

BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
364 North Lake Street
Tuesday, February 14, 2017 at 7:00 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CONSENT AGENDA
The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item(s) on the consent agenda be removed and placed as the last item under new business to receive full discussion. Such requests will be automatically respected.
 - A. Approval of the January 17, 2016 Joint Board and Commission meeting minutes as presented
 - B. Approval of the January 24, 2016 City Commission regular meeting as presented
 - C. Approval of the resignation of Jane MacKenzie from the Planning Commission
 - D. Approval of the purchase of a Spaulding Hot Patch Trailer from Bell Equipment in the amount of \$21,467.00 and authorize the City Manager to execute the documents
4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
5. CORRESPONDENCE
6. CITY MANAGER'S REPORT
7. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
 - A. Draft Minutes of the January 5, 2017 Main Street Board meeting minutes
 - B. Draft Minutes of the January 5, 2017 Parks & Recreation Board meeting minutes
 - C. Draft Minutes of the January 9, 2017 EDC Board meeting minutes
 - D. Draft Minutes of the January 9, 2017 LDFA Board meeting minutes
 - E. Draft Minutes of the January 16, 2017 Planning Commission meeting minutes
 - F. Draft Minutes of the January 25, 2017 Airport Board meeting minutes
8. OLD BUSINESS
 - A. Alley Vacation Public Hearing
Consideration of a Public Hearing and approval of the Public Way Vacation request from Darrel and Marcella Hill to vacate the alley between two parcels at 419 E Lincoln Street

9. NEW BUSINESS

A. Public Hearing – Parks Master Plan

Consideration of a Public Hearing and approval of a resolution adopting the 5-year Recreation Plan Amendment incorporating the Harbor / Marina Facilities addendum as presented

B. EMS Cooperative Agreements

Consideration to adopt 1) a Mutual Aid agreement with the City of Charlevoix for supportive Emergency Medical Services and 2) consideration to adopt a Memo of Understanding to allow the two agencies to collaborate in assuring system development and sharing appropriate Emergency Medical Services and authorize the City Manager to execute both agreements

C. Museum Planning and Design Bids

Possible consideration and action on a pending recommendation regarding the award of a contract for Museum Planning and Design Services

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The Boyne City City Commission and Planning Commission Planning/Zoning Training Session will be held Thursday, February 16th at 5:00 p.m. at the St. Matthews Parish Hall, 1303 Boyne Avenue
- The next regular City Commission meeting is scheduled for Tuesday, February 28, 2017 at noon

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



Scan QR code to go to
www.boyne.org
click on Boards & Commissions for complete
agenda packets & minutes for each board

**JANUARY 17, 2016
JOINT BOARD AND
COMMISSION MEETING**

RECORD OF THE PROCEEDINGS OF THE JOINT BOARD AND BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT CITY HALL, 364 NORTH LAKE STREET, ON TUESDAY JANUARY 17, 2017 AT 6:00 PM

CALL TO ORDER

Mayor Tom Neidhamer called the meeting to order at 6:00 PM followed by the Pledge of Allegiance.

Present: Mayor Tom Neidhamer, Mayor Pro-Tem Gene Towne, Commissioners Hugh Conklin, Laura Sansom and Ron Grunch

Staff: Mark Fowler, Andy Kovolski, Scott McPherson, Cindy Grice, Michael Cain, Jeff Gaither, Kevin Spate and Barb Brooks

Others: There were 7 citizens in attendance,

Review of City Goals

City Manager Cain and Mayor Neidhamer welcomed those in attendance. The goals set in 2016 were discussed. Housing Diversity/Economic Development/Parks and Recreation Programs were the three goals determined following a goal setting session and subsequent surveys.

Election Commission

Clerk / Treasurer Cindy Grice discussed the roll of the 3 members of the election commission. They meet prior to each election to approve that election's inspectors. There were 4 elections in 2016. 1,971 ballots were cast in the November general election.

Economic Development Corporation / Local Development Finance Authority

Ralph Gillete said there was an ownership change in 2016 where a long vacant building was purchased. The TIF plan is expiring for the LDFA and the renewal is in process. Businesses in the park are concerned with workforce housing.

Compensation Commission

Cindy Grice spoke for this Commissioner. They meet every odd numbered year to discuss and recommend possible changes to the City Commissioner's annual compensation. In 2015, the board chose to keep the compensation the same as the 2013 levels, which were increased for the first time since 2001. All members of the Compensation Commissioner expressed gratitude to the Commissioner's for their hard work and all agree that the compensation is not nearly enough for what they do. There is currently a vacancy on the board.

Historical District Commission

Jeff Wellman said their board discusses the exteriors of properties in their district which is on Pearl Street. The most current project is 417 Boyne Avenue that has been completed and now occupied.

Historic Commission

Commissioner Laura Sansom discussed the board is currently working on the new museum space in the new facility. There has been a group visiting other museums throughout northern Michigan. They are also working on the celebration of the 100th anniversary of the 1917 LaFrance fire truck.

Boyne City Housing Commission

Housing Director Jane MacKenzie discussed the units they have available at Litzenburger Place, Deer Meadows and other housing throughout the

community. They are currently working on getting 7 acres rezoned for future development.

TOMMBA as they develop Bike Trails, working with the airport board to develop a trailhead, developed a new entry to Avalanche from Division Street, working with the Friends of Avalanche to add new signage and working with Boyne Valley Township to develop the Boyne Valley trailway were the major projects along with soliciting and securing several grants to assist in these projects.

City Manager Cain spoke for the Main Street Board. The new director will be arriving and will start on January 20th. Main Street is rolling out the Main Street Refresh program. We are a master level Main Street Community Building. The Boyne Thunder event is bigger and better than ever. There is not enough marina capacity and the Boyne Thunder committee has pledged to work with the marina to add dockage space to provide dockage space for 10 boats.

Planning Director Scott McPherson discussed the board is looking at square footage of houses and group day care standards within the ordinances. Medical marijuana is also being looked at again.

Scott McPherson this board is charged with the review and interpretation of the ordinance.

Richard Bouters said there is currently a vacancy on this board. There are 33 hangars and they are hearing that there are people interested in building more hangars. The courtesy car is well used and received. The Master Pilot award will be given to Leon Jarema who has logged 54 years and 16,000 hours of flying. Guidelines were adopted for model airplanes and unmanned aircraft. The runway lines and numbers were recently repainted.

Oral Sutliff spoke for this board. There are three members who convene every March to hear citizen's appeals on their property values.

