

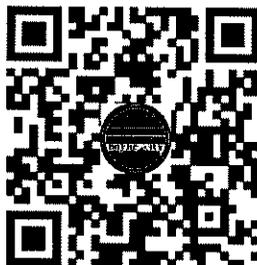


**BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
319 North Lake Street
Tuesday, April 10, 2012 at 7:00 p.m.**

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 March 27, 2012 regular City Commission meeting minutes as presented
 - B. Approval to commit to MIDeal to purchase 500 tons of road salt for the 2012/2013 Winter season
4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
5. CORRESPONDENCE
6. CITY MANAGER'S REPORT
7. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES
 - A. Draft Minutes of the March 1, 2012 Main Street Board Meeting
 - B. Draft Minutes of the March 19, 2012 Economic Development Corporation Meeting
 - C. Draft Minutes of the March 19, 2012 Local Development Finance Authority Meeting
 - D. Draft Minutes of the March 19, 2012 Planning Commission Meeting
 - E. Draft Minutes of the March 19, 2012 Historical Commission Meeting
 - F. Draft Minutes of the March 22, 2012 Airport Advisory Board Meeting
8. UNFINISHED BUSINESS
 - A. Kirtland Products Update
9. NEW BUSINESS
 - A. Possible Proposed FYE 2012 Budget changes
Consideration of possible proposed changes to the DDA / Main Street Budget

- B. **Public Hearing – Proposed FYE 2013 Budget**
Public Hearing to hear citizen comments regarding the General Appropriations Act as required by statutory regulations
- C. **Millage Rate Resolution**
Consideration to adopt the Resolution to Establish a Millage Rate of 15.51 for the City of Boyne City FY 2012/2013
- D. **General Appropriations Act Resolution**
Consideration to adopt the General Appropriations Act for FY 2012/2013 Resolution
- E. **Fee Schedule Resolution**
Consideration to adopt Fee Schedule for FY 2012/2013 Resolution
- F. **Marina Rules and Regulations Amendment**
Consideration to adopt the revised Rules and Regulations governing the harbor area, marina operations, marina facilities and boat launches
- G. **EMS Interlocal Agreement**
Consideration to approve of proposed agreements with townships for EMS services
10. **GOOD OF THE ORDER**
11. **ANNOUNCEMENTS**
- The next regular City Commission meeting is scheduled for Tuesday, April 24, 2012 at 7:00 p.m.
 - The Arbor Day Celebration Free Tree seedling open house will be held at City Hall on April 26, 2012 from 8 am to 5 pm
 - The City-wide leaf pick up begins April 2nd and run through April 30, 2012 Monday and Friday only
12. **ADJOURNMENT**

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



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City Commission Agendas/Agenda Packet

**MARCH 27, 2012
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 MARCH 27, 2012

CALL TO ORDER

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

Present: Mayor Ron Grunch, Mayor Pro-Tem Gene Towne, Commissioners Derek Gaylord, Laura Sansom

Absent: Commissioner Tom Neidhamer

Staff: Scott McPherson, Barb Brooks, Dan Meads, Craig Remsberg, Hugh Conklin, John LaMont, Andy Kovolski, Brenda Thompson, Cindy Grice and Michael Cain

Others: There were eight citizens in attendance, including a representatives from the Petoskey News Review

**MOTION TO EXCUSE
COMMISSIONER
NEIDHAMER**

2012-03-042
Moved by Grunch
Second by Sansom

To excuse Commissioner Tom Neidhamer from attending today's meeting

Ayes: 4
Nays: 0
Absent: 1, Commissioner Neidhamer
Motion carried

**CONSENT AGENDA
MOTION**

2012-03-043
Moved by Sansom
Second by Towne

2012-03-043A
Approval of the March 13, 2012 Regular City Commission meeting minutes as presented
2012-03-043B
Approval of the March 20, 2012 City Commission Budget work session minutes as presented

2012-03-043C
Approval to reappoint Charles Stutzman to the Historical Commission for a three year term to expire on November 30, 2014

2012-03-043D
Approval of resolution recognizing March as Social Work Month

Ayes: 4
Nays: 0
Absent: 1, Commissioner Neidhamer
Motion carried

CITIZENS COMMENTS

Mark Contrucci of Mark C's Trees Nursery and Landscape said he was surprised about the \$500 dump for the North Boyne site. He agrees the fee is understandable but stated there should be a better way to do so, maybe looking at tax records and using gross incomes for a sliding scale.

He added that the fee should be assessed in July rather than March.

Correspondence from Clerk / Treasurer Grice regarding the Budget Process was received and filed.

CORRESPONDENCE

City Manager Cain reported:

- The planning for the South Park Street reconstruction project is underway.
- Spring leaf pick up has been scheduled
- City Offices will be closing on Good Friday at noon.

CITY MANAGERS REPORT

Planning Director Scott McPherson reported that the Citizens Committee will be meeting with engineers to discuss proposals this coming week. They want to talk to Sentinel Systems regarding a lot of similar types of work to be done.

Kirtland Products Update

The February, 2012 Financial Statement was received and filed.

REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES

Consideration of amendments to add Section I to Article III and Section H to Article IV of the zoning ordinance and add an exclusion clause in Section 6 of the City Animal Ordinance to allow chickens in residential areas

First Reading of Proposed Ordinance Amendment to allow chickens

Planning Director Scott McPherson discussed the proposed amendment to the zoning ordinance that would allow chickens in residential areas. Several City residents approached the Planning Commission requesting that consideration be given to amend this ordinance. The Planning Commission reviewed model ordinances and directed staff to develop and draft an ordinance amendment that would allow chickens in the Traditional Residential District and the Rural Estate Districts. An amendment to section 6 of the Animal Ordinance would also be required to add a clause to exempt the keeping of animals as allowed by ordinance from being unlawful. Some specifics of the proposed amendments would allow keeping up to 4 chickens, no roosters allowed, and coops must be at least 10 feet from adjacent property lines.

Staff Comments: None

Citizens Comments: None

Board Discussion: Mayor Pro-Tem Towne said he is ok with the proposed amendments. Commissioner Gaylord said he is not opposed and would like to received ample input from Citizens and asked if any plans for citizen notification were planned. Commissioner Sansom said she is not pro-chicken in the community. What is the purpose anyway? Chicken is not expensive. How many residents will be raising chickens? She doesn't like the idea. Mayor Grunch said he is okay with the first draft.

MOTION

2012-03-044

Moved by Towne

Second by Gaylord

Approved the first reading of ordinance amendments to add Section I to Article III and Section H to Article IV of the zoning ordinance and add an exclusion clause in Section 6 of the City Animal Ordinance to allow chickens in residential areas and schedule a second reading for the May 8, 2012 regular Commission Meeting

Ayes: 4

Nays: 0

Absent: 1, Commissioner Neidhamer

Motion carried

**Boyne City Housing
Commission / HUD
Agreement**

Consideration to review the proposed Recovery Agreement and draft Action Plan from the US Department of Housing and Urban Development, approve entering into the Recover Agreement and authorize the City Manager to sign it subject to the parties finalizing an acceptable Action Plan

City Manager Cain discussed the agreement for review and consideration for a proposed Recovery Agreement and Draft Action Plan as proposed by the US Department of Housing and Urban Development (HUD). For some time, HUD has been working with the Boyne City Housing Commission to improve its operations, primarily procedural and financial operations. First and foremost from all accounts, the facilities that the BCHC oversees are all well maintained and good places to live. However, HUD has conducted several reviews over the past few years and determined that the BCHC, until recently, was not functioning in accordance with its policies and procedures. HUD, working with the BCHC feels that good progress has been made on resolving the outstanding issues and is looking to formalize its understanding with the BCHC and the City as its originating and appointed body to insure that progress continues to be made and any outstanding issues are resolved in a timely manner. HUD has been keeping the City updated on the outstanding issues and the progress in resolving them. There have been significant changes in both the staff and the governing body of the BCHC. It is my firm belief that these changes and the actions of the BCHC and the seriousness with which the City supported necessary changes are large factors in the progress HUD has seen and gives them the encouragement that the necessary steps still remaining will be completed. While HUD desires the BCHC to resolve its own issues with minimum intervention from the City, if the need arises and the BCH is either unable or unwilling to handle the matters before it, HUD would call upon the City to intercede and help do what needs to be done. This understanding is one of the reasons HUD would like us to be a party to the proposed Recovery Agreement.

The BCHC approved the resolution regarding the proposed HUD document now before the commission for consideration. The City's attorney reviewed them and found no requirements in the proposed documents that would expand the City's responsibilities beyond those currently provided for.

Staff Comments: Interim BCHC director Brenda Thompson said HUD requests particular actions be taken, the rest is up to the BCHC.

Citizens Comments: Housing Commissioner Chuck Vondra said this has been going on for a year. The BCHC will make sure that if the action plan

Is signed, they can actually implement these actions.

Board Deliberation: All are in agreement. Commissioner Gaylord said he clearly supports signing the document. The BCHC must remain financially sound and learn from the mistakes. Thru the Action Plan, they can continue to move forward. Commissioner Sansom inquired about a timeline for items to be improved. Chuck Vondra said many of the items have been started and implemented already.

MOTION

2012-03-045

Moved by Towne
Second by Gaylord

To approve entering into the Recover Agreement with HUD and authorize the City Manager to sign it subject to the parties finalizing an acceptable Action Plan.

Ayes: 4

Nays: 0

Absent: 1, Commissioner Neidhamer

Motion carried

Request for letters of Support From the Charlevoix County Parks Manager

Consideration to review the information from Charlevoix County Parks Manager Ross Maxwell regarding 1) the undertaking of a second phase of the Boyne City / Charlevoix Road non-motorized trail and 2) the purchase of 72.4 acres of property adjacent to Whiting Park; obtain public input on those matters, and after considering all information received, consider to authorize staff to prepare letters supporting the projects and authorize the City Manager and City Clerk / Treasurer to sign them on behalf of the City

City Manager Cain and County Parks Manager Ross Maxwell discussed the proposed projects the Charlevoix County parks department is working on. The non-motorized trail from inside Boyne City to slightly past Young State Park is slated to begin construction this year and has been actively supported by Boyne City. Mr. Ross is requesting non-monetary support from the City in the way of a letter supporting the project, to build towards the trails greatest potential as a complete connector between Boyne City and the wheelway along US 131, thereby providing connections to Charlevoix, Petoskey, Harbor Springs, beyond and back. Also presented was an expansion of Whiting Park. The county has been making significant improvements to the park in recent years and making it a much more pleasant place to visit. Many of their visitors come to our town and visit our businesses. Having a stronger and more interesting Whiting Park to visit gives people one more reason to visit this area and our community.

Citizens Comments: Michael Sheean strongly supports this request stating it is a good thing for the whole community. Jim Baumann agrees and supports the project, adding that the Boyne Area Chamber would be sending letters of support as well.

Staff Comments: None

Citizens Comments: None

Board Deliberation: Commissioner Samson said she is in full support.

Commissioner Gaylord said clearly, Boyne City has approved the trail from Boyne City to Young State Park. In the county, he would prefer we leave that to the townships and county boards. He added that he is not in favor of a letter of recommendation from the City. Mayor Pro-Tem Towne and Mayor Grunch said they are in support of the recommendation.

2012-03-046

MOTION

Moved by Towne
Second by Sansom

To authorize staff to prepare letters supporting the undertaking of a second phase of the Boyne City / Charlevoix Road non-motorized trail and the purchase of 72.4 acres of property adjacent to Whiting Park projects and authorize the City Manager and City Clerk / Treasurer to sign them on behalf of the City.

Ayes: 3

Nays: 1, Commissioner Gaylord

Absent: 1, Commissioner Neidhamer

Motion carried

Consideration to approve a contract with C2AE for design, bidding and construction engineering services for the Hannah Street Construction project in the amount of \$51,200 and authorize the City Manager to sign the required documents.

