



City of Boyne City
Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
www.boynecity.com

Phone 231-582-6597
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**BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
319 North Lake Street
Tuesday, November 10, 2015 at 7:00 p.m.**

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. OATH OF OFFICE FOR ELECTED COMMISSIONERS
3. ROLL CALL
4. ELECTION OF MAYOR
5. ELECTION OF MAYOR PRO TEM
6. CONSENT AGENDA
The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item(s) on the consent agenda be removed and placed as the last item under new business to receive full discussion. Such requests will be automatically respected.
 - A. Approval of the October 27, 2015 regular City Commission meeting minutes as presented
 - B. Approval of the recommendation to appoint Ken Allen to the Planning Commission for the remainder of the term vacated by Lori Meeder, term expiring on May 31, 2016
 - C. Approval of the recommendation to appoint Jim Baumann to the Compensation Commission for a 5 year term expiring on October 1, 2020
 - D. Approval of the recommendation to reappoint Bob Carlile to the Compensation Commission for a term expiring on October 1, 2019
 - E. Approval of the recommendation to reappoint John McClorey to the Zoning Board of Appeals for a three year term ending September 1, 2018
 - F. Approval of the recommendation to reappoint Lynn Murray to the Zoning Board of Appeals for a three year term ending September 1, 2018
7. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
8. CORRESPONDENCE
 - A. Correspondence from the Boyne Valley Disc Golf Club
9. CITY MANAGER'S REPORT

10. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES

- A. Draft Minutes of the October 1, 2015 Main Street Board meeting
- B. Approved Minutes of the October 1, 2015 Airport Advisory Board Meeting
- C. Draft Minutes of the October 1, 2015 Parks & Recreation Commission Meeting
- D. Draft Minutes of the October 22, 2015 Planning Commission Meeting
- E. Draft Minutes of the October 29, 2015 Airport Advisory Board Meeting

11. UNFINISHED BUSINESS

12. NEW BUSINESS

- A. South Lake Street Redevelopment / CDBG Blight Elimination & Job Creation Project Public Hearing
Consideration to receive and consider public comments from the public hearing and pass a Resolution on the South Lake Street Redevelopment Project; CDBG Blight Elimination & Job Creation Project authorizing the application for the Community Development Block Grant and appoint Michael Cain, City Manager of Boyne City to execute all documents
- B. Redevelopment Liquor License for BTR2, LLC (7 Monks Tap Room)
Consideration to approve a resolution recommending the application for an on-premise Class C license for BTR2, LLC to be located at 202 South Lake Street, Boyne City, MI pursuant to Public Act 501 of 2006 and issued under MCL 436.1521 a(1)(b)
- C. Cemetery Maintenance Contract
Consideration to approve the contract with B & W Natures Maintenance for a three year contract for Cemetery Maintenance at a cost of \$24,000 per year and authorize the City Manager and City Clerk / Treasurer to execute the documents
- D. Marina Consultant and Geotechnical Service Proposal
Consideration to accept the consulting proposal from Abonmarche in the amount of \$16,800 and consider the proposal from NDG for geotechnical services in the expected amount of less than \$35,000 to retrieve and analyze core samples of the lakes bottom land and authorize the City Manager to sign the required documents
- E. Special Meeting Schedule Additions
 - i. City Facilities Update Work Session
Consideration to schedule a work session regarding the new City Facilities with our architect to be held on either Tuesday, November 19, 2015 or Monday, November 23, 2015 at either noon or 7:00 p.m.
 - ii. Joint Board and Commission
Consideration to schedule a Joint Board and Commission meeting for 6:00 p.m. on Thursday, December 10, 2015 in the Boyne City Hall Auditorium and authorize the City Manager to make the necessary arrangements

iii. Community Goal Setting

Consideration to schedule a Community-wide Goal Setting meeting for 6:00 p.m. on Thursday January 14, 2016 at the St. Matthews Church Fellowship Hall

F. 2016 City Commission Meeting Schedule

Consideration to approve the 2016 City Commission meeting schedule as presented with all meetings to be held at Boyne City Hall, 319 North Lake Street until temporary City Hall facility locations are secured

13. GOOD OF THE ORDER

14. ANNOUNCEMENTS

- The Boyne on the Water presentation is scheduled for Tuesday, November 17, 2015 at St. Matthews Church Fellowship Hall
- The next regular City Commission meeting is scheduled for Tuesday, November 24, 2015 at 7:00 p.m.
- City Offices will be closed on Thursday, November 26 and Friday, November 27, 2015 in observance of Thanksgiving

15. ADJOURNMENT

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



Scan this QR Code or go to www.gov.boynecity.com for full agenda packet materials.

Click on 'Minutes and Agendas' on the left of the homepage and follow the links to City Commission Agendas/Agenda Packet

**October 27, 2015
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 319 NORTH LAKE STREET, ON TUESDAY OCTOBER 27, 2015

CALL TO ORDER

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

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

Absent: None

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

Others: There were 11 citizens in attendance including representatives from the Charlevoix County News and Petoskey News Review

**CONSENT AGENDA
MOTION**

2015-10-136
Moved by Gaylord
Second by Towne

To approve the October 13, 2015 City Commission regular meeting minutes as presented

Ayes: 5
Nays: 0
Absent: 0
Motion carried

CITIZENS COMMENTS

Bill Kuhn thanked the Commission for their help thru the water issue on Division Street and reported on the status to date. He also discussed video surveillance in certain areas.

CORRESPONDENCE

The notice to Taxing Jurisdictions regarding the Amended Combined Brownfield Act 381 Work Plan for the Lake Street Redevelopment Project was received and filed.

CITY MANAGERS REPORT

City Manager Cain reported:

- Our construction and other projects continue to move forward.
- Our fall leaf pickup program is currently underway and will continue on Mondays and Fridays thru November 9.
- Two work bees to remove wood chips from the Community Playground have been held so far and have cleared about two thirds of the facility of the wood chips. A third and hopefully final work bee is being contemplated.
- Congratulations to all of our student athletes and especially the varsity football team for a very successful regular season and best wishes for success in the playoffs which begin at home this week.
- The fourth and final meeting for the Boyne on the Water project is scheduled for Tuesday November 17th starting with food at 5:30 p.m. and the formal program at 6:00 p.m. at St Matthews Parish Hall.
- Based on numerous comments we received from people on

Lakeshore Drive about the poor quality of water coming from their individual wells during the Sanitary Sewer Force Main project, we had C2AE prepare some preliminary cost estimates to install an 8" water main from Tannery Park west along Lakeshore Drive to the City limits. Cost is estimated about \$245,000

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

**Amended Brownfield Plan
– Catt South Lake Street
Redevelopment**

The September, 2015 financial statement was received and filed.

Consideration to approve the resolution of concurrence for the Amended Combined Brownfield / Act 581 Work Plan for the South Lake Street Re-development Project in Boyne City for the MDEQ Environmental and MSF Non-Environmental Eligible Activities.

Main Street Director Lori Meeder discussed the combined Brownfield Act 281 Work plan that was prepared and approved by the Charlevoix County Brownfield Authority in May of 2015 with a concurrence by the Boyne City Commission on May 26, 2015 and approved by the Charlevoix County Board of Commissioner on May 27, 2015. Since that time, geotechnical and project engineering indicated that soils could not bear the load of additional stories and that special foundations were impractical and cost prohibitive. Because the City of Boyne City is not a Core Community, the cost for special foundations is not a Brownfield Eligible Activity. As a result, the project has been scaled back, both in terms of total investment and Brownfield Eligible Activities. The total estimated investment has been reduced from \$6.5 million to \$3.8 million, thereby reducing available Brownfield TIF revenues, and Brownfield Eligible Activities have been reduced from \$179,285 to \$130,985. Because both the available revenues and expenditures are reduced, there was not a change in the estimated timeframe for reimbursement of Brownfield Eligible Activities. It has been recommended that the plan be amended since there is an impact on the taxing jurisdictions of lower than anticipated revenues.

Project developer Glen Catt said everything is now on track. Great tenants are lined up. He is in the right town to be doing this.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in support. Mayor Pro-Tem Towne said this will greatly enhance business in that part of the City, increase the tax base and create jobs. Commissioner Sansom said she is glad to see any toxins eliminated thru the Brownfield plan.

MOTION

2015-10-137

Moved by Towne

Second by Sansom

To approve the resolution of concurrence for the Amended Combined Brownfield / Act 581 Work Plan for the South Lake Street Re-development Project in Boyne City for the MDEQ Environmental and MSF Non-Environmental Eligible Activities

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

**MDEQ Permit Approval –
 Last Riverdraw Sculpture**

Consideration of approval to submit a joint permit application to the Michigan Department of Environmental Quality and the US Army Corps of Engineers, along with a letter of support from the City of Boyne City, to be included in the application, and authorize the City Manager to sign the necessary documents.

Main Street Director Lori Meeder discussed the planning stages of a project called “The Last River Draw”. The proposed life-size bronze sculpture of a logger on the edge of the Boyne River near the Park Street bridge, pulling out a log with a pike pole will be a wonderful representation and depiction of our lumbering heritage while embracing our commitment to art in public places. The City Commission approved grant applications to the Michigan Economic Development Corporation (MEDC) and the Charlevoix County Foundation at its September 22 meeting to help support the project. Andy Poineau is helping to manage the project engineering and installation. He has completed the required joint permit application to the MDEQ and the US Army Corps of Engineers. The total project cost is estimated at \$50,000. The MEDC grant is for \$25,000 and the remaining \$25,000 will be raised locally.

