City of Boyne City
Founded 1856

319 N. Lake Street Boyne City, Michigan 49712 Phone 231-582-6597
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BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
319 North Lake Street
Tuesday, January 28, 2014 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 January 14, 2014 City Regular City Commission meeting minutes as presented

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

5. CORRESPONDENCE
   A. Sister City Project Information

6. CITY MANAGER'S REPORT

7. REPORTS OF OFFICERS, BOARDS, AND STANDING COMMITTEES

   A. December, 2013 Financial Statement

8. UNFINISHED BUSINESS

9. NEW BUSINESS

   A. Kirtland Products Update
      -update from City Planning Director Scott McPherson

   B. 2013 Planning Department Report
      -update from City Planning Director Scott McPherson

   C. Mayors Exchange Schedule

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The next regular City Commission meeting is scheduled for Tuesday, February 11, 2014 at 7:00 p.m.
- The City Joint Board and Commission meeting is scheduled for Thursday, February 13, 2014 at 6:00 pm at City Hall
- The County Wide Elected Leader Summit is scheduled for Monday, February 24, 2014 at 6:00 pm at the Boyne Area Senior Center

12. ADJOURNMENT

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

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click on Boards & Commissions for complete agenda packets & minutes for each board

JANUARY 14, 2014
REGULAR MEETING

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 319 NORTH LAKE STREET, ON TUESDAY JANUARY 14, 2014 AT 7:00 PM

CALL TO ORDER

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

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

Staff: Cindy Grice, Michael Cain, Scott McPherson, Barb Brooks, Hugh Conklin, Jeff Gaither, Dan Meads, John Lamont and Andy Kovolski

Others: There were 2 citizens in attendance.

CONSENT AGENDA
MOTION

2014-01-001
Moved by Sansom
Second by Towne

2014-01-001A
Approval of the December 10, 2013 City Regular City Commission meeting minutes as presented
2014-01-001B
Approval of Traffic Control Order #131 rescinding the 15 minute parking space located on the west side of East Street between Water Street and Ray Street, returning it to a two hour parking space in accordance with the remainder of the block
2014-01-001C
Approval to appoint Jason Biskner to the Planning Commission for the remainder of the May 31, 2014 term vacated by Gretchen Crum
2014-01-001D
Approval to appoint Michelle Cortright to the Main Street Board for a four year term expiring on January 18, 2018
2014-01-001E
Approval to appoint Ben VanDam to the Main Street Board for a four year term expiring on January 18, 2018

Ayes: 5
Nays: 0
Absent: 0
Motion carried

CITIZENS COMMENTS

Joe Hauger and AJ Spaay from All Aspects Forestry inquired about the tree trimming contract the City entered into last fall. The 90 day window to do the job has passed and the work hasn't been started. They feel there should be a re-bid of the project and they would love to have the work. This matter was referred to staff.

CORRESPONDENCE

A thank you note from retiree Yvonne Seamon for the Christmas stipend was received and filed.

CITY MANAGERS REPORT

City Manager Cain reported:

- No changes will be made to our Employee policy regarding changing the hours of eligibility from our existing 40 hours or more per week to 30 hours or more to bring our practices into better compliance with the Federal Affordable Care Act. This

- portion of the act has been pushed back to January of 2015.
- Kudos to our DPW and W/WW employees for keeping our roads and many sidewalks passable during our recent heavy snows and the many long hours they are working.
- The planning the pavilion public input process that took place before the holidays seems to have been well received. The report that Environmental Architects has prepared is available here for review and is also on our website.
- It looks like there may be significant funds available from the State to facilitate non-motorized transportation to the schools, developing safe crossings and undertaking a variety of programs associated with them, encouraging their safe use. This may help us improve and expand the public sidewalk system in the City.
- Andy and I have been to several meetings over the past few months regarding future federal and state road funds. At last week's Rural Road Task Force 10A which allocated federal and state dollars for transportation projects. $703,000 in Federal Funds are possibly being set aside for a possible 2015 Court Street construction project. These funds are in no way assured. Initial discussions with the Evangeline Township supervisor have been discussed.
- The Goal Setting session appears to have gone well. The comments submitted have all been recorded. We are looking to open it up to the public and collect their input for another week or so.
- The Boyne City Winter Fest will be held on Saturday January 25th.
- Bids for the Marina renovation project are due January 16. Bids for the City Facilities Architectural services are due this January 17.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES

Draft Minutes of the December 5, 2013 Main Street Board Meeting; the December 5, 2013 Parks & Recreation Commission Meeting; the December 16, 2013 Planning Commission Meeting and the Draft Minutes of the December 16, 2013 Historical Commission Meeting were received and filed.

CDBG Ray Street / South East Street / Alley Infrastructure DIG Grant

Barb Brooks provided a project summary of the DIG grant application the City is working on. Plans are to make improvements on two blocks of Ray Street, one block of South East Street and the alley between Ray and Water streets. These improvements include new water and sewer lines, burying overhead lines, new streets and sidewalks and provide better lighting and access. The MEDC will allow the City to apply for $583,519 in CDBG funds and the City plans to match grant funds with $250,081 for a total project cost of $833,600.

Mayor Grunch opened the Public Hearing at 7:19 p.m.

Staff comments included this project and its needs have been discussed several times. City Manager Cain added the new owner of the Dilworth is also aware of this grant. All commissioners agree with moving forward with this.

Mayor Grunch closed the Public Hearing at 7:23 p.m.

MOTION

2014-01-002
Moved by Neidhamer
Second by Towne

To adopt the proposed resolution authorizing City Manager Michael Cain to submit the grant application and sign all the necessary documents on behalf of the City of Boyne City for the CDBG Ray Street / South East Street / Alley Infrastructure DIG Grant

Ayes: 5
Nays: 0
Absent: 0
Motion carried

Consumers Energy Contract

Consideration to approve the proposed Authorization for Change in the Standard Lighting Contract and resolution as presented and authorize the City Manager and / or City Clerk / Treasurer to complete and return all related documents as necessary

City Manager Cain stated we have been working with Consumers Energy to correct errors we believed have existed in their street lighting billings. A proposed contract was provided to allow us to close out an account for 32 lights which have not existed for several years. Not only will we no longer be billed for these non existent lights, we will also be receiving a refund check for three years back, amounting to about $5,300. To date, we have received credits and refunds from Consumers Energy on street lighting accounts that will benefit the General Fund this fiscal year to the amount of $45,463.22.

Citizens Comments: None

Staff Comments: None

Board Deliberation: All are in agreement with signing the contract and thanked the City Manager for staying on top of this.

MOTION

2014-01-003
Moved by Towne
Second by Gaylord

To approve the proposed Authorization for Change in the Standard Lighting Contract and resolution as presented and authorize the City Manager and / or City Clerk / Treasurer to complete and return all related documents as necessary

Ayes: 5
Nays: 0
Absent: 0
Motion carried

Review Budget Schedule

Review of proposed FYE 2015 Budget Adoption Schedule and consideration of budget meetings dates (note that the March 18, 2014 All Day Budget Review Session abuts the Capital Conference on March 19 in Lansing)

MOTION

2014-01-004
Moved by Sansom
Second by Gaylord

To approve the proposed FYE 2015 Budget Adoption Schedule and consideration of budget meetings dates documents as necessary

DRAFT

Ayes: 5
Nays: 0
Absent: 0
Motion carried

GOOD OF THE ORDER

Commissioner Sansom inquired about an intersection on South Park Street. Vehicles parked there are blocking traffic views. Commissioner Gaylord said our roads are done early and said to keep up the fantastic job. Mayor Pro-Tem Towne discussed the large snow pile on the corner of Pine and East Street. Commissioner Neidhamer said he is looking forward to 2014. A lot of irons are in the fire, including the discussion of Court Street.

CLOSED SESSION
MOTION

2014-01-005
Moved by Grunch
Second by Gaylord

To approve the request of the City Manager to go into closed session to consider strategy connected with the negotiation of a collective bargaining agreement as provided in MCL 15.268 (c) of the Michigan Open Meetings Act (PA 267 of 1976) at 7:55 p.m.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

RETURN TO OPEN SESSION
MOTION

2014-01-006
Moved by Grunch
Second by Towne

To return to open session at 8:14 p.m.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

RATIFY POLICE UNION CONTRACT
MOTION

City Manager Cain summarized the Police Union Contract proposal for a one year contract, 3% pay increase, health insurance remains the same, Health Savings Account deposits remain the same, accept the holiday pay and paperless pay language.

Commissioner Gaylord said the one year contract is a deviation of past history but is very comfortable with the proposal. All other Commissioners agree.

2014-01-007
Moved by Towne
Second by Sansom

Approve to ratify the Police Union Contract as proposed, authorizing the City Manager and City Clerk to sign all documents subject to City Attorney review and approval.

Draft

Ayes: 5
Nays: 0
Absent: 0
Motion carried

ADJOURNMENT

Moved by Mayor Grunch, seconded by Commissioner Gaylord to adjourn the regular City Commission meeting of January 14, 2014 at 8:23 p.m.

Ron Grunch
Mayor

Cindy Grice
Clerk / Treasurer

draft

Michigan BOYNE CITY Main Street
Where Life meets Lake.®

Date: January 28, 2014

To: City Commissioners and
Michael Cain, City Manager

From: Hugh Conklin, Program Manager

Re: Sister Cities Project Update

Following last year's Boyne City Irish Heritage Festival activities there was discussion about the possibility of Boyne City participating in a Sister City relationship with a community in Ireland. In particular there has been interest in developing a relationship with Drogheda, Ireland, a city famous for the Boyne River. At last year's Irish Festival dinner Patrick Maquire was our guest speaker. Mr. Maquire is a resident of Adrian, MI., and a frequent visitor to Boyne City. He is also a native of Drogheda and with his assistance and the work of volunteer Becky Kuebler we are learning how to become a Sister City.

Our first step was to join the Sister Cities International organization. Through this $150 membership a variety of resources are available and we are learning what steps are necessary to partner with a community. Information about the Sister Cities organization is included with this correspondence.

In addition Becky and I are working on an introductory letter to Drogheda, which is one of the first steps in developing a relationship. A draft of the letter is included. We would appreciate you reviewing the letter and sharing your comments and thoughts about it and the Sister City program in general. It is our goal to formally present to the City Commission at your Feb. 11 meeting a proposal for the City of Boyne City to participate in the Sister Cities International program.

If you have any questions or comments, please feel free to contact me at (231) 582-9009.

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

Jan. 8, 2014

The Honorable Richie Culhane,

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

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

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

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

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

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

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

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

We truly hope that Drogheda, Co. Louth, Ireland will seriously consider this opportunity to partner with

Boyne City, Michigan. We eagerly await your response and would be happy to address any questions or reservations you might have. Thank you for your consideration.

Sincerely,

Ron Grunch
Mayor
Boyne City, MI

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

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Letter from the President

Dear Boyne City Sister Cities:

Thank you for choosing to be a part of the Sister Cities International network. As the premier citizen diplomacy organization based in Washington, DC, we are able to represent our network of almost 600 U.S. cities with approximately 2,000 partnerships in 136 countries. Whether working with the State Department, on Capitol Hill, or with variety of international associations and organizations, we aim to amplify your efforts to bring the United States to the world, and the world to the United States.

This past year has seen a drastic improvement in a number of our services. We have launched a new logo and tagline, as you can see at the top of this letter, as well as a new website. Our social media outreach, including Facebook and Twitter, is growing substantially. But we are not just stopping here; we have set up formal media sponsorships with The Diplomatic Courier, an essential resource for the diplomatic community in the US and abroad, and the Washington Examiner, which plans to have a monthly section focused on citizen diplomats. Both publications combined have approximately 5 million subscribers.

Through our new website, Sister Cities International members have access to many resources to help their communities complete world class exchanges. The Member Area of the website gives exclusive access to online toolkits and guides on fundraising, communications, program assessment, and more. In this packet you'll find a quick guide to getting set up and taking advantage of this new website. Please be sure to go online to review your program's information in our database and to make sure you have access to these valuable resources.

As members you have access to administrative and operations support, and monthly webinars that assist in developing skills and knowledge in areas such as advocacy, communications, organizing trade delegations and non-profit accounting. Your membership offers you access to programs and grants focused on a variety of topics from youth exchanges to economic development research.

Your Sister Cities International membership also affords you many networking opportunities with our friends from around the world. Our annual and regional conferences not only offer world class training for program officials, but enable you to publicize the success that your community has earned through their diplomatic efforts. All members are encouraged to nominate their local participants for the annual Carvey Family Young Artists and Authors Showcase, as well as the numerous awards for small, medium and large size programs.

During this past year as President of Sister Cities International, I have felt honored to represent such an amazing group of individuals and organizations who exemplify the very best of what the United States has to offer: its diversity, ingenuity, optimism, dedication, and kindness. I am always touched when I speak with a person who has traveled as part of a sister cities exchange and hear them say, "It was a life-changing experience." Whether you are from a small town or a bustling metropolis, know that as members of the Sister Cities International network you are helping to change lives, both for citizens of the U.S. and those around the world.

Thank you very much for your membership with Sister Cities International. If you have any questions for us please call Adam Kaplan, Director of Membership or Paul Rothman at 202.347.8630 or email us at membership1@sister-cities.org.

Yours truly,

Mary D. Kane

Mary D. Kane

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About Sister Cities International

Sister Cities International is a 501(c)(3) nonprofit, nonpartisan association that has been working since 1956 to advance peace and prosperity through cultural, educational, humanitarian, and economic development exchanges. Sister Cities International represents over 500 communities with partnerships in over 1,900 cities and 140 countries around the globe and serves as a hub for institutional knowledge and best practices in citizen diplomacy.

Since its inception, Sister Cities International has played a key role in renewing and strengthening important global relationships. Sister Cities International was created at President Eisenhower's 1956 White House conference on citizen diplomacy, where he envisioned an organization that could be a champion for peace and prosperity by fostering bonds between people from different communities around the world. By forming these relationships, President Eisenhower reasoned that people of different cultures could celebrate and appreciate their differences and build relationships that would lessen the chance of new conflicts.

Membership in Sister Cities International is open to **cities of all sizes, counties, states, international cities, and individuals.** Members are a part of a network of citizen diplomats who receive unique support and resources for their sister city organizations. Sister Cities International empowers individual citizens to become diplomats who proudly represent their community and their country in new and meaningful ways.

Sister Cities International strives to strengthen the sister cities network through strategic institutional partnerships, grants, programs, and support for its members. Sister Cities International motivates and empowers private citizens, municipal officials, and business leaders to conduct long-term, mutually beneficial sister city, county, or state relationships.

What is a Sister City?
A sister city, county, or state relationship is a broad-based, long-term partnership between two communities in two countries. A sister city, county, or state relationship is officially recognized after the highest elected or appointed official from both communities sign an official agreement of partnership.

A sister city organization may have any number of sister cities, with community involvement ranging from a half dozen to hundreds of volunteers. In addition to volunteers, sister city organizations may include representatives from nonprofits, municipal governments, the private sector, and other civic organizations. Sister city relationships offer the flexibility to form connections between communities that are mutually beneficial and which address issues that are most relevant for partners. They implement projects in a number of areas, including:

Cultural Exchange Cultural exchanges are a pillar of citizen diplomacy. Sister communities may share their respective histories, traditions, and customs through interactive and person-to-person events like art exhibits, cultural festivals, musical programs, peace parks, and other artistic endeavors.

Youth and Educational Programs Many Sister Cities International members organize high school exchanges with their partners. Partnerships between universities, whether for exchanges or cooperative activities, have also become more common over the years. Sister city exchanges are often the first opportunity young people have to travel abroad, and are vital in spurring a lifelong interest in international culture and affairs.

Economic Partnerships International exchanges boost local industry and development, build avenues for trade and company expansion, and develop personal relationships that open doors for private sector investment. In sister city organizations these may include trade missions, business-to-business learning opportunities, or assistance in trade areas such as market evaluation or regulatory assistance. Many of these exchanges also include cultural components to help build relationships and understanding that form the foundation for much of international business.

Municipal Assistance Sister cities often assist one another through training and knowledge sharing in areas such as transportation, sanitation, sustainable development, tourism, public safety, and others aspects of city management.

For more information on Sister Cities International and the sister cities movement, or to find out how you can get involved in your local sister city organization, please visit us online at www.sister-cities.org.

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Member Benefits

Membership in Sister Cities International is open to cities of all sizes, counties, states, international cities, and individuals. Members are a part of a network of citizen diplomats from over 500 U.S. communities with partnerships in nearly 2,000 cities in more than 140 countries around the globe. With affordable rates based on the population of a community, Sister Cities International provides members with unique support and resources for their sister city programs. For more information about membership rates please visit us online at www.sister-cities.org or email us at info@sister-cities.org.

Programs and Services

- Member Profiles: Each member has its own individual profile on our website, where you can display your partnerships, contact information, website/social media pages, a brief description of your program, as well as indicate if you are looking for a new sister city, all customizable by members themselves. This is often the first site shown when people around the globe search for sister cities and your city.

- Visa Consultations: Sister Cities International has partnered with immigration lawyers to provide pro bono consultations for questions regarding inbound delegations or visa applications.

- Insurance: Sister Cities International can offer members excellent rates on travel insurance for both inbound and outbound delegations, as well as special event insurance.

- Certificates: Sister Cities International provides certificates to commemorate new partnerships or milestone anniversaries of sister cities at no cost to members.

- Cities Seeking Cities: Our staff will work with members to identify potential cities, reach out to municipal officials, twinning organizations, and the diplomatic community, and walk you through the process of developing new partnerships for your community

- Young Artists and Young Authors Showcase: The Young Artists and Authors Showcase is an art and writing competition among all U.S. and foreign sister cities. Winners are promoted throughout the network and the top selections travel the country for display in various U.S. cities.

Expert Resources

- Administrative and operations support: Sister Cities International provides its members with resources and guidelines for starting and operating a successful sister program. Resources include:
  - Templates for important documents and communications materials, such as partnership agreements and invitations
  - Organizational guidelines and standards
  - Policy documents for organizing and running a program

- Staff support: As a member, you have access to the knowledge and support of Sister Cities International's staff, who have worked with hundreds of programs in all regions of the world on activities in almost any field.

- State Coordinators/Honorary Board: Former board members and volunteer state coordinators with extensive experience developing local sister city programs and building successful exchange models serve as an important resource for institutional knowledge and networking.

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Member Benefits

Training and Best Practices

- Toolkits: Sister Cities International provides best practices toolkits for exchanges, economic development, advocacy and other topics relevant to sister city development.

- Monthly Webinars: Sister Cities International hosts monthly webinars for members to help develop skills and knowledge in areas such as advocacy, communications, online fundraising, organizing trade delegations, and accounting, among others. Webinars are provided at no additional cost to members.

Promoting Members' Work

- Membership Directory: All members and their sister cities are listed in Sister Cities International's Annual Membership Directory as well as our online interactive directory. This directory is distributed to thousands of members, municipal and federal governments, partners, and members of the diplomatic community every year, and is the go-to resource for sister city partnerships.

- Certification: Sister Cities International provides certification to members in good standing to verify they are part of our network of communities. Members have broad usage of our Member Badge in their communications to show they are a part of the largest sister cities network in the world.

- Shares Your Stories: Sister Cities International advertises the work of local programs to its own extensive network of sister city programs, global twinning organizations, and volunteers, through active use of social media platforms.

- Media Outreach: Sister Cities International provides press releases to local and national media to highlight the accomplishments of our members. Connecting with the media both in Washington, D.C. and in local communities on behalf of our members provides great exposure for the work of our members

- Annual Awards Program: Each year outstanding programs from small, medium, and large cities are recognized for their excellence in a number of categories and programmatic areas.

Networking

- Access to the Sister Cities International network: Sister Cities International can connect you with hundreds of other local programs to help you with your work. Whether it's advice on protocol, programming for exchanges, developing partnerships, or structuring your organization, we can connect you with other members to help you find the solution you need.

- Institutional Partnerships: Sister Cities International has developed a number of key institutional partners to help us serve our members. Along with our traditional relationship with the U.S. Department of State, in recent years Sister Cities International has developed a working relationship with the U.S. Department of Energy, U.S. Department of Commerce, U.S. Chamber of Commerce, Export-Import Bank, along with foreign Embassies, and the diplomatic community in Washington, D.C.

For more information please contact us at info@sister-cities.org and our membership department can answer any questions you might have. You can also visit us at www.sister-cities.org to see how Sister Cities International is helping connect cities around the world.

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Website Instructions

Our new website (www.sister-cities.org) offers an improved way of interacting with Sister Cities International and accessing benefits available exclusively to members. Among the major improvements:

- **A sleeker, updated design-** Along with Sister Cities International's new logo, the website offers a much more visually appealing, intuitive, and user friendly experience compared to our old site, and provides a more modern, public face to the sister city movement.
- **Personalized sister city profiles-** Cities can now display their primary contact information, website/Facebook/Twitter information, and narrative text about their organization, in addition to their sister cities.
- **An integrated database-** Previously members had to email updates on contact information, billing addresses, and other data which was then entered into our database. Now, members can access their organization's information online, so changes are instantaneous. This will drastically improve member voting, mailings, billing, and other essential activities.
- **More regular updates-** More member stories online, more events posted, and more resources like toolkits, templates and webinars available to our members.

GETTING STARTED: If you are a primary contact you might already have an account on our new website. If you haven't logged in yet go to www.sister-cities.org/user/password and enter your email address. If you already have an account you will be sent an email with instructions on logging in and resetting your password. If you are told that your email "is not recognized as a user name or an e-mail address" you will need to create a new account. If this is the case go to www.sister-cities.org/user/register and follow the instructions to create a new account.

VERIFY THAT YOU ARE THE ADMINISTRATOR: Any individual can create an account on the website, although only members associated with an organization in good standing can access the "Member Area" section, and only administrators can designate members or alter the information related to an organization (like addresses, primary/billing contact, etc.). When the database was first populated the primary contact on file was listed as the administrator for each organization. However, we recognize that in some cases this information might be out of date or people may have changed their addresses.