**Hannah Street
Engineering Services**

Public Works Superintendent Andy Kovolski discussed the proposed contract for engineering services for Hannah Street. This represents all of the required engineering services to complete the project.

Staff Comments: Dan Meads said the street is adjacent to Rotary park and one of the worst roads in the City.

Citizens Comments: Chris Christensen said he would like to see construction for sidewalks along Vogel to the entry of Rotary Park.

Board Deliberation: Mayor Pro-Tem Towne said we should move forward. Commissioner Sansom stated the Brooke Development is providing some sidewalk along that stretch that would partially address the sidewalk issue. Commissioner Gaylord asked if bids from engineers other than C2AE were received. Andy Kovolski stated the previous Commissioners agreed that C2AE is the engineer of record. City Manager Cain added that percentages of project costs are considered. The City is getting good value with C2AE. Commissioner Gaylord added that on large projects, we can tell citizens that we are being open and fair and that his stated philosophy is to earmark the most needed roads. Mayor Grunch supports the proposal. C2AE has done a great job following up. He is happy to have a reputable firm that does a good job. Commissioner Sansom agreed their knowledge facilitates a project being done well. Commissioner Gaylord said he wants to make sure we can tell a citizen we are being good stewards with their money and that there are no perceived influences. City Manager Cain said we make sure they keep their pencils sharp. We can get grants because we don't have problems with our projects. Commissioner Gaylord asked if we have been approached by other firms like Northwest Design. City Manager Cain said yes and they understand a good track record accounts for something.

2012-03-047

Moved by Sansom
Second by Towne

MOTION

To approve a contract with C2AE for design, bidding and construction engineering services for the Hannah Street Construction project in the amount of \$51,200 and authorize the City Manager to sign the required documents.

Ayes: 4

Nays: 0

Absent: 1, Commissioner Neidhamer

Motion carried

Consideration to approve a contract with Marshall Concrete for up to \$40,000 to repair areas of damaged curb and authorize the City Manager to execute the documents

Curb Repair Bids

Public Works Superintendent Andy Kovolski discussed the bids that were received for repairing the damaged concrete curbs in town. Two bids were received. Low bid was from Marshall Concrete for \$43.50 per lineal ft. City Manager Cain said all curb damage wasn't done in one year. We will do the most visible damage repair in the first year.

Staff Comments; None

Citizens Comments: Scott MacKenzie said this is great, but maybe we should dome some training to get skill sets so we don't have do to this again. So much time and effort has been spent.

Board Deliberation; Mayor Pro-Tem Towne asked if any special equipment can be used in these areas. Andy said we have implemented measures to minimize the damage, for example as we have done on the new curbs on Division Street. Commissioner Gaylord said he agrees. This certainly will not be funded on an annual basis. Commissioner Sansom said she also agrees and inquired as to why the extreme cost discrepancy in the bids. Andy said he felt it was due to pricing for the beginning of the season. Mayor Grunch added that he agrees.

2012-03-048

Moved by Towne
Second by Gaylord

MOTION

To approve a contract with Marshall Concrete for up to \$40,000 to repair areas of damaged curb and authorize the City Manager to execute the documents

Ayes: 4

Nays: 0

Absent: 1, Commissioner Neidhamer

Motion carried

Consideration to approve the purchase of a replacement motor for an aeration blower for the wastewater treatment plant from Bridgeway Power the amount of \$3,847.65 and the purchase of a new blower from Kaeser in the amount of \$4,998.53

Aeration Blower Purchases

WWW Superintendent Dan Meads discussed that two of the four aeration blowers at the wastewater treatment plant have failed over the last few months. We used parts from the motor that failed to repair the first one and are left with three working units and one that needs both the motor and blower replaced. These blowers operate 2 or 3 at a time, 24 hours per day, all year and are at the point where they need increased maintenance and / or replacement parts.

Staff Comments: None

Citizens Comments: None

Board Deliberation: Commissioner Gaylord inquired about the functions of the blowers and stated that he appreciated the efforts to negotiate the costs. All Commissioners are in agreement with the request.

2012-03-049

Moved by Towne
Second by Sansom

MOTION

To approve the purchase of a replacement motor for an aeration blower for the wastewater treatment plant from Bridgeway Power the amount of \$3,847.65 and the purchase of a new blower from Kaeser in the amount of \$4,998.53

Ayes: 4

Nays: 0

Absent: 1, Commissioner Neidhamer

Motion carried

Picnic Table Purchase

Consideration to approve the purchase of 10 picnic tables from Belson Outdoors in the amount of \$6,320 and authorize the City Manager to execute the documents

Public Works Superintendent Andy Kovolski discussed the bids he received for 10 new 8 ft. aluminum picnic tables for the park system. These are the same tables we have purchased in the past years.

Staff Comments: None

Citizens Comments: None

Board Deliberation: All are in agreement. Mayor Pro-Tem Towne inquired if there were no companies in Michigan and Andy said he could not find any firms from Michigan. Commissioner Gaylord asked what line item these purchases come.

2012-03-050

Moved by Sansom
Second by Gaylord

MOTION

To approve the purchase of 10 picnic tables fro Belson Outdoors in the amount of \$6,320 and authorize the City Manager to execute the documents

Ayes: 4
Nays: 0
Absent: 1, Commissioner Neidhamer
Motion carried

2012-03-051
Moved by Grunch
Second by Sansom

To approve to change the regularly scheduled meeting of Tuesday, April 24, 2012 meeting time from noon to 7:00 pm

Ayes: 4
Nays: 0
Absent: 1, Commissioner Neidhamer
Motion carried

Commissioner Sansom reported potholes on the west end of Division Street. Mayor Pro-Tem Towne discussed a concern regarding water drainage on East Lincoln Street.

City Manager Cain read a press release from the City regarding a recent fraud involving a now former volunteer Fire Department employee who allegedly embezzled over \$20,000 in fuel.

Moved by Mayor Grunch, seconded by Mayor Pro-Tem Towne to adjourn the regular City Commission meeting of Tuesday, March 27, 2012 at 1:46 p.m.

Ron Grunch
Mayor

Cindy Grice
Clerk / Treasurer

**April 24, 2012 City
Commission Meeting
Time Change
MOTION**

Good of the Order

**Press Release
Regarding Employee
Fraud**

**ADJOURNMENT
MOTION**

MEMORANDUM

TO: MICHAEL CAIN; CITY MANAGER

**FROM: ANDREW KOVOLSKI; PUBLIC WORKS
SUPERINTENDENT**



DATE: 4/4/12

RE: SALT PURCHASE 2012-13 RECOMMENDATION

I have received from MiDEAL the submittal for our annual road salt requirements. MiDEAL is the State purchasing program. Our participation allows us to receive a volume discount on this product that we would not qualify for if we bid this on our own. We receive this paperwork every year at this time. A copy of the submittal is attached for your information.

For the next winter season we estimate our requirement to be 500 tons of salt. This is a decrease from last year's purchase of 650 tons. The light winter we have had to date has required the use of less salt/sand mix than the previous winter. We currently have 150 tons of salt left on hand. We strive to end the season with a surplus of 40-50 tons to ensure we have enough to make up for a bad winter season the following year. As in previous years we will not know the unit price until time of delivery. In 2011 the unit price was \$62.88 per ton; in 2010 it was \$60.11 per ton.

It is my recommendation that the City Commission approve the submittal to MiDEAL for the commitment to purchase 500 tons of road salt for the 2012 winter season and authorize the City Manager to sign the required documents.

Close Form

TO: MIDEAL Members DATE: 2012/2013
FROM: Genevieve Hayes and Mary Hanses
Purchasing Operations / MIDEAL

DTMB Procurement is compiling usage figures to include with the 2012/ 2013 road salt solicitation. If you intend to buy road salt for ice control through MIDEAL, please complete the information on this form.

Completion and submission of this form is a COMMITMENT of the part of the MIDEAL Member/State Agency to participate in the State of Michigan Road Salt Solicitation for the 2012/ 2013 winter season

Early Delivery

Total "Early Delivery" requirements: 500 tons

This quantity must be expressed in 50-ton increments. You must have storage capacity for the total quantity indicated.

Seasonal Backup

Total Seasonal Backup - Greater than 50 tons 0 tons

This quantity must be expressed in 50-ton increments

AND / OR

Total Seasonal Backup - Less than 50 tons 0 tons

This should only be requested if the quantity is less than 50 tons. Due to delivery costs of ordering in less than a truck load, the prices in this category may be higher than those quoted in the same county that are greater than 50 tons

TOTAL 2012/ 2013 Requirements 500 tons

The sum of Early Delivery PLUS all Seasonal Backup

Please list each delivery location below, along with the tonnage required for each location:

Drop Address	City	Drop County	Early Delivery Tonnage	Seasonal Backup Tonnage >50	Seasonal Backup Tonnage <50	Agree
1028 Robinson St.	Boyer City	Charlevoix	500	0	0	

CONVEYER REQUIREMENTS: The State of Michigan will not be accepting conveyor requirements for the 2012/ 2013 road salt season

STATE AGENCIES: All State Agencies participating in the road salt program must complete a Purchase Request Form (PRF) and submit it along with this document

THIS IS AN ORDER: All quantities indicated on this requisition represents a **commitment** to participate in the State of Michigan Road Salt Solicitation, with the following stipulations: The Early Delivery quantity indicated is the exact quantity (100%) that will be delivered to the location specified. On both Seasonal Backup programs, MIDEAL members must agree to purchase a minimum of 70% of the Seasonal Backup quantity indicated, and the contractor will agree to furnish up to a maximum of 30% more than the Seasonal Backup quantity indicated

By participating in this bid, you agree not to take independent bids on this commodity for the requirements indicated on this form. You also agree not to resell the salt to non-members, including private companies

The awarded contractor will contact you to arrange the early delivery shipment. Early delivery occurs during the months of August, September, and October

DTMB Procurement will provide each participating MIDEAL member with the name of the contractor from which their Seasonal Backup salt will be ordered. Orders for Seasonal Backup salt will not be arranged by DTMB Procurement. MIDEAL members contact the contractor directly

If you have any questions, please call Mary Hanses at (517) 335-4364

ORGANIZATION NAME BOYNE CITY	AUTHORIZED AGENT NAME Andrew Kovoiski
ADDRESS 319 N. Lake St	AUTHORIZED AGENT TITLE Superintendent
CITY / STATE / ZIP Boyer City / Michigan / 49712	COUNTY Charlevoix
PHONE (231) 582-0375	EMAIL maintenance@boynecity.com



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Click on minutes & agendas

Approved: _____

**Meeting of
March 1, 2012**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY, MARCH 1, 2012 AT 8:30 A.M. IN THE COMMISSION CHAMBERS AT CITY HALL, 319 NORTH LAKE STREET

Call to Order

Chair Lenhart called the meeting to order at 8:30 a.m.

Roll Call

Present: Jodie Adams, Robin Berry Williams, Bob Carlile, Larry Lenhart, Pat O'Brien, Rob Swartz, Kathy Anderson and Mike Cain

Absent: Michelle Cortright

Meeting Attendance

City Staff: Main Street Manager Hugh Conklin, Assistant Planner/Zoning Administrator, Shannon McMaster, and Executive Assistant Barb Brooks

Public: There was one person in attendance

Excused Absences

Cain moved Carlile seconded, PASSED UNANIMOUSLY to excuse the absence of Michelle Cortright.

**Approval of Minutes
MOTION**

Cain moved Swartz seconded, to approve the February 2, 2012 regular meeting minutes as corrected. (*Manager's Report – correction of name: "Ron Bliss" should be corrected to "Rob Bliss"*)

Citizens Comments

None

Correspondence

Bay Winds open house invitation

**Main Street Committee
Reports**

Main Street Manager Conklin commented on:

- **Design:** Jerry Douglas still working on the details of the mural, nothing new to report at this time
- **Promotions:** Becky Harris has been doing a great job working with Waneta Cook on the winter Farmers Market. Irish Heritage Fest is the week of the March 12th – 17th.

