges.

From this beginning we hope this partnership will grow and continue for many generations, fostering educational, economic and professional exchanges. We look forward to the limitless possibilities of this relationship.

Our expectations are few but may include reliable communication between the Drogheda Sister City Committee members and Boyne City Sister Committee members, periodic evaluation of the success of the Sister City Program, and periodic visits from each community at each traveler's expense.

The benefits of this relationship to the city of Drogheda are the development of cultural awareness, economic growth, and friendship between our two communities.

Although this partnership would begin with an agreement between our respective municipalities, we see the strength and vitality of this long-term association residing in the organizations, schools, businesses, and individuals of our citizenry. To this end, we have identified a group to establish the sister City committee, and Patrick Maguire a former resident of Drogheda who now lives in Michigan and is a frequent visitor to our community will be instrumental in guiding our partnership at this early stage. Our committee would be responsible for working with you and your community to develop a mutually acceptable Sister City agreement and to prepare a plan for the initial activities and exchanges to take place.

If you kindly accept our invitation, we would suggest that a similar body of individuals be assembled in Drogheda. Please note that Becky Kuebler, Boyne City Main Street Sister City Coordinator, will be your point of contact for establishing an agreement and planning the initial activities. She can be reached at 011-231-675-3770 or bakuebler@yahoo.com.

We truly hope that Drogheda, Co. Louth, Ireland will seriously consider this opportunity to partner with Boyne City, Michigan. We eagerly await your response and would be happy to address any questions or reservations you might have. Thank you for your consideration.

Sincerely,

Ron Grunch
Mayor

Boyne City, MI

cc: Linda Bell Woods, Paul Bell, Kevin Callan, Matthew Coogan, Anthony Donohoe, Frank Maher, Ciarán McKenna, Imelda Munster, Michael O'Dowd, Ken O'Heiligh, Dom Wilton.

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Cindy Grice, City Clerk/Treasurer *CG*
Date: February 6, 2014
Subject: Audit Proposals



On December 23, 2013, the City accepted proposals for auditing services. For the past five fiscal years, the City had a contract with Anderson Tackman & Company and we have been satisfied with that contract. Prior to that, we contracted with Baird, Cotter and Bishop for 3 years. Many communities have five year or more contracts with their auditors. The first year of the audit entails a tremendous amount of extra time spent by both City and audit staff as the new firm learns our procedures and policies, while setting up our accounts and activity history. A five year contract may result in lower costs over time because of the extra time required early in the contract period. In an effort to ensure the citizens and taxpayers of the fiscal responsibility of the City of Boyne City, I feel that after a five year contract, it is time to take a look at other accounting firms, not only from a cost perspective, but to have another set of eyes look at our accounting methods, records and procedures while providing us with new insight. We received four responses to our Request for Proposals, including Anderson Tackman & Company. All of these firms came with excellent references. We have previously worked with Rehmann Robson and also enjoyed working with that firm.

I have attached a chart detailing these proposals received. The highest bid was for \$96,500 and the lowest was \$71,090 including Single Audits for each year. The low bidder is Gabridge & Company of Grand Rapids and Interlochen. References contacted were positive, with comments such as "professional, informative, helpful, timely, great support given, and keeps you updated" used by those individuals we contacted. We also interviewed Joe Verlin, CPA from Gabridge & Company.

Based on our interview and comments from references this firm provided, I am recommending a five-year contract to the low bidding 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).

If you wish to review the bid proposal, a copy is available in my office. If you have further questions, please do not hesitate to contact me at any time.

AUDIT PROPOSALS - January 2014

AUDIT FIRM NAME	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018	TOTAL
Abraham & Gaffney	\$16,800.00	\$17,300.00	\$17,800.00	\$18,300.00	\$18,800.00	\$89,000.00
(single audit if required)	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$7,500.00
TOTAL	\$18,300.00	\$18,800.00	\$19,300.00	\$19,800.00	\$20,300.00	\$96,500.00
Rehman Robson	\$15,500.00	\$16,000.00	\$16,500.00	\$17,000.00	\$17,500.00	\$82,500.00
(single audit if required)	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$10,000.00
TOTAL	\$17,500.00	\$18,000.00	\$18,500.00	\$19,000.00	\$19,500.00	\$92,500.00
Anderson Tackman	\$13,000.00	\$13,000.00	\$13,500.00	\$14,000.00	\$14,000.00	\$67,500.00
(single audit if required)	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$10,000.00
TOTAL	\$15,000.00	\$15,000.00	\$15,500.00	\$16,000.00	\$16,000.00	\$77,500.00
Gabridge & CO	\$12,040.00	\$12,600.00	\$13,000.00	\$13,400.00	\$13,800.00	\$64,840.00
(single audit if required)	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$6,250.00
TOTAL	\$13,290.00	\$13,850.00	\$14,250.00	\$14,650.00	\$15,050.00	\$71,090.00

Current Contract FYE 2009 thru, 2013 - \$ 70,000



CITY OF BOYNE CITY

MEMO

To: Michael Cain, City Manager *Mc*

From: Barb Brooks, Executive Assistant / Harbormaster *BB*

Date: February 7, 2014

Subject: Marina Renovation Project Bids

Phase I Marina Renovation project 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. We bid the project 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. There are a few dock manufacturers who work on both types but generally you find that they specialize in one or the other. With separating the contracts, a bidder had the option to bid on one or both contracts.

This project was originally discussed back in 2011 when we applied for a grant from the Michigan Waterways Commission. The estimated cost of the project was \$210,500 and Waterways approved the grant for fifty percent funding (\$105,250 minus a \$3,100 management fee). The grant funds are available for three years unless there is an approved extension.

When the bids came in, both contracts came in higher than anticipated. The project engineer and I discussed our options and came to the following conclusions: 1) it would not be in the best interest to rebid the project because we felt the next set of bids could actually come in higher 2) we only received one bid for the shoppers dock and would probably receive only that bid again if we opened it back up 3) we are nearing the deadline of the grant funds and the money has to be expended by this summer or we could lose it 4) we were able to negotiate items in the contracts with each low bidder to bring the amount down to be within what was originally budgeted.

References have been provided from each contractor. Project engineer Dan Dombos has checked references and is satisfied that both low bidders are qualified to complete the project. His recommendations with the revised contracts are attached for your review. The total award amount for the project is \$205,305.72.