To confirm that you are the administrator click on the **"Account"** button at the top of the screen after you've logged in. If you are the administrator you will see three buttons: **"Edit My Profile," "Manage Group,"** and **"Edit Group."** If you only see **"Edit My Profile"** you are not designated as administrator. To change administrators please contact Adam Kaplan, Membership Director, at akaplan@sister-cities.org and be sure to include a phone number where you can be reached. Please note that in order to be designated as an administrator you **must** have a profile created on the website.

ADMINISTRATIVE CONTROLS: Administrators have two major abilities: to add members to their organization and control both public and private information about their organization. Both of these functions can be accessed by clicking on **"Account"** at the top of the screen after you've logged in to the website.

Adding Members: When you invite members they will become associated with your organization and can access the Member Area of the website as long as your community is in good standing with Sister Cities International. If your local members are not associated with your organization they will be unable to access the Member Area section which includes toolkits, templates, webinars, information on grants, as well as other essential services and resources that are a part of your membership. To add members, click on the **"Account"** button at the top of the screen, then **"Manage Group,"** and then **"Invite Members."** From there you can add one or more usernames (email addresses) in order to invite users in this group. Multiple usernames should be separated by a comma and maximum of 20 invites can be sent out at a time (although you can add as many members as you like). **Your members must create an account on the website before they can be associated with your program and gain access to Member Area.** After inviting a member they will be sent an email informing them that they have been added to your city's group and will be able to access the Members Area online.

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Website Instructions

Editing Organizational Information: When you click on the **"Edit Group"** button you will have the opportunity to enter information on your organization, including:

- Organizational address/website (where renewal packets and other mailings will be sent)
- Your Primary Contact (which will be publicly displayed) and Billing Contact information (which will be private and only used by Sister Cities International for billing purposes)
- Text about your organization (**"About Our Program"**) that will be displayed on your city's profile page (up to 500 characters)
- Your city's population, Facebook page, Twitter handle, and mayor
- Cities Seeking Cities information

It is very important for you to make sure that the primary contact and billing contact are up to date and accurate. These are the contacts that receive communications on voting, billing, grant opportunities, and other important information. **We also highly recommend that you enter text about your organization to give visitors a better idea of the work you are doing.** This can be done in the **"About Our Program"** field in your profile.

Cities Seeking Cities: Members can now also indicate on their profile page when they are searching for a new sister city. Members will be asked to indicate:

- Geographic areas of interest
- Priority activities for the new partnership
- Information about relevant industries/organizations in your community

This information will then be automatically posted on your profile, and your city can be easily found by those looking for a new partner using our city directory. Sister Cities International staff will regularly check for new cities seeking cities and follow up with your primary contact after you have indicated an interest in finding a new partner. You can also contact Sister Cities International staff if you see an international city in this section with whom you'd like to explore a relationship.

MEMBER AREA SECTION: Please be sure to visit the Member Area of the website to download toolkits, templates, advocacy resources, our new Member Badge, as well as to access past webinars, grant opportunities, and visa resources. In order to access the Members Only section you must be logged in and associated with a member city in good standing.

The Member Area section also allows Sister Cities International's members to share their amazing projects and programs. The "Submit Your Member Story" page allows you to provide details on what's happening in your organization, and Sister Cities International staff will review submitted stories and will regularly update our front page with your work. We encourage you to share news of your organization's activities, including upcoming exchanges, sister city anniversaries, board meetings, testimonials, pictures, and yes, even potlucks. Once you submit your story, Sister Cities International staff will be in touch with you and find ways to share the news with the entire network.

INTERACTIVE CITY DIRECTORY: Sister Cities International's new city directory provides a quick and easy way for people to discover your organization and partnerships. With the ability to search according to city name, state, country, or even "cities seeking cities," members of your community as well as others from around the world will be able to see the partnerships you have made through your sister city organization, in addition to information about your programs.

If a partnership of yours does not appear on the website, or if there are any other problems with your city's profile, please contact Sister Cities International's Membership Director, Adam Kaplan, at akaplan@sister-cities.org.

915 15th Street NW • 4th Floor • Washington, DC 20005 • (tel) 202-347-8630 • (fax) 202-393-6524 • info@sister-cities.org

SISTER CITIES INTERNATIONAL
LOGO & MEMBER BADGE USAGE GUIDELINES

Sister Cities International Logo

Sister Cities International Member Badge

INTRODUCTION:
The purpose of this document is to provide a set of guidelines for using the *Sister Cities International* logo and Member Badge.

THE NEW LOGO:
The *Sister Cities International* logo plays a very important role for the organization. It serves as an immediately recognizable visual identifier for people who know *Sister Cities International* —members and non-members within the citizen diplomacy community, journalists who cover international relations, even Congress. Much like a person's face, *Sister Cities International* logo is the organization's most recognizable feature.

The new *Sister Cities International* logo (see above left) was officially unveiled and adopted in May 2012 as part of a comprehensive brand re-launch that also included a new tagline and website. The new logo symbolizes connectivity with the crisscrossing lines on the globe representing the wide spectrum of its member connections. The tagline, "Connect Globally. Thrive Locally." encapsulates the essence of the work of *Sister Cities International's* members in connecting communities globally for mutually beneficial relationships.

The new brand was launched with the aim of better promoting the work of its members. A fresh, modern, and strong brand will enhance *Sister Cities International's* communications outreach and increase its ability to share the power of the sister cities network with the entire world.

LOGO USAGE:
Sister Cities International's logo, brand, and tagline are the property of *Sister Cities International* and may not be duplicated or replicated.

Consistent presentation and use of a logo suggests the stability and reliability of the organization it represents. Unfortunately in the past, *Sister Cities International's* logo has been attached to erroneous information and used without permission by both affiliated and unaffiliated members. Therefore, to avoid confusing the public and prevent any dilution of the *Sister Cities International* brand, the new logo will not be available for general use.

In lieu of the *Sister Cities International* main logo, dues paying members in good standing will be provided a current and official "Member Badge" that can be used in all their collateral materials and communications.

THE *SISTER CITIES INTERNATIONAL* MEMBER BADGE:

An electronic copy of the Member Badge will be provided to dues paying members in good standing on a yearly basis. The badge is a visual representation of the member's affiliation with *Sister Cities International.*

Please note that here forth; only due paying members in good standing are authorized to publish the official "Member badge". To obtain your electronic 2013 Member Badge please email: communications@sister-cities.org. You can also download the 2013 Member Badge from www.sister-cities.org under the Member Area→ Toolkits and Templates page. Members need to login to access this webpage.

MEMBER BADGE USE:

Dues-paying members are strongly encouraged to display and prominently use the *Sister Cities International* Member Badge. If a local sister city organization has its own logo, it may be "co-branded" alongside the Member Badge. Below is an example of how the members can use the *Sister Cities International* Member Badge in printed and e-communications.

Duluth Sister Cities International

Typeface:

The *Sister Cities International* logotype in the Member Badge is written in "Helvetica Neue Lt Std" font. The font is available for purchase at www.fontfactory.com.

Member Badge Colors:

The color codes for the blue of the Member Badge are:

- PANTONE® 661C
- CMYK Print Processing:
  - Cyan:100
  - Magenta: 90
  - Yellow: 0
  - Key (Black): 1
- Web Colors:
  - Red: 33
  - Green: 63
  - Blue: 152
- Hex color: #213f98

The color codes for the green of the Member Badge are:

- PANTONE® 360C
- CMYK Print Processing:
  - Cyan:64
  - Magenta: 0
  - Yellow:100
  - Key (Black):0
- Web Colors:
  - Red: 102
  - Green: 188
  - Blue: 70
- Hex color: #66bc

Configurations:

The Member Badge should only be used in its primary configuration.

Member Badge Size:

The Member Badge has no standard size—the size can change depending on use. But it must always appear large enough to be readable, and should remain proportionate when resizing.

Member Badge Clearance:

For the Member Badge to communicate effectively, it should not be placed next to another image, object, or group of words, next to the edge of a page, or in an otherwise cluttered setting.

MEMBER BADGE FILE TYPES:

The Member Badge is available in JPEG, PNG, and PDF formats. Dues paying members in good standing can email communications@sister-cities.org to obtain their Member Badge.

TAGLINE USE:

The *Sister Cities International* tagline "Connect globally. Thrive locally." can be used by dues paying members in good standing in all and any case accompanied by the Member Badge.

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Frequently Asked Questions

Below you'll find some of the most commonly asked questions regarding sister cities and Sister Cities International. If you have any additional questions please contact us at info@sister-cities.org and we would be happy to assist you.

Q. What is a sister city relationship? A sister city relationship is a long-term, cooperative relationship between two cities in different countries through which cultural, educational, business, and technical exchanges take place. It is formalized when two mayors (or highest elected/appointed officials) sign a memorandum of understanding establishing a sister city relationship. Activities are usually organized and implemented by volunteers, local institutions, and municipal employees. A city may have any number of sister cities.

Q. What do sister cities do? Sister city organizations plan and implement cooperative activities and exchanges in cultural, educational, municipal/technical, business, and humanitarian fields. Thousands of inbound and outbound exchanges take place every year, as well as virtual exchanges and other remote, cooperative activities.

Q. What does Sister Cities International do? Sister Cities International is a nonprofit member association for U.S. sister city organizations. Its staff provides assistance and expertise to over 500 member communities to help strengthen their sister city organizations. It shares best practices, provides grants and funding opportunities, assists with protocols and procedures related to sister cities, advocates for sister city organizations and international exchange, organizes conferences and meetings, publishes a printed and online directory of sister cities, networks among its membership, and provides other resources including certificates, discounted travel insurance, visa consultations, webinars, and toolkits, among other benefits.

Q. How do two cities become sister cities? A relationship is formally created when the mayors or highest elected officials from two communities sign a memorandum of understanding establishing the sister city partnership. However, this is usually the result of a long process that involves the local sister city organization along with the municipality and other local institutions. Sister city relationships may develop from a number of sources, including but not limited to: preexisting mayoral relationships, trade relationships, historical connections, ancestral/demographic connections, expatriate communities, shared geographic/sector challenges, faith-based groups, and personal experiences ranging from study/work abroad to marriages.

Q. Who runs sister city organizations and how are they structured? All of Sister Cities International's members are independent organizations and have a number of management structures. Sister city organizations may be run by a group of volunteers, representatives from local institutions, the mayor's office or municipal government, or by some combination of these. Most often sister city organizations are incorporated as 501(c)(3) nonprofits, although the municipal government may have representation or a formal relationship with the group. Many are governed by a board of directors or commission, although the majority of members are volunteers from all sectors of the community. They are most often organized by committee, with one committee for each partnership responsible for creating and implementing projects. Some sister city organizations are run by local institutions, such as a museum, cultural center, or chamber of commerce. Most municipal contacts for sister city organizations are in the office of the mayor, office of tourism/convention and visitors bureau, office of international affairs, office of protocol, or office of economic development.

Q. How can I find out what my sister cities are? Visit our online interactive directory at www.sister-cities.org. The online directory includes sister city relationships, contact information, and website/Facebook information for all current members. You can also view our printed 2013 Membership Directory and Annual Report at http://sister-cities.org/2013-membership-directory.

Q. How can I get involved with my local sister city organization? Visit our online directory at www.sister-cities.org and search for your community. You should find the primary contact information for your sister city organization. If you don't find your city it means they are not currently a member of the Sister Cities International network. You might try some basic research online or contact the town clerk, mayor's office, or office of international affairs to see if they can put you in contact with your sister city organization. Most sister city committees have regular meetings that are open to the public.

Q. How do I set up a sister city organization for my city? Setting up a sister city organization is a large undertaking, and is best done as part of a committee or city-wide group. First, check our directory (and do some basic web research) to see if your city already has an organization. You should not try to start a new sister city or sister city organization without first engaging an existing organization. If your city does not have an organization and you would like to start one, please contact us at membership1@sister-cities.org and we can talk with you about the steps you would need to take.

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Frequently Asked Questions

Q. How can I create a new sister city? Sister Cities International requires only that the mayors or highest elected officials from the two communities sign an agreement to become sister cities, although many cities have their own requirements and some cities may decide to limit the number of sister cities they have. You should first contact your local sister city organization if you have not done so already and talk to them about their process. Usually a group will first contact the mayor/city government to see if they are at least open to the possibility of a new relationship (some cities cap the number of sister cities they have). Please see our Cities Seeking Cities FAQ for more information on creating new sister cities.

Q. I am from a city abroad. How can I form a sister city relationship with a city in the U.S.? If you are a municipal employee/elected official, or are working directly with elected officials in your community, then please visit our Cities Seeking Cities section at www.sister-cities.org to let us know you are looking for a partner. Sister Cities International can then promote your community to cities around the U.S. and connect you if there is interest in forming a relationship.

Q. Do you provide funding for projects? Sister Cities International does not provide funding for unsolicited projects or exchanges. However, we do provide funding for dues-paying sister city organizations through grants or other organizations as they become available. These usually have a geographic or programmatic focus and have other requirements depending on the grant. For more information on current grant programs please visit the Grants section of the member area. All grant application opportunities are announced on our website and through member updates. To sign up for our mailing list simply create an account on our website at www.sister-cities.org and make sure you do not opt out of receiving Sister Cities International's emails.

Q. What is the difference between a "Sister City" and a "Friendship City"? The terms "sister city" and "friendship city" sometimes have different meanings. In some cities, "friendship city" is often used for partnerships that are just beginning, and after the relationship is strengthened and the partners are sure they want a long-term relationship they will become "sister cities". For Sister Cities International, "Friendship City" is used when a U.S. city partners with a city abroad, but that international city already has a U.S. partner who does not wish to sign a cooperative agreement. Members can learn more about cooperative agreements in the Toolkits & Templates section of the member area.

Q. How do I log in into the "Member Area" of the website? To access the member area you must be affiliated with a dues-paying sister city organization in good standing. The administrator for your organization is able to add you as a member of their local committee, after which you will be able to access the "Member Area" of the website. If you do not know who your administrator is please contact Sister Cities International at membership1@sister-cities.org and we can assist you.

Q. How can I find out who is the administrator for our community's profile? Email us at info@sister-cities.org and we'd be happy to put you in touch with your administrator.

Q. I forgot my password, how can I reset it? Easy! Just go to http://www.sister-cities.org/user/password. You can also visit us at www.sister-cities.org, click on "Login" at the top of the page, and then click the "Request New Password" link below where you would log in.

Q. Can non-U.S. cities join Sister Cities International? Yes, Sister Cities International allows non-U.S. cities to join as Global Members. Global Members have access to Sister Cities International's "Member Area" and are listed in our online and printed directory with all of their sister city partnerships (not just partnerships with U.S. cities). For more information on joining Sister Cities International visit us at www.sister-cities.org.

Q. I don't see one of our sister cities located on Sister Cities International's directory or website. Why? Sister Cities International tries to keep an accurate record of all partnerships, although often times a city may form a new partnership and not inform us. If you think a city doesn't appear in our records but should please contact us at info@sister-cities.org. Please note that Sister Cities International only lists partnerships of communities which are members of the Sister Cities International network.

For any additional questions please contact us at info@sister-cities.org or visit us at www.sister-cities.org.

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Frequently Asked Questions
Cities Seeking Cities

Q: What is Sister Cities International's Cities Seeking Cities?
A: Cities Seeking Cities is a support service provided by Sister Cities to help members find new sister city partners abroad. The Membership department works closely with members and utilizes a wide range of channels, including foreign embassies, federal agencies, municipal associations, twinning organizations, among others, to find potential matches.

Q: Who can request Cities Seeking Cities support?
A: All Sister Cities International member cities in good standing may submit a request for Cities Seeking Cities support. For more information on membership please visit our website at http://www.sister-cities.org/about-scl-membership.

Q. How can I request Cities Seeking Cities support?
A: The administrator of your city's profile should go into your community's profile and click "Yes" under the Cities Seeking Cities section. A few additional questions will request more specific information about geographic preferences and what types of programming your city is interested in, although these are not required. If you don't know who your administrator is then please contact us at info@sister-cities.org.

Q: Once I request Cities Seeking Cities support what will the process be?
A: After you indicate that your city is looking for a new sister city you will receive a follow-up email from Sister Cities International staff to set up a debriefing. A Sister Cities International staff member will interview you and your fellow members to receive more detail on what you are looking for in a partner as well as information about your city (such as industries, educational institutions, demographics, etc.). Staff will then research and provide a list of prospective cities, after which the member will narrow the search to 3-5 communities abroad. Sister Cities International staff can then reach out then out to foreign embassies, municipal associations and other contacts in the U.S. and abroad to find the appropriate contact in the target city, gauge interest, and get more detail regarding how sister cities are managed in the prospective city/country. Finally, staff will work with you to set up a direct conversation between your city office and the potential sister city matches to discuss a partnership directly. It's important to note that while Sister Cities International can help match prospective cities and provide assistance, at some point the U.S. member will need to make this final outreach and begin the process of formulating an agreement. Along the way Sister Cities International can provide information on procedures, protocol, format and content of invitation letters and partnership agreements, as well as serve as a general liaison and information source.

Q: Do I need to have a city or country in mind when I request Cities Seeking Cities support?
A: This is not necessary, but it helps. Sister Cities International will provide assistance in identifying countries and regions that might be good places to start, although members are encouraged to narrow their search somewhat, whether in terms of a geographic region or programmatic focus. However, if a member has a specific city or cities in mind Sister Cities International will work with them to reach out and explore a partnership.

Q: How long does it take for Sister Cities International to assist members in finding a sister city?
A: This is highly variable, but the process of researching, identifying, reaching out to, and finally forming a partnership with another city can, depending on your city's profile and what you are looking for, last between a few months to over a year. The more research and outreach that is done at the local level, the more effective the process tends to be.

Q: My community doesn't have any current sister cities and we are not members but we'd like assistance. Can Sister Cities International help?
A: Sister Cities International is happy to provide basic information on the process of becoming sister cities. However, communities must be members of Sister Cities International in order to participate in Cities Seeking Cities. Communities without any sister cities that join as members of Sister Cities International, should their search last longer than a year, will have the renewal of their membership dues waived until they find a partner.

Q. I come from a community outside the U.S. Can Sister Cities International help us find a partner in the U.S.?
A: Cities outside of the U.S. may indicate that they are looking for a U.S. city by filling out the form at http://www.sister-cities.org/cities-seeking-cities. These requests will be assessed and posted on our interactive map as a public listing of foreign cities looking for U.S. partners. When U.S. members indicate that they are looking for a sister city staff will first look at these cities for potential matches. Please note, however that due to staffing limitations Sister Cities International cannot provide the same Cities Seeking Cities service to cities outside of the U.S.

If you have any additional questions please contact us at info@sister-cities.org.

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High School Homestay Exchange

Expand your youth programming by hosting a student from your sister city for an academic year or semester. The High School Home Stay exchange program is an opportunity for sister cities to host students for a year or semester of high school in the United States. The international cities choose the high school students, who must be between the ages of 15 and 18 1/2 on the first day of school. Once the student is in the United States, the U.S. sister city will provide oversight for the student, organize a host family, and include the student in sister city activities.

The Exchange and Eligibility Requirements

- In partnership with the American Cultural Exchange Service (ACES), Sister Cities International can process the J-1 secondary school exchange visa at a discount of $2,000-$3,000 for all dues-paying members.
- Students must be between 15 and 18½ to qualify.
- Local sister city programs will have the autonomy to choose their participant(s), arrange the homestay and school placement, and monitor the student while he/she is in the U.S.

Application Process

- **April 1:** Selection of Local Coordinator (by U.S. sister city member)
- **April 1:** Selection of International Coordinator (by International sister city)
- **April 1:** Submit Initial Information Card (by International Coordinator or student)
- **May 1:** Submit Full application form (by International Coordinator and student)
- **June 1:** Submit payment to Sister Cities International (May be paid by U.S. sister city, international sister city, or parents by check in USD, wire transfer, or credit card)

Our Partner: American Cultural Exchange Service (ACES)

American Cultural Exchange Service (ACES) is an American nonprofit organization dedicated to promoting global understanding through educational and cultural exchange experiences. ACES believes that world peace can be realized through international friendships and global understanding that results from personal interactions provided by exchange experiences. ACES is a U.S. Department of State designated Exchange Visitor program sponsor, with full membership status in the Council on Standards for International Educational Travel. As a US Department of State designated organization, ACES is empowered to issue the DS-2019 visa form for the program participants and to administer the program in the US. For more information on ACES, visit their website at www.exploretheworld.org.

For more information on the High School Homestay Exchange, please contact Aveen Karim at akarim@sister-cities.org.

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Young Artists and Authors Showcase

Each year, the Young Artists and Authors Showcase encourages youth from around the globe to express the mission of Sister Cities International through original artwork and literature. All students must submit their work based on a designated theme that is announced each year. Artwork is sent from member cities to Washington, D.C. where a panel of judges selects the winners based on originality, composition, and theme interpretation.

This program is a great opportunity to reach out into the community and engage local teachers, and reach a student audience that may not already be included in sister city programming. After the finalists for art and literature have been announced, the pieces embark on a year-long tour hosted by local sister city programs on a monthly basis. This opportunity is available to any city and can help expand local youth programming.

The Young Artists Showcase is celebrating its 26th anniversary in 2014 and it will be the sixth year for the Young Authors Showcase. All past and recent finalists in art, essay, and poetry are displayed on the website under Youth Programs.

2014 Theme

"Connect globally. Thrive locally."

What does this mean to you?

Sister city relationships foster partnerships within the community and between international cities, counties, and states. In 2012 Sister Cities International launched its new tag line: **Connect globally. Thrive locally.** Through 2D media or literature illustrate how global connectivity allows an individual or community to thrive locally. How has this connectivity impacted you for the better?

Eligibility

- Participants must be between 13 and 18 years of age at the time the 2014 deadline (May 1, 2014)
- One (1) piece of artwork is eligible from each U.S. member city and One (1) from each of their sister cities. Author entries are unlimited.
- The student must be affiliated with a dues-paying member in good standing of SCI
- Entry Fee = $50.00 per piece of art (submit with a separate submission form for each entry), and $5.00 per essay or poem
- Return Fee = $20.00 per piece of art (only if the city would like the art returned). Not applicable for author entries.

For more information on the Young Artists and Authors Showcase, please contact Aveen Karim at akarim@sister-cities.org.