Linn Williams has been working hard but there is some concern that the festival is not really catching on and at some point there might need to be a review of the event and a decision to continue to put energies into keeping it going or to end it. It was suggested by City Manager Cain to recognize Linn for all of her efforts with a certificate and/or award presentation at the dinner. Adams moved, Berry-Williams seconded, PASSED UNANIMOUSLY to

MOTION

recognize Linn Williams for her efforts on the Irish Heritage Festival with a certificate of appreciation to be presented at Saturday evening dinner. It was also suggested to bring in some school or youth involvement to event.

Managers Report

- **Farmers Market:** Can now accept Bridge Cards.
- **Organization:** nothing to report
- **Team Boyne-Creating Entrepreneurial Communities (ER committee):** nothing to report

Main Street Manager Conklin reported on:

- South Park Street project: City Manager Cain reported that the City's notice of intent for the DIG grant was approved and now the City will submit a complete application. Discussion has already begun with business owners and the project may start as early as late summer/fall of 2012, spring of 2013 or as late as summer/fall of 2013. There will need to be some flexibility in the budget in accordance to time frames. Since 2004 the City has received over 4 million dollars in grant funds.
- Conklin reported that he, Becky Harris and Barb Brooks will be attending the Main Street Conference.
- Application was submitted and waiting to hear back about the Real Estate conference.
- Working with the Boyne City High School on the Rob Bliss event.
- Several new communities are at the Main Street Associate level.
- Michigan Liquor Control is reviewing how it processes one-day liquor licenses and what entities qualify. There is a chance that the liquor license application for Boyne Thunder might have to be through Camp Quality.

Board Discussion: The board discussed funding for the mural proposed by Jerry Douglas. If Main Street is considering funding of any of this project maybe RFPs should be considered. There was also discussion about the size of the wall and the proposed art work. Conklin stated that Douglas is seeking funding through grants and donations and will continue to work with the Design Committee.

UNFINISHED BUSINESS

None

NEW BUSINESS

2012-13 Main Street Budget

Main Street Manager Conklin gave an overview of the proposed budget and informed the board that it would come back to them at the April meeting for adoption. Cain added that there could possibly be some reallocation of funds as the Park Street project goes forward or other potential project opportunities.

April Board Meeting MOTION

The April 5th board meeting falls during the school's spring break and some board members will not be able to attend the meeting. Carlile moved, Cain seconded, PASSED UNANIMOUSLY to change the April meeting date to April 12, 2012 at 8:30 a.m.

2012 Year-end Review

Conklin reported that the Main Street year end review will take place sometime in November and maybe the regular meeting date should be

moved to correspond with the review date.

Swartz moved Berry-Williams seconded PASSED UNANIMOUSLY to adjourn the February 2, 2012 meeting of the Boyne City Main Street Board at 9:58 a.m.

**Adjournment
MOTION**

Barb Brooks, Recording Secretary





Approved _____

**MEETING OF
March 19, 2012**

MINUTES OF THE BOYNE CITY ECONOMIC DEVELOPMENT CORPORATION MEETING DULY CALLED AND HELD ON MONDAY, MARCH 19, 2012, AT 12:00 NOON.

CALL TO ORDER

Chair Gillett called the meeting to order at 12:03 p.m.

OATH OF OFFICE

Recording Secretary Seeley swore in new member Josette Lory

ROLL CALL

Present: Pat Anzell, Michael Cain, Michelle Cortright, Ralph Gillett, Marilea Grom and Josette Lory

Absent: Richard Copeland (arrived 12:04 p.m.) and Pete Friedrich
Staff: DPW Supervisor Andy Kovolski, Planner/Zoning Administrator Scott McPherson, Main Street Manager Hugh Conklin and Recording Secretary Karen Seeley

Public: Three, including one member of the press

EXCUSED ABSENCE

Cain moved Grom seconded PASSED UNANIMOUSLY to excuse Pete Friedrich.

**APPROVAL OF
MINUTES**

Cortright moved Anzell seconded PASSED UNANIMOUSLY to approve the minutes of January 16, 2012 and February 9, 2012 as presented.

MOTION

**HEARING CITIZENS
COMMENTS**

None

CORRESPONDENCE

Thank you note for the sponsorship from the Boyne City High School Blaze robotics team.

**UNFINISHED
BUSINESS**

Park Business update:
Kirkland Products - Hugh Conklin, Chair of the concerned citizens committee gave the board an update on the RFP's (request for proposals) to acquire guidelines/parameters associated to items listed on Kirtland Products conditional use permit approval of 2008, that included a number of components. They received two responses. They have interviewed UP Engineers, and plan to interview RSG Resource Systems, Thursday, March 22nd at noon. The committee will meet again at 6:00 p.m. to discuss the two proposals. Board discussion followed with questions regarding the firms that submitted the RFP's and their expertise; and if smaller companies will be able to bid on specific components of the proposals. The board agreed not to take action and wait for a recommendation from the citizens committee.

Conklin stressed that mitigation is very important. City Manager reported that Kirkland Products are on a four week shut down at this time and have received an extension from the DEQ until June.

- **Precision Edge:** Is up and running with two ten hour shifts starting at 4:00 a.m.
- **Temprel Products:** Located in phase I has been sold to Forberg Scientific, Inc.
- City Manager Cain suggested the board think about hosting a kind of “business after hours” for the businesses in the Industrial Park, this spring or early summer.

NEW BUSINESS

- **IFEC Extension:** Sim-Tech’s IFEC expired December 31, 2011. They were initially approved for eight years. State law allows them to reapply for the remaining four years. Mr. Koteskey has stated that there is no change to the last application, the additional time is necessary to maintain what they already have. This will be a formal request on the next agenda, and we will have to go through the same process, public hearing and notices. The board received all the information from the initial IFEC for their review.

GOOD OF THE ORDER None

ADJOURNMENT

The March 19, 2012 Economic Development Corporation meeting was adjourned at 12:28 p.m.

Karen Seeley, Recording Secretary



Approved: _____

**MEETING OF
MARCH 19, 2012**

**MINUTES OF THE BOYNE CITY LOCAL DEVELOPMENT FINANCE
AUTHORITY MEETING DULY CALLED AND HELD ON
MONDAY, MARCH 19, 2012**

CALL TO ORDER

Chair Gillette called the meeting to order at 12:28 p.m.

ROLL CALL

Present: Pat Anzell, Michael Cain, Richard Copeland, Michelle Cortright, Ralph Gillett and Josette Lory
Absent: Pete Friedrich

EXCUSED ABSENCES

Cain moved, Lory seconded PASSED UNANIMOUSLY to excuse Pete Friederich

**MEETING
ATTENDANCE**

Staff: Planning/Zoning Administrator Scott McPherson, DPW Supervisor Andy Kovolski, Main Street Director Hugh Conklin and Recording Secretary Karen Seeley
Public: Three including one member of the press

**APPROVAL OF
MINUTES**

Cortright moved, Anzell seconded, PASSED UNANIMOUSLY to approve the February 13, 2012 minutes as presented.

MOTION

**UNFINISHED
BUSINESS**

- Road/Intersection Improvements: DPW Supervisor Andy Kovolski gave the board a sketch of the intersection improvements (received and filed) and encouraged them to drive around and see where the stakes are and share any comments or concerns.
- Drainage Issues: There were some drainage issues during the last thaw at Precision Edge and Classic Instruments. The culverts across the road filled, and in turn flooded the truck wells with water. Precision Edge has several retention areas. City Manager Cain informed the board that there was money set aside in the budget to correct the drainage issue.
- Sign updates: Bruce is working on the "Boyne Business Park" sign. Jim Baumann, Chamber Director suggested that LDFA use the domain name of boynebusinesspark.com for just the park, the cost is \$12.00 per year.

NEW BUSINESS

- Budget review: The board reviewed the LDFA budget that was submitted to the City Commission.
- Kirtland Study finding: \$30,000 for professional services has been set aside in the budget. The board is waiting for a formal recommendation from the Citizen's Committee, to make their recommendation.

- Visitor Guide Ad: The board reviewed and discussed two proposals for the visitors guide. They made suggestions on incorporate the two together and Michelle (Harbor House Publishing) will email a new proof soon.

GOOD OF THE ORDER None.

NEXT MEETING

The next meeting of the Local Development Finance Authority is scheduled for Monday, May 14, 2012 at Boyne City, City Hall.

ADJOURNMENT

The March 19, 2012 Local Development Finance Authority meeting was adjourned at 1:05p.m.

Pete Friedrich, LDFA Secretary

Karen Seeley, Recording Secretary

Approved: _____

**Meeting of
March 19, 2012**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday, March 19, 2012 at 5:00 P.M.

Call to Order

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

Roll Call

Present: Gretchen Crum, George Ellwanger, Chris Frasz, Jim Kozlowski, Lori Meeder, Tom Neidhamer and Joe St. Dennis
Absent: Jane MacKenzie (arrival at 5:02 pm) and John McCahan

2012-3-19-2

**Excused Absence(s)
MOTION

St. Dennis moved, Crum seconded, PASSED UNANIMOUSLY a motion to excuse the absence of McCahan.

Meeting Attendance

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

2012-3-19-3

**Consent Agenda
MOTION

Crum moved, St. Dennis seconded, PASSED UNANIMOUSLY a motion to approve the consent agenda: Approval of the February 20, 2012 Planning Commission minutes as presented.

**Comments on
Non-Agenda Items**

Mark Kowalski wanted to let the board members know that he has listened to the audio tapes from the previous Kirtland meetings, and thought the planning members did a thorough job with the Kirtland Products review in 2008. Several times questions were asked about noise, traffic flows, and (vapor) smoke. At that time Kirtland staff assured the planning board members that those items had been considered, and they assured the board that steps will be taken to minimize them however, Kirtland staff now needs to get closer to what they said they would do. He appreciates the job the city and volunteers are doing to rectify the situation.

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

Kirtland Products Update

Planning Director McPherson updated the board on the (2) meetings that have been held by the citizens committee. RFPs (request for proposals) toward acquiring guidelines/parameters associated to items listed on Kirtland Products conditional use permit approval of 2008, including, but not limited to: noise, vapor, odor, visual, plume including particulates, industrial nuisance and items affecting mixed use properties have gone out with (2) responses back so far. They have interviewed one company, and plan to interview the second one this week. The LDFA board will receive a recommendation from the citizens committee, and if they concur they will forward onto the City Commission. Unknown if smaller companies will be able to bid on specific components of the proposals.

Unfinished Business

None

New Business

Public Hearing for proposed zoning ordinance amendments to allow chickens in the Traditional Residential District (TRD) and (RED) Rural Estate District

Planning Director McPherson reviewed his staff report that was included in the agenda packet. In the fall of 2011 several city residents approached the planning commission requesting the commission consider amending the zoning ordinance to allow people to keep chickens in residential areas. After considering the request and reviewing relevant ordinances the planning commission directed staff to develop a draft ordinance amendment that would allow people to keep chickens in residential areas.

Public Hearing opened at 5:14 p.m.

With no public comments, the hearing was closed at 5:15 pm.

Board Discussion and deliberations

Meeder – Will a license or a permit be issued?

McPherson – No it will be a use by right

The Commission reviewed the proposed amendment and used the amendment criteria listed in section 2.50(A) of the zoning ordinance as a guide in making their decision on the proposed amendment. After board discussion, **moved by Ellwanger, seconded by Meeder** to recommend to the City Commission the adoption of the proposed zoning amendment to allow chickens in the TRD and RED districts based on the findings which are consistent with the criteria in section 2.50A.

