



# City of Boyne City

Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712

[www.cityofboynecity.com](http://www.cityofboynecity.com)

Phone 231-582-6597

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BOYNE CITY  
CITY COMMISSION REGULAR MEETING  
Boyne City Hall  
319 North Lake Street  
Tuesday, May 22, 2018 at Noon

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 May 8, 2018 City Commission regular meeting minutes as presented

B. Approval to accept the resignation of Robin Berry from the Main Street Board

C. Approval to award a contract for Overband Crack Sealing to Applied Pavement Maintenance in the amount of \$9,000 and authorize the City Manager to execute the documents

D. Approval to award a contract with M & M Pavement Parking for pavement marking services in the amount of \$28,681.80 and authorize the City Manager to execute the documents

E. Approval to award a contract with Lake Charlevoix Painting in the amount of \$4,500 for sealing of the Veteran's Park Playground and authorize the City Manager to execute the documents

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

5. CORRESPONDENCE

A. Correspondence from Missy Casper regarding making all City Parks tobacco free

6. CITY MANAGER'S REPORT

7. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES

8. OLD BUSINESS

A. Goal Setting Update

An Equal Opportunity Provider and Employer

**Hometown Feel, Small Town Appeal**

9. NEW BUSINESS

- A. Van Dam Industrial Facilities Exemption Certificate  
Public Hearing and consideration to approve the recommendation from the Economic Development Corporation Board to approve a twelve year Industrial Facilities Exemption request (IFEC) from Van Dam Marine Co. and authorize the City Manager and City Clerk/Treasurer to sign and submit the documents necessary to execute the abatement as requested and as recommended by the Boyne City Economic Development Corporation Board
- B. Tax Exempt Properties Policy  
Consideration to approve the Property Tax Exemption Policy and Application for Property Tax Exemption Status as presented
- C. Marina Repairs  
Consideration to authorize Flotation Docking to complete work at the marina address issues with three of the finger piers for an amount not to exceed \$7,000 and authorize the City Manager to sign any documents
- D. Marina Construction Contract  
Consideration to award a bid to Flotation Docking Systems in the amount of \$457,677.75 for marina expansion construction and authorize the City Manager to execute the documents
- E. Terrace Street  
Consideration to approve a contract with C2AE for Design Engineering Services in the amount of \$23,800 and authorize the City Manager to execute the documents
- F. Road Maintenance  
Consideration to approve to award the contract for the 2018 Pavement Maintenance project to Reith Riley Construction in the amount of \$203,996.96 and authorize the City Manager to sign the required documents
- G. Well 5 Transfer Station Generator Supplies/Maintenance  
Consideration to authorize the purchase of generator parts and maintenance from Cummins Bridgeway for Well #5 in the amount of \$7,715 and authorize the City Manager to execute the documents
- H. Lift Station Pump Replacement  
Consideration to authorize the purchase of a lift station pump in the amount of \$22,390.71 from Jett Pump and authorize the City Manager to execute the documents
- I. Accounting Software  
Consideration to approve a proposal from BS&A Software in the amount of \$6,325 to purchase Miscellaneous Receivables software and authorize the City Manager to execute the documents
- J. Public Works Week May 20 – 26, 2018  
Consideration to adopt a resolution proclaiming May 20 – 26, 2018 as National Public Works Week in the City of Boyne City

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The three week Spring Rubbish collection starts Wednesday, May 23
- The next regular City Commission meeting is scheduled for Tuesday, June 12, 2018 at 7:00 p.m.

12. ADJOURNMENT



Scan QR code or go to  
[www.cityofboyne.org](http://www.cityofboyne.org)  
click on Boards & Commissions for complete  
agenda packets & minutes for each board

*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*

**MAY 8, 2018  
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 MAY 8, 2018

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**CALL TO ORDER**

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

Present: Mayor Tom Neidhamer, Mayor Pro-Tem Ron Grunch and Commissioners Hugh Conklin, Sally Page and Dean Solomon

Absent: None

Staff: Michael Cain, Andy Kovolski, Mark Fowler, Jeff Gaither, Barb Brooks and Pat Haver

Others: There were 2 citizens in attendance.

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**CONSENT AGENDA  
MOTION**

2018-05-054  
Moved by Grunch  
Second by Page

Approval of the April 24, 2018 City Commission regular meeting as presented  
Approval of the Wilson and Evangeline Township Planning and Zoning Contracts and authorize the City Manager and City Clerk to sign and execute the documents as presented

Approval of the reappointment of John McClorey and Lynn Murray to the Zoning Board of Appeals for a three year term ending September, 2021

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

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**CITIZENS COMMENTS**

None

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**CORRESPONDENCE**

None

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**CITY MANAGERS  
REPORT**

City Manager Michael Cain reported:

- Welcome to the 2018-2019 fiscal year
- Newly renovated pavilion opened on May 5<sup>th</sup>, there are some final details to be done
- Main Street Board authorized funding of the first overhead door, so that it can be showcased for future fundraisers
- A ribbon cutting ceremony will be scheduled for a later date
- River Mouth restrooms went through an extensive spring cleaning and will re-open on May 9<sup>th</sup>
- Boat Launch restrooms are going through a spring cleaning as well; and the flooring will be done shortly
- Due to the quick freeze last fall, several facilities and waterlines froze and burst, they are being attended to, so they will all be back on line soon; porta potties have been placed in key areas of use, and will be removed once the facilities are up and running

- The dump truck that was in for mechanical repairs after the last snow storm, have been completed and were under warranty, so no charge to the city for the work and the truck is back in service
- Our annual Arbor Day seedling giveaway was a success, we had 450 seedlings given away by 10:36 am
- Buff Up Boyne was a huge success, we had a lot of volunteers that came to assist to make the city look its best
- The dock has been placed into the water at the North Boat Launch as we did not have to wait for a crane service to assist us. DPW employees Darcy Kotalik and Rob LaVanway fabricated an adjustable wheel system, that can be rolled right into the water utilizing one of our trucks
- The Ironton Ferry is still in the boat launch lot, and is scheduled to be removed by the end of this week
- The fishing pier will be installed as soon as the ground has dried up enough to support the weight of a crane to place the dock
- We had our first two registrations for the Labor Day Car Races, the earliest ever
- A parking study has been commissioned through MML with bids having been received. It will be at no charge to the city because we are a RRC community, we expect that mid-June at the earliest is when things will begin
- In front of the entrance to city hall, is an area that has been cleared for the installation of three bike racks
- Barb Brooks has been working on getting internet and telephone service installed for the airport and our tenant use; it will increase the internet capacity and speed and decrease the cost
- Reminder of the NLEA Luncheon that is scheduled for this coming Friday at the Mountain
- The porous concrete that was installed as an experiment at the Veterans Memorial is failing, and will be replaced shortly by the contractor
- The Morel Mushroom festival is scheduled for May 17<sup>th</sup> through the 20<sup>th</sup>
- The Farmer's Market will return outside on Saturday the 19<sup>th</sup> of May, along the side walk on Lake St. due to the other activities in the park that weekend
- Reminder, if you have not already done so, you have 49 minutes left to vote today on the school millage renewal requests

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

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Draft minutes of the March 19, 2018 Historical Commission Board, April 5, 2018 Parks and Recreation Board and the April 23, 2018 Historical Commission Board were received and filed.

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**Utility Vehicle Purchase**

Consideration to approve the purchase of a 2018 John Deere 835M utility vehicle from Lappans of Gaylord for the amount of \$28,252.95 and authorize the City Manager to execute the documents.

DPW Superintendent Andy Kovolski discussed the request for the purchase of this utility vehicle. It will allow the department to better access areas in Avalanche without doing additional damage due to the weight of the vehicles currently used, be better equipped at getting to the top of Avalanche using the back road, will make the additional use during festivals and events in any of the parks much easier and more professional; will be available for emergency

use, and with the possibility of procuring a broom attachment, would also be used to help clear the sidewalks and trails.

Staff: None

Citizens: None

Board Discussion: All Commissioners are in agreement with the recommendation

2018-05-055

Moved by Solomon

Second by Page

**MOTION**

To approve the purchase of a 2018 John Deere 835M utility vehicle from Lappans of Gaylord for the amount of \$28,252.95 and authorize the City Manager to execute the documents.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

**Maple Lawn Cemetery  
Tree Removal**

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Consideration to approve the proposal from All Aspects Forestry in the amount of \$8,500 to remove 12 trees in the Maple Lawn Cemetery and authorize the City Manager to execute the documents.

DPW Superintendent Andy Kovolski presented the information on the proposal of the contracts. DPW Staff Rob LaVanway, Cindy Grice and Andy Kovolski surveyed the trees in the cemetery and have determined that 12 need to be removed due to safety.

Staff: None

Citizens: None

Board Discussion: All Commissioners are in agreement with the recommendation.

2018-05-056

Moved by Page

Second by Conklin

**MOTION**

To approve the proposal from All Aspects Forestry in the amount of \$8,500 to remove 12 trees in the Maple Lawn Cemetery and authorize the City Manager to Execute the documents.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

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**Good of the Order**

Commissioner Solomon advised there is an upcoming meeting with Mike Cain and Barb Brooks tomorrow to go over the timeline for the upcoming goal setting session

Mayor Neidhamer advised that the entrance sign posts on Wildwood Harbor Rd. are in need of repair. He is on the housing subcommittee and they are moving forward with updates and the committee goal is to have a packet of information to distribute to local relators, contractors and homeowners. There is a need for increased housing inventory

Commissioner Conklin asked about the plans for the area that Lena's was just torn down from. According to City Manager Cain, the plans for the interim is to seed the area for the summer. A request may come to the city for the use of tents/awnings in that area for special occasions. He also inquired about the status of Sav – A – Lot; it has been placed on hold for the moment, the franchise has changed ownership and corporate is coming out with new branding, and would like this store to be the flagship for that.

City Manager Cain advised that Catt Development has been contacted about taking care of the exposed insulation on the old Sportsman's building and take care of the exposed facade and will do what is necessary to secure the exterior

**ANNOUNCEMENT**

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The next regular City Commission meeting is scheduled for Tuesday, May 22, 2018 at noon; with a city wide tour scheduled after for the Commissioners

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**ADJOURNMENT**

Motion by Mayor Neidhamer seconded by Commissioner Conklin to adjourn the Regular City Commission meeting of Tuesday, May 8, 2018 at 7:32 p.m.

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Tom Neidhamer  
Mayor

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Pat Haver  
Recording Secretary



**To:** Michael Cain, City Manager 

**From:** Kelsie King-Duff, Executive Director

**Date:** May 16, 2018

**Subject:** Acceptance of Resignation from Robin Berry, Main Street Board

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**OVERVIEW:**

Robin Berry has submitted a letter of resignation from the Main Street board (it is attached to this memo). City Commission must accept her resignation in order for it to take effect. Typically, the acceptance of a resignation from the Main Street board would be recommended to Commission by the Main Street board. However, because of the timing of the meetings, Commission would not be able to approve her resignation until mid-June. The board would like to get this seat filled as soon as possible. The Main Street board has reviewed her letter and sees no issues. Although they have not formally recommended the acceptance, there were no issues raised with the Commission accepting it so the Main Street board can move forward in getting the seat filled in a timely manner.

**RECOMMENDATION:**

It is my recommendation the Boyne City City Commission accept the letter of resignation from Robin Berry for the Main Street board.

Hi Mike,

Have not been in the loop in quite a while and believe it now is time for me to officially and formally resign from the Main Street Board.

It has been my pleasure to be a part of the thought that goes before guiding a community. I thank you for a rich and informative experience.

It has been an honor to work with all of you over these last 8-9 years.

It is time for new thoughts on the board.

Please advise as to any other requirements to resign but I think my past attendance has spoken somehow for itself.

Thank you all.

## MEMORANDUM

**TO: MICHAEL CAIN; CITY MANAGER** 

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

**DATE: 5/18/2018**

**RE: CRACK SEAL BIDS**

Bids were advertised and received for this year's Crack Sealing project. Bid packages were also sent to Applied Pavement Maintenance of Harbor Springs; Scodeller Contracting of Wixom and Fahrner Asphalt Sealers of Bay City.

Bids were received and read from one contractor on May 14, 2018. The Bid was received from Applied Pavement Maintenance. Scodeller Contracting and Fahrner Asphalt Sealers did not submit a bid. Following is a breakdown of the bid pricing:

| CONTRACTOR               | QUANTITY   | UNIT PRICE | TOTAL      |
|--------------------------|------------|------------|------------|
| Applied Pavement Marking | 3.75 miles | \$2,400.00 | \$9,000.00 |

Applied Pavement Marking have done this work in the past for the city and have done an excellent job for us. Attached to this memorandum is a copy of their bid submittal.

**RECCOMENDATION:**

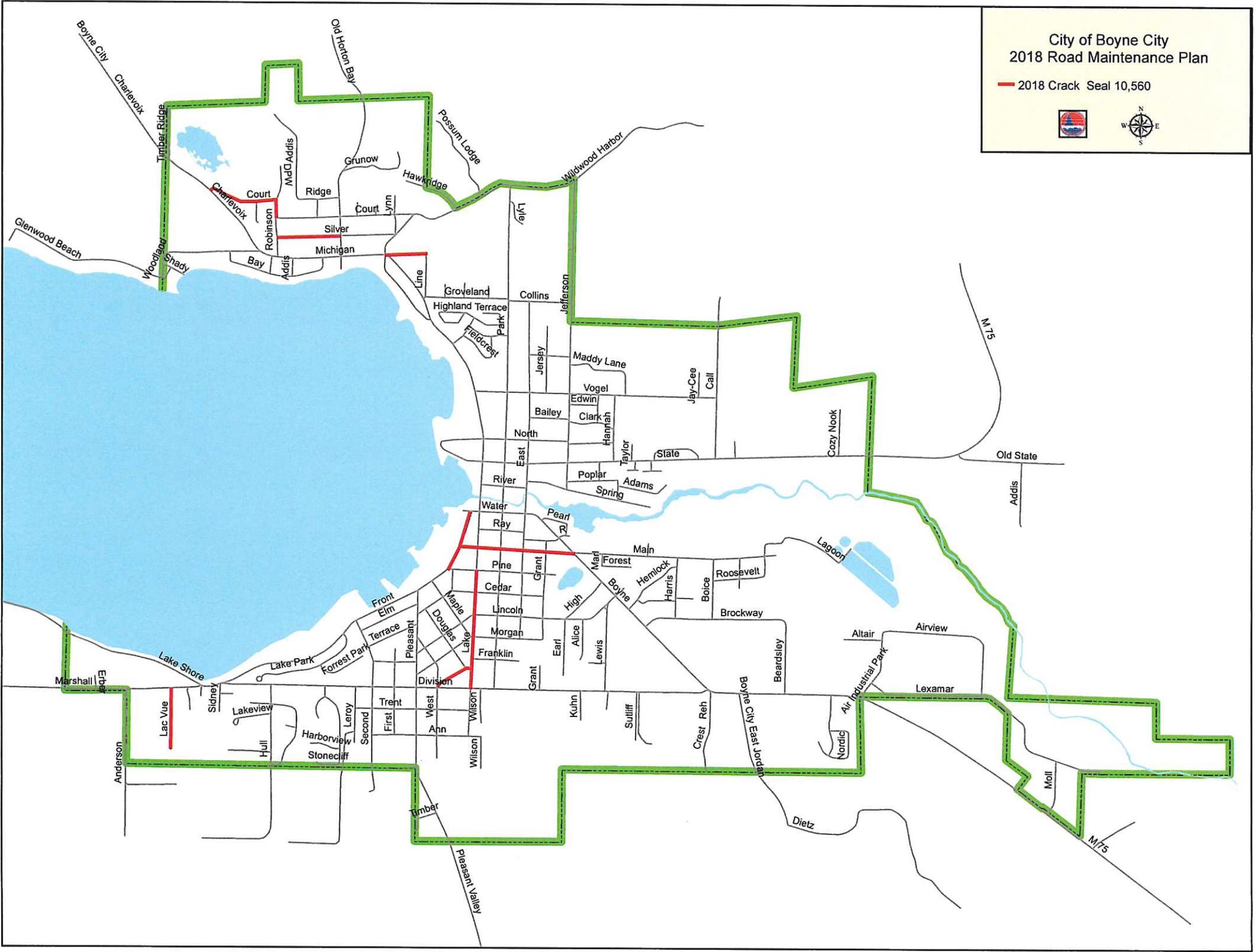
It is my recommendation that the City Commission award the contract for Overband Crack Sealing to Applied Pavement Maintenance for the amount of \$9,000.00 and authorize the City Manager to sign the required documents. Funds for this work have been allocated in the Street Department Budget.

**OPTIONS:**

1. That the matter be postponed for additional information or consideration
2. That this matter be approved subject to some revision
3. Other options as determined by the City Commission

# City of Boyne City 2018 Road Maintenance Plan

2018 Crack Seal 10,560



# BID SUBMITTED PURSUANT TO THE CITY OF BOYNE CITY ASPHALT CRACK SEALING SERVICES SPECIFICATIONS

City of Boyne City  
319 North Lake Street  
Boyne City, MI 49712-2109

Mayor Neidhamer and the Boyne City, City Commission:

The undersigned, as Successful Bidder, hereby declares that this bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that he/she has carefully read and examined the Contract Documents, including the Invitation to Bid, General Requirements, and Program Guidelines for the designated work and understands all of the same; that he/she, or his/her representative, has made such personal investigation at the site as is necessary to determine the character and difficulties attending the execution of the proposed work. Bidder proposes and agrees that if this Proposal is accepted, bidder will contract with the City, provide necessary machinery, tools, apparatus and transportation services necessary to do all the work specified or referred to in the Contract Documents in the manner and time therein prescribed, and according to the requirements of the owner as therein set forth, to furnish the insurance required of the Contractor by the Contract Documents, and that he/she will take in full payment, the unit prices set forth in the following proposal.

All bidders understand that the City reserves the right to accept or reject any and/or all bids, to waive any irregularities and/or informalities in the bids, negotiate with any bidder, or to select the bid(s), or portions thereof, most advantageous to the City.

The successful bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids.

Upon receipt of a written Notice of Award of the Bid, the successful bidder shall execute the formal Contract Agreement within ten (10) days. In the event that the Contract is not executed within the time set forth above, the Bid Proposal shall become the property of the City as liquidated damage for the delay and additional expense to the City caused thereby.

Pursuant to your request for Asphalt Crack Sealing Services, I submit my bid, with the understanding that if my bid proposal, or section thereof, is accepted, I will execute a written contract with the City, which will embody the terms as outlined in the bid proposal.

I will meet all of the requirements and provide all of the services for the amounts listed on the attached bid sheet for the items listed in this document.

The undersigned, by execution of this contract, certifies that he/she is the President of the firm named as ADP that he/she signs the bid on behalf of the firm and that he/she is authorized to execute the same on behalf of said firm

Company: Applied Advanced Marking

Address: 3104 Van Rd Huber Springs, mi

Phone: 231 526 5807

49710

Authorized Agent: Mike Huggan

Signature: Michael H Huggan

Title: President

Date: 5/13/14

| LOCATION           | QUANTITY                        | UNIT PRICE     | TOTAL PRICE                 |
|--------------------|---------------------------------|----------------|-----------------------------|
| City of Boyne City | <u>          </u> Roadbed Miles | <u>Per Bid</u> | <u>\$ 9000<sup>00</sup></u> |

## MEMORANDUM

**TO: MICHAEL CAIN; CITY MANAGER** 

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

**DATE: 5/18/2018**

**RE: PAVEMENT MARKING**

Bids were advertised and received on May 14, 2018 for this year's Pavement Marking requirements. Bid packages were also mailed to four contractors that perform this work. Only one bid was received by the 1:00 P.M. deadline from M&M Pavement Marking of Grand Blanc, MI in the amount of \$28,681.80. A copy of their bid submittal is attached for your review.

M&M Pavement Marking has performed this work for the City in the past and have done an excellent job.

**RECCOMENDATION:**

It is my recommendation that the City Commission approve this contract with M&M Pavement Marking for Pavement Marking Services for the amount of \$28,681.80 and authorize the City Manager to sign the required documents. Funds for this work are available in this year's Street Department budget.

**OPTIONS:**

1. That the matter be postponed for additional information or consideration.
2. That the matter be approved subject to some revisions
3. Any other option as determined by the City Commission

## BID SUBMITTED PURSUANT TO THE CITY OF BOYNE CITY PAVEMENT MARKING SERVICES SPECIFICATIONS

City of Boyne City  
319 North Lake Street  
Boyne City, MI 49712-2109

Mayor Neidhamer and the Boyne City, City Commission:

The undersigned, as Successful Bidder, hereby declares that this bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that he/she has carefully read and examined the Contract Documents, including the Invitation to Bid, General Requirements, and Program Guidelines for the designated work and understands all of the same; that he/she, or his/her representative, has made such personal investigation at the site as is necessary to determine the character and difficulties attending the execution of the proposed work. Bidder proposes and agrees that if this Proposal is accepted, bidder will contract with the City, provide necessary machinery, tools, apparatus and transportation services necessary to do all the work specified or referred to in the Contract Documents in the manner and time therein prescribed, and according to the requirements of the owner as therein set forth, to furnish the insurance required of the Contractor by the Contract Documents, and that he/she will take in full payment, the unit prices set forth in the following proposal.

All bidders understand that the City reserves the right to accept or reject any and/or all bids, to waive any irregularities and/or informalities in the bids, negotiate with any bidder, or to select the bid(s), or portions thereof, most advantageous to the City.

The successful bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids.

Upon receipt of a written Notice of Award of the Bid, the successful bidder shall execute the formal Contract Agreement within ten (10) days. In the event that the Contract is not executed within the time set forth above, the Bid Proposal shall become the property of the City as liquidated damage for the delay and additional expense to the City caused thereby.

Pursuant to your request for Pavement Marking Services, I submit my bid, with the understanding that if my bid proposal, or section thereof, is accepted, I will execute a written contract with the City, which will embody the terms as outlined in the bid proposal.

I will meet all of the requirements and provide all of the services for the amounts listed on the attached bid sheet for the items listed in this document.

The undersigned, by execution of this contract, certifies that he/she is the Vice President of

the firm named as M & M PAVEMENT MARKING that he/she signs the bid on behalf of the firm and that he/she is authorized to execute the same on behalf of said firm

Company: M & M PAVEMENT MARKING

Address: P. O. BOX 530 GRAND BLANC, ME 48480

Phone: 800-691-7686

Authorized Agent: David C. Fowler

Signature: DAVID A. WELFA

Title: VICE PRESIDENT

Date: 5/9/18

|                         |                               |              |                    |
|-------------------------|-------------------------------|--------------|--------------------|
| 4" Yellow Line Painting | <u>.05</u><br><del>Cost</del> | <u>94336</u> | <u>4716.80</u>     |
| 4" White Line Painting  | <u>.05</u>                    | <u>59180</u> | <u>2959.00</u>     |
| 6" Cross Walk           | <u>.75</u>                    | <u>1840</u>  | <u>1380.00</u>     |
| 24" Stop Bar            | <u>1.90</u>                   | <u>1249</u>  | <u>2373.10</u>     |
| 12" Stop Bar            | <u>1.20</u>                   | <u>146</u>   | <u>175.20</u>      |
| Left Turn Arrow         | <u>35.00</u>                  | <u>21</u>    | <u>1085.00</u>     |
| Right Turn Arrow        | <u>35.00</u>                  | <u>8</u>     | <u>280.00</u>      |
| Combination Arrow       | <u>55.00</u>                  | <u>13</u>    | <u>715.00</u>      |
| "Only"                  | <u>35.00</u>                  | <u>17</u>    | <u>595.00</u>      |
| Parking T's and L's     | <u>4.00</u>                   | <u>288</u>   | <u>1152.00</u>     |
| Re-stripe Stalls        | <u>4.75</u>                   | <u>746</u>   | <u>3543.50</u>     |
| 24" x 8' Crosswalk Bars | <u>14.00</u>                  | <u>537</u>   | <u>7518.00</u>     |
| 6" Yellow Line          | <u>.20</u>                    | <u>375</u>   | <u>75.00</u>       |
| Curb Painting           | <u>.40</u>                    | <u>1965</u>  | <u>786.00</u>      |
| 12" Yellow Line         | <u>1.00</u>                   | <u>875</u>   | <u>875.00</u>      |
| Handicap Symbol - Blue  | <u>10.00</u>                  | <u>20</u>    | <u>200.00</u>      |
| 4" Blue Line            | <u>.60</u>                    | <u>422</u>   | <u>253.20</u>      |
| Remove Markings         | <u>.50 ft</u>                 | <u>0</u>     | <u>—</u>           |
| <del>4" Blue Line</del> | <del>.60</del>                |              | <u>—</u>           |
| Stop - 8'               | <u>50.00</u>                  | <u>0</u>     | <u>—</u>           |
| <b>Totals</b>           |                               |              | <b>\$28,681.80</b> |

8' CROSSWALK PADS - 1.75 FT = 14.00 EACH

6' CROSSWALK PADS - 1.75 FT = 10.50 EACH

4" WHITE HASH MARKING - .25 FT

## MEMORANDUM

TO: MICHAEL CAIN; CITY MANAGER



FROM: ANDREW KOVOLSKI; PUBLIC WORKS SUPERINTENDENT



DATE: 5/18/18

RE: PLAYGROUND SEALING

Bids were advertised for the sealing of the wood play structure at Veterans Park. I also left voicemails with the following local painting contractors:

- Lake Charlevoix Painting
- Arnold Painting
- Brian Dixon Painting
- Adams Painting

Only one bid was received by the 2:00 pm deadline on May 1<sup>st</sup>. That bid was from Lake Charlevoix Painting of Boyne City in the amount of \$4,500.00. A copy of their bid is attached for your review. They are the same contractor that completed the sealing project last year.

As you may recall the results from testing after sealing the wood were very good. It is our intention to seal the play structure every year. A copy of the test results from Sagasser and Associates are attached for your review.