Recommendation: to award a contract to RB Lyons, Inc in the amount of \$107,387 for renovation of the fixed piers and award a contract to Flotation Docking Systems, Inc. in the amount of \$97,918.72 and have the City Manager sign the required documents.

Other options: Award only one of the contracts or reject both contracts.

Owner: City of Boyne City
Project Name: F. Grant Moore Municipal Marina - Phase I
Project Number: 12-0842
Date and Time: Thursday, January 16, 2014 @ 2:00 p.m.

Legend: Correction
Low Bidder

Bid Tabulation

Contract #1: Adjustable Dock Construction				Engineers Estimate		R.B. Lyons, Inc.		Flotation Docking System, Inc.	
#	Item	Unit	Quantity	Unit Cost	Item Cost	Unit Cost	Item Cost	Unit Cost	Item Cost
1.	Mobilization, Max. \$10,000	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -
2.	Fixed Dock Removals	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -
3.	Soil Erosion and Sedimentation Control	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	\$ -
4.	Geotextile Separator	Syd	40	\$ 10.00	\$ 400.00	\$ 10.00	\$ 400.00	\$ -	\$ -
5.	Rip-Rap, Grouted, Salv	Cyd	15	\$ 200.00	\$ 3,000.00	\$ 200.00	\$ 3,000.00	\$ -	\$ -
6.	Subbase, CIP	Cyd	20	\$ 20.00	\$ 400.00	\$ 100.00	\$ 2,000.00	\$ -	\$ -
7.	Sidewalk, Conc, 4 inch	Sft	155	\$ 10.00	\$ 1,550.00	\$ 14.00	\$ 2,170.00	\$ -	\$ -
8.	Gangway Abutment	Ea	4	\$ 1,500.00	\$ 6,000.00	\$ 2,530.00	\$ 10,120.00	\$ -	\$ -
9.	Adjustable Finger Pier, 50' x 5'	Ea	4	\$ 11,250.00	\$ 45,000.00	\$ 17,750.00	\$ 71,000.00	\$ -	\$ -
10.	Fixed Dock, 24' x 5'	Ea	1	\$ 4,500.00	\$ 4,500.00	\$ 10,200.00	\$ 10,200.00	\$ -	\$ -
11.	Dock Pile, Steel, Salv	Ea	9	\$ 1,500.00	\$ 13,500.00	\$ 1,800.00	\$ 16,200.00	\$ -	\$ -
12.	Spring Pile, Wood, 12 inch dia.	Ea	2	\$ 750.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ -	\$ -
13.	Turf Establishment	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -
14.	Closeout Costs (6% of Base Bid)	LS	1	\$ 6,532.98	\$ 6,532.98	\$ 8,177.00	\$ 8,177.00	\$ -	\$ -
Contract #1: Adjustable Dock Construction				\$ 108,882.98	\$ 108,882.98	\$ 144,467.00	\$ 144,467.00	\$ -	\$ -
Bid Statistics				% of Estimate	100.00%	% of Estimate	132.68%	% of Estimate	0.00%
				% of Low Bid	75.37%	% of Low Bid	100.00%	% of Low Bid	0.00%

Contract #2: Shopper's Dock Replacement				Engineers Estimate		R.B. Lyons, Inc.		Flotation Docking System, Inc.	
Item	Unit	Quantity	Unit Cost	Item Cost	Unit Cost	Item Cost	Unit Cost	Item Cost	
1.	Mobilization, Max \$10,000	LS	1	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ 940.00	\$ 940.00
2.	Floating Dock Removals	LS	1	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ 5,957.67	\$ 5,957.67
3.	Gangway, Rem and Salv	LS	1	\$ 750.00	\$ 750.00	\$ -	\$ -	\$ 522.83	\$ 522.83
4.	Floating Dock and Appurtenances	Sft	1750	\$ 39.00	\$ 68,250.00	\$ -	\$ -	\$ 41.86	\$ 73,255.00
5.	Fire Center	Ea	3	\$ 850.00	\$ 2,550.00	\$ -	\$ -	\$ 584.34	\$ 1,753.02
6.	Fire Suppression System	LS	1	\$ 3,675.00	\$ 3,675.00	\$ -	\$ -	\$ 8,824.17	\$ 8,824.17
7.	Electrical System	LS	1	\$ 3,080.00	\$ 3,080.00	\$ -	\$ -	\$ 8,534.84	\$ 8,534.84
8.	Luminaire and Post	Ea	10	\$ 850.00	\$ 8,500.00	\$ -	\$ -	\$ 538.84	\$ 5,388.40
9.	Closeout Costs (6% of Base Bid)	LS	1	\$ 6,179.04	\$ 6,179.04	\$ -	\$ -	\$ 6,713.73	\$ 6,713.73
Contract #2: Shopper's Dock Replacement				\$ 102,984.04	\$ 102,984.04	\$ -	\$ -	\$ 111,889.66	\$ 111,889.66
Bid Statistics				% of Estimate	100.00%	% of Estimate	0.00%	% of Estimate	108.65%
				% of Low Bid	92.04%	% of Low Bid	0.00%	% of Low Bid	100.00%

Totals:				Engineers Estimate		R.B. Lyons, Inc.		Flotation Docking System, Inc.	
Item	Unit	Quantity	Unit Cost	Item Cost	Unit Cost	Item Cost	Unit Cost	Item Cost	
Contract #1: Adjustable Dock Construction	-	-		\$ 108,882.98		\$ 144,467.00		\$ -	
Contract #2: Shopper's Dock Replacement	-	-		\$ 102,984.04		\$ -		\$ 111,889.66	
Price Adjustment for Award of Both Contracts	-	-		\$ -		\$ -		\$ -	
TOTALS:				\$ 211,867.02		\$ 144,467.00		\$ 111,889.66	

Owner: City of Boyne City
Project Name: F. Grant Moore Municipal Marina - Phase I
Project Number: 12-0842
Date and Time: Thursday, January 16, 2014 @ 2:00 p.m.