CASH SUMMARY BY FUND FOR BOYNE CITY

FROM 12/01/2013 TO 12/31/2013

FUND: 101 202 203 206 209 210 211 226 242 244 248 251 285 295 401 410 590 592 661

CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 12/01/2013	Total Debits	Total Credits	Ending Balance 12/31/2013
101	GENERAL FUND	3,644,797.18	59,734.35	330,515.83	3,374,015.70
202	MAJOR STREET FUND	18,203.88	29,235.25	32,010.00	15,429.13
203	LOCAL STREET FUND	(179,356.54)	202,371.97	23,015.43	0.00
206	FIRE FUND	391,249.43	0.00	315,253.70	75,995.73
209	CEMETERY FUND	(6,188.07)	6,500.00	225.69	86.24
210	AMBULANCE FUND	77,326.51	19,212.29	37,520.69	59,018.11
211	SPECIAL PROJECTS FUND	690.45	0.00	0.00	690.45
226	RUBBISH COLLECTION FUND	(8,160.50)	8,160.50	0.00	0.00
242	BOYNE THUNDER FUND	27,661.64	19,000.00	27,576.64	19,085.00
248	DOWNTOWN DEVELOPMENT AUTHORITY	196,114.35	29,213.74	11,614.14	213,713.95
251	LDFA FUND	991,572.48	0.00	6,325.00	985,247.48
285	MARINA FUND	136,634.60	108,677.31	8,626.21	236,685.70
295	AIRPORT FUND	37,599.15	5,824.58	2,683.58	40,740.15
401	VIBRANT SMALL CITIES INITIATIVE FUND	0.00	0.00	0.00	0.00
410	BOYNE SENIORS CENTER FUND	607.34	0.00	112.54	494.80
590	WASTEWATER FUND	1,990,662.06	84,118.63	48,353.46	2,026,427.23
592	WATER FUND	312,649.97	70,445.79	53,915.13	329,180.63
661	MOTOR POOL FUND	761,377.60	1,791.66	23,209.86	739,959.40
	TOTAL - ALL FUNDS	8,393,441.53	644,286.07	920,957.90	8,116,769.70

Agenda Item 7A

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 12/31/2013

GL NUMBER DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 101 - GENERAL FUND					
Revenues					
031-REVENUES	3,793,662.00	2,432,356.10	17,985.83	1,361,305.90	64.12
032-REVENUES	272,506.00	224,969.40	0.00	47,536.60	82.56
033-REVENUES	142,000.00	94,666.64	11,833.33	47,333.36	66.67
034-REVENUES	158,000.00	39,688.82	548.68	118,311.18	25.12
035-REVENUES	12,200.00	7,151.99	1,692.14	5,048.01	58.62
036-REVENUES	294,209.00	225,698.24	26,084.41	68,510.76	76.71
TOTAL Revenues	4,672,577.00	3,024,531.19	58,144.39	1,648,045.81	64.73
Expenditures					
101-LEGISLATIVE	19,518.00	15,470.42	0.00	4,047.58	79.26
151-PLANNING	155,556.00	89,969.13	12,754.89	65,586.87	57.84
173-GENERAL SERVICES	553,644.00	355,932.10	46,127.42	197,711.90	64.29
191-ELECTIONS	2,200.00	2,605.79	1,712.85	(405.79)	118.45
208-ACCOUNTING/AUDIT	13,500.00	13,000.20	0.00	499.80	96.30
209-ASSESSMENT/TAXES	70,660.00	41,975.87	4,558.33	28,684.13	59.41
210-LEGAL	60,000.00	26,923.15	2,809.43	33,076.85	44.87
248-GENERAL/OTHER SERVICES	331,800.00	57,487.84	7,798.69	274,312.16	17.33
250-HOUSING	0.00	135,502.88	15,227.34	(135,502.88)	100.00
265-PUBLIC BUILDINGS	1,215,736.00	107,969.08	9,710.64	1,107,766.92	8.88
301-POLICE DEPARTMENT	618,166.00	361,613.75	41,900.98	256,552.25	58.50
706-ENVIRONMENTAL	750.00	804.00	0.00	(54.00)	107.20
751-PARKS & RECREATION	289,600.00	181,236.54	4,975.93	108,363.46	62.58
804-MUSEUM	3,102.00	1,135.50	0.00	1,966.50	36.61
809-SIDEWALKS	108,000.00	5,519.28	0.00	102,480.72	5.11
899-CONTINGENCY	62,215.00	10,861.37	8,957.34	51,353.63	17.46
965-TRANSFERS OUT	1,168,130.00	517,677.73	199,248.12	650,452.27	44.32
TOTAL Expenditures	4,672,577.00	1,925,684.63	355,781.96	2,746,892.37	41.21
Fund 101:					
TOTAL REVENUES	4,672,577.00	3,024,531.19	58,144.39	1,648,045.81	64.73
TOTAL EXPENDITURES	4,672,577.00	1,925,684.63	355,781.96	2,746,892.37	41.21
NET OF REVENUES & EXPENDITURES	0.00	1,098,846.56	(297,637.57)	(1,098,846.56)	100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 12/31/2013

GL NUMBER DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 202 - MAJOR STREET FUND					
Revenues					
030-REVENUES	563,741.00	183,375.70	29,235.25	380,365.30	32.53
TOTAL Revenues	563,741.00	183,375.70	29,235.25	380,365.30	32.53
Expenditures					
451-CONSTRUCTION	18,800.00	15,091.69	2,093.96	3,708.31	80.27
463-ROUTINE MAINTANCE	323,200.00	115,987.32	5,823.03	207,212.68	35.89
474-TRAFFIC SERVICE	32,000.00	4,003.30	243.18	27,996.70	12.51
478-WINTER MAINTENANCE	103,300.00	43,457.00	19,182.85	59,843.00	42.07
482-ADMINISTRATION	86,441.00	42,494.56	4,666.98	43,946.44	49.16
TOTAL Expenditures	563,741.00	221,033.87	32,010.00	342,707.13	39.21
Fund 202:					
TOTAL REVENUES	563,741.00	183,375.70	29,235.25	380,365.30	32.53
TOTAL EXPENDITURES	563,741.00	221,033.87	32,010.00	342,707.13	39.21
NET OF REVENUES & EXPENDITURES	0.00	(37,658.17)	(2,774.75)	37,658.17	100.00

PERIOD ENDING 12/31/2013

GL NUMBER DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 203 - LOCAL STREET FUND					
Revenues					
030-REVENUES	935,398.00	578,209.81	202,371.97	357,188.19	61.81
TOTAL Revenues	935,398.00	578,209.81	202,371.97	357,188.19	61.81
Expenditures					
451-CONSTRUCTION	398,863.00	366,502.00	231.51	32,361.00	91.89
463-ROUTINE MAINTANCE	356,800.00	124,099.21	3,062.49	232,700.79	34.78
474-TRAFFIC SERVICE	19,525.00	2,256.62	115.75	17,268.38	11.56
478-WINTER MAINTENANCE	100,610.00	40,867.43	15,147.11	59,742.57	40.62
482-ADMINISTRATION	59,600.00	40,796.43	4,458.57	18,803.57	68.45
TOTAL Expenditures	935,398.00	574,521.69	23,015.43	360,876.31	61.42
Fund 203:					
TOTAL REVENUES	935,398.00	578,209.81	202,371.97	357,188.19	61.81
TOTAL EXPENDITURES	935,398.00	574,521.69	23,015.43	360,876.31	61.42
NET OF REVENUES & EXPENDITURES	0.00	3,688.12	179,356.54	(3,688.12)	100.00

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 206 - FIRE FUND						
Revenues						
030-REVENUES		513,050.00	(119,006.27)	0.00	632,056.27	(23.20)
TOTAL Revenues		513,050.00	(119,006.27)	0.00	632,056.27	(23.20)
Expenditures						
040-EXPENDITURES		513,050.00	421,425.76	315,253.70	91,624.24	82.14
TOTAL Expenditures		513,050.00	421,425.76	315,253.70	91,624.24	82.14
Fund 206:						
TOTAL REVENUES		513,050.00	(119,006.27)	0.00	632,056.27	23.20
TOTAL EXPENDITURES		513,050.00	421,425.76	315,253.70	91,624.24	82.14
NET OF REVENUES & EXPENDITURES		0.00	(540,432.03)	(315,253.70)	540,432.03	100.00

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 209 - CEMETERY FUND						
Revenues						
030-REVENUES		59,565.00	32,957.97	6,500.00	26,607.03	55.33
TOTAL Revenues		59,565.00	32,957.97	6,500.00	26,607.03	55.33
Expenditures						
040-EXPENDITURES		59,565.00	46,211.35	225.69	13,353.65	77.58
TOTAL Expenditures		59,565.00	46,211.35	225.69	13,353.65	77.58
Fund 209:						
TOTAL REVENUES		59,565.00	32,957.97	6,500.00	26,607.03	55.33
TOTAL EXPENDITURES		59,565.00	46,211.35	225.69	13,353.65	77.58
NET OF REVENUES & EXPENDITURES		0.00	(13,253.38)	6,274.31	13,253.38	100.00

PERIOD ENDING 12/31/2013

GL NUMBER DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 210 - AMBULANCE FUND					
Revenues					
030-REVENUES	655,700.00	395,535.15	0.00	260,164.85	60.32
032-REVENUES	144,160.00	82,916.50	0.00	61,243.50	57.52
040-EXPENDITURES	(1,850.00)	0.00	0.00	(1,850.00)	0.00
TOTAL Revenues	798,010.00	478,451.65	0.00	319,558.35	59.96
Expenditures					
040-EXPENDITURES	653,850.00	497,005.62	37,520.69	156,844.38	76.01
045-EXPENSES	144,160.00	0.00	0.00	144,160.00	0.00
TOTAL Expenditures	798,010.00	497,005.62	37,520.69	301,004.38	62.28
Fund 210:					
TOTAL REVENUES	798,010.00	478,451.65	0.00	319,558.35	59.96
TOTAL EXPENDITURES	798,010.00	497,005.62	37,520.69	301,004.38	62.28
NET OF REVENUES & EXPENDITURES	0.00	(18,553.97)	(37,520.69)	18,553.97	100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 226 - RUBBISH COLLECTION FUND						
Revenues						
030-REVENUES		33,200.00	31,290.95	8,160.50	1,909.05	94.25
TOTAL Revenues		33,200.00	31,290.95	8,160.50	1,909.05	94.25
Expenditures						
040-EXPENDITURES		33,200.00	31,290.95	0.00	1,909.05	94.25
TOTAL Expenditures		33,200.00	31,290.95	0.00	1,909.05	94.25
Fund 226:						
TOTAL REVENUES		33,200.00	31,290.95	8,160.50	1,909.05	94.25
TOTAL EXPENDITURES		33,200.00	31,290.95	0.00	1,909.05	94.25
NET OF REVENUES & EXPENDITURES		0.00	0.00	8,160.50	0.00	0.00

PERIOD ENDING 12/31/2013

GL NUMBER DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 242 - BOYNE THUNDER FUND					
Revenues					
030-REVENUES	139,350.00	158,483.85	19,000.00	(19,133.85)	113.73
040-EXPENDITURES	(18,560.00)	0.00	0.00	(18,560.00)	0.00
TOTAL Revenues	120,790.00	158,483.85	19,000.00	(37,693.85)	131.21
Expenditures					
040-EXPENDITURES	120,790.00	189,388.25	27,576.64	(68,598.25)	156.79
TOTAL Expenditures	120,790.00	189,388.25	27,576.64	(68,598.25)	156.79
Fund 242:					
TOTAL REVENUES	120,790.00	158,483.85	19,000.00	(37,693.85)	131.21
TOTAL EXPENDITURES	120,790.00	189,388.25	27,576.64	(68,598.25)	156.79
NET OF REVENUES & EXPENDITURES	0.00	(30,904.40)	(8,576.64)	30,904.40	100.00

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
030-REVENUES		410,219.00	349,852.48	29,213.74	60,366.52	85.28
TOTAL Revenues		410,219.00	349,852.48	29,213.74	60,366.52	85.28
Expenditures						
731-EXPENDITURES		410,219.00	153,359.86	11,614.14	256,859.14	37.38
TOTAL Expenditures		410,219.00	153,359.86	11,614.14	256,859.14	37.38
Fund 248:						
TOTAL REVENUES		410,219.00	349,852.48	29,213.74	60,366.52	85.28
TOTAL EXPENDITURES		410,219.00	153,359.86	11,614.14	256,859.14	37.38
NET OF REVENUES & EXPENDITURES		0.00	196,492.62	17,599.60	(196,492.62)	100.00

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 251 - LDFA FUND						
Revenues						
030-REVENUES		341,989.00	190,218.17	0.00	151,770.83	55.62
TOTAL Revenues		341,989.00	190,218.17	0.00	151,770.83	55.62
Expenditures						
040-EXPENDITURES		341,989.00	96,263.93	6,325.00	245,725.07	28.15
TOTAL Expenditures		341,989.00	96,263.93	6,325.00	245,725.07	28.15
Fund 251:						
TOTAL REVENUES		341,989.00	190,218.17	0.00	151,770.83	55.62
TOTAL EXPENDITURES		341,989.00	96,263.93	6,325.00	245,725.07	28.15
NET OF REVENUES & EXPENDITURES		0.00	93,954.24	(6,325.00)	(93,954.24)	100.00

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 285 - MARINA FUND						
Revenues						
030-REVENUES		461,550.00	273,435.42	108,652.31	188,114.58	59.24
TOTAL Revenues		461,550.00	273,435.42	108,652.31	188,114.58	59.24
Expenditures						
040-EXPENDITURES		461,550.00	272,989.03	8,626.21	188,560.97	59.15
TOTAL Expenditures		461,550.00	272,989.03	8,626.21	188,560.97	59.15
Fund 285:						
TOTAL REVENUES		461,550.00	273,435.42	108,652.31	188,114.58	59.24
TOTAL EXPENDITURES		461,550.00	272,989.03	8,626.21	188,560.97	59.15
NET OF REVENUES & EXPENDITURES		0.00	446.39	100,026.10	(446.39)	100.00

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 295 - AIRPORT FUND						
Revenues						
030-REVENUES		140,700.00	103,833.42	326.00	36,866.58	73.80
TOTAL Revenues		140,700.00	103,833.42	326.00	36,866.58	73.80
Expenditures						
040-EXPENDITURES		140,700.00	16,232.00	2,683.58	124,468.00	11.54
TOTAL Expenditures		140,700.00	16,232.00	2,683.58	124,468.00	11.54
Fund 295:						
TOTAL REVENUES		140,700.00	103,833.42	326.00	36,866.58	73.80
TOTAL EXPENDITURES		140,700.00	16,232.00	2,683.58	124,468.00	11.54
NET OF REVENUES & EXPENDITURES		0.00	87,601.42	(2,357.58)	(87,601.42)	100.00

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 410 - BOYNE SENIORS CENTER FUND						
Revenues						
030-REVENUES		0.00	(112.54)	(112.54)	112.54	100.00
TOTAL Revenues		0.00	(112.54)	(112.54)	112.54	100.00
Expenditures						
040-EXPENDITURES		0.00	280.00	0.00	(280.00)	100.00
TOTAL Expenditures		0.00	280.00	0.00	(280.00)	100.00
Fund 410:						
TOTAL REVENUES		0.00	(112.54)	(112.54)	112.54	100.00
TOTAL EXPENDITURES		0.00	280.00	0.00	(280.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(392.54)	(112.54)	392.54	100.00

PERIOD ENDING 12/31/2013

GL NUMBER	DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 590 - WASTEWATER FUND						
Revenues						
030-REVENUES		1,111,069.00	856,831.54	259,132.16	254,237.46	77.12
TOTAL Revenues		1,111,069.00	856,831.54	259,132.16	254,237.46	77.12
Expenditures						
590-EXPENDITURES		1,111,069.00	298,037.29	48,080.10	813,031.71	26.82
TOTAL Expenditures		1,111,069.00	298,037.29	48,080.10	813,031.71	26.82
Fund 590:						
TOTAL REVENUES		1,111,069.00	856,831.54	259,132.16	254,237.46	77.12
TOTAL EXPENDITURES		1,111,069.00	298,037.29	48,080.10	813,031.71	26.82
NET OF REVENUES & EXPENDITURES		0.00	558,794.25	211,052.06	(558,794.25)	100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 12/31/2013

GL NUMBER DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 592 - WATER FUND					
Revenues					
032-REVENUES	590,000.00	577,008.65	169,030.99	12,991.35	97.80
592-EXPENDITURES	(16,350.00)	0.00	0.00	(16,350.00)	0.00
TOTAL Revenues	573,650.00	577,008.65	169,030.99	(3,358.65)	100.59
Expenditures					
592-EXPENDITURES	573,650.00	304,443.73	53,200.31	269,206.27	53.07
TOTAL Expenditures	573,650.00	304,443.73	53,200.31	269,206.27	53.07
Fund 592:					
TOTAL REVENUES	573,650.00	577,008.65	169,030.99	(3,358.65)	100.59
TOTAL EXPENDITURES	573,650.00	304,443.73	53,200.31	269,206.27	53.07
NET OF REVENUES & EXPENDITURES	0.00	272,564.92	115,830.68	(272,564.92)	100.00

PERIOD ENDING 12/31/2013

GL NUMBER DESCRIPTION	2013-14 AMENDED BUDGET	YTD BALANCE 12/31/2013 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2013 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 661 - MOTOR POOL FUND					
Revenues					
030-REVENUES	411,040.00	156,156.96	1,791.66	254,883.04	37.99
TOTAL Revenues	411,040.00	156,156.96	1,791.66	254,883.04	37.99
Expenditures					
040-EXPENDITURES	411,040.00	121,007.71	23,209.86	290,032.29	29.44
TOTAL Expenditures	411,040.00	121,007.71	23,209.86	290,032.29	29.44
Fund 661:					
TOTAL REVENUES	411,040.00	156,156.96	1,791.66	254,883.04	37.99
TOTAL EXPENDITURES	411,040.00	121,007.71	23,209.86	290,032.29	29.44
NET OF REVENUES & EXPENDITURES	0.00	35,149.25	(21,418.20)	(35,149.25)	100.00
TOTAL REVENUES - ALL FUNDS	11,146,548.00	6,875,518.95	891,446.43	4,271,029.05	61.68
TOTAL EXPENDITURES - ALL FUNDS	11,146,548.00	5,169,175.67	945,123.31	5,977,372.33	46.37
NET OF REVENUES & EXPENDITURES	0.00	1,706,343.28	(53,676.88)	(1,706,343.28)	100.00

CITY OF BOYNE CITY

To: Michael Cain, City Manager MC

From: Scott McPherson, Planning Director SM

Date: January 28, 2014

Subject: Kirtland Products MDEQ Permit

On January 21, 2014 the Michigan Department of Environmental Quality (MDEQ) issued a Permit to Install (PTI) 47-11B to Kirtland products. This permit changes and replaces the previously issued PTI 47-11A. City staff was notified of the decision on January 21, 2014 and the MDEQ provided the following documents: Permit To Install 47-11B, a January 21, 2014 notification letter from MDEQ to Kirtland Projects, a Response to Comments provided to the MDEQ during the public input period and at the November 13, 2013 public hearing and a letter to interested parties regarding the issuance of the permit from the MDEQ dated January 21, 2014. All of the documents have been provided for your review.

Following the notification of the decision City Staff contacted Kurt Childs, MDEQ Air Division Environmental Quality Analyst and requested a summary of the permit and what Kirtland Products will need to do to comply. The following response was provided:

"As a result of failing PM10/PM2.5 emission testing on the EUGRINDER, EUPELLET and EUCOOLER processes AQD issued a Violation Notice (VN) to Kirtland Products (Kirtland). Kirtland responded to the VN with a Permit to Install (PTI) application requesting to change emission limits so that the tested emission rates would be in compliance with the permit limits and the facility wide emissions would comply with Federal and State regulations. Kirtland also requested that the EUGRINDER and EUDRYER emission rates be combined. Both processes use the same exhaust stack. As a result, some emission limits were adjusted upward and some were adjusted downward with a net reduction in overall permitted emissions. The table below reflects the emission limit changes from the previous permit (47-11A) to the new permit (47-11B). Please keep in mind the EUGRINDER and EUDRYER emission limits have been combined.

Process ID	**Previous PM10/PM2.5 limit (pph)**	**New PM10/PM2.5 limit (pph)**
EUGRINDER/DRYER	16.9	10
EUHAMMERMILL	0.67	0.045
EUPELLET	0.05	0.55
EUCOOLER	0.035	0.16
EUBAGHOUSE	0.59	0.09
Totals	**18.245**	**10.845**

The proposed permit changes were reviewed by AQD and determined to be protective of health and the environment and also to comply with State and Federal regulations. This determination included modeling of different types of air pollutants from Kirtland. More details regarding the State and Federal air pollution requirements and the modeling process are included in the Response to Comments document.