### **Recommendation:**

It is my recommendation that the City Commission the contract for sealing of the Veterans Park Playground to Lake Charlevoix Painting in the amount of \$4,500.00 and authorize the City Manager to sign the required documents.

### **Options:**

1. That this matter be postponed for further information or consideration
2. That this matter be approved subject to some revision
3. Any other option as determined by the City Commission

# Lake Charlevoix Paint & Stain

750 Bluewater Trail  
Boyer City, MI 49712  
(231) 582-7298  
Cell: (231) 330-2783

## PROPOSAL AND ACCEPTANCE ESTIMATE 001080

|  |               |   |                        |
|--|---------------|---|------------------------|
| PROPOSAL SUBMITTED TO<br><b>CITY OF BOYNE CITY</b>     |               | PHONE   | DATE<br><b>4-26-18</b> |
| STREET   |               | JOB NAME                                      |                        |
| CITY, STATE AND ZIP CODE<br><b>BOYNE CITY MI 49712</b> |               | JOB LOCATION<br><b>VETERANS MEMORIAL PARK</b> |                        |
| ARCHITECT<br><b>ANDREW KOVOLEKI</b>                    | DATE OF PLANS | JOB PHONE<br><b>231-675-3212</b>              |                        |

We hereby submit specifications and estimates for: **WOOD PLAY STRUCTURE**

**PLAYGROUND STRUCTURE WILL BE CLEANED AND PREPPED BY THE CITY, PRODUCT TO BE SUPPLIED BY THE CITY, PRODUCT WILL BE SPRAYED ONTO PLAYGROUND STRUCTURE.**

**THANK YOU FOR THE OPPORTUNITY TO BID ON YOUR PROJECT.**

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

**PAYMENT DUE UPON COMPLETION** dollars (\$ **4500.<sup>00</sup>** ).

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature *[Signature]*

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_

# *Sagasser & Associates, Inc.*

## *Environmental Assessment and Consulting Services*

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July 11, 2017

Mr. Andy Kovolski  
The City of Boyne City  
319 North Lake Street  
Boyne City, Michigan 49712

RE: **Wipe Sample Results**  
**Community Playground**  
**Veteran's Memorial Park**  
**Boyne City, Michigan**  
**Sagasser & Associates, Inc. Project #41505**

Dear Mr. Kovolski:

It is understood that the City of Boyne City took effort to mitigate the potential arsenic exposure by sealing the chromated copper arsenate (CCA) pressure-treated lumber. This follow-up wipe sample collection event was completed at the request of the City to assess how effective the sealing of the pressure-treated lumber was in mitigating the surface arsenic concentrations.

On June 8, 2017, Sagasser & Associates, Inc. personnel collected ten (10) wipe samples from the same locations on the playground structure as originally sampled on October 8, 2015, to evaluate the surface concentrations of arsenic in the CCA pressure-treated lumber.

The template, sample jars with pre-wetted deionized water soaked gauze, and analysis were provided/completed by TestAmerica, Inc. The laboratory provided template represents a 10 centimeter (cm) by 10 cm area equaling 100 cm<sup>2</sup>. Sagasser & Associates, Inc. personnel completed the wiping sampling in accordance with the procedures provided by TestAmerica, Inc.

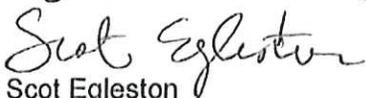
It should be noted that the wipe sample analytical results do not have a regulatory standard/exposure comparison threshold level and that the results will be utilized to assess the effectiveness of the sealer in mitigating the potential exposure to arsenic in the pressure-treated wood.

The laboratory analytical results from the wipe samples ranged from 1.9 µg/Wipe (micrograms per wipe) in WS-2 to 6.9 µg/Wipe in sample WS-3. An overall decrease was noted in the comparison between the 2015 to 2017 results though similar results were reported in wipe samples WS-4 and WS-10. *The wipe sample analytical results are presented in attached Table 1. Photographs of the various sample locations and the laboratory analytical report are also attached.*

Sagasser & Associates, Inc. sincerely appreciated the opportunity to provide our consulting services. If you have any questions regarding our findings or require additional information, please contact our office at your convenience.

Respectfully Submitted,

***Sagasser & Associates, Inc.***

  
Scot Egleston

Senior Environmental Scientist



Kevin D. Sagasser, P.E.  
Senior Project Engineer

**TABLE 1**  
**SUMMARY OF PLAYGROUND WOOD STRUCTURE**  
**WIPE SAMPLE ANALYTICAL RESULTS**  
 Community Playground  
 Veteran's Memorial Park  
 Boyne City, Michigan

| Sample I.D.                          | WS-1        | WS-1        | WS-2        | WS-2        | WS-3        | WS-3        | WS-4        | WS-4        | WS-5        | WS-5        |
|--------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Date Collected                       | 10/8/2015   | 6/8/2017    | 10/8/2015   | 6/8/2017    | 10/8/2015   | 6/8/2017    | 10/8/2015   | 6/8/2017    | 10/8/2015   | 6/8/2017    |
| Date Analyzed                        | 10/13/2015  | 6/15/2017   | 10/13/2015  | 6/15/2017   | 10/13/2015  | 6/15/2017   | 10/13/2015  | 6/15/2017   | 10/13/2015  | 6/15/2017   |
| Collection Method                    | Wipe Sample |
| Metals by EPA Method 6010B (ug/Wipe) |             |             |             |             |             |             |             |             |             |             |
| Arsenic                              | 12          | 4.8         | 5.0         | 1.9         | 7.2         | 6.9         | 4.7         | 4.5         | 6.6         | 5.1         |
| Sample I.D.                          | WS-6        | WS-6        | WS-7        | WS-7        | WS-8        | WS-8        | WS-9        | WS-9        | WS-10       | WS-10       |
| Date Collected                       | 10/8/2015   | 6/8/2017    | 10/8/2015   | 6/8/2017    | 10/8/2015   | 6/8/2017    | 10/8/2015   | 6/8/2017    | 6/9/2015    | 6/8/2017    |
| Date Analyzed                        | 10/13/2015  | 6/15/2017   | 10/13/2015  | 10/13/2015  | 10/13/2015  | 10/13/2015  | 10/13/2015  | 10/13/2015  | 10/13/2015  | 10/13/2015  |
| Collection Method                    | Wipe Sample |
| Metals by EPA Method 6010B (ug/Wipe) |             |             |             |             |             |             |             |             |             |             |
| Arsenic                              | 10          | 2.2         | 9.2         | 6.6         | 21          | 6.8         | 9.7         | 3.3         | 5.4         | 5.1         |

Notes:

1. All arsenic concentrations in micrograms per wipe - ug/Wipe.
2. Collection method codes (list all that apply): Wipe Sample
3. Blank samples were reported as <1.0 ug/Wipe for arsenic (non-detect).



PHOTO NO. 1: View of wipe sample location WS-1.



PHOTO NO. 2: View of wipe sample location WS-2.

|                |               |
|----------------|---------------|
| Photograph by: | Scot Egleston |
| Date:          | June 8, 2017  |

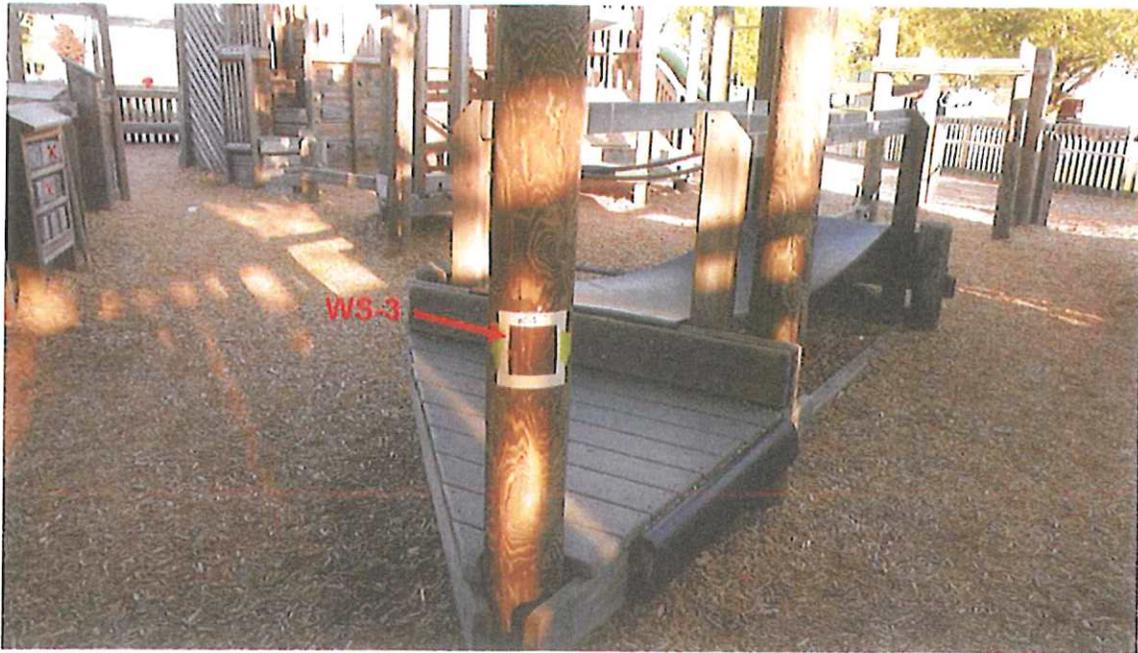


PHOTO NO. 3: View of wipe sample location WS-3.

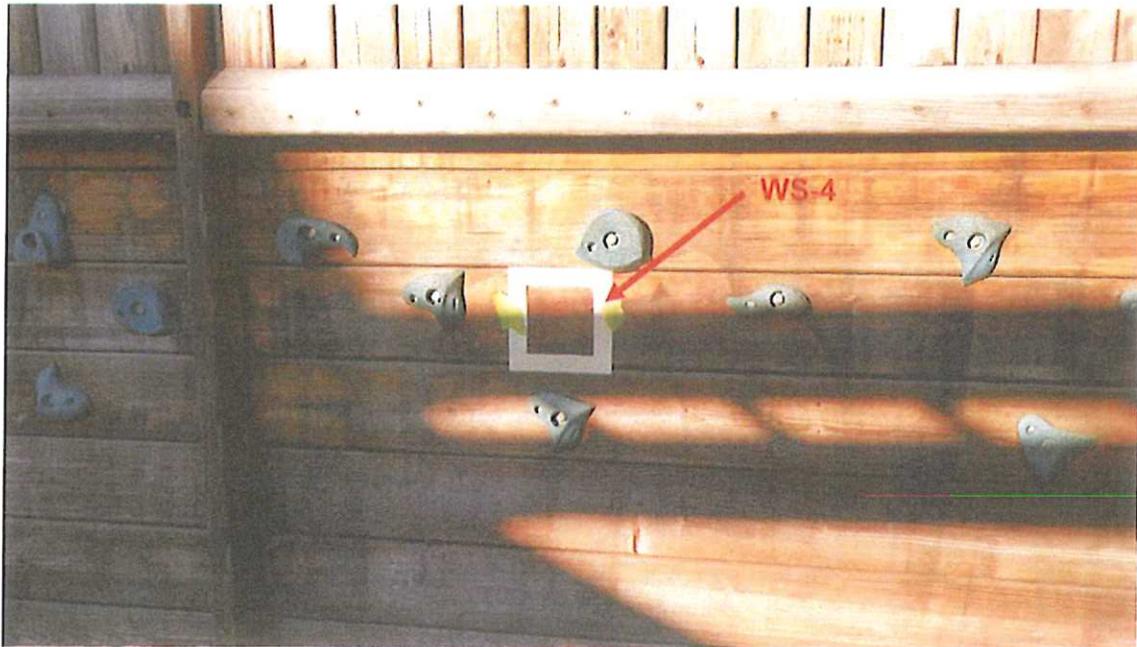


PHOTO NO. 4: View wipe sample location WS-4.

|                |               |
|----------------|---------------|
| Photograph by: | Scot Egleston |
| Date:          | June 8, 2017  |



PHOTO NO. 5: View of wipe sample location WS-5.



PHOTO NO. 6: View of wipe sample location WS-6.

|                |               |
|----------------|---------------|
| Photograph by: | Scot Egleston |
| Date:          | June 8, 2017  |



PHOTO NO. 7: View of wipe sample location WS-7.



PHOTO NO. 8: View of wipe sample location WS-7.

|                |               |
|----------------|---------------|
| Photograph by: | Scot Egleston |
| Date:          | June 8, 2017  |

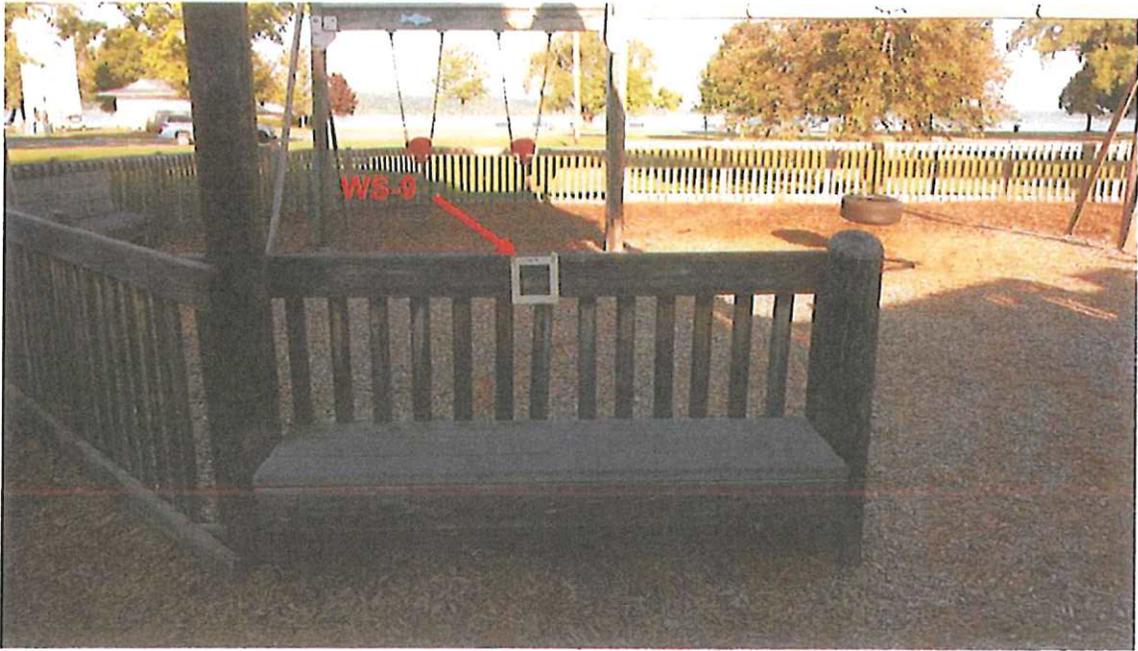


PHOTO NO. 9: View of wipe sample location WS-9.



PHOTO NO. 10: View of wipe sample location WS-10.

|                |               |
|----------------|---------------|
| Photograph by: | Scot Egleston |
| Date:          | June 8, 2017  |

# TestAmerica

THE LEADER IN ENVIRONMENTAL TESTING

## ANALYTICAL REPORT

TestAmerica Laboratories, Inc.  
 TestAmerica Michigan  
 10448 Citation Drive  
 Suite 200  
 Brighton, MI 48116  
 Tel: (810)229-2763

TestAmerica Job ID: 190-13689-1  
 Client Project/Site: Boyne City Playground

For:  
 Sagasser & Associates Inc  
 699 South Wisconsin Avenue  
 Gaylord, Michigan 49735

Attn: Scot Egleston

*Sue Schafer*

Authorized for release by:  
 6/19/2017 4:15:19 PM

Sue Schafer, Project Manager II  
 (810)229-2763  
 sue.schafer@testamericainc.com

### LINKS

Review your project  
 results through  
**TotalAccess**

Have a Question?

**?** Ask  
 The  
 Expert

Visit us at:  
[www.testamericainc.com](http://www.testamericainc.com)

*This report has been electronically signed and authorized by the signatory. Electronic signature is intended to be the legally binding equivalent of a traditionally handwritten signature.*

*Results relate only to the items tested and the sample(s) as received by the laboratory.*

# Table of Contents

|                                 |   |
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# Sample Summary

Client: Sagasser & Associates Inc  
Project/Site: Boyne City Playground

TestAmerica Job ID: 190-13689-1

| Lab Sample ID | Client Sample ID | Matrix | Collected      | Received       |
|---------------|------------------|--------|----------------|----------------|
| 190-13689-1   | WS-1             | Wipe   | 06/08/17 07:15 | 06/09/17 14:35 |
| 190-13689-2   | WS-2             | Wipe   | 06/08/17 07:20 | 06/09/17 14:35 |
| 190-13689-3   | WS-3             | Wipe   | 06/08/17 07:28 | 06/09/17 14:35 |
| 190-13689-4   | WS-4             | Wipe   | 06/08/17 07:30 | 06/09/17 14:35 |
| 190-13689-5   | WS-5             | Wipe   | 06/08/17 07:33 | 06/09/17 14:35 |
| 190-13689-6   | WS-6             | Wipe   | 06/08/17 07:35 | 06/09/17 14:35 |
| 190-13689-7   | WS-7             | Wipe   | 06/08/17 07:38 | 06/09/17 14:35 |
| 190-13689-8   | WS-8             | Wipe   | 06/08/17 07:41 | 06/09/17 14:35 |
| 190-13689-9   | WS-9             | Wipe   | 06/08/17 07:45 | 06/09/17 14:35 |
| 190-13689-10  | WS-10            | Wipe   | 06/08/17 07:48 | 06/09/17 14:35 |
| 190-13689-11  | Blank            | Wipe   | 06/08/17 00:00 | 06/09/17 14:35 |

3

## Case Narrative

Client: Sagasser & Associates Inc  
Project/Site: Boyne City Playground

TestAmerica Job ID: 190-13689-1

---

Job ID: 190-13689-1

Laboratory: TestAmerica Michigan

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---

Narrative

Job Narrative  
190-13689-1

### Comments

No additional comments.

### Receipt

The samples were received on 6/9/2017 2:35 PM; the samples arrived in good condition, properly preserved and, where required, on ice. The temperature of the cooler at receipt was 11.0° C.

### Metals

Method(s) 3050B: Insufficient sample volume was available to perform a matrix spike/matrix spike duplicate (MS/MSD) associated with preparation batch 240-283066.

No additional analytical or quality issues were noted, other than those described above or in the Definitions/Glossary page.

## Client Sample Results

Client: Sagasser & Associates Inc  
Project/Site: Boyne City Playground

TestAmerica Job ID: 190-13689-1

**Client Sample ID: WS-1**

**Lab Sample ID: 190-13689-1**

Date Collected: 06/08/17 07:15

Matrix: Wipe

Date Received: 06/09/17 14:35

| Method: 6010B - Metals (ICP) |        |           |     |         |   |                |                |         |  |
|------------------------------|--------|-----------|-----|---------|---|----------------|----------------|---------|--|
| Analyte                      | Result | Qualifier | RL  | Unit    | D | Prepared       | Analyzed       | Dil Fac |  |
| Arsenic                      | 4.8    |           | 1.0 | ug/Wipe |   | 06/14/17 10:52 | 06/15/17 15:08 | 1       |  |

5

**Client Sample ID: WS-2**

**Lab Sample ID: 190-13689-2**

Date Collected: 06/08/17 07:20

Matrix: Wipe

Date Received: 06/09/17 14:35

| Method: 6010B - Metals (ICP) |        |           |     |         |   |                |                |         |  |
|------------------------------|--------|-----------|-----|---------|---|----------------|----------------|---------|--|
| Analyte                      | Result | Qualifier | RL  | Unit    | D | Prepared       | Analyzed       | Dil Fac |  |
| Arsenic                      | 1.9    |           | 1.0 | ug/Wipe |   | 06/14/17 10:52 | 06/15/17 15:13 | 1       |  |

**Client Sample ID: WS-3**

**Lab Sample ID: 190-13689-3**

Date Collected: 06/08/17 07:28

Matrix: Wipe

Date Received: 06/09/17 14:35

| Method: 6010B - Metals (ICP) |        |           |     |         |   |                |                |         |  |
|------------------------------|--------|-----------|-----|---------|---|----------------|----------------|---------|--|
| Analyte                      | Result | Qualifier | RL  | Unit    | D | Prepared       | Analyzed       | Dil Fac |  |
| Arsenic                      | 6.9    |           | 1.0 | ug/Wipe |   | 06/14/17 10:52 | 06/15/17 15:17 | 1       |  |

**Client Sample ID: WS-4**

**Lab Sample ID: 190-13689-4**

Date Collected: 06/08/17 07:30

Matrix: Wipe

Date Received: 06/09/17 14:35

| Method: 6010B - Metals (ICP) |        |           |     |         |   |                |                |         |  |
|------------------------------|--------|-----------|-----|---------|---|----------------|----------------|---------|--|
| Analyte                      | Result | Qualifier | RL  | Unit    | D | Prepared       | Analyzed       | Dil Fac |  |
| Arsenic                      | 4.5    |           | 1.0 | ug/Wipe |   | 06/14/17 10:52 | 06/15/17 15:22 | 1       |  |

**Client Sample ID: WS-5**

**Lab Sample ID: 190-13689-5**

Date Collected: 06/08/17 07:33

Matrix: Wipe

Date Received: 06/09/17 14:35

| Method: 6010B - Metals (ICP) |        |           |     |         |   |                |                |         |  |
|------------------------------|--------|-----------|-----|---------|---|----------------|----------------|---------|--|
| Analyte                      | Result | Qualifier | RL  | Unit    | D | Prepared       | Analyzed       | Dil Fac |  |
| Arsenic                      | 5.1    |           | 1.0 | ug/Wipe |   | 06/14/17 10:52 | 06/15/17 15:26 | 1       |  |

**Client Sample ID: WS-6**

**Lab Sample ID: 190-13689-6**

Date Collected: 06/08/17 07:35

Matrix: Wipe

Date Received: 06/09/17 14:35

| Method: 6010B - Metals (ICP) |        |           |     |         |   |                |                |         |  |
|------------------------------|--------|-----------|-----|---------|---|----------------|----------------|---------|--|
| Analyte                      | Result | Qualifier | RL  | Unit    | D | Prepared       | Analyzed       | Dil Fac |  |
| Arsenic                      | 2.2    |           | 1.0 | ug/Wipe |   | 06/14/17 10:52 | 06/15/17 15:31 | 1       |  |

**Client Sample ID: WS-7**

**Lab Sample ID: 190-13689-7**

Date Collected: 06/08/17 07:38

Matrix: Wipe

Date Received: 06/09/17 14:35

| Method: 6010B - Metals (ICP) |        |           |     |         |   |                |                |         |  |
|------------------------------|--------|-----------|-----|---------|---|----------------|----------------|---------|--|
| Analyte                      | Result | Qualifier | RL  | Unit    | D | Prepared       | Analyzed       | Dil Fac |  |
| Arsenic                      | 6.6    |           | 1.0 | ug/Wipe |   | 06/14/17 10:52 | 06/15/17 15:35 | 1       |  |

TestAmerica Michigan

## Client Sample Results

Client: Sagasser & Associates Inc  
 Project/Site: Boyne City Playground

TestAmerica Job ID: 190-13689-1

**Client Sample ID: WS-8**

**Lab Sample ID: 190-13689-8**

Date Collected: 06/08/17 07:41

Matrix: Wipe

Date Received: 06/09/17 14:35

| Method: 6010B - Metals (ICP) |        |           |     |         |   |                |                |         |  |
|------------------------------|--------|-----------|-----|---------|---|----------------|----------------|---------|--|
| Analyte                      | Result | Qualifier | RL  | Unit    | D | Prepared       | Analyzed       | Dil Fac |  |
| Arsenic                      | 6.8    |           | 1.0 | ug/Wipe |   | 06/14/17 10:52 | 06/15/17 15:40 | 1       |  |

5

**Client Sample ID: WS-9**

**Lab Sample ID: 190-13689-9**

Date Collected: 06/08/17 07:45

Matrix: Wipe

Date Received: 06/09/17 14:35

| Method: 6010B - Metals (ICP) |        |           |     |         |   |                |                |         |  |
|------------------------------|--------|-----------|-----|---------|---|----------------|----------------|---------|--|
| Analyte                      | Result | Qualifier | RL  | Unit    | D | Prepared       | Analyzed       | Dil Fac |  |
| Arsenic                      | 3.3    |           | 1.0 | ug/Wipe |   | 06/14/17 10:52 | 06/15/17 15:44 | 1       |  |

**Client Sample ID: WS-10**

**Lab Sample ID: 190-13689-10**

Date Collected: 06/08/17 07:48

Matrix: Wipe

Date Received: 06/09/17 14:35

| Method: 6010B - Metals (ICP) |        |           |     |         |   |                |                |         |  |
|------------------------------|--------|-----------|-----|---------|---|----------------|----------------|---------|--|
| Analyte                      | Result | Qualifier | RL  | Unit    | D | Prepared       | Analyzed       | Dil Fac |  |
| Arsenic                      | 5.1    |           | 1.0 | ug/Wipe |   | 06/14/17 10:52 | 06/15/17 15:49 | 1       |  |

**Client Sample ID: Blank**

**Lab Sample ID: 190-13689-11**

Date Collected: 06/08/17 00:00

Matrix: Wipe

Date Received: 06/09/17 14:35

| Method: 6010B - Metals (ICP) |        |           |     |         |   |                |                |         |  |
|------------------------------|--------|-----------|-----|---------|---|----------------|----------------|---------|--|
| Analyte                      | Result | Qualifier | RL  | Unit    | D | Prepared       | Analyzed       | Dil Fac |  |
| Arsenic                      | <1.0   |           | 1.0 | ug/Wipe |   | 06/14/17 10:52 | 06/15/17 16:02 | 1       |  |

## QC Sample Results

Client: Sagasser & Associates Inc  
 Project/Site: Boyne City Playground

TestAmerica Job ID: 190-13689-1

### Method: 6010B - Metals (ICP)

| Lab Sample ID: MB 240-283066/1-A |           |              |     | Client Sample ID: Method Blank |   |                |                |         |
|----------------------------------|-----------|--------------|-----|--------------------------------|---|----------------|----------------|---------|
| Matrix: Wipe                     |           |              |     | Prep Type: Total/NA            |   |                |                |         |
| Analysis Batch: 283288           |           |              |     | Prep Batch: 283066             |   |                |                |         |
| Analyte                          | MB Result | MB Qualifier | RL  | Unit                           | D | Prepared       | Analyzed       | Dil Fac |
| Arsenic                          | <1.0      |              | 1.0 | ug/Wipe                        |   | 06/14/17 10:52 | 06/15/17 12:28 | 1       |

| Lab Sample ID: LCS 240-283066/2-A |             |            |               | Client Sample ID: Lab Control Sample |   |      |          |
|-----------------------------------|-------------|------------|---------------|--------------------------------------|---|------|----------|
| Matrix: Wipe                      |             |            |               | Prep Type: Total/NA                  |   |      |          |
| Analysis Batch: 283288            |             |            |               | Prep Batch: 283066                   |   |      |          |
| Analyte                           | Spike Added | LCS Result | LCS Qualifier | Unit                                 | D | %Rec | Limits   |
| Arsenic                           | 200         | 200        |               | ug/Wipe                              |   | 100  | 80 - 120 |

## Definitions/Glossary

Client: Sagasser & Associates Inc  
Project/Site: Boyne City Playground

TestAmerica Job ID: 190-13689-1

### Glossary

| Abbreviation   | These commonly used abbreviations may or may not be present in this report.                                 |
|----------------|---|
| "              | Listed under the "D" column to designate that the result is reported on a dry weight basis                  |
| %R             | Percent Recovery  |
| CFL            | Contains Free Liquid  |
| CNF            | Contains No Free Liquid   |
| DER            | Duplicate Error Ratio (normalized absolute difference)  |
| Dil Fac        | Dilution Factor   |
| DL             | Detection Limit (DoD/DOE)   |
| DL, RA, RE, IN | Indicates a Dilution, Re-analysis, Re-extraction, or additional Initial metals/anion analysis of the sample |
| DLC            | Decision Level Concentration (Radiochemistry)   |
| EDL            | Estimated Detection Limit (Dioxin)  |
| LOD            | Limit of Detection (DoD/DOE)  |
| LOQ            | Limit of Quantitation (DoD/DOE)   |
| MDA            | Minimum Detectable Activity (Radiochemistry)  |
| MDC            | Minimum Detectable Concentration (Radiochemistry)   |
| MDL            | Method Detection Limit  |
| ML             | Minimum Level (Dioxin)  |
| NC             | Not Calculated  |
| ND             | Not Detected at the reporting limit (or MDL or EDL if shown)  |
| PQL            | Practical Quantitation Limit  |
| QC             | Quality Control   |
| RER            | Relative Error Ratio (Radiochemistry)   |
| RL             | Reporting Limit or Requested Limit (Radiochemistry)   |
| RPD            | Relative Percent Difference, a measure of the relative difference between two points                        |
| TEF            | Toxicity Equivalent Factor (Dioxin)   |
| TEQ            | Toxicity Equivalent Quotient (Dioxin)   |

7

# TestAmerica Michigan

10448 Citation Drive  
Suite 200  
Brighton, MI 48116  
Phone: 810.229.2763 Fax:

## MICHIGAN 190

### Chain of Custody Record 189831

## TestAmerica

THE LEADER IN ENVIRONMENTAL TESTING  
TestAmerica Laboratories, Inc.