Library Director Cliff Carey said the library is open 64 hours per week. 7,300 people were served. 4 townships are covered alone with the City. There are 55,000 books in their collection with access to 14,000 items. They have a Business Recourse center, community rooms, 175 children's programs and a 3D printer. There were 80,000 visits last year. The library is looking to add more space.

Boyne Area Chamber Director Ashley Cousens said at their next meeting, there will be a representative from Stiggs Brewing along with Jane MacKenzie from the Housing Commission.

Main Street Board

Mike Sheean said 2016 was a busy year. Prospects of purchasing the Open Space, completing the Boyne on the Water master plan, reestablishing the Play Ground in Veterans Park, plans for the new Pavilion, working with Main Street and Trail Town for a plan for new trails into Boyne City from Charlevoix and Boyne Falls, working with

Team Boyne /

Parks and Recreation Commission

Planning Commission**Zoning Board of Appeals****Airport Advisory Board****ADJOURNMENT****Board of Review****Boyne District Library City Commissioners**

Mayor Tom Neidhamer said we are at 22 projects this year. Collectively, this is a reflection that we are not sitting still and are still raising the bar. Mayor Pro-Tem Towne said this been a busy year and thanked everyone for keeping Boyne City moving forward.

Boyne City Public Schools

Superintendent Patrick Little said there are two new board members this year. They are working to develop new strategic plans. Marking Boyne City and schools work hand in hand. He is proud of the progress staff makes with students and the progress the students themselves make. They are seeing college acceptance letters trickle in. They are also looking to grow vocation programs. 1,388 K-12 students are currently enrolled.

Boyne Area Chamber of Commerce

Director Ashley Cousens said the board has set their new goals. She is excited to work with the approximately 365 members. The new website was launched in the fall. They are always looking for volunteers. Board President Mike Doumanian said they are really lucky to have Ashley. She is a great addition to the tea. It should be an exciting year.

Staff Comments

Assistant Police Chief Kevin Spate discussed the core values of the department. They are discussed at every department meeting. Programs for their department include Cops and Donuts at the High School, Coffee with a Cop, safety in the library, day officers have lunch and recess with students. There have been tabletop drills with the schools. We have a new bike and officer trained, thru donations. The training we have had has been implemented. Mcoles is now being tasked with how to foster better communications with communities. There is a statewide survey addressing this and is currently available.

Harbormaster Barb Brooks said we are looking at funding improvements to the marina. We have engaged with an engineering firm for the first

phase of the expansion. We are still investigating floating wave attenuators.

Planning Director Scott McPherson said zoning permits were up over the previous year, with more single family dwellings. There were two hearings for depilated houses.

Water/Wastewater
Director Mark Fowler said we are now accepting sewer from Somerset. Gary Dunlop is retiring in

March. Mark has recently been appointed by Governor Snyder to the Public Health Advisory Committee.

Clerk / Treasurer Cindy Grice said we have a new team member, Jane Halstead who has hit the ground running. We are preparing for a very exciting time with our move to the new facilities this summer. The City has applied for an award for financial reporting thanks to the assistance of all departments as well as information from the Boyne City Schools and Boyne District Library.

City Manager Cain said we continue to see the value of partnerships and relationships with the School, Library and other organizations.

Moved by Mayor Neidhamer, seconded by Mayor Pro Tem Towne to adjourn the Joint Board and City Commission meeting of January 17, 2017 at 8:51 p.m.

DRAFT

**JANUARY 24, 2017
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 364 NORTH LAKE STREET, ON TUESDAY JANUARY 24, 2017

CALL TO ORDER

Mayor Neidhamer called the meeting to order at 12:00 p.m. followed by the Pledge of Allegiance.

Present: Mayor Tom Neidhamer, Mayor Pro-Tem Gene Towne, Commissioners Ron Grunch, Laura Sansom and Hugh Conklin

Absent: None

Staff: Jane Halstead, Michael Cain, Barb Brooks, Patrick Kilkenny, Scott McPherson, Jeff Gaither and Mark Fowler

Others: There were 5 citizens in attendance.

**CONSENT AGENDA
MOTION**

2017-01-008
Moved by Towne
Second by Sansom

Approved of the January 10, 2017 City Commission regular meeting minutes as presented

Ayes: 5
Nays: 0
Absent: 0
Motion carried

CITIZENS COMMENTS

None

CORRESPONDENCE

City Manager Cain stated the city received a letter from Charter Communications regarding rate modifications beginning in February.

**CITY MANAGERS
REPORT**

City Manager Cain reported:

- The new City facilities project is making good progress. The skeletons for the Clock and Bell Towers as well as the 1904 bell were installed last week. Cain showed a short video of the ringing of the bell at installation day.
 - New signs at the Waterworks Park and Avalanche Park trailhead are being installed today east of the 1910 Building on Division Street. These were funded by the MPark Grant received last year.
 - The Charlevoix County Officials and Elected Leaders Summit will be held on Monday, January 30th at 6:00 p.m. Reception from 5 to 6 p.m.
 - Kelsie King-Duff will start as the new Main Street Executive Director on Monday, January 30th.
 - Cain will be out of office Wednesday, February 1st through February 3rd attending a statewide City Manager's winter conference in Kalamazoo.
-

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

The December, 2016 Financial Statement was received and filed.

**Group Day Care
Ordinance Amendment**

Consideration of a first reading for a proposed Group Day Care Ordinance Amendment Request and schedule a second reading for February 28th, 2017 at 12:00 noon.

Planning Director Scott McPherson discussed proposed changes to the Group Day Care Ordinance. There is an increasing need for daycare for city residents due to increased city growth and school enrollment. Group day care is identified as a family home with more than 6 but not more than 12 children. The current ordinance acts as an impediment to daycares as it requires a 20,000 sq. ft. minimum lot area (as well as additional requirements) whereas the State of Michigan requirements for a play area is 600 square feet. The Planning Commission recommends the following changes

- 1) Principal allowed use by right in all the residential districts and in the Central Business District
- 2) No minimum lot size
- 3) Fenced in play area with a minimum size of 1,200 square feet not to be located in the front building line

Staff Comments: None

Citizens Comments: Ken Allen lives next door to a daycare provider. He thinks the current ordinance is "not appropriate" and too restrictive and he encourages adoption of the new ordinance.

Board Discussion: Commissioner Conklin asked how the current daycares in the city were operating if they didn't meet the requirements. McPherson stated he assumes they were "grandfathered" in. Conklin also asked McPherson to define "Use by Right". McPherson explained that if an entity meets all requirements of an ordinance then the City cannot deny their right to operate versus "Conditional Use" which allows the Planning Commission to make a discretionary decision. Conklin also inquired why the play area needed to be in the back of the house. McPherson stated it was to avoid children's interaction with the street.