The sculpting process will be completed by Martha Sulfridge, a local artist and sculptor who has created a miniature version of the piece for planning purposes. Moran Iron Works will be the foundry that will be used for the final sculpture.

Staff Comments: None

Citizens Comments: Andy Poineau added that he doesn’t anticipate any issues. He doesn’t see there being any issues with traffic on the river.

Board Discussion: Mayor Pro-Tem Towne said this well represents Boyne City and he supports this recommendation. Commissioner Gaylord said it represents Boyne’s history and he is in support. Commissioner Sansom said it is beautiful and she is excited about the project. Commissioner Neidhamer and Mayor Grunch are also in full support.

MOTION

2015-10-138
 Moved by Sansom
 Second by Towne

To approve to submit a joint permit application to the Michigan Department of Environmental Quality and the US Army Corps of Engineers, along with a letter of support from the City of Boyne City, to be included in the application, and authorize the City Manager to sign the necessary documents.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

**MEDC Grants for the Last
Riverdraw Sculpture
MOTION**

2015-10-139
Moved by Towne
Second by Neidhamer

To approve the request of the Main Street Design Committee to submit various grants (similar to the ones already applied for and approved by City Commission - the Charlevoix County Community Foundation and Michigan Economic Development Corporation) on behalf of the City and authorize the City Manager to sign the necessary documents

Ayes: 5
Nays: 0
Absent: 0
Motion carried

**FYE 2016 Audit
Presentation**

Joe Verlin of Gabridge & Company presented the City of Boyne City FYE 2015 Financial Report. Highlights of the report were given. The City is in good financial condition and received the highest opinion.

**Liability Insurance
Renewal**

Consideration to authorize the City Manager and the City Clerk/Treasurer to take the steps necessary to renew the City's liability insurance through the Michigan Township Participating Plan and obtaining the three year rate guarantee endorsement at an estimated price of \$60,580 for 2015-2016.

City Manager Cain discussed the quote from our current liability insurance provider for the coming year and their included coverage, including our three new DPW facility buildings. The price for the coming year increased by about 2.1%. We have been very happy with all the services provided by this provider since 2005. They continue to provide outstanding service and coverage and are easy to work with.

A new program to lock the rate for our coverage at the current rate is also being presented. This would maintain our rates as long as during that period our Account Loss Ratio does not exceed 18% of the nine months and 24% at 21 months. It is an optional endorsement that does not cost extra nor keep us from changing carriers at any time.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in favor of the recommendation.

MOTION

2015-10-140
Moved by Gaylord
Second by Towne

To authorize the City Manager and the City Clerk/Treasurer to take the steps necessary to renew the City's liability insurance through the Michigan Township Participating Plan and obtaining the three year rate guarantee endorsement at an estimated price of \$60,580 for 2015-2016

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Court Street Funding

Consideration of approval to proceed with the delayed reimbursement for the outstanding advance construct amount of \$201,396 until November, 2016 as outlined and authorize the City Manager to sign the required documents.

Public Works Superintendent Andy Kovolski discussed the shortfall of funding from the Federal Highway funds for the Court Street project. In August, we received word from MDOT that the latest and final extension of the funding bill still left our project with a shortfall of \$201,396 meaning that the project received \$501,604 of the original \$703,000 funding amount. Andy recommended agreeing to push the reimbursement back to November 2016.

Staff Comments: City Manager Cain agreed with the recommendation.

Citizens Comments: None

Board discussion: Commissioner Neidhamer asked if we would still get the same amount of money if it's a different year and was informed yes. All other Commissioners are in agreement with the recommendation.

MOTION

2015-10-141
 Moved by Neidhamer
 Second by Sansom

To approve to proceed with the delayed reimbursement for the outstanding advance construct amount of \$201,396 until November, 2016 as outlined and authorize the City Manager to sign the required documents.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Computer Purchases

To authorize City staff to purchase three new computers plus recommended options from Marcor Technologies, LLC at a cost not to exceed \$2,670, purchase Microsoft Office 2016 user licenses at a cost not to exceed \$4,060 and have Mark Corbiser from Marcor Technologies install the new hardware and deploy the software upgrades for an estimated cost of \$1,000.

Executive Assistant Barb Brooks discussed the request to purchase the new computers and software. We have replaced computers on an as need basis, with justification to any upgrade or replacement.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in favor of the recommendation.

MOTION

2015-10-142

Moved by Gaylord

Second by Sansom

To authorize City staff to purchase three new computers plus recommended options from Marcor Technologies, LLC at a cost not to exceed \$2,670, purchase Microsoft Office 2016 user licenses at a cost not to exceed \$4,060 and have Mark Corbiser from Marcor Technologies install the new hardware and deploy the software upgrades for an estimated cost of \$1,000.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

GOOD OF THE ORDER

Commissioner Sansom discussed the large hole in front of the Community Center. She also discussed the median on North Park Street that someone hit the curb.

**Commissioner Gaylord
Service Honor**

Mayor Grunch presented Commission Gaylord with a certificate of appreciation for his service to the City of Boyne City as City Commissioner the past four years.

Commissioner Gaylord said it has been an extreme honor to serve the Citizens of Boyne City. Every decision and discussion was made for the right reasons and with integrity. He added that he is confident that moving forward, Boyne City will remain the beacon in what City government should be.

**ADJOURNMENT
MOTION**

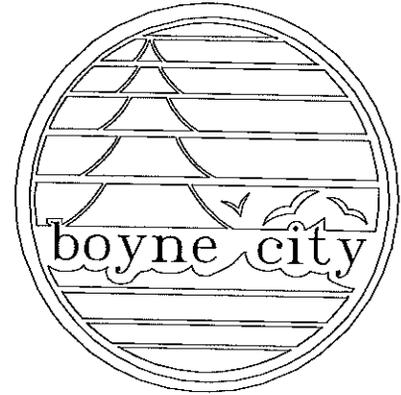
Moved by Mayor Grunch seconded by Commissioner Towne to adjourn the regular City Commission meeting of Tuesday, October 27, 2015 at 1:33 p.m.

Ron Grunch
Mayor

Cindy Grice
Clerk / Treasurer

CITY OF BOYNE CITY

To: Michael Cain, City Manager *McPherson*
From: Scott McPherson, Planning Director
Date: November 10, 2015
Subject: Planning Commission Appointment



Background Information

At the October 22nd Planning Commission meeting the Planning Commission recommended Planning Commission candidate Ken Allen fill the remaining term of Lori Meeder.

Process

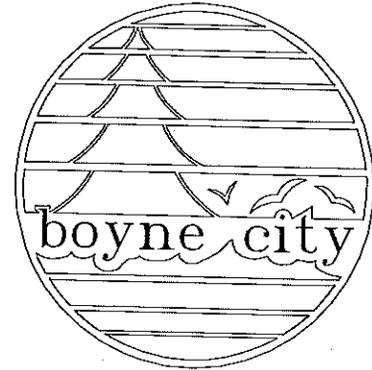
The procedures for the appointments to the Planning Commission are regulated by Ordinance A - 21. The ordinance stipulates that Planning Commissioners are appointed by the Mayor subject to the majority vote of the City Commission. The appointment would fill the seat vacated by Lori Meeder which was a 3 year term expiring May 31, 2016.

Recommendation

Appoint Ken Allen to the Boyne City Planning Commission for the remainder of the term vacated by Lori Meeder expiring on May 31, 2016.

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Cindy Grice, City Clerk/Treasurer *CG*
Date: November 6, 2015
Subject: Compensation Commission Member
Appointment



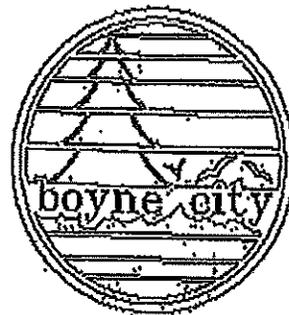
Compensation Commissioner Dennis DeSchryver term on the Compensation Commission expired on 10/1/2015 and Bob Carlile's term expired on October 1, 2015. Dennis has decided to not be reappointed to the board, while Bob expressed the interest to continue serving. This board has unusual circumstances regarding their meetings because they only meet every two years (only in odd numbered years). Therefore, no regular meetings were held in order to have the board make a motion recommending members to be appointed. We have several applications from individuals wishing to serve on various boards. Jim Baumann has expressed interest in serving on this board.

This Compensation Commission meets every other odd-numbered year and the first meeting will be scheduled for this coming week. If this commission deems other meetings are necessary, they have to complete their determination within forty-five days of their first meeting.

I am recommending that the City Commission appoint Jim Baumann to a 5 year term expiring 10/01/2020, and reappoint Bob Carlile to a 5 year term expiring 10/01/2019.

CITY OF BOYNE CITY

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



BOARD MEMBER APPLICATION

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

Name: Jim Baumann
Address: 1119 West St, BC
Telephone: 231-582-6222 (daytime) 231-675-8793 (evening) cell
Email: jim@boynechamber.com
Occupation: Chamber exec. director

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

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

Reason(s) you wish to serve:

I want to support and volunteer to help
our city government. I attend many city meetings,
so I have good idea of the effort involved.