TAL-0210 (0713)

Regulatory Program:  DW  NPDES  RCRA  Other:

|  |  |  |  |  |   |   |             |                                   |                        |
|--|--|--|--|--|---|---|-------------|-----------------------------------|------------------------|
| Client Contact   |  | Project Manager: <u>Scott Egler</u>  |  | Site Contact:  |   | Date: <u>JUN 17</u>   |             | COC No: <u>1</u> of <u>1</u> COCs |                        |
| Company: <u>SHAW &amp; ASSOCIATES INC.</u>   |  | Tel/Fax:   |  | Lab Contact: <u>City School</u>                            |   | Carrier: <u>UPS</u>   |             | Sampler:                          |                        |
| Address: <u>699 South Wisconsin Ave</u>  |  | Analysis Turnaround Time   |  | Filled Sample (Y/N) <u>ARSENIC</u><br>Perform MS/MSD (Y/N) |   | For Lab Use Only:<br>Walk-in Client: <input type="checkbox"/><br>Lab Sampling: <input type="checkbox"/> |             | Job / SDG No.:                    |                        |
| City/State/Zip: <u>GAYLORD MI 49735</u>  |  | <input type="checkbox"/> CALENDAR DAYS <input type="checkbox"/> WORKING DAYS<br>TAT if different from Below:                             |  |  |   |   |             |                                   |                        |
| Phone: <u>989-232-5000</u>   |  | <input type="checkbox"/> 2 weeks<br><input type="checkbox"/> 1 week<br><input type="checkbox"/> 2 days<br><input type="checkbox"/> 1 day |  |  |   |   |             |                                   |                        |
| Fax: <u>989-232-5825</u>   |  |  |  |  |   |   |             |                                   |                        |
| Project Name: <u>Bayne City Playground</u>   |  | Sample Identification  |  | Sample Date  | Sample Time   | Sample Type (C=Comp, G=Grab)  | Matrix      | # of Cont.                        | Sample Specific Notes: |
| Site:  |  | WS-1   |  | <u>8 JUN 17</u>  | <u>0715</u>   | <u>G</u>  | <u>Wipe</u> | <u>1</u>                          |                        |
| PO#: <u>41505-2</u>  |  | WS-2   |  |  | <u>0720</u>   |   |             |                                   |                        |
|  |  | WS-3   |  |  | <u>0725</u>   |   |             |                                   |                        |
|  |  | WS-4   |  |  | <u>0730</u>   |   |             |                                   |                        |
|  |  | WS-5   |  |  | <u>0733</u>   |   |             |                                   |                        |
|  |  | WS-6   |  |  | <u>0735</u>   |   |             |                                   |                        |
|  |  | WS-7   |  |  | <u>0738</u>   |   |             |                                   |                        |
|  |  | WS-8   |  |  | <u>0741</u>   |   |             |                                   |                        |
|  |  | MS-9   |  |  | <u>0745</u>   |   |             |                                   |                        |
|  |  | WS-10  |  |  | <u>0748</u>   |   |             |                                   |                        |
|  |  | Blank  |  |  |   |   |             |                                   |                        |
| Preservation Used: 1= Ice, 2= HCl; 3= H2SO4; 4= HNO3; 5= NaOH; 6= Other _____  |  |  |  |  |   |   |             |                                   |                        |
| Possible Hazard Identification:<br>Are any samples from a listed EPA Hazardous Waste? Please List any EPA Waste Codes for the sample in the Comments Section if the lab is to dispose of the sample. |  |  |  |  | Sample Disposal (A fee may be assessed if samples are retained longer than 1 month)   |   |             |                                   |                        |
| <input checked="" type="checkbox"/> Non-Hazardous <input type="checkbox"/> Flammable <input type="checkbox"/> Skin Irritant <input type="checkbox"/> Poison B <input type="checkbox"/> Unknown       |  |  |  |  | <input type="checkbox"/> Return to Client <input checked="" type="checkbox"/> Disposal by Lab <input type="checkbox"/> Archive for _____ Months |   |             |                                   |                        |
| Special Instructions/QC Requirements & Comments:   |  |  |  |  |   |   |             |                                   |                        |
| Custody Seals Intact: <input type="checkbox"/> Yes <input type="checkbox"/> No   |  | Custody Seal No.:  |  | Cooler Temp. (C):  |   | Obs'd:  |             | Therm ID No.:                     |                        |
| Relinquished by: <u>Scott Egler</u>  |  | Company: <u>SHAW INC.</u>  |  | Date/Time: <u>6/19/17 0900</u>                             |   | Received by: <u>[Signature]</u>   |             | Company: <u>TAL MI</u>            |                        |
| Relinquished by:   |  | Company:   |  | Date/Time:   |   | Received by:  |             | Date/Time: <u>6/19/17 1435</u>    |                        |
| Relinquished by:   |  | Company:   |  | Date/Time:   |   | Received in Laboratory by:  |             | Date/Time:                        |                        |



# TestAmerica

## Cooler/Sample Receipt

(AFTER HOURS receipt- complete gray areas)  
Place cooler in walk-in place this form in Receiving in-box Date/Time rec'd Initials

### MSDS or Known Hazard Information Supplied by Client

Bottle stickers applied  ELEMENT comment entered  MSDS, COC scanned/mailed to EH&S

### Discrepancies

### Short Hold

### Rush 24hr 2day 3day 5day Other

Receipt evaluation performed by - Initials AVU Date 6/9/17 Time 14:35

Client ID 190-13689  
Work Order # Sugasser & Associates

### Method of Shipment:

- Walk-In Client  TestAmerica Field/Courier  
 Other Client/3<sup>rd</sup> Party Courier  
 Fed Ex Tracking #  
 UPS Tracking # 1Z1A471X 03 9184 5291  
 Other Ground

### Shipping Container Type:

- Cooler  Box  
 None  Other  
**Packing Materials:**  
 Plastic Bags  Foam  
 Bubble Wrap  Paper  
 Packing Peanuts  None  
 Other

### Custody Seals Intact:

- Yes 788049  No  
 N/A (not used or required)

### Cooling Materials:

- Ice (solid)  Ice (Melted)  
 Blue Ice  None  
 Other

8

Are there any soil samples from areas requiring USDA quarantine? (AL, AR, AZ, CA, FL, GA, HI, ID, LA, MS, NC, NM, NY, OK, SC, TN, TX, VA, Puerto Rico, Virgin Islands, any other Non-Domestic area)  No  Yes (If Yes, Project Manager must be notified)

### Receipt Temperatures

| Thermometer ID | Observed (°C) | Corrected (°C) | Temp Blank               | Sample Temp                         | Received on same day sampled?                            | Acceptable?*  | Cooler ID | Note Affected Samples if temperature not acceptable |
|----------------|---------------|----------------|--------------------------|-------------------------------------|--|---|-----------|---|
| 140252433      | 10.0          | 11.0           | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |           | Metals Only   |
| 140252476      |               |                | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No            |           |   |

\* Receipt temperatures are considered acceptable if the samples are received on the same day they were collected & show signs that the cooling process has started. Temperature acceptance for most tests is ≤6.0°C, but not frozen. For additional information, please refer to SOP DT-SCA-004 Sample Receipt and Login, Attachment 2 - Holding Times, Preservation and Container Requirements

| Receipt Questions**  | Y                                   | N                        | n/a                                 | "No" answers require additional comment |
|--|-------------------------------------|--------------------------|-------------------------------------|---|
| COC present & TA receipt signature, date, & time properly documented?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |   |
| Containers & labels in good condition? (unbroken not leaking appropriately filled labels legible & attached)   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |   |
| Appropriate containers used & adequate volume provided?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     | Preserved bottles w/ pH strips* YES     |
| Number of sample containers match COC?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     | NO                                      |
| Samples received within hold time?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |   |
| Samples submitted for GRO and Volatiles analyses (8260, 624, 524) received without headspace?  |                                     |                          | <input checked="" type="checkbox"/> |   |
| Was a Trip Blank received with VOA samples?  |                                     |                          | <input checked="" type="checkbox"/> |   |
| Were the samples free of any questionable physical conformities? For example, field duplicates or multiple bottles of the same sample do not significantly vary in appearance (color, proportion of solids, etc) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |   |
| Were the COC, bottle labels, and all other items free of all other discrepancies or issues that would need to be addressed with the Project Manager and/or Client?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                     |   |

\*\* May not be applicable if samples are not for compliance testing

\* excludes O&G, Volatiles, TOC vials

### Client Contact Record

Contact via:  Phone  Email  Other \_\_\_\_\_ Person Contacted: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Discrepancy allowance agreement is on record in the client project file

Discussion/Resolution:

Any additional documentation and clarification from client must be noted in the narrative and/or scanned into the COC directory.

Reviewed by [Signature] PM Signature Date 6/9/17

WI Page 1 of 1

WI No DT-SCA-WI-001 10 effective 06/11/12





TestAmerica Canton Sample Receipt Form/Narrative Login # : \_\_\_\_\_

Canton Facility \_\_\_\_\_

Client TA Michigan Site Name \_\_\_\_\_ Cooler unpacked by: [Signature]

Cooler Received on 6/10/17 Opened on 6/10/17

FedEx: 1<sup>st</sup> Grd  UPS  FAS  Clipper  Client Drop Off  TestAmerica Courier  Other

Receipt After-hours: Drop-off Date/Time \_\_\_\_\_ Storage Location \_\_\_\_\_

TestAmerica Cooler # \_\_\_\_\_ Foam Box  Client Cooler  Box \_\_\_\_\_ Other \_\_\_\_\_

Packing material used:  Bubble Wrap  Foam  Plastic Bag  None  Other \_\_\_\_\_

COOLANT:  Wet Ice  Blue Ice  Dry Ice  Water  None

1. Cooler temperature upon receipt  See Multiple Cooler Form

IR GUN# IR-8 (CF -0.4 °C) Observed Cooler Temp. \_\_\_\_\_ °C Corrected Cooler Temp. \_\_\_\_\_ °C

IR GUN #36 (CF +0 °C) Observed Cooler Temp. 1.3 °C Corrected Cooler Temp. 1.3 °C

2. Were custody seals on the outside of the cooler(s)? If Yes Quantity 1  No

-Were custody seals on the outside of the cooler(s) signed & dated?  No  NA

-Were custody seals on the bottle(s) or bottle kits (I.L.Hg/MeHg)?  Yes  No

3. Shippers' packing slip attached to the cooler(s)?  No

4. Did custody papers accompany the sample(s)?  No

5. Were the custody papers relinquished & signed in the appropriate place?  No

6. Was/were the person(s) who collected the samples clearly identified on the COC?  Yes  No

7. Did all bottles arrive in good condition (Unbroken)?  Yes  No

8. Could all bottle labels be reconciled with the COC?  Yes  No

9. Were correct bottle(s) used for the test(s) indicated?  Yes  No

10. Sufficient quantity received to perform indicated analyses?  Yes  No

11. Are these work share samples?  Yes  No

If yes, Questions 11-15 have been checked at the originating laboratory.

11. Were sample(s) at the correct pH upon receipt?  Yes  No  NA pH Strip Lot# HC697954

12. Were VOAs on the COC?  Yes  No  NA

13. Were air bubbles >6 mm in any VOA vials?  Yes  No  NA  Larger than this.

14. Was a VOA trip blank present in the cooler(s)? Trip Blank Lot # \_\_\_\_\_  Yes  No  NA

15. Was a I.L. Hg or Me Hg trip blank present?  Yes  No  NA

Contacted PM \_\_\_\_\_ Date \_\_\_\_\_ by \_\_\_\_\_ via Verbal Voice Mail Other \_\_\_\_\_

Concerning \_\_\_\_\_

16. CHAIN OF CUSTODY & SAMPLE DISCREPANCIES Samples processed by: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

17. SAMPLE CONDITION

Sample(s) \_\_\_\_\_ were received after the recommended holding time had expired.

Sample(s) \_\_\_\_\_ were received in a broken container.

Sample(s) \_\_\_\_\_ were received with bubble >6 mm in diameter. (Notify PM)

18. SAMPLE PRESERVATION

Sample(s) \_\_\_\_\_ were further preserved in the laboratory.

Time preserved: \_\_\_\_\_ Preservative(s) added/lot number(s): \_\_\_\_\_

For SOP NC-SC-0095, Sample Receipt  
 \\ncs\corp\QA\QA Facilities\Canton\QAD\content\Management\Work Instructions\Work Terms\Work Instructions\WI-NC-059-052\17-Cooler Receipt Form.docx

1  
2  
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8

**Michael Cain**

---

**From:** Melissa Casper  
**Sent:** Wednesday, May 16, 2018 9:42 PM  
**To:** Michael Cain  
**Subject:** Fw: letter to commissioners to add to agenda packet

Letter to the Boyne City Commissioners

Please make all parks and beaches 100% tobacco-free. This includes sports parks, such as Rotary Park and all baseball and soccer fields also.

There are many reasons that Boyne City should finally join our neighboring towns, East Jordan, Petoskey and Charlevoix (just to name a few) in becoming tobacco-free at all our beaches and parks. Most obvious is the indisputable danger of tobacco use including second hand smoke, even while outdoors. In addition, the effect of littering on our environment, as they are not biodegradable, taking approximately 15 years to decompose and also are a extreme fire hazard. Lastly, is the threat to our children. In the short term, cigarette butts are literally a choking hazard for young children. However, the long term message we send our future generations is a huge responsibility.

I have spoke with the City Administrators in our area and they have assured me that adopting this ordinance in 2015 was not difficult. As Tom Cannon explained, "It has pretty much policed itself". Though admittedly, he did say that one park took longer for some citizens to transition.

It is my strong belief that the majority of our community are in support of this initiative as evidenced by the over 100 signatures collected in just a few days. Even the youth are in support of it. Please refer to the video produced by the Boyne City SAFE group provided at:

<https://www.facebook.com/SAFEinNM/videos/693633294025158/?l=3353897372657538960>

Please vote to protect our health and environment, as well as model healthy living behaviors for our youth.

Thank you for your time and consideration.

Sincerely,  
Melissa Casper

# TOBACCO-FREE PARKS AND RECREATION AREAS:

## It's Easier Than You Think

Tobacco-free parks and recreation areas are growing in numbers in Michigan, and around the country. However, at times our local decision makers in our cities, villages, and townships are hesitant to move forward with tobacco-free parks policies due to concerns about enforcement.

It is important to remember that tobacco-free parks policies are significant public health initiatives. They protect health and the environment as well as model healthy living behaviors for our youth.

Secondly, there is no constitutional or statutory right in Michigan to smoke or use tobacco products, and local jurisdictions have the authority under State law to adopt policies, ordinances, and regulations.

Thirdly, over 80% of the adult population in Michigan is smoke-free. And that percentage gets much larger when you add in our children.

Finally, research shows that smoke-free and tobacco-free policies are generally self-enforcing. Most people are compliant with tobacco-free rules and laws.

## Enforcement Tips

1. Post clear, concise tobacco-free signs in specified areas.
2. Notify the community, especially facility users and staff, about this policy.  
Policy manuals, brochures, websites, registration receipts, stickers, newsletters, news releases, public service announcements, game schedules, radio interviews, marquis messages, and flyers can all be used to educate the community about the policy.
3. Park and recreation staff will monitor compliance, however, EVERYONE plays a role in gaining compliance of tobacco-free parks policies. It is a responsibility of ALL community members to remind others about our good fortune of having tobacco-free parks and recreation areas in our communities.
4. Enforcing tobacco-free parks policies is just like enforcing other policies, i.e. noise, pets, alcohol use, and litter.

**GO TOBACCO-FREE! LIVE TOBACCO-FREE!  
IT'S EASIER THAN YOU THINK!**



For more information contact Susan Pulaski, Community Health Coordinator 231-347-5813

## Resolution in Support of Tobacco-Free Parks and Beaches in [insert jurisdiction]

**WHEREAS**, in order to preserve the public health, safety and welfare of the citizens of the [insert jurisdiction] Michigan; and

**WHEREAS**, tobacco use causes death and disease and continues to be an urgent public health challenge, as evidenced by the following:

- Tobacco-related illness is the leading cause of preventable death in the United States, accounting for about 443,000 deaths each year, and tobacco use causes chronic lung disease, coronary heart disease, and stroke, in addition to cancer of the lungs, larynx, esophagus, and mouth; and

**WHEREAS**, secondhand smoke has repeatedly been identified as a health hazard, as evidenced by the following:

- The U.S. Surgeon General has concluded that there is no risk-free level of exposure to secondhand smoke. Secondhand smoke is responsible for as many as 3,000 deaths from lung cancer and 46,000 deaths from heart disease among nonsmokers each year in the United States. Exposure to secondhand smoke increases the risk of coronary heart disease by approximately 30 percent, and causes lower respiratory tract infections, such as pneumonia and bronchitis, in as many as 300,000 children in the United States under the age of 18 months each year, and exacerbates childhood asthma; and

**WHEREAS**, exposure to secondhand smoke anywhere has negative health impacts, and exposure to secondhand smoke does, contrary to a common misconception, occur at significant levels outdoors, as evidenced by the following:

- Levels of secondhand smoke exposure outdoors can reach levels attained indoors depending on the direction and amount of wind and number and proximity of smokers. Irritation from secondhand smoke begins at levels as low as 4 micrograms per cubic meter, and in some outdoor situations this level can be found as far away as 13 feet from the burning cigarette; and
- Smoking cigarettes near building entryways can increase air pollution levels by more than two times as compared to background levels, with maximum levels reaching the "hazardous" range on the US EPA's Air Quality Index; and
- Studies on a cruise ship have found that even while cruising at 20 knots and with unlimited air volume, outdoor smoking areas contained carcinogens in nearly the same amounts as inside the ship's casino where smoking was allowed; and

**WHEREAS**, smokeless tobacco is not a safe alternative to smoking and causes significant death and disease, as evidenced by the following:

- Smokeless tobacco use causes leukoplakia, a disease causing white patches to form in the user's mouth that can become cancerous; smokeless tobacco products are known to cause lung, larynx, esophageal, and oral cancer; and the regular use of snuff doubles the user's risk of cardiovascular disease and death; and prolonged use of snus, a form of smokeless tobacco, contributes to high blood pressure and to a higher likelihood of suffering a fatal stroke; and

**WHEREAS**, children who attend or participate in athletic and recreational events can be affected by secondhand smoke and the use of other tobacco products; and smoking and the use of other tobacco products at such events sends a deleterious health message to youth and student athletes; and

**WHEREAS**, cigarette butts are the most littered item in the United States and a dangerous nuisance, as evidenced by the following:

- Americans discard more than an estimated 175 million pounds of cigarette butts every year, frequently onto sidewalks, streets, beaches, and nature trails, and in parks, gardens and other public places, ending up in storm drains that flow into the water supply; and
- Cigarette filters, made of plastic cellulose acetate, are not biodegradable and take approximately 15 years to

decompose; and

WHEREAS, cigarette butts pose a health threat to young children, as evidenced by the following:

- In 2009, American poison control centers received nearly 8,000 reports of children poisoned by the ingestion of cigarettes, cigarette butts, and other tobacco products; and children who ingest cigarette butts can experience vomiting, nausea, lethargy, and gagging; and

WHEREAS, smoking outside in natural areas, where there are trees, shrubs and grasses, poses a significant risk of fire damage to those natural areas, and cigarette-caused fires unnecessarily jeopardize firefighters and result in avoidable emergency response costs; and

WHEREAS, laws restricting the use of tobacco products have clear benefits to public health and medical costs, as evidenced by the following:

- Cities with smokefree laws see an appreciable reduction in hospital admittances for heart attacks in the months and years after such laws are passed; and
- Smoking bans help people reduce the number of cigarettes they smoke or quit altogether; and

WHEREAS, unregulated high-tech smoking devices, commonly referred to as electronic cigarettes, or "e-cigarettes," closely resemble and purposefully mimic the act of smoking by having users inhale vaporized liquid nicotine created by heat through an electronic ignition system. After testing a number of e-cigarettes from two leading manufacturers, the Food and Drug Administration (FDA) determined that various samples tested contained not only nicotine but also detectable levels of known carcinogens and toxic chemicals, including tobacco-specific nitrosamines and diethylene glycol, a toxic chemical used in antifreeze. The FDA's testing also suggested that "quality control processes used to manufacture these products are inconsistent or non-existent." and

WHEREAS, electronic cigarettes are known to have caused serious injury from explosion of their rechargeable lithium batteries; and

WHEREAS, creating smoke-free areas helps protect the health of our children and the 80 percent of adults who do not smoke; and

WHEREAS, a large number of citizens and visitors to the [insert jurisdiction name] find smoking and the use of tobacco products a serious health concern in both indoor and outdoor environments, particularly where a large number of people are gathered together in close proximity; and

WHEREAS, there is no Constitutional right to smoke or use other tobacco products;

BE IT THEREFORE RESOLVED, that the undersigned endorses and supports making all parks and beaches in [insert jurisdiction name] 100% tobacco-free.