Legend:

Correction
Low Bidder

Bid Tabulation

Contract #1: Adjustable Dock Construction				Engineers Estimate		Great Lakes Dock & Materials, LLC		Team Elmer's	
#	Item	Unit	Quantity	Unit Cost	Item Cost	Unit Cost	Item Cost	Unit Cost	Item Cost
1.	Mobilization, Max. \$10,000	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 1,000.00	\$ 1,000.00
2.	Fixed Dock Removals	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 27,685.94	\$ 27,685.94	\$ 13,924.00	\$ 13,924.00
3.	Soil Erosion and Sedimentation Control	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 11,375.69	\$ 11,375.69	\$ 502.00	\$ 502.00
4.	Geotextile Separator	Syd	40	\$ 10.00	\$ 400.00	\$ 46.82	\$ 1,872.80	\$ 1.50	\$ 60.00
5.	Rip-Rap, Grouted, Salv	Cyd	15	\$ 200.00	\$ 3,000.00	\$ 187.27	\$ 2,809.05	\$ 215.00	\$ 3,225.00
6.	Subbase, CIP	Cyd	20	\$ 20.00	\$ 400.00	\$ 187.27	\$ 3,745.40	\$ 18.00	\$ 360.00
7.	Sidewalk, Conc, 4 inch	Sft	155	\$ 10.00	\$ 1,550.00	\$ 9.36	\$ 1,450.80	\$ 5.00	\$ 775.00
8.	Gangway Abutment	Ea	4	\$ 1,500.00	\$ 6,000.00	\$ 1,544.97	\$ 6,179.88	\$ 1,900.00	\$ 7,600.00
9.	Adjustable Finger Pier, 50' x 5'	Ea	4	\$ 11,250.00	\$ 45,000.00	\$ 17,672.64	\$ 70,690.56	\$ 25,225.00	\$ 100,900.00
10.	Fixed Dock, 24' x 5'	Ea	1	\$ 4,500.00	\$ 4,500.00	\$ 11,273.63	\$ 11,273.63	\$ 22,000.00	\$ 22,000.00
11.	Dock Pile, Steel, Salv	Ea	9	\$ 1,500.00	\$ 13,500.00	\$ 1,174.18	\$ 10,567.62	\$ 1,300.00	\$ 11,700.00
12.	Spring Pile, Wood, 12 inch dia.	Ea	2	\$ 750.00	\$ 1,500.00	\$ 2,628.33	\$ 5,256.66	\$ 2,090.00	\$ 4,180.00
13.	Turf Establishment	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 936.35	\$ 936.35	\$ 1,748.00	\$ 1,748.00
14.	Closeout Costs (6% of Base Bid)	LS	1	\$ 6,532.98	\$ 6,532.98	\$ 10,458.15	\$ 10,458.15	\$ 10,618.44	\$ 10,618.44
Contract #1: Adjustable Dock Construction				\$ 108,882.98	\$ 108,882.98	\$ 174,302.53	\$ 174,302.53	\$ 178,592.44	\$ 178,592.44
Bid Statistics				% of Estimate	100.00%	% of Estimate	160.08%	% of Estimate	164.02%
				% of Low Bid	75.37%	% of Low Bid	120.65%	% of Low Bid	123.62%

Contract #2: Shopper's Dock Replacement				Engineers Estimate		Great Lakes Dock & Materials, LLC		Team Elmer's	
Item	Unit	Quantity	Unit Cost	Item Cost	Unit Cost	Item Cost	Unit Cost	Item Cost	
1.	Mobilization, Max \$10,000	LS	1	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
2.	Floating Dock Removals	LS	1	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
3.	Gangway, Rem and Salv	LS	1	\$ 750.00	\$ 750.00	\$ -	\$ -	\$ -	\$ -
4.	Floating Dock and Appurtenances	Sft	1750	\$ 39.00	\$ 68,250.00	\$ -	\$ -	\$ -	\$ -
5.	Fire Center	Ea	3	\$ 850.00	\$ 2,550.00	\$ -	\$ -	\$ -	\$ -
6.	Fire Suppression System	LS	1	\$ 3,675.00	\$ 3,675.00	\$ -	\$ -	\$ -	\$ -
7.	Electrical System	LS	1	\$ 3,080.00	\$ 3,080.00	\$ -	\$ -	\$ -	\$ -
8.	Luminaire and Post	Ea	10	\$ 850.00	\$ 8,500.00	\$ -	\$ -	\$ -	\$ -
9.	Closeout Costs (6% of Base Bid)	LS	1	\$ 6,179.04	\$ 6,179.04	\$ -	\$ -	\$ -	\$ -
Contract #2: Shopper's Dock Replacement				\$ 102,984.04	\$ 102,984.04	\$ -	\$ -	\$ -	\$ -
Bid Statistics				% of Estimate	100.00%	% of Estimate	0.00%	% of Estimate	0.00%
				% of Low Bid	92.04%	% of Low Bid	0.00%	% of Low Bid	0.00%

Totals:				Engineers Estimate		Great Lakes Dock & Materials, LLC		Team Elmer's	
Item	Unit	Quantity	Unit Cost	Item Cost	Unit Cost	Item Cost	Unit Cost	Item Cost	
Contract #1: Adjustable Dock Construction	-	-		\$ 108,882.98		\$ 174,302.53		\$ 178,592.44	
Contract #2: Shopper's Dock Replacement	-	-		\$ 102,984.04		\$ -		\$ -	
Price Adjustment for Award of Both Contracts	-	-		\$ -		\$ -		\$ -	
TOTALS:			\$	211,867.02	\$	174,302.53	\$	178,592.44	

February 7, 2014

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

Re: Recommendation for Contract Award
F. Grant Moore Municipal Marina – Phase I Marina Improvements
Contract No. 2: Fixed Dock Replacement
MDNR Project No.: 15-203
ACI Project No.: 12-0842

Dear Mr. Cain,

On January 16, 2014 we received bids for the F. Grant Moore Municipal Marina – Phase I Marina Improvements. We received three (3) bids for Contract No. 1. All three (3) bids were complete with all necessary bonding and pre-qualification materials submitted prior to bidding. A summary of the attached bid tabulation is provided below.

ORIGINAL BID SUMMARY

<u>Prepared By:</u>	<u>Base Bid Amount:</u>	<u>Modified Scope¹</u>
Engineer's Estimate	\$108,882.98	\$ ----
RB Lyons, Inc.	\$144,467.00	\$107,387.00
Great Lakes Dock & Materials, LLC	\$174,302.53	\$138,322.39
Team Elmer's	\$178,592.44	\$124,817.44

Low Bidder is indicated in **bold**.