**MOTION

2012-3-19-7A

Roll Call:

Ayes: Crum, Ellwanger, Frasz, Kozlowski, MacKenzie, Meeder, Neidhamer and St. Dennis

Nays: None

Absent: McCahan

Motion Carried

Review city wide goals and input from the goal setting sessions and on line survey

In the agenda packet was a list of the 16 items that have been assembled as the top city goals. The board has previously discussed a review of the Master Plan and Comprehensive Plan as they are up for a 5 year review. This will give the city the opportunity to amend any plans to mesh with the stated goals. Some of those goals were to improve city facilities along with infrastructure and maintenance programs, job acquisition and retention, improve the entrance to the community, develop and promote snowmobile and other trails to and through town, expand the marina and improve the parks. Looking at the 2010 top 10 goals, the 2012 almost mirror those. Executive Assistant Barb Brooks did a great job on the data collection, collating and output of the information. When meetings have light agendas, plan section reviews will be done.

2012 Planners Moments

Each year the MSU office puts out the Planners Moments. The fee to participate again this year will be \$120.00. The board was in agreement that it is a good program, and has agreed to sign up again.

Staff Report

Devlon – A hearing is set for March 20th. before Judge May on the enforcement order. They may request a stay of that order until they get through their next appeal with the Circuit Court of Appeals, who has the discretion to hear or not.

If the request for the stay is not granted, they will be given a time line to clean up the rubble pile, and grade the site, hopefully, by this summer. Once the site is made safe, the fence will be removed.

Good of the Order

- Property Maintenance Code – the city does not have one that would allow a hearing officer to look into houses and/or properties with problems that need to be addressed. This might be a good thing for the city to look into developing.
- Can additional trash barrels be put out early?
- It was brought up how nice the city looks and how hard the street guys have been working to clean up after the recent storm. They have noticed how long the crew has been working, and all of the trucks going back and forth full and/or empty to retrieve more brush, limbs and debris. They were impressed with the speed in which the clean up began after the roads were cleared, and how they continue to work to make the city and parks nice looking places. The board's appreciation and thanks will be passed along to the crew.

Adjournment

The next regular meeting of the Boyne City Planning Commission is scheduled for April 16, 2012.

2012-3-19-10

****MOTION**

Crum moved, St. Dennis seconded, PASSED UNANIMOUSLY a motion to adjourn the meeting at 6:00 p.m.

Pat Haver, Recording Secretary

Tom Neidhamer, Chair

BOYNE CITY HISTORICAL COMMISSION

Minutes of March 19, 2012

7:00 p.m.

Boyne City Hall

CALL TO ORDER: 7:01 pm

PRESENT: Fulkerson, Hewitt, Sansom, Dole, Crumpler

ABSENT: Howie, Stutzman

GUEST:

APPROVAL OF MINUTES: Motion to accept minutes: Sansom--2nd Dole all ayes.

OLD BUSINESS: None

NEW BUSINESS:

A: Window display at Logo Pro's wants current display taken down; not wanting one for summer. Banners in book store or sport shop. Crumpler to ask book store to hang them again for the summer.

B: Reappoint Stutzman for three years Fulkerson made a motion to accept the renewal, Crumpler 2nd, all ayes.

C: Volunteer for Past Perfect data entry. Program should be on computer and ready to go by mid April. Ask genealogy group for help, Steve Crumbaugh maybe to help, ask Georganna if she has anyone who could help. Fulkerson to ask Ron Fuller if he would be interested. Dole will volunteer.

D: Summer walking tours, girl scouts to help with this program, not during stroll the streets may be too busy at that time, maybe during the farmers market. Would we sell tickets to do the tour? Hewitt will contact Tammy Whitley the scout leader to get more details.

Maybe start out with just a couple of tours to get a feel for doing it maybe start with Boyne Thunder, flea market, fall harvest festival, contact Mike Houser the drama director to see if he would loan out costumes.

E: Power Point Dole will have his son work on this project.

COMMUNICATIONS:

Shared the information that Jerry Douglas had on the mural plans he has for the Video wall facing Vogel Street. The mural would reflect the first settlers the Millers. We thought he could have done it a little different it looked to neat and not much like the original cabin.

Honeywell has request any photos and maps that show there property for a display in there lobby.

School tour request for March 26 or March 28, one hour long. Dole available on the 27, and 28th.

Howie usually does the school groups. How many students?

Next Meeting : June 18, 2012

Adjourned: 7:53 P.M.



Approved: _____

**MEETING OF
MARCH 22, 2012**

**RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD MARCH 22, 2012**

CALL TO ORDER

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

ROLL CALL

Present: Richard Bouters, Ed Hennessey, Roger Reynolds, Jerry Schmidt, Oral Sutliff, and Rod Cortright*

ATTENDANCE

Absent: Bud Chipman*, Leon Jarema*, Jim Kozlowski* and Larry Trumble*
*Ex Officio Members
Staff: Airport Manager/City Manager Michael Cain (arrived 5:50 pm)

**APPROVAL OF MINUTES
MOTION**

Schmidt moved, seconded by Sutliff PASSED UNANIMOUSLY to approve the February 22, 2012 minutes as presented.

CORRESPONDENCE

None

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

None

UNFINISHED BUSINESS

- Hangar Inquires/Leasing: Cain reported that there has been a couple of inquires regarding hangar rental. The Balogh plane was sold and will be moved. Another tenant my want to switch to that hangar.

NEW BUSINESS

- Airport Manager/City Manager Cain gave the board a copy of the Airport Budget (received and filed) for their review.

GOOD OF THE ORDER

- Fuel price as of 1-3-12: \$5.00
- Schmidt reported that Kozlowski may be planning an open house.
- Windows in the terminal needs cleaning. Board volunteered to clean (work bee). Airport Manager/City Manager Cain to check with city procedure regarding window cleaning and will report back.
- Some discussion ON airport hours as related to noise in reference to Bouters notes submitted February 22, 2012.
- **Hennessey moved Schmidt seconded PASSED UNANIMOUSLY** the annual Airport board picnic will be held after the August 23, 2012 meeting.

MOTION

NEXT MEETING

The next Airport Advisory Board will be held Thursday, April 26, 2012 at 5:30 p.m.

ADJOURNMENT

Chair Reynolds adjourned the Airport Advisory Board meeting at 6:12 p.m.

Ed Hennessey, Recording Secretary



Date: April 6, 2012

To: City Commissioners and
 Michael Cain, City Manager

From: Hugh Conklin, Program Manager HC

Re: Kirtland Committee Meeting Update

Since city planner Scott McPherson was out of town and unable to attend, I would like to provide you with an update from the last the Kirtland Citizens Committee meeting.

The committee met Thursday, March 29, at 5 p.m. with Janis Denman, district supervisor of the DEQ Air Quality Division, and Kurt Childs, environmental air quality analyst for the DEQ Cadillac district office. The purpose of the meeting was to learn more about the DEQ, its permitting process, and enforcement. It also provided committee members a good opportunity to address their individual concerns.

The meeting was very educational, informative and helpful. Both Ms. Denman and Mr. Childs said they would be willing to help us in any way they could as we move forward. They also offered to make other specialists in their office available to us. They suggested we send them any questions / concerns we, or the community, have about air emissions, health impacts, etc. and they would arrange a conference call with the committee and members of their staff.

After the meeting with the DEQ, the committee met with Sentinel Systems, Inc. of Fort Wayne, Ind., and its partner, Kodiak Group of Grayling. They did not submit a formal proposal but they did send a letter expressing their interest in meeting with the committee and we took them up on their offer. Sentinel and Kodiak have many years of experience installing large industrial systems and plants throughout the country. Kodiak has done extensive work for the East Jordan Ironworks over the years.

Again this was an informative and helpful meeting for the committee.

Following the interview with Sentinel and Kodiak the committee met to discuss "next steps." As you are aware, two proposals were received from the initial request for proposal solicitation. The committee interviewed both firms in addition to Sentinel, which did not submit a formal proposal or provide the committee with cost estimates.

With a better understanding of the DEQ's role in the permitting process, the committee decided it would be best to separate the two issues. The committee feels that addressing the issues separately will result in more firms having an interest in the project and more competitive proposals. The committee feels there are numerous firms in the state and region that have the expertise to deal with the noise issues, but there are very few that are qualified

to address both the noise and emissions issues. The committee was unanimous in its support of amending the Request for Proposal to have it only address the noise issue, with the emissions issue to be tackled later, most likely when the DEQ permit testing is closer to happening.

We amended the RFP and it was distributed on Friday, March 30, to the list of firms contacted with the initial request. An ad was also be published in the Record Eagle and the RFP will be available through the Northwest Michigan Council of Government website. The deadline for the proposal is 11 a.m. April 12. The committee's next meeting is later that day at 6 p.m.

If you have any questions or concerns, you can contact me or any member of the committee.

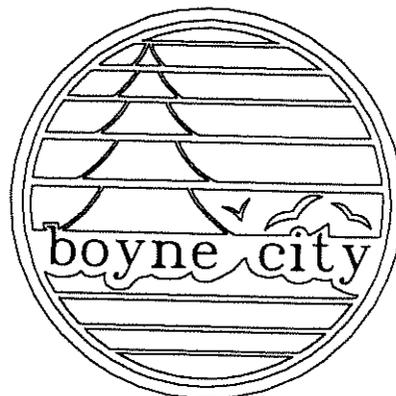
CITY OF BOYNE CITY

To: Michael Cain, City Manager

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

Date: April 4, 2012

Subject: Budget Adoption



The following items are being brought to the City Commission for consideration in order to complete the budget and appropriations process for FYE 2012 / 2013

- The proposed DDA / Main Street Budget changes as presented. Line item 248-030-579 for State Grants has decreased due to revenues already in the Major Street's state grant line item. Expense items have also been corrected. Attached is a spreadsheet outlining a breakdown of expenditures and revenues to support the line item budget proposal.
- The Public Hearing - it is necessary that a Public Hearing be held as required by statutory regulations in order to hear citizen comments regarding the General Appropriations Act. This hearing will give citizens the opportunity to discuss the proposed FYE 2013 Budget.
- The resolution adopting the Millage Rate
- The resolution adopting the General Appropriations Act for FYE 2012 / 2013.
- The resolution adopting the Fee Schedule.

If you have further questions, please contact me at any time.

**DOWNTOWN DEVELOPMENT AUTHORITY
DDA FUND
Fund Code: 248
REVENUES**

Code	Account Title	Prior year FYE 2011	Current Year FYE 2012		Proposed FYE 2013
			Budgeted	Projected	
030	REVENUES				
405	Property Tax Collections	342,587	314,000	311,440	317,466
579	Grants: State	41,060	181,425	3,000	208,425
581	Veteran's Memorial	0	6,300	6,000	0
642	Charges for Services/Fees	2,791	0	0	0
664	Interest Earnings	47	200	50	50
670	Committee Revenues	13,710	11,200	18,000	25,000
671	Façade Reimbursement	1,000	0	1,298	0
672	VSCI Revenues	11,153	0	0	0
676	Special Events – Poker Run	81,799	90,000	91,300	100,000
676	Poker Run 2011	0		0	0
680	Farmers Market Revenues	6,000	10,400	15,100	15,000
	TOTAL	500,147	613,525	446,188	665,941

Summary	Prior FYE 2011	Current FYE 2012	Proposed FYE 2013
Fund Balance, Beginning of Year	0	40,401	111,148
Revenues Over (Under) Expenditures	40,401	70,747	(83,073)
Fund Balance, End of Year	40,401	111,148	28,075

A. LINE ITEM CLARIFICATION

405 - Tax Revenues \$ 317,466

The DDA generates revenue from increases in taxable value within the DDA District that occur after the district was established (1993). It levies a millage equal to those that would ordinarily be levied by other taxing authorities within the district; in other words, these other taxing units forego their increased tax collections in order that the DDA can capture them for improvements within the district. The DDA currently raises income based upon a levy of 24.144 mills.