The PTI also requires that Kirtland re-test the EUDRYER/GRINDER, EUPELLET, and EUCOOLER PM10/PM2.5 emission rates within 180 days of permit issuance. The PTI retains Operating, Monitoring and Recordkeeping requirements to ensure ongoing compliance. "

City Staff also received two questions from a Commissioner which are as follows:

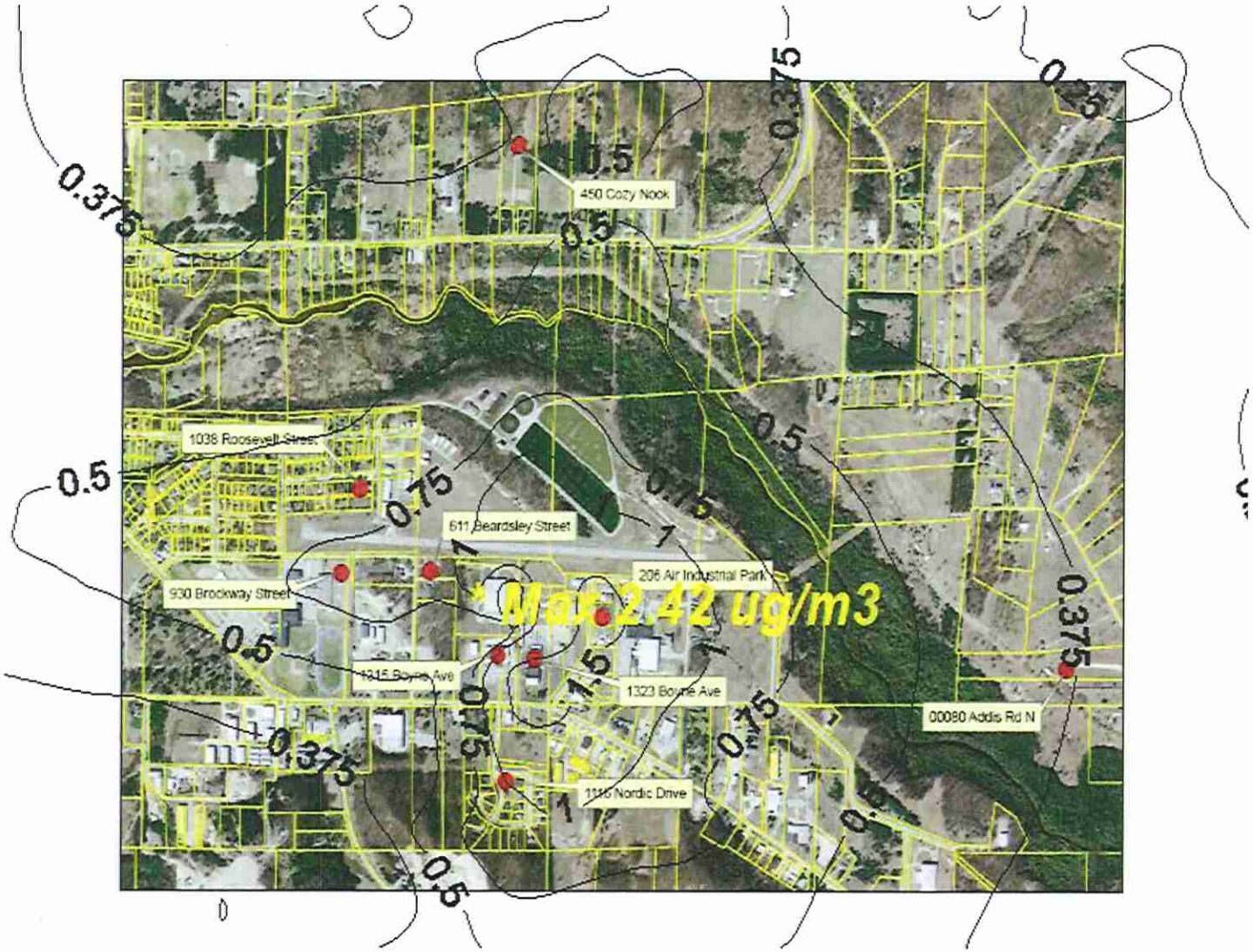
Question 1 - What is the percentage of the allowable emission limit levels that would be produced by Kirtland and how much capacity is left? (City staff consulted with Kurt Childs to address this question.)

The 24-hr particulate matter with aerodynamic diameter less than 10 microns impacts from Kirtland would consume 82% of the allowed Prevention of Significant Deterioration (PSD) increment. The 82% is calculated from the maximum impact which is a small area located on the property boundary of Kirtland Products. Impact values decrease with distance from the maximum impact area. As pollution impacts decrease with distance, the amount of increment available will increase with the increased distance from the property. The PSD increment consumed would decrease by a percentage that would correspond with the decrease in impact value. For instance, at a location that has half of the maximum impact the PSD increment consumed would be half (41%) of the 82% figure. The rate at which the impact values decrease can be seen in the attached aerial map produced by MDEQ. The map shows maximum annual modeled impact point for PM2.5 and the modeled impact value contours as the distance from the maximum impact increases.

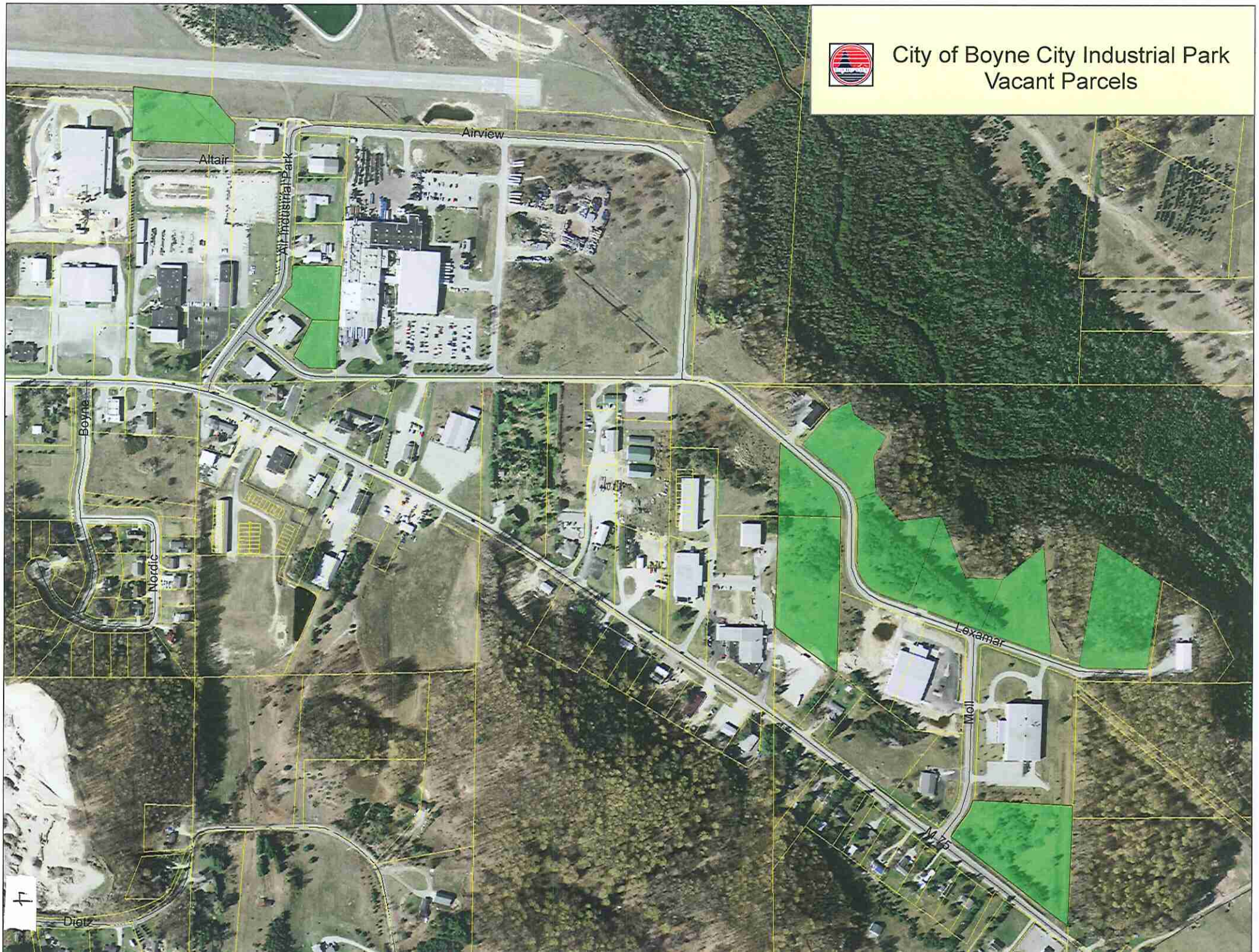
Question 2 - What are the number of lots in the industrial park that are currently available for future development?

There are 11 vacant lots in the industrial park totaling approximately 26.5 acres.

Figure 4. $PM_{2.5}$ Annual Modeled Impacts, in ug/m^3



City of Boyne City Industrial Park
Vacant Parcels



STATE OF MICHIGAN

DEPARTMENT OF ENVIRONMENTAL QUALITY

LANSING

RICK SNYDER
GOVERNOR

DAN WYANT
DIRECTOR

January 21, 2014

Mr. Tom Johnson, Quality Manager
Kirtland Products
1 Altair Drive
Boyne City, Michigan 49712

Dear Mr. Johnson:

This letter is in reference to your Permit to Install (PTI) application, identified as No. 47-11B (State Registration Number N2239), requesting modifications to the wood pelletizing plant located at 1 Altair Drive, Boyne City, Michigan.

The public comment period ended on November 13, 2013, and a public hearing was held on November 13, 2013. Comments were received during the comment period and at the public hearing. After careful consideration of the issues and pursuant to the delegation of authority from the Director of the Michigan Department of Environmental Quality (MDEQ), I have approved Permit to Install No. 47-11B, with no modifications.

The Air Quality Division (AQD) has prepared the enclosed Response to Comments Document, which provides our responses to comments received during the public comment period and at the public hearing.

This approval is based upon and subject to compliance with all administrative rules of the MDEQ and conditions stipulated in the enclosed supplement. Please review these conditions thoroughly so that you may take the actions necessary to ensure compliance with all of these conditions.

Also, PTI No. 47-11A has been voided because the equipment is now covered by PTI No. 47-11B.

To help us improve the service we provide our customers, we encourage you to complete a *Permit to Install Customer Service Survey* on the following Web page:

https://www.surveymonkey.com/s/aqdptics

If you have any questions regarding this permit, please contact Ms. Julie Brunner, AQD, Permit Section, at 517-284-6789; brunnerj1@michigan.gov; or MDEQ, P.O. Box 30260, Lansing, Michigan 48909-7760; or you may contact me.

Sincerely,

G. Vinson Hellwig, Chief
Air Quality Division
517-284-6775

Enclosures
cc/enc: Mr. Michael Cain, City Manager
Ms. Cheryl Potter Brow, Charlevoix County Clerk
Ms. Genevieve Damico, U.S. Environmental Protection Agency, Region 5
Mr. Constantine Blathras, U.S. Environmental Protection Agency, Region 5
Mr. Brad Wurfel, Communications Director, MDEQ
Ms. Janis Denman, MDEQ
Ms. Julie Brunner, MDEQ

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
AIR QUALITY DIVISION

January 21, 2014

PERMIT TO INSTALL
47-11B

ISSUED TO
Kirtland Products

LOCATED AT
1 Altair Drive
Boyne City, Michigan

IN THE COUNTY OF
Charlevoix

STATE REGISTRATION NUMBER
N2239

The Air Quality Division has approved this Permit to Install, pursuant to the delegation of authority from the Michigan Department of Environmental Quality. This permit is hereby issued in accordance with and subject to Section 5505(1) of Article II, Chapter I, Part 55, Air Pollution Control, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Pursuant to Air Pollution Control Rule 336.1201(1), this permit constitutes the permittee's authority to install the identified emission unit(s) in accordance with all administrative rules of the Department and the attached conditions. Operation of the emission unit(s) identified in this Permit to Install is allowed pursuant to Rule 336.1201(6).

DATE OF RECEIPT OF ALL INFORMATION REQUIRED BY RULE 203: **July 22, 2013**	
DATE PERMIT TO INSTALL APPROVED: **January 21, 2014**	SIGNATURE:
DATE PERMIT VOIDED:	SIGNATURE:
DATE PERMIT REVOKED:	SIGNATURE:

PERMIT TO INSTALL

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Common Abbreviations / Acronyms

Common Acronyms		Pollutant / Measurement Abbreviations	
AQD	Air Quality Division	BTU	British Thermal Unit
BACT	Best Available Control Technology	°C	Degrees Celsius
CAA	Clean Air Act	CO	Carbon Monoxide
CEM	Continuous Emission Monitoring	dscf	Dry standard cubic foot
CFR	Code of Federal Regulations	dscm	Dry standard cubic meter
CO_2e	Carbon Dioxide Equivalent	°F	Degrees Fahrenheit
COM	Continuous Opacity Monitoring	gr	Grains
EPA	Environmental Protection Agency	Hg	Mercury
EU	Emission Unit	hr	Hour
FG	Flexible Group	H_2S	Hydrogen Sulfide
GACS	Gallon of Applied Coating Solids	hp	Horsepower
GC	General Condition	lb	Pound
GHGs	Greenhouse Gases	kW	Kilowatt
HAP	Hazardous Air Pollutant	m	Meter
HVLP	High Volume Low Pressure *	mg	Milligram
ID	Identification	mm	Millimeter
LAER	Lowest Achievable Emission Rate	MM	Million
MACT	Maximum Achievable Control Technology	MW	Megawatts
MAERS	Michigan Air Emissions Reporting System	ng	Nanogram
MAP	Malfunction Abatement Plan	NO_x	Oxides of Nitrogen
MDEQ	Michigan Department of Environmental Quality (Department)	PM	Particulate Matter
MSDS	Material Safety Data Sheet	PM10	PM with aerodynamic diameter ≤10 microns
NESHAP	National Emission Standard for Hazardous Air Pollutants	PM2.5	PM with aerodynamic diameter ≤ 2.5 microns
NSPS	New Source Performance Standards	pph	Pounds per hour
NSR	New Source Review	ppm	Parts per million
PS	Performance Specification	ppmv	Parts per million by volume
PSD	Prevention of Significant Deterioration	ppmw	Parts per million by weight
PTE	Permanent Total Enclosure	psia	Pounds per square inch absolute
PTI	Permit to Install	psig	Pounds per square inch gauge
RACT	Reasonably Available Control Technology	scf	Standard cubic feet
ROP	Renewable Operating Permit	sec	Seconds
SC	Special Condition	SO_2	Sulfur Dioxide
SCR	Selective Catalytic Reduction	THC	Total Hydrocarbons
SRN	State Registration Number	tpy	Tons per year
TAC	Toxic Air Contaminant	µg	Microgram
TEQ	Toxicity Equivalence Quotient	VOC	Volatile Organic Compound
VE	Visible Emissions	yr	Year

* For High Volume Low Pressure (HVLP) applicators, the pressure measured at the HVLP gun air cap shall not exceed ten (10) pounds per square inch gauge (psig).

GENERAL CONDITIONS

1. The process or process equipment covered by this permit shall not be reconstructed, relocated, or modified, unless a Permit to Install authorizing such action is issued by the Department, except to the extent such action is exempt from the Permit to Install requirements by any applicable rule. **(R 336.1201(1))**

2. If the installation, construction, reconstruction, relocation, or modification of the equipment for which this permit has been approved has not commenced within 18 months, or has been interrupted for 18 months, this permit shall become void unless otherwise authorized by the Department. Furthermore, the permittee or the designated authorized agent shall notify the Department via the Supervisor, Permit Section, Air Quality Division, Michigan Department of Environmental Quality, P.O. Box 30260, Lansing, Michigan 48909-7760, if it is decided not to pursue the installation, construction, reconstruction, relocation, or modification of the equipment allowed by this Permit to Install. **(R 336.1201(4))**

3. If this Permit to Install is issued for a process or process equipment located at a stationary source that is not subject to the Renewable Operating Permit program requirements pursuant to R 336.1210, operation of the process or process equipment is allowed by this permit if the equipment performs in accordance with the terms and conditions of this Permit to Install. **(R 336.1201(6)(b))**

4. The Department may, after notice and opportunity for a hearing, revoke this Permit to Install if evidence indicates the process or process equipment is not performing in accordance with the terms and conditions of this permit or is violating the Department's rules or the Clean Air Act. **(R 336.1201(8), Section 5510 of Act 451, PA 1994)**

5. The terms and conditions of this Permit to Install shall apply to any person or legal entity that now or hereafter owns or operates the process or process equipment at the location authorized by this Permit to Install. If the new owner or operator submits a written request to the Department pursuant to R 336.1219 and the Department approves the request, this permit will be amended to reflect the change of ownership or operational control. The request must include all of the information required by subrules (1)(a), (b), and (c) of R 336.1219 and shall be sent to the District Supervisor, Air Quality Division, Michigan Department of Environmental Quality. **(R 336.1219)**

6. Operation of this equipment shall not result in the emission of an air contaminant which causes injurious effects to human health or safety, animal life, plant life of significant economic value, or property, or which causes unreasonable interference with the comfortable enjoyment of life and property. **(R 336.1901)**

7. The permittee shall provide notice of an abnormal condition, start-up, shutdown, or malfunction that results in emissions of a hazardous or toxic air pollutant which continue for more than one hour in excess of any applicable standard or limitation, or emissions of any air contaminant continuing for more than two hours in excess of an applicable standard or limitation, as required in Rule 912, to the Department. The notice shall be provided not later than two business days after start-up, shutdown, or discovery of the abnormal condition or malfunction. Written reports, if required, must be filed with the Department within 10 days after the start-up or shutdown occurred, within 10 days after the abnormal conditions or malfunction has been corrected, or within 30 days of discovery of the abnormal condition or malfunction, whichever is first. The written reports shall include all of the information required in Rule 912(5). **(R 336.1912)**

8. Approval of this permit does not exempt the permittee from complying with any future applicable requirements which may be promulgated under Part 55 of 1994 PA 451, as amended or the Federal Clean Air Act.

9. Approval of this permit does not obviate the necessity of obtaining such permits or approvals from other units of government as required by law.

10. Operation of this equipment may be subject to other requirements of Part 55 of 1994 PA 451, as amended and the rules promulgated thereunder.

11. Except as provided in subrules (2) and (3) or unless the special conditions of the Permit to Install include an alternate opacity limit established pursuant to subrule (4) of R 336.1301, the permittee shall not cause or permit to be discharged into the outer air from a process or process equipment a visible emission of density greater than the most stringent of the following. The grading of visible emissions shall be determined in accordance with R 336.1303. **(R 336.1301)**
    a. A six-minute average of 20 percent opacity, except for one six-minute average per hour of not more than 27 percent opacity.
    b. A visible emission limit specified by an applicable federal new source performance standard.
    c. A visible emission limit specified as a condition of this Permit to Install.

12. Collected air contaminants shall be removed as necessary to maintain the equipment at the required operating efficiency. The collection and disposal of air contaminants shall be performed in a manner so as to minimize the introduction of contaminants to the outer air. Transport of collected air contaminants in Priority I and II areas requires the use of material handling methods specified in R 336.1370(2). **(R 336.1370)**

13. The Department may require the permittee to conduct acceptable performance tests, at the permittee's expense, in accordance with R 336.2001 and R 336.2003, under any of the conditions listed in R 336.2001. **(R 336.2001)**

SPECIAL CONDITIONS

EMISSION UNIT SUMMARY TABLE

The descriptions provided below are for informational purposes and do not constitute enforceable conditions.

Emission Unit ID	Emission Unit Description (Process Equipment & Control Devices)	Flexible Group ID
EUGRINDER	Green wood grinding system (Process #105) with metering screws, a hammer mill controlled by a cyclone, bin, and transfer screw. The green wood grinding system and wood drying system share a vent stack.	FGGRINDER/DRYER, FGWOODPELLET
EUDRYER	A wood drying system (Process #110) consisting of a rotary drum dryer with a 22 MMBtu per hour wood-fired burner all controlled by a cyclone, and associated transfer conveyors. The green wood grinding system and wood drying system share a vent stack.	FGGRINDER/DRYER, FGWOODPELLET
EUHAMMERMILL	A dry hammer mill system (Process #115) consisting of screw conveyers, magnet, trap, and dry hammer mill controlled by a baghouse.	FGWOODPELLET
EUPELLET	A pelletizing system (Process #125) consisting of bins, screw conveyors, two (2) pellet mill conditioners, and two (2) pellet mills each controlled by a separate cyclone.	FGWOODPELLET
EUCOOLER	Pellet cooling (Process #125) consisting of a drag conveyor, and a pellet cooler controlled by a cyclone.	FGWOODPELLET
EUPELLETSTORAGE	A pellet storage system (Process #130) consisting of screens, conveyors, and a storage silo vented to the plant air system baghouse.	FGWOODPELLET
EUBAGHOUSE	Plant air system (Process #140) controlling fugitive dust from in-plant operations such as shaker screening, packaging, material transfer, bins, etc. Fugitive emissions will be controlled by a baghouse.	FGWOODPELLET
Changes to the equipment described in this table are subject to the requirements of R 336.1201, except as allowed by R 336.1278 to R 336.1290.		

The following conditions apply to: EUHAMMERMILL

DESCRIPTION: A dry hammer mill system (Process #115) consisting of screw conveyers, magnet, trap, and dry hammer mill controlled by a baghouse.

Flexible Group ID: FGWOODPELLET

POLLUTION CONTROL EQUIPMENT: Baghouse

I. EMISSION LIMITS

Pollutant	Limit	Time Period / Operating Scenario	Equipment	Testing / Monitoring Method	Underlying Applicable Requirements
1. Opacity	5 percent	6-minute average except one 6-minute average per hour of not more than 10 percent	Baghouse portion of EUHAMMERMILL	SC VI.2	R 336.1301(1)(c)
2. PM	0.002 lb per 1000 lb of exhaust gases calculated on a dry gas basis	Test protocol will specify averaging time.	Baghouse portion of EUHAMMERMILL	GC 13	R 336.1331(1)(c)
3. PM10	0.045 pph	Test protocol will specify averaging time.	Baghouse portion of EUHAMMERMILL	GC 13	40 CFR 52.21(c) & (d)
4. PM2.5	0.045 pph	Test protocol will specify averaging time.	Baghouse portion of EUHAMMERMILL	GC 13	40 CFR 52.21(d)

II. MATERIAL LIMITS

NA

III. PROCESS/OPERATIONAL RESTRICTIONS

1. The permittee shall not operate EUHAMMERMILL unless a malfunction abatement plan (MAP) as described in Rule 911(2), for the process and emission control equipment, has been submitted within 90 days of permit issuance, and is implemented and maintained. The MAP shall, at a minimum, specify the following:

   a. A complete preventative maintenance program including identification of the supervisory personnel responsible for overseeing the inspection, maintenance, and repair of air-cleaning devices, a description of the items or conditions that shall be inspected, the frequency of the inspections or repairs, and an identification of the major replacement parts that shall be maintained in inventory for quick replacement.

   b. An identification of the source and air-cleaning device operating variables that shall be monitored to detect a malfunction or failure, the normal operating range of these variables, and a description of the method of monitoring or surveillance procedures.

   c. A description of the corrective procedures or operational changes that shall be taken in the event of a malfunction or failure to achieve compliance with the applicable emission limits.