Commissioner Sansom asked how daycares operate in the City with less than 6 children. McPherson said that is a "Use by Right".

Previous applicants who were denied a permit to operate a daycare will be notified of ordinance change.

All Commissioners are in support of the recommendation.

MOTION

2017-01-009
 Moved by Towne
 Second by Sansom

To schedule a second reading of the Group Day Care Ordinance Amendment on February 28th, 2017.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

**Charlevoix County
 Parks Millage
 Applications**

Consideration to approve submitting application requests for Riverside Park Recreation Addition (\$10,655.65), Peninsula Beach Enhanced Access (\$7,985.86) and Veteran's Park/Boyne City Marina Recreation Additions (\$5,000) and authorize the City Manager to sign all the required documents to secure the funds.

Patrick Kilkenny, Assistant Planning Director, recommended the Commission approve three applications to Charlevoix County for funds to improve local parks. The applications are due by February 1st, 2017 and are for the following improvements:

- 1) Riverside Park Recreation Additions – to install a small parking area, fencing, signage, benches, picnic tables and trash receptacles.
- 2) Peninsula Beach Enhanced Access – to install a Mobi-Mat to allow enhanced ADA access to the water's edge for wheel chairs, strollers etc.
- 3) Veteran's Park/Boyne City Marina – installation of a kayak launch near the small boat launch and informational signage.

Kilkenny stated that Bulmann Dock & Lift has graciously proposed the donation of a kayak storage rack for both Riverside and Veteran's Park. The racks hold 6 to 8 kayaks.

There is no limit to the number of applications which can be submitted by the City and they do not have to be rated. This is the third year of a four year millage.

Staff Comments: None

Citizens Comments: Deb Neer asked if any new public restrooms were planned at Riverside Park. Cain stated that the city was looking at improving the restrooms we currently have before building more. Plumbing and electricity have been installed at the corner of River and East Street which can be used if bathrooms are ever installed at Old City Park.

Board Discussion: Commissioner Sansom is appreciative of the kayak storage rack donation from Bulmann Dock.

Commissioner Conklin asked if the gift from Bulman could be used an "in-kind" match to improve the application? He also asked where the kayak launch will go in Veteran's Park. Barb Brooks stated it will be attached to the west side of the dock and the kayak rack will be upland.

All commissioners are in support of the recommendation.

2017-01-010

MOTION

Moved by Grunch
Second by Conklin

To approve submitting an application request in the amount of \$10,655.65 and allocate \$1,000 of matching fund for the Riverside park Recreation Additions and,

To approve submitting an application request in the amount of \$7,985.86 and allocate \$1,000 of matching funds for the Peninsula Beach Enhanced Access and,

To approve submitting an application request in the amount of up to \$5,000 and allocate \$1,000 of matching funds for the Veteran's Park/Boyne City Marina Recreation Additions and,

Adopt the attached resolutions supporting the application of the projects and authorize the City Manager to sign all of the required documents to secure the funds.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

**Public Notice
Publication**

Consideration to approve the request to publish the 2017 Board of Review notice in the Charlevoix County News instead of the Boyne Gazette.

City Manager Cain asked the Commission to allow the City, for cost saving purposes and in the spirit of working with the county, to publish the 2017 Board of Review notices in conjunction with the Charlevoix County Equalization Department in the Charlevoix County News instead of Boyne Gazette which is Boyne City's Newspaper of Record. The cost to run the ad in the Boyne Gazette was \$270.00 versus \$75 for the Charlevoix County News.

Staff Comments: None

Citizens Comments: Ken Allen asked how the savings would be realized? Cain answered that this would not be an additional publication but an alternate publication.

Board Discussion: All support saving money.

Commissioner Conklin asked when the Newspaper of Record is decided. Cain answered that that issue can be addressed whenever the Commission wishes to take it up.

All Commissioners are in support of the recommendation.

MOTION

2017-01-011
 Moved by Towne
 Second by Sansom

To approve the request in an effort of cost savings and in the spirit of working in conjunction with Charlevoix County, authorization to publish the 2017 Board of Review notices in conjunction with the Charlevoix County Equalization Department in the Charlevoix County News instead of the City of Boyne City only publications in the Boyne Gazette.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Marina Dock Extension Proposal

Consideration to approve the proposal from Flotation Docking Systems to construct and install an extension on the floating "T" dock for a cost not to exceed \$37,193 and authorize the City Manager to sign the required documents.

Barb Brooks recommended the Commission approve the proposal with Flotation Docking Systems for the floating dock extension that is to be installed this summer. She stated that by using Flotation Docking Systems instead of sending the job out for bids, the City can save money on engineering fees since the City has used this same company for previous projects. Glen Catt has contracted the same firm to build and install the proposed fishing pier and by utilizing the same company we will also save on delivery and mobilization costs. Brooks estimates a savings of almost \$7,000.

Staff Comments: None

Citizens Comments: None

Board Discussion: Commissioner Grunch supports it- saves money. Commissioner Conklin asked if it was ok not to send project out to bid. Cain stated it was – it is less than \$20,000 and it makes sense. Conklin also asked if there would be power to the extension. There will be no power to extension. To extend current electrical service would require reworking entire system and be expensive.

All Commissioners are in support of the recommendation.

MOTION

To approve the proposal from Flotation Docking Systems, LLC to construct and install an extension on the floating "T" dock for a cost not to exceed \$37,193 and authorize the City Manager to sign the required documents.

2017-01-012
 Moved by Sansom
 Second by Towne

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Office Copy Machine Purchase

Consideration to purchase a 2016 Kyocera 3252ci Color Copier in the amount of \$6,995.

Barb Brooks recommended the Commission approve the purchase of a new copier for the City. The current copier was purchased used in 2012 from Dunns Business Solutions and has been in service with the city for 4 years. Parts are becoming more difficult to get and the performance of the copier is less than ideal. Brooks researched the options and by purchasing a new copier the City will save \$276 per month over what the City is currently paying for a service plan. The new copier will pay for itself in 25 months. City Manager Cain added that when the new facilities are completed and many departments are centrally located, the new copier can be shared and some less efficient equipment can be eliminated.

Staff Comments: None

Citizens Comments: None

Board Discussion: Commissioner Conklin asked if the money was in the budget for a copier and Brooks answered yes, office equipment in general is in the budget.