670 - Committee Revenues..... \$ 25,000

This line item is to cover revenues generated by the four standing Main Street program committees including Design, Economic Restructuring, Promotion, and Organization.

676 - Special Events - Poker Run..... \$ 100,000

This line item is to cover revenues generated by the Boyne Thunder event including poker run, sponsorships, tickets, auctions, and other activities.

Mission Statement:

Utilizing the National Main Street four-point approach to historic preservation and economic development, the Boyne City Main Street Program will:

- *Foster pride and a sense of place in our community*
- *Focus on preservation of our heritage*
- *Develop a diverse, stable business environment*
- *Collaborate with community groups and organizations*

DOWNTOWN DEVELOPMENT AUTHORITY

DDA FUND

Fund Code: 248

EXPENDITURES

Code	Account Title	Prior year FYE 2011	Current Year FYE 2011		Proposed FYE 2012
			Budgeted	Projected	
731	EXPENDITURES				
672	VSCI	2000	0	0	0
705	Salaries/Wages	39,322	37,500	37,500	37,500
712	Insurance: Life/AD&D	357	250	250	250
713	Medical Insurance	3,134	2,800	2,800	2,800
714	Social Security	3,569	3,200	3,200	3,200
716	Unemployment	185	100	300	300
719	Sick/Vacation	4,193	2,500	2,500	3,000
727	Office Supplies	674	500	600	750
729	Office Equipment	0	1,500	0	1,500
730	Repairs/Maintenance	553	5,000	2,500	2,000
732	Membership Dues	3,450	3,450	3,450	3,450
733	Professional Library/Subscriptions	398	500	400	500
740	Utilities/Internet Service	794	840	840	840
750	Administrative Service Fee	7500	7,500	7,500	7,500
760	Design Committee Expenses	985	7,000	5,000	8,000
761	Design Committee Engineering/Consulting	0	0	15,000	20,000
762	Design Capital Improvements	122,879	194,425	9,000	357,925
763	Streetscape Amenities	32,988	29,900	29,000	35,700
782	Business Recruitment/Retentions	31,374	10,000	5,000	8,000
790	Farmers Market Expenses	6,764	10,400	14,000	15,000

810	Committee/Event Expenses	785	500	0	0
811	Boyne Thunder Expenses	72,893	80,000	96,000	90,000
812	Organization Committee Expenses	1,458	2,500	2,500	3,500
818	Contracted Services	0	0	3,500	0
870	Education/Travel	2,703	5,000	5,000	5,000
900	Advertising/Publishing	11,050	11,500	10,000	9,800
902	Promotions Committee Expenses	6,766	10,200	10,200	13,000
910	Promotions Committee Events	21,072	22,800	23,500	33,600
940	Facilities Rent	3,600	3,600	3,600	3,600
942	Service/Maintenance Fee	75,000	75,000	75,000	75,000
992	Downtown Loan Principal Repayment	5,270	5,497	5,497	5,732
993	Interest/Downtown Loan	2,030	1,804	1,804	1,567
TOTAL		463,746	535,766	375,441	749,014

A. LINE ITEM CLARIFICATION

727 – Office Supplies..... \$ 750

This line item covers costs for operating the Main Street Program office.

760 – Design Committee Expenses \$ 8,000

This line item is to cover costs for projects of the Design Committee including Buff Up Boyne, and design education

763 – Streetscape Amenities \$ 35,700

This line item is to cover costs for items including way-finding signage, banners, benches, trash cans, other street furniture and similar items.

902 – Promotion Committee Expenses \$ 7,000

This line item is to cover costs for Promotions Committee including the bike patrol, printed materials such as brochures and postcards, and other image building projects.

910 – Promotion Committee Events..... \$33,600

This line item is to cover costs for downtown festivals and events including Stroll the Streets, Mushroom Festival, Harvest Festival and similar activities

992 – Downtown Loan Principal Repayment..... \$ 5,732

993 - Interest \$ 1,567

These two line items represent debt service payments on the funds that were borrowed for the 2007 and 2008 projects.

Boyer City Main Street - 2012-13

Current Year

2011-12

2012-13

248-030 DDA Revenues

Code	Account Title	2011-12	2012-13
400	Allocation from Fund Balance		
405	Property Tax Collections	314,000.00	311,400.00
579	Grants: State		
582	Loan Proceeds	6,300.00	6,000.00
642	Charges for Services/Fees	0	0
664	Interest Earnings		50.00
670	Committee Revenues	11,200.00	18,000.00
	Design Comm Revenue	0.00	
	Econ Restruct. Comm Revenue	0.00	
	Organization Comm Revenue	0.00	
	Promotions Comm Revenue	11,200.00	
674	Contributions - Gen Fun		
675	Contributions (Cheadle reimbursement)		1,298.00
676	Special Events - Poker Run	90,000.00	91,300.00
680	Farmers Market Revenues	10,400.00	15,100.00
	Revenues Total	613,325.00	446,148.00

Account Title	2012-13
Allocation from Fund Balance	
Property Tax Collections	317,466.00
Grants: State	218,425.00
Loan Proceeds	0.00
Charges for Services/Fees	0
Interest Earnings	50.00
Committee Revenues	23,000.00
Design Comm Revenue	0.00
Econ Restruct. Comm Revenue	0.00
Organization Comm Revenue	2,000.00
Promotions Comm Revenue	23,000.00
Contributions - Gen Fun	
Contributions	
Special Events - Poker Run	101,000.00
Farmers Market Revenues	115,000.00
Revenues Total	865,941.00

248-731 DDA Expenses

Code	Account Title	2011-12	2012-13
727	Office Supplies	500.00	500.00
728	Office Operating Expenses		
729	Office Equipment	1,500.00	0.00
732	Membership Dues	3,450.00	3,450.00
	Michigan Downtown Association	200.00	
	National Main Street Center	250.00	
	Boyer Area Chamber of Commerce	3,000.00	
733	Professional Library/Subscriptions	500.00	400.00
	Downtown Idea Exchange	240.00	
	Petoskey News-Review	160.00	
	Books/Reference Material/Etc	100.00	
740	Utilities/Internet Service	840.00	840.00
	Telephone: avg \$50/mo	600.00	
	Internet: \$20/mo	240.00	
940	Facilities Rent	3,600.00	3,600.00
	\$300 per month	3,600.00	
	Storage Unit @ \$50 per month		

Account Title	2012-13
Office Supplies	750.00
Office Operating Expenses	-
Office Equipment	1,500.00
Membership Dues	3,450.00
Michigan Downtown Association	200.00
National Main Street Center	250.00
Boyer Area Chamber of Commerce	3,000.00
Professional Library/Subscriptions	500.00
Downtown Idea Exchange	240.00
Petoskey News-Review	160.00
Books/Reference Material/Etc	100.00
Utilities/Internet Service	840.00
Telephone: avg \$50/mo	600.00
Internet: \$20/mo	240.00
Facilities Rent	3,600.00
\$300 per month	3,600.00
Storage Unit @ \$50 per month	-

Boyer City Main Street - 2012-13

Personnel

Code	Account Title		
705	Salaries/Wages		
		37,500.00	37,500.00
712	Insurance: Life/AD&D	250.00	250.00
713	Medical Insurance	2,800.00	2,800.00
714	Social Security	3,200.00	3,200.00
716	Unemployment	100.00	100.00
719	Sick/Vacation	2,500.00	2,500.00

Fees

Code	Account Title		
750	Administrative Service Fee	7,500.00	7,500.00
982	Bank Fees		
942	Service / Maintenance Fee	75,000.00	75,000.00
991	Interest		
992	Downtown Loan Principal Repayment	5,497.00	5,497.00
993	Interest/Downtown Loan	1,804.00	1,804.00

Design

Code	Account Title		
730	Repairs/Maintenance (Boardwalk)	5,000.00	2,500.00
760	Design Committee Expenses	7,000.00	5,000.00
	Buff Up Boyne	500.00	
	Design Education/Review/Guidelines	-	
	Maintenance Enhancement Program	4,000.00	
	Historic Walking Tour Brochure	1,000.00	
	Downtown Tree Maintenance	500.00	
	Historic Plaque program	1,000.00	
	Architectural Treasure Hunt	0.00	
761	Design Engineering/Consulting	0.00	15,000.00
762	Design Capital Improvements	184,425.00	9,000.00
	Downtown Façade Project	181,425.00	
	Riverwalk Extension	5,000.00	
	Sunset Park Irrigation	6,000.00	
	Downtown Ice Rink	1,000.00	3,800.00
	Unspecified	1,000.00	
763	Streetscape Amenities	29,900.00	29,000.00
	Way-finding Signage	1,000.00	
	Christmas Decorations	14,000.00	
	Banners	800.00	
	Site Furniture (benches, bike racks, trash receptacles)	5,000.00	
	Flowers/maintenance (tree boxes)	9,100.00	
	Unspecified	0.00	
987	Contracted Construction Services	0	0
	Design Total	206,325.00	50,000.00

Personnel

Account Title		
Salaries/Wages		37,500.00
Insurance: Life/AD&D		250.00
Medical Insurance		2,800.00
Social Security		3,200.00
Unemployment		300.00
Sick/Vacation		3,000.00

Fees

Account Title		
Administrative Service Fee		7,500.00
Bank Fees		
Service / Maintenance Fee		75,000.00
Interest		
Downtown Loan Principal Repayment		5,732.00
Interest/Downtown Loan		1,568.00

Design

Account Title		
Repairs/Maintenance (Boardwalk, Curb repair)		2,000.00
Design Committee Expenses		11,000.00
Buff Up Boyne	500.00	
Design Education/Review/Guidelines	-	
Maintenance Enhancement Program	4,000.00	
Historic Walking Tour Brochure	1,000.00	
Downtown Tree Maintenance	1,500.00	
Historic Plaque program	1,000.00	
Downtown historic window displays	500.00	
Design Engineering/Consulting		23,000.00
National Historic Registry application	15,000.00	
Parking survey/planning	5,000.00	
Design Capital Improvements		357,925.00
BC Prov., Radio Shack / Façade Grant Program	178,425.00	
Riverwalk Extension	5,000.00	
Sunset Park improvements	5,000.00	
Downtown Ice Rink	500.00	
Main Street streetlights	9,000.00	
Boyer Avenue Entryway	3,000.00	
Park Street improvements	156,000.00	
Unspecified	1,000.00	
Streetscape Amenities		35,700.00
(Way-finding) Signage	5,000.00	
Christmas Decorations	12,500.00	
Banners	3,500.00	
Site Furniture (benches, bike racks, trash receptacles)	5,000.00	
Flowers/maintenance (tree boxes)	8,000.00	
Unspecified	0.00	
Contracted Construction Services		0
Design Total	407,125.00	407,125.00

Boyer City Main Street - 2012-13

Economic Restructuring

Code	Account Title	Budget FY 2012-13	Actual FY 2012-13
780	Econ Restructuring Committee Expenses	-	-
781	Econ Restructuring Engineering Services	-	-
782	Bus. Recruitment/Retention	10,000.00	5,000.00
	Recruitment CD & Package	0.00	
	Dilworth Feasibility Study	0.00	
	Creating Entrepreneurial Communities	3,000.00	
	Broadband	7,000.00	
	Total	10,000.00	5,000.00

Organization

Code	Account Title	Budget FY 2012-13	Actual FY 2012-13
810	Committee/Event Expenses	500.00	
811	Boyer Thunder Expenses	80,000.00	86,388.00
812	Organization Committee Expenses	2,500.00	2,500.00
	Public Relations (Nwair, Public Mtgs)	500.00	
	Volunteer Management / recognition event	1,000.00	
	Website	1,000.00	
818	Contracted Services	0	3,500.00
870	Education/Travel	5,000.00	5,000.00
	façade grant-bc provisions		
	Total	88,000.00	102,388.00