If at any time the MAP fails to address or inadequately addresses an event that meets the characteristics of a malfunction, the permittee shall amend the MAP within 45 days after such an event occurs. The permittee shall also amend the MAP within 45 days, if new equipment is installed or upon request from the AQD District Supervisor. The permittee shall submit the MAP and any amendments to the MAP to the AQD District Supervisor for review and approval. If the AQD does not notify the permittee within 90 days of submittal, the MAP or amended MAP shall be considered approved. Until an amended plan is approved, the permittee shall implement corrective procedures or operational changes to achieve compliance with all applicable emission limits. **(R 336.1331, R 336.1910, R 336.1911, 40 CFR 52.21(c) and (d))**

IV. DESIGN/EQUIPMENT PARAMETERS

1. The permittee shall not operate EUHAMMERMILL unless the baghouse is installed, maintained, and operated in a satisfactory manner. Satisfactory manner includes operating and maintaining each control device in accordance with an approved MAP as required in SC III.1. **(R 336.1301, R 336.1331, R 336.1910, R 336.1911)**

V. TESTING/SAMPLING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

NA

VI. MONITORING/RECORDKEEPING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

1. The permittee shall complete all required calculations/records in a format acceptable to the AQD District Supervisor and make them available by the last day of the calendar month, for the previous calendar month, unless otherwise specified in any monitoring/recordkeeping special condition. **(R 336.1205, 40 CFR 52.21(c) and (d))**

2. The permittee shall install, calibrate, maintain and operate, in a satisfactory manner, a device to monitor and record the pressure drop across the baghouse. The device shall be equipped with an audible alarm that will sound when the pressure drop is below the minimum level as specified in an approved MAP as required in SC III.1. **(R 336.1301, R 336.1331, R 336.1910)**

VII. REPORTING

NA

VIII. STACK/VENT RESTRICTIONS

The exhaust gases from the stacks listed in the table below shall be discharged unobstructed vertically upwards to the ambient air unless otherwise noted:

Stack & Vent ID	Maximum Exhaust Diameter/Dimensions (inches)	Minimum Height Above Ground (feet)	Underlying Applicable Requirements
1. SVHAMMERMILL	12	63	R 336.1225, 40 CFR 52.21(c) and (d)

IX. OTHER REQUIREMENTS

NA

The following conditions apply to: EUPELLET

DESCRIPTION: A pelletizing system (Process #125) consisting of bins, screw conveyors, two (2) pellet mill conditioners, and two (2) pellet mills each controlled by a separate cyclone.

Flexible Group ID: FGWOODPELLET

POLLUTION CONTROL EQUIPMENT: Cyclone

I. EMISSION LIMITS

Pollutant	Limit	Time Period / Operating Scenario	Equipment	Testing / Monitoring Method	Underlying Applicable Requirements
1. Opacity	10 percent	6-minute average except one 6-minute average per hour of not more than 20 percent	Each cyclone of EUPELLET	SC VI.2	R 336.1301(1)(c)
2. PM	0.040 lb per 1000 lb of exhaust gases calculated on a dry gas basis	Test protocol will specify averaging time.	Each cyclone of EUPELLET	GC 13	R 336.1331(1)(c)
3. PM10	0.55 pph	Test protocol will specify averaging time.	Each cyclone of EUPELLET	GC 13	40 CFR 52.21(c) & (d)
4. PM2.5	0.55 pph	Test protocol will specify averaging time.	Each cyclone of EUPELLET	GC 13	40 CFR 52.21(d)

II. MATERIAL LIMITS

NA

III. PROCESS/OPERATIONAL RESTRICTIONS

1. The permittee shall not operate EUPELLET unless a MAP as described in Rule 911(2), for the process and emission control equipment, has been submitted within 90 days of permit issuance, and is implemented and maintained. The MAP shall, at a minimum, specify the following:

   a. A complete preventative maintenance program including identification of the supervisory personnel responsible for overseeing the inspection, maintenance, and repair of air-cleaning devices, a description of the items or conditions that shall be inspected, the frequency of the inspections or repairs, and an identification of the major replacement parts that shall be maintained in inventory for quick replacement.

   b. An identification of the source and air-cleaning device operating variables that shall be monitored to detect a malfunction or failure, the normal operating range of these variables, and a description of the method of monitoring or surveillance procedures.

   c. A description of the corrective procedures or operational changes that shall be taken in the event of a malfunction or failure to achieve compliance with the applicable emission limits.

If at any time the MAP fails to address or inadequately addresses an event that meets the characteristics of a malfunction, the permittee shall amend the MAP within 45 days after such an event occurs. The permittee shall also amend the MAP within 45 days, if new equipment is installed or upon request from the AQD District Supervisor. The permittee shall submit the MAP and any amendments to the MAP to the AQD District Supervisor for review and approval. If the AQD does not notify the permittee within 90 days of submittal, the MAP or amended MAP shall be considered approved. Until an amended plan is approved, the permittee shall implement corrective procedures or operational changes to achieve compliance with all applicable emission limits. **(R 336.1331, R 336.1910, R 336.1911, 40 CFR 52.21(c) and (d))**

IV. DESIGN/EQUIPMENT PARAMETERS

1. The permittee shall not operate EUPELLET unless each cyclone is installed, maintained, and operated in a satisfactory manner. Satisfactory manner includes operating and maintaining each control device in accordance with an approved MAP as required in SC III.1. **(R 336.1301, R 336.1331, R 336.1910, R 336.1911)**

V. TESTING/SAMPLING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

NA

VI. MONITORING/RECORDKEEPING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

1. The permittee shall complete all required calculations/records in a format acceptable to the AQD District Supervisor and make them available by the last day of the calendar month, for the previous calendar month, unless otherwise specified in any monitoring/recordkeeping special condition. **(R 336.1205, 40 CFR 52.21(c) and (d))**

2. The permittee shall conduct daily visible emissions observations, either by a certified or a non-certified reader, as required in Emission Limit SC I.1. If visible emissions are observed, a United States Environmental Protection Agency (USEPA) Method 9 certified visible emissions observation, which is a 6-minute average reading consisting of 15 second data points, shall be conducted by a certified reader. Records shall include the visible emissions observations (date, time, name of reader, whether the reader is certified or not), causes of abnormal opacity, corrective actions, and the results of such actions. The permittee shall keep all records on file at the facility and make them available to the Department upon request. **(R 336.1301, R 336.1331, R 336.1910)**

VII. REPORTING

NA

VIII. STACK/VENT RESTRICTIONS

The exhaust gases from the stacks listed in the table below shall be discharged unobstructed vertically upwards to the ambient air unless otherwise noted:

Stack & Vent ID	Maximum Exhaust Diameter/Dimensions (inches)	Minimum Height Above Ground (feet)	Underlying Applicable Requirements
1. SVPELLET	13	47	R 336.1225, 40 CFR 52.21(c) and (d)

IX. OTHER REQUIREMENTS

NA

The following conditions apply to: EUCOOLER

DESCRIPTION: Pellet cooling (Process #125) consisting of a drag conveyor, and a pellet cooler controlled by a cyclone.

Flexible Group ID: FGWOODPELLET

POLLUTION CONTROL EQUIPMENT: Cyclone

I. EMISSION LIMITS

Pollutant	Limit	Time Period / Operating Scenario	Equipment	Testing / Monitoring Method	Underlying Applicable Requirements
1. Opacity	5 percent	6-minute average except one 6-minute average per hour of not more than 10 percent	Cyclone portion of EUCOOLER	SC VI.2	R 336.1301(1)(c)
2. PM	0.01 lb per 1000 lb of exhaust gases calculated on a dry gas basis	Test protocol will specify averaging time.	Cyclone portion of EUCOOLER	GC 13	R 336.1331(1)(c)
3. PM10	0.16 pph	Test protocol will specify averaging time.	Cyclone portion of EUCOOLER	GC 13	40 CFR 52.21(c) & (d)
4. PM2.5	0.16 pph	Test protocol will specify averaging time.	Cyclone portion of EUCOOLER	GC 13	40 CFR 52.21(d)

II. MATERIAL LIMITS

NA

III. PROCESS/OPERATIONAL RESTRICTIONS

1. The permittee shall not operate EUCOOLER unless a MAP as described in Rule 911(2), for the process and emission control equipment, has been submitted within 90 days of permit issuance, and is implemented and maintained. The MAP shall, at a minimum, specify the following:

   a. A complete preventative maintenance program including identification of the supervisory personnel responsible for overseeing the inspection, maintenance, and repair of air-cleaning devices, a description of the items or conditions that shall be inspected, the frequency of the inspections or repairs, and an identification of the major replacement parts that shall be maintained in inventory for quick replacement.

   b. An identification of the source and air-cleaning device operating variables that shall be monitored to detect a malfunction or failure, the normal operating range of these variables, and a description of the method of monitoring or surveillance procedures.

   c. A description of the corrective procedures or operational changes that shall be taken in the event of a malfunction or failure to achieve compliance with the applicable emission limits.

If at any time the MAP fails to address or inadequately addresses an event that meets the characteristics of a malfunction, the permittee shall amend the MAP within 45 days after such an event occurs. The permittee shall also amend the MAP within 45 days, if new equipment is installed or upon request from the AQD District Supervisor. The permittee shall submit the MAP and any amendments to the MAP to the AQD District Supervisor for review and approval. If the AQD does not notify the permittee within 90 days of submittal, the MAP or amended MAP shall be considered approved. Until an amended plan is approved, the permittee shall implement corrective procedures or operational changes to achieve compliance with all applicable emission limits. **(R 336.1331, R 336.1910, R 336.1911, 40 CFR 52.21(c) and (d))**

IV. DESIGN/EQUIPMENT PARAMETERS

1. The permittee shall not operate EUCOOLER unless the cyclone is installed, maintained, and operated in a satisfactory manner. Satisfactory manner includes operating and maintaining each control device in accordance with an approved MAP as required in SC III.1. **(R 336.1301, R 336.1331, R 336.1910, R 336.1911)**

V. TESTING/SAMPLING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

NA

VI. MONITORING/RECORDKEEPING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

1. The permittee shall complete all required calculations/records in a format acceptable to the AQD District Supervisor and make them available by the last day of the calendar month, for the previous calendar month, unless otherwise specified in any monitoring/recordkeeping special condition. **(R 336.1205, 40 CFR 52.21(c) and (d))**

2. The permittee shall perform and document non-certified visible emissions observations as required in Emission Limit SC I.1 on a daily basis when EUCOOLER is operating. If during the observation there are any visible emissions detected from an emission point, then corrective procedures as defined in the MAP shall be implemented. Records of the non-certified visible emissions observations, USEPA Method 9 observations that are performed, the reason for any visible emissions observed and any corrective actions taken shall be kept on file and in a format acceptable to the AQD. **(R 336.1301, R 336.1331, R 336.1910)**

VII. REPORTING

NA

VIII. STACK/VENT RESTRICTIONS

The exhaust gases from the stacks listed in the table below shall be discharged unobstructed vertically upwards to the ambient air unless otherwise noted:

Stack & Vent ID	Maximum Exhaust Diameter/Dimensions (inches)	Minimum Height Above Ground (feet)	Underlying Applicable Requirements
1. SVCOOLER	20	47	R 336.1225, 40 CFR 52.21(c) and (d)

IX. OTHER REQUIREMENTS

NA

The following conditions apply to: EUPELLETSTORAGE

DESCRIPTION: A pellet storage system (Process #130) consisting of screens, conveyors, and a storage silo vented to the plant air system baghouse.

Flexible Group ID: FGWOODPELLET

POLLUTION CONTROL EQUIPMENT: Baghouse

I. EMISSION LIMITS

NA

II. MATERIAL LIMITS

NA

III. PROCESS/OPERATIONAL RESTRICTIONS

NA

IV. DESIGN/EQUIPMENT PARAMETERS

1. The permittee shall not operate EUPELLETSTORAGE unless the baghouse is installed, maintained, and operated in a satisfactory manner. Satisfactory manner includes operating and maintaining each control device in accordance with an approved MAP. **(R 336.1301, R 336.1331, R 336.1910, R 336.1911)**

V. TESTING/SAMPLING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

NA

VI. MONITORING/RECORDKEEPING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

NA

VII. REPORTING

NA

VIII. STACK/VENT RESTRICTIONS

The exhaust gases from the stacks listed in the table below shall be discharged unobstructed to the ambient air unless otherwise noted:

Stack & Vent ID	Maximum Exhaust Diameter/Dimensions (inches)	Minimum Height Above Ground (feet)	Underlying Applicable Requirements
1. SVBAGHOUSE	18	47	R 336.1225, 40 CFR 52.21(c) and (d)

IX. OTHER REQUIREMENTS

NA

The following conditions apply to: EUBAGHOUSE

DESCRIPTION: Plant air system (Process #140) controlling fugitive dust from in-plant operations such as shaker screening, packaging, material transfer, bins, etc. Fugitive emissions will be controlled by a baghouse.

Flexible Group ID: FGWOODPELLET

POLLUTION CONTROL EQUIPMENT: Baghouse

I. EMISSION LIMITS

Pollutant	Limit	Time Period / Operating Scenario	Equipment	Testing / Monitoring Method	Underlying Applicable Requirements
1. Opacity	5 percent	6-minute average except one 6-minute average per hour of not more than 10 percent	EUBAGHOUSE	SC V.1, SC VI.2	R 336.1301(1)(c)
2. PM	0.002 lb per 1000 lb of exhaust gases calculated on a dry gas basis	Test protocol will specify averaging time.	EUBAGHOUSE	SC V.1, GC 13	R 336.1331(1)(c)
3. PM10	0.09 pph	Test protocol will specify averaging time.	EUBAGHOUSE	SC V.1, GC 13	40 CFR 52.21(c) & (d)
4. PM2.5	0.09 pph	Test protocol will specify averaging time.	EUBAGHOUSE	SC V.1, GC 13	40 CFR 52.21(d)

II. MATERIAL LIMITS

NA

III. PROCESS/OPERATIONAL RESTRICTIONS

1. The permittee shall not operate EUBAGHOUSE unless a MAP as described in Rule 911(2), for the process and emission control equipment, has been submitted within 90 days of permit issuance, and is implemented and maintained. The MAP shall, at a minimum, specify the following:

   a. A complete preventative maintenance program including identification of the supervisory personnel responsible for overseeing the inspection, maintenance, and repair of air-cleaning devices, a description of the items or conditions that shall be inspected, the frequency of the inspections or repairs, and an identification of the major replacement parts that shall be maintained in inventory for quick replacement.

   b. An identification of the source and air-cleaning device operating variables that shall be monitored to detect a malfunction or failure, the normal operating range of these variables, and a description of the method of monitoring or surveillance procedures.

   c. A description of the corrective procedures or operational changes that shall be taken in the event of a malfunction or failure to achieve compliance with the applicable emission limits.

If at any time the MAP fails to address or inadequately addresses an event that meets the characteristics of a malfunction, the permittee shall amend the MAP within 45 days after such an event occurs. The permittee shall also amend the MAP within 45 days, if new equipment is installed or upon request from the AQD District Supervisor. The permittee shall submit the MAP and any amendments to the MAP to the AQD District Supervisor for review and approval. If the AQD does not notify the permittee within 90 days of submittal, the MAP or amended MAP shall be considered approved. Until an amended plan is approved, the permittee shall implement corrective procedures or operational changes to achieve compliance with all applicable emission limits. **(R 336.1331, R 336.1910, R 336.1911, 40 CFR 52.21(c) and (d))**

IV. DESIGN/EQUIPMENT PARAMETERS

1. The permittee shall not operate EUBAGHOUSE unless the baghouse is installed, maintained, and operated in a satisfactory manner. Satisfactory manner includes operating and maintaining each control device in accordance with an approved MAP as required in SC III.1. **(R 336.1301, R 336.1331, R 336.1910, R 336.1911)**

V. TESTING/SAMPLING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

1. Within 180 days after permit issuance, the permittee shall verify opacity and PM, PM10, and PM2.5 emission rates from EUBAGHOUSE by testing at owner's expense, in accordance with Department requirements. No less than 30 days prior to testing, the permittee shall submit a complete test plan to the AQD Technical Programs Unit and District Office. The AQD must approve the final plan prior to testing. Verification of emission rates includes the submittal of a complete report of the test results to the AQD Technical Programs Unit and District Office within 60 days following the last date of the test. **(R 336.1301, R 336.1331, R 336.2001, R 336.2003, R 336.2004, 40 CFR 52.21(c) and (d))**

VI. MONITORING/RECORDKEEPING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

1. The permittee shall complete all required calculations/records in a format acceptable to the AQD District Supervisor and make them available by the last day of the calendar month, for the previous calendar month, unless otherwise specified in any monitoring/recordkeeping special condition. **(R 336.1205, 40 CFR 52.21(c) and (d))**

2. The permittee shall install, calibrate, maintain and operate, in a satisfactory manner, a device to monitor and record the pressure drop across the baghouse. The device shall be equipped with an audible alarm that will sound when the pressure drop is below the minimum level as specified in an approved MAP as required in SC III.1. **(R 336.1301, R 336.1331, R 336.1910)**

VII. REPORTING

NA

VIII. STACK/VENT RESTRICTIONS

The exhaust gases from the stacks listed in the table below shall be discharged unobstructed vertically upwards to the ambient air unless otherwise noted:

Stack & Vent ID	Maximum Exhaust Diameter/Dimensions (inches)	Minimum Height Above Ground (feet)	Underlying Applicable Requirements
1. SVBAGHOUSE	18	47	R 336.1225, 40 CFR 52.21(c) and (d)

IX. OTHER REQUIREMENTS

NA

FLEXIBLE GROUP SUMMARY TABLE

The descriptions provided below are for informational purposes and do not constitute enforceable conditions.

Flexible Group ID	Flexible Group Description	Associated Emission Unit IDs
FGGRINDER/DRYER	A wood drying system (Process #110) consisting of a rotary drum dryer with a 22 MMBtu per hour wood-fired burner all controlled by a cyclone, and associated transfer conveyors. The green wood grinding system and wood drying system share a vent stack.	EUGRINDER, EUDRYER
FGWOODPELLET	Each emission unit at the wood pelletizing facility which includes the dryer, hammer mills, material conveyance, the pellet mills, the cooler, and the bagging operation.	EUGRINDER, EUDRYER, EUHAMMERMILL, EUPELLET, EUCOOLER, EUPELLETSTORAGE, EUBAGHOUSE

The following conditions apply to: FGGRINDER/DRYER

DESCRIPTION: A wood drying system (Process #110) consisting of a rotary drum dryer with a 22 MMBtu per hour wood-fired burner all controlled by a cyclone, and associated transfer conveyors. The green wood grinding system and wood drying system share a vent stack.

Emission Unit IDs: EUGRINDER, EUDRYER

POLLUTION CONTROL EQUIPMENT: Cyclones

I. EMISSION LIMITS

Pollutant	Limit	Time Period / Operating Scenario	Equipment	Testing / Monitoring Method	Underlying Applicable Requirements
1. Opacity	15 percent	6-minute average except one 6-minute average per hour of not more than 20 percent	FG GRINDER/DRYER	SC V.1, SC VI.2	R 336.1301(1)(c)
2. PM	0.06 lb per 1000 lb of exhaust gases calculated on a dry gas basis	Test protocol will specify averaging time.	FG GRINDER/DRYER	SC V.1, GC 13	R 336.1331(1)(c)
3. PM10	10.0 pph	Test protocol will specify averaging time.	FG GRINDER/DRYER	SC V.1, GC 13	40 CFR 52.21(c) & (d)
4. PM2.5	10.0 pph	Test protocol will specify averaging time.	FG GRINDER/DRYER	SC V.1, GC 13	40 CFR 52.21(d)
5. NOx	8.3 pph	Test protocol will specify averaging time.	EUDRYER portion of FG GRINDER/DRYER	GC 13	40 CFR 52.21(c) & (d)
6. CO	13.5 pph	Test protocol will specify averaging time.	EUDRYER portion of FG GRINDER/DRYER	GC 13	40 CFR 52.21(d)
7. VOC (as carbon)	27.2 pph	Test protocol will specify averaging time.	EUDRYER portion of FG GRINDER/DRYER	GC 13	R 336.1702(a)
8. Formaldehyde (CAS No. 50-00-0)[1]	1.18 pph	Test protocol will specify averaging time.	EUDRYER portion of FG GRINDER/DRYER	GC 13	R 336.1224, R 336.1225(1)

II. MATERIAL LIMITS

1. The permittee shall only combust natural gas for start-up and dried wood in the burner of EUDRYER. **(R 336.1205(1)(a), R 336.1224, R 336.1702)**

2. The permittee shall only process virgin hardwood and softwood materials through FGGRINDER/DRYER. (Hardwood is defined as the wood of a broad-leafed tree, either deciduous or evergreen and softwood is defined as the wood of an evergreen tree.) **(R 336.1224, R 336.1225, R 336.1702(a))**

3. The permittee shall comply with the material and process limits allowed in the following table for EUDRYER. **(R 336.1205(3), R 336.1224, R 336.1225, R 336.1702(a))**

Moisture Content of Green Wood Material in % by weight	Maximum Allowed Dryer Inlet Temperature	Maximum Allowed Green Wood Input (pounds per hour)
48% (and less)	888°F	24,952
49% to 50%	923°F	24,452
51% to 52%	960°F	24,033
53% to 54%	997°F	23,626
55% to 56%	1035°F	23,257

III. PROCESS/OPERATIONAL RESTRICTIONS

1. The permittee shall not operate FGGRINDER/DRYER unless a MAP as described in Rule 911(2), for the process and emission control equipment, has been submitted within 90 days of permit issuance, and is implemented and maintained. The MAP shall, at a minimum, specify the following:

   a. A complete preventative maintenance program including identification of the supervisory personnel responsible for overseeing the inspection, maintenance, and repair of air-cleaning devices, a description of the items or conditions that shall be inspected, the frequency of the inspections or repairs, and an identification of the major replacement parts that shall be maintained in inventory for quick replacement.

   b. An identification of the source and air-cleaning device operating variables that shall be monitored to detect a malfunction or failure, the normal operating range of these variables, and a description of the method of monitoring or surveillance procedures.

   c. A description of the corrective procedures or operational changes that shall be taken in the event of a malfunction or failure to achieve compliance with the applicable emission limits.