¹- Modified Scope prices are based on original bid unit prices and revised quantities.

Abonmarche evaluated the bid, and discussed value engineering modifications to the project. These discussions involved the City's Harbormaster (Barb Brooks) and a representative from the low bidder, RB Lyons, Inc. Following our discussions, we determined that the scope could be reduced to replace three (3) out of five (5) existing docks. The remaining two docks will be deferred until a later phase of marina improvements. In the meantime, the existing docks will be functional and able to accommodate larger boats. The table above shows the

prices of all three bidders with the modified scope. This scope change did not result in a change to the low bidder.

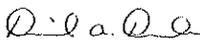
Abonmarche contacted RB Lyons to ensure their pricing could be held. On February 3, 2014, Abonmarche received revised pricing from RB Lyons, Inc. This revised pricing provides additional savings compared to the original evaluation of the scape modification. Abonmarche recommends award to **R.B. Lyons, Inc.**, in the amount of **\$107,265.96**.

We received positive feedback from their references (including City of Charlevoix, City of Petoskey, and various private owners on Lake Charlevoix). We will begin preparation of the Notice of Award pending your final decision in selecting a contractor and pending approval from the Michigan Department of Natural Resources – Waterways Division.

Should you have any questions or comments, please feel free to contact us at our office.

Sincerely,

ABONMARCHE



Digitally signed by Daniel A. Dombos, PE
DN: cn=D. Dombos, o=Abonmarche, ou=Daniel A. Dombos, PE
E=dombos@abonmarche.com, ou=Daniel A. Dombos, PE
TEL: +1-268-888-8888, ou=Daniel A. Dombos, PE
Reason: I am the author of this document
Content-Id: 201402071332440070
Date: 2014.02.07 13:32:44-0700

Daniel A. Dombos II, P.E.
Senior Project Engineer

DAD

Attach: Bid Tabulation with revised pricing
Revised Pricing Letter

cc: Barb Brooks City of Boyne City
Paul Petersen MDNR
Paul Stoddard MDNR



Owner: City of Boyne City
Project Name: F. Grant Moore Municipal Marina - Phase I
Project Number: 12-0842
Date and Time: Thursday, January 16, 2014 @ 2:00 p.m.

Legend:

Correction
Low Bidder
Modified

Original Bid Tabulation

Contract #1: Adjustable Dock Construction				Engineers Estimate		R.B. Lyons, Inc.	
#	Item	Unit	Quantity	Unit Cost	Item Cost	Unit Cost	Item Cost
1.	Mobilization, Max. \$10,000	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00
2.	Fixed Dock Removals	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	\$ 8,000.00
3.	Soil Erosion and Sedimentation Control	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
4.	Geotextile Separator	Syd	40	\$ 10.00	\$ 400.00	\$ 10.00	\$ 400.00
5.	Rip-Rap, Grouted, Salv	Cyd	15	\$ 200.00	\$ 3,000.00	\$ 200.00	\$ 3,000.00
6.	Subbase, CIP	Cyd	20	\$ 20.00	\$ 400.00	\$ 100.00	\$ 2,000.00
7.	Sidewalk, Conc, 4 inch	Sft	155	\$ 10.00	\$ 1,550.00	\$ 14.00	\$ 2,170.00
8.	Gangway Abutment	Ea	4	\$ 1,500.00	\$ 6,000.00	\$ 2,530.00	\$ 10,120.00
9.	Adjustable Finger Pier, 50' x 5'	Ea	4	\$ 11,250.00	\$ 45,000.00	\$ 17,750.00	\$ 71,000.00
10.	Fixed Dock, 24' x 5'	Ea	1	\$ 4,500.00	\$ 4,500.00	\$ 10,200.00	\$ 10,200.00
11.	Dock Pile, Steel, Salv	Ea	9	\$ 1,500.00	\$ 13,500.00	\$ 1,800.00	\$ 16,200.00
12.	Spring Pile, Wood, 12 inch dia.	Ea	2	\$ 750.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
13.	Turf Establishment	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 1,200.00	\$ 1,200.00
14.	Closeout Costs (6% of Base Bid)	LS	1	\$ 6,532.98	\$ 6,532.98	\$ 8,177.00	\$ 8,177.00
Contract #1: Adjustable Dock Construction				\$	108,882.98	\$	144,467.00
Bid Statistics				% of Estimate	100.00%	% of Estimate	132.68%
				% of Low Bid	75.37%	% of Low Bid	100.00%

Revised Bid with Cost Savings

Contract #1: Adjustable Dock Construction				Engineers Estimate		R.B. Lyons, Inc.	
#	Item	Unit	Quantity	Unit Cost	Item Cost	Unit Cost	Item Cost
1.	Mobilization, Max. \$10,000	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 7,000.00	\$ 7,000.00
2.	Fixed Dock Removals	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 6,000.00	\$ 6,000.00
3.	Soil Erosion and Sedimentation Control	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
4.	Geotextile Separator	Syd	30	\$ 10.00	\$ 300.00	\$ 10.00	\$ 300.00
5.	Rip-Rap, Grouted, Salv	Cyd	12	\$ 200.00	\$ 2,400.00	\$ 220.00	\$ 2,640.00
6.	Subbase, CIP	Cyd	15	\$ 20.00	\$ 300.00	\$ 120.00	\$ 1,800.00
7.	Sidewalk, Conc, 4 inch	Sft	155	\$ 10.00	\$ 1,550.00	\$ 14.00	\$ 2,170.00
8.	Gangway Abutment	Ea	3	\$ 1,500.00	\$ 4,500.00	\$ 2,890.00	\$ 8,670.00
9.	Adjustable Finger Pier, 50' x 5'	Ea	3	\$ 11,250.00	\$ 33,750.00	\$ 17,750.00	\$ 53,250.00
10.	Fixed Dock, 24' x 5'	Ea	0	\$ 4,500.00	\$ -	\$ 10,200.00	\$ -
11.	Dock Pile, Steel, Salv	Ea	6	\$ 1,500.00	\$ 9,000.00	\$ 1,800.00	\$ 10,800.00
12.	Spring Pile, Wood, 12 inch dia.	Ea	2	\$ 750.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
13.	Turf Establishment	LS	1	\$ 2,500.00	\$ 2,500.00	\$ 1,200.00	\$ 1,200.00
14.	Closeout Costs (6% of Base Bid)	LS	1	\$ 5,093.62	\$ 5,093.62	\$ 6,435.96	\$ 6,435.96
Contract #1: Adjustable Dock Construction				\$	84,893.62	\$	107,265.96

February 6, 2014

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

Re: Recommendation for Contract Award
F. Grant Moore Municipal Marina – Phase I Marina Improvements
Contract No. 2: Floating Shopper's Dock Replacement
MDNR Project No.: 15-203
ACI Project No.: 12-0842

Dear Mr. Cain,

On January 16, 2014 we received bids for the F. Grant Moore Municipal Marina – Phase I Marina Improvements. A single bid was received for Contract No. 2. This bid from Flotation docking Systems of Cedarville, Michigan was complete with all necessary pre-qualification materials submitted prior to bidding. A summary of the attached bid tabulation is provided below.