Promotions

Code	Account Title	Budget FY 2012-13	Actual FY 2012-13
790	Farmers Market Expenses	10,400.00	14,000.00
	Market manager	\$ 3,400.00	
	Park maintenance	\$ 500.00	
	Dues (chamber, MIFA)	\$ 360.00	
	Signage	\$ 300.00	
	Marketing Program	\$ 5,900.00	
900	Advertising/Publishing	11,500.00	10,000.00
	Visitors Guides	2,000.00	
	US-131 Billboard	4,500.00	
	Marketing	5,000.00	
	Event Listings & Other	-	
902	Promotions Committee Expenses	10,200.00	10,200.00
	Image Sub-Committee	-	
	Graphic Design Services	2,400.00	
	Postcards/Brochures/Printed Materials	1,800.00	
	Bike Patrol	6,000.00	
910	Promotions Committee Events	22,800.00	23,500.00
	Stroll the Streets	11,200.00	
	SOBO	2,500.00	
	Labor Day Car Show / Rotary	1,000.00	
	Mushroom Festival	350.00	
	Chocolate-Covered Boyne	500.00	
	Harvest Festival	1,500.00	
	4th of July Parade	250.00	
	Summer Celebration	-	
	Earlier Than the Bird	1,000.00	
	Irish Heritage Festival	3,000.00	
	Santa Parade/Flavor of Boyne	1,500.00	
912	Promotions Capital Outlay Costs		37,000.00
	Total	\$ 74,900.00	\$ 97,700.00

Total \$ 375,529.00

Economic Restructuring

Account Title	Budget FY 2012-13	Actual FY 2012-13
Econ Restructuring Committee Expenses	500.00	500.00
Econ Restructuring Engineering Services		
Bus. Recruitment/Retention		3,000.00
Dilworth	1,000.00	
Team Boyne / Creating Entrepreneurial Comm.	5,000.00	
Broadband	2,000.00	
Total	6,500.00	3,500.00

Organization

Account Title	Budget FY 2012-13	Actual FY 2012-13
Committee/Event Expenses		500.00
Boyer Thunder Expenses		50,000.00
Organization Committee Expenses		3,500.00
Public Relations (Nwair, Public Mtgs)	500.00	
Volunteer Management / recognition event	2,000.00	
Website	1,000.00	
Contracted Services	0	
Education/Travel		5,000.00
Total	2,500.00	60,000.00

Promotions

Account Title	Budget FY 2012-13	Actual FY 2012-13
Farmers Market Expenses		15,000.00
Market manager	\$ 7,000.00	
Park maintenance	\$ 500.00	
Dues (chamber, MIFA)	\$ 360.00	
Signage	\$ 300.00	
Marketing	\$ 2,840.00	
Project fresh	4000	
Advertising/Publishing		9,800.00
Visitors Guide	2,000.00	
US-131 Billboard	2,900.00	
Marketing	5,000.00	
Event Listings & Other	-	
Promotions Committee Expenses		13,000.00
Image Sub-Committee	-	
Graphic Design Services	3,000.00	
Postcards/Brochures/Printed Materials	4,000.00	
Bike Patrol	6,000.00	
Promotions Committee Events		35,800.00
Stroll the Streets	14,000.00	
SOBO	6,000.00	
Winter Fest	1,000.00	
Mushroom Festival	350.00	
Chocolate-Covered Boyne	500.00	
Harvest Festival	2,000.00	
4th of July Parade	3,000.00	
Miscellaneous	1,000.00	
Earlier Than the Bird	1,000.00	
Irish Heritage Festival	3,000.00	
Santa Parade/Flavor of Boyne	1,500.00	
Promotions Capital Outlay Costs		10,000.00
Total	\$ 22,500.00	\$ 750,115.00

Total \$ 750,115.00

**CITY OF BOYNE CITY
COUNTY OF CHARLEVOIX**

Resolution No. 2012-04-0XX

**TO ESTABLISH A MILLAGE RATE OF 15.51
FOR THE CITY OF BOYNE CITY
FY 2012 / 2013 (May 1, 2012- April 30, 2013)**

WHEREAS, the City of Boyne City, Charlevoix County, Michigan, has approved \$10,758,450 in operating expenses for all City Funds which includes Prior Year Fund Balances for the FY 2012 / 2013 City Budget; and

WHEREAS, of this amount, \$2,542,026 is to be raised by taxes for operation;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Commission of the City of Boyne City, Charlevoix County, Michigan, that the City Commission does hereby establish a City of Boyne City millage rate of 15.51 for operation.

ROLL CALL

Aye:

Nay:

Abstain:

Absent:

RESOLUTION DECLARED ADOPTED.

Cindy Grice, City Clerk/Treasurer

CITY OF BOYNE CITY
 RESOLUTION OF ADOPTION NO. 2012-04-XXX
 GENERAL APPROPRIATIONS ACT
 For 2012 / 2013 (1 May 2012 - 30 April 2013)

Section 1. The funds necessary to defray the operating expenses and long-term debt obligations of the City of Boyne City and the estimated revenues by source for the Fiscal Year Ending 30 April 2013 are projected to be as follows:

REVENUES
 (By Source)

GENERAL FUND

Property Taxes	2,656,026
Tax Penalties, Administration, Interest	
Allocated from Fund Balance	1,328,636
State Shared Revenues and Grants	244,068
Administrative Service Fees	142,000
Charges for Services	142,000
Interest and Rentals	13,900
<u>Other Sources</u>	<u>362,633</u>
Total Revenue	4,889,263

Total Available to Appropriate \$4,889,263

MAJOR STREET FUND

State Highway Receipts	216,500
Grants/Service Fees/Road Millage	770,840
Transfers from General Fund	347,447
<u>Allocated from Fund Balance</u>	<u>164,421</u>
Total Revenue	1,499,208

Total Available to Appropriate \$1,499,208

LOCAL STREET FUND

State Highway Receipts	91,460
Grants/Service Fees/Road Millage	84,500
<u>Transfers from General Fund</u>	<u>767,500</u>
Total Revenue	943,460

Total Available to Appropriate \$943,460

RUBBISH FUND

<u>Transfers from General Fund</u>	<u>28,000</u>
Total Revenue	28,000
Total Available to Appropriate	\$28,000

CEMETERY DEPARTMENT

Service Fees/Misc.	10,000
Donations	2,000
Transfers from General Fund	33,526
<u>Allocated from Fund Balance</u>	<u>5,491</u>
Total Revenue	51,017

Total Available to Appropriate \$51,017

AMBULANCE DEPARTMENT

Township/City Service Fees	8,575
Service Fees/Misc.	557,152
<u>Transfers from General Fund</u>	<u>78,500</u>
Total Revenue	644,227

Total Available to Appropriate \$644,227

FIRE DEPARTMENT FUND

Township Service Fees	203,500
<u>Transfers from General Fund</u>	<u>\$92,000</u>
Total Revenue	295,500

Total Available to Appropriate \$295,500

MARINA FUND

User Fees	110,000
Allocated from Fund Balance	102,308
<u>Interest Income/Misc.</u>	<u>103,092</u>
Total Revenue	315,400

Total Available to Appropriate \$315,400

AIRPORT FUND

Gasoline Sales	72,500
Interest Income/Misc.	26,626
<u>Allocation from Fund Balance</u>	<u>19,524</u>
Total Revenue	118,650

Total Available to Appropriate \$118,650

DDA FUND

Allocated from Fund Balance	83,073
<u>Tax Captures/Other</u>	<u>665,941</u>
Total Revenue	749,014

Total Available to Appropriate \$749,014

LDFA FUND

Allocated from Fund Balance 309,794
Tax Captures/Other 192,195

Total Revenue 501,989

Total Available to Appropriate \$501,989

WASTEWATER FUND

Operating Income 828,000
Non-Operating Income 278,281

Total Revenue 1,106,281

Total Available to Appropriate \$1,106,281

WATER FUND

Operating Income 535,300
Non-Operating Income 45,500
Allocated from Fund Balance 6,114

Total Revenue 586,914

Total Available to Appropriate \$586,914

MOTOR VEHICLE FUND

Allocated from Motor Pool Fund Balance 43,700
Billings to Other Funds and Miscellaneous 301,800

345,500

Total Available to Appropriate \$345,500

TOTAL REVENUES - ALL FUNDS \$12,074,423
LESS INTER-FUND TRANSFERS (1,315,973)

TOTAL REVENUES, LESS TRANSFERS \$10,758,450

EXPENDITURES

GENERAL FUND

General Services 1,216,119
Public Buildings 1,176,646
Police 639,004
Parks and Recreation 286,521
Housing Commission 255,000
Transfers to Other Funds 1,315,973

Total General Fund Expenditures \$4,889,263

OTHER FUNDS

Major Streets	1,499,208
Local Streets	943,460
Rubbish Collection	28,000
Cemetery	51,017
Ambulance	629,425
Allocated to Ambulance Fund Balance	14,802
Fire Department	246,485
Allocated to Fire Department Fund Balance	49,015
Marina/Launch Ramp	315,400
Airport	118,650
DDA	749,014
L DFA	501,989
Wastewater Funds	1,102,086
Allocated to WW Fund Balance	4,195
Water Funds	586,914
Motor Pool	345,500
Other Funds Total Expenditures	\$ 7,185,160

TOTAL EXPENDITURES - ALL FUNDS	\$12,074,423
LESS INTER-FUND TRANSFERS (Motor Pool and General Fund Transfers)	<u>(1,315,973)</u>
GRAND TOTAL CITY EXPENDITURES	\$10,758,450

Section 2. The City's assessor is hereby authorized and instructed to spread upon the City tax roll for FY 2012 / 2013 the amounts indicated in section 1.

Section 3. The City' assessor is hereby authorized and instructed to spread upon the City tax roll for FY 2012 / 2013 all unpaid special assessments, sidewalk, curbs, water or sewer, and repair bills on record in the City of Boyne City against respective properties.

Section 4. The taxes levied and spread by the City of Boyne City are collected twice a year. The taxes to defray city operations and obligations are levied and made payable on 1 July 2012; taxes collected for schools, county, and other voted purposes shall be levied and collected as provided by the general property tax laws of the State of Michigan.

Section 5. The budget for FY 2012 / 2013 of the City of Boyne City has been prepared in compliance with Michigan P.A. 621 of 1978, as amended, the Uniform Budgeting and Accounting Act. The General Fund is adopted at the activity level. Details can be obtained at the City Clerk's office.

Section 6. Pursuant to section 19 (2) of Michigan P.A. 621 of 1978, as amended, the City Manager is hereby permitted to execute transfers between

appropriations without the prior approval of the City Commission. However, in no case shall said transfer result in a fund over-expenditure or a transfer exceeding \$10,000. Purchases not covered in the approved budget will follow existing administrative policy except for utilities and operational supplies.

Section 7.

Pursuant to the provisions of Michigan P.A. 503 of 1982 and a resolution adopted by the City Commission of Boyne City on 11 October 1983, the City Commission authorizes the imposition of a one percent property tax administration fee to offset costs incurred in assessing property values, collecting the property tax levies, and in the review and appeal processes.

Section 8.

Contractual Change Orders: The City Manager, with the City Clerk's signed approval, may approve change orders on contracts approved originally by the City Commission of up to ten thousand dollars (\$10,000.00) per change order. These change orders must be within the scope of the original contract. Negative change orders of up to fifty percent (50%) of the original contract do not need to be brought before the City Commission.

Section 9.

This General Appropriations Act for FY 2012 / 2013 takes effect 1 May 2012. Detail of the budget is available at City Hall for public inspection.