   If at any time the MAP fails to address or inadequately addresses an event that meets the characteristics of a malfunction, the permittee shall amend the MAP within 45 days after such an event occurs. The permittee shall also amend the MAP within 45 days, if new equipment is installed or upon request from the AQD District Supervisor. The permittee shall submit the MAP and any amendments to the MAP to the AQD District Supervisor for review and approval. If the AQD does not notify the permittee within 90 days of submittal, the MAP or amended MAP shall be considered approved. Until an amended plan is approved, the permittee shall implement corrective procedures or operational changes to achieve compliance with all applicable emission limits. **(R 336.1224, R 336.1331, R 336.1702(a), R 336.1910, R 336.1911, 40 CFR 52.21(c) and (d))**

2. The permittee shall maintain the efficiency of the burner portion on EUDRYER to control CO emissions by fine tuning the burner for proper burner operation and performance on an annual basis. **(40 CFR 52.21(d))**

3. The permittee shall not operate EUDRYER unless an acceptable plan that describes how emissions will be minimized during all startups and shutdowns has been submitted to the AQD District Supervisor within 90 days after the issuance of this permit, and is implemented and maintained. The plan shall incorporate procedures recommended by the equipment manufacturer, if available, as well as incorporating standard industry practices. **(R 336.1911, R 336.1912)**

IV. DESIGN/EQUIPMENT PARAMETERS

1. The maximum design heat input capacity of the burner portion of EUDRYER shall not exceed 22.0 MMBtu per hour on a fuel heat input basis, as certified by the equipment manufacturer. **(R 336.1205(1)(a))**

2. The permittee shall not operate FGGRINDER/DRYER unless the respective cyclones are installed, maintained, and operated in a satisfactory manner. Satisfactory manner includes operating and maintaining each control device in accordance with an approved MAP for FGGRINDER/DRYER as required in SC III.1. **(R 336.1301, R 336.1331, R 336.1910, R 336.1911)**

V. TESTING/SAMPLING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

1. Within 180 days after permit issuance, the permittee shall verify opacity and PM, PM10, and PM2.5 emission rates from FGGRINDER/DRYER by testing at owner's expense, in accordance with Department requirements. No less than 30 days prior to testing, the permittee shall submit a complete test plan to the AQD Technical Programs Unit and District Office. The AQD must approve the final plan prior to testing. Verification of emission rates includes the submittal of a complete report of the test results to the AQD Technical Programs Unit and District Office within 60 days following the last date of the test. **(R 336.1301, R 336.1331, R 336.2001, R 336.2003, R 336.2004, 40 CFR 52.21(c) and (d))**

VI. MONITORING/RECORDKEEPING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

1. The permittee shall complete all required calculations/records in a format acceptable to the AQD District Supervisor and make them available by the last day of the calendar month, for the previous calendar month, unless otherwise specified in any monitoring/recordkeeping special condition. **(R 336.1205, R 336.1301, R 336.1331, R 336.1702(a), R 336.1910, 40 CFR 52.21(c) and (d))**

2. The permittee shall conduct daily visible emissions observations, either by a certified or a non-certified reader, as required in Emission Limit SC I.1. If visible emissions are observed, a USEPA Method 9 certified visible emissions observation, which is a 6-minute average reading consisting of 15 second data points, shall be conducted by a certified reader. Records shall include the visible emissions observations (date, time, name of reader, whether the reader is certified or not), causes of abnormal opacity, corrective actions, and the results of such actions. The permittee shall keep all records on file at the facility and make them available to the Department upon request. **(R 336.1301, R 336.1331, R 336.1910)**

3. The permittee shall monitor and record, the pounds per hour of green wood material processed in EUDRYER, in a manner as approved by the AQD Supervisor. The permittee shall keep all records on file at the facility and make them available to the Department upon request. **(R 336.1205(3), R 336.1224, R 336.1225, R 336.1702)**

4. The permittee shall monitor and record the moisture content of the green wood material fed into FG GRINDER/DRYER, on a daily basis, in a manner as approved by the AQD Supervisor. The permittee shall keep all records on file at the facility and make them available to the Department upon request. **(R 336.1225, R 336.1702(a))**

5. The permittee shall keep records of the annual burner tune ups as described in SC III.2 for EUDRYER. The permittee shall keep all records on file and make them available to the Department upon request. **(40 CFR 52.21(d))**

6. The permittee shall install, calibrate, maintain and operate, in a satisfactory manner, a device to monitor and record the temperature at the inlet of EUDRYER on a continuous basis. The permittee shall keep all records on file at the facility and make them available to the Department upon request. **(R 336.1225, R 336.1702)**

VII. REPORTING

NA

VIII. STACK/VENT RESTRICTIONS

The exhaust gases from the stacks listed in the table below shall be discharged unobstructed vertically upwards to the ambient air unless otherwise noted:

Stack & Vent ID	Maximum Exhaust Diameter/Dimensions (inches)	Minimum Height Above Ground (feet)	Underlying Applicable Requirements
1. SVGRINDER/DRYER	40	63	R 336.1225, 40 CFR 52.21(c) and (d)

IX. OTHER REQUIREMENTS

NA

Footnotes:
[1]This condition is state only enforceable and was established pursuant to Rule 201(1)(b).

The following conditions apply: FGWOODPELLET

DESCRIPTION: Each emission unit at the wood pelletizing facility which includes the dryer, hammer mills, material conveyance, the pellet mills, the cooler, and the bagging operation.

Emission Unit IDs: EUGRINDER, EUDRYER, EUHAMMERMILL, EUPELLET, EUCOOLER, EUPELLETSTORAGE, EUBAGHOUSE

POLLUTION CONTROL EQUIPMENT: NA

I. EMISSION LIMITS

NA

II. MATERIAL LIMITS

1. The permittee shall not operate FGWOODPELLET for more than 5,930 hours per 12-month rolling time period as determined at the end of each calendar month. **(R 336.1205(3))**

III. PROCESS/OPERATIONAL RESTRICTIONS

1. The permittee shall not operate FGWOODPELLET unless the program for continuous fugitive emissions control for all plant roadways, the plant yard, all material storage piles, and all material handling operations has been submitted to the AQD District Supervisor within 60 days after the issuance of this permit, and is implemented and maintained. The plan shall identify the specific measures to be taken to prevent fugitive dust and the frequency of these measures. In addition, the permittee shall record the number of raw material and product trucks which are at the facility on a daily basis. **(R 336.1372, Act 451 324.5524)**

IV. DESIGN/EQUIPMENT PARAMETERS

NA

V. TESTING/SAMPLING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

NA

VI. MONITORING/RECORDKEEPING

Records shall be maintained on file for a period of five years. **(R 336.1201(3))**

1. The permittee shall complete all required calculations/records in a format acceptable to the AQD District Supervisor and make them available by the last day of the calendar month, for the previous calendar month, unless otherwise specified in any monitoring/recordkeeping special condition. **(R 336.1205, 40 CFR 52.21(c) and (d))**

2. The permittee shall monitor and record in a satisfactory manner, the hours of operation of FGWOODPELLET on a monthly and a 12-month rolling time period as determined at the end of each calendar month. The record shall include the time and duration of operation. The permittee shall keep all records on file and make them available to the Department upon request. **(R 336.1205(3))**

VII. REPORTING

NA

VIII. STACK/VENT RESTRICTIONS

NA

IX. OTHER REQUIREMENTS

NA

Kirtland Products

RESPONSE TO COMMENTS DOCUMENT

January 21, 2014

PERMIT No. 47-11B

Rick Snyder, Governor

Air Quality Division
Michigan Department of Environmental Quality

INTERNET: http://www.michigan.gov/air

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I. PUBLIC PARTICIPATION PROCESS

Permit to Install (PTI) application No. 47-11B, for Kirtland Products, proposed modifications to the wood pelletizing plant located at 1 Altair Drive, Boyne City, Michigan. The public participation process involved providing information for public review including a fact sheet, proposed permit terms and conditions, a public comment period, an informational meeting, a public hearing, and the receipt of written and verbal public comments regarding staff's analysis of the application and the proposed permit.

On October 9, 2013, copies of the Notice of Air Pollution Comment Period and Public Hearing, the Fact Sheet, and the draft terms and conditions were placed on the Michigan Department of Environmental Quality (MDEQ), Air Quality Division (AQD) Home Page (http://www.michigan.gov/air). In addition, a notice announcing the Public Comment Period, Public Informational Meeting, and Public Hearing was placed in the Boyne City Gazette. The notice provided pertinent information regarding the proposed action; the locations of available information; a telephone number to request additional information; the date, time, and location of the Public Informational Meeting and Public Hearing; the closing date of the Public Comment Period; and the address where written comments were being received.

The Informational Meeting was held on November 13, 2013, at the City of Boyne City, 319 North Lake Street, Boyne City, Michigan. This location was selected due to its proximity to the facility and the size of the room. Approximately 23 people attended the Informational Meeting. A panel of representatives from the AQD was available to answer questions regarding the proposed project. The meeting began at 6:00 p.m. and concluded at approximately 7:00 p.m. with a short break prior to the start of the Public Hearing.

The Public Hearing was also held on November 13, 2013, at City of Boyne City, 319 North Lake Street, Boyne City, Michigan. The hearing began shortly after 7:00 p.m., with Ms. Barbara Rosenbaum as the Hearings Officer and Mr. G. Vinson Hellwig as the Decision Maker. Comments on the proposed permit action were received. In addition, the AQD staff was available outside the hearing room to answer questions. There were 23 people were in attendance at the Public Hearing with 12 people providing verbal comments. The Public Hearing concluded at approximately 7:45 p.m.

A total of 23 written comments were received during the Public Comment Period and the hearing.

The remainder of this document is a listing of the significant comments received during the public comment period and hearing regarding the proposed permit and the AQD's response.

II. SUMMARY OF COMMENTS RESULTING IN CHANGES TO THE PERMIT

No changes were made to the draft permit conditions based on comments received.

III. SUMMARY OF SIGNIFICANT COMMENTS

A. Public Health and Environment Concerns

Comment

There were numerous concerns with public health because particulates, volatile organic compounds (VOC), toxic compounds, and odors are being emitted from Kirtland Products.

AQD Response

The AQD utilizes the state and federal air quality rules and regulations that are in place to protect public health and the environment. The federal Clean Air Act Amendments (CAAA) of 1990 includes the National Ambient Air Quality Standards (NAAQS) to protect public health. These standards define the maximum concentration of certain air pollutants in the breathing zone that protect the health of the most sensitive individuals, including those with heart, respiratory, neurological and asthma problems. The allowed emissions from the facility were evaluated and found to meet these health protective air quality standards.

In addition, pollutants that do not have an established NAAQS must meet the AQD's health-based screening levels that are protective for potential cancer and non-cancer effects. The emissions from the facility were modeled to determine their ambient air impacts, which were then compared to the respective screening levels. All emissions were below the health-based screening levels. For example, wood combustion can emit some carcinogens, such as benzene, acetaldehyde and formaldehyde. At the highest impact point, which is immediately east of the facility, the levels of these carcinogens were low and were associated with a lifetime extra cancer risk of less than 1 in 100,000 people over a lifetime. Other non-carcinogen pollutants can have irritating effects, but the highest impacts were found to have levels far below irritating concentrations. Therefore, the AQD's evaluation found that all health protective standards and screening levels were met for the different types of pollutants (particulates, VOC, toxics, etc.) that will be emitted by Kirtland Products.

Comment

The emission limits for the pollutants emitted by Kirtland Products seem too high. Some states like California may have lower limits, but Michigan is going with national limits which the commenter believes are excessive.

AQD Response

The emission limits for the pollutants emitted by Kirtland Products are compared to the requirements in the federal CAAA of 1990, and the State of Michigan Air Pollution Control (MAPC) Rules. Both the CAAA of 1990 and the MAPC contain laws that are in place to protect public health and the environment. Additionally, any state's regulations can be no less stringent than federal regulations. California's state regulations may be more stringent than Michigan's state regulations due to their state specific concerns with meeting air quality standards. Permits for sources in Michigan may contain higher emission limits than permits for sources in California, and still meet the air quality standards. The AQD reviews all sources of air contaminant emissions to make sure that these laws are met. The AQD staff reviews emission estimates and all supporting documentation for accuracy during the technical review of the permit application and determines if the emissions are environmentally acceptable. The emissions from the proposed modifications were evaluated and compared to the applicable federal and state standards, and were shown to meet those standards.

Comment

Commenters stated that particulate fall-out and emissions from Kirtland Products directly impacts their homes. The emissions cause irritation of the eyes and throat, dizziness, shakiness, etc. More than one commenter cited breathing disorders, sore throats, and concerns with the long-term effects on children and adults. Kirtland Products is a nuisance.

AQD Response

Stack testing has been conducted for emissions from Kirtland Products and the findings do not suggest that the permitted emissions would result in health effects to local residents, including children who live, play, or attend school nearby. While fall-out of wood particles may be a nuisance, it is not anticipated to pose health problems or have long-term effects. If particulate fall-out is found by the AQD to pose an unreasonable interference with the comfortable enjoyment of life and property for nearby residents, the AQD may issue a violation notice to the company and the problem will be addressed through established AQD enforcement procedures.

The AQD understands that nearby residents have reported problems with the emissions from Kirtland Products. The AQD will work with the residents, and the facility operators, to ensure that any reported problems are properly investigated and addressed within the authority of the AQD.

Comment

One commenter is concerned that we are approaching the Kirtland problem from a, "what we don't know can't hurt us" attitude. Kirtland is a problem. Examples were given of lead, DDT, and asbestos as not originally being considered hazardous. Kirtland Products is close to Boyne City residents and schools, and do we know if the emissions from Kirtland are hazardous?

AQD Response

There is a significant amount of information regarding the emissions from wood drying and wood combustion. The PTI application submitted to the AQD by Kirtland Products contained detailed information regarding the emission rates of the regulated air pollutants from the facility. These emissions can include nitrogen oxides, carbon monoxide, particulate matter (coarse and fine), VOC, and hazardous air pollutants (HAPs) such as formaldehyde. The AQD has evaluated and verified the emissions from the process and performed dispersion modeling in order to compare the predicted ambient impacts to the health-protective standards and applicable screening levels. Therefore, the AQD does not anticipate health problems associated with the facility emissions.

B. Air Toxics and Dispersion Modeling

Comment

The application for Kirtland Products states that it is in a remote area which is not true due to the location of the schools.

AQD Response

The application stating this facility is in a remote area is referring to the location of the facility being identified as in a rural area instead of an urban area. The determination on whether a facility is in a rural or urban area is necessary to ensure the proper input parameters are used in dispersion modeling. Dispersion modeling was performed with the facility at its true location. Prior to performing dispersion modeling, the location of the facility (UTM coordinates) was verified using aerial mapping programs. The AQD's modeling evaluation encompassed an area extending out 3 km (1.86 miles) in all directions from the facility. This area included evaluating the pollution impacts at the schools which are located roughly 0.4 km (0.24 miles) west of the facility.

Comment

For the math modeling, the commenter understands that it is based on projected climate and that predominate wind direction is out of the west. But, occasionally wind is out of the east and goes over the school. The model should be rerun to look at the impact over the school when the wind switches direction. The school locations were not taken into consideration and the children should not be breathing the emissions.

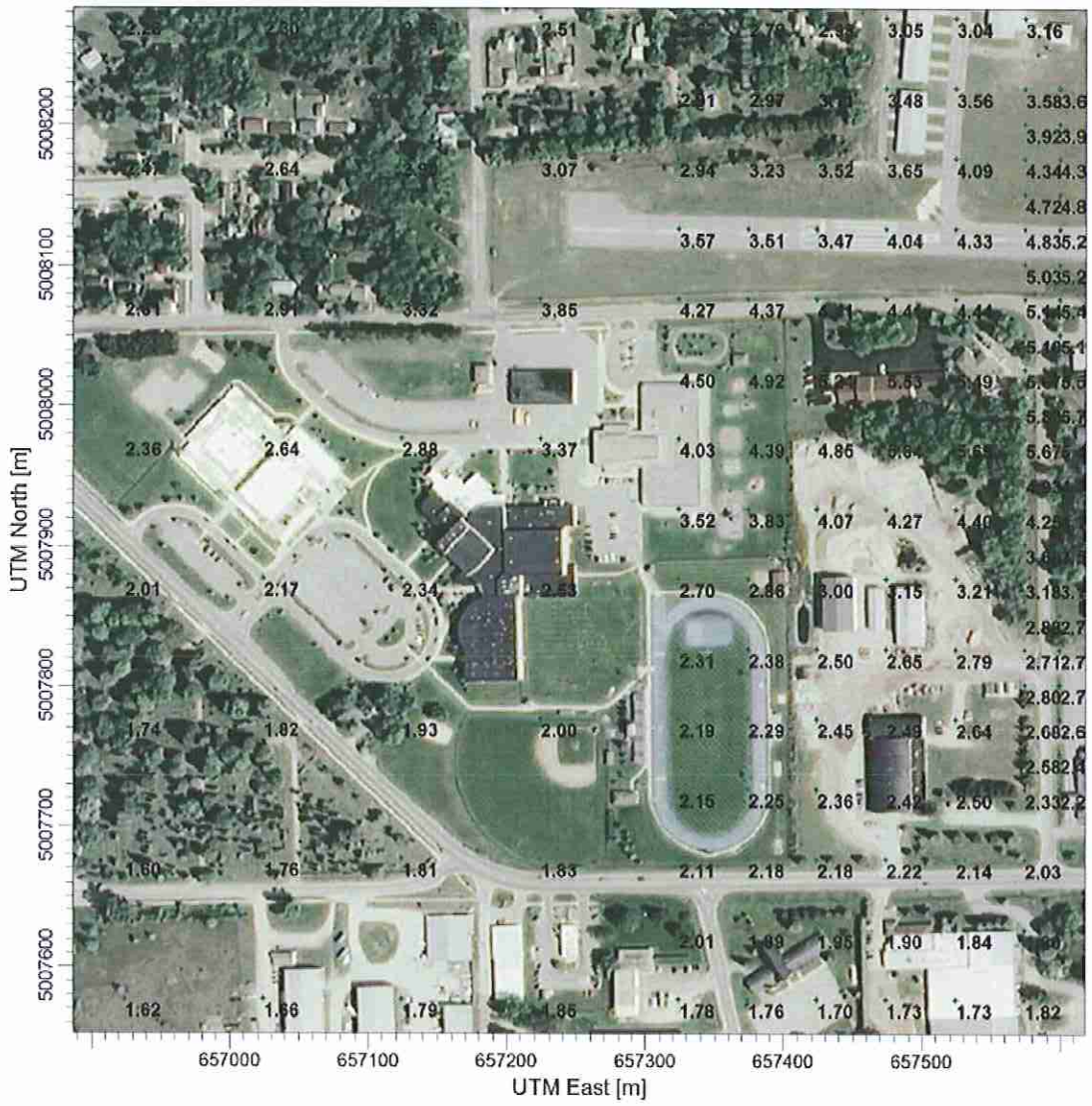
AQD Response

The United States Environmental Protection Agency preferred air dispersion models were used to predict the maximum ambient air concentration resulting from the facility. These models take into account the potential equipment emissions, local meteorology, surrounding terrain, and local turbulence resulting from air currents passing over facility structures. Five years of local meteorology was taken into account when determining pollutant impacts. Using this span of meteorology ensures the worst-case meteorological conditions are evaluated. During the five years evaluated, there were instances where winds were from an easterly direction; therefore, east wind patterns were included in the AQD's modeling evaluation.

The air emissions were modeled to determine the ambient air impacts at the nearby school to the west of the facility and at several local residences, and the estimated contaminant levels at those locations were much lower than the maximum impact levels near the facility, all of which were lower than health-protective standards.

To show that emissions of fine particulate matter with aerodynamic diameter less than 2.5 microns (PM2.5), for example, are below the health-protective standards at the schools; the diagram below shows the impacts of the PM2.5 emissions in a 24-hour timeframe. The highest 24-hour PM2.5 impact at the schools was 4.92 ug/m^3 in the playground of the elementary school. With background concentrations of PM2.5 added to the modeled impact from Kirtland Products, the impact is 38% below the NAAQS.

PROJECT TITLE:
Kirtland Products
PM2.5 24-hr - 5 year - 2008 - 2012



Comment

The plant is located in a valley that traps the emissions. There are many days where the emissions do not dissipate and the emissions do not go up.

AQD Response

Terrain is taken into account in the dispersion modeling, so the elevation changes due to the facility being located in a valley are considered. The worse-case meteorological conditions used in the dispersion modeling include inversion periods where the emissions dissipate poorly due to the terrain.

Comment

The stacks are too short due to FAA regulations.

AQD Response

The stacks at Kirtland Products are at the AQD allowed heights. The AQD recommends that stacks be no shorter than 1.5 times the building height. All stacks at Kirtland Products are greater than 1.5 times the building height, and two of the stacks are 2.5 times the building height for optimum air pollution dispersion. Kirtland Products received approval from the FAA for the stack heights once the proposed heights were determined to meet the air quality standards prior to construction. Therefore, the stacks were not found to be too short for the operations at Kirtland Products.

Comment

If 82% of allowable PSD increment is used by Kirtland Products, does that mean that Boyne City is limited to only 18% left for any more industry?

AQD Response

The 24-hr particulate matter with aerodynamic diameter less than 10 microns impacts from Kirtland does indeed consume 82% of the allowed increment. However, this 82% was calculated from the maximum impact which is a small area located on the property boundary of Kirtland Products. Since pollution impacts decrease with distance, the amount of increment available will therefore, increase with distance from the property. This will make more of the allowed increment available for future growth in the area.

B. Odor Concerns

Comment

The odor from Kirtland Product is impacting the community.

AQD Response

General Condition 6 of the permit specifically states that operation of the proposed process shall comply with Rule 336.1901 (Rule 901) of the MAPC Rules. Rule 901 states, in part, that "a person shall not cause or permit the emission of an air contaminant or water vapor in quantities that cause, alone or in reaction with other air contaminants... (un)reasonable interference with the comfortable enjoyment of life and property." The AQD staff takes into account the ability of a process to comply with Rule 901 as a part of the permit review.