ORIGINAL BID SUMMARY

<u>Prepared By:</u>	<u>Base Bid Amount:</u>	<u>Recommended Amount</u>
Engineer's Estimate	\$102,984.04,	\$ ----
Flotation Docking Systems, Inc.	\$111,889.66	\$97,918.72

Low Bidder is indicated in **bold**.

Abonmarche evaluated the bid, and discussed value engineering modifications to the project. These discussions involved the City's Harbormaster (Barb Brooks), the Fire Chief (Dennis Amesbury), and representatives of Flotation Docking Systems. Following our discussions, we arrived at a scope of work that was able to reduce the project cost while achieving all major project goals. A description of the modifications are documented in the minutes from our Post-Bid Conference and formalized in the revised pricing document submitted by Flotation Docking Systems, Inc. on January 28, 2014.

95 West Main Street
Benton Harbor, MI 49022
269.927.2295

361 First Street
Manistee, MI 49660
231.723.1198

503 Quoker Street
South Haven, MI 49090
269.637.1293

750 Lincoln Way East
South Bend, IN 46601
574.232.8700

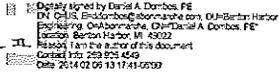
3177 Willowcreek Road
Portage, IN 46368
219.850.4624

Abonmarche recommends award to **Flotation Docking Systems, Inc.**, in the amount of **\$97,918.72**. We will begin preparation of the Notice of Award pending your final decision in selecting a contractor and pending approval from the Michigan Department of Natural Resources – Waterways Division.

Should you have any questions or comments, please feel free to contact us at our office.

Sincerely,

ABONMARCHE

 
Digitally signed by Daniel A. Dombos, FE
DN: cn=Daniel A. Dombos, o=Abonmarche, ou=Daniel A. Dombos, FE
Email=Daniel.A.Dombos@abonmarche.com, ou=Bertram Harbor
Engineering, ou=Abonmarche, cn=Daniel A. Dombos, FE
Location=Bertram Harbor, MI 49022
Reason: I am the author of this document
Contact Info: 259 925 4249
Date: 2014.02.06 13:17:41-0500

Daniel A. Dombos II, P.E.
Senior Project Engineer

DAD

Attach: Post-Bid Conference Minutes
Revised Pricing Letter

cc: Barb Brooks City of Boyne City
Paul Petersen MDNR
Paul Stoddard MDNR





Flotation Docking Systems, Inc.

January 28, 2014

Dan Dombos
Abonmarche
96 West Main St.
Benton Harbor, MI 49022
(269) 927-2295 (ext 126)
ddombos@abonmarche.com

Re: F. Grant Moor Municipal Marina – Contract #2 Revised Pricing

Dear Mr. Dombos,

Pursuant to your Post Bid Conference memo (attached for reference), this document is intended to provide updated pricing as discussed during our January 21st phone conversation. If any questions arise during your review of the same, please contact me at your convenience.

Best regards,

Cody Carmichael
Cody Carmichael

F. GRANT MOORE MUNICIPAL MARINA - CONTRACT #2 REVISED BID FORM						
Item No.	Description	Units	Quantity	Bid Unit Price	Bid Price	
1	Mobilization, Max \$5,000	LS	1	\$ 940.00	\$ 940.00	
2	Floating Walkway Removals	LS	1	\$ 5,957.67	\$ 5,957.67	
3	Gangway, Rem and Salv ¹	Ea	1	\$ 522.83	\$ 522.83	
4	Floating Walkway and Appurtenances ²	LS	1750	\$ 37.46	\$ 65,557.74	
5	Fire Center	Ea	3	\$ 584.34	\$ 1,753.02	
6	Fire Suppression System ³	LS	0	\$ -	\$ -	
7	Electrical System ⁴	LS	1	\$ 8,354.72	\$ 8,354.72	
8	Luminaire and Post	Ea	9	\$ 611.46	\$ 5,503.12	
9	Closeout Costs (6% of Base Bid)	LS	1	\$ 5,654.62	\$ 5,654.62	
10	Dock Refurbishing Allowance ⁵	LS	1	\$ 2,000.00	\$ 2,000.00	
TOTAL:					\$ 96,243.72	

BID NOTES:

- 1.) Item No. 3 does not currently account for re-decking existing ramp to match new floats. If The Owner would like to entertain this idea, an additional \$1,675.00 should be assumed.
- 2.) Bid item No. 4 has been modified to reflect changes as identified in Item No. 4 (excluding fire suppression - see separate note below) of the Post Bid Conference document (issued by Abonmarche), dated January 21, 2014.
- 3.) The dry hydrant system has removed from this project, pending written approval of the Boyne City fire chief.
- 4.) The aforementioned Post bid Conference document identifies an estimated savings of \$1,000 for electrical system changes as stated by FDS during the Jan. 21 conference call. This value was inaccurately calculated (at that time) as a result of mistakenly omitting replacement of the existing hand hole with a new Quazite box. Once corrected, the *actual* credit amounts to \$180.12.
- 5.) A \$2,000.00 refurbishment allowance has been included as reflected in the Post Bid Conference document. Considering that it is contingent upon any necessary repairs to the section that will be re-used, and since knowledge of potential repairs cannot be determined until a spring inspection, it has been stated so as to no impact the project closeout line item.