Commissioner Grunch asked if Dunns went out of business if there were other companies in the area that could provide service. Brooks responded that another company would be able to provide service. Commissioners agreed that the cost savings were good.

All Commissioners are in agreement with the proposal.

MOTION

2017-01-013

Moved by Towne

Second by Conklin

To approve the purchase of a 2016 Kyocera 3252ci Color Copier in the amount of \$6,995 and authorize the City Manager to sign any necessary documents.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

Good of the Order

Commissioner Grunch stated that he liked the logo samples that he was emailed recently. "Branding" was discussed and Manager Cain said that the current City logo is from the 1980's. He stated that sometime in the future we may want to have a discussion on changing the logo so start giving it some thought.

Commissioner Conklin has received emails regarding upcoming workshops. Scott McPherson stated that any training would be helpful. Conklin would also appreciate being kept informed on upcoming Wilson Township Planning discussions. Conklin also appreciated Cain's efforts in having a sign taken down in town recently.

Barb Brooks reminded the Commissioners that the 5 Year Parks and Recreation Plan will come before the board at the February 14th meeting.

Mayor Neidhamer stated there are big housing and development issues coming up. Everyone needs to be informed and participate.

Announcements

The annual Charlevoix County Officials and Elected Leader Summit will be held on Monday, January 30th.

The next City Commission meeting is scheduled for Tuesday, February 14th.

ADJOURNMENT

Motion by Mayor Neidhamer seconded by Commissioner Towne to adjourn the Regular City Commission meeting of Tuesday, January 24, 2017 at 1:07 p.m.

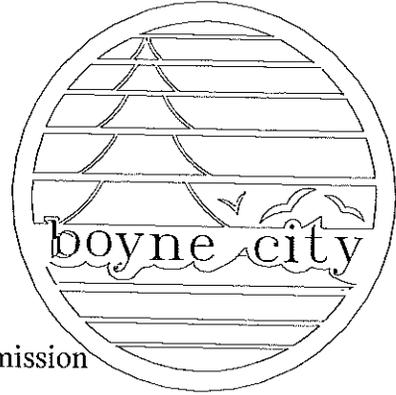
Tom Neidhamer
Mayor

Jane Halstead
Recording Secretary

DRAFT

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Scott McPherson, Planning Director *SM*
Date: February 14, 2017
Subject: Jane McKenzie Resignation from Planning Commission



Jane McKenzie has submitted her letter of resignation (see attached) from the City of Boyne City Planning Commission.

Scott McPherson

From: Jane MacKenzie <jane@boynecityhc.com>
Sent: Wednesday, January 18, 2017 8:34 AM
To: Michael Cain; Scott McPherson
Subject: Resignation from Planning Commission

Hello Mike and Scott,

Please accept this email as my resignation from the Boyne City Planning Commission. I cannot adequately advocate for the current housing proposals that are in front of the Commission and be a part of the Commission at the same time. Sometimes you have to step back to move forward. I believe this is one of those times.

Sincerely,

Jane MacKenzie
Executive Director

Boyne City Housing Commission
829 S. Park Street
Boyne City, MI. 49712
231-582-6203 ext 11 office
231-675-5457 cell/text

MEMORANDUM

TO: MICHAEL CAIN; CITY MANAGER 

FROM: ANDREW KOVOLSKI; PUBLIC WORKS SUPERINTENDENT 

DATE: 2/10/17

RE: HOT PATCH TRAILER PURCHASE

The current Hot Patch Trailer was purchased in 1998 and has served the city well. Unfortunately the burner control system and the burners themselves have rotted away and are no longer functional. The hopper that holds the material is cracking in places as well. These older units were only available with propane burner systems that directly heated the hopper tank making it hard to control material temperatures which led to the binder oils drying and not being as effective. The newer models are available with an optional Oil Jacketed Heating system. In these units the burner heats an oil solution that surrounds the material hopper and provides for more even heating and better temperature control.

Attached to this Memorandum please find a quote from Bell Equipment for the purchase of a new Diesel Fired Hot Patch Trailer This new trailer is similar to the one we currently have and is manufactured by the same company, Spaulding Manufacturing of Saginaw, Michigan. We have included in this quotation the following options:

- Oil Jacket Package as mentioned above
- Solvent tank to keep tools clean and keep material from sticking
- Tool rack to keep tools onboard when the unit is not in use

The Quotation has a base price of \$16,280.00. Adding the options listed above bring the total price to \$21,467.00. Please note this is pricing from the MIDEAL Purchasing program thru the State of Michigan. Also attached please find a copy of the Specification Sheet for this unit.

RECCOMENDATION:

It is my recommendation that the City Commission approve the purchase of a Spaulding Hot Patch Trailer from Bell Equipment Co. for the amount of \$21,467.00 and authorize the City Manager to sign the required documents. Funds for this work are available in this year's Motor Pool budget.

OPTIONS:

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

Bell Equipment Company

Michigan Office:
78 Northpointe Drive
Lake Orion, Michigan 48359
Phone: (248) 370-0000
Fax: (248) 370-0011

January 31, 2017

Ohio Office:
850 Science Blvd.
Gahanna, Ohio 43230
Phone: (614) 655-0022
Fax: (614) 655-0023

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

Andy:

Thank you for the opportunity to quote you on the Spaulding RMV 2 Ton Road Patcher (Diesel or Propane). Spaulding has recently been approved on the State of Michigan Mi-Deal Contract. The attached pricing is from said contract and is as follows:

Spaulding 2 Ton Patcher \$16,280

- Electric Brakes
- Heavy Duty Steel Construction
- Continuous Welds
- Commercial Rated Tires
- Fully Insulated

Oil Jacketed Insulation Package	4,750
Burner	780
Solvent Tank	280
5 Piece Tool Rack	157
Strobe Light	420

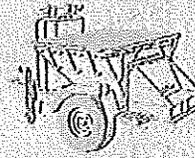
If you have any questions, or desire further information, please advise at your earliest convenience.

Sincerely,



Wayne Demchinski

By: SPAULDING MFG., INC.



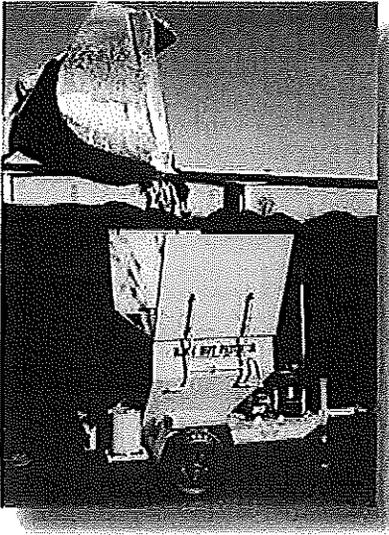
Manufactured by:
Spaulding, MFG., Inc.