\_\_\_ Individual:  
 Individual Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_ Organization:  
 Signature of Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Contact Name: \_\_\_\_\_ Printed Organization Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Signed: \_\_\_\_\_ Email: \_\_\_\_\_

Please mail signed resolutions to:

[insert address and/or email]

4

# Tobacco-Free Recreation Areas In Northern Michigan

## Emmet County:

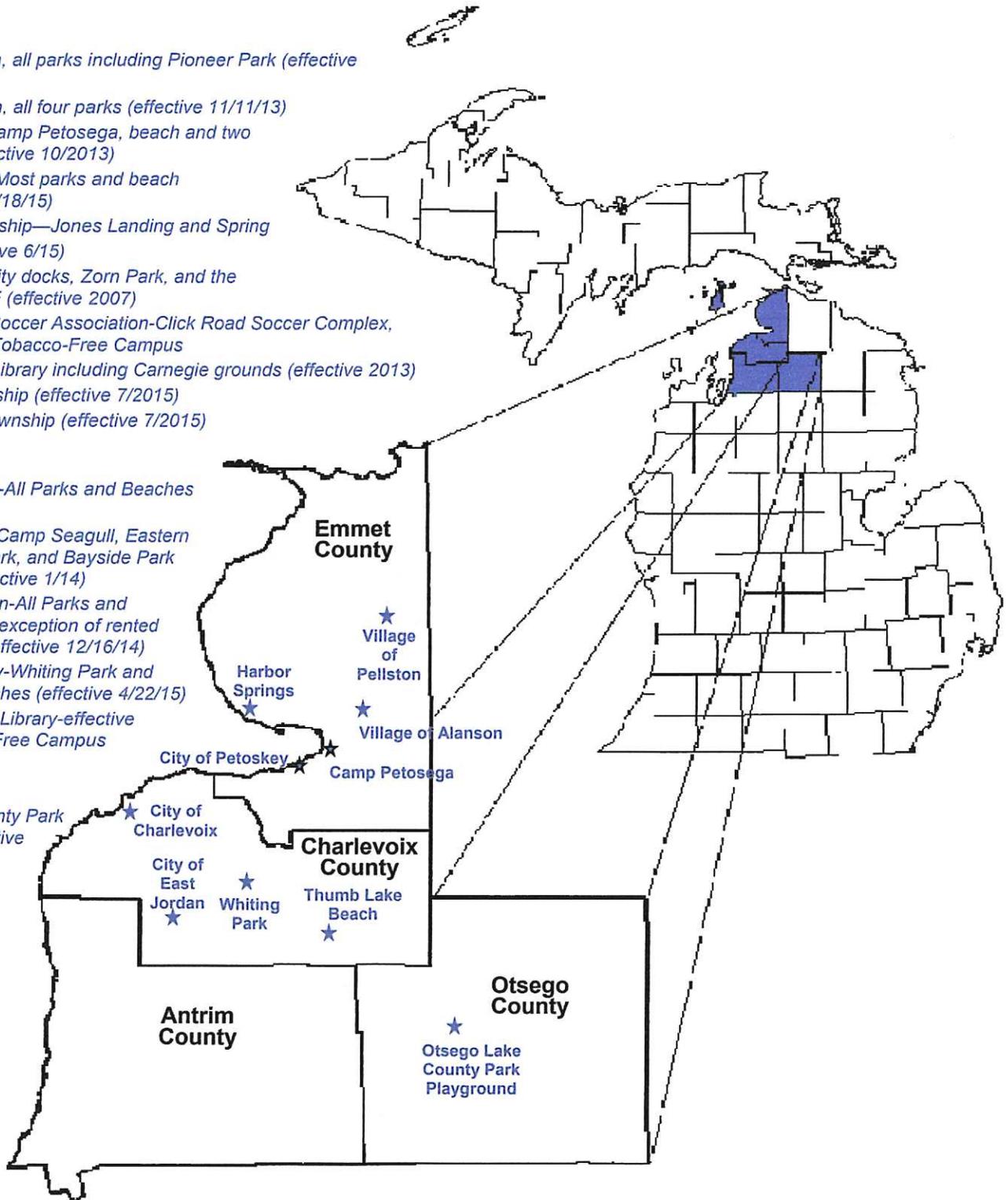
- ◇ Village of Pellston, all parks including Pioneer Park (effective 4/2013)
- ◇ Village of Alanson, all four parks (effective 11/11/13)
- ◇ Emmet County-Camp Petosega, beach and two playgrounds (effective 10/2013)
- ◇ City of Petoskey-Most parks and beach areas (effective 5/18/15)
- ◇ Bear Creek Township—Jones Landing and Spring Lake Park (effective 6/15)
- ◇ Harbor Springs City docks, Zorn Park, and the City beach are SF (effective 2007)
- ◇ Petoskey Youth Soccer Association-Click Road Soccer Complex, effective 3/2013-Tobacco-Free Campus
- ◇ Petoskey Public Library including Carnegie grounds (effective 2013)
- ◇ Readmond Township (effective 7/2015)
- ◇ Little Traverse Township (effective 7/2015)

## Charlevoix:

- ◇ City of Charlevoix-All Parks and Beaches (effective 7/7/14)
- ◇ Hayes Township-Camp Seagull, Eastern Avenue Beach Park, and Bayside Park Lake Access (effective 1/14)
- ◇ City of East Jordan-All Parks and Beaches with the exception of rented outdoor spaces (effective 12/16/14)
- ◇ Charlevoix County-Whiting Park and Thumb Lake beaches (effective 4/22/15)
- ◇ Charlevoix Public Library-effective 6/2014-Tobacco-Free Campus

## Otsego:

- ◇ Otsego Lake County Park Playground (effective Summer 2014)



**HEALTH**  
**DEPARTMENT**  
of Northwest Michigan

**(800) 432-4121**  
**nwhealth.org**

## Michigan Tobacco-Free Parks and Beaches as of May 2015

City of Greenville- <http://www.mmdhd.org/greenville-sf.html> (includes trails, parks and playgrounds), 8/2011

City of Sault Ste. Marie

Kinross Charter Township

City of Bad Axe, June 2012

Grand Traverse County- 1 park 100% TF

Lansing Township Parks (includes 6 parks)

Potter Park Zoo (Ingham County)

City of Houghton (excludes RV park, violation=\$50 civil infraction fine, passed 8/22/12, effective 9/1/12)

Village of Dexter- TF parks

Bath Township- effective 11/21/12

Village of Middleville- includes Calvin Hill Park, Spring Park, Paul B. Henry Thornapple Trail, Wildwood Trails Park and Stagecoach Park.

Village of Newberry- parks and outdoor areas and old ice rink and grounds and indoor hockey rink (being built), 10/2012

City of Vassar

City of St. Ignace – TF ordinance-adopted 7/16/12 designating all city owned playgrounds, recreational areas, and access sites as TF.

Village Nashville parks comprehensive TF, effective 1/2013

City of St. Johns

Ely Township, 10 parks/rec areas

Soo Township (Chippewa County)-4 mile Beach Park, 4/2013

Hendricks Township (Mackinac County)-Playground

Wells Township (Delta County)- TF Recreation Areas (sports Complex with Building for hockey/ice skating, 2 Ball fields, Pavilion, and Children's Park, Soo Hill Park with Ball field and Playground, "Tot Lot" with Ball field and Playground). 1/14

Mellen Township Park (Menominee County) 3/2014

Hannahville Indian Community's Cedarview Park (includes playground & basketball court) 7/2014

Bay Mills Township 12/2014

Village of Daggett (Menominee County) Outdoor Recreational Facilities 2/2015

*Village of Pellston, all parks including Pioneer Park (effective 4/2013)*

*Village of Alanson, all four parks (effective 11/11/13)*

*Emmet County-Camp Petosega, beach and two playgrounds (effective 10/2013)*

*City of Charlevoix-All Parks and Beaches (effective 7/7/14)*

*City of East Jordan-All Parks and Beaches with the exception of rented outdoor spaces (effective 12/16/14)*

*Charlevoix County-Whiting Park and Thumb Lake beaches (effective 4/22/15)*

*City of Petoskey-Most parks and beach areas (effective 5/18/15)*

*Hayes Township-Charlevoix County-Camp Seagull Beach and Picnic Area (effective 1/2014)*

### Smoke-Free Beaches and Parks:

City of Escanaba

Grand Haven Township

City of Howell

Ottawa County

City of Portage

Holland Township

City of Huntington Woods, ordinance 1997

City of Gladstone-SF outdoor areas include the guarded beach, the foyer of the beach house, the skate park, all of the neighborhood playgrounds, and designated non-motorized trails. -Effective 9/4/12.

Village of Elsie-posted signs, no formal written policy

Delta Township- all parks and trails. 9/2013

City of Hastings-all parks and city owned/operated facilities (including e-cigarettes). 9/2013

Ottawa County, all beaches

For-Mar Nature Preserve & Arboretum, Genesee County Park

City of Swartz Creek (including e-cigarettes), Genesee County 12/2014

*Harbor Springs City docks, Zorn Park, and the City beach are SF (effective 2007)*

*Otsego Lake County Park Playground (effective Summer 2014)* 6

Other (Parks governed privately)

NW Fraternal Little League- on City of Midland property- smoke-free policy

Discovery Center-Traverse City/Leelanau County

Jacob's Corn Maze-Traverse City/Leelanau County

*Petoskey Youth Soccer Association-Click Road Soccer Complex, effective 3/2013-Tobacco-free Campus*

*Petoskey Public Library including Carnegie -effective 7/2013-Tobacco-free Campus*

*Charlevoix Public Library-effective 6/2014-Tobacco-free Campus*

Smoke-free Designated Areas

Ingham County Park System (playgrounds and beaches)

Marine City- local beach and playground- ordinance 9/1/12- include up to a \$75 fine

Eaton County parks passed a designated smoking areas park policy

City of Eaton Rapids- smoke-free areas policy- designated smoking areas

City of Traverse City

Garfield Township (Grand Traverse County)

Sands Township in Marquette County- Smoke-free pavilion and playground with 2 signs- July 2012

St. Clair County Parks- playgrounds and splashpad designated non-smoking- not a policy or ordinance, but designated by commissioners and will include signage

City of Fremont- ordinance and resolution banning smoking in specific areas of several parks in Fremont

City of Muskegon- One area at Pere Marquette Beach is TF – area between the restroom buildings and the pier.

City of Charlotte- No person shall smoke any tobacco product within 50 feet of any playground.

Crossroads Village Park and Huckleberry Railroad (Genesee County)

City of Ann Arbor-designated parks, playgrounds, transit areas and other outdoor venues are smoke-free

Clio Youth Sports Complex, City of Clio

City of Ypsilanti - Charles Street Park, Edith Hefley Park and Carrie Mattingly Park. 10/2014

Adopted: May 2018

**Boyne District Library  
Tobacco Free Policy**

**In order to provide for the public health, safety and welfare of Boyne District Library patrons, employees and volunteers; discourage the inherently dangerous behavior of the use of tobacco, e-cigarettes and other tobacco like products; protect people from exposure; to reduce the potential for children to wrongly associate smoking and other tobacco use with a healthy lifestyle; and affirm and promote a healthy environment at the Boyne District Library, e-cigarette use, tobacco use and tobacco-like products use are not permitted in any part of the Library or Library grounds.**

**The use of e-cigarettes, tobacco and tobacco-like products will be strictly prohibited within all library work areas and public spaces including meeting rooms, lobbies, restrooms, stairwells, hallways, and workstations. All outdoor areas of the Boyne District Library will also be free from e-cigarette use, tobacco use and tobacco-like product use, including garden areas, walkways, parking lots, red building, and green space. This policy applies to all employees, volunteers, patrons, and contractors.**

**Complaints/Violators Persons observing a violation of this policy should bring it to the attention of the director or staff member. Staff receiving a complaint will investigate and take action to resolve the issue as soon as possible. Persons found to have violated this policy will be subject to disciplinary action according to the Boyne District Library Code of Conduct.**

# City of Boyne City

# MEMO



Date: May 18, 2018

To: Mayor Neidhamer and the Boyne City City Commission

From: Michael Cain, City Manager 

Subject: Goal Setting Process update and review

Attached for the City Commission's review, consideration and discussion on Tuesday is a draft survey to be used to gather initial community input for the goal setting process and a revised schedule. In addition we would like to have discussion regarding which community groups you as Commissioner, along with a staff member, would like to address. Such groups would include Lions, Kiwanis, Rotary, Seniors, etc.

If you have any questions, comments or suggestions prior to Tuesday's meeting please let Dean, Barb or myself know.

## Boyne City Issues Survey

DRAFT 5-13-18

We need to hear from you!

Boyne City is a great place to live, work and visit. To keep our city successful, the City Commission develops goals every two years to focus our efforts. This year, we are asking for your opinion about critical issues first. Then, please join us on [date, time] at the Veteran's Park Pavilion to see the survey results and share your opinions about how city government can address the highest priority issues.

The list in this survey includes issues that residents identified during previous goal-setting events, plus others suggested by city commissioners and city staff members. Please rate how important you think the following issues are and add other issues that city government should address in the next two years.

If you have questions about this survey or need assistance, call Boyne City Hall, 231-582-6597. **Please complete this survey and return to city hall prior to [date].**

Thanks!

The Boyne City Commission

Tom Neidhamer, Mayor  
Ron Grunch, Mayor Pro-tem  
Hugh Conklin  
Sally Page  
Dean Solomon

### Housing Issues

1. **Affordable housing.** People want to move to Boyne City, but home prices and rents are high. It is often difficult for individuals and families to find acceptable housing that they can afford.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

2. **Housing choices.** We lack an adequate supply of downtown housing options, duplexes, apartments and other types of homes many people now desire, especially young adults and seniors.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

3. **Subsidized housing.** The Boyne City Housing Commission provides low-cost housing for XX families, but there is not enough to meet need. There is a long waiting list of qualified individuals and families.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

4. **Seasonal housing.** Our tourism industry draws many visitors to our area. Businesses struggle to find seasonal workers, in part because of lack of available housing for them.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

5. **Short-term rentals.** Weekly home rentals provide desirable options for vacationers but may impact neighborhoods and affect the supply of longer-term housing.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

Are there other **housing issues** you think need to be addressed in the next two years?

### Economic Development Issues

1. **Keeping young adults in Boyne City.** Young adults bring new ideas and vibrancy to our community, but many of our high school and college graduates leave the area.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

2. **Family-supporting jobs.** Although the unemployment rate is low, we need more jobs with wages and benefits that can support a family.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

3. **Business diversity.** Our local economy benefits from manufacturing, tourism and retail businesses, but we need to attract a greater diversity of businesses in order to thrive and withstand economic downturns.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

4. **Building sites for business expansion.** Businesses are interested in building new facilities in Boyne City, but there are only a few sites remaining in the city industrial park and other private parcels.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

5. **Downtown vitality.** Boyne City’s downtown is well-known for its shops, restaurants and events. It draws visitors and residents alike. Keeping downtown vital requires continued public and private investment.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

6. **Medical marihuana.** Medical marihuana use was approved by Michigan’s voters in 2008. Recent legislation allows municipalities to allow, or not allow, medical marihuana businesses. To date, the Boyne City Commission has not acted on this controversial issue.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

7. **Blight.** Boyne City is noted for its beauty and small-town appeal, but some residential and commercial property in the city is unsightly and poorly maintained.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

Are there other **economic development issues** you think need to be addressed in the next two years?

**Parks and Recreation Issues**

1. **Municipal marina expansion.** Boyne City’s municipal marina is too small to accommodate seasonal and short-term demand. The waiting list for seasonal slips is very long. An expansion plan was developed but not yet fully implemented.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

2. **Veteran’s Park Pavilion.** Phase 1 of the Veteran’s Park Pavilion renovation and expansion project is complete. Grants, donations and city funds will be needed for the next phases to enclose the pavilion during inclement weather and make other improvements.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

3. **New Open Space.** City purchase of the new Open Space across from Family Fare is nearly complete. Grants, donations and city funds will be needed for sidewalks, lighting, benches and other improvements to make the park more enjoyable for residents and visitors.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

4. **Non-motorized paths and trails.** Efforts are continuing to fund and construct non-motorized paths connecting Boyne City to Charlevoix and Boyne Falls. New mountain bike trails at Avalanche park are very popular. There is still need for additional and repaired sidewalks to increase walkability in the city.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

5. **Waterfront development.** The Lake Charlevoix shoreline and the Boyne River are beloved by Boyne City residents and visitors. There is continued need to connect our waterfront parks with walkways and expand recreational opportunities.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

6. **Water quality protection** – Boyne City is blessed with outstanding water quality. To keep our water clean requires continued improvements in stormwater management, preventing shoreline erosion and keeping harmful substances and invasive species out of the lake and river.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

Are there other **parks and recreation issues** you think need to be addressed in the next two years?

**Overall issues**

1. **Volunteers.** Boyne City is successful in large part because many residents volunteer to lead and help with our community events, festivals and projects. Recruiting new volunteers is a constant challenge.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

2. **City finances.** City tax and state revenue sharing income has still not recovered to pre-Great Recession levels. This trend makes it more difficult to maintain services and make new investments to keep Boyne City moving forward.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

3. **Maintaining momentum.** Boyne City is the envy of many Michigan cities. We’ve had great success in the past ten years increasing our population and creating economic opportunity.

Keeping the success going is challenging. We have to keep coming up with new ideas to stay ahead.

|                         |                         |                          |                   |                         |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|
| Not important<br>at all | Of little<br>importance | Of average<br>importance | Very<br>important | Absolutely<br>essential |
|-------------------------|-------------------------|--------------------------|-------------------|-------------------------|

Are there other **overall issues** you think need to be addressed in the next two years?

Which **three** issues from the lists you just viewed are **most critical** for Boyne City government to address in the next two years? (pick up to three)

- Affordable housing
- Housing choices
- Subsidized housing
- Seasonal housing
- Short-term rentals
- Keeping young adults in Boyne City
- Family-supporting jobs
- Business diversity
- Building sites for business expansion
- Downtown vitality
- Medical Marihuana
- Blight
- Municipal Marina expansion
- Veteran's Park Pavilion
- New Open Space
- Non-motorized trails and paths
- Waterfront development
- Water quality protection
- Volunteers
- City finances
- Maintaining momentum
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Do you have other comments about issues Boyne City should address in the next two years?

## About you

I am a:

1. Full-time Boyne City resident
2. Seasonal Boyne City resident
3. Neighboring township resident (Evangeline, Eveline, Wilson)
4. Live somewhere else

Are you a Boyne City business owner?

1. Yes
2. No

Scale examples:

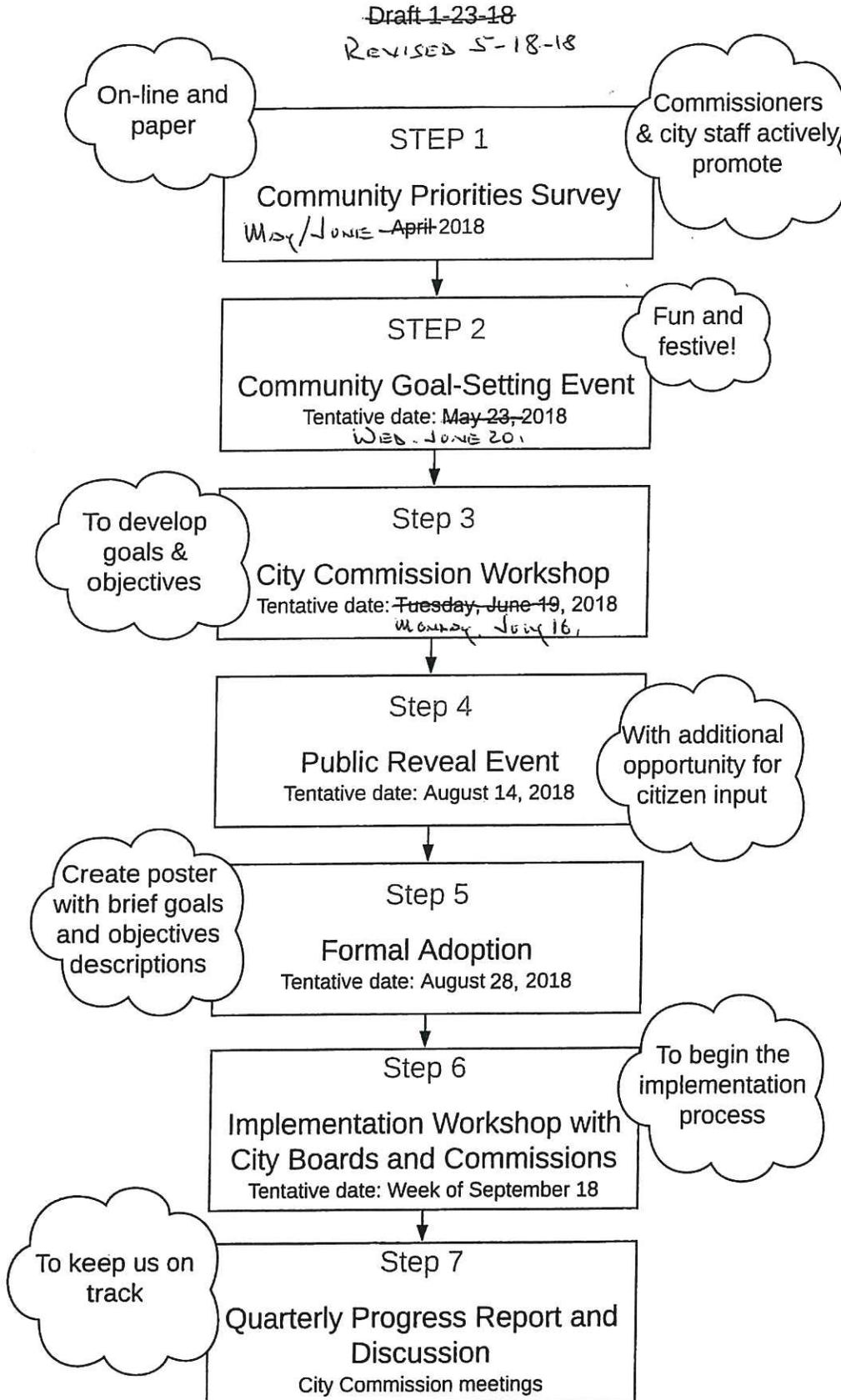
- 1) Not important at all
- 2) Of little importance
- 3) Of average importance
- 4) Very important
- 5) Absolutely essential

- 1) Not at all important
- 2) Low importance
- 3) Slightly important
- 4) Neutral
- 5) Moderately important
- 6) Very important
- 7) Extremely important

- 1) Not a priority
- 2) Low priority
- 3) Medium priority
- 4) High priority
- 5) Essential

- 1) Not a priority
- 2) Low priority
- 3) Somewhat priority
- 4) Neutral
- 5) Moderate Priority
- 6) High priority
- 7) Essential priority

# City of Boyne City Goal Setting Process



### Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

| To be completed by Clerk of Local Government Unit |  |
|---|--|
| Signature of Clerk<br><i>Cindy Grace</i>          | Date Received by Local Unit<br>5-10-18 |
| STC Use Only                                      |  |
| Application Number                                | Date Received by STC                   |

**APPLICANT INFORMATION**  
All boxes must be completed.

|   |  |  |                          |
|---|--|--|--------------------------|
| 1a. Company Name (Applicant must be the occupant/operator of the facility)<br>Van Dam Marine Company  |  | 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code)<br>3732 |                          |
| 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location)<br>970 E. Division St, Boyne City, MI, 49712  |  | 1d. City/Township/Village (indicate which)<br>City of Boyne City                           | 1e. County<br>Charlevoix |
| 2. Type of Approval Requested<br><input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer<br><input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6))<br><input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment |  | 3a. School District where facility is located<br>Boyne City                                | 3b. School Code<br>15020 |
|   |  | 4. Amount of years requested for exemption (1-12 Years)<br>12 years                        |                          |

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.  
  
See attachment A

|   |   |
|---|---|
| 6a. Cost of land and building improvements (excluding cost of land) .....<br>* Attach list of improvements and associated costs.<br>* Also attach a copy of building permit if project has already begun. | ▶ \$1,000,000<br>Real Property Costs            |
| 6b. Cost of machinery, equipment, furniture and fixtures .....<br>* Attach itemized listing with month, day and year of beginning of installation, plus total   | ▶ _____<br>Personal Property Costs              |
| 6c. Total Project Costs .....<br>* Round Costs to Nearest Dollar  | ▶ \$1,000,000<br>Total of Real & Personal Costs |

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

|                                  |                           |                         |   |
|----------------------------------|---------------------------|-------------------------|---|
|                                  | <u>Begin Date (M/D/Y)</u> | <u>End Date (M/D/Y)</u> |   |
| Real Property Improvements ▶     | 5/7/2018                  | 12/31/2018              | ▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased |
| Personal Property Improvements ▶ | _____                     | _____                   | ▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased            |

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption.     Yes     No

9. No. of existing jobs at this facility that will be retained as a result of this project.    15    ▶    10. No. of new jobs at this facility expected to create within 2 years of completion.    5

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) ..... \_\_\_\_\_

b. TV of Personal Property (excluding inventory) ..... \_\_\_\_\_

c. Total TV ..... \_\_\_\_\_

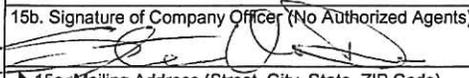
12a. Check the type of District the facility is located in:  
 Industrial Development District     Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit)    7/11/2017    ▶    12c. Is this application for a speculative building (Sec. 3(8))?  
 Yes     No

**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

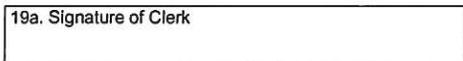
|   |  |  |  |
|---|--|--|--|
| 13a. Preparer Name<br><b>Jessica Lovay</b>  | 13b. Telephone Number<br><b>231-582-6482</b> | 13c. Fax Number<br><b>231-582-3213</b>       | 13d. E-mail Address<br><b>jess@northernlakes.net</b> |
| 14a. Name of Contact Person<br><b>Jessica Lovay</b>   | 14b. Telephone Number<br><b>231-582-6482</b> | 14c. Fax Number<br><b>231-582-3213</b>       | 14d. E-mail Address<br><b>jess@northernlakes.net</b> |
| ▶ 15a. Name of Company Officer (No Authorized Agents)<br><b>Steve Van Dam</b>   |  |  |  |
| 15b. Signature of Company Officer (No Authorized Agents)<br> |  | 15c. Fax Number<br><b>231-582-3561</b>       | 15d. Date<br><b>5-3-18</b>                           |
| ▶ 15e. Mailing Address (Street, City, State, ZIP Code)<br><b>970 E. Division St, Boyne City, MI, 49712</b>                                    |  | 15f. Telephone Number<br><b>231-582-2323</b> | 15g. E-mail Address<br><b>steve@vandamboats.com</b>  |

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

|  |   |
|--|---|
| ▶ 16. Action taken by local government unit<br><input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12)<br>After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No<br><br><input type="checkbox"/> Denied (Include Resolution Denying)   | 16b. The State Tax Commission Requires the following documents be filed for an administratively complete application:<br><b>Check or Indicate N/A if Not Applicable</b><br><input type="checkbox"/> 1. Original Application plus attachments, and one complete copy<br><input type="checkbox"/> 2. Resolution establishing district<br><input type="checkbox"/> 3. Resolution approving/denying application.<br><input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant)<br><input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant)<br><input type="checkbox"/> 6. Building Permit for real improvements if project has already begun<br><input type="checkbox"/> 7. Equipment List with dates of beginning of installation<br><input type="checkbox"/> 8. Form 3222 (if applicable)<br><input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable) |
| 16a. Documents Required to be on file with the Local Unit<br><b>Check or Indicate N/A if Not Applicable</b><br><input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district.<br><input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing.<br><input type="checkbox"/> 3. List of taxing authorities notified for district and application action.<br><input type="checkbox"/> 4. Lease Agreement showing applicants tax liability. |   |
| 16c. LUCI Code<br><b>15201</b>   | 16d. School Code<br><b>15020</b>  |
| 17. Name of Local Government Body<br><b>City of Boyne City Council</b>   | ▶ 18. Date of Resolution Approving/Denying this Application   |

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

|  |  |  |
|--|--|--|
| 19a. Signature of Clerk<br> | 19b. Name of Clerk<br><b>Cindy Grice</b> | 19c. E-mail Address<br><b>cgrice@boynecity.com</b> |
| 19d. Clerk's Mailing Address (Street, City, State, ZIP Code)<br><b>319 N. Lake St, Boyne City, MI, 49712</b>   |  |  |
| 19e. Telephone Number<br><b>231-582-0334</b>   | 19f. Fax Number<br><b>(231) 582-6506</b> |  |

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**Michigan Department of Treasury  
State Tax Commission  
PO Box 30471  
Lansing, MI 48909**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

| STC USE ONLY |                   |                       |                 |                     |
|--------------|-------------------|-----------------------|-----------------|---------------------|
| ▶ LUCI Code  | ▶ Begin Date Real | ▶ Begin Date Personal | ▶ End Date Real | ▶ End Date Personal |

## **Attachment A**

### **General Description of Expansion and Proposed Use of Facility – Van Dam Custom Boats**

Van Dam Custom Boats has been in operation since 1977 and operating from the current Boyne City location at 970 E. Division Street since 1991. The company currently operates with 15 full time employees from an 80 x 200 metal frame building and completes two to four custom wooden boats a year depending on size. Each is unique and recognized worldwide for the highest quality in wooden boat building. This facility also includes an unattached office structure which would be replaced.