**CITY OF BOYNE CITY
POST-BID CONFERENCE
F. GRANT MOORE MUNICIPAL MARINA – PHASE I MARINA IMPROVEMENTS
CONTRACT #2: FLOATING SHOPPER'S DOCK REPLACEMENT
Project No. 12-0842**

**January 21, 2014
2:00 p.m.**

1. ATTENDEES

Barbara Brooks	City of Boyne City
Cody Carmichael	Flotation Docking Systems, Inc.
Joni Burger	Flotation Docking Systems, Inc.
Jeff Cason	Flotation Docking Systems, Inc.
Bill Waggener	Waggener Electric
Daniel A. Dombos II, PE	Abonmarche.

2. Purpose of Conference

- Discussion of value engineering changes and potential cost Savings

3. Electrical System

- Convert Electrical to Single Circuit for lighting and fire centers
 - Reduction in the quantity of G-Cable on the docks
 - Reduction of THHN Cable on land.
 - Eliminate photocell in electrical room and place individual photocells per fixture
 - Eliminate Time Clock Control
 - Replace handhole with new quazite box.
 - Cost Change: (\$ 1,000.00)
- Omit 1 Luminaire and Post
 - Cost Change: (\$538.84)

- Waggener to price out conversion to Aluminum Poles instead of wood poles currently specified.
 - No Cost Savings is anticipated.
 - Don't spend too much time, additional costs are unlikely to be approved.
 - Provide 10' mounting height, square tube with white TGIC Polyester powder coated finish.
 - Ensure this will be compatible with mounting mechanism for light fixture.
 - Cost Change: TBD

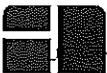
4. Floating Dock System

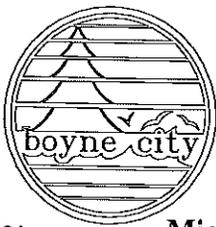
- Reutilize existing dock section replaced previously.
 - Reutilize in same position as currently deployed to allow carry-over of existing bracing and connections.
 - Included:
 - Replacement of deck boards and modification to accept proposed utilities
 - Not Included:
 - Power washing
 - Structural refurbishing
 - Replacement of skirting.
 - Cost Change:
 - Salvage Existing Dock Section: (\$7,300.00)
 - Dock Refurbishing Allowance: \$2,000.00
- Reduction in Freeboard
 - Change from 24" to 18" to permit reuse of existing dock section
 - Cost Change (\$0.46/SFT): (\$805.00)
- Fire Suppression System
 - Fire Suppression Standpipe System is required by NFPA 303 where hose lay length from nearest connection exceeds 150 feet.
 - This applies to the shopper's dock, so we have included this system with the bid documents.
 - There is precedence for omission of these systems where the local fire chief and building code officials are willing to officially request and approve the change in writing.
 - FDS Suggests we discuss with local fire chief citing the following conditions:
 - No long-term mooring on dock
 - No electrical services or connections by boaters.
 - No fuel systems
 - Barb Brooks to discuss with Fire Chief and refer him to Dan Dombos with any further questions.
 - Cost Change: (\$8,824.17)



5. Net Change

• Total Bid Price:	\$111,889.66
• Closeout Costs as Bid:	\$6,713.73
• Total of Other Bid Items	\$105,175.93
• Total Anticipated Cost Change:	(\$16,468.01)
• Anticipated Closeout Costs:	\$5,662.21
• Anticipated Award Amount:	\$94,370.13





CITY OF BOYNE CITY

MEMO

To: Michael Cain, City Manager *Mc*
From: Barb Brooks, Executive Assistant/Harbormaster *BB*
Date: February 6, 2014
Subject: One Water Marina Proposal for 2014

2013 has proved to be the busiest season the One Water Marina experienced since it opened for business in 2010. The boating traffic for both transient and shoppers' docks almost doubled from prior years. This was an apparent observation from the marina staff, boaters and onlookers and is shown by the end of the season financial statement. I have attached the current financial statement and a 4 year summary for your review.

I have spoken with Glen Catt and he agrees the relationship has worked well and would like to continue with the current arrangement for the City to manage the One Water Marina for the 2014 boating season.

The City also rented on behalf of Mr. Greg Krueger two out of the three slips he owns at the One Water Marina. Mr. Krueger has not at this time indicated whether it is his intent to include them in the rental pool for the 2014 season. This relationship has also been financially advantageous to both parties.

All parties feel the One Water Marina partnership has been successful and beneficial in several ways:

- There was an overall net profit of \$22,447.04 with the City's portion of that equaling \$13,468.22 in revenue (financial statements attached).
- The City was able to accommodate more seasonal and transient boaters throughout the summer.
- It provided additional day dockage / shoppers' dockage to numerous boaters of all sizes as the City's shoppers' dock has a very limited capacity.
- It brought additional people into our downtown shops and restaurants
- It provided great assistance to the Boyne Thunder event (allowing them to increase the number of participants)
- It provided exposure to the One Water Development and its' tenants.
- Positive PR for Boyne City
- We were able to bring back all of our seasonal employees wishing to return and create an additional seasonal job.

I believe the word is out that Boyne City has additional dockage and can accommodate larger vessels and we continue to have the potential to bring in even more boaters, both seasonal and transient and more spending dollars into the downtown and to the City's marina budget. The marina staff was able to creatively manage the City marina, boat launch and the One Water marina without any of the facilities being overlooked.

A copy of the 2013 Management Agreement is attached for your review; the 2014 agreement will be identical with the exception of the dates and rental rates.

Recommendation: 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.

Other Options:

- Refer back to staff for more information
- Do not enter into an operating agreement with either party
- Other options brought forth by the Commission

2013 ONE WATER MARINA FINANCIAL REPORT

	Jan - April	May	June	July	August	September	October	Year End Adjustment	TOTAL
REVENUES									
Jan - April 2012	\$ 500.00								
Water Street Marina	\$ 4,736.00	\$4,975.00	\$3,443.00	\$11,165.00	\$8,165.00	\$902.00	\$181.00	-\$1,256.00	\$32,811.00
EXPENDITURES									
Salaries		\$65.50	\$707.14	\$1,725.89	\$973.01	\$700.38	\$98.25		\$4,270.17
Supplies/Weed Control		\$0.00	\$0.00	\$390.00	\$418.68	\$0.00	\$0.00		\$808.68
City Liability Insurance		\$37.33	\$37.33	\$37.33	\$37.33	\$37.33	\$37.35		\$224.00
Restroom Rental		\$385.68	\$300.00	\$600.00	\$600.00	\$600.00	\$0.00		\$2,485.68
Utilities - Electric (May-Oct)		\$141.51	\$279.80	\$559.13	\$234.29	\$122.60	\$49.92		\$1,387.25
Utilities - Water (May-Oct)		\$0.00	\$0.00	\$457.39	\$0.00	\$263.38	\$163.39		\$884.16
1 Water Liability Insurance		\$50.67	\$50.67	\$50.67	\$50.67	\$50.67	\$50.67		\$304.02
TOTALS		\$680.69	\$1,374.94	\$3,820.41	\$2,313.98	\$1,774.36	\$399.58		\$10,363.96
PROFIT / LOSS		\$4,294.31	\$2,068.06	\$7,344.59	\$5,851.02	-\$872.36	-\$218.58		\$22,447.04