5366 East Road
Saginaw, Michigan 48601
(989) 777-4550 • (989) 777-0699
Fax (989) 777-7430
E-mail: sales@spauldingmfg.com
website: www.spauldingmfg.com

2 RMV "HOT PATCHER" Road Maintenance Vehicle

SPECIFICATIONS- STANDARD

Capacity.....2 ton
Height.....67 Inches
Length.....10 Feet 6 Inches
Width73 Inches
Weight Unladen2000 lbs.



STANDARD FEATURES

- Double Wall Construction with Continuous Welds
- Single Axle with Electric Brakes
- Excess Flow Control Valves L.P.
- Heated Unloading Platform
- L.P. Tank Rack (cylinders not included)
- 150,000 BTU Burner, Stainless Steel
- Bolt on Fenders
- U.L. Rated L.P. Gas Hose
- Manual Light Burner with Lighting Wand
- Leveling Jack with Steel Caster Wheel
- Tarp Cover

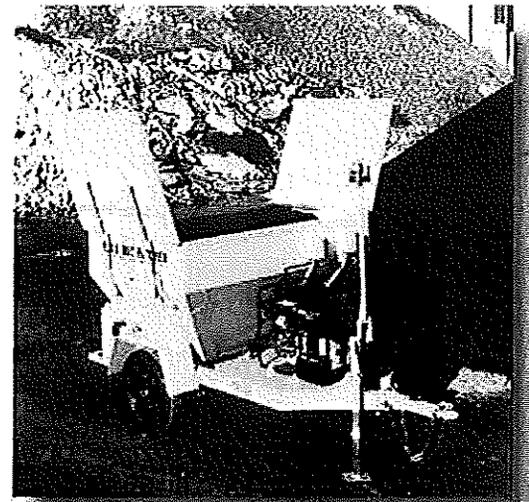
FUEL SOURCES

- L.P. Gas
- Diesel
- Electric
- CNG

OPTIONAL EQUIPMENT

- Triple Wall Construction Insulated with Metal Top Doors
- Automatic Temperature Control
- Beacon Warning Lights, Arrow Stick, Strobe Lights
- Hydraulic Surge Brakes
- Temperature Controlled Insulated Tack Tank
- Hand Held Torch with Hose
- Hoist with Area for Roller
- Vibratory Roller
- 15 Gallon Water Tank
- Thermometer Dial at Back of Hopper
- Solvent Tank
- Battery Pack
- Generator

2 TON Electric



Dealer:



Approved: _____

Meeting of MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING
January 5, 2017 HELD ON THURSDAY JANUARY 5, 2017 at 8:30 AM CITY HALL, 364 NORTH LAKE STREET

Call to Order Chair Pat O'Brien called the meeting to order at 8:30 a.m.

Roll Call Present: Jodie Adams, Robin Lee Berry, Michael Cain, Michelle Cortright, Pat O'Brien, Don Ryde, Rob Swartz, Ben Van Dam

Meeting Attendance Absent: Chris Bandy
City Staff: Recording Secretary Jane Halstead, Assistant Planning/Zoning Administrator Patrick Kilkenny

Public: Six

Excused Absences Chris Bandy

Approval of Minutes MOTION Cain moved, Adams seconded, PASSED UNANIMOUSLY to approve the November 3, 2016 and December 29, 2016 minutes as written.

Citizens Comments None

Correspondence Pat O'Brien received a letter from a 'concerned citizen' expressing dissatisfaction with this year's Christmas lighting downtown. This topic is addressed later in the meeting.

Committee Reports Bob Alger, Chair of Boyne Thunder reported that sponsorships and income were up in 2016 by over \$165,000. Profits are given to Camp Quality (55%), Main Street (35%) and Challenge Mountain (10%). Alger presented disbursement checks to Kristyn Balog of Camp Quality and Elizabeth Looze of Challenge Mountain. Both thanked Boyne Thunder for their support.

Pat O'Brien thanked Bob Alger for all of his efforts in regard to Boyne Thunder.

Manager's Report None

Old Business **Executive Director Hiring Update** – Michael Cain announced that Kelsie King-Duff has been hired to fill the Main Street Executive Director position. The selection committee received over 40 applications for the position. Kelsie will begin on January 30th.

New Business

Main Street Board Members

The Organization Committee recommended that the Main Street Board appoint Becky Harris and Rob Swartz to fill the 2 open 4 year terms. There were four applicants for the positions. Rob Swartz will follow up with other applicants to see if they can get them involved in another capacity.

MOTION

Cortright moved, Van Dam seconded PASSED UNANIMOUSLY to recommend to the City Commission that Becky Harris and Rob Swartz be appointed to the Main Street Board.

Farmers' Market Committee Members

The Farmer's Market Committee recommended that John McClory and Mary Brower be appointed to the Farmer's Market Committee.

MOTION

Adams moved, Lee Berry seconded PASSED UNANIMOUSLY to approve McClory and Brower to the Farmer's Market Committee.

Housing Task Force Members

Cain asked if anyone from the Main Street Board would be interested in serving on the Housing Task Force Steering Committee. Robin Lee Berry and Don Ryde volunteered.

Boyne Thunder Payout Allocation

Rob Swartz presented The Boyne Thunder Resolution of Support for the 14th annual Boyne Thunder Poker Run (received and filed). The Boyne Thunder Committee seeks

- support and endorsement of the event from the City Commission
- Approval of the July 6 to July 9, 2017 dates for event
- Support of Main Street's application to the Liquor Control Commission for sale of beer, wine and spirits at event
- Authorize Board Chair to enter into agreement with Camp Quality and Challenge Mountain to extend 2016 allocation agreement to 2017 event
- Approval for City Staff to work with Boyne Thunder Committee on event

MOTION

Cain moved, Adams seconded PASSED UNANIMOUSLY to recommend to the City Commission a request for a resolution of support for the 2017 Boyne Thunder event to be held July 6-9, 2017.

Historic Marker Program

The Design Committee is seeking support of application to the Historic Marker Program. Patrick Kilkenny stated the committee is recommending a large 42" x 54" marker with text on each side be placed at the corner of Ray and South Lake Street.

The application is \$250 and the cost of the marker is \$3,900. The application and approval process typically takes one year to complete.