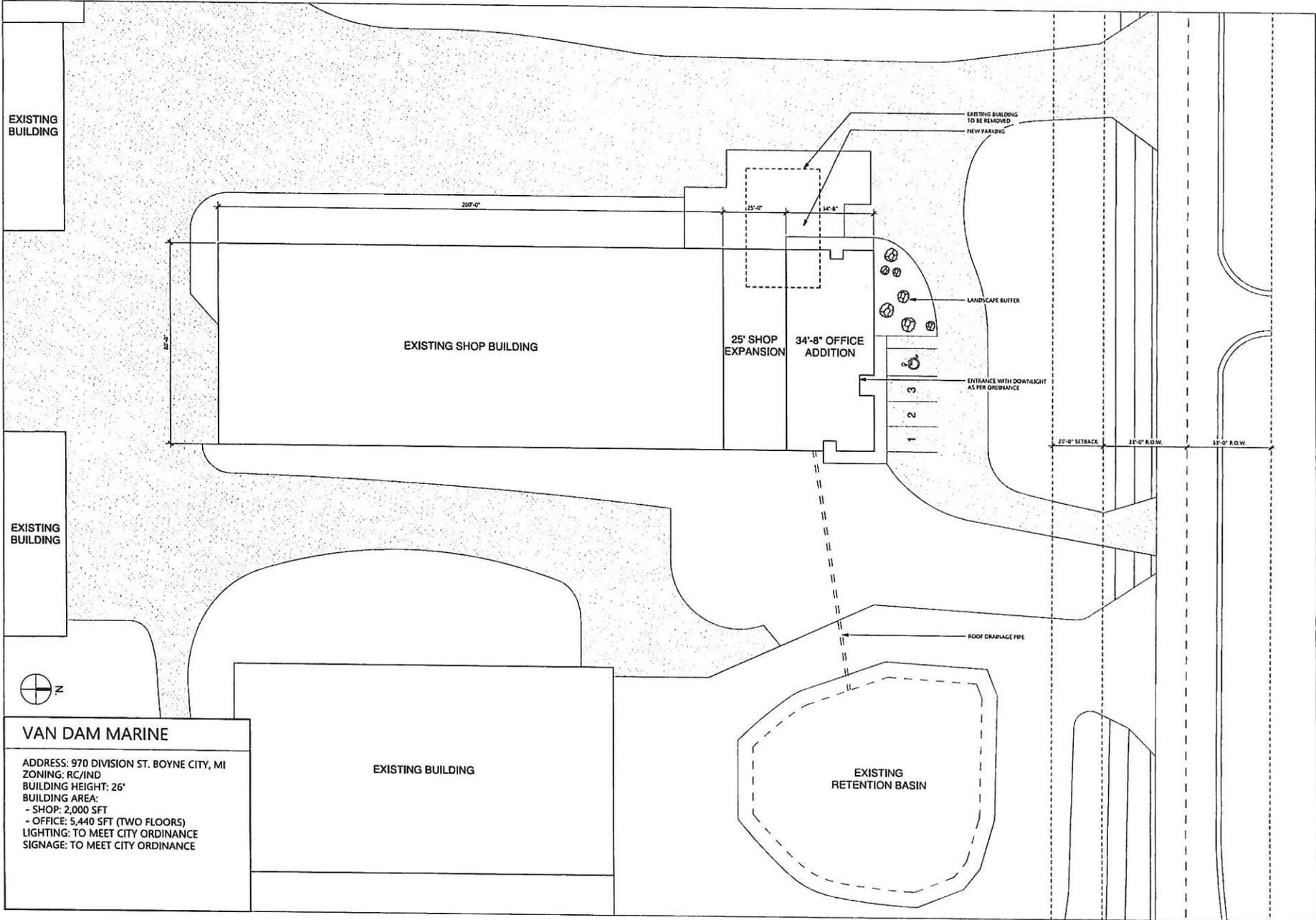
The proposed expansion would include an 80 x 25 addition to the production facility to accommodate larger projects and a 2-story 80 x 34 attached office expansion for a total building increase of 7440 square feet. The company projects 5 new hires resulting from this expansion.

The long-range goal is to establish multiple marine service companies within the IDD and continue to add new jobs to it's existing and future operations.

**Van Dam Marine Co.**

**Real Property Improvements**

| <b>Type of Improvement</b>          | <b>Square Footage</b> | <b>Cost</b>        | <b>Beginning Construction Date</b> | <b>Ending Construction Date</b> |
|-------------------------------------|-----------------------|--------------------|------------------------------------|---------------------------------|
| Building Infrastructure Improvement | 15,000                | \$850,000          | May 7, 2018                        | December 31, 2018               |
| Site Work                           |                       | \$22,500           | May 7, 2018                        | December 31, 2018               |
| Plumbing, Mechanical & Electrical   | 15,000                | \$127,500          | May 7, 2018                        | December 31, 2018               |
| <b>Total:</b>                       |                       | <b>\$1,000,000</b> |                                    |                                 |



**VAN DAM MARINE**

ADDRESS: 970 DIVISION ST. BOYNE CITY, MI  
 ZONING: RC/IND  
 BUILDING HEIGHT: 26'  
 BUILDING AREA:  
 - SHOP: 2,000 SFT  
 - OFFICE: 5,440 SFT (TWO FLOORS)  
 LIGHTING: TO MEET CITY ORDINANCE  
 SIGNAGE: TO MEET CITY ORDINANCE

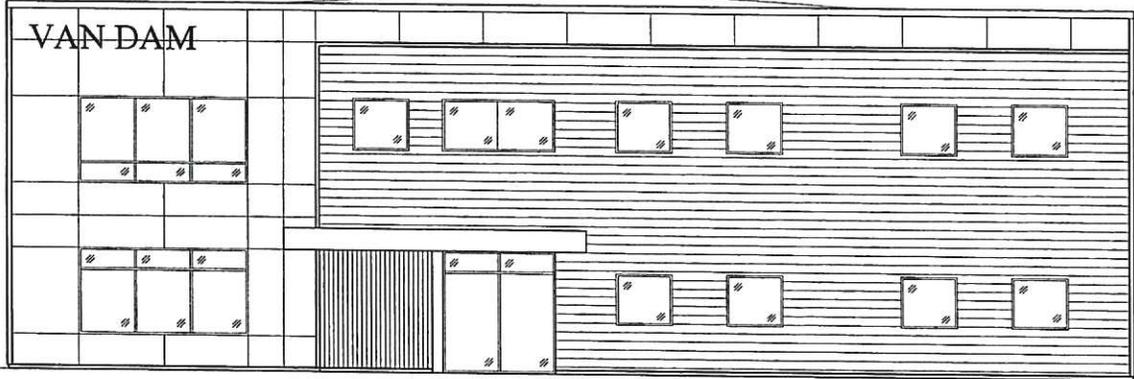
EXISTING BUILDING

EXISTING RETENTION BASIN

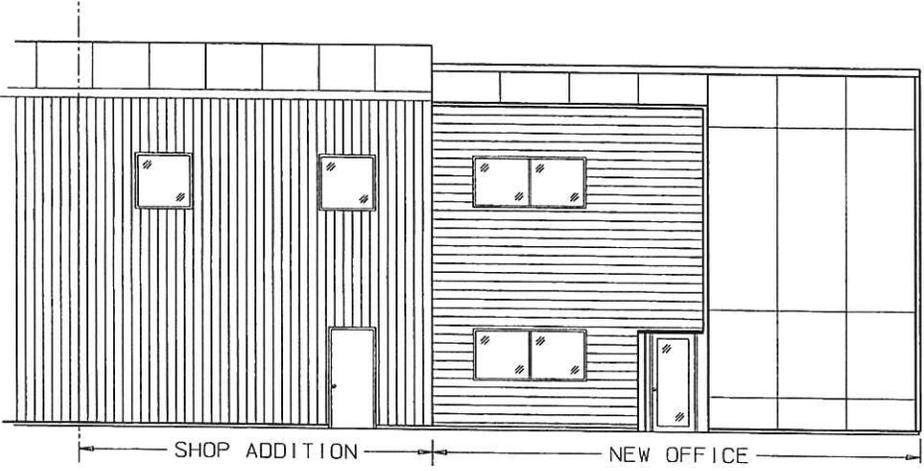
|   |  |                                   |   |
|---|--|-----------------------------------|---|
| DESIGN FOR:<br><b>COLWELL - WANGEMAN CONSTRUCTION, INC.</b><br>10000 E. SCOTT DR. FARMINGTON HILLS, MI 48334<br>PHONE: 248-461-1111 FAX: 248-461-1112<br>WWW.CCWANGEMAN.COM | PROJECT TITLE:<br><b>VAN DAM</b><br>BOYNE CITY, MI | BUILDING OWNER:<br><b>VAN DAM</b> | <br><b>COLWELL WANGEMAN CONSTRUCTION, INC.</b><br>10000 E. SCOTT DR. FARMINGTON HILLS, MI 48334 |
|   | SHEET:<br><b>S1</b>                                | PROJECT NUMBER:<br>(blank)        | SHEET 1 OF 1  |

N

W



NORTH ELEVATION



EAST ELEVATION



WEST ELEVATION

3-12-18

SCALE: 1/48 1/4" = 1'-0"

VAN DAM



7



Industrial Facilities Exemption Application  
**Affidavit of Project Begin Dates**

I do swear and affirm by my signature below that the real property project beginning of construction date associated with the application for Industrial Facilities Tax Exemption under P.A. 198 of 1974, in the amount of \$ 1,000,000 filed with City of Boyne City for an expansion to be located on a parcel in the Boyne City Industrial Development District No. 6, commonly known as Van Dam Custom Boats is as follows:

Real Property Project Begin Date: May 7, 2018

Applicant Name: Van Dam Marine Co.

Signature: \_\_\_\_\_



Steve Van Dam  
Co-Founder, Van Dam Marine Co.

Date: \_\_\_\_\_

5-3-18

**Resolution to Approve the  
Industrial Facilities Exemption Certificate Application**

Minutes of a regular meeting of the City of Boyne City Commission held on Tuesday, May 22, 2018, 12:00 pm, at the City of Boyne City Hall.

PRESENT:

ABSENT:

The following preamble and resolution were offered by \_\_\_\_\_  
and supported by \_\_\_\_\_.

**Resolution Approving Application of  
Van Dam Marine Co. for an  
Industrial Facilities Exemption Certificate for  
Real Property Improvements**

Whereas, pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on July 11, 2017, this Commission by resolution established the "Boyne City Industrial Development District No. 6" on July 11, 2017; and

Whereas, Van Dam Marine Co. filed an application for an Industrial Facilities Exemption Certificate with respect to new real property improvements within the Industrial Development District; and

Whereas, before acting on said application, the City of Boyne City Commission held a Public Hearing on May 22, 2018, 12:00 pm, at the City of Boyne City Hall, at which hearing the applicant, the assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

Whereas, construction of new real property had not begun earlier than six (6) months before the May 10, 2018, date of the acceptance of the application of the Industrial Facilities Exemption Certificate; and

Whereas, completion of the facility is calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create or prevent the loss of employment in City of Boyne City; and

Whereas the aggregate SEV of real and personal property exempt from ad valorem taxes through industrial facilities exemption certificates previously granted and currently in force within City of Boyne City, after granting this certificate, will not exceed five percent of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempt;

Now, therefore, be it resolved by the City of Boyne City Commission that:

1) The Board finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 255 of the Public Acts of 1978, shall not have the effect of substantially impeding the operation of City of Boyne City, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in City of Boyne City.

2) The application of Van Dam Marine Co. for an Industrial Facilities Exemption Certificate with respect to new real property to be constructed on the following described parcel of real property situated within the "Boyne City Industrial Development District No. 6" to wit:

Parcel Number: 051-302-002-85

COM AT THE NE COR OF SEC 2 T32N R6W TH AL THE N LI OF SD SEC  
N89DEG38'21"W 329.29 FT TO POB TH S00DEG08'33"W 33 FT TH CONT  
S00DEG08'33"W 379.43 FT TH N89DEG33'04"W 221.94 FT TH N00DEG09'28"E 30  
FT TH N88DEG42'11"W 356.82 FT TH S01DEG17'49"W 244.80 FT TH  
N89DEG38'24"W 353.15 FT TH N00DEG00'18"W 588.04 FT TH CONT  
N00DEG00'18"W 33 FT TO SD LI TH AL C/L OF ROAD S89DEG38'21"E 938.37 FT TO  
POB BEING PT OF NE 1/4 OF NE 1/4 SEC 2 T32N R6W 10.309 AC SPLIT ON  
5/30/2017 FROM 051-302-002-80 & PART COMBINED INTO 051-302-002-55

be and the same is hereby approved.

3) The Industrial Facilities Exemption Certificate when issued shall be and remain in force and effect for a period of \_\_\_ years after completion.

YES:

NO:

ABSTAIN:

RESOLUTION DECLARED ADOPTED. Yes \_\_\_\_\_, No \_\_\_\_\_

*I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City of Boyne City Commission, Charlevoix County, Michigan, at a regular meeting held on May 22, 2018.*

---

*Cindy Grice, Clerk/Treasurer  
City of Boyne City*

**Public Act 198 Agreement between  
City of Boyne City and  
Van Dam Marine Co.**

THIS AGREEMENT is made this 22<sup>nd</sup> day of May 2018, by and between City of Boyne City with offices located at 319 North Lake Street, Boyne City, Michigan (the "City") and Van Dam Marine Co. located 970 East Division Street, Boyne City, Michigan (the "Company"), with reference to the following:

1. This agreement between the Company and the City is for the purpose of fulfilling the requirements of P.A. 198, as amended, in P.A. 334, Section 22. In consideration of approval of this exemption certificate, the Company understands that through its investment of \$1,000,000 and the City, by its investment of the Industrial Facilities Tax Exemption, are mutually investing in and benefiting from this economic development project.
2. The City established the "Boyne City Industrial Development District No. 6" pursuant to the requirements of Act 198 of the Michigan Public Acts of 1974. The legal description of the property follows:

Parcel Number: 051-302-002-85  
COM AT THE NE COR OF SEC 2 T32N R6W TH AL THE N LI OF SD SEC  
N89DEG38'21"W 329.29 FT TO POB TH S00DEG08'33"W 33 FT TH CONT  
S00DEG08'33"W 379.43 FT TH N89DEG33'04"W 221.94 FT TH N00DEG09'28"E 30 FT  
TH N88DEG42'11"W 356.82 FT TH S01DEG17'49"W 244.80 FT TH N89DEG38'24"W  
353.15 FT TH N00DEG00'18"W 588.04 FT TH CONT N00DEG00'18"W 33 FT TO SD LI  
TH AL C/L OF ROAD S89DEG38'21"E 938.37 FT TO POB BEING PT OF NE 1/4 OF  
NE 1/4 SEC 2 T32N R6W 10.309 AC SPLIT ON 5/30/2017 FROM 051-302-002-80 &  
PART COMBINED INTO 051-302-002-55

3. As a result of these improvements, the Company agrees that there is a reasonable likelihood that 5 new jobs at the Company's facilities within the City can be created within two years of the installation of the improvements and agrees to use its best efforts to retain and increase its employment in the City.
4. By December 1, immediately following the second year after the effective date of the industrial facility exemption certificate (December 31, 2018) as a result of the application, the company shall submit a letter to the City that provides a progress report on the project, including job retention and creation and private investment.
5. The Company shall submit to the City Assessor and the State Tax Commission written notification of the completion of the project within thirty (30) days of said completion and shall also provide written notification of the final cost of the facility within (90) days of said completion. (*Michigan State Tax Commission Rule #209.55*)
6. The City agrees to approve the Company's application for an industrial facilities exemption certificate for \_\_\_ years following completion of real property improvements.

7. This agreement applies only to the tax abatement for the project described herein and does not apply to other outstanding industrial facilities exemption certificates granted to the Company by the City. This agreement is assignable and transferable by either party with advance written consent. The agreement may only be altered upon mutual consent of both parties.

CITY OF BOYNE CITY

By: \_\_\_\_\_  
Michael Cain, City Manager  
City of Boyne City

By: \_\_\_\_\_  
Witness

VAN DAM MARINE CO.

By: \_\_\_\_\_  
Steve Van Dam, Co-Founder  
Van Dam Marine Co.

By: \_\_\_\_\_  
Witness

# # #

**Industrial Facilities Tax Application  
Affidavit of Fees**

We do swear and affirm by our signatures below "that no payment of any kind in excess of the fee allowed, by PA Act 198 of 1974, as amended by Public Act 323 of 1996, has been made or promised in exchange for favorable consideration of an exemption certificate application."

City of Boyne City:

\_\_\_\_\_  
Michael Cain, City Manager  
City of Boyne City

\_\_\_\_\_  
Date

Van Dam Marine Co.

\_\_\_\_\_  
Steve Van Dam, Co-Founder  
Van Dam Marine Co.

\_\_\_\_\_  
Date

Applicant Name **Van Dam Marine Co.**

**Fiscal Statement (to be completed by local unit)**

- |  | <u>YES</u>                          | <u>NO</u>                           |
|--|-------------------------------------|-------------------------------------|
| Is this project:   |                                     |                                     |
| Real Property?   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Personal Property?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Both Real and Personal Property - New Facility?            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Both Real and Personal Property - Rehabilitation Facility? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Both New and Replacement Facility?                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

Estimated Project Investment (not assessed value):

|                                 |                   |                         |
|---------------------------------|-------------------|-------------------------|
| Real Property<br>\$1,000,000.00 | Personal Property | Total<br>\$1,000,000.00 |
|---------------------------------|-------------------|-------------------------|

- |  | <u>YES</u>                          | <u>NO</u>                           | <u>REMARKS</u> |
|--|-------------------------------------|-------------------------------------|----------------|
| 1. A. Has the proper local authority reviewed the plan?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | _____          |
| B. Is the project located in a certified industrial park?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | _____          |
| C. Is this a renovation or expansion of an existing building?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | _____          |
| 2. Will this project require improvement of your road service?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | _____          |
| 3. Will this project require improvement of your sanitary sewer services?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | _____          |
| 4. Will this project require improvement of your storm sewer services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | _____          |
| 5. Will this project require improvement of your water services?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | _____          |
| 6. Will this project require additional police personnel, police equipment or a need for new police building expansion?                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | _____          |
| 7. Will this project require the need for additional fire personnel, additional or specialized fire equipment or the need for a new fire building? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | _____          |
| 8. Will this project require other costs?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | _____          |
| 9. Are costs of infrastructure elements to be provided through Local Development Finance Authority or Tax Increment Finance Authority Bonds?       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | _____          |

If you answered yes to any of questions 2 through 8, the appropriate sections of the Supplement to Fiscal Statement form must be completed and accompany the IFT application. Call (517) 373-3272 to obtain that form.

**LOCAL UNIT CERTIFICATION**

This is to certify that the following has been provided as accurately as possible.

|           |   |
|-----------|---|
| Signature | Name and Title of Local Governmental Unit Official<br><b>Michael Cain, City Manager</b> |
|-----------|---|

14

# PUBLIC NOTICE

**CITY OF BOYNE CITY  
NOTICE OF  
PUBLIC HEARING  
TO CONSIDER GRANTING OF  
INDUSTRIAL FACILITIES  
EXEMPTION CERTIFICATE TO  
VAN DAM MARINE CO.**

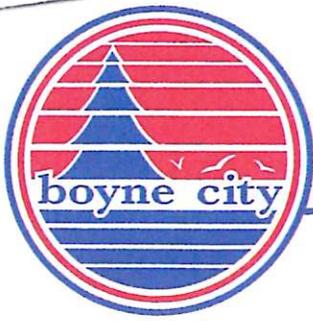
Pursuant to Public Act 198 of 1974, Plant Rehabilitation and Industrial Development District Act, a public hearing is scheduled to consider an Industrial Facilities Exemption Certificate application requested by Van Dam Marine Co. 970 E. Division St, Boyne City, MI. The property tax identification number is: 051-302-002-85.

The proposed exemption certificate is for real property investment. The public hearing and City of Boyne City Commission consideration of

this application will be Tuesday, May 22, 2018, 12:00 pm, at the City of Boyne City's City Hall, 319 North Lake Street, Boyne City, Michigan. The City Clerk notified in writing the assessor of this assessing unit and the legislative body of each taxing unit that levies ad valorem property taxes in which the facility is located. All affected parties are invited to attend this public hearing and will be afforded an opportunity to speak. Written comments will be accepted until 5:00 pm, May 21, 2018 at the City of Boyne City's City Hall located at 319 North Lake Street, Boyne City, Michigan 49712. All written comments will become part of the records of the hearing.

*Cindy Grice, City Clerk/Treasurer  
City of Boyne City*

*BC Gazette  
5/18/18*



Date: May 7, 2018  
To: City of Boyne City  
Boyne City Public Schools  
Char-Em ISD  
Charlevoix County Department of Equalization  
Charlevoix County  
Boyne Area District Library  
Re: Notice of Public Hearing

**City of Boyne City Notice of Public Hearing**

To Consider Granting of Industrial Facilities Exemption Certificate to  
Van Dam Marine Co.

Pursuant to Public Act 198 of 1974, Plant Rehabilitation and Industrial Development District Act, a public hearing is scheduled to consider an Industrial Facilities Exemption Certificate application requested by Van Dam Marine Co. 970 E. Division St, Boyne City, MI. The property tax identification number is: 051-302-002-85.

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Cindy Grice, Clerk/Treasurer  
City of Boyne City

# Haggard's

## PLUMBING and HEATING

"Business of Quality and Service"

"Charlevoix-the-Beautiful"

haggardsinc@hotmail.com

Date: May 10, 2018

To: Boyne City-City Hall  
319 N. Lake St.  
Boyne City, MI 49712

RE: To Consider and Industrial Facilities Exemption Certificate application requested by Van  
dam Marine Co. at 970 E. Division St. Boyne City, MI Parcel#051-302-002-85

To Whom it May Concern,

Upon reviewing the above Notice of Public Hearing of the Zoning Board of Appeals, I would like to express my view with the above case's requests. Haggard's Plumbing & Heating is not at all opposed to the changes of the property and/or the request to the Zoning Board. If a property owner is fortunate enough to have the ability and the resources in this time of economical struggles to either build and/or improve their existing property, we would like to see their request granted. It would prove positive for the local, county, state and country to do all we can to improve and promote growth in any way possible.



Sincerely,  
JOHN HAGGARD



# City of Boyne City

# MEMO

Date: May 18, 2018  
To: City Manager Michael Cain *ME*  
From: Jane Halstead, Deputy Clerk *JH*  
Subject: Van Dam Marine IFEC

At its regular meeting held Monday, May 14, 2018, the City's Economic Development Corporation (EDC) considered a tax abatement application by Van Dam Marine Company for a proposed \$1,000,000 facility expansion. Enclosed for the City Commission's review and consideration are the application and supporting materials provided by Van Dam Marine for that meeting.

Based upon their review of the criteria related to the request the EDC Board approved a motion recommending a 12 year abatement, out of a maximum abatement period allowable of 12 years. Factors considered were the number of jobs proposed, the average wages, stability of the jobs, the amount of the investment in the new building (\$1,000,000), type of industry and building appearance.

The project is to be reevaluated every two years to help insure that the project continues to meet the required criteria.

Notices for the upcoming Public Hearing have been sent to the other affected taxing jurisdictions to allow them to comment on this request. As of the time this memo was prepared we have no comments from other jurisdictions.

**RECOMMENDATION:** The Economic Development Corporation recommends that the City Commission approve the tax abatement request of the Van Dam Marine Co for a period of 12 years, approve the authorizing resolution and authorize the City Manager and City Clerk/Treasurer to sign and submit the documents necessary to execute the abatement as requested.