Other community or civic service activities:

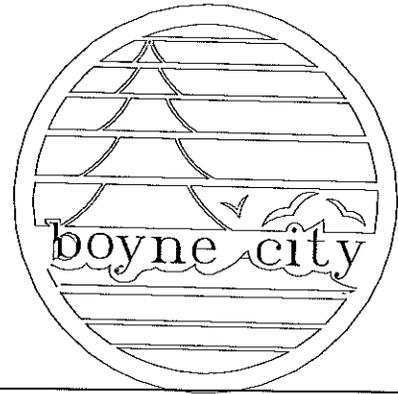
Main Street committee chair - Team Boyne
Leadership Charlevoix County board member
Boyne on the Water Committee
Farmers Market Advisory Ctr

Signature Jim Baumann

Date 11-5-2015

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Patrick Kilkenny, Assistant Planner *PK*
Date: November 10, 2015
Subject: Zoning Board of Appeals re-appointments



Background

This memo addresses the re-appointment of two regular member of the Zoning Board of Appeals. Regular members John McClorey and Lynn Murray three year appointments ended Sept. 1, 2015.

Discussion

Terms of service on the Zoning Board of Appeals are three-years, and each year at least one term expires. The Zoning Ordinance authorizes the City Commission to make appointments to the Zoning Board of Appeals.

Both members have offered to serve the Zoning Board of Appeals for three year terms to end on September 1, 2018. The Zoning Board of Appeals considered the reappointments, and voted to recommend that the City Commission appoint both members to new terms.

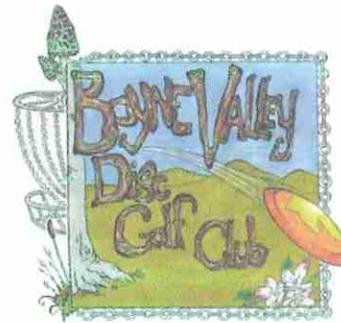
Recommendation

The ZBA recommends that the City Commission re-appoint John McClorey and Lynn Murray to the ZBA as regular members with a three-year terms ending September 1, 2018.

November 1, 2015

www.boynevalleydiscgolf.org

Boyne Valley Disc Golf Club
PO Box 712, Boyne City, MI 49712-0712
contactus@boynevalleydiscgolf.org



Boyne City Maintenance Department
Attn: Andy Kovolski
319 N. Lake Street, Boyne City, MI 49712

Dear Andy,

Our third annual "Haunted Hyzer" disc golf tournament in October was another huge success. We increased participation from 63 to 77 players this year, had great weather, and raised nearly \$400 for our club.

Thank you so much for supporting our efforts and for everything that you and your department have done to help us throughout the year, especially the mowing up at Avalanche. We greatly appreciate it Andy!

Sincerely,

A handwritten signature in cursive script that reads "Forrest M. Omland".

Forrest M. Omland
Club Co-Director





Approved: _____

**Meeting of
October 1, 2015**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY OCTOBER 1, 2015 AT 8:30 AM. CITY HALL, 319 NORTH LAKE STREET

Call to Order

Vice-Chair Adams called the meeting to order at 8:30 a.m.

Roll Call

Present: Rob Swartz, Larry Lenhart, Michael Cain, Robin Berry-Williams, Jim Jenson, Jodie Adams, Ben Van Dam, and Michelle Cortright

**Meeting
Attendance**

Absent: Pat O'Brien

City Staff: Main Street Director Lori Meeder, Assistant Planning/Zoning Administrator Patrick Kilkenny, Executive Assistant Barb Brooks, Farmer's Market Manager Becky Harris and Recording Secretary Lisa Schrock

Public: Three

**Excused Absences
MOTION**

Swartz moved Cortright second PASSED UNANIMOUSLY to excuse Pat O'Brien from today's meeting.

**Approval of Minutes
MOTION**

Van Dam moved Cortright second PASSED UNANIMOUSLY to approve the September 3, 2015 regular minutes as presented.

**Citizens
Comments**

None

Correspondence

None

**Manager's Report and
Main Street Committee
Reports**

Main Street Director Meeder gave the Committee Reports along with the Manager's Report on the following topics:

- Cancelled business transition workshop, not enough RSVP's
- Harvest Festival is Saturday, October 3
- Boyne Appetit Promotion kick off
- Dilworth Hotel—Public hearing on October 13 at City Commission meeting
- Catt Development—redevelopment liquor license for 7 Monks Restaurant and they were approved for a 1/2 million dollars through CDBG grant
- The following are new businesses opening soon: Fustini's, 7 Monks Tap Room, Stigg's Brewery, Create Art Studio, BAC Move, Nine Yards Consignment, Smitten Designs and Shannon Pearce
- There may be an offer on Water Street Café—not official
- A lot of businesses interested in renting space in Catt's building

- Walkabout Sculpture photo contest
- Last River Draw Crowd Funding Campaign—submitted a small grant to Charlevoix Community Foundation
- Goal Setting Session—Set for Wednesday, October 7
- Meeting scheduled with second grade teachers interested in coordinating efforts with their students on the historical tours

Unfinished Business
Team Boyne Committee
Chair Appointment

Bob Carlile agreed to take over in a year.

New Business
Office Lease

MOTION

Cortright moved Cain second PASSED UNANIMOUSLY to approve the Main Street office lease as presented and to pay one half of the phone and Internet bill which is \$30 a month and authorize staff to execute the necessary documents. There was discussion on where the Main Street office will be housed long term.

Website bids for Main Street and Boyne Thunder

MOTION

Cortright moved Cain second PASSED UNANIMOUSLY to approve the Main Street bid award to WebUSAt.com at a price of \$4,790 with optional plug ins based on an ala carte basis to possibly include interactive map, e-commerce, and event registration/payment processing at an additional cost of up to \$1,000 and authorize staff to execute necessary contracts.

And approve the Boyne Thunder bid award to a company at the Main Street Manager's discretion at a price of \$ 4,500 with optional plug ins based on an ala carte basis to potentially include an interactive map, e-commerce, and event registration/payment processing at an additional cost of up to \$1,000 and authorize staff to execute necessary contracts.

There was discussion regarding references for the companies chosen.

Christmas Decorations
MOTION

Cortright moved Adams second PASSED UNANIMOUSLY to approve the holiday decoration cost estimate and allow staff discretion of up to \$11,500 in actual cost in the event actual costs are more than the estimates provided.

475 N Lake Street property
MOTION

Cortright moved Adams second PASSED UNANIMOUSLY to support the City acquiring the 475 N Lake Street property.

Fund Development Assessment and Training

Brittney Hoszkiw and Patrice Martin from the Michigan Main Street Board went over the survey that the board submitted. The survey was intended to assess the board's current tactics for fundraising and their readiness to undertake fundraising efforts and activities. The discussion resulted in them re-thinking how they might offer assistance and services and help establish long-term funding goals. There was discussion about setting priorities, fundraising strategies, activities, projects and goals. Brittany said she would like to give ideas of what other Main Streets are doing that would have value for Boyne City and figure out if current activities should continue.

ADJOURNMENT
MOTION

Cain moved Swartz seconded PASSED UNANIMOUSLY to adjourn the October 1, 2015 meeting of the Boyne City Main Street Board at 10:22 a.m.



Approved: 10/29/15

**MEETING OF
OCTOBER 1, 2015**

**RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD OCTOBER 1, 2015**

CALL TO ORDER

Chair Schmidt called the meeting to order at **5:31 p.m.** followed by the pledge of allegiance.

ROLL CALL

Present: Richard Bouters, Jerry Schmidt, Brian Harrington Oral Sutliff
Ed Hennessy*Rod Cortright

ATTENDANCE

Absent: *Jim Kozlowski * Larry Trumble * Leon Jarema*Bud Chipman
**Ex Officio Members*

EXCUSED ABSENCES

Citizens: Ken Allen

Staff: Airport Manager/City Manager, Michael Cain

MOTION

APPROVAL OF MINUTES

Harrington moved Bouters seconded PASSED UNANIMOUSLY to approve the minutes of **September 1, 2015** as written.

MOTION

CORRESPONDENCE

NONE

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

Ken Allen made a request to the Airport Board regarding flying a remote control drone at the airport. After discussion, the board felt that flying a drone on the airport would be reasonable under the conditions that the activity be in an area away from the runway and air traffic, and that the airport common traffic frequency be monitored by handheld radio during this activity.

COMMITTEES/REPORTS

NONE

UNFINISHED BUSINESS

A. Hangar Inquires/Leasing

1. An inquiry has been brought to the City for information regarding building a new hangar at the airport.

B. Projects:

1. **Fence relocation/repair:** All fence re-location and repairs have been completed on the Airport Security Fence.
2. **Runway markings:** Re-painting of the Runway & Taxiway markings is currently being considered for the Spring of 2016. Michael Cain will work with MDOT regarding cost estimate and consideration for State assisted funding for this project.
3. **Runway distance markers:** The placement of runway distance marker signs continues in progress.

- C. **Jet A Fuel:** This topic will be tabled by the board and considered at a future date dependent upon airport user interest.
- D. **Drag Race Report:** Michael Cain reported that the Drag Race held at the airport on Labor Day weekend was a success with 95 cars entered. A financial report will be presented at the next Airport Board meeting.