Cindy Grice, City Clerk/Treasurer

**CITY OF BOYNE CITY
COUNTY OF CHARLEVOIX**

BOYNE CITY FEE SCHEDULE FY 2012/2013

WHEREAS, the City of Boyne City recognizes the need to provide user services to the public,
and;

WHEREAS, the City of Boyne City is responsible for the efficient operation of its various
departments and the costs incurred in providing such services.

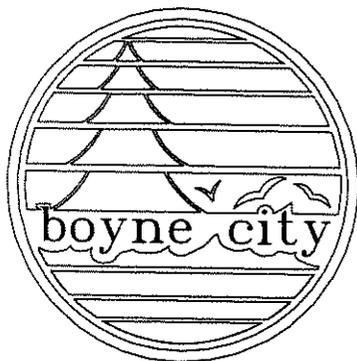
NOW, THEREFORE, BE IT RESOLVED that the City of Boyne City hereby adopts the Boyne
City Fee Schedule as presented in appendix "B" of the May 1, 2012, through April 30,
2013 Boyne City Budget.

ROLL CALL

Aye:
Nay: 0
Abstain: 0
Absent: 0

RESOLUTION DECLARED ADOPTED.

Cindy Grice, City Clerk/Treasurer



CITY OF BOYNE CITY

MEMO

To: Michael Cain, City Manager *Mc*

From: Barb Brooks, Executive Assistant/Harbor Master *BB*

Date: March 28, 2012

Subject: Marine Rules and Regulations amendment

Background:

The City Commission on April 22, 2008 adopted a revised Marine Ordinance (Chapter 74 Article II - to address the Harbor Area, Boat Launching Ramp and Water Safety. Within the ordinance there are "Rules and Regulations" (Sec. 74-25)

Sec. 75-25: The city commission may, by resolution, adopt suitable rules and regulations for the control, management and operation of all municipal docks and piers, and launch ramps, including the fixing of rates and charges for the use of the marine facilities thereof, the purposes for which the marine facilities may be used, and the duration of such use, and the kind and location of all signs, posters or notices to be placed regulating use, not inconsistent with the provisions of this article and the laws of the State of Michigan and of the United States. Copies of the then current rules and regulations governing the Boyne City Harbor, launch ramps, and related facilities with current fees shall be kept in the office of the city clerk, harbormaster and the marina.

This section was added so that changes can be made without going through the steps of an ordinance amendment.

I have attached the current "Rules and Regulations" with the proposed changes noted on them by either bold print for new language and strike through deleted language.

- **Section I – 3** Changing the day that we start collecting fees from May 15 to opening day gives us more flexibility to open, allow people to start using the marina and for us to collect fees early, when weather permits without a commitment to a specific date.
- **Section I – 4** is just a housekeeping deletion, there is no change to the rule
- **Section I - 7** is not a new rule, it is being removed from the Sec. II Reservation Policy and added to the Marina so that it applies to all guests and is not specific to reservations
- **Section I – 13** this will allow for exceptions for a special event or circumstance that may present itself in the future that the City may want consider.
- **Section I – 17** is being added as part of our Clean Marina program efforts and helps with keeping the marina clean and not attracting any unwanted animals who might enjoy fish remains

- **Section I – 18** is also part of the being in compliances with the Clean Marina program and to educate and encourage these practices with the boaters.
- **Section II – 9** moving this item to Section I - 7

Recommendation

To pass a resolution adopting the revised “Rules and Regulations” governing the harbor area, marina operations, marine facilities and boat launches.

Other Options

Make no changes to the Rules and Regulations

Postpone the matter for further review and discussion

Other changes the commission may want to consider

Section I - Marina

1. The piers, docks and wharfs of the City are numbered and in accordance with the berthing spaces as shown on the drawing on file in the office of the, City Clerk, Harbor Master, Marina, or designated assistant Harbor Master.
2. All such piers, docks and wharfs are to be used for noncommercial purposes only and for berthing of vessels not engaged in commercial enterprises unless specifically permitted by the City or authorized agent.
3. No person shall moor a vessel at a city dock without first obtaining an official permit and berth assignment from the Harbor Master, assistant Harbor Master or Marina Attendant. A fee shall be charged from **opening day** ~~May 15th~~ through October 15th each year for dockage and services of water, waste disposal, electricity and garbage collection. The day period in the permit shall extend from 1:00 p.m. to noon and the permit shall reserve the berth for the vessel for the duration of the permit. Fees will be charged according to rates set annually by the Michigan State Waterways Commission and adopted annually by the City Commission.
4. The duration of the permit is limited to not more than fourteen (14) days, maximum. Advance reservations may be made in accordance with the City's reservation policy ~~adopted June 12, 2007~~ (see section II)
5. No person shall moor a vessel in the berth other than that assigned to the vessel.
6. The Harbor Master is authorized to change the assigned berth of a vessel.
7. **Check in time 1:00 p.m. / Check out time noon.**
8. Permits shall not be required for docking to load or unload passengers or to receive provisions provided the stay is less than two (2) hours and does not interfere with an assigned berth.
9. No permit or fee shall be required of Government vessels when berthing space is available in the judgment of the Harbor Master, but they shall obtain a berth assignment.
10. Over night dockage is not permitted at the shoppers dock located near the mouth of the river. Berthing hours of the shoppers dock is between 7:00 a.m. to midnight.
11. Charcoal burners are not to be used on your boat or on the docks.
12. Pets must be under the control of the owner at all times. Owners are required to clean up after their pets.
13. ~~No camping is allowed on the waterfront.~~ **Camping on the Harbor Area waterfront is prohibited**
Exceptions can be made for special events with prior consideration and permission from the City Manager
14. The Harbormaster and attendants reserve the right to move boats or adjust lines when necessary.
15. Quiet hours are observed between 11:00 p.m. and 7:00 a.m.
16. Permittees using the harbor shall be responsible for the conduct of all persons visiting or occupying the

boat.

- 17. Fish cleaning and disposing of fish waste shall be performed at the North Boyne Launch Fish Cleaning Station. This activity is prohibited within the harbor, including all piers and docks.**
- 18. Boyne City Marina is a designated “Clean Marina” and has implemented “Clean Marina Best Practices”. Marina users shall not participate in practices that are contradictory to “Clean Marina Best Practices”**
19. The Harbor Master is authorized to refuse to grant a permit to anyone who has failed to abide by these regulations, other rules and regulations adopted by the City Commission or the provisions of the Harbor Marine Ordinance

Section II – Reservation Policy ~~(adopted June 12, 2007)~~

1. A two night minimum is required to make advance reservations for Friday and Saturday nights.
2. The rate per night is dependent on the overall length of the boat. *(Failure to report the correct length of your boat may result in the termination of your reservation upon arrival or additional fees.)*
3. The first two nights stay is immediately charged to your credit/debit card at the time of reservation and will be applied to your balance, if any, at the time of check in.
4. Cancellation notice is required by 9:00 a.m. of the scheduled check in day to receive a refund. Anything beyond that will result in the loss of your first night’s fee.
5. Cancellation with the appropriate notice will result in a refund of the charges to your credit/debit card; less a two dollar cancellation fee
6. Boaters arriving by water should radio the marina when approaching the harbor for additional instructions and slip assignment. (channel 16)
7. Boaters trailering their boats should check in at the marina office, for launch and parking instructions.
8. Boaters arriving any time after 8:00 p.m. on your check in date **must** contact the marina office before 8:00 p.m. on the day of arrival for any additional instructions and to receive your assigned slip number.
- ~~9. Check in/out time is 12:00 p.m. (noon)~~

Section III – Boat Launch Ramps (North Boyne Launch Ramp located at 525 N. Lake St. and Veterans Park Launch Ramp adjacent to the City Marina)

1. All launch ramp users must pay the daily launch fee which is adopted annually by the City Commission; unless an annual seasonal launch sticker has been obtained and is displayed as directed. In addition an overnight parking fee is required for each night a vehicle with attached trailer is parked at the launch or other designated parking areas. A payment tube and payment envelopes are located at each launch. Envelopes shall be filled out completely.
2. Parking at the North Boyne launch ramp in the designated parking spaces is restricted to only vehicles with attached, empty, boat trailers. The parking of passenger vehicles, empty trailers unattached to a vehicle, or any vessel on a trailer is prohibited. For passenger vehicle parking, see either the launch attendant or marina staff at the municipal marina located in Veterans Park for instruction.
3. Overnight vehicle with attached trailer parking at the Veterans Park launch ramp parking area is not allowed.
4. Overnight parking at the North Boyne Launch is limited to 14 days.
5. Vehicles with attached trailers must be able to fit within the designated parking spaces. If your overall length extends beyond the markings, you must make arrangements with the launch attendant or marina staff.
6. Fishing off the launch ramp docks is prohibited.
7. No overnight camping is allowed.

Note: Chapter 74 Article II Section 74-22 a - Persons who violate any of the provisions of this article are responsible for a municipal civil infraction

Memorandum

To: Michael Cain, City Manager
From: John M Lamont, EMS Director
Date: 4/6/2012
Re: Interlocal agreement with Boyne Valley Township

Enclosed for your review and action by the City Council is the agreement language for an agreement with Townships for the services of EMS delivery.

Mayor Ron Grunch and I have meet on several occasions with the Township Supervisors working on the agreement, included with the agreement is in Attachment A.

Changes to the contract:

- Population determined by dwellings based on 2.5 individuals; established from the 2010 Census
- No SEV or Taxable Revenue included in the formula
- Utilization based on 3 yr average
- Three year contract, with an annual budget meeting in January

I recommend City Council approve this Agreement.

Township Support 2011 -2012

	2010		avg hh	Pop			vol	3 yr		pop+util	% total	68,407.00	\$ 175,000.00	10/11	difference
	Dwelling	served		Served	% serv	10-11	ave vol	% total							
Bay	847	1	847	2.5	2,118	12.73%	67	55	6.56%	19.30%	9.87%	15,277.38	10,040.00	5,237.38	
B Valley	1011	1	1,011	2.5	2,528	15.20%	235	211	25.18%	35.83%	20.35%	55,873.07	38,694.00	17,179.07	
Evangeline	504	1	504	2.5	1,260	7.58%	35	31	3.70%	11.28%	5.77%	10,096.21	9,746.18	350.03	
Eveline	1381	0.33	456	2.5	1,139	6.85%	18	16	1.91%	8.76%	4.48%	7,843.80	6,859.29	984.51	
Hudson	549	1	549	2.5	1,373	8.25%	28	29	3.46%	11.71%	5.99%	10,488.23	7,548.37	2,939.86	
Melrose*	935	0.5	468	2.5	1,169	7.03%	43	34	4.06%	11.09%	5.67%	9,925.44	7,911.76	2,013.68	
Wilson	876	0.6	526	2.5	1,314	7.90%	37	44	5.25%	13.15%	6.73%	14,775.93	11,893.48	2,882.45	
Boyne	2292	1	2,292	2.5	5,730	34.46%	427	418	49.88%	84.34%	42.10%	78,530.11	143,000.00	(64,469.89)	
					-										
					16,630		1	890	838	100.00%	195.45%	100.97%	\$ 202,810.18	235,693.08	

* Melrose half of the dwelling

AGREEMENT BETWEEN
THE CITY OF BOYNE CITY
AND
TOWNSHIPS OF BAY, EVANGELINE, EVELINE,
HUDSON, MELROSE, AND WILSON

This intergovernmental agreement made this 1st day of April, 2012, by and between the City of Boyne City, a Michigan municipal corporation, whose address is 319 N. Lake St., Boyne City, Michigan 49712 ("City"), and the Townships of Bay, Evangline, Eveline, Hudson, Melrose, and Wilson, which are Michigan municipal corporations and whose addresses are respectively: Bay Township 05045 Boyne City Road, Boyne City, Michigan 49712; Eveline Township 08525 Ferry Road, East Jordan, Michigan 49727; Evangeline Township Wildwood Harbor Road, Boyne City, Michigan 49712; Wilson Township 02530 Boyne City-East Jordan Road N., Boyne City, Michigan 49712; Melrose Township 2321 N. State Street, Walloon Lake, Michigan 49796; Hudson Township 4856 Kuzmick rd, Boyne Falls, Michigan 49713("Townships"), pursuant to the intergovernmental act MCL 124.1 *et seq.* Section 2

RECITAL OF FACTS

Whereas: The City Boyne City Ambulance Service provides a State of Michigan licensed Advanced Life Support Ambulance transport and a State of Michigan licensed Advanced Life Support (ALS) intervention services through the utilization of a rapid response non-transporting vehicle (ECHO) to the communities of Boyne City and the neighboring townships in the County of Charlevoix.