CITY OF BOYNE CITY

Criteria for IFEC Application

Public Act 198-Tax Abatement Policy

Abatement Criteria Formula based on a 100 points maximum scale. (Revised 03-04)

|  |                  |                   |
|--|------------------|-------------------|
| 1) JOBS retained and/or created within 2 years of certification  |                  | <u>27 + 2 / 5</u> |
| A) Number of jobs: 1 point per 1 job (30 points maximum)   |                  | <u>30</u>         |
| B) Wages: # of jobs time's average wages. (20 points maximum)  |                  | <u>20</u>         |
| Example: 35 x \$12.95 = 453.25   | 50 to 100    10  |                   |
|  | 101 to 250    15 |                   |
|  | 251 & up    20   |                   |
| C) Stability: 10 points if jobs are non-seasonal and non-cyclical  |                  | <u>10</u>         |
| 2) INVESTMENT within 2 years of certificate. (20 points maximum)   |                  | <u>10</u>         |
| Total investment: 1 point for every \$100,000 investment in new or rehabilitated plant and/or equipment. |                  |                   |
| 3) INDUSTRY (10 points maximum)  |                  | <u>10</u>         |
| Does it fit community's desires and/or diversification?  |                  |                   |
| 4) BUILDING exterior appearance (10 points maximum)  |                  | <u>10</u>         |
| Above and beyond what is required by City ordinance.   |                  |                   |
| 5) OTHER (5 points maximum)  |                  | <u>          </u> |
| Additional points may be awarded for specific community consideration to supplement above numbers 1-4.   |                  |                   |
|  | TOTAL POINTS     | <u>90+</u>        |

Tax abatement will be granted on the following scale:

| <u>Points</u> | <u>Year of Abatement</u> |
|---------------|--------------------------|
| 90-100        | 12 ←                     |
| 80-89         | 10                       |
| 70-79         | 8                        |
| 60-69         | 6                        |
| 50-59         | 4                        |

Each abatement project will be reviewed every two years to determine if abatement criteria are being maintained. Abatement may be terminated or reduced if project commitments are not maintained.

Note: Michigan Department of Treasurer Form T-1044 "Fiscal statement for tax abatement requests" must also be completed.

May 21, 2018

To Boyne City Commission:

The Northern Lakes Economic Alliance (NLEA) would like to take this opportunity to express support for the expansion project of Van Dam Marine Company, at their 970 Division Road facility in Boyne City, Michigan, Van Dam Marine Company has an opportunity to grow and add --- family-sustaining, base jobs to the area economy and we see this as a win-win for the community and Van Dam Marine Company.

As the region's lead economic development organization, NLEA recognizes that business growth and expansion will enhance opportunities for all businesses in the region. The base jobs created, are most important to our economy. NLEA would like to echo the Boyne City's Economic Development Corporation Board's recommendation of granting a twelve year Industrial Facilities Exemption Certificate (a.k.a. tax abatement) for Van Dam Marine Company.

Sincerely,



Andy Hayes  
President

- Core Partners -

## **Property Tax Abatement – P. A. 198 *Industrial Facilities Tax***

### **What is it?**

Public Act 198 of 1974, as amended, is the primary tool local units of governments use as an incentive for manufacturing companies to start up, expand and renovate facilities or to build new plants in Michigan. The legislative body of the city, township or village in which the facility is located grants the abatement, which reduces local property taxes on new facilities. The current taxes remain the same, and taxes on new real property investment are abated.

### **Why would a local unit of government offer an industrial property tax abatement?**

- 1 To promote economic development.
- 2 To preserve current local tax base and provide for future tax revenue increases.
- 3 To attract new businesses, keep businesses and to target the type of businesses they want to attract.
- 4 To compete for jobs with other states and countries that have lower taxes or none at all.
- 5 To reward a company that has been a good corporate citizen.
- 6 Annual salaries of the new and retained jobs flow into the local community.
- 7 Other business factors may dictate where a company locates, but tax abatement is one of the key considerations for a company to remain competitive, continue in business and maintain their local employment.

### **Win: Win**

- ✓ *New tax base is created so that all taxing units are positively affected.*
- ✓ *The tax abatement helps the company with cash flow so that the expansion can occur.*

**CITY OF BOYNE CITY**

To: Michael Cain, City Manager *Mc*  
From: Cindy Grice, City Clerk/Treasurer *City*  
Date: May 17, 2018  
Subject: Property Tax Exemption Status Policy



---

Recently, Debra Chavez, our City Assessor brought to our attention that the City did not have a Property Tax Exemption Policy. This policy is necessary to provide the City Assessor the ability to perform an audit of an organization that claims property tax exemption status to verify their compliance with the laws authorizing that status. Along with the proposed Policy is a proposed Application for Property Tax Exemption Status that would be required. This Policy This is to meet the Audit of Minimum Assessing (AMAR) requirements The AMAR requirements wanted a policy that covered new request, audit procedures and removal procedures for property tax exemptions.

**RECOMMENDATION:** To approve the Property Tax Exemption Policy and application for Property Tax Exemption Status as presented.

# **CITY OF BOYNE CITY**

## **PROPERTY TAX EXEMPTION POLICY**

Upon the initial request for property tax exemption an application for property tax exemption form provided by the City of Boyne City and all requested documentation must be filed with the City Assessor.

A complete request for property tax exemption application shall be filed by December 31<sup>st</sup> to become effective the next tax year.

All exempt property within the City of Boyne City may be subject to audit by the City Assessor at his or her discretion. Upon notification of an audit the property owner shall file a current property tax exemption form including all requested documentation to be reviewed by the City Assessor. Failure to comply with any audit requirements shall be reason to deny the property tax exemption for the next tax year.

If the City Assessor determines the exempt property no longer meets the requirements necessary to maintain property tax exemption status then that exemption shall be removed from the assessment roll for the next tax year. If the assessor determines the exempt property did not meet the exemption requirements as of the Dec 31<sup>st</sup> of the year prior to the current tax year then the assessor shall present the property to the next applicable Board of Review to remove the exemption for the current tax year and for any subsequent tax years thereafter.

All appeals of the decision of the City Assessor shall be made to the Boyne City Board of Review, the Michigan Tax Tribunal, Michigan Court of Appeals and Michigan Supreme Court in accordance with State statute.

# CITY OF BOYNE CITY

## APPLICATION FOR PROPERTY TAX EXEMPTION STATUS

*The General Property Tax Act states "that all property, real and personal, within the jurisdiction of the State, not expressly exempted, shall be subject to taxation." This is separate from the IRS Tax Exemption status of a 501(c) organization. Property tax exemptions that are allowed are listed in 211.7 through 211.7 ww of Michigan Compiled Laws.*

Name of Organization: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel Number(s): \_\_\_\_\_

Real Property? \_\_\_\_\_ Personal Property: \_\_\_\_\_ Both? \_\_\_\_\_ ++ \_\_\_\_\_

Mailing Address if different from property address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Internal Revenue Service ID \_\_\_\_\_

State of Michigan Corporation ID: \_\_\_\_\_

Please indicate which section of law your request is based on: (charitable, educational, etc.)

Please explain the purpose of the organization: ***(Please attach Articles of Incorporation and By-law)***

Please explain (in detail) the activities that will take place at this location:

Will anyone be charged a fee or a required donation for your services: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

What are your sources of income? \_\_\_\_\_

***(Please attach a copy of your budget.)***

---

Is the property generally available to the general public? \_\_\_\_\_

Are your services available to anyone? \_\_\_\_\_

How will assets be disposed of if the organization is dissolved?

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please return the completed application along with the Articles of Incorporation, Bylaws, copy of your budget and any other documents that explain the activities of the organization to:*

*City of Boyne City Assessor  
319 N Lake St  
Boyne City, MI 49712*

*Please submit this application by December 31st. Exemptions may not be granted retroactively. The exemption will become effective the following tax year. The applicant must own and occupy the property for the purpose that they are incorporated on December 31st in order to qualify for exemption the following tax year.*



*CITY OF BOYNE CITY*

*MEMO*

**To:** Michael Cain, City Manager

**From:** Barb Brooks, Executive Assistant

**Date:** May 17, 2018

**Subject:** Marina Dock Repairs

During the budget work session and marina work session, it was discussed that the current physical dock structures are aging and are in need of repairs until replacement can be funded and scheduled.

Repair of one finger pier has already been scheduled as we were aware of the issue during the 2017 season. The cost of repair was small enough that City Commission review and action was not necessary. After spring inspection, it was discovered that additional work should be done before the marina gets into full swing. Inspection was completed by staff and Cody Carmichael of Flotation Docking Systems, Inc.

The total cost of the repairs is an estimate, not a quote as we are not able to view the underside of the docks to see the extent of the damage. There are a total of four finger piers that need re-skinning (replace the steel on the bottom side of the pier) on our double loaded floating dock and a buoyancy compensator that needs to be installed on our single loaded floating dock. The cost of re-skinning the three finger piers is approximately as follows:

- Initial 3' x 30' finger pier      \$,2000
- Subsequent 30' piers (x2)      \$1,500 each
- 3' x 44' finger pier              \$2,500
- Buoyancy Compensator          \$ 500

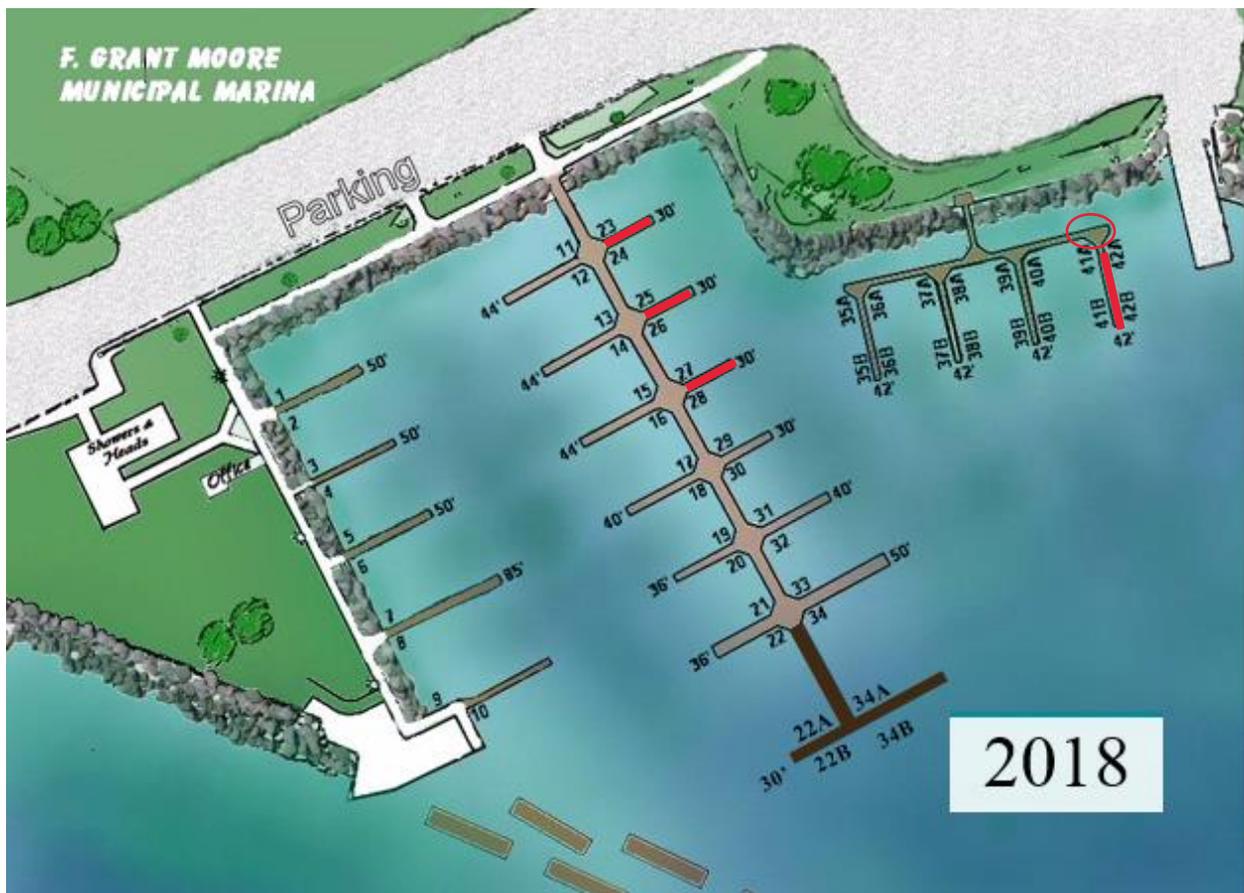
The total estimate for this work is \$8,000 and may be on the high side; however, until the piers are pulled, we won't know how extensive the damage is. Only \$6,000 was budgeted for repairs and maintenance in the current budget based on dock inspections last year prior to the marina closing. It is my preference and recommendation to address all of the major stability and buoyancy issues while the workers are here as they are booked out through the summer and would not be able come back until fall or be scheduled for next year. I do not feel that it would be in our best interest to wait until next season. There are some extra funds that can be pulled from Buildings/Equipment and Capital Outlay accounts in the marina budget to cover the increased maintenance expenses.

Flotation Docking is the original manufacturer and installer of all the marina's floating docks and breakwall. They have also always completed the maintenance work over the last 30 plus years to keep them afloat. Cody has indicated in his correspondence to me that the actual total could come in less than what is projected as he has he feels that he has estimated slightly high to cover minor unforeseen issues.

**Recommendation:** To allow Flotation Docking Inc. to complete work at the marina to address issues with three of the finger piers for an amount not to exceed \$7,000 and authorize the City Manager to sign any documents.

**Other Options:**

- Bid the work out to see if we get any response (this would most likely delay the project until fall)
- Do not repair the either the main pier and/or finger piers at this time





May 16, 2018

Ms. Barbara Brooks  
City of Boyne City  
319 North Lake Street  
Boyne City, MI 49712



Re: Recommendation for Contract Award  
F. Grant Moore Municipal Marina – Phase I Marina Improvements  
MDNR Project No.: 15-203 ACI Project No.: 17-0886

Dear Ms. Brooks

On May 3, 2018, the City opened bids for Phase I of the marina improvement project at the F. Grant Moore Municipal Marina. A single bid was received from Flotation Docking Systems of Cedarville, MI. The bid was determined to be complete and responsive, including all necessary bonds and supporting documentation.

**Background**

In 2017, the City was awarded a Michigan Department of Natural Resources (MDNR) Waterways Commission grant in order to undertake the first phase of dock expansion at the F. Grant Moore Municipal Marina. The MDNR awarded the grant in the amount of \$260,000 toward a total project budget of \$520,000. The awarded grant included construction of a section of wave attenuator, floating pier, as well as the engineering services to prepare bidding documents and conduct construction administration.

In addition to the dock and wave attenuator work, Abonmarche included the design of core electrical and water utility improvements. We anticipated these utility improvements may exceed the project budget, but the City would be positioned to undertake the work if pricing allowed. Otherwise, utility work would be deferred until a later phase. A summary of the attached bid tabulation is provided below.

**Bid Summary**

| <i>Prepared By:</i>              | <i>Base Bid</i>     | <i>Deferred Utilities</i> | <i>V-E Alt. 1 Attenuator Anchorage</i> | <i>V-E Alt. 1 Anchorage</i> | <i>V-E Alt. 3 Dock Width</i> | <i>Total Project Cost</i> |
|----------------------------------|---------------------|---------------------------|--|-----------------------------|------------------------------|---------------------------|
| <i>Engineer's Estimate</i>       | \$602,627.50        | \$-116,895.00             | -                                      | -                           | \$-15,000.00                 | \$470,732.50              |
| <b>Flotation Docking Systems</b> | <b>\$777,123.95</b> | \$-181,696.20             | \$-66,800.00                           | \$-61,700.00                | \$-9,500.00                  | <b>\$457,677.75</b>       |

**Results**

The Base Bid from Flotation Docking Systems totals \$777,123.95. This includes optional \$181,696.20 in optional landscaping and utility improvements. In addition, FDS submitted voluntary alternates totaling \$138,000 in additional savings. Deferral of optional work and acceptance of the Contractor's Voluntary alternates would result in a project cost of \$457,497.75.

### **Recommendation**

Abonmarche has reviewed the value engineering alternatives suggested by Flotation Docking Systems. In the case of the dock systems and their anchorage, design methods use available weather data and storm probability to develop realistic design conditions. As with any exterior improvement, design loads are selected in order to protect public safety and to ensure the survivability of the facility. ASCE Manual of Practice 50 and Michigan Department of Natural Resources publications have been developed to provide guidance for the appropriate selection of practical design criteria. A probability always exists that the design conditions may be exceeded during extreme events. As proposed, the revised anchorage design complies with current design guidelines (ASCE Manual of Practice 50), retaining an adequate factor of safety for protection against reasonably foreseeable weather conditions.

In addition to anchorage, the contractor proposes reducing the dock width to 10 feet. The reduced width still complies with MDNR guidelines for piers of this type while providing ample room for pier users and operation of the pier.

Based on our review of these alternates, Abonmarche recommends award of the base bid with reduced utility scope and acceptance of the Contractor's Value Engineering alternates to **Flotation Docking Systems** in the amount of **\$457,677.75**. An itemized breakdown of the contract cost is attached.

Sincerely,  
ABONMARCHE



Daniel A. Dombos II, PE  
Senior Project Engineer  
Attachments: Bid Tabulation

Attach: Bid Tabulation – As Recommended for Award  
Bid – Flotation Docking Systems  
Contractor's Discussion of Value Engineering Alternates 1 and 2.

cc: Paul Petersen, MDNR  
Michael Morphey, PE Abonmarche



# Bid Tabulation - As Recommended for Award

Owner: City of Boyne City  
 Project Name: F. Grant Moore Municipal Marina - Phase I Marina Improvements  
 Project Number: 17-0886  
 Owner Project: 15-203  
 Date and Time: May 4, 2018 at 10:00am

Legend:

|            |
|------------|
| Low Bidder |
| Correction |

## Base Bid

| Item                   | Unit                                | Estimated Quantity | Engineer's Estimate |                      | Flotation Docking Systems |                      |               |
|------------------------|-------------------------------------|--------------------|---------------------|----------------------|---------------------------|----------------------|---------------|
|                        |                                     |                    | Unit Price          | Total                | Unit Price                | Total                |               |
| 1                      | Mobilization, Max 5%                | LSum               | 1.00                | \$ 20,000.00         | \$ 20,000.00              | \$ 26,420.00         | \$ 26,420.00  |
| 2                      | Sidewalk, Rem                       | Syd                | 35.00               | \$ 10.00             | \$ 350.00                 | \$ 22.00             | \$ 770.00     |
| 3                      | Aggregate, 6A                       | Cyd                | 10.00               | \$ 55.00             | \$ 550.00                 | \$ 55.00             | \$ 550.00     |
| 4                      | Backfill Structure, CIP             | Cyd                | 10.00               | \$ 25.00             | \$ 250.00                 | \$ 55.00             | \$ 550.00     |
| 5                      | Backfill, Lightweight, Iron Blast   | Cyd                | 25.00               | \$ 30.00             | \$ 750.00                 | \$ 66.00             | \$ 1,650.00   |
| 6                      | Erosion Control, Silt Fence         | Ft                 | 350.00              | \$ 2.00              | \$ 700.00                 | \$ 2.20              | \$ 770.00     |
| 7                      | Erosion Control, Turbidity Curtain, | Ft                 | 100.00              | \$ 50.00             | \$ 5,000.00               | \$ 28.84             | \$ 2,884.00   |
| 8                      | Subbase, CIP                        | Cyd                | 15.00               | \$ 12.50             | \$ 187.50                 | \$ 44.00             | \$ 660.00     |
| 9                      | Geotextile Liner                    | Syd                | 35.00               | \$ 10.00             | \$ 350.00                 | \$ 16.50             | \$ 577.50     |
| 10                     | Dr Structure Cover, EJ 1040A, with  | Ea                 | 1.00                | \$ 650.00            | \$ 650.00                 | \$ 1,650.00          | \$ 1,650.00   |
| 11                     | Sidewalk, Conc, 4 inch              | Sft                | 250.00              | \$ 5.00              | \$ 1,250.00               | \$ 11.00             | \$ 2,750.00   |
| 12                     | Sidewalk, Conc, 6 inch              | Sft                | 240.00              | \$ 8.00              | \$ 1,920.00               | \$ 16.50             | \$ 3,960.00   |
| 13                     | Sidewalk, Conc, 6 inch, Thickened   | Sft                | 150.00              | \$ 12.50             | \$ 1,875.00               | \$ 22.00             | \$ 3,300.00   |
| 14                     | Riprap, Salv and Supplement         | Syd                | 35.00               | \$ 85.00             | \$ 2,975.00               | \$ 16.50             | \$ 577.50     |
| 15                     | Cornus Sericea, #3 cont.            | Ea                 | 6.00                | \$ 50.00             | \$ 300.00                 | \$ 61.60             | \$ 369.60     |
| 16                     | Festuca glauca 'Elijah Blue', #1    | Ea                 | 22.00               | \$ 25.00             | \$ 550.00                 | \$ 19.80             | \$ 435.60     |
| 17                     | Miscanthus sinensis 'Gracillimus',  | Ea                 | 9.00                | \$ 25.00             | \$ 225.00                 | \$ 33.00             | \$ 297.00     |
| 18                     | Aluminum Edging                     | Ft                 | 47.00               | \$ 10.00             | \$ 470.00                 | \$ 11.00             | \$ 517.00     |
| 19                     | Hardwood Mulch                      | Syd                | 100.00              | \$ 6.00              | \$ 600.00                 | \$ 7.98              | \$ 798.00     |
| 20                     | Topsoil Surface, Furn, 4 inch       | Syd                | 1,200.00            | \$ 4.00              | \$ 4,800.00               | \$ 5.06              | \$ 6,072.00   |
| 21                     | Turf Establishment (THM Seed)       | Syd                | 1,200.00            | \$ 2.00              | \$ 2,400.00               | \$ 2.32              | \$ 2,784.00   |
| 22                     | Electrical Service and Utility      | Dlr                | 25,000.00           | \$ 1.00              | \$ 25,000.00              | \$ 1.00              | \$ 25,000.00  |
| 23                     | Utility Vault, 60 inch              | Ea                 | 1.00                | \$ 4,000.00          | \$ 4,000.00               | \$ 5,500.00          | \$ 5,500.00   |
| 24                     | Floating Dock                       | Sft                | 1,440.00            | \$ 65.00             | \$ 93,600.00              | \$ 102.90            | \$ 148,176.00 |
| 25                     | Floating Wave Attenuator            | Sft                | 1,615.00            | \$ 125.00            | \$ 201,875.00             | \$ 163.65            | \$ 264,294.75 |
| 26                     | Gangway Abutment                    | Ea                 | 1.00                | \$ 10,000.00         | \$ 10,000.00              | \$ 14,300.00         | \$ 14,300.00  |
| 27                     | Bridge, Aluminum, 25 ft x 6 ft      | Ea                 | 1.00                | \$ 12,500.00         | \$ 12,500.00              | \$ 11,526.00         | \$ 11,526.00  |
| 28                     | Gangway, Aluminum, 50 ft x 6 ft     | Ea                 | 1.00                | \$ 25,000.00         | \$ 25,000.00              | \$ 20,992.00         | \$ 20,992.00  |
| 29                     | Pier, Helical, Single, 12 inch      | Ea                 | 7.00                | \$ 1,500.00          | \$ 10,500.00              | \$ 1,540.00          | \$ 10,780.00  |
| 30                     | Utility Pedestal                    | Ea                 | 3.00                | \$ 4,500.00          | \$ 13,500.00              | \$ 2,493.00          | \$ 7,479.00   |
| 31                     | Fire Center                         | Ea                 | 4.00                | \$ 2,000.00          | \$ 8,000.00               | \$ 762.00            | \$ 3,048.00   |
| 32                     | Fire Suppression System             | LSum               | 1.00                | \$ 27,500.00         | \$ 27,500.00              | \$ 17,695.00         | \$ 17,695.00  |
| 33                     | Marina Electrical System            | LSum               | 1.00                | \$ 75,000.00         | \$ 75,000.00              | \$ 142,711.00        | \$ 142,711.00 |
| 34                     | Potable Water System                | LSum               | 1.00                | \$ 35,000.00         | \$ 35,000.00              | \$ 33,825.00         | \$ 33,825.00  |
| 35                     | Marina Ice Suppression System       | LSum               | 1.00                | \$ 15,000.00         | \$ 15,000.00              | \$ 13,455.00         | \$ 13,455.00  |
| <b>Total: Base Bid</b> |                                     |                    |                     | <b>\$ 602,627.50</b> |                           | <b>\$ 777,123.95</b> |               |
| <b>Bid Statistics</b>  |                                     |                    |                     | % of Estimate        | 100.00%                   | % of Estimate        | 128.96%       |
|                        |                                     |                    |                     | % of Low Bid         | 77.55%                    | % of Low Bid         | 100.00%       |