NEW BUSINESS

- A. **General Utility License:** All the items required for the airport license to be upgraded to General Utility have now been put in place. An inspection by MDOT will be scheduled to accomplish this goal.
- B. **October Airport Board Meeting:** Schmidt moved Bouters seconded **PASSED UNANIMOUSLY** to change the date of the next Airport Board meeting from **October 22, 2015 to October 29, 2015.**
- C. **Other:** 1. Michael Cain will authorize Qoe Consulting to re-submit the 5 year Airport Capital Improvement Plan to MDOT. 2. The presence of geese on and around the Runway continue to be a hazard to Aircraft. Current solutions continue to be enforced.

GOOD OF THE ORDER

- A. Fuel price is **\$4.75** per gallon as of **September 17, 2015.**

**ANNOUNCEMENTS
NEXT MEETING
MOTION**

- A. The next regular Airport Advisory Board meeting is scheduled for **Thursday, October 29, 2015 at 5:30 p.m. in the Airport Terminal.**

ADJOURNMENT

Chair Schmidt adjourned the Airport Advisory Board meeting at **6:16 p.m.**

Richard L. Bouters-Secretary





Approved:

**MEETING OF
OCTOBER 1, 2015**

**RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY
PARKS AND RECREATION COMMISSION MEETING HELD AT
6:00 P.M. AT CITY HALL ON THURSDAY, OCTOBER 1, 2015.**

CALL TO ORDER

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

ROLL CALL

Present: Mike Sheean, Heath Meeder, Jo Bowman, Patrick Patoka,
Darryl Parish and Jerry Swift

Absent: Marie Sheets and Gail VanHorn

**MEETING
ATTENDANCE**

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

Public Present: Two

****MOTION**

Swift moved, Meeder seconded, **PASSED UNANIMOUSLY** a motion
to excuse the absences of VanHorn and Sheets

**APPROVAL OF
MINUTES **MOTION**

Patoka moved, Bowman seconded, PASSED UNANIMOUSLY, a
motion approving the September 9, 2015 meeting minutes as presented.

**CITIZENS COMMENTS
(on non-agenda items)**

John Cool from the Leadership Charlevoix County introduced himself.
He was attending the meeting as part of his "understanding and
connecting with your local government" assignment.

DIRECTOR'S REPORT

Kovolski reported that some parks and facilities are being prepared for
winter. Upcoming weekend events include the Harvest Festival and
Gravel Grinder. The open space property at 475 N. Lake St. was seeded
to hopefully have it looking a little more green next summer.

CORRESPONDENCE

Thank you note from the Cancer Crusaders Relay for Life event. Swift
discussed an earlier email from Brenda Reeber that had suggestions for
improving road ends such as Bay, John and Addis Streets. Suggestions
included signage and actual steps leading to the water. Kovolski will
look into it.

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

Park Inspection Reports -

- Meeder reported that there still some downed trees at Avalanche
across the trails. Forrest Omland representing the Boyne Valley
Disc Golf Club offered to remove the trees off the path as they
have in the past if it is ok with the City. Kovolski agreed to allow
members of the Club to volunteer this service as he has been
short staffed most of the summer. Boyne on the Water feedback

is due next week and next steps is for the MSU team to consider all of the feedback and adjust plans for the November 17 public meeting. Chair Sheean reported the archery event was a great success and can see it continuing and growing.

- **Disc Golf Update** - Club member Forrest Omland indicated the trial tee box has been framed but have not poured concrete yet. He passed around color samples. The general consensus of the board was to choose a neutral tone that will blend in with the natural surroundings and be somewhat inconspicuous. They are also hosting a tournament on Oct. 10.
 - **Trail(s) Update** (Board Chair Sheean) -Nothing new at this time.
-

UNFINIHSED BUSINESS

Riverside Park

Kovolski will work on budget numbers to discuss at the next meeting. Parish expounded on the potential of the park becoming a regional birding hotspot. Brooks and Mr. Cool shared some information they learned from the Leadership Charlevoix County program trip to Beaver Island regarding birding becoming a growing, tourist attraction and because of the migration seasons, it has provided a positive economic impact during the off season.

Veterans Park Play Structure Update

Boyne City's Assistant Planning/Zoning Administrator Patrick Kilkenny led a public information meeting regarding the playground. The attendance was fairly good and there seemed to be a consensus that if the playground could be saved the community should do everything it can to make this happen and open the playground back up by the summer of 2016. The first step toward this goal is to ask volunteers to assist in removing all of the wood chips. Additional testing and further investigation will need to take place before a final determination is made by the City.

NEW BUSINESS

Board Member Term Expirations

The terms of Darryl Parish and Gail VanHorn will expire December of 2015. The Parks & Recreation Board does not have term limitations. Members wishing to continue serving may do so with the through appointment from the City Commission. The board should review all applications and make a recommendation to the City Commission. Parish expressed an interest in serving another term.

NEXT MEETING

The next regular meeting of the Parks and Recreation Board is scheduled for Thursday, November 5, 2015 at 6 pm at City Hall.

ADJOURNMENT

The October 1, 2015 meeting of the Parks and Recreation Board adjourned at 6:56 p.m.

Barb Brooks, Recording Secretary

Approved: _____

**Meeting of
October 22, 2015**

Record of the proceedings of the Boyne City Planning Commission special meeting held at Boyne City Hall, 319 North Lake Street, on Monday, October 22, 2015 at 5:00 pm.

Call to Order

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

Roll Call

Present: George Ellwanger, Jane MacKenzie, Tom Neidhamer, Andy Place and Joe St. Dennis

Absent: Jason Biskner, Chris Frasz and Jim Kozlowski

Vacancy: One

**Excused Absence(s)
MOTION

2015-10-22-02

St. Dennis moved, Place seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Jason Biskner, Chris Frasz and Jim Kozlowski

Addition to Agenda

Would like to add item 7B: Consideration of an applicant for the Planning Commission vacancy.

Meeting Attendance

City Officials/Staff: Planning and Zoning Administrator Scott McPherson, Main Street Executive Director Lori Meeder and Recording Secretary Pat Haver

Public Present: 2

**Consent Agenda
MOTION

2015-10-22-03

Neidhamer moved, Ellwanger seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from September 21, 2015 as presented.

**Citizen comments on
Non-Agenda Items**

None

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

Boyne On The Water's final review and presentation will be held November 17th, at St. Matthew's Parish Hall.

Unfinished Business

None

New Business

**151 Ray Street Site Plan
Amendment Request**

Planning Director McPherson reviewed his staff report that was included in the agenda packet. Tim and Sara Manchester are in the process of restoring the building and eventually the railroad car at 151 Ray St. She is here before the board today to discuss their plans in changing the exterior of the building. Because development plan approval has already been granted on this property in 2007, the present request is a subsequent amendment to a previously approved development plan. The interior has been completed, and with the exterior changes, the encroachments into the ROW will be reduced. Not sure when the dumpster was put in, according to plans the property is 41' and not 44' that was stated in earlier plans. These plans did go to the Main Street Design Committee, and they did give the applicant some feedback and expect them to be back for a formal application.

Sara Manchester Applicant - One of the biggest changes will be the garage door opening that will replace a bank of windows on the west side, the addition of (2) round windows upstairs; both of these changes will allow additional light into the

studio. We are currently looking at the deck railing area utilizing a lower profile system, the addition of a “skirt” around the entire building made of concrete that mimics chiseled stone along with planter beds that could be used as seats. Looking at adding additional green space at the front of the building, with the biggest change to the entrance. Making changes to the existing ramp to make it lower in profile and the dumpster enclosure, we may be able to reduce the size to get away from the encroachments, and clean up the area outside on the back of the building with possible paving stones.

Place – As a part of the Main Street Design Committee, we looked at the proposed changes with a couple of suggestions for the stone on the outside, make less textured, make the railing more historically accurate if possible, and possibly share a dumpster with Stiggs’ Brewing. It was determined that would not be feasible as the restaurant dumpster and a recycle project dumpster have different needs. The applicant will speak with their designer to see if they are able to reduce the size of the dumpster and enclosure to remain on their own property.

Manchester – Addressing the exterior color, would like to see the building and the water tower paint match to clean up and to make the tower safe. The cart, possibly look into gifting to the Historical Society.

Lori Meeder: Main Street Executive Director - I have toured the inside, and it is absolutely beautiful as they have taken great care to restore. The Create Studio is a game changer to that area in town. We are in full support of the project.

****MOTION**

After board discussion, **motion by Place seconded by Ellwanger** to approve of the site plan amendment with review and recommendation by the Main Street Design Committee and subject of the dumpster to be placed on their own property, if not to go to the City Commission for approval of the encroachment.

2015-10-22-7A

Roll Call:

Aye: Ellwanger, MacKenzie, Neidhamer, Place and St. Dennis

Nay: None

Absent: Biskner, Frasz and Kozlowski

Vacancy: One

Motion Carries

Application for the vacant position on the Planning Commission

Ken Allen previously submitted an application for several boards within the City. At a previous vacancy he declined the position however, has now agreed to fill the current vacancy. With no further board discussion, **motion by St. Dennis, seconded by Place, PASSED UNANIMOUSLY** to recommend to the City Commission the appointment of Ken Allen to fill the current vacancy on the Planning Commission with a term expiring May 31, 2016.

****MOTION**

Staff Report

- On November 5th is a Planners Forum to be held in Charlevoix. The cost of the forum is \$15.00 and will be paid out of the Planning Department budget. If anyone is interested in going, let Pat know, and a group registration will be done.
- The Master Plan was adopted by the City Commission and is the final step in the RRC certification process. The city will be scheduling a certification event in December.