MOTION

Cortright moved, Ryde seconded PASSED UNANIMOUSLY to recommend to the City Commission to support application to the Historic Marker Program, designating the Boyne City Downtown be listed in the National Register of Historic Places.

Meeting Schedule

The Main Street Board discussed the 2017 meeting schedule.

MOTION

Van Dam moved, Adams seconded PASSED UNANIMOUSLY to adopt the following meeting schedule: The Main Street Board will meet on the first Thursday of every month at 8:30 a.m. at Boyne City Hall with the exception of the July meeting which will instead be held on Thursday, June 29th.

Michigan Main Street Accreditation Visit

February 16th and 17th, 2017 are the scheduled dates for the visit from Laura Krizov from Michigan Main Street for the accreditation visit.

Main Street Now Conference

The 2017 Main Street Now Conference is scheduled for May 1-3, 2017 in Pittsburgh. Cain recommended that some board members consider attending.

Other

The Board discussed the holiday decorations/lighting. The lights this past year were dull in some spots and did not look great. The LED lights do dim over time and may need to be replaced. The Design Committee will work on the plan for improving them for next year.

Cain stated that one of the sculptures in the Walkabout Sculpture Show was blown over in the recent storm. The Design Committee will address how to prevent similar incidents in the future.

Good Of The Order

- Don Ryde commented that the latest round of grants awarded to the city were remarkable. The location of the new fishing pier was discussed.
- Ben Van Dam wanted everyone to be aware of employee training available through the NLEA (Northern Lakes Economic Alliance). Van Dam Custom Boats has utilized the training and found it beneficial.
- Cortright thanked Pat O'Brien for chairing the Main Street Board and Jodie Adams for serving on the Board.
- Cain will be attending an upcoming MEDC meeting in Petoskey.

- Jodie Adams stated she will miss the Main Street Board. She will continue to serve on the Organization Committee.
- Robin Lee Berry announced Hot Club of Cow Town will be performing January 13th at Freshwater Studio.
- Michael Cain reminded everyone of the upcoming Joint Board & Committee Meeting scheduled for Tuesday, January 17th at 6:00 p.m. at City Hall.

ADJOURNMENT

The Boyne City Main Street Board meeting of January 5, 2017 was adjourned by Pat O'Brien at 10:00 a.m.

Jane Halstead, Recording Secretary

DRAFT



Approved:

**MEETING OF
January 6, 2017**

RECORD OF THE PROCEEDINGS OF THE **REGULAR BOYNE CITY PARKS AND RECREATION COMMISSION MEETING HELD AT 6:00 P.M. AT CITY HALL ON THURSDAY, JANUARY 6, 2017.**

CALL TO ORDER

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

ROLL CALL

Present:, Jo Bowman, Patrick Patoka, Hugh Conklin, Lisa Alexander and Mike Doumanian

Absent: Mike Sheean and Darryl Parish

****MOTION**

Conklin moved, Bowman seconded, PASSED UNANIMOUSLY to excuse the absence of Sheean and Parish

**MEETING
ATTENDANCE**

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

Public Present: Two

**APPROVAL OF
MINUTES **MOTION**

Bowman moved, Alexander seconded, PASSED UNANIMOUSLY, a motion approving the December 1, 2017 meeting minutes as presented.

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

None

DIRECTOR'S REPORT

Kovolski reported all of the parks are closed except Avalanche which was open in time for the holidays. The ice rink has been spotty due to the weather.

CORRESPONDENCE

None

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

Park Inspection Reports -

- **Trail(s) Update** - Boyne Valley Trail was awarded a \$300,000 grant from the Michigan Natural Resources Trust Fund (MNTRF) for Phase 1.

**UNFINIHSED
BUSINESS**

**Charlevoix County
Parks & Recreation
Millage Allocation**

Further discussion was had by the board regarding upcoming projects that would qualify for funding under the Charlevoix County Parks & Recreation Millage Allocation. Kovolski reported that staff's recommendation is a kayak launch and rack in Veterans Park at the small boat launch, a Mobi Mat at Peninsula Beach and improvements at Riverside Park. The kayak launch at Veterans Park will utilize the west

side of the boat launch dock. The Mobi Mat is a 4' wide runner that lays on top of the sand to allow for handicap access to the beach and water's edge. It is also used often for strollers, wagons, etc. Riverside Park will include picnic tables, benches and landscape, signage and split rail fencing to block off extra entrances and create a small parking area. Board discussion – The board would like to see a kayak rack added to the amenities at Riverside Park. Conklin asked about the funds that were budgeted for Riverside Park and why that isn't being used. Kovolski stated that he would have to take a closer look at the budget but some of those funds were used other places. Secretary Brooks explained that staff is still looking at designs, options and costs for the kayak rack. The launch is an EZ Dock product and would have to be retrofitted to connect to our current dock. The general consensus of the board is that they liked all three projects. **Conklin moved, Bowman seconded, PASSED UNANIMOUSLY** to recommend the City Commission approve all three projects to move forward and apply for funds through the Charlevoix County Parks & Recreation Allocation fund.

****MOTION**

NEW BUSINESS

Leadership Charlevoix County Service Project Proposal

Brooks introduced two members of the 2017 Leadership Charlevoix County class (LCC) who were bringing forward a community service project proposal for consideration. The proposal is to install a "Boot Brush Cleaning Station" at Avalanche to reduce the introduction of invasive species into the park. The station consists of the ground mounted brush, a stone/gravel collection box around the perimeter of the brush and an educational sign. Their partner organization is the Charlevoix-Antrim-Kalkaska-Emmet Coordinated Invasive Species Management (CAKE CISMA). This would be fully funded and installed through LCC participants and CAKE CISMA would assist the City with any future maintenance and/or replacement. There was a lot of discussion regarding location due to the many entrances to the park and various uses. There was also a concern about not taking away from the aesthetics of the area with too many signs. The question was posed as to how much the station was going to cost and maybe the City could purchase an additional one to install covering a second location. Brooks reminded the board that installation wouldn't happen until spring and there could be more discussion regarding location at a future meeting. The general consensus of the board was that it was a great idea, they really like the concept and commended the LCC representatives.