If a violation of Rule 901 should occur due to process operations, the permit includes sufficient terms and conditions to allow the AQD to enforce this rule and address any such problems in the community. Typically, the verification of a Rule 901 violation is made by the AQD staff responsible for inspecting the facility.

The AQD staff has been responsive, visiting the plant site and the surrounding areas on more than twenty occasions, frequently when meteorological conditions are conducive for odors. The AQD staff has also spent time advising local residents of ways to report odors, either to the district office or to the Pollution Emergency Alerting System (PEAS). The AQD staff has also distributed the AQD Air Pollution Log Forms for recording and reporting odor events in the community.

The parameters which help the AQD verify a Rule 901 violation include:

- The location of the complainant relative to the odor emitting source
- The time of the complaint
- A description of the odor
- Process activities happening at the plant at the time of the odor complaint
- Meteorological conditions at the time of the complaint

All of the information needed to make this correlation is collected at the time that an odor complaint is received by the AQD. Wind speed and ambient temperature are also used to determine whether or not the alleged odor being emitted could be from a stack or a ground level source. A description of the odor is used to determine whether or not the odor is something characteristic of the source or if it could be from other sources located in the vicinity.

If there are odors from the facility, it is important to notify the AQD as soon as odors are detected so that the source of the odors may be determined.

Comment

The odor from Kirtland Products smells like smoke from a campfire, toxic chemicals, and gets into clothing. More than one commenter stated that odors from the processes at Kirtland Products were smelled in local neighborhoods, schools, and businesses.

AQD Response

The drying and combustion of wood products can smell like smoke from a campfire and these types of odors can be a nuisance when of a significant frequency, intensity and duration. It is important to remember that being able to detect an odor is not the same as having an unreasonable interference from an odor. When promptly notified, the AQD staff can take actions; including conducting an Odor Survey, to determine if a nuisance odor exists that interferes with the comfortable enjoyment of life and property.

C. Miscellaneous

General

Comment

More than one commenter stated that this type of facility is incompatible in its current location.

AQD Response

The location of any facility is an issue addressed by local government through the planning and zoning processes. The AQD does not control the site selection for industrial facilities nor does it have jurisdiction over local zoning issues. Site selection is done by the permit applicant and Kirtland Products was issued a conditional land use permit by the local planning commission. A site assessment is conducted by the AQD staff as a part of the permit review process so that the air pollution impacts are properly analyzed. A site assessment conducted by the AQD does not include criteria from the local planning commission. The compatibility of the source with its location is only under review by the AQD as far as emissions to the air are concerned.

Comment

The sound of Kirtland Products is loud enough to occasionally disturb sleep. More than one comment was received about noise pollution from Kirtland Products.

AQD Response

Neither federal nor state air pollution control laws address noise. Noise is a local ordinance issue handled by the local government. The AQD may not deny a source a permit to install on the grounds that the proposed activity fails to comply with local zoning ordinances.

Comment

Kirtland Products has been in violation as of September 11-13, 2012. The commenter requests that the MDEQ enact and enforce the current laws, enact any and all fines on Kirtland Products to date. More than one commenter asked that Kirtland Products be shut down.

AQD Response

The AQD gives facilities the opportunity to resolve noncompliance issues. Kirtland Products proposed modifications in order to address the noncompliance identified. Through modifications to the permit, a demonstration was made that the facility is meeting all air quality standards. This permit action is the mechanism to get Kirtland Products into compliance, and includes compliance monitoring and testing. If compliance problems persist, additional actions could include entering a Consent Order with the company, which would include a federally enforceable plan to get the facility into compliance, and an assessment of fines and penalties. The AQD does not have the legal authority to revoke a permit or shut down a violating facility without first giving the owner of the facility the opportunity to come into compliance.

Emissions

Comment

The facility failed their emissions testing in September of 2012, and rather than resubmit to meet the standards set prior, they are asking to raise the allowable emissions to meet the national standards. This is already too much for this area.

AQD Response

The area where Kirtland Products is located is in attainment with all air quality standards. The emission limits assessed for Kirtland Products were modeled to determine the impacts on the air quality, and were determined to be acceptable and protective of the air quality. The standards that Kirtland Products had to meet were not changed with the permit modification, and the emissions were demonstrated to meet all air quality standards.

Comment

The plume from the plant is not visually pleasing, much larger than the facility next door, and brown to brownish grey smoke has been seen. More than one comment was received about the quality and quantity of the exhaust plumes from Kirtland Products.

AQD Response

Visible emissions are possible from the wood pelletizing process. The visible white plume (water vapor) from the facility is caused by the drying of wood which contains water. The brown to brownish grey smoke meets the definition of opacity. Opacity is defined as the degree to which an air emission reduces the transmission of light or obscures an observer's view. Clear glass has a zero opacity and a brick wall has 100 percent opacity. The opacity limit is governed by R 336.1301 (Rule 301) of the MAPC Rules, and the permit contains limits on the opacity from the facility of 5 to 15 percent depending on the process. Rule 301(3) specifically excludes uncombined water vapor from such readings. The facility is not limited to zero opacity and the opacity that has been observed from the facility is in compliance with the limits of the permit.

Comment

If Kirtland Products used more natural gas in the process, would that lower the particulate emissions and be successful in the operation? This would help.

AQD Response

The increased use of natural gas to fire the wood dryer would decrease particulate emissions slightly. But, because the process is to produce wood pellets, the majority of the particulate emissions are coming from the drying of and handling of the product, and not from the combustion of wood.

Comment

Particulate in the snow in the area near the plant was observed after two days of plant operation. Pictures were entered into the record showing the particulate in the snow. Also, particulate deposition was observed in a local neighborhood that looked like fine sawdust. More than one comment was received about particulate associated with Kirtland Products coming down in local areas such as businesses and neighborhoods.

AQD Response

The AQD is aware of 3 isolated incidents involving separate equipment malfunctions that resulted in the deposition of wood dust particulate in areas surrounding the Kirtland Products plant. A Violation Notice was issued for one of those incidents and the process problem was corrected. Kirtland Products has a Malfunction Abatement Plan (MAP) to prevent these incidents from re-occurring.

If the AQD is notified in a timely manner of particulate fall-out impacting private property, then the AQD can respond by collecting samples of the material. The AQD can verify the source, and then follow up with the appropriate enforcement action, if necessary.

Comment

The consultant (for Kirtland Products) listed ways to limit/minimize emissions in the application, and concluded that it was too expensive for their business model.

AQD Response

The facility does have air pollution control equipment to limit/minimize emissions. The particulate emissions are controlled by cyclones or baghouses depending on the process unit. Control efficiency on a cyclone is about 50% and baghouse efficiency can be greater than 99% efficient. The three process units (green wood grinding, pelletizing, and cooling), that failed particulate emissions testing are all controlled by cyclones and this is where adjustments to the permit limits are being made. The decision on what air pollution control equipment to install is made by the facility and reviewed by the AQD to assure that the air quality standards are met. If emissions from a cyclone do not exceed the applicable air quality standards, then installation of a cyclone is acceptable and a more expensive control device, such as a baghouse, is not required.

Comment

The commenter asked that Kirtland Products not be allowed to operate without the necessary equipment to insure that the company met the original requirements. Proper equipment will not allow pollutants to exceed the standards and thus eliminate the need for self-monitoring.

AQD Response

Kirtland Products does have the proper control equipment installed and is demonstrating compliance with the air quality standards. In order to demonstrate compliance with air quality standards, adjustments in the allowed particulate emission limits are being made. There will be increases in the allowed particulate emission limit for the noncompliance processes, and decreases in the allowed particulate emission limit for processes that are in compliance with their particulate emission limits. These adjustments were compared to the air quality standards and were found to meet the applicable standards. Kirtland Products is required to re-test the largest source of particulate emissions at their facility which is the combined green wood grinder and dryer, and to test the fugitive dust baghouse to assure they are meeting the revised permit limits and to resolve their noncompliance issues.

The permit also contains monitoring requirements for the air pollution control equipment in order for Kirtland Products to demonstrate that the equipment is operating properly and achieving the emission limits. The facility is required to keep records of the monitoring in order to demonstrate continuing compliance with the air quality standards.

Comment

It is understood that particulate emission limits are being adjusted up for noncompliant emissions and down for compliant emissions so the facility is in compliance. There are a lot of complaints but apparently they meet the laws and rules of the AQD. What is requested is that due to the complaints with the status quo that the upward adjustment not be made and that the facility be made to comply with the limits they currently have, if possible. More than one commenter was of the opinion that Kirtland Products has a permit, and could and should live within the permit.

AQD Response

The decision to adjust the particulate emission limits in order to meet the air quality standards is an acceptable approach to resolve the noncompliance issues. The adjustment of the particulate emission limits do result in an overall facility-wide reduction of the allowed particulate emissions from Kirtland Products.

Testing

Comment

When the facility conducts re-testing, the commenter is of the opinion that a full spectrum of testing emissions should be done, not just particulate. The commenter wants no advance notice of testing provided to the facility.

AQD Response

The permit requires stack testing of the opacity and particulate matter to verify compliance on the green wood grinder and dryer combined processes. Other pollutants that are permitted have already been tested and compliance was demonstrated.

Due to the large volume of testing required to analyze the air contaminants potentially being emitted from facilities all over Michigan, the AQD does not perform emissions testing. It is the responsibility of the owner of the facility to contract and pay a certified tester to conduct the emissions testing. However, the AQD's Technical Programs Unit reserves the right to witness the testing and thoroughly reviews test methods and reports before approving or denying results submitted by the tester. The facility provides advance notice to the AQD along with a proposed test plan and dates for the testing in order for proper review of the testing to occur.

IV. SUMMARY OF COMMENTS RECEIVED IN SUPPORT

No comments were received in support of the modifications to the permit.

Prepared by: Julie Brunner, P.E., MDEQ-AQD
Kurt Childs, MDEQ-AQD
Stephanie Hengesbach, MDEQ-AQD
Robert Sills, MDEQ-AQD

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING

RICK SNYDER
GOVERNOR

DAN WYANT
DIRECTOR

January 21, 2014

Dear Interested Party:

Thank you for your interest regarding the Permit to Install (PTI) application submitted by Kirtland Products to the Michigan Department of Environmental Quality's (MDEQ), Air Quality Division (AQD). The PTI application requested modifications to the wood pelletizing plant located at 1 Altair Drive, Boyne City, Michigan.

Pursuant to state and federal requirements, the MDEQ held a public comment period that ended with a public hearing on November 13, 2013, regarding its proposed conditional approval of the permit. The AQD received 23 written comments during the public comment period and 12 verbal comments were presented at the public hearing.

After careful consideration of the issues and pursuant to the delegation of authority from the Director of the MDEQ, I have approved PTI No. 47-11B, with no modifications.

A Response to Comments (RTC) Document has been prepared and it provides our responses to the comments received during the public comment period and at the public hearing. The RTC document and the Permit Terms and Conditions are available at http://www.deq.state.mi.us./aps/cwerp.shtml.

Thank you for your input regarding our review of this permit application. If you have any questions regarding this permit, please contact Ms. Julie Brunner, AQD, Permit Section, at 517-284-6789; brunnerj1@michigan.gov; or MDEQ, P.O. Box 30260, Lansing, Michigan 48909-7760; or you may contact me.

Sincerely,

G. Vinson Hellwig, Chief
Air Quality Division
517-284-6775

cc: Mr. Michael Cain, City Manager
Ms. Cheryl Potter Brow, Charlevoix County Clerk
Ms. Genevieve Damico, U.S. Environmental Protection Agency, Region 5
Mr. Constantine Blathras, U.S. Environmental Protection Agency, Region 5
Mr. Brad Wurfel, Communications Director, MDEQ
Ms. Janis Denman, MDEQ
Ms. Julie Brunner, MDEQ

RECEIVED
JAN 27 2014
BY:

4/8

MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY - AIR QUALITY DIVISION

PERMIT TO INSTALL APPLICATION

For authority to install, construct, reconstruct, relocate, or modify process, fuel-burning or refuse burning equipment and/or control equipment. Permits to install are required by administrative rules pursuant to Section 5505 of 1994 PA 451, as amended.

FOR DEQ USE
APPLICATION NUMBER
47-11B

Please type or print clearly. The "Application Instructions" and "Information Required for an Administratively Complete Permit to Install Application" are available on the Air Quality Division (AQD) Permit Web Page at http://www.deq.state.mi.us/aps. Please call the AQD at 517-373-7023 if you have not been contacted within 15 days of your application submittal.

RECEIVED APR 29 2013 AIR QUALITY DIV.

1. FACILITY CODES: State Registration Number (SRN) and North American Industry Classification System (NAICS)
   SRN: N 2 2 3 9 NAICS: 3 2 1 9 9 9

2. APPLICANT NAME: (Business License Name of Corporation, Partnership, Individual Owner, Government Agency)
   Kirtland Products

3. APPLICANT ADDRESS: (Number and Street)
   1 Altair Drive
   MAIL CODE:

CITY: (City, Village or Township)	STATE:	ZIP CODE:	COUNTY:
Boyne City	MI	49712	Charlevoix

4. EQUIPMENT OR PROCESS LOCATION: (Number and Street – if different than Item 3)
   (same as above)

CITY: (City, Village or Township)	ZIP CODE:	COUNTY:

5. GENERAL NATURE OF BUSINESS:
   Wood pellet manufacturing

6. EQUIPMENT OR PROCESS DESCRIPTION: (A Description MUST Be Provided Here. Include Emission Unit IDs. Attach additional sheets if necessary; number and date each page of the submittal.)

   Kirtland Products is requesting adjustment of the permitted particulate matter (PM-10 and PM-2.5) mass emission rate for its dry hammermill, pellet mill and pellet cooler emission units (EUHAMMERMILL, EUPELLET and EUCOOLER). Additionally, Kirtland Products is requesting that the emission limits for the green hammermill and dryer (EUGRINDER and EUDRYER) be combined into one mass emission limit.

   The proposed permit limit modifications result in a net reduction in permitted PM-10 and PM-2.5 emission rates.

7. REASON FOR APPLICATION: (Check all that apply.)
   - ☐ INSTALLATION / CONSTRUCTION OF NEW EQUIPMENT OR PROCESS
   - ☐ RECONSTRUCTION / MODIFICATION / RELOCATION OF EXISTING EQUIPMENT OR PROCESS – **DATE INSTALLED:**
   - ☒ OTHER – DESCRIBE EMISSION LIMIT ADJUSTMENTS

8. IF THE EQUIPMENT OR PROCESS THAT WILL BE COVERED BY THIS PERMIT TO INSTALL (PTI) IS CURRENTLY COVERED BY ANY ACTIVE PERMITS, LIST THE PTI NUMBER(S): 47-11A

9. DOES THIS FACILITY HAVE AN EXISTING RENEWABLE OPERATING PERMIT (ROP)? ☒ NOT APPLICABLE ☐ PENDING APPLICATION ☐ YES
   PENDING APPLICATION OR ROP NUMBER:

10. AUTHORIZED EMPLOYEE:	TITLE:	PHONE NUMBER: (Include Area Code)
Tom Johnson	Quality Manager	(231) 582-4470
SIGNATURE:	DATE: 4/26/13	E-MAIL ADDRESS: tjohnson@kirtlandproducts.com

11. CONTACT: (If different than Authorized Employee. The person to contact with questions regarding this application)	PHONE NUMBER: (Include Area Code)
Robert Harvey	(517) 324-1880
CONTACT AFFILIATION: Derenzo and Associates, Inc. (Consultant)	E-MAIL ADDRESS: rharvey@derenzo.com

12. IS THE CONTACT PERSON AUTHORIZED TO NEGOTIATE THE TERMS AND CONDITIONS OF THE PERMIT TO INSTALL? ☒ YES ☐ NO

FOR DEQ USE ONLY - DO NOT WRITE BELOW

DATE OF RECEIPT OF ALL INFORMATION REQUIRED BY RULE 203: 7/22/2013	
DATE PERMIT TO INSTALL APPROVED: 1/21/14	SIGNATURE: J. Vinan Kelly
DATE APPLICATION / PTI VOIDED:	SIGNATURE:
DATE APPLICATION DENIED:	SIGNATURE:

A PERMIT CERTIFICATE WILL BE ISSUED UPON APPROVAL OF A PERMIT TO INSTALL

EQP 5615E (Rev. 09/2006)

RECEIVED JAN 27 2014 BY:

CITY OF BOYNE CITY

To: Michael Cain, City Manager

From: Scott McPherson, Planning Director

Date: January 28, 2014

Subject: 2013 Planning Report

As required by the Michigan Planning Enabling Act, the attached annual Planning report has been prepared and is being submitted to the City Commission. No official action on the report is required by the Commission.

City of Boyne City 2013

Planning and Zoning Report

Development Plan Reviews

Chipman Building Non Conforming Use Review

Boyne Irrigation Company requested approval to allow the change of a nonconforming use located at 664 State Street. The existing building and parcel were previously used for Chipman plumbing heating and then Boyne Valley printing. As the property is located in the Traditional Residential District the previous commercial uses of the property were legal pre-existing nonconforming uses. The proposal from Boyne Irrigation Company was to use the existing buildings and the property as an office and warehouse for an irrigation supply company with possible limited retail sales. No structural changes to the building were proposed and the use would have no outside storage or display. While in general it is the intent to have nonconforming uses eventually converted to conforming uses, the Boyne City Zoning Ordinance does give the Planning Commission considerable discretion in considering changes to existing nonconforming uses. The specific authority granted to the Planning Commission to consider a change in this regard is stated in the paragraph C of Section 26.20 which is as follows:

If no structural alterations are made, any nonconforming use of a structure, or structure and premises, may be changed to another nonconforming use, provided the Planning Commission determines that the proposed use is equally appropriate or more appropriate to the district than the existing nonconforming use. Whenever a nonconforming use has been changed to a conforming use, or to a use permitted in a district of greater restrictions, it shall not thereafter be changed to a nonconforming use.

The Planning Commission made a finding that the use as proposed use by Boyne Irrigation was similar in nature and equally appropriate for the district and approved the proposed change of use in March of 2013. With the approval the building was subsequently purchased by Boyne Irrigation and is now occupied and in use by the company.

Classic Instruments

In September 2011 Classic Instruments received development plan approval to amend the previously approved development plan for Points North Printing. The proposed plan added a 3,600 square feet to the existing building and improved and developed a 22 space parking area to remediate existing drainage issues with the current truck dock area. With the approval of the proposed amendments to the development plan the Planning Commission required that the proposed building elevations be brought back to the Commission for final approval prior to construction. This spring Classic Instruments were in position to begin the construction of their proposed expansion and submitted the proposed elevations to the Planning Commission for final approval. While the building layout and square footage was slightly modified the plan was still consistent with the previously reviewed proposal. The Planning Commission reviewed the proposed elevations and found that the proposal met the Architectural requirements of the Planned Industrial District of section 22.30 and the final plans were approved. Site grading and construction of the building addition

commenced summer of 2013. The originally approved development plan amendment included the installation of a pervious surface parking area, however it was subsequently discovered that the soils may not be suitable for this type of application. To make a better determination on the suitability of the soils, the parking area was graded and base was been installed but the parking surface was not. The drainage of the parking area will then assessed over time to determine if a pervious surface will be functional. If it is determined the soils are not conducive to the planned pervious surface a typical asphalt surface will be installed and storm water drainage will be controlled with existing retention basins and storm water systems. It is anticipated that a final determination for the parking surface will be completed in summer of 2014.

Charlevoix County Transit

Charlevoix County Transit submitted an application for amendment to their development plan to construct a 1,848 square foot addition to their existing building and reconstruction of the existing parking lot. The property is approximately 4.3 acres and is located in the Community Service District (CSD) and the Charlevoix County Humane Society and Animal Shelter is also located on the property. The building addition will be comprised of office space addition constructed on the west end of the existing building extending the building approximately 28 feet to the west. The proposed addition will be a single story with a gable roof that will match the style and character of the existing building. The existing parking area on the west side will be removed and replaced. Approximately 4,200 square feet of additional pavement will be added and the number of parking spaces in this area will be increased from 22 to 25 spaces. The maximum lot coverage for a parcel in the CSD is 40%. The lot coverage of the existing buildings plus the proposed addition is approximately 12%. The Planning Commission found that the proposed amendment did not alter the use or intent of the approved plan and was in compliance with all applicable zoning ordinance requirements the amendment was approved. It is anticipated construction of the proposed addition will commence in 2014.

Glenn's Plaza

Catt Realty the property owner of Glen's plaza requested approval for a development plan amendment to construct a building addition on the west elevation, add a drive through window for the pharmacy on the north wall and to install a 14' x 30' cooler on the northeast corner of the building. The property is located in the General Commercial District (GCD).

The partially open area on the north portion of the west elevation will be enclosed with brick to match existing with the addition of decorative split faced block on the lower portion of the wall. The existing widow will be in filled with matching brick and some new larger windows will be installed. The design and materials used for the proposed enclosure are consistent with the design criteria for the GCD as recommended by section 22.20 of Boyne City Zoning Ordinance design standards.

The addition of the drive through window will entail the installation of the window on the existing north wall of the building approximately 12 feet from the northwest corner. The installation will include the addition of a canopy over the window and a caution canopy

clearance sign which will have approximately 10 feet of clearance. The queuing line for the pharmacy window will use the existing parking lot maneuvering lanes and will not introduce any new traffic movements to the parking lot. Traffic will circle from the far north maneuvering lane into the pharmacy queuing line. The proposed location of the pharmacy window will allow two cars to wait in line prior to impeding the maneuvering lane. The ITE average trip generation for a pharmacy/drugstore with drive through window is 8.62 trips per hour, however, given the nature, location and market area for Glen's pharmacy it is suspected that number is high for this application. While the number of vehicles driving through the parking lot will increase from the addition of the drive through window it is not anticipated that it will have a significant impact on traffic movements or safety. The plan was reviewed by the Boyne City Police Department and no concerns were noted in regards to the proposed project.

The proposed 14' x 30' cooler with be placed on the north east corner of the existing building and will be accessed from inside the building. The existing driveway lane will be reduced to 22' at the narrowest point in the corner leaving adequate maneuvering room for trucks entering and leaving the loading area.