Good of the Order

- George Ellwanger will be unavailable for the November meeting.
- The new DPW facility is anticipated to be open the first week of November.
- Business After hours tonight at the Brook

Adjournment

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, October 19, 2015 at 5:00 pm in the Auditorium.

2015-10-22-10

****MOTION**

St. Dennis moved, Neidhamer seconded, PASSED UNANIMOUSLY a motion to adjourn the October 22, 2015 meeting at 5:43 p.m.

Chair Jane MacKenzie

Pat Haver, Recording Secretary

Draft



Approved: _____

**MEETING OF
OCTOBER 29, 2015**

**RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD OCTOBER 29, 2015**

CALL TO ORDER

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

ROLL CALL

Present: Richard Bouters, Jerry Schmidt, Brian Harrington, Oral Sutliff
Ed Hennessy * Leon Jarema

ATTENDANCE

Absent:, *Jim Kozlowski * Larry Trumble *Bud Chipman*Rod Cortright
**Ex Officio Members*
Citizens: Ron Ludgin
Staff: Airport Manager/City Manager, Michael Cain

EXCUSED ABSENCES

None

MOTION

APPROVAL OF MINUTES

Sutliff moved Harrington seconded PASSED UNANIMOUSLY to approve the minutes of **October 1, 2015** as written.

MOTION

CORRESPONDENCE

Grayling Temporary Military Operations Area (MOA): Reviewed and no action required by board.

CITIZENS COMMENTS

NONE

(NON-AGENDA ITEMS)

COMMITTEES/REPORTS

NONE

UNFINISHED BUSINESS

- A. Hangar Inquires/Leasing:**
 - 1. Hangar A12 has been vacated by the current tenants and will be sub-leased by Mr. John Cooper.
- B. Projects: Runway distance markers:** The placement of runway distance marker signs continues in progress.
- C. Spring Safety Seminar:** The board will review the list of topics for the January mtg.
- D. Emergency Plan and Procedures:** The current plan is under review and will be revised with additions and/or changes.
- E. Fuel Bills:** A list of outstanding fuel bills was reviewed by the board with two bills noted to be likely uncollectable. The city manager will proceed to resolution.

NEW BUSINESS

- A. Commercial Traffic Request:** The board reviewed and discussed an inquiry regarding bringing large Jets into the airport. Michael Cain will discuss this with the person making this inquiry.
- B. 2016 Michigan Airport Directory Update:** The Boyne City airport page was reviewed by the board and the addition of Available Courtesy Car will be included.
- C. Guidelines for Operation of Model Aircraft on Airport Property:** A draft of guidelines was reviewed by the board with final guidelines to be discussed at the January meeting.
- D. Airport User Survey:** A survey draft was discussed and will be reviewed at the January meeting.
- E. 2016 Advisory Board Meeting Schedule: Hennessy moved Sutliff seconded PASSED UNANIMOUSLY** to meet in 2016 on the 4th Thursday of the month at 5:30 p.m. in the airport terminal, with the exception of November and December when meeting may be held as needed.
- F. Airport Courtesy Car:** A brief overview of summer use of the Courtesy Car was given by Richard Bouters. The use of this car by pilots visiting the airport has greatly exceeded the boards expectations with the majority of users indicating trips to the downtown area for shopping and dining.

GOOD OF THE ORDER

- A. Fuel price is \$4.75 per gallon as of September 17, 2015.**

**ANNOUNCEMENTS
NEXT MEETING
MOTION**

- A. The next regular Airport Advisory Board meeting is scheduled for Thursday, January 28, 2016 at 5:30 p.m. in the Airport Terminal.**

ADJOURNMENT

Chair Schmidt adjourned the Airport Advisory Board meeting at **6:20 p.m.**

Richard L. Bouters-Secretary_____



Date: November 10, 2015

To: Michael Cain, City Manager
and City Commissioners

From: Lori J. Meeder, Main Street

RE: South Lake Street Redevelopment; CDBG Blight Elimination & Job Creation Project

Overview

Catt's Realty Company has been working to redevelopment of the Old Bus Garage and the Lakefront Square Mall. Due to issues with the soil, coupled with the poor foundation of the building, the project which started out as a 3 story multi-use development, is now a one story building that will house 7 Monks Tap Room, shower facilities for his marina, some retail space and potentially a fitness center and gym. Seven Monks Tap Room would ideally like to be in their space April of 2016 for a May 2016 opening which requires the project to start as soon as possible.

An environmental review of the project(s), as required by State and Federal regulation, is currently in the public comment period.

The MEDC has invited the City of Boyne City to submit a \$500,000 Community Development Block Grant for the South Lake Street Redevelopment; CDBG Blight Elimination & Job Creation Project. We are now ready to submit the formal Part 2 application – the request for grant funds.

As required of the governing body, on November 4, 2015 a notice of public hearing was published giving notice of our intent to apply for a \$500,000 Community Development Block Grant application to the Michigan Economic Development Corporation for the South Lake Street Redevelopment; CDBG Blight Elimination & Job Creation Project. The public hearing tonight is to receive comments and questions regarding the grant application and the project, pass a resolution identifying the grant eligible project and designate a government official to submit the application and sign all necessary documents on behalf of the City – standard procedures for federal and state grants. The complete grant application and all related attachments are available at the front desk of City Hall for anyone to review.

Recommendation

The City Commission receive and consider public comments from the public hearing and pass a Resolution on the South Lake Street Redevelopment; CDBG Blight Elimination & Job Creation Project authorizing the application for the Community Development Block Grant and appointing Michael Cain, City Manager of Boyne City, to execute all necessary documents.

Community Development Block Grant Program

Authorizing Resolution

WHEREAS the City of Boyne City is invited to submit an application for a \$500,000 Community Development Block Grant (CDBG) administrated by the Michigan Economic Development Corporation (MEDC); and

WHEREAS the City will use the CDBG funds for the South Lake Street Redevelopment; CDBG Blight Elimination & Job Creation Project; and

WHEREAS the matching funds in the amount of \$2,631,345 will be paid by Catt's Realty Company; and

WHEREAS this project is consistent with the City's community development plan as described in the Part 2 Application; and

WHEREAS at least 51% of the beneficiaries of the project will be low and moderate income persons and the proposed project will clearly eliminate specific instances of blight; and

WHEREAS no project costs, CDBG and non-CDBG will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs is received from the CDBG Project Manager; and

WHEREAS a local government official needs to be authorized to submit the Michigan CDBG application;

NOW THEREFORE BE IT RESOLVED that Michael Cain, City of Boyne City Manager, is hereby authorized to sign and submit the CDBG application and required attachments, grant agreement documents and all amendments and payment requests.

Motion to approve the resolution as presented by _____,
seconded by _____.

ROLL CALL

AYE:

NAY:

ABSTAIN:

ABSENT:

Resolution declared adopted.

I, Cindy Grice, City of Boyne City Clerk, hereby certify that the above is a true and exact copy of a portion of minutes taken from a regular meeting of the City Commission held November 10, 2015.

*Cindy Grice, Clerk
City of Boyne City*

PART 2 APPLICATION
MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
MICHIGAN STRATEGIC FUND

ATTACHMENT 4 – STATEMENT OF ASSURANCES

MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION – COMMUNITY DEVELOPMENT

The UGLG hereby assures and certifies that it has complied or shall comply with Title I of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5301), and related statutes and implementing rules, regulations, and guidelines applicable to projects financed under the Michigan CDBG program. Specific assurances and certifications include but are not limited to the following:

1. Compliance with grant and financial management guidelines in 24 CFR Part 85, Administrative Requirements for Grants to State and Local Governments, and U.S. Office of Management and Budget Circular No. A-87, Cost Principles for State and Local Governments.
2. Compliance with Civil Rights and Equal Opportunity statutes as set forth in Title I of the Civil Rights Act of 1964 (Public Law 88-352), Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), the Michigan Civil Rights Act 453 of 1976, the Michigan Fair Employment Practices Act (MCL 423, 301-423, 311), related statutes and implementing rules and regulations.
3. Compliance with Labor Standards statutes as set forth in the Davis-Bacon Fair Labor Standards Act (40 U.S.C. 276a-276a-5), related statutes and implementing rules and regulations.
4. Compliance with Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4831).
5. Compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4630) and implementing regulations.
6. Compliance with OMB Circular No. A-133, Audits of States, Local Governments and Non-Profit Organizations and implementing rules and regulations.
7. Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and implementing rules and regulations 24 CFR Part 8.
8. Authorized state officials and representatives will have access to all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts; each contract or subcontract also shall provide for such success to relevant data and records pertaining to the development and implementation of the project.

The UGLG agrees to assume all of the responsibilities for environmental review, decision making and action as specified and required under the National Environmental Policy Act of 1969 (42 U.S.C. 4321) and Section 104 (f) of Title I of the Housing and Community Development Act and implementing regulations 24 CFR Part 58.

Signature and Title of Authorized UGLG Official

Date



Date: November 10, 2015

To: Michael Cain, City Manager and City Commissioners

A handwritten signature in black ink, appearing to be 'Mc'.

From: Lori Meeder, Main Street

RE: Redevelopment Liquor License for BTR II, LLC (7 Monks Tap Room)

Background

BTR II, LLC, the entity that will operate 7 Monks Tap Room, and an anchor tenant in Glen Catt's new South Lake Street Development project located at 202 S. Lake Street, is slated to open in May of 2016. They have asked the City of Boyne City to consider allowing them to purchase a Class C liquor license for the new restaurant and tap room. Pursuant to Public Act 501 of 2006 issued under the MCL 436.1521a (1) (b), the Michigan Liquor Control Commission (MLCC) may issue new public on-premise redevelopment liquor licenses through local units of government. The City of Boyne City can recommend issuance of new liquor licenses for dining, entertainment or recreation businesses located within the downtown development district, as defined in the Act.