One Water Marina/Integrity Land Company

\$8,978.82

City of Boyne City

\$13,468.22

One Water Marina
Krueger slips 8 9
2013 Season End Report

	May	June	July	August	September	Year End Adjustment	TOTAL
<u>REVENUES</u>							
Slip Rentals	\$0.00	\$66.00	\$1,817.00	\$188.00	\$375.00	\$1,271.00	\$3,717.00
<u>EXPENDITURES</u>							
Amount due to Greg Krueger							\$1,858.50
<u>ACCOUNT BALANCE</u>							\$1,858.50

2/6/2014

Four Year Summary

One Water Slips

	2010 Totals	2011 Totals	2012 Totals	2013 Totals	4 yr Totals
REVENUES					
Water Street Marina	\$ 16,257.00	\$ 19,527.83	\$ 21,071.78	\$ 32,811.00	\$ 89,667.61
EXPENDITURES					
Salaries	\$ 4,036.76	\$ 2,478.22	\$ 5,376.43	\$ 4,270.17	
Supplies/Weed Control	\$ 2,547.37	\$ 1,519.58	\$ 117.78	\$ 808.68	
City Liability Insurance	\$ 224.00	\$ 224.00	\$ 224.00	\$ 224.00	
Restroom Rental	\$ 1,434.72	\$ 1,429.36	\$ 2,853.60	\$ 2,485.68	
Utilities - Electric (May-Oct)	\$ 614.20	\$ 648.46	\$ 899.91	\$ 1,387.25	
Utilities - Water (May-Oct)	\$ 449.64	\$ 433.11	\$ 296.08	\$ 884.16	
1 Water Liability Insurance	\$ 355.00	\$ 319.00	\$ 279.00	\$ 304.02	
Totals Expenses	\$ 9,961.69	\$ 8,051.73	\$ 10,046.80	\$ 10,363.96	\$ 38,424.18
PROFIT / LOSS	\$ 6,595.46	\$ 11,476.10	\$ 11,024.98	\$ 22,447.04	\$ 51,543.58
One Water Marina/Integrity Land Company	\$ 2,638.18	\$ 4,590.44	\$ 4,409.99	\$ 8,978.82	\$ 20,617.43
City of Boyne City	\$ 3,957.28	\$ 6,885.66	\$ 6,614.99	\$ 13,468.22	\$ 30,926.15

Krueger Slips

	2010 Totals	2011 Totals	2012 Totals	2013 Totals	
REVENUES					
Slip Rentals	\$ 712.00	\$ 2,385.67	\$ 894.00	\$ 3,717.00	\$ 7,708.67
Amount due to Greg Krueger	\$ 356.00	\$ 1,192.84	\$ 447.00	\$ 1,858.50	\$ 3,854.34
City of Boyne City	\$ 356.00	\$ 1,192.84	\$ 447.00	\$ 1,858.50	\$ 3,854.34

\$ 34,780.49

**LIMITED PROPERTY MANAGEMENT AGREEMENT
ONE WATER MARINA**

THIS AGREEMENT between INTEGRITY LAND COMPANY, a Michigan corporation, 829 W. Main Street, Suite C, Gaylord, Michigan, 49735 (referred as "Owner"), and THE CITY OF BOYNE CITY, a municipality, 319 North Lake Street, Boyne City, Michigan, 49712, (referred to as "Manager").

WHEREAS, the Owner is the owner of certain real property in the state of Michigan, known as One Water Marina, located at 1 Water Street, Boyne City, Michigan, 49712, hereinafter referred to as "Property".

WHEREAS, Owner and Manager wish to enter into an agreement whereby Manager shall have the exclusive right to lease and supervise property with the exception of Owner's rights described in Article IV.

NOW THEREFORE, for in consideration of mutual promises, agreements, covenants, conditions and stipulations and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereby enter into a Limited Property Management Agreement as follows:

ARTICLE I

1. Owner appoints manager to act in his place and stead for the purpose of leasing and supervising the property referred to above.
2. This Agreement shall be in effect from May 1, 2013 through October 31, 2013. Manager shall not make commitments beyond these effective dates.

**ARTICLE II
RIGHTS OF MANAGER**

1. Manager shall have the exclusive right to lease and supervise the above Property, according to the rate schedule attached as Exhibit A.
2. Manager shall contact the Owner whenever possible in the event repairs are deemed necessary. In the event of a mechanical failure or act of nature that threatens the immediate safety of the property and/or a guest, Manager shall have the right to take any action deemed necessary to protect the Property and/or guest. Manager shall inform Owner of any such incidents.
3. Manager shall have such other rights as provided by the Provisions of this Agreement.

**ARTICLE III
DUTIES OF MANAGER**

1. Manager agrees to use their best efforts in leasing and supervising of Property.
2. Manager agrees to inspect the docking and slip areas of the Property, including lighting and signage, and to provide general cleaning and trash removal as necessary.
3. It is expressly understood by the parties that this is a Limited Property Management Agreement and that the Manager has assumed only those responsibilities toward the Property as specifically set out in this Agreement. All duties or responsibilities towards Owner of said property or the management thereof not expressly herein assumed by the manager shall remain those of the Owner.
4. Rental rate and maximum occupancy for said Property as set forth in Exhibit A shall be observed. Manager shall be authorized to make changes in said rates, to offer discounts to guests due to supervisory errors or guest dissatisfaction, and to offer discounts during certain occupancy periods.