## Deferred Items

| Item   | Unit                               | Estimated Quantity | Engineer's Estimate |                        | Flotation Docking Systems |                        |                 |
|--|------------------------------------|--------------------|---------------------|------------------------|---------------------------|------------------------|-----------------|
|  |                                    |                    | Unit Price          | Total                  | Unit Price                | Total                  |                 |
| 15   | Cornus Sericea, #3 cont.           | Ea                 | (6.00)              | \$ 50.00               | \$ (300.00)               | \$ 61.60               | \$ (369.60)     |
| 16   | Festuca glauca 'Elijah Blue', #1   | Ea                 | (22.00)             | \$ 25.00               | \$ (550.00)               | \$ 19.80               | \$ (435.60)     |
| 17   | Miscanthus sinensis 'Gracillimus', | Ea                 | (9.00)              | \$ 25.00               | \$ (225.00)               | \$ 33.00               | \$ (297.00)     |
| 18   | Aluminum Edging                    | Ft                 | (47.00)             | \$ 10.00               | \$ (470.00)               | \$ 11.00               | \$ (517.00)     |
| 19   | Hardwood Mulch                     | Syd                | (100.00)            | \$ 6.00                | \$ (600.00)               | \$ 7.98                | \$ (798.00)     |
| 30   | Utility Pedestal                   | Ea                 | (1.00)              | \$ 4,500.00            | \$ (4,500.00)             | \$ 2,493.00            | \$ (2,493.00)   |
| 33   | Marina Electrical System           | LSum               | (1.00)              | \$ 75,000.00           | \$ (75,000.00)            | \$ 142,711.00          | \$ (142,711.00) |
| 34   | Potable Water System               | LSum               | (1.00)              | \$ 35,000.00           | \$ (35,000.00)            | \$ 33,825.00           | \$ (33,825.00)  |
| <b>NET CHANGE TO BASE BID – Deferred Items</b> |                                    |                    |                     | <b>\$ (116,645.00)</b> |                           | <b>\$ (181,446.20)</b> |                 |

## Contractor's Voluntary Alternates

| Item  | Unit                          | Estimated Quantity | Engineer's Estimate |                       | Flotation Docking Systems |                        |                |
|---|-------------------------------|--------------------|---------------------|-----------------------|---------------------------|------------------------|----------------|
|   |                               |                    | Unit Price          | Total                 | Unit Price                | Total                  |                |
| 25a   | Floating Wave Attenuator      | LSum               | 1                   | \$ -                  | \$ -                      | \$ (66,800.00)         | \$ (66,800.00) |
| 24a   | Floating Pier Anchor Quantity | LSum               | 1                   | \$ -                  | \$ -                      | \$ (61,700.00)         | \$ (61,700.00) |
| 24b   | Floating Pier Width           | LSum               | 1                   | \$ (15,000.00)        | \$ (15,000.00)            | \$ (9,500.00)          | \$ (9,500.00)  |
| <b>NET CHANGE TO BASE BID – Contractor's Voluntary Alternates</b> |                               |                    |                     | <b>\$ (15,000.00)</b> |                           | <b>\$ (138,000.00)</b> |                |

# Bid Tabulation - As Recommended for Award

Owner: City of Boyne City  
 Project Name: F. Grant Moore Municipal Marina - Phase I Marina Improvements  
 Project Number: 17-0886  
 Owner Project: 15-203  
 Date and Time: May 4, 2018 at 10:00am

Legend:

|                   |
|-------------------|
| <b>Low Bidder</b> |
| <i>Correction</i> |

## Recommended Project Summary

| Item                                   | Accepted | Engineer's Estimate  | Flotation Docking Systems |
|--|----------|----------------------|---------------------------|
|  |          | Unit Cost            | Unit Cost                 |
| Total: Base Bid                        | YES      | \$ 602,627.50        | \$ 777,123.95             |
| Deferred Items                         | YES      | \$ (116,645.00)      | \$ (181,446.20)           |
| Contractor's Voluntary Alternates      | YES      | \$ (15,000.00)       | \$ (138,000.00)           |
| <b>TOTAL RECOMMENDED PROJECT COST:</b> |          | <b>\$ 470,982.50</b> | <b>\$ 457,677.75</b>      |



# Flotation Docking Systems, Inc.

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May 3, 2018

City of Boyne City  
Attn: Michael Cain – City Manager  
Barb Brooks – Harbor Master  
319 North Lake St.  
Boyne City, MI 49712

Re: F. Grant Moore Municipal Marina – Phase 1 Marina Improvements Value Engineering

Dear Mr. Cain & Ms. Brooks,

The following items are presented for your consideration in an effort to reduce overall project expense. Please contact us if you have any questions:

**Deductive Alternate No. 1 – Floating Attenuator Anchorage Method:**

Seaflex anchorage would be omitted in favor of “standard” chain anchorage. This approach would utilize the same type / size of anchors as the Seaflex design, however mooring rodes and polyester rope would be replaced with 5/8” grade 43 high-test chain (13,000 lb working load).

Alternate No. 1 Deduct:           \$66,800.00

**Deductive Alternate No. 2 – Floating Pier Anchor Quantity:**

As referenced on our cover letter, we have assumed concrete / chain anchorage in-lieu of telescoping spuds due to water depths. According to project specifications, wind loads must be calculated by increasing stated vessel heights by 100%, while also providing holding capacity equivalent to twice the calculated load. This yields a single-direction wind load of 113,400 lbs.

Anchor size noted on our cover letter represents the most economic approach – units that provide significant holding capacity while still remaining manageable for our portable work barge. Each anchor has a dry weight of 12,000 lbs, which effectively becomes 7,200 lbs once submerged. While bottom soils will undoubtedly provide some form of resistance factor, an in-the-field pull-test must be conducted to quantify the same. Accordingly, our calculations have not accounted for any soils resistance.

Dividing the total load by individual anchor capacity requires 16 anchors for a single wind direction. Accordingly, this value must be doubled to resist wind loads from all applicable directions.

Although vessel heights have historically been increased by 100% for wind load calculations, this practice has been eliminated from modern design trends (ASCE Report No. 50 – Planning and Design Guidelines for Small Craft Harbors). Furthermore, designing an anchorage system capable of withstanding twice the calculated load is not something typically required for Michigan Waterways facilities.

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P.O. BOX 178 ~ 160 HODECK STREET ~ CEDARVILLE, MICHIGAN 49719-0178  
ph. 906-484-3422 ~ fx. 906-484-2335 ~ cody@flotationdocking.com  
www.flotationdocking.com

Removing both of these aspects from the equation reduces total wind load to 28,350, which requires only four anchors per direction (eight total). Given pre-existing safety factors of an unknown (but likely considerable) soils resistance, a design wind load of 15 psf (roughly 78 mph), and prior empirical evidence, we feel this quantity is sufficient. That said, we of course leave this aspect open to discussion (and verification / approval of the same) with The City and Abonmarche should this alternate be accepted. Please note that a similar option is not offered for the attenuator, as we believe this unit should benefit from very robust anchorage.

Alternate No. 2 Deduct: \$61,700.00

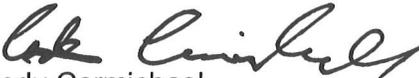
**Deductive Alternate No. 3 – Floating Pier Width:**

Head pier width would be reduced from 12'-0" to 10'-0" (both nominal dimensions), which should still be adequate for the intended use.

Alternate No. 3 Deduct: \$9,500.00

Please let us know if you have any questions regarding the above, or wish to discuss any other potential value-engineering options.

Thank you,



Cody Carmichael

Cc: Joni Burger – FDS  
Jeff Cason – FDS



# *Flotation Docking Systems, Inc.*

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## CORPORATE RESOLUTION

We hereby certify to **The City of Boyne City** that at a meeting of the Board of Directors of Flotation Docking Systems, Inc. on the **2<sup>nd</sup>** day of **May 2018** the following resolution was adopted:

RESOLVED, that Cody Carmichael, President, may sign, bind, and execute the Bid forms for **F. Grant Moore Municipal Marina – Phase 1 Marina Improvements**. Be it also resolved that the same may sign any resultant Contracts and Change Orders in conjunction with the aforementioned project.

WE FURTHER CERTIFY, that the following are the genuine signatures of the Board of Directors, holding office in Flotation Docking Systems, Inc., as indicated:

President: *Cody Carmichael*  
Cody Carmichael

Secretary: *Teresa Carmichael*  
Teresa Carmichael

IN WITNESS WHEREOF, I have hereunto set my hand as Secretary of said Corporation and affixed the Corporate Seal this **2<sup>nd</sup>** day of **May 2018**.

*Teresa Carmichael*  
Teresa Carmichael



**DEPARTMENT OF MANAGEMENT AND BUDGET**  
**Facilities Administration**

**Certification Regarding**  
**Debarment, Suspension, and Other Responsibility Matters**

The prospective participant certifies to the best of its knowledge and belief that, within the past three (3) years, the vendor, an officer of the vendor, or an owner of a 25% or greater interest in the vendor:

- (a) Has not been convicted of a criminal offense incident to the application for or performance of a contract or subcontract with the State of Michigan or any of its agencies, authorities, boards, commissions, or departments.
- (b) Has not been convicted of a criminal offense which negatively reflects on the vendor's business integrity, including but not limited to, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, negligent misrepresentation, price-fixing, bid-rigging, or a violation of state or federal anti-trust statutes.
- (c) Has not had a loss or suspension of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.
- (d) Has not been convicted of a criminal offense or other violation of other state or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of DMB indicates that the vendor is unable to perform responsibly or which reflects a lack of integrity that could negatively impact or reflect upon the State of Michigan, including but not limited to, any of the following offenses under or violations of:
  - i. The Natural Resources and Environmental Protection Act, 1994 PA 451, MCL 324.101 to 324.90106.
  - ii. A persistent and knowing violation of the Michigan Consumer Protection Act, 1976 PA 331, MCL 445.901 to 445.922.
  - iii. 1965 PA 166, MCL 408.551 to 408.558 (law relating to prevailing wages on state projects) and a finding that the vendor failed to pay the wages and/or fringe benefits due within the time period required.
  - iv. Repeated or flagrant violations of 1978 PA 390 MCL 408.471 to 408.490 (law relating to payment of wages and fringe benefits).
  - v. A willful or persistent violation of the Michigan Occupational Health and Safety Act, 1974, PA 154, MCL 408.10001 to 408.1094, including: a criminal conviction, repeated willful violations that are final orders, repeated violations that are final orders, and failure to abate notices that are final orders.
  - vi. A violation of federal or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award and may be grounds for debarment.

**Cody Carmichael - President**

Typed Name & Title of Authorized Representative

*Cody Carmichael*

Signature of Authorized Representative

**5/2/18**

Date

- I am unable to certify to the above statements. My explanation is attached.

**SECTION 00 45 19**  
**NON-COLLUSION AFFIDAVIT**

STATE OF Michigan

COUNTY OF Mackinac

The undersigned bidder or agent, being duly sworn, on oath says that he will not, nor will any other member, representative, or agent of the firm, company, corporation, or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that his bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to such bidding in any way or manner whatever.



**Cody Carmichael**  
Bidder or Agent

FOR: **Flotation Docking Systems, Inc.**  
Firm or Corporation

Subscribed and sworn to before me this 3<sup>rd</sup> day of May, 2018.

My commission expires: 5-19-2023

  
Notary Public

**ARTICLE 1 – BID RECIPIENT**

- 1.01 This Bid is submitted to:  
***City of Boyne City  
Cindy Grice, City Clerk  
319 North Lake Street  
Boyne City, MI 49712***
- 1.02 The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

**ARTICLE 2 – BIDDER’S ACKNOWLEDGEMENTS**

- 2.01 Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

**ARTICLE 3 – BIDDER’S REPRESENTATIONS**

- 3.01 In submitting this Bid, Bidder represents that:
  - A. Bidder has examined and carefully studied the Bidding Documents, and any data and reference items identified in the Bidding Documents, and hereby acknowledges receipt of the following Addenda:

| <u>Addendum No.</u> | <u>Addendum, Date</u> |
|---------------------|-----------------------|
| <b>1</b>            | <b>4/19/18</b>        |
| <b>2</b>            | <b>4/30/18</b>        |
| <b>3</b>            | <b>5/2/18</b>         |

- B. Bidder is familiar with and has satisfied itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
- C. Bidder has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or adjacent to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings, and (2) reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, especially with respect to Technical Data in such reports and drawings.
- D. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and any Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder; and (3) Bidder’s safety precautions and programs.
- E. Bidder agrees, based on the information and observations referred to in the preceding paragraph, that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.
- F. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.

- G. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and confirms that the written resolution thereof by Engineer is acceptable to Bidder.
- H. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.
- I. The submission of this Bid constitutes an incontrovertible representation by Bidder that Bidder has complied with every requirement of this Article, and that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

**ARTICLE 4 – BIDDER’S CERTIFICATION**

4.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
  - 1. “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
  - 2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
  - 3. “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
  - 4. “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

**ARTICLE 5 – BASIS OF BID**

5.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

**BASE BID**

| Item No. | Spec Section | Description   | Unit | Est. Qty | Bid Unit Price | Bid Price   |
|----------|--------------|---|------|----------|----------------|-------------|
| 1        | 1500001      | Mobilization, Max 5%  | LSum | 1        | \$ 26,420.00   | \$26,420.00 |
| 2        | 2040055      | Sidewalk, Rem   | Syd  | 35       | \$ 22.00       | \$770.00    |
| 3        | 2060001      | Aggregate, 6A   | Cyd  | 10       | \$ 55.00       | \$550.00    |
| 4        | 2060002      | Backfill Structure, CIP                                       | Cyd  | 10       | \$ 55.00       | \$550.00    |
| 5        | 2067021      | Backfill, Lightweight, Iron Blast Furnace Slag Aggregate, CIP | Cyd  | 25       | \$ 66.00       | \$1,650.00  |
| 6        | 2080036      | Erosion Control, Silt Fence                                   | Ft   | 350      | \$ 2.20        | \$ 770.00   |

| Item No. | Spec Section | Description                                  | Unit | Est. Qty | Bid Unit Price | Bid Price     |
|----------|--------------|--|------|----------|----------------|---------------|
| 7        | 2080042      | Erosion Control, Turbidity Curtain, Deep     | Ft   | 100      | \$ 28.84       | \$ 2,884.00   |
| 8        | 3010002      | Subbase, CIP                                 | Cyd  | 15       | \$ 44.00       | \$ 660.00     |
| 9        | 3087011      | Geotextile Liner                             | Syd  | 35       | \$ 16.50       | \$ 578.00     |
| 10       | 4027050      | Dr Structure Cover, EJ 1040A, with City Logo | Ea   | 1        | \$ 1,650.00    | \$ 1,650.00   |
| 11       | 8030044      | Sidewalk, Conc, 4 inch                       | Syd  | 250      | \$ 11.00       | \$ 2,750.00   |
| 12       | 8030046      | Sidewalk, Conc, 6 inch                       | Syd  | 240      | \$ 16.50       | \$ 3,960.00   |
| 13       | 8037010      | Sidewalk, Conc, 6 inch, Thickened Edge       | Syd  | 150      | \$ 22.00       | \$ 3,300.00   |
| 14       | 8137011      | Riprap, Salv and Supplement                  | Syd  | 35       | \$ 16.50       | \$ 578.00     |
| 15       | 8150063      | Cornus Sericea, #3 cont.                     | Ea   | 6        | \$ 61.60       | \$ 370.00     |
| 16       | 8151446      | Festuca glauca 'Elijah Blue', #1 cont.       | Ea   | 22       | \$ 19.80       | \$ 436.00     |
| 17       | 8152379      | Miscanthus sinensis 'Gracillimus', #2 cont.  | Ea   | 9        | \$ 33.00       | \$ 297.00     |
| 18       | 8167001      | Aluminum Edging                              | Ft   | 47       | \$ 11.00       | \$ 517.00     |
| 19       | 8167011      | Hardwood Mulch                               | Syd  | 100      | \$ 7.98        | \$ 798.00     |
| 20       | 8160062      | Topsoil Surface, Furn, 4 inch                | Syd  | 1,200    | \$ 5.06        | \$ 6,072.00   |
| 21       | 8167050      | Turf Establishment (THM Seed)                | Syd  | 1,200    | \$ 2.32        | \$ 2,784.00   |
| 22       | 8200116      | Electrical Service and Utility Allowance     | Dir  | 25,000   | \$ 1.00        | \$ 25,000.00  |
| 23       | 8237050      | Utility Vault, 60 inch                       | Ea   | 1        | \$ 5,500.00    | \$ 5,500.00   |
| 24       | 8507011      | Floating Dock                                | Sft  | 1,440    | \$ 102.90      | \$ 148,176.00 |
| 25       | 8507010      | Floating Wave Attenuator                     | Sft  | 1,615    | \$ 163.65      | \$ 264,295.00 |
| 26       | 8507010      | Gangway Abutment                             | Ea   | 1        | \$14,300.00    | \$ 14,300.00  |
| 27       | 8507050      | Bridge, Aluminum, 25 ft x 6 ft               | Ea   | 1        | \$11,526.00    | \$ 11,526.00  |
| 28       | 5010005      | Gangway, Aluminum, 50 ft x 6 ft              | Ea   | 1        | \$20,992.00    | \$ 20,992.00  |
| 29       | 8507050      | Pier, Helical, Single, 12 inch               | Ea   | 7        | \$ 1,540.00    | \$ 10,780.00  |

| Item No.                                 | Spec Section | Description                   | Unit | Est. Qty | Bid Unit Price | Bid Price           |
|--|--------------|-------------------------------|------|----------|----------------|---------------------|
| 30                                       | 8507050      | Utility Pedestal              | Ea   | 3        | \$ 2,493.00    | \$ 7,479.00         |
| 31                                       | 8507050      | Fire Center                   | Ea   | 4        | \$ 762.00      | \$ 3,048.00         |
| 32                                       | 8507051      | Fire Suppression System       | LSum | 1        | \$17,695.00    | \$17,695.00         |
| 33                                       | 8507051      | Marina Electrical System      | LSum | 1        | \$142,711.00   | \$ 142,711.00       |
| 34                                       | 8507051      | Potable Water System          | LSum | 1        | \$ 33,825.00   | \$ 33,825.00        |
| 35                                       | 8507051      | Marina Ice Suppression System | LSum | 1        | \$ 13,455.00   | \$ 13,455.00        |
| <b>Total of All Unit Price Bid Items</b> |              |                               |      |          |                | <b>\$777,126.00</b> |

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

**Total of Unit Price Bids = Total Bid Price** **\$ 777,126.00**

**Seven Hundred Seventy-Seven Thousand One Hundred Twenty-Six Dollars**

**ARTICLE 6 – TIME OF COMPLETION**

- 6.01 Site Work will begin no earlier than July 16, 2018 or the date agreed upon by the Owner.
- 6.02 Bidder agrees that the Work will be substantially complete on or before September 14, 2018, and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before October 19, 2018.
- 6.03 Bidder accepts the provisions of the Agreement as to liquidated damages.

**ARTICLE 7 – ATTACHMENTS TO THIS BID**

- 7.01 The following documents are submitted with and made a condition of this Bid:
  - A. Required Bid security;
  - B. List of Proposed Subcontractors;
  - C. List of Proposed Suppliers;
  - D. List of Project References;
  - E. Evidence of authority to do business in the state of the Project; or a written covenant to obtain such license within the time for acceptance of Bids;
  - F. Contractor's License No.: 2102166123 or Evidence of Bidder's ability to obtain a State Contractor's License and a covenant by Bidder to obtain said license within the time for acceptance of Bids;
  - G. Required Bidder Qualification Statement with supporting data; and

**ARTICLE 8 – DEFINED TERMS**

- 8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

**ARTICLE 9 – BID SUBMITTAL**

BIDDER: *[Indicate correct name of bidding entity]*

**Flotation Docking Systems, Inc.**

By:   
*[Signature]*

*[Printed name]* **Cody Carmichael**  
*(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)*

Attest:   
*[Signature]*

*[Printed name]* **Teresa Carmichael**

Title: **Secretary**

Submittal Date: **5/3/18**

Address for giving notices:

**PO Box 178**

**Cedarville, MI 49719**

Telephone Number: **(906) 484-3422**

Fax Number: **(906) 484-2335**

Contact Name and e-mail address: **Cody Carmichael**  
**cody@flotationdocking.com**

Bidder's License No.: **2102166123**  
*(where applicable)*

## Dan Dombos

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**From:** Cody Carmichael <cody@flotationdocking.com>  
**Sent:** Wednesday, May 09, 2018 4:20 PM  
**To:** Dan Dombos  
**Subject:** Value Engineering Summary

Dan,

Per our conversation a moment ago, the Deductive Alternate No. 2 within our value engineering portion of the Boyne City bid is premised on the following:

- 1.) Addendum 1 states vessel profile heights shall be increased by 100% (i.e. doubled) for the purpose of wind load calculations.
- 2.) Project specifications page 33 11 13 - 18, Item E midpoint on page states that anchors shall be "...of a size that shall sufficiently withstand twice the design loads."
- 3.) The above two requirements essentially double, and then double again the calculated load.
- 4.) ASCE Report 50. has eliminated the recommendation of doubling profile height, but increased shielding factor for first and subsequent rows of vessels to 50% and 30%, respectively.
- 5.) Adopting the ASCE standard referenced above, along with eliminating the requirement to double anchorage capacity as referenced in item 2 greatly reduces anchor quantity, thereby yielding our proposed credit.
- 6.) We feel sufficient safety factor still exists given:
  - A.) Calculations do not allow for any open space between vessels, essentially assuming boats are perfectly square
  - B.) Design wind load is based on 100% occupancy with a 78 mph wind speed. While not impossible, it would be an extremely rare occurrence - especially during the boating season.
  - C.) Our anchorage resistance load does not account for any friction / "suction" factor, which we know will actually exist.

Please let me know if you'd like anything further, Dan.

Regards,

**Cody Carmichael**

*Flotation Docking Systems, Inc.*

Cedarville, MI

Ph. (906) 484-3422

Fx. (906) 484-2335

[www.flotationdocking.com](http://www.flotationdocking.com)

## Dan Dombos

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**From:** Cody Carmichael <cody@flotationdocking.com>  
**Sent:** Tuesday, May 15, 2018 11:09 AM  
**To:** Dan Dombos  
**Subject:** Boyne City Chain

Dan,

Per our conversation a moment ago, our value engineering anchorage calculations assume 12,000-pound anchors (dry weight), which effectively become 7,200 lbs when submerged in water. The chain running between anchor and dockage would be grade 43 high test material, which has a working load of 13,000 lbs (<https://www.1st-chainsupply.com/technical/43chainspecs.pdf>). Accordingly, this yields a 1.8 safety factor for calculation purposes.

Please let me know if you have any other questions.

**Cody Carmichael**

*Flotation Docking Systems, Inc.*

Cedarville, MI

Ph. (906) 484-3422

Fx. (906) 484-2335

[www.flotationdocking.com](http://www.flotationdocking.com)

## MEMORANDUM

**TO: MICHAEL CAIN; CITY MANAGER**



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



**DATE: 5/18/18**

**RE: TERRACE STREET ENGINEERING SERVICES**

During budget planning this year we discussed the need to do design engineering for future street reconstruction projects. Terrace Street from Pleasant Street to Second Street is in dire need of reconstruction. The pavement surface is failing rapidly, the Transite water and sewer mains need to be replaced and the storm sewer system needs upgrading as well.

Attached to this memorandum you will find a proposal from C2AE for engineering work to complete this project. This proposal includes Design Engineering and the Topographic Survey to complete the Design Phase. This project will entail the following work:

- Installation of new storm sewer full length.
- Installation/ replacement of Water and Sanitary sewer mains and services
- Installation of Asphalt roadway with concrete curb and gutter

Completion of this Engineering Project will result in a ready to bid project on the shelf. I would like to include this as a construction project in the FYE 2020 Budget. Also we would like to hold off the reconstruction of Cedar Street we had planned for this year and bid it together with the Terrace Street Project to hopefully get better contractor pricing. This year the Contractors are all swamped with work which is driving prices upward. It is our hope that by bidding the projects together for next years construction season we will see better pricing.

### **RECOMENDATION:**

It is my recommendation that the City Commission approve this contract with C2AE for Design Engineering Services in the amount of \$23,800.00 and authorize the City Manager to sign the required documents. Funds for this work are available in this year's Street Department budget.

### **OPTIONS:**

- That this matter be postponed for additional information or consideration
- That this matter be approved subject to some revision
- Other options as determined by the City Commission



123 W. Main St. Suite 200  
Gaylord, MI 49735  
O: 989.732.8131  
www.c2ae.com

May 16, 2018

Mr. Andy Kovolski, DPW Superintendent  
City of Boyne City  
319 N. Lake Street  
Boyne City, MI 49712

**Re: Proposal for Professional Services: Terrace Street Reconstruction Project**

Dear Andy,

As requested, attached is our proposal for design engineering services for the Terrace Street reconstruction project. The project limits are from Second Street to Pleasant Avenue. The project area has aged, undersized and unreliable infrastructure (water main and sanitary sewer) and the roadway and existing curb and gutter is in relatively poor condition. The storm sewer appears to be in reasonable condition and will be supplemented but not replaced. As we discussed, your plan is to survey and design the project this summer, and combine the project with the Cedar Street project for bidding later this fall and the construction of both in 2019.

**PROJECT UNDERSTANDING**

The City of Boyne City has requested a proposal from C2AE for design engineering services for the reconstruction of Terrace Street from Second Street to Pleasant Avenue, a distance of approximately 950 feet.

The infrastructure (water, sanitary) is old and in need of replacement and the roadway is in relatively poor condition.

The project will specifically include the following:

- Roadway reconstruction including grading, subgrade undercutting allowance, aggregate base (6"), HMA pavement (3"). Street width to match existing - 27 feet back to back.
- New concrete curb and gutter full length.
- Replace portions of the existing storm sewer and add a few structures.
- Replace all sanitary sewer and services
- Replace all water main and services
- Replace all drive approaches with asphalt or concrete
- Replace approximately 25% of the existing sidewalk and at all drive approaches

A preliminary opinion of probable construction cost is attached.

**SCOPE**

C2AE proposes to provide design, bidding and construction phase services for the Boyne City Terrace Street Reconstruction project as follows:

**Design Phase Services**

1. Topographic Survey: Prepare a topographic survey of the project area. The topographic survey will be completed with ground crews utilizing "total station" or GPS electronic data collection for direct input into

computer software. Legal survey is not included.