Under this Act, applicants operating within the DDA must:

- Be engaged in dining, entertainment or recreation and open to the general public.
- Have a seating capacity of at least 25 people.
- Be open a minimum of 10 hours a day, 5 days a week.
- Demonstrate to the satisfaction of the Michigan Liquor Control Commission that they attempted to purchase an available on-premise escrowed license or quota license within the county, and that one was not readily available as defined in the Act.
- Have spent at least \$75,000 for the rehabilitation or restoration of the building where the license will be housed over the preceding five years or demonstrate that there will be a capital investment of at least \$75,000 that will be spent prior to the issuance of the license.
- Provide a certification from the Assessor and the City Clerk that the total amount of public and private investment in real and personal property in the DDA was at least \$200,000 in the preceding five year period. The MLCC may issue one license for each \$200,000 of investment.
- Provide a resolution from the local unit of government recommending the application be considered by the MLCC

Licenses may be issued only to businesses within the Boyne City Downtown Development Authority. The MLCC will not transfer a license issued under this Act to another location. If the licensee goes out of business, the licensee shall surrender the license to the MLCC. The local unit of government may approve another applicant within the district to replace a licensee who has surrendered the license to the MLCC.

An application for a license under Section 436.1521a(1)(b) will not be authorized for investigation until the Liquor Control Commission receives the following documentation from the City of Boyne City:

1. A resolution from the city commission establishing the Downtown Development Authority identifying the statutory provision under which the Downtown Development Authority was established.
2. A resolution which approves BTR II, LLC as an applicant for the new Class C liquor license under Section 436.1521a(1)(b). *(A draft is attached)*
3. A map which clearly reflects and outlines where the Downtown Development Authority District is located within the local unit of government.
4. An affidavit from the assessor as certified by the city clerk which states the total amount of public and private investment in real and personal property within the Downtown Development Authority over the preceding 5-year time period, an amount that exceeds the \$200,000 minimum required by Public Act 501 of 2006, Section 436.1521a(1)(b). *(A draft is attached)*

There is no cost to the city. All expenses for the license are the responsibility of the Applicant. The cost of the license is \$20,000.

Recommendation

That the city commission approve a resolution recommending the application for an on-premise Class C license for BTR II, LLC to be located at 202 South Lake Street, Boyne City, MI pursuant to Public Act 501 of 2006 and issued under MCL 436.1521 a(1)(b).



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: PO Box 30005, Lansing, MI 48909
 Toll Free (866) 813-0011 • www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC use only)

Local Government Approval
 (Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new license application and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution, or provide a resolution, along with certification from the clerk, or adopted minutes from the meeting at which this request was considered.

At a _____ regular _____ meeting of the _____ City of Boyne City City Commission _____ council/board
(regular or special) (township, city, village)

called to order by _____ Ronald Grunch _____ on _____ November 10 _____ at _____ 7:00 p.m. _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from BTR II, LLC _____
(name of applicant)

for the following license(s): Redevelopment Class C Liquor License pursuant to PA 501 of 2006, issued under MCL 436.1521a (1)(b)

to be located at 202 South Lake Street, Boyne City, Michigan 49712

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it recommends _____ this application be considered for
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the _____
 council/board at a _____ regular _____ meeting held on _____ November 10, 2015 _____
(regular or special) (date) (township, city, village)

Name and title of authorized clerk (please print): Cindy Grice

Signature of authorized clerk and date: _____

Phone number and e-mail of authorized officer: 231.582.0334 cgrice@boynecity.com

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

CITY OF BOYNE CITY

To: Michael Cain/City Manager *Mc*
From: Cindy Grice, City Clerk/Treasurer *CG*
Date: November 4, 2015
Subject: Cemetery Maintenance Contract



Recently, bids were requested and received for the Cemetery Maintenance Contract. The usual bid procedure was followed again this year, with one bid received:

B & W Natures Maintenance	East Jordan	\$24,000 (per year)
---------------------------	-------------	---------------------

B&W has had the cemetery maintenance contract since June of 2012, starting as a one year contract and continuing with a three year contract for December of 2012 through November, 2015. The previous contract rate was \$21,000 per year for the contract term of three years.

Staff has been pleased with the recent working relationship we have with B & W Natures' Maintenance. They have been prompt, are paying more attention to detail, are pleasant to work with and communications with staff are productive.

SUMMARY/ RECOMMENDATION

I recommend awarding the bid to B & W Natures Maintenance for a three year contract for Cemetery Maintenance at a cost of \$24,000 per year and authorize the City Manager and City Clerk / Treasurer to execute the documents.

CITY OF BOYNE CITY CEMETERY MAINTENANCE

Specifications for work to be performed for the Boyne City Maple Lawn Cemetery and Wilson Cemetery

Regular Routine Maintenance Work:

Regular weekly routine maintenance work shall include the mowing and trimming of grounds, around the headstones, monuments, markers, trees and shrubs, curbs, posts, bushes, fences, and along sidewalks; trimming as close as possible along these objects without damaging them using hand and power tools. Grass shall not be allowed to reach more than three (3) inches in height before mowing.

Papers, tree limbs, sticks and other debris shall be picked up before each mowing so that they will not be chopped up and scattered around the premises. In addition, conduct weed control and remove dead plants as necessary to maintain grounds in a neat and attractive condition.

Other Occasional Work:

Maintains sprinkler systems and sees that cemetery grounds are watered as needed.

Clean (with broom or blower) sidewalk adjacent to cemetery along Boyne Avenue.

Straighten or reset markers and headstones.

Maintains garage area.

Fill graves sites as settling occurs, spreads black dirt and seeds, fertilizes and waters.

Trim low hanging or obstructive tree limbs out of road/walkway.

Trim all spirea bushes on an as needed basis, approximately three times a year.

Fall Cleanup:

After Labor Day and before October 1, all grave site flags will be removed and stored in the cemetery maintenance building in a container labeled "Fall 20__."

During October/November fall clean up, but no later than December 1, leaves, debris, trash, dead and plastic flowers, and floral arrangements shall be picked up and disposed of as outlined.

Spring Cleanup:

As soon as weather permits, winter debris such as tree limbs, paper, trash, leaves, etc. shall be picked up and/or raked up and disposed of as indicated below. All spring cleanup work must be completed prior to May 15.

Debris and Trash Disposal:

Responsible for setting the barrel trash receptacles throughout the cemetery in the spring of the year, prior to May 1, and removal of the receptacles in the fall of the year, prior to November 1. Receptacles will be stored in or near the Dumpster enclosure.

All papers, trash, dead and plastic flowers and floral arrangements shall be placed in dumpster or trash receptacles, furnished by the City. Trash receptacles will be emptied to the larger dumpster on a weekly basis.

Leaves, Grass, and Other Yard Clippings:

Branches, limbs, leaves, grass and other compostable yard clippings must be hauled by Contractor to the City's North Boyne Compost Site and disposed of in a manner meeting Michigan Act 264 of 1990 and/or other Acts that may now or later apply.

Contractor shall provide all maintenance equipment, tools and hoses. Grass seed, black dirt, fertilizer and all such nonroutine supplies will be provided by the City.

Bidders can be either individuals or businesses interested in and capable of performing ground maintenance work. Successful bidder must obtain Bonding and Insurance and comply with all OSHA and MIOSHA regulations. This three-year contract will be reviewed annually.

All bids must be received at Boyne City Hall, 319 North Lake Street, no later than 2 p.m. Monday, November 2, 2015, at which time said bids shall be publicly opened and read. Bids shall be contained in a sealed envelope identified as "Cemetery Maintenance Bid."

I, B E W will provide the CITY OF BOYNE CITY with

CEMETERY MAINTENANCE WORK in accordance with the above listed

specifications, for the annual amount of \$ 24,000.00

W. Belton & Carl H. Uhl 11-2-15
Signature Date

CITY OF BOYNE CITY

CEMETERY MAINTENANCE AGREEMENT

THIS AGREEMENT, made this 10th day of November, 2015 by and between the City of Boyne City, a Michigan Municipal Corporation, 319 North Lake Street, Boyne City, MI 49712 (CITY) and B & W Natures Maintenance, 3400 Roberts Road, East Jordan, MI 49727 (CONTRACTOR) with reference to the following:

WHEREAS, CONTRACTOR has bid to provide the CITY with Cemetery Maintenance Service from December 1, 2015 thru November 30, 2018 in accordance with the CITY'S specifications, for the amount of \$24,000 per year and,

WHEREAS, CITY has agreed to compensate CONTRACTOR in said amount, in eight monthly payments per year of \$3,000 each, beginning April 1, 2016 in consideration of the performance of the functions and duties specified below. All work must be inspected jointly by the contractor and an authorized representative of the city once a month before payment is made, payment will be withheld for work considered not completed;

NOW, THEREFORE, in consideration of the mutual promises herein contained, it is agreed by the parties as follows:

1. CONTRACTOR shall, according to specifications hereinafter set forth, perform such listed work under the direction of the Boyne City Clerk/Treasurer, her designee, or another person designated by the City Manager. CONTRACTOR shall operate in a professional manner at all times while under this contract with the City.