****MOTION**

Alexander moved, Conklin seconded, PASSED UNANIMOUSLY a motion to recommend the City Commission consider and approve the proposal from Leadership Charlevoix County Class of 2017 to install a Boot Brush Station to help stop the spread of invasive species as well as to increase awareness about the dangers of invasive species with the exact location to be determined

**Fat Tire Bike Trail
Grooming at Avalanche**

Michelle and Michael Cortright requested permission to groom portions of the new mountain bike trail through the winter for the use of fat tire bikes. It could also be used for cross country skiing and snowshoeing. The only use that would degrade the grooming is walking/hiking. TOMMBA would purchase the equipment and volunteers would perform the grooming. TOMMBA is currently doing this on the school property trails in Evangeline Township. The only requests are that the equipment be stored onsite and the allowance of signage to reference what uses are allowed (or not) on the groomed portion of the trails. The board had concerns about limiting the use of trails and prohibiting walkers. It was proposed a second trail be groomed that would allow walkers. Michael Cortright indicated he would be the one doing the grooming and didn't have a problem grooming a second trail. It was brought up that this proposal seems rushed to try to make it happen this season and maybe it would be best to investigate further and wait until next winter. Further discussion was that it's only the grooming of snow, no permanent trail is being carved. If it doesn't work out, just stop grooming and the snowfall will cover it up. **Bowman moved, Alexander seconded, PASSED UNANIMOUSLY** to recommend TOMMBA volunteers be allowed to groom multi-use trails at Avalanche.

****MOTION**

**Proposed 5 Year
Recreation Plan
Amendment**

Harbormaster Barb Brooks reported that the DNR and Waterways Commission requires certain elements addressing marinas/harbors to be included in a communities 5 Year Recreation Plan in order to be considered for grant funding. While the marina and boat launch are mentioned in the current plan, the specific elements they want communities to discuss and evaluate are not included at this time. Elements such as correct size of facility, marketing, partnerships, dredging, infrastructure needs along with future goals and objectives. Amending the 5 Year Recreation Plan requires public input and then ultimately a resolution adopted by the City Commission. The process is after review and input by this board, it will go to the Planning Commission for review and input and then published for public review and additional input and will go to the City Commission for a public hearing in February. Brooks reviewed the proposed draft and then asked for questions and comments. The board had a few questions but the general consensus was that it addressed the items that the DNR asked to be included and seems like a solid plan.

**mParks Membership
Request**

****MOTION**

The board reviewed the mParks membership application and felt that it provided good benefits and the association has definitely benefitted Boyne City. Kovolski stated we had been members in the past and thinks that the lack of renewal was just an oversight. **Doumanian moved, Alexander seconded, PASSED UNANIMOUSLY** to recommend renewal of the mParks membership at the "Premier" level.

NEXT MEETING

The next regular meeting of the Parks and Recreation Board is scheduled for Thursday, February 2, 2017 at 6 pm at City Hall.

ADJOURNMENT

The January 6, 2017 meeting of the Parks and Recreation Board adjourned at 7:47 p.m.

Barb Brooks, Recording Secretary

Draft



Approved _____

**MEETING OF
January 9, 2017**

**MINUTES OF THE BOYNE CITY ECONOMIC DEVELOPMENT CORPORATION
MEETING DULY CALLED AND HELD ON MONDAY, January 9, 2017 at CITY
HALL~364 N Lake St, Boyne City**

CALL TO ORDER

Chair Gillett called the meeting to order at 12:00 p.m.

ROLL CALL

Present: Pat Anzell, Kelly Bellant, Michael Cain, Michelle Cortright, Pete Friedrich,
Ralph Gillett, Josette Lory
Absent: Todd Fewins, Marilee Grom

**EXCUSED ABSENCES
MOTION**

Anzell moved, Friedrich seconded, PASSED UNANIMOUSLY to excuse Marilee Grom and Todd Fewin

MEETING ATTENDANCE

Staff: Recording Secretary Jane Halstead
Public: One

**MINUTE APPROVAL
MOTION**

Bellant moved, Cortright seconded PASSED UNANIMOUSLY to approve the minutes of September 12, 2016.

CORRESPONDENCE

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Michael Cain asked if any board members would volunteer to serve on the Housing Task Force which is being formed. There were no volunteers at this time.

**MEETING SCHEDULE
APPROVAL
MOTION**

The 2017 Meeting Schedule was reviewed.
Cortright moved, Friedrich seconded PASSED UNANIMOUSLY to adopt the meeting schedule as presented. The EDC will meet on the second Monday of the month on a quarterly basis at 12:00 noon at Boyne City Hall.

GOOD OF THE ORDER

None.

ANNOUNCEMENTS

The Joint Board & Committee Meeting is Tuesday, January 17th, 6:00 p.m. at City Hall. Ralph Gillett will attend.
The next regular EDC meeting is scheduled for March 13th, 2017.

ADJOURNMENT

The January 9, 2017 Economic Development Corporation meeting was adjourned at 12:07 p.m.

Jane Halstead, Recording Secretary



Approved: _____

**MEETING OF
January 9, 2017**

**MINUTES OF THE BOYNE CITY LOCAL DEVELOPMENT FINANCE
AUTHORITY MEETING DULY CALLED AND HELD ON MONDAY,
JANUARY 9, 2017 at City Hall~364 N Lake St, Boyne City**

CALL TO ORDER

Chair Gillett called the meeting to order at 12:07 p.m.

ROLL CALL

Present: Pat Anzell, Kelly Bellant, Michael Cain, Michelle Cortright, Pete Friedrich,
Ralph Gillett, Josette Lory
Absent: Todd Fewins

EXCUSED ABSENCES

Anzell moved, Cain seconded, PASSED UNANIMOUSLY to excuse Todd Fewins

**MEETING
ATTENDANCE**

Staff: Recording Secretary Jane Halstead
Public: One – Mac McClelland

**APPROVAL OF
MINUTES
MOTION**

Cortright moved, Lory seconded, PASSED UNANIMOUSLY to approve the October 17,
2016 minutes

**HEARING CITIZENS
PRESENT**

None

CORRESPONDENCE

None

UNFINISHED BUSINESS

TIF Renewal

Mac McClelland, Consulting Engineer with Otwell Mawby was present to discuss the second draft of the LDFA Development Plan and the Tax Increment Financing Plan (received and filed) and the results of the recent Boyne City Air Business Park survey which was sent to businesses in the park (received and filed). The current TIF Plan expires April 29th, 2017.

The results of the survey indicate that Quality of Life and Workforce were primary factors for locating a business here. Road improvements, road maintenance and high speed fiber ranked highest in desired additional public improvements for the park. Bellant commented that road maintenance has been not been good this winter throughout the park – roads have been snowy and plowed later in the day.