Whereas: The Townships so named above do not own or operate an ambulance or provide Advanced Life Support service for the benefit of their residents and visitors have historically relied upon the service of the City to provide as possible such services to the residents and visitors of the Townships;

Whereas: The Townships so named above desire to assure such ambulance and advanced life support non-transporting ECHO unit for their residents and visitors;

Whereas: The City owns and operates the ambulance and is willing to provide the Townships with such service as possible the delivery of this essential service in a cost effective and efficient manor as provided herein;

NOW THEREFORE, IN CONSIDERATION of the mutual covenants contained in this agreement, the City and Townships stipulate and agree as follows:

1. **DEFINITIONS:** For the purpose of this Agreement, the terms defined in this paragraph shall have the meanings hereinafter indicated, except when otherwise indicated by the context:

A. **CITY:** The City of Boyne City, a Michigan municipal corporation. When a reference in this Agreement is made to the territory of the City, it shall mean the corporate boundaries of the City of Boyne City.

B. **CITY OF BOYNE CITY EMS:** The ambulance advanced life support transport service with advanced life support non-transporting ECHO unit is owned, operated and maintained by the City of Boyne City.

C. **TOWNSHIPS:** The Townships of Bay, Eveline, Evangeline, Wilson, Melrose and Hudson, which are Michigan municipal corporations. When reference in this Agreement is made to the territory of the Townships, it shall refer to the corporate boundaries of the respective Townships. Eveline is factored on 33%, Wilson on 60%, and Melrose on 50% with the remaining townships as 100%.

D. **PERCENTAGE OF SUBSIDY:** The combination of the townships run volume (utilization) averaged over the past three (3) years, population will be determined initialing by the total dwellings as stated in the 2010 Census,(times a factor of 2.5 persons per dwelling); The percentage of population served will reflect each communities percentage as a whole with all entities combined. The expressed percentage (see attachment A) combines the two factors (utilization & Population) and then is divided by the combine whole of the area served to equate a Townships percentage of subsidy.

2. **TERM:** The term of this Agreement shall be for a three (3) years. The renewal shall automatically occur unless a member of the parties provides the other with written notice of intent not to renew, no less than 180 days prior to the expiration of the term.

3. **STAFF:** The City shall be the sole administrative body for the purposes of employing and maintaining employment records for the staff.

4. **BILLING:** The City will bill for services directly to the users of such service, prevailing charges for the base rate as approved by the City Council..

5. **CONTRACTUAL ALLOCATION:** The amount of the chargeable rate not covered by the Medicare, Medicaid, and Blue Cross reimbursement rates for Ambulance Service.

6. **OPERATION AND MAINTENANCE OF EQUIPMENT:** The City will provide for the maintenance of equipment; the over site of the operation; and the housing of the vehicle(s) necessary to assure compliance with State of Michigan requirements and regulations set forth in State Statute or Federal Mandate necessary for the operation of the ambulance service

and advanced life support non-transporting ECHO vehicle within the territory of the City and Townships.

7. OPERATIONAL COST: Includes day-to-day expenses; such as; rent, wages, benefits, billing and collection, bad debt and contractual allocation; vehicle maintenance, capital equipment replacement not covered by operational revenue, grants or donations.

8. DIRECT COST NOT COVERED BY REIMBURSEMENT: for the budgeted fiscal year of 2012: The agreed subsidy formula as shown in Attachment A. is based on the Townships \$68,000, the City \$78,000 and Boyne Valley \$55,000.

- a. The City will bill each Township for its respective annual contribution, and such contribution will be paid quarterly. 1st payment due May 15th, 2nd August 15th, 3rd November 15, and the 4th March 15th of the respective service time.
- b. All payments made under this agreement including, but not limited to, each Township's annual contribution shall be nonrefundable.

9. An annual budget meeting will be held with the whole during the month of January each year of the agreement. At such time forecast for the next fiscal year surplus or shortfall of operating revenue will be set. During the contract period any surplus forecasted will be applied to the operational fund of the ambulance. Any shortfall determined to be caused by uncontrollable events; e.g. reimbursement decline, volume decline, will be assessed into the following year adjustment based on the agreed formula as outlined in Attachment A..

10. OPERATING LIABILITY: The City will use reasonable diligence to provide and maintain regular and uninterrupted service, but does not guarantee uninterrupted service, and shall not be liable for injuries or damages by such interruptions whether caused by defects in the capital equipment, accidents, deterioration, repairs or other causes. The City shall not be liable to the Townships or any users or other persons, firms, or corporations for injuries or damages of any nature caused by the use of the ambulance and ECHO service of the City, or by interruptions in such service.

11. INDEMNIFICATION AND INSURANCE: The City and Townships each, as part of their comprehensive liability insurance coverage, shall maintain coverage for any damages, claims, causes of action, or actions of any nature whatsoever arising from its negligence or any other cause occasioned by the use, operation, and maintenance of said ambulance and ECHO service, and do hereby agree to indemnify and save and hold harmless the City and Townships, respectively, their officers, employees, and agents from and against any and all such damages, claims, actions, and causes of action, including legal fees to defend the same, as may arise from any action taken or permitted by the City or the Townships, respectively.

Nothing in this section shall be construed to give any third party any claim to which said third party would not otherwise be entitled, nor shall it abrogate or diminish the defense of governmental immunity for any claim against either party.

GENERAL PROVISIONS

11. **PRIMARY BENEFIT**: It is acknowledged and understood that the City's operation and maintenance of an ambulance and ECHO service pursuant to this Agreement is, and will be, primarily for the use and benefit of the users of the ambulance and ECHO service within the territory of the City and Townships.

12. **SUCCESSORS**: This Agreement shall be binding upon all successors governmental units that may assume jurisdiction over the territory of the City or Townships, or the ambulance and ECHO service which are the subject matter of this Agreement.

13. **CASUALTY**: The parties hereto shall be excused from any material breach of this Agreement and from any liability for damage when caused by riots, strikes, disaster, war, act of God, or causes beyond their reasonable control.

14. **SAVING CLAUSE**: Should any part of this Agreement be held by a court of competent jurisdiction to be illegal or unenforceable, such event shall not be deemed to affect the validity of any other portion hereof. Any such court holding materially affecting the commitments herein contained may serve as the basis to initiate reconsideration of the provisions herein as they relate to consideration, and in any such event, either party may reopen this Agreement for the purpose or renegotiating said consideration.

15. **RIGHTS AFTER TERMINATION**: Regardless of the method of termination of this Agreement, nothing herein shall be considered as transferring ownership of the City's ambulance and ECHO service from the ownership of the City.

16. **NOTICE**: All notices, request and approvals under this Agreement shall be sufficiently delivered if sent by certified mail to the following addresses of the parties, or such other address as may be designated from time to time in writing to the other parties.

City: CITY OF BOYNE CITY
 c/o City Manager
 319 N. Lake St.
 Boyne City, MI 49712

Townships BAY TOWNSHIP
 c/o Township Supervisor
 05045 Boyne City Rd.
 Boyne City, MI 49712

EVELINE TOWNSHIP
c/o Township Supervisor
08525 Ferry Rd.
East Jordan, MI 49727

EVANGELINE TOWNSHIP
c/o Township Supervisor
Wildwood Harbor Rd.
Boyne City, MI 49712

WILSON TOWNSHIP
c/o Township Supervisor
02530 Boyne City – East Jordan Rd.
Boyne City, MI 49712

MELROSE TOWNSHIP
c/o Township Supervisor
2321 N. State St.
Walloon Lake, MI 49796

HUDSON TOWNSHIP
c/o Township Supervisor
04856 Kuzmick Rd
Boyne Falls, MI 49713

18. AMBIGUITY: If this Agreement or any of its terms and conditions are determined to be ambiguous, this Agreement and all its terms and conditions shall be considered as if drafted by all parties.

19. CITY'S AUTHORITY: The parties agree that they are cooperatively working together to assure the delivery of this essential service to their residents and visitors, but, not setting up a joint emergency services authority and that the City shall have complete control of the operational terms of City of Boyne City EMS.

20. COMPLETE AGREEMENT: This Agreement contains all the terms and conditions agreed to by the parties, and any provision not contained in this Agreement shall not be binding on either party. This Agreement replaces any prior agreements between the City and Townships concerning the providing of ambulance and ECHO service by the City to the Townships.

21. AUTHORITY TO EXECUTE: The City and Townships acknowledge that in entering into this Agreement each has in all respects complied with the Urban Cooperation Act; 1967 PA 7, as amended, and their respective charter and ordinances and the persons executing this Agreement do so with requisite authority.

IN WITNESS HEREOF, the parties have caused this Agreement to be executed on the date and year first above written.

WITNESSES:

CITY OF BOYNE CITY

TOWNSHIP OF EVANGELINE

Supervisor

Clerk

TOWNSHIP OF EVELINE

Supervisor

Clerk

TOWNSHIP OF BAY

Supervisor

Clerk

TOWNSHIP OF WILSON

Supervisor

Clerk

April 2012

April 2012							May 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					April 1
					Spring Break
2	3	4	5	6	7
Spring Break					
Spring Leaf Pickup				City Hall Closed at noon	
				Spring Leaf Pickup	8
					Spring Break
9	10	11	12	13	14
Spring Break	Budget Public Hearing		8:30am Main Street Board mtg.	Spring Leaf Pickup	
Spring Leaf Pickup	7:00pm City Commission		6:00pm Parks & Rec		15
					National Volunteer Week
					Tax Day (United States)
16	17	18	19	20	21
National Volunteer Week					
Spring Leaf Pickup				Spring Leaf Pickup	
5:00pm Planning Commission					22
23	24	25	26	27	28
Spring Leaf Pickup	Budget Adoption		Arbor Day Tree Give-away	Chefs' Challenge (Boyne Mt.)	
	7:00pm City Commission		3:00pm Business Expo	Spring Leaf Pickup	
			5:30pm Airport Advisory Board		29
			6:30pm Housing Commission		
30					
FYI 2011-12 Ends					
Spring Leaf Pickup					

May 2012

May 2012						
S	M	T	W	T	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2012						
S	M	T	W	T	F	S
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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	May 1	2	3	4	5
	5:00pm ZBA	8:00am Farmers Market	8:30am Main Street Board mtg. 6:00pm Parks & Rec		8:00am Buff Up Boyne 8:00am Farmers Market
					6
					City hall open 10-2 pm
7	8	9	10	11	12
	Char-Em Election 7:00pm City Commission	8:00am Farmers Market			8:00am Farmers Market
					13
					Mother's Day (United States)
14	15	16	17	18	19
12:00pm EDC/LDFA	7:00pm Historic District	8:00am Farmers Market	Mushroom Festival		8:00am Farmers Market
					20
					Mushroom Festival
21	22	23	24	25	26
5:00pm Planning Commission	12:00pm City Commission	8:00am Farmers Market	5:30pm Airport Advisory Board 6:30pm Housing Commission		Airport Closed 8:00am Farmers Market
					27
					Airport Closed
					Drag Race
28	29	30	31		
Memorial Day (United States)		8:00am Farmers Market			