ACTIVITIES INCLUDED ARE:

Regular Routine Maintenance Work:

Regular weekly routine maintenance work shall include the mowing and trimming of grounds, around the headstones, monuments, markers, trees and shrubs, curbs, posts, bushes, fences, and along sidewalks; trimming as close as possible along these objects without damaging them using hand and power tools. Grass shall not be allowed to reach more than three (3) inches in height before mowing. Papers, tree limbs, sticks and other debris shall be picked up before each mowing so that they will not be chopped up and scattered around the premises. In addition, CONTRACTOR shall conduct weed control and remove dead plants as necessary to maintain grounds in a neat and attractive condition.

Other Occasional Work:

Maintains sprinkler systems and sees that cemetery grounds are watered as needed.

Clean (with broom or blower) sidewalk adjacent to cemetery along Boyne Avenue.

Straightens or resets markers and headstones.

Fills graves sites as settling occurs, spreads black dirt and seeds, fertilizes and waters.

Trim low hanging or obstructive tree limbs out of road/walkway.

Trim all spirea bushes on an as needed basis, approximately three times a year.

Fall Cleanup:

After Labor Day and before October 1, all grave site flags will be removed and stored in the cemetery maintenance building in a container and labeled.

During October/November fall clean up, but no later than December 1, leaves, debris, trash, dead and plastic flowers, and floral arrangements shall be picked up and disposed of as outlined.

Debris and Trash Disposal:

Responsible for and removal of the trash barrel receptacles in the fall of the year, prior to November 15. Receptacles may be stored in or near cemetery maintenance building.

All papers, trash, dead and plastic flowers, and floral arrangements shall be placed in dumpster or trash receptacle, furnished by the City. Trash receptacles will be emptied to the larger dumpster on a regular basis.

Leaves, Grass, and Other Yard Clippings:

Branches, limbs, leaves, grass and other compostable yard clippings must be placed in compost pile on site or hauled by Contractor and disposed of in a manner meeting the requirements of Michigan Act 264 of 1990 and/or other Acts that may now or later apply.

2. CONTRACTOR shall provide all maintenance equipment, tools and hoses. Grass seed, black dirt, fertilizer and all such non routine supplies will be provided by the City.
3. CONTRACTOR shall perform this work within the specified period per this contract, and shall not assign, subcontract or otherwise transfer its duties and/or obligations under the contract, without the prior written consent of the City. Such consent does not release the contractor from any of his obligations and liabilities under the contract.
4. CONTRACTOR shall conduct activities related to contracted work to conform with all laws related to MI O.S.H.A., safety, right to know, and blood borne pathogens.
5. CONTRACTOR shall provide to the CITY and maintain proof of BONDING in the amount of \$100,000.
6. The parties acknowledge and agree that the CONTRACTOR is an Independent Contractor and is not an employee or agent of the CITY, and the CITY is not liable for the misfeasances, malfeasances or non-feasances of the CONTRACTOR. CONTRACTOR agrees to pay his/her/its own applicable social security taxes; withholding income taxes; state and federal unemployment taxes, if necessary; and to carry worker's compensation insurance, all as CONTRACTOR deems to be required by law or in his/her/its best interest. CONTRACTOR agrees to INDEMNIFY AND HOLD THE CITY HARMLESS from any claims for damages arising out of any accident or injury occurring during the performance of this agreement.

7. All work by CONTRACTOR shall be accomplished during the period beginning April 1 and December 1 of each year and the term of the AGREEMENT shall be for a period of three (3) years, December 1, 2015 until November 30, 2018. If the CONTRACTOR should persistently or repeatedly refuse to disregard or violate any provisions of this contract, the City may, terminate the agreement immediately. However, either party may terminate this AGREEMENT at any time upon giving 60 days notice.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands on this 10th day of November, 2015

CITY OF BOYNE CITY:

Michael Cain, Boyne City Manager

witness

Cindy Grice, City Clerk/Treasurer

witness

CONTRACTOR:

Dave Wheeler

witness

Nick Bolser

witness

clerk\contracts\cemetery maint contract 2012 to 2015



CITY OF BOYNE CITY

MEMO

To: Michael Cain, City Manager *MC*
From: Barb Brooks, Harbor Master *BB*
Date: November 6, 2015
Subject: Marina Consultant and Geotechnical Services

In order to continue moving the possibility of the marina expansion project forward, there is still some work that needs to be done on the front end. Preliminary engineering was completed, a plan has been adopted and permits from the MDEQ and USACE have been granted.

We are now at the phase of trying to determine how much it is going to cost, how it will be broken down into phases, what will each phase entail and how much will each phase cost? The process for coming up with these answers is to perform some additional engineering and fact finding. Each dock builder has different and unique systems that they construct. While all of these systems are good, a pre-qualification process gives us to get a better understanding of the products used and basis of their design. This method allows us to consider our options and determine what system may be the best for our area, considering our environment. Another factor in determining costs is investigating water, sewer and electrical utilities.

Abonmarche, who has been the City's marina consultant, has provided a proposal in the amount of \$16,800 for assisting the City with this process. Separately from Abonmarche's proposal, is a proposal from NDG to provide geotechnical services. NDG will drill and analyze core samples from the lake bottom in the areas where anchorage for the floating dock system will be required. The information obtained from these samples will assist dock building companies in determining how they will design their anchorage systems to ensure stability of the new docks and breakwall. The proposal from Abonmarche is attached and the proposal from NDG will be supplied prior to the meeting; however, the estimated cost is approximately \$35,000.

By taking action now, it is our hope the core samples can still be taken this fall. This would give us over the winter to research our options and get a better handle on how we move the project forward.

There are adequate funds in the marina's budget to cover this cost.

Recommendation: To accept the consulting proposal from Abonmarche in the amount of \$16,800 and consider the proposal from NDG for geotechnical services in the expected amount of less than \$35,000 to retrieve and analyze core samples of the lakes bottom land and authorize the City Manager to sign the required documents.

Options:

- Postpone for more information
- Postpone until next year and apply for a DNR grant to cover about half the cost
- Deny the request
- Other options as determined by the City Commission

July 13, 2015

Mrs. Barb Brooks
Executive Assistant/Harbormaster
City of Boyne City
319 N. Lake Street
Boyne City, MI 49712

Re: Professional Consulting Services – Prequalification and Coordination of Engineering & Utility Studies
F. Grant Moore Municipal Marina

Dear Barb:

Abonmarche is pleased to present this proposal for Engineering Services to assist Boyne City with pre-qualification of dockage systems and other preliminary engineering services for expansion of the F. Grant Moore Municipal Marina. We are experienced working with the City on its marina facilities, including master planning, permitting, dredging, and construction of the first phase of the current marina expansion plan. Abonmarche understands the desired scope of services and we can leverage our experience with this facility to provide those services very efficiently.

UNDERSTANDING

In recent years, Abonmarche has provided engineering services to the City of Boyne City for planning and construction of improvements to the F. Grant Moore Municipal Marina. Those efforts have allowed the City to obtain permits and begin undertaking construction as part of a significant expansion of its existing marina facilities. The city is currently evaluating various grants, loans, and local bonding options for financing additional improvements. While those efforts are underway, the City would like to continue to make progress toward completion of their plan by completing some of the groundwork to allow the improvements to proceed quickly once funding is secured. At this time, we have been asked to submit a proposal for coordinating soil borings, conducting preliminary design/planning of the electrical work, and pre-qualification of dock manufacturers that would support expansion of the marina.

SCOPE OF SERVICES

Our Scope of Services for these projects will include the following:

95 West Main Street
Benton Harbor, MI 49022
269.927.2295

361 First Street
Manistee, MI 49660
231.723.1198

503 Quaker Street
South Haven, MI 49090
269.637.1293

750 Lincoln Way East
South Bend, IN 46601
574.232.8700

3177 Willowcreek Road
Portage, IN 46368
219.850.4624

Geotechnical and Electrical Utility Coordination

We will coordinate with the city's geotechnical engineer to provide them with the desired scope as well as location of soil borings needed for design of the dock anchorage and landside improvements. Abonmarche will furnish coordinates based on the state plane coordinate system. It is expected that the geotechnical firm will perform the necessary coordinate control/recovery to correctly locate the borings based on the information provided. The geotechnical firm will also conduct the soil borings and any necessary study/recommendations needed for design of the proposed facilities.

Abonmarche will also develop a preliminary electrical distribution design for the docks. This design will allow us to provide the local electrical utility with the necessary information to evaluate the capacity of their facilities and conduct planning for any necessary improvements.

This task will result in a preliminary electrical system design, electrical demand figures for the local electrical utility to evaluate their existing facilities, and a basis for estimating cost of the proposed improvements.

Pre-Qualification and Evaluation of Docking Systems

Abonmarche will develop a package consisting of the approved marina expansion plan, technical specifications, geotechnical information, and utility system plans for the solicitation of pre-qualification proposals from floating dock manufacturers. These prequalification packages will be accepted and reviewed based on manufacturer's qualifications, experience, technical and quality aspects of the dock system, and estimated cost of construction. It is anticipated that this task will include up to three (3) meetings with the City for project kickoff, meeting with the city staff and advisory board, and presentation to the City Council.

Once complete, this task will result in a short-list of approved dock manufacturers, including a refined cost estimate, as well as manufacturer-specific recommendations for anchorage, operations, and value-engineering.