During the review of the proposal the Planning Commission raised concerns with the installation of the outdoor cooler and with the traffic flow through the parking lot causing potential car/pedestrian conflicts. With those concerns in mind the Commission approved the Glen's Market development plan amendment with the stipulations that there be placement of a stop sign at the exit of the pharmacy lane, the parking at the north end is changed to angle parking, additional striping and signage be installed for directional traffic flow patterns, adequate maneuvering for car and truck traffic provided at the NE corner of the building, and that security barrier/guards be installed on the corner of the new cooler. Construction has commenced on the project and it is anticipated that the proposed improvements will be completed in 2014.

Lexamar

Lexamar Corporation requested a development plan amendment to construct a 36' x 50' addition onto the north side of their existing building. The proposed design and construction match the existing building design and materials and the proposed addition meets are ordinance criteria for setbacks, building height and lot coverage.

While the proposed addition did meet all zoning criteria the site continues to be in noncompliance in regards to outdoor storage. While a limited amount of outdoor storage on the north sided of the existing building was approved with the expansion in 1995, the area now used for outdoor storage far exceeds what was originally approved. In November of 2011 representatives from Lexamar addressed the Planning Commission on this topic. At that meeting it was agreed that the outdoor storage needed to be addressed. In addition representatives have contacted the City and have indicated that Michigan Economic Development Corporation have stated that certified business park designation would be removed if the outdoor storage is not addressed. Lexamar representatives indicated that given changes to their business outdoor storage was now necessary component of their business but they would be reducing the amount of area dedicated to

outdoor storage and then developing a plan to organize and screen the area used for outdoor storage in the future. City staff and representatives from the MEDC have met with Lexamar in regards to the outdoor storage and a preliminary plan was presented to the EDC/LDFA. To address the outdoor storage a proposed landscaping plan was presented with the proposed building expansion. While the submitted application did delineate an area to be screened for outdoor storage the plan did not contain detailed information on numbers of trees, species and spacing. The Planning Commission approved the proposed building expansion with the stipulation that two staggered rows of evergreen trees be planted around the outdoor storage area and the installation of the landscaping must begin no later than June 1, 2014.

McDonald's

The proposed amendment would create two ordering lines by splitting the existing queuing line to create two side by side ordering lines. This will be accomplished by adding a additional ordering island and relocating the existing ordering window. The queuing line would merge back into a single line prior to the pay window. To accommodate the additional line the parking lot will be enlarged on the south and west sides. A total of 5, 644 square feet of impervious surface will be added to the site. No parking spaces will be eliminated with the reconfiguration and 8 parking spaces will be added for a new total of 49 parking spaces on the parcel. Storm water from the site currently flows into the City storm sewer from 2 catch basins located in the entry and exit drives. No changes to the system are proposed. The existing shed on the property will be relocated and the existing dumpster enclosure will be reconstructed and enlarged. Some additional landscaping will be added to the back of the building. The existing patio seating located in the west yard area will be eliminated. No changes to the interior or exterior of building are proposed. Construction on the improvements will commence at the beginning of the 2014 construction season.

Harborage

The Harborage Condominium Association has requested a pre-application meeting with the Planning Commission to review the possibility of construction a new building or adding on to the existing building located on the Association property at the corner of Division and Second Streets. Preliminary plans have been reviewed and discussed by the Planning Commission but a final plan has not been approved.

Alley Vacation

An application for the vacation of a public way has been submitted by Leon Dyer 530 Lewis Street with a petition from four other property owners requesting the alley located between Franklin Street and Division, west of Lewis Street be vacated. The alley is 16.5 wide and 450 feet in length and runs between lots 28, 30, 32 34, 35, 36, 37 and 50, 51, 52, 53, 41, 40, 40, 39, 38 of C.G. Lewis Addition. The request was reviewed by City Staff and the Planning Commission and a finding was made the undeveloped and unused alley was not needed for any future expansion of utilities or public purpose. Based on these findings the City Commission formally vacated the alley

Ordinances

In December 2012 the Zoning Board of Appeals heard a variance that requested relief from Section 4.40(A)(6) of the Boyne City Zoning Ordinance regulates a minimum roof pitch for dwellings in the TRD. The section is as follows:

The minimum pitch of the roof of any building shall be five to twelve (5:12) and the maximum pitch of the roof of any building shall be twelve to twelve (12:12), except that additions to existing dwelling units may be constructed with a pitch that matches any roof pitch of the existing dwelling unit. Additionally, the roof pitch of a dormer, turret or similar architectural feature may not exceed twenty-four to twelve (24:12) and the roof pitch of a covered porch may be flat whenever the roof of such a porch is also considered to be the floor of a second story deck.

This requirement was first incorporated into the regulations in 2001 with the adoption of the new zoning ordinance. The immediate effect of this ordinance was to make approximately 25% of the homes in the TRD district nonconforming. Since that time the ordinance has been enforced with relatively few problems. From time to time applicants question the logic for the requirements and/or need to alter plans to conform to the regulation but no variance requests were requested until 2012.

In this instance it was an existing house with a non-conforming roof that was to be moved to a new vacant lot. The board had considerable discussion about this issue but did not grant the variance as the Board could not find that the application met all the mandated stipulations to grant a variance. The ZBA did recommend that this issue should be submitted to the Planning Commission for review. The Planning Commission discussed this issue of the minimum roof pitch specifically and the also all of the design requirements for the TRD in general and determined that a comprehensive review of the article should be completed.

<u>Outdoor Café</u>

Magnum Hospitality submitted a request for the City to consider changing the existing sidewalk café ordinance to also allow the serving of alcohol in outdoor eating areas which are located on the public sidewalk. At the April 15, 2013 Planning Commission meeting the Commission considered the request. After review and discussion about the proposal and possible ordinance changes the Planning Commission directed staff to develop an amendment to the zoning ordinance to eliminate the provisions for outdoor café's on the public sidewalk and develop a new stand alone ordinance to regulate outdoor sidewalk cafés that would include a provision that would allow alcohol service.

The ordinances changes as originally proposed would have allowed for the service of alcohol in sidewalk cafés. At the first reading the Commission determined that the ordinances should not be expanded to allow alcohol service at sidewalk cafés and directed staff to remove those provisions from the Ordinance. Accordingly, the

provision allowing alcohol was removed (section 54-172 (i)) and an addition was made to the definition of a sidewalk café that states that the serving of alcohol is excluded from a sidewalk café. The City Commission approved the ordinance as changed on July 9th 2013 and the ordinance became effective on July 24, 2013.

Projects and Plans

Master Plan Update

The Master Plan adopted in 2007 is due to be reviewed and updated as required by the Michigan Planning Enabling Act. The update process began formally in the spring of 2013 with the required intent to plan notices being sent to the County, NWMCOG and all adjacent municipalities. Over the past year the Planning Commission has begun assembling and updating the asset inventory and background studies to be used as a basis for the Plan. Information on demographics, infrastructure, transportation, facilities, services, existing land use and natural resources has been updated and reviewed. The next steps in the process is to engage the public into the planning process and to develop a community vision for the plan. Based on the community vision, goals objectives and strategies will be developed to provide the direction and means to achieve the community vision.

Redevelopment Ready Community Certification

The Planning Department staff has been working with the representatives from MEDC towards certification of the City as a Redevelopment Ready Community (RRC). During the summer and fall Planning Staff attended 5 training modules that are required by the MEDC for certification. The training is provided to communities in the RRC program at no cost and covers the best practices for the RRC program. The City has completed the required self evaluation and provided all necessary ordinances, plans, forms and other requested documentation to the MEDC for review. The review and assessment of City procedures has not yet been completed by MEDC. On December 11th City staff met with representatives from the MEDC for to review City policies and procedures and answer questions and it is anticipated that the report will be completed shortly. Once the initial report is completed MEDC will return to the City Commission and present their findings. As was stipulated at the beginning of this process, within 60 days of received the report the City will be required to pass resolution of support of the City's intent to implement the recommendations of the MEDC.

Trail Town

Spearheaded by a planning grant received by LIAA, and facilitated by LIAA Planner, Harry Burkholder the City has created a committee to develop Trail Town plan. The plan would include design components such as trail heads (with bathrooms, water, benches, trash, shelter, parking, signage, etc.), portals, pathways, gateways, economic centers and nodes. The trail system is designed to serve as the focal point of a tourism-centered strategy for economic development and local revitalization. Additionally, promotion ideas/strategies and potential collaborative partnerships have been identified.

GIS Development and Support

As part of its mission the Planning Department continues to develop, maintain, and archive all City GIS data and provide GIS support and services to all City departments. Over the past year hundreds of maps were created and produced in support of other city departments. In addition to providing GIS support to all City departments, the Planning Department was involved in several specific GIS projects over the past year.

Street Lighting Inventory
Consumers Energy completed a street light audit for the City. A report on their findings was submitted back to the City and a hard copy map was provided showing the location and type of all Consumers Energy Street lights throughout the City. Representatives from Consumers indicated that the information has been digitized and for use in the City GIS system and will be providing the City with the data file for our use.

As-Built updates
Maintain and archive as-built files for infrastructure completed over the past year and the GIS infrastructure data layers that been updated to reflect the improvements over the past year on Douglas Street.

Grants
The Planning Department developed or provided assistance with the following grants:

Michigan Department of Natural Resources Trust Fund
A grant application was developed and submitted to the Natural Resources Trust fund for the Moody property acquisition. The grant was recommended in the amount of $48,600 on December 6, 2013 by the MDNR. Prior to the grant being officially offered the MDNR must receive legislative and Governor approval and Boyne City must enter into an agreement.

SAW
Future needs for GIS mapping hardware and software were researched and identified for the SAW application. The GIS equipment will be used in the development and maintenance of the Sanitary and Storm Water Asset Management and Maintenance Plans. The program received 673 applications totaling $541M on December 2, 2013. Any applications received after December 2 will not be reviewed until all previously received applications have been reviewed and follow-up contact made if necessary. Our office has 60 days to publish a notice of the application in the DEQ calendar and 120 days to review and notify the applicant whether the application was approved or rejected. Staff is diligently working on SAW; we expect to have an update on the application and lottery process in January 2014.

MSHDA Planning Grant

To help obtain public input for the Master Plan update the Planning Department was hoping to take advantage of the Placemaking and Neighborhoods Funding opportunity and a grant request was submitted. It was the intent use the Placemaking and Neighborhoods funding to obtain public input and to help prepare the master plan. The initial grant request was for $15,000, but funding was only approved for a maximum of $3,500 and several of the items identified in the grant request were not deemed eligible for funding. Given the funds were not sufficient to complete the project without a significant increase in contribution from the City the grant will not be used.

Bike Share Program

Planning Department Staff assisted WATCH, Inc. (Water and Air Team Charlevoix) a non profit organization dedicated to the protection of air and water resources in Charlevoix County. A Bike Share Program was proposed that would have provided six bikes to each city in Charlevoix County (Boyne City, East Jordan and Charlevoix) available for anyone in the City to use at no cost. However the request was funded for the City of Boyne City.

Membership of Boards and Commissions

In January of 2013 Jon McCann resigned his position on the Planning Commission and Aaron Place was appointed to complete the remainder of his term. In October Planning Commissioner Gretchen Crum passed away and in January 2014 Jason Biskner was appointed to serve the remainder of her term. Planning Commissioners

Department Staffing

On June 27, 2013 assistant planner Leslie Meyers resigned her position. The City received 16 applications for the position and in July with our township partners interviewed 4 candidates. Annie Doyle was hired she started work in August.

Training

Planning Staff attended Redevelopment Ready Community training Modules 1-3 covering RRC Best Practices on Community Plans and Public Outreach, Zoning Policy and Regulations and Development Plan Review Processes.

The Michigan Association of Planning annual planning conference held in Kalamazoo was attended by the Planning Director.

Representatives The Lake Charlevoix Association (LCA) will be giving a presentation that highlights the benefits of the Lake and they will also be reviewing some of the projects that they are involved with.

Township Partners

The City continues its contractual relationship with Evangeline and Wilson Townships to provide planning and zoning services. This relationship has not only proven to be economically efficient but also has the added benefit increasing communication and cooperation between the municipalities. While each unit of government maintains its autonomy with its own zoning ordinances and master plans, the working relationship between them helps the municipalities mesh their land use goals. It is expected that Boyne City will continue to provide planning and zoning services to the townships in 2014

2013 Zoning Permits

Accessory Buildings	7
Residential Additions	16
Amended Site Plan	4
Commercial Addition	4
New Commercial	0
New Dwellings	7
Total	38

Permit Fees Collected: $2,550
Total Project Value: $5,202,777

Lot Divisions

In 2013 three lot divisions/reconfigurations were approved by the planning department. It should be noted that with the amendment of the land division ordinance these application were processed within 7 days as opposed to the 45-60 days that was required under the previous ordinance. The following lot divisions were approved:

The owners of the 1 Water Street parcel split the parcel tract into three parcels as provided by a survey produced by Mansfield and Associates dated September 4, 2013. The proposed division is in conformance with all applicable lot area and coverage requirements for a property located in the CBD district and all necessary utility easements were also provided.

The Thorneta L Rowe Trust owner of parcels located at 1489 and 1491 Lakeshore Dr. adjusted the common lot line between the parcels to eliminate setback encroachments for existing garages that are on each parcel. No new parcels were created.

The property owner of a parcel located at 600 Call St split the property into two parcels as shown on a survey produced by Ferguson and Chamberlain dated January 30, 2013. The property is located in the TRD district and as the application met all criteria of the Lot Reconfigurations or Adjustments Ordinance and proposed division is in conformance with all applicable setback requirements the lot division as proposed is approved.

Enforcement

On September 17, 2012 the Planning Commission held a public hearing and made a finding that Kirtland Products was not in compliance with the approved conditional use permit. While the planning commission did make a finding a noncompliance, it did not make the finding a final decision and did not formally terminate the permit. The Planning Commission continued to work with Kirtland Products over the next several months in an attempt to find resolution to the issues; however, ultimately a suitable solution was not provided by Kirtland Products and the Planning Commission finalized the September finding of noncompliance. Following this determination Kirtland Products appealed the decision to the Charlevoix County Circuit Court. Oral arguments on the appeal were heard in July and in August the Court rendered its decision. The Court found that even though Kirtland Products had made misrepresentations to the planning commission in obtaining approval of the conditional use because the planning commission did not adopt adequate conditions with the approval the Commission could not rescind the conditional use approval.

Enforcement Activity Jan-Dec 2013

Complaints Received	56
Site Inspections	170
Enforcement Letters Sent	99
Phone Contacts	74
In Person Contacts	22

Dilapidated Structure	1
Junk Cars	18
Junk/Trash	27
Miscellaneous	4
Permit Violation	1
Signs	4
Weeds	47
Yard Sale Signs	32
Total	134

City of Boyne City

Agenda Item 9C

MEMO

Date: January 24, 2014

To: Mayor Grunch and the Boyne City City Commission

From: Michael Cain, City Manager MC

Subject: Mayors Exchange Dates

As the Commission will recall we were contacted last fall by the City of Frankenmuth about doing Mayors Exchange with them. We confirmed that after the election in November.

Attached is a composite of several emails from their City Manager Charlie Graham on possible date for them to come up. All are Monday's, which is their tradition and preference. I suggested a Friday/Saturday visit like we had with Manistee last year to be able to take in some of our signature events, but they would still prefer to do a Monday. Their first choice is July 14th. You will see from the attached calendars that we have an EDC/LDFA meeting scheduled for that day but we could either incorporate or reschedule that. That is also following the busy Boyne Thunder weekend. It can be done but staff will have been heavily focused on that event and may be scarce for any last minute adjustments.

Their 2nd choice is June 23rd which is the day before a City Commission meeting, which also affects the Friday before that.

3rd choice is July 21 which shares issues of June 23rd above with the addition of a Planning Commission meeting scheduled for that Monday.

Their 4th choice is June 2nd which currently appears pretty clear.

In addition they would like to know when we would like to come, and they suggest that it include a Thursday so we could attend they weekly Rotary Club luncheon.

It is about 175 miles between our two communities, or about 2 hours and 45 minutes of travel time. We can either spend the night before or after in Frankenmuth or drive there and back in one day. Please see their comments about dinners in the attached composite email. When they are here I'm thinking a heavy reception like we did at former Mayor Stackus' last year might work well.

Please consider the above dates, your personal schedule and associated issues so we can discuss specific dates and how to proceed on Tuesday.

RECOMMENDATION: That the City Commission review the information presented and be prepared to discuss and come up with dates and other related preferences for staff to proceed with.

Options:
-Postpone the matter for further consideration and/or information
-Other actions as determined by the City Commission

From: Charlie Graham [mailto:cgraham@frankenmuthcity.com]
To: Michael Cain
Subject: Mayor Exchange

Thanks for your phone call this morning Mike. I was very glad to hear that we are on for Mayor Exchange in 2014.
I can't remember if I talked to you about our preference for the exchange dates. We like to set it up so we are in the other city on a Monday. We will plan to stay in a local hotel or motel on Sunday night, then have Mayor Exchange with you on Monday, and come back home on Monday night.

For your visit here, we can set it up on any day of the week that you would prefer. If you don't have a preference, we would suggest that you plan on being here on a Thursday. The reason is that our local Rotary Club meets on noon on Thursday, and we can all (your City representatives and our City representatives) attend that meeting and have lunch with the club and hear the program they have scheduled for that day. It is a good way to let the Club members know about our Mayor Exchange activities and for them to see and talk to your representatives. It's a big club--we have about 120 members. They don't all come to every meeting, but there will be a fairly good sized crowd at the meeting no matter which Thursday we pick. But, like I said, we don't have to do it on a Thursday. We can set it up on any day of the week that you prefer.

Back in the old days when money wasn't so tight we included an evening dinner as part of the activities in both cities. For the last 3 or 4 years we have eliminated the evening dinner in both cities for the sake of reducing expenses. That would be our preference this time also, but we could change that if you prefer to include an evening dinner. Just let me know what your preference is. When you are here we could certainly include a time late in the day that would include some beverages and snacks.

In terms of thinking about the actual dates for the exchange, even though Michigan Week is in May, we tend to have a preference for doing it in June, July or August, because of the warmer weather. But we could do it in May if that is your preference.

So, I would like to give you possible dates for us to be in Boyne City. All are Mondays. I hope that is OK. They are in order of preference: #1 – July 14, #2 -June 23, #3-July 21, #4-June 2nd

And then if you have some ideas about possible dates for you to come here let me know what you have in mind and I will make sure it will work here. If a Thursday would work for you we would suggest it because we can all have lunch with the Frankenmuth Noon Rotary Club and that would give you some more exposure to the people here in Frankenmuth.

The weekends that I already know are not good for us are Memorial Day weekend, June 15 & 16, July 6 & 7, and Labor Day weekend.

Thanks again for letting me know the good news. We are looking forward to it.
Charlie

May 2014

May 2014

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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June 2014

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29	30					

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			May 1 8:30am Main Street Board mtg. 6:00pm Parks & Rec	2	3 8:00am Buff Up Boyne 4
5	6 5:00pm ZBA	7	8	9	10 11 Mother's Day (United States)
12 12:00pm EDC/LDFA	13 7:00pm City Commission	14	15 Marina Open	16	17 18
19 5:00pm Planning Commission	20 7:00pm Historic District	21	22 5:30pm Airport Advisory Board	23	24 25
26 Memorial Day Parade/Events (Uni	27 12:00pm City Commission	28	29	30	31

June 2014

June 2014

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July 2014

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27	28	29	30	31		

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					June 1
2 #4	3 5:00pm ZBA	4	5 8:30am Main Street Board mtg. 6:00pm Parks & Rec	6	7 8
9	10 7:00pm City Commission	11	12	13	14 Flag Day (United States) 15 Father's Day (United States)
16 5:00pm Planning Commission 7:00pm Historical Commission	17	18	19	20	21 22
23 #2	24 12:00pm City Commission	25	26 5:30pm Airport Advisory Board	27	28 29
30					

July 2014

July 2014

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August 2014

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31						

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	July 1	2	3	4	5
	5:00pm ZBA		8:30am Main Street Board mtg. 6:00pm Parks & Rec	Independence Day (United States	6
7	8	9	10	11	12
	7:00pm City Commission				13
14	15	16	17	18	19
12:00pm EDC/LDFA #1					20
21	22	23	24	25	26
5:00pm Planning Commission #3	12:00pm City Commission		5:30pm Airport Advisory Board		27
28	29	30	31		

August 2014

August 2014

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September 2014

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28	29	30				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				August 1	2 6:00am Ride the Charx 3
4	5 5:00pm ZBA	6	7 8:30am Main Street Board mtg. 6:00pm Parks & Rec	8	9 Antique Auto Show/Flea Market 10 Antique Auto Show/Flea Market
11 Antique Auto Show/Flea Market	12 7:00pm City Commission	13	14	15	16 17
18 5:00pm Planning Commission	19 7:00pm Historic District	20	21	22	23 24
25	26 12:00pm City Commission	27	28 5:30pm Airport Advisory Board	29	30 31

February 2014

February 2014

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23	**24**	25	26	27	28	

March 2014

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16	17	18	19	20	21	22
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Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					February 1
					2
3	4	5	6	7	8
			8:30am Main Street Board mtg. 6:00pm Parks & Rec		9
10	11	12	13	14	15
	7:00pm City Commission		Joint Boards & Commissions	Valentine's Day (United States) Winter Tax Due Date	16
17	18	19	20	21	22
President's Day (United States) 5:00pm Planning Commission	7:00pm Historic District				23
24	25	26	27	28	
5:30pm Joint County Leadership mtg. 6:00pm County Wide Elected Leader Summit (Senior Center)	12:00pm City Commission		5:30pm Airport Advisory Board		

March 2014

March 2014

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April 2014

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Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
					March 1
					2
3	4	5	6	7	8
	5:00pm ZBA		8:30am Main Street Board mtg. 6:00pm Parks & Rec		9
10	11	12	13	14	15
12:00pm EDC/LDFA	7:00pm City Commission				16
17	18	19	20	21	22
Saint Patrick's Day (United States) 5:00pm Planning Commission 7:00pm Historical Commission					23
24	25	26	27	28	29
	12:00pm City Commission		5:30pm Airport Advisory Board		30
31					