2. Sewer Televising: C2AE will solicit proposals for the televising of the existing sanitary and storm sewer within the project limits and coordinate the work of the contractor. The cost to complete the televising is not included in this proposal and would be paid separately by the City. The televising work is eligible for reimbursement under the SAW Grant (90% grant).
3. Plan Drawings: Prepare plan drawings at a scale of 1" = 40' which will show the placement and grade of all improvements as well as construction notes.
4. Profile and Cross-Section Drawings: Prepare profile and cross-section drawings at a scale of 1" = 40' for placement of improvements as required for further definition from the plan drawings.
5. Detail Drawings: Prepare detail drawings and cross sections of individual items of construction or installation.
6. Technical Specifications: Prepare technical specifications to establish quality of all materials, equipment, installation and construction.
7. Interim Meetings: Meet with the City as required throughout the project to review preliminary drawings, costs and review progress. Provide written progress reports.
8. Bid Documents: Prepare contract documents for competitive bidding by contractors.
9. Cost Estimate: Prepare quantities and engineers detailed itemized cost opinion for the project.
10. City Review: Provide near-final plans and specifications for review and comment.
11. Permit Applications: Complete applications to the Michigan Department of Environmental Quality for execution by the City, as required for the project.
12. Final Revisions: Make final revisions based on the above review and comment.

#### **Bidding and Construction Phase Services**

To be provided at a future date.

FEE

#### **Design and Survey Phase Services**

C2AE proposes to provide design and bidding phase engineering services for this project on a *lump sum basis*, as follows:

|                 |              |
|-----------------|--------------|
|                 | <u>TOTAL</u> |
| Design Services | \$23,800     |



We have structured our proposal to include a statement of understanding, a scope of services and corresponding engineering fees & schedule. If the terms stated in this proposal are acceptable, please execute two copies in the space provided and return one copy to our office as the authorization to proceed.

We truly value our relationship with the City of Boyne City and greatly appreciate your continued confidence in C2AE. We would be pleased to address any questions or comments that you or the City Commission may have.

Sincerely,

C2AE

A handwritten signature in black ink that reads "Larry Fox". The signature is written in a cursive, flowing style.

Larry M. Fox P.E.  
Principal Owner | Project Manager

Accepted by:

---

Client

---

Date



123 West Main Street  
 Suite 200  
 Gaylord, MI 49735  
 P: 989.732.8131  
 F: 989.732.2714  
 info@c2ae.com  
 www.c2ae.com

**CITY OF BOYNE CITY**  
**Terrace Street Reconstruction**  
**Preliminary Opinion of Probable Construction Costs**

**Project Area - Terrace Street from Second Street to Pleasant Avenue**

| Item # | ITEM DESCRIPTION                                      | Estimated Quantity | Item Unit | Unit Price                                 | Total Price         |
|--------|---|--------------------|-----------|--|---------------------|
| 1      | Adjust Drainage Structure or Manhole                  | 4                  | EACH      | \$1,500.00                                 | \$6,000.00          |
| 2      | Remove Drainage Structure or Manhole                  | 4                  | EACH      | \$400.00                                   | \$1,600.00          |
| 3      | Remove Concrete Curb and Gutter                       | 1,900              | LFT       | \$6.00                                     | \$11,400.00         |
| 4      | Remove Concrete Sidewalk and Driveways                | 600                | SYD       | \$6.00                                     | \$3,600.00          |
| 5      | Subgrade Undercutting, Type II                        | 500                | CYD       | \$12.00                                    | \$6,000.00          |
| 6      | Irrigation Systems, Protect                           | 1                  | LSUM      | \$3,000.00                                 | \$3,000.00          |
| 7      | Tree, Remove  | 2                  | EACH      | \$850.00                                   | \$1,700.00          |
| 8      | Transplanting Trees                                   | 2                  | EACH      | \$600.00                                   | \$1,200.00          |
| 9      | Water Main, 6" PVC DR 18                              | 950                | LFT       | \$36.50                                    | \$34,675.00         |
| 10     | Water Valve, 6"                                       | 3                  | EACH      | \$1,500.00                                 | \$4,500.00          |
| 11     | Fire Hydrant Assembly                                 | 3                  | EACH      | \$4,500.00                                 | \$13,500.00         |
| 12     | 1" Dia. Tapping Saddle and Corporation Stop           | 20                 | EACH      | \$350.00                                   | \$7,000.00          |
| 13     | Water Service, 1" Type K Copper                       | 660                | LFT       | \$30.00                                    | \$19,800.00         |
| 14     | Curb Stop & Box, 1 inch                               | 20                 | EACH      | \$450.00                                   | \$9,000.00          |
| 15     | Connect To Existing Water Main                        | 2                  | EACH      | \$2,500.00                                 | \$5,000.00          |
| 16     | Connect to Existing Sanitary Sewer                    | 2                  | EACH      | \$1,500.00                                 | \$3,000.00          |
| 17     | 4' Dia. Sanitary Manhole including Casting            | 3                  | EACH      | \$3,000.00                                 | \$9,000.00          |
| 18     | 8" Dia. PVC SDR-35 Sanitary Sewer                     | 950                | LFT       | \$40.00                                    | \$38,000.00         |
| 19     | 8"x6" Sanitary Sewer Wye                              | 20                 | EACH      | \$130.00                                   | \$2,600.00          |
| 20     | 6" Dia. PVC SDR-35 Sanitary Sewer Lead                | 660                | LFT       | \$30.00                                    | \$19,800.00         |
| 21     | 2' Dia. Catch Basin including Casting                 | 4                  | EACH      | \$2,000.00                                 | \$8,000.00          |
| 22     | 4' Dia. Catch Basin including Casting                 | 0                  | EACH      | \$3,000.00                                 | \$0.00              |
| 23     | 18" Dia. Storm Sewer                                  | 0                  | LFT       | \$40.00                                    | \$0.00              |
| 24     | 12" Dia. Storm Sewer                                  | 100                | LFT       | \$30.00                                    | \$3,000.00          |
| 25     | Machine Grading, Modified                             | 9.5                | STA       | \$2,000.00                                 | \$19,000.00         |
| 26     | 6" 22A Aggregate Base                                 | 2,800              | SYD       | \$6.00                                     | \$16,800.00         |
| 27     | HMA Pavement (330#/syd)                               | 420                | TON       | \$70.00                                    | \$29,400.00         |
| 28     | HMA Approach  | 50                 | TON       | \$120.00                                   | \$6,000.00          |
| 29     | 6" Concrete Drive Approach                            | 3,200              | SFT       | \$5.00                                     | \$16,000.00         |
| 30     | 6" Concrete Sidewalk                                  | 2,400              | SFT       | \$5.00                                     | \$12,000.00         |
| 31     | 4" Concrete Sidewalk                                  | 1,200              | SFT       | \$4.00                                     | \$4,800.00          |
| 32     | Sidewalk Ramp, ADA (incl. detectable warning surface) | 200                | SFT       | \$12.00                                    | \$2,400.00          |
| 33     | Concrete Curb & Gutter, Modified Detail F-4           | 2,000              | LFT       | \$15.00                                    | \$30,000.00         |
| 34     | Traffic Control and Signage                           | 1                  | LSUM      | \$15,000.00                                | \$15,000.00         |
| 35     | Erosion Control Measures                              | 1                  | LSUM      | \$2,500.00                                 | \$2,500.00          |
| 36     | Restoration: 3" Topsoil and Class A Seed              | 2,000              | SYD       | \$4.00                                     | \$8,000.00          |
|        |   |                    |           | <b>SUBTOTAL=</b>                           | <b>\$373,275.00</b> |
|        |   |                    |           | <b>25% CONTINGENCY &amp; ENGINEERING =</b> | <b>\$93,318.75</b>  |
|        |   |                    |           | <b>TOTAL=</b>                              | <b>\$466,600.00</b> |

**Assumptions:**

- Replace all curb and gutter
- Existing 12" storm in reasonable condition, assume replacement of 3 cb's and 100' of 12" storm
- Replace all water main and services with new 6" main
- Replace 3 existing fire hydrants
- Replace all sanitary sewer and services with new 8" main
- Replace all drive approaches with asphalt or concrete
- Replace all sidewalk at drive approaches
- Replace 25% of existing sidewalk
- Pavement section = 6" aggregate base and 3" HMA
- Subgrade undercutting allowance of 500 cyd
- Replace street width to match existing 27' b-b

## MEMORANDUM

**TO: MICHAEL CAIN; CITY MANAGER** *Mc*

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

**DATE: 5/18/18**

**RE: ROAD MAINTENANCE BIDS**

Bids were advertised for this year's Pavement Maintenance project. Attached to this Memorandum is a map showing the treatment areas and the treatments to be applied at these locations. Bids were received from Payne and Dolan of Gaylord and Reith Riley of Charlevoix. Following is a breakdown of the Square Yard unit pricing by each contractor:

| Contractor      | Crush and shape<br>two course<br>Square Yards | Crush and shape w/<br>roll curb. Two course<br>3,276 Square Yards | Total estimated cost |
|-----------------|---|---|----------------------|
| Payne and Dolan | \$18.84                                       | \$18.84   | \$205,147.84         |
| Reith Riley     | \$18.40                                       | \$19.51   | \$203,993.96         |

Attached to this memorandum you will find a copy of the low bidder, Reith-Riley Construction bid submittal for your review.

### **RECOMENDATION:**

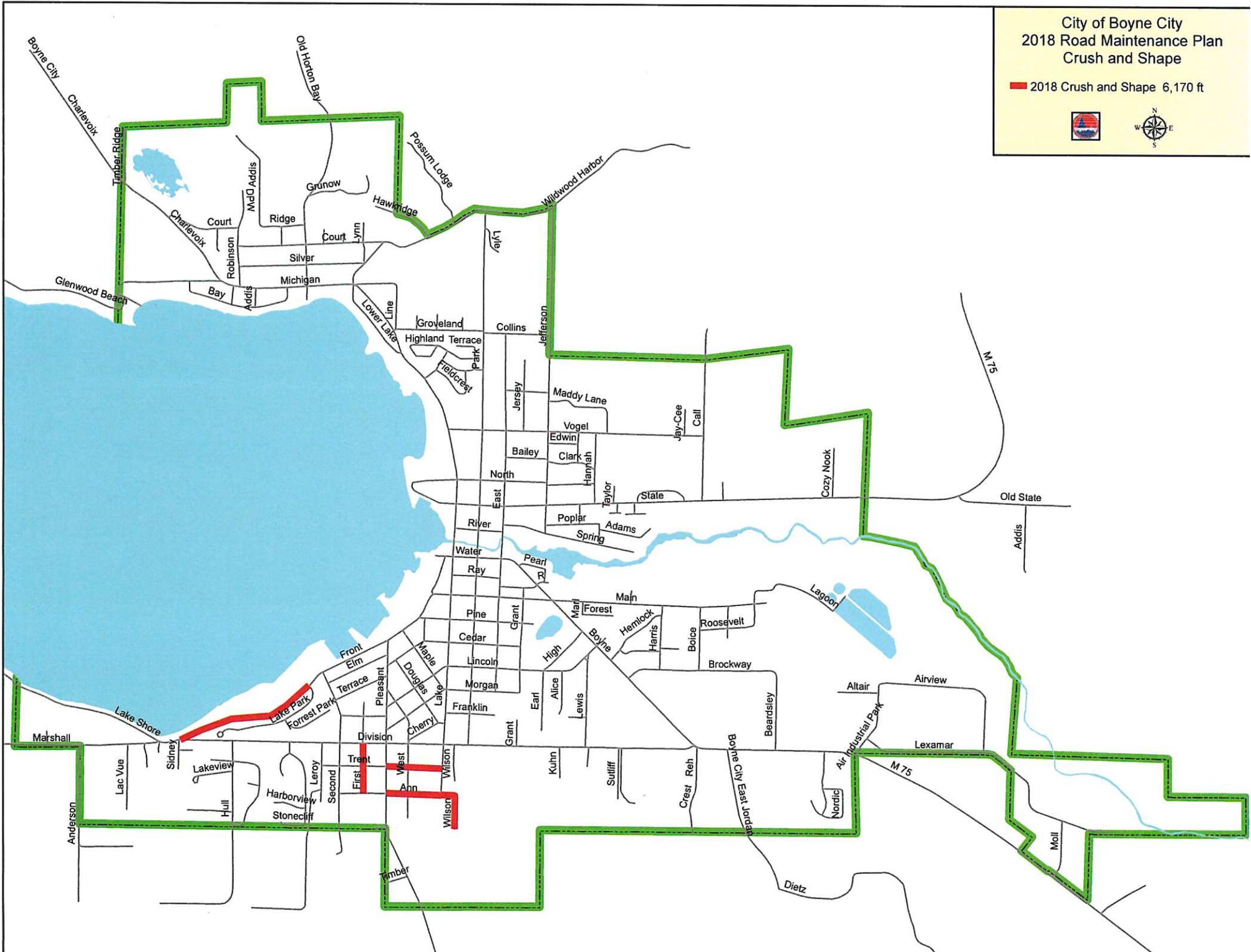
It is my recommendation that the City Commission award the contract for the 2016 Pavement Maintenance Project as to Reith-Riley Construction in the amount of \$203,993.96 and authorize the City Manager to sign the required documents. Funds for this work were included in both the Major Street and Local Street Maintenance fund budgets for this year.

### **OPTIONS:**

- That this matter be postponed for additional information or consideration
- That this matter be approved subject to some revision
- Other options as determined by the City Commission

City of Boyne City  
2018 Road Maintenance Plan  
Crush and Shape

2018 Crush and Shape 6,170 ft



**BID SUBMITTED PURSUANT TO THE CITY OF BOYNE CITY  
PAVEMENT MAINTENANCE SERVICES PAVEMENT MAINTENANCE  
SPECIFICATIONS**

City of Boyne City  
319 North Lake Street  
Boyne City, MI 49712-2109

Mayor Neidhamer and the Boyne City City Commission:

The undersigned, as Successful Bidder, hereby declares that this bid is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that he/she has carefully read and examined the Contract Documents, including the Invitation to Bid, General Requirements, and Program Guidelines for the designated work and understands all of the same; that he/she, or his/her representative, has made such personal investigation at the site as is necessary to determine the character and difficulties attending the execution of the proposed work. Bidder proposes and agrees that if this Proposal is accepted, bidder will contract with the City, provide necessary machinery, tools, apparatus and transportation services necessary to do all the work specified or referred to in the Contract Documents in the manner and time therein prescribed, and according to the requirements of the owner as therein set forth, to furnish the insurance required of the Contractor by the Contract Documents, and that he/she will take in full payment, the unit prices set forth in the following proposal.

All bidders understand that the City reserves the right to accept or reject any and/or all bids, to waive any irregularities and/or informalities in the bids, negotiate with any bidder, or to select the bid(s), or portions thereof, most advantageous to the City.

The successful bidder agrees that this bid shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving bids.

Upon receipt of a written Notice of Award of the Bid, the successful bidder shall execute the formal Contract Agreement within ten (10) days. In the event that the Contract is not executed within the time set forth above, the Bid Proposal shall become the property of the City as liquidated damage for the delay and additional expense to the City caused thereby.

Pursuant to your request for Pavement Maintenance Services, I submit my bid, with the understanding that if my bid proposal, or section thereof, is accepted, I will execute a written contract with the City of Boyne City, which will embody the terms as outlined in the bid proposal.

I will meet all of the requirements and provide all of the services for the amounts listed on the attached bid sheet for the items listed in this document.



# RIETH-RILEY CONSTRUCTION Co., Inc.

100% Quality • 100% Employee Owned • Over 100 Years

City of Boyne City  
319 N. Lake St  
Boyne City, MI 49712

May 11, 2018

## Re: 2018 Pavement Maintenance Project References

1. City of Boyne City – Andy Kovolski / 231-582-0375  
Past Projects: 2017 Pavement Maintenance  
2015 Ray & East St (New construction)  
2014 Division / Pleasant (Mill & Fill)  
2011 Pavement Maintenance (Crush & Shape)
2. Village of Central Lake – Sam Mullens / 231-544-2701  
Past Projects: 2015 Street Improvements (Crush & Shape)
3. Village of Bellaire – Ken Stead / 231-533-6414  
Past Projects: 2014 Street Improvements (Crush & Shape)



**CITY OF BOYNE CITY**

**To:** Michael Cain, City Manager   
**From:** Mark Fowler, W/WW Superintendent  
**Date:** 05/15/2018  
**Subject:** Well #5 Generator

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**Discussion**

I received a quote from Cummins Bridgeway for an Automatic Transfer Switch, battery charger; battery, Generator maintenance, and system start up and training, load bank testing. The quote was for \$7715 dollars. Cummins Bridgeway does the annual maintenance and any needed servicing on all our other generators.

**Recommendation**

I recommend that the City Commission authorize the City Manager to sign the PO to purchase the items from Cummins Bridgeway. There is money available in the budget.

Options:

- 1) Deny the request
- 2) Postpone for further consideration
- 3) Choose the Quote from Cummins Bridgeway
- 4) Other options as determined by the City Commission

**CITY OF BOYNE CITY**

**To:** Michael Cain, City Manager   
**From:** Mark Fowler, W/WW Superintendent  
**Date:** 05/15/2018  
**Subject:** Pump Replacement

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**Discussion**

One of the pumps at the River Mouth lift stations is leaking around the shaft. When we attempted to remove the packing gland to install more packing to stop the leak the bolt broke off. So it is out of service and only used if needed due to the leak which is significant. In order to get to the packing gland to try and drill and tap for a new bolt the pump has to be taken apart. I believe that the other bolts will start snapping as well if we try and take them apart. It is one of the original pumps that were installed in 1975. After 43 years I believe it is time for a new pump.

I had two vendors look at it and give us quotes.

One quote was from Jett Pump for \$22,390.71. That price includes removal of the old pump and installation of the new pump.

The other quote was from Dubois-Cooper who provided a verbal quote of \$35,000 for the pump only. I contacted them several times and could not get a written quote.

Both firms are from down state. There is no one locally that does pump work.

**Recommendation**

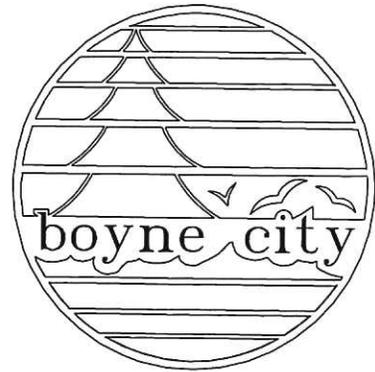
I recommend that the City Commission authorize the City Manager to sign the PO to have Jett Pump replace the pump. There is money available in the budget.

Options:

- 1) Deny the request
- 2) Postpone for further consideration
- 3) Choose the Quote from Jett Pump
- 4) 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: May 17, 2018  
Subject: Miscellaneous Receivables Purchase



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In 2009, the City purchased accounting software from BS&A Software for General Ledger, Utility Billing, Cash Receipting, Payroll and Accounts Payable. We had been using their Tax Administration software since 1996. We opted to not purchase the Miscellaneous Receivable Software at that time. Our monthly needs at that time for miscellaneous billing were not significant enough to warrant the additional expense. We have been extremely pleased with the efficiencies, support and services we have always received with BS&A. Our 22 years of experience have been positive.

However, nine years later, our needs and uses have changed. We currently bill our aviation fuel through Quickbooks and monthly journal entries to the General Ledger are required to account for the revenues and receipts. We are also billing for airport hangars, some annually, some monthly. We also track seasonal Marina customers, all requiring manual tracking and journal entry posting. By utilizing the BS&A Accounts Receivable software for these and any future needs, integration to our General Ledger and Cash Receipting would be seamless and provide us with further efficiencies. We feel there would be less room for error and time savings realized as well if all of our accounting software communicated cooperatively.

We received a quote from BS&A in the amount of \$6,325 including software, installation and training. No server upgrades are necessary if this software is added to our system. There are sufficient funds in the budget for this purchase.

**RECOMMENDATION:** To approve a proposal from BS&A Software in the amount of \$6,325, including training to purchase Miscellaneous Receivables software and authorize the City Manager to execute the documents.

As always, if there are any questions, please contact me.

Proposal for Software and Services, Presented to...

City of Boyne City, Charlevoix County MI

April 25, 2018

Quoted by: Dan J. Burns, CPA



*Thank you for the opportunity to quote our software and services.*

*At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.*

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

## Cost Summary

Applications and Annual Service Fee prices based on an approximate parcel count of 3,182. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

### Applications

---

#### Financial Management

Miscellaneous Receivables .NET **\$3,135**

#### Data Conversions/Database Setup

No data conversion to be performed.

#### Project Management and Implementation Planning

##### Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

**\$640**

## Implementation and Training

- \$850/day
- Days quoted are estimates; you are billed for actual days used

### Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

|                           |        |   |          |                |
|---------------------------|--------|---|----------|----------------|
| Software Setup            | Days:  | 1 |          | <b>\$850</b>   |
| Miscellaneous Receivables | Days:  | 2 |          | <b>\$1,700</b> |
|                           | Total: | 3 | Subtotal | <b>\$2,550</b> |

## Cost Totals

*Not including Annual Service Fees*

|  |                |
|--|----------------|
| Applications                                   | \$3,135        |
| Project Management and Implementation Planning | \$640          |
| Implementation and Training                    | \$2,550        |
| <b>Total Proposed</b>                          | <b>\$6,325</b> |
| <i>Travel Expenses</i>                         | <i>\$990</i>   |

### Payment Schedule

- 1<sup>st</sup> Payment: **\$640** to be invoiced upon execution of this agreement.
- 2<sup>nd</sup> Payment: **\$3,135** to be invoiced at start of training.
- 3<sup>rd</sup> Payment: **\$3,540** to be invoiced upon completion of training.

## Annual Service Fees

*Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).*

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### Financial Management

|                                |       |
|--------------------------------|-------|
| Miscellaneous Receivables .NET | \$625 |
|--------------------------------|-------|

## Optional Item(s)

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### Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- ˘ custom payment import/lock box import
- ˘ custom OCR scan-line
- ˘ custom journal export to an outside accounting system
- ˘ custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

# Acceptance

## Signature constitutes...

1. An order for products and services as quoted  
*Quoted prices do not include Program Customization, training beyond the estimated number of days, or recommended Bank Reconciliation Consultation*
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

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**Signature**

**Date**

**BS&A PLEDGE.** We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

## Returning Accepted Proposal to BS&A

*Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:*

Mail: BS&A Software  
14965 Abbey Lane  
Bath, MI 48808

Fax: (517) 641-8960

Email: [dburns@bsasoftware.com](mailto:dburns@bsasoftware.com)

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.



## Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

### Key Contact for Implementation and Project Management

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

### IT Contact

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_



## MEMORANDUM

**TO: MICHAEL CAIN; CITY MANAGER**



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



**DATE: 5/18/2018**

**RE: NATIONAL PUBLIC WORKS WEEK**

The theme for this year's National Public Works Week is The Power of Public Works. It looks at the many facets that the work of Public Works professionals have on our lives on a daily basis. From providing clean water to disposing of solid waste, building of roads and bridges, planning or implementing Mass Transit projects to removing snow and ice from roadways Public Works services determines a society's quality of life.

It is my request the City of Boyne City adopt the attached resolution proclaiming their support for not only their Public Works professionals, but those worldwide as well.

**OPTIONS:**

1. That the matter be postponed for additional information or consideration.
2. That the matter be approved subject to some revisions
3. Any other option as determined by the City Commission

## **National Public Works Week 2018 Proclamation**

**WHEREAS**, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Boyne City; and,

**WHEREAS**, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees from state and local governments and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders and children of Boyne City to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities,

**WHEREAS**, the American Public Works Association has celebrated the annual National Public Works Week since 1960,

**RESOLVED**, I Tom Neidhamer, Mayor, do hereby designate the week May 20-26, 2018 as National Public Works Week; I urge all our people to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

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Mayor, Tom Neidhamer

Dated this day, May 22, 2018

# May 2018

| May 2018 |    |    |    |    |    |    | June 2018 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa | Su        | Mo | Tu | We | Th | Fr | Sa |
|          |    | 1  | 2  | 3  | 4  | 5  |           |    |    |    |    | 1  | 2  |
| 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 |

| SUNDAY                             | MONDAY   | TUESDAY                       | WEDNESDAY | THURSDAY   | FRIDAY | SATURDAY   |
|------------------------------------|--|-------------------------------|-----------|--|--------|--|
| Apr 29                             | 30   | May 1<br>5:00pm ZBA           | 2         | 3<br>8:30am Main Street Board mtg.<br>6:00pm Parks & Rec | 4      | 5<br>8:00am Buff Up Boyne<br>9:00am City Hall Open (Absentee Ballots only) |
| 6                                  | 7  | 8<br>7:00pm City Commission   | 9         | 10   | 11     | 12   |
| 13<br>Mother's Day (United States) | 14<br>12:00pm EDC/LDFA                           | 15<br>Marina Open             | 16        | 17<br>5:00pm Historic District                           | 18     | 19   |
| 20                                 | 21<br>5:00pm Planning Commission                 | 22<br>12:00pm City Commission | 23        | 24<br>5:30pm Airport Advisory Board                      | 25     | 26   |
| 27                                 | 28<br>Memorial Day Parade/Events (United States) | 29                            | 30        | 31   | Jun 1  | 2  |

# June 2018

June 2018

| 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 |

July 2018

| 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 |    |    |    |    |

| SUNDAY                             | MONDAY   | TUESDAY                       | WEDNESDAY | THURSDAY   | FRIDAY | SATURDAY |
|------------------------------------|--|-------------------------------|-----------|--|--------|----------|
| May 27                             | 28   | 29                            | 30        | 31   | Jun 1  | 2        |
| 3                                  | 4  | 5<br>5:00pm ZBA               | 6         | 7<br>8:30am Main Street Board mtg.<br>6:00pm Parks & Rec | 8      | 9        |
| 10                                 | 11   | 12<br>7:00pm City Commission  | 13        | 14<br>Flag Day (United States)                           | 15     | 16       |
| 17<br>Father's Day (United States) | 18<br>5:00pm Planning Commission<br>7:00pm Historical Commission | 19                            | 20        | 21   | 22     | 23       |
| 24                                 | 25   | 26<br>12:00pm City Commission | 27        | 28<br>5:30pm Airport Advisory Board                      | 29     | 30       |