FEES

Our fees to complete the above Scope of Services are estimated as follows:

F. Grand Moore Municipal Marina – Dredging Permit and Plans

Geotechnical and Electrical Utility Coordination	\$7,100
Prequalification and Evaluation of Docking Systems	\$9,700
Total	\$16,800



Our actual billings will be based on current billable rates and reimbursement for expenses. A copy of our billable rates is attached for your reference. Your signature in the space provided below will authorize us to commence with the work. If you have any questions or need further clarification, please feel free to contact me at our office.

Sincerely,

ABONMARCHE



Daniel A. Dombos II, PE
Senior Project Engineer

DAD



Christopher J. Cook, PE
President/CEO

AUTHORIZED BY:

DATE:



Engineering

Firm Principal	\$210
Senior Registered Engineer/Senior Project Manager	\$125-165
Project Engineer / Project Manager	\$125-130
Staff Engineer	\$75-80
Landscape Architect	\$102
CADD Technician	\$65-78
Construction Technician	\$53-70

Architecture

Firm Principal	\$130
Senior Licensed Project Architect	\$130
Project Manager	\$85
Architectural Draftsman/Design Specialist	\$85
Architectural Technician	\$68

Surveying

Survey Manager	\$115
Senior Surveyor	\$115
Project Surveyor	\$115
Survey Crew Manager	\$92
Survey Crew Chief	\$67-72
Survey Technician/Staff Surveyor	\$50-72
CADD Technician	\$65
One-Person Crew with Robotic Total Station	\$95
One-Person with Ground Penetrating Radar	\$95
Junior Survey Crew Chief	\$65
Travel- Ground Penetrating Radar	\$30

Auxiliary Services

IT Manager & Systems Administrator	\$75
Administrative/Executive Assistant	\$55-100
Development Services Professionals	\$65-150

* Rates subject to change



City of Boyne City

MEMO

Date: November 6, 2015

To: The Boyne City City Commission : *Mc*

From: Michael Cain, City Manager

Subject: City Facilities Update, Joint Board and Commission and Goal Setting Meetings

Boyer City has a history of conducting community wide goal setting sessions and joint Board and Commission meetings. Lately the goal setting sessions have been held after every City election, with the last one being held in January, 2014. Joint Board and Commission meetings have been held annually, usually towards the end of the year. This year I believe it would be helpful to add an update and discussion on the City Facilities project and any issues related to it, including review of the plans to date from our architect Ray Kendra of Environment Architects.

I think the recent City Commission election is a great opportunity to revisit our community goals, see what has been accomplished, which goals remain and what should be added to or deleted from the list. As noted above, this will allow us to focus on the directions set by the City Commission, coordinate with our Boards, Commissions, and Staff and subsequently incorporating them into our upcoming budget planning.

If the Commission would like to proceed with these items, I would suggest we hold the City Facilities update and discussion first, with the Joint Board and Commission meeting second and goal setting session third. I think they build on each other that way as we work our way into the budget process for the coming year. The generally preferred days for City meetings in the past have been Tuesdays and Thursdays. While I think it would be helpful to conduct these meetings sooner rather than later I also don't want to overload us or the public with too many meetings at once, especially as we enter the holiday season (which for some officially starts each November 15th). We have looked at the calendars for November, December and January, which are included in this agenda packet.

As noted above I think we should lead with a work session on the proposed City Facilities project. Proposed dates for that are either Thursday, November 19th or Monday, November 23rd at either noon or 7:00 p.m.

A Joint Board and Commission meeting could then follow. I would recommend Thursday, December 10th at 6:00 p.m. for that meeting, at City Hall.

For our Community Goal Setting Session I am recommending it be held on Thursday, January 14, 2016 at 6:00 p.m. I have contacted St. Matthews to see if their parish hall is available on that date and am waiting to hear back. This location has worked well for us in the past.

I have also contacted both Andy Hayes of the Northern Lakes Economic Alliance and Dean Solomon of the MSU Extension regarding their availability on the 14th to facilitate our goal setting session and both are. They have moderated our sessions in the past and have expressed their willingness to help, either separately or together, depending on our desire. Their services have been at no charge to the City. We could also explore other options as to format and/or moderators if the Commission prefers.

Alternate dates and /or times for any of these meetings could be considered. If an alternate dates is preferred

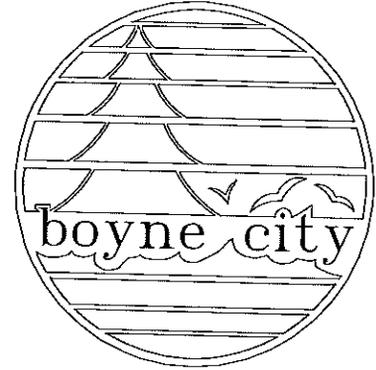
for the goal setting session I would have to check the availability of facilitators and the Parish Hall or explore other location options.

On a related note, discussions are beginning to take place on our annual joint countywide officials meeting. The evening being looked at for that meeting is on Monday, January 25th. Please let me know if that date works for you or if you have any comments or suggestions regarding it. More details to follow.

RECOMMENDATION: The City Commission consider holding: 1) A City Facilities meeting on either Thursday, November 19th or Monday the 23rd at either noon or 7:00 p.m. at City Hall; 2) a Joint Board and Commission meeting on Thursday, December 10th at 6:00 p.m. at City Hall; 3) a Community Goal setting meeting on Thursday, January 14th at 6:00 p.m. at St. Matthews Parrish Hall and authorize the City Manager to make the necessary arrangements.

Options:

- Postpone these decisions for further consideration or input.
- Choose other dates, times and/or locations.
- Choose not to hold one or more of these meetings at this time.
- Other options as determined by the City Commission.

**CITY OF BOYNE CITY**

To: Michael Cain, City Manager *Mc*
From: Cindy Grice, City Clerk/Treasurer *CG*
Date: November 5, 2015
Subject: 2016 City Commission Meeting Schedule

We are required by the Open Meetings Act to formally adopt a meeting schedule for each year. Attached, please find a calendar for the 2016 proposed regular City Commission meeting dates with either a circle around the dates for 7:00 p.m. or a square around the dates noting a noon meeting. This, with the exception of December, follows the same 2nd and 4th Tuesday monthly schedule that we have followed for several years. All meetings, until the temporary location for City offices is determined, unless changed by the City Commission, are held at the Boyne City Hall, 319 North Lake Street. When the temporary location for City offices has been determined, we will make the appropriate public notices.

All of the meeting dates are clear except for the 4th Tuesday of December, 2016 which happens to fall on December 22. It has been a long standing practice to cancel the City Commission meeting around the Christmas and New Year Holidays. If a need arises for a meeting towards the very end of the calendar year, a special meeting can be called. We also usually keep the last Tuesdays in March, the 15th, 22nd and 29th, and possibly the first Tuesday in April, the 5th in 2016 open for budget review sessions as needed.

RECOMMENDATION:

I am recommending the Boyne City Commission approve its regular meeting schedule for 2016 the 2nd Tuesday of each month at 7:00 p.m. and the 4th Tuesday of each month except December at noon with all meetings to be held at Boyne City Hall, 319 North Lake Street in Boyne City.

2016 Calendar

January 2016

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

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
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28	29					

March 2016

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13	14	15	16	17	18	19
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27	28	29	30	31		

April 2016

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016

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29	30	31				

June 2016

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July 2016

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24	25	26	27	28	29	30
31						

August 2016

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28	29	30	31			

September 2016

Su	Mo	Tu	We	Th	Fr	Sa
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25	26	27	28	29	30	

October 2016

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23	24	25	26	27	28	29
30	31					

November 2016

Su	Mo	Tu	We	Th	Fr	Sa
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27	28	29	30			

December 2016

Su	Mo	Tu	We	Th	Fr	Sa
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

○ = 7:00 p.m. Meeting
 □ = Noon Meeting

November 2015

November 2015						
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29	30					

December 2015						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					November 1
2	3	4	5	6	7
	5:00pm ZBA		8:30am Main Street Board mtg. 6:00pm Parks & Rec		8
9	10	11	12	13	14
12:00pm EDC/LDFA	7:00pm City Commission	11:00am Veterans Day Ceremony			15
16	17	18	19	20	21
5:00pm Planning Commission	5:30pm Boyne On The Water (St Matthews Fellowship Hall) 7:00pm Historic District				22
23	24	25	26	27	28
	12:00pm City Commission		City Offices Closed Thanksgiving Turkey Trot - 5k 2:30pm Thanksgiving Dinner (Eagles Hall) 5:30pm Airport Advisory	City Offices Closed 5:00pm Holiday Open House 6:00pm Santa Parade	29
30					30
					31

December 2015

December 2015							January 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30
							31						

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	December 1	2	3	4	5
	5:00pm ZBA		8:30am Main Street Board mtg. 6:00pm Parks & Rec		6
7	8	9	10	11	12
1:00pm Redevelopment Ready Community Development Celebration (City Hall Auditorium)	7:00pm City Commission				13
14	15	16	17	18	19
					20
21	22	23	24	25	26
5:00pm Planning Commission 7:00pm Historical Commission	12:00pm City Commission		Christmas Eve (United States) City Offices closed 5:30pm Airport Advisory Board	Christmas City Offices Closed 11:00am Christmas Dinner (Presbyterian Church)	27
28	29	30	31		
			City Offices closed New Year's Eve (United States)		