**ARTICLE IV
RIGHTS OF OWNER**

1. The Owner shall be entitled to the continual use of five (5) slips, at no charge. Slips to be determined between Owner and Manager.
2. The Owner shall have the right to inspect any rental records pertaining to the rental of Property, provided a minimum 24-hour notice is given to the manager.
3. The Owner shall have such other rights as provided by the provisions of the Agreement.

**ARTICLE V
DUTIES OF OWNER**

1. The Owner shall provide a fully constructed and equipped Property.
2. The Owner shall be liable for keeping the driveways, walkways, property, parking lot and any decking in good repair and safe condition. The Owner shall provide currently charged fire extinguishers of the type and number required by Michigan state law, if any.

**ARTICLE VI
COMPENSATION**

1. Manager will prepare a monthly income and expense report for Owner, not later than the 30th of the following month.

- a. Manager shall bear the costs of staffing and their operations, which shall include bulb replacement and trash removal, and their required liability and property insurance.
 - b. Owner shall bear the costs of utilities, structural maintenance, mortgage costs (if any), taxes, their required liability and property insurance, landscaping, and other maintenance of the Property, if any.
2. Expenses shall be paid from receipts in the following priority:
 - a. Salaries
 - b. General Liability Insurance (Owner and Manager)
 - c. Supplies
 - d. Restroom Rental
 - e. Utilities
 - f. Advertising
 3. Proceeds after expenses shall be split between the parties:
 - a. Owner: forty percent (40%)
 - b. Manager: sixty percent (60%)

ARTICLE VII INSURANCE

1. The Owner and Manager agree to indemnify and save each other harmless from any and all claims, actions or demands arising out of any act or omission of the other, their employees, agents, invitees or licensees.
2. Each party agrees to maintain a policy of commercial liability and property damage insurance with respect to the property and business operated by Manager with limits of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate, and in which the property damage liability shall not be less than \$250,000. The policy shall name both the Owner and the Manager as their interests appear and shall contain a clause that the insurer will not cancel or change the insurance without first giving notice to the other party. A copy of the policy or a certificate of insurance and any renewal certificates shall be provided as evidence of such insurance.
3. Owner further agrees to carry fire and extended coverage insurance on the Property, at their sole expense.
4. Manager shall require and verify insurance from all seasonal Permittees prior to approving the rental agreement.
5. Manager shall also provide workers' compensation insurance for all individuals working at the property who are employees of Manager, and shall require workers' compensation insurance and general liability insurance for any subcontractors they have perform work at the property.

**ARTICLE VIII
ADDITIONAL PROVISIONS**

1. Whenever under any provisions of this Agreement the approval or consent of either party is required, the decision thereon shall not be unreasonably withheld.
2. This Agreement shall be deemed to have been made and shall be construed and interpreted in accordance with the laws of the state of Michigan.
3. In the event that any provision of this Agreement shall be declared unenforceable by a court of competent jurisdiction, the parties herein expressly agree that the remainder of the Agreement shall be binding and enforceable as between the parties, unless the Agreement be so materially altered as to impair the carrying out of the intent of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed this Agreement as of the date and year first above written.

INTEGRITY LAND COMPANY

CITY OF BOYNE CITY

By: Glen B. Catt
Its: President

By: Michael Cain
Its: City Manager

Date

Date

EXHIBIT A: Rate Schedule

Transient

Boat Length	Rate	Boat Length	Rate
1-24 feet	\$27	67 feet	\$111
25 feet	\$29	68 feet	\$112
26 feet	\$30	69 feet	\$114
27 feet	\$31	70 feet	\$116
28 feet	\$32	71 feet	\$117
29 feet	\$33	72 feet	\$119
30 feet	\$35	73 feet	\$120
31 feet	\$39	74 feet	\$122
32 feet	\$40	75 ft. or more	\$1.65 per ft.
33 feet	\$41		
34 feet	\$43		
35 feet	\$44		
36 feet	\$49		
37 feet	\$50		
38 feet	\$51		
39 feet	\$57		
40 feet	\$58		
41 feet	\$59		
42 feet	\$61		
43 feet	\$62		
44 feet	\$64		
45 feet	\$65		
46 feet	\$71		
47 feet	\$73		
48 feet	\$74		
49 feet	\$76		
50 feet	\$78		
51 feet	\$79		
52 feet	\$81		
53 feet	\$82		
54 feet	\$84		
55 feet	\$85		
56 feet	\$87		
57 feet	\$88		
58 feet	\$90		
59 feet	\$91		
60 feet	\$93		
61 feet	\$101		
62 feet	\$102		
63 feet	\$104		
64 feet	\$106		
65 feet	\$107		
66 feet	\$109		

Seasonal

Boat Length	Rate
20	\$1,661
21	\$1,744
22	\$1,827
23	\$1,910
24	\$1,993
25	\$2,077
26	\$2,160
27	\$2,243
28	\$2,326
29	\$2,409
30	\$2,492
31	\$2,599
32	\$2,683
33	\$2,766
34	\$2,890
35	\$3,010
36	\$3,132
37	\$3,275
38	\$3,382
39	\$3,510
40	\$3,600
41	\$3,690
42	\$3,822
43	\$3,999
44	\$4,092
45	\$4,275
46	\$4,370
47	\$4,465
48	\$4,608
49	\$4,753
50	\$4,850
51	\$4,998
52	\$5,148
53	\$5,300
54	\$5,400
55	\$5,555
56	\$5,656
57	\$5,814
58	\$5,974
59	\$6,077
60	\$6,240
Over 60 ft	\$104 per ft



City of Boyne City

Agenda Item 9H

MEMO

Date: February 7, 2014

To: Mayor Grunch and the Boyne City City Commission

From: Michael Cain, City Manager 

Subject: City Facilities Architectural Service Proposal Update

Since our last meeting I have personally reviewed and ranked all seven proposals received on January 17th for this project. Prior to our meeting on Tuesday I will be meeting with our Department Heads to review, compare and discuss all of our individual rankings and the reasons for them. At the end of that process I anticipate developing a list of the top four firms that will be brought in for interviews. Depending on the results of our discussions the number of firms that will be interviewed may be raised or lowered. I further anticipate sharing that information and probable interview dates with the City Commission at our meeting Tuesday.

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	7:00pm Historic District				23
24	25	26	27	28	
6:00pm County Wide Elected Leader Summit (Senior Center)	12:00pm City Commission		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
	5:00pm ZBA		8:30am Main Street Board mtg. 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					