The board discussed the possibility of expanding the boundaries of the LDFA. McClelland stated that local governments (i.e. county, library) can opt out of the LDFA if the boundary expands. McClelland was asked if an expansion was done, did it have to be contiguous and/or if it would be possible to create a second TIF area. McClelland answered that the expansion does not have to be contiguous and he believes that a second TIF is possible – he will verify.

McClelland plans to meet with Michael Cain and Scott McPherson to determine what areas may offer opportunity for growth.

The board also discussed the boundary map, wanting clarification on what parcels are included in the LDFA. McClelland will meet with Cindy Grice and Debra Chavez to determine exactly which parcels are in district.

The board reviewed Table 1 in the LDFA TIF Plan. The amount allocated for lighting and signage may be insufficient. McClelland stated monies can be reallocated among line items if needed.

Budget

The board reviewed the budget. Cain stated the monies allocated for the Workforce Training program will not be needed in the next budget as that program has been discontinued. The LDFA has \$794,449 in unrestricted funds and the board discussed what to spend it on. It was determined that the entrance to the park may need to be re-engineered to improve traffic flow. Replacement of the main sign and improvement of lighting at the Moll Street entrance was also discussed.

NEW BUSINESS

The 2017 Meeting calendar was reviewed.

MEETING SCHEDULE APPROVAL MOTION

Friedrich moved, Bellant seconded PASSED UNANIMOUSLY to adopt the meeting schedule as presented. The LDFA will meet at Boyne City Hall on the second Monday of the month on a quarterly basis immediately following the noon meeting of the EDC.

GOOD OF THE ORDER

The board looked at the preliminary site plan for the new Louie's Fresh Market and Gas Station that is planned for the former Boyne Rapids Adventure Golf site.

ANNOUNCEMENTS

The Joint Board & Committee Meeting is Tuesday, January 17th, 6:00 p.m. at City Hall. Ralph Gillet will attend.

NEXT MEETING

The next meeting of the Local Development Finance Authority is scheduled for Monday, March 13, 2017.

ADJOURNMENT

The January 9, 2017 Local Development Finance Authority meeting was adjourned at 1:45 p.m.

Pete Friedrich, LDFA Secretary

Jane Halstead, Recording Secretary

Approved: _____

**Meeting of
January 16, 2017**

Record of the proceedings of the Boyne City Planning Commission regular meeting held at Boyne City Hall, 364 North Lake Street, on Monday January 16, 2017 at 5:00 pm.

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

Call to Order

Present: Jason Biskner, George Ellwanger, Chris Frasz, James Kozlowski, Tom Neidhamer

Roll Call

Absent: Ken Allen (arrived 5:04 pm), Jane MacKenzie, Aaron Place and Joe St. Dennis (arrived at 5:02 pm)

2017-01-16-02

**Excused Absence(s)
Motion

Ellwanger moved, Biskner seconded, PASSED UNANIMOUSLY, a motion to excuse the absence Jane MacKenzie.

Meeting Attendance

City Officials/Staff: Planning and Zoning Administrator Scott McPherson, City Manager Michael Cain, City Commissioners Hugh Conklin and Ron Grunch, Executive Assistant/Harbor Master Barb Brooks and Recording Secretary Pat Haver
Public Present: 73

**Consent Agenda
Motion

2017-01-16-03

Neidhamer moved, Ellwanger seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from December 19, 2016 as presented.

**Citizen comments on
Non-Agenda Items**

Derrick Schroeder 910 E. Main St. Wanted to know why the private snow plow haulers must truck in snow during the night and into the early morning, making 900+ trips down the residential streets at 90 seconds apart going at high rates of speed and making a lot of extra noise. Understands that is the best time to remove snow, but why can't they use the double gates off of Brockway Street to enter and drop off the snow at the airport instead of using the residential streets.

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

None

New Business

Vice Chair Frasz opened this portion of the meeting by reading the public hearing procedures and explained to the audience the way that the meeting would be conducted.

**Public Hearing – Boyne
City Housing Commission
rezoning request**

Planning Director McPherson reviewed his staff report that was included in the agenda packet. A conditional rezoning application had been submitted by the Boyne City Housing Commission to rezone a parcel they currently own from Traditional Residential District (TRD) to Multiple Family Residential District (MFRD). The parcel, on Grant St, 15-051-335-084-40 is 7.81 acres in size and is adjacent to the north of Deer Meadows and the Senior Citizen Center. The properties to the north, west and east are zoned TRD, and the property to the south is zoned MFRD and TRD and is used for multifamily and single family homes. The parcel is currently vacant with some mature tree coverage; water and sewer are relatively close and is available to the site from the north and south. The written offer for the conditional rezoning has identified the proposed uses for the parcel to

include up to 64 two bedroom units and 10 single family units which these 10 would have individual access points from Earl Street. The multifamily two bedroom units would be accessed from two different areas, the first off of Franklin Street and the second off of Division Street, the current driveway into Deer Meadows and the Senior Citizen Center. The lack of affordable housing has been a topic of a lot of discussion over the past few months and has been identified and adopted as a goal of the city these past couple years. In the 2015 Boyne City Master Plan, providing housing opportunities for everyone is listed.

Chip Ironside: Progressive Associates representing the Boyne City Housing Commission - The proposal submitted is for multifamily units consisting of 64 2 bedroom townhouse units and 10 single family units running along Earl Street. The townhouses will have access from Franklin and Division Streets, will not be stacked 2 story facilities, and will have 2 parking spaces each. They will have residential style finishes. Yard setbacks along the west side of the development will have a 33 foot buffer, and hope to save as many of the trees as possible to include in the playground area, and will include a community clubhouse. This project will be done in phases with the first being the construction of 32 work force type housing units along the east side of the development; phase II will be the construction of the 32 work force housing units along the west side of the development, and phase III will be the 10 single family houses facing Earl Street. Studies are underway for drainage.

Board Discussion

Kozlowski – will it be a mix of one and two story units? **Ironside:** yes

Kozlowski – will the single family units be connected or individual, and will people park in the back? **Ironside:** The single family units will not be connected; the multifamily will have connected units with space between each unit pod.

Biskner – You originally stated that the houses will have individual access points off of Earl Street, now you are stating that they will not be.

Ironside - We will be modifying the single family houses and their access point will be from Franklin Street and not Earl Street.

Neidhamer – will there be basements or garages? **Ironside** – for the multifamily units no; possibly garages for the single family houses.

Biskner – you indicated that there will be a buffer of 33 ft on the west side of the development, what about the east side, will there be a buffer? **Ironside** – we will do what we can for a buffer there.

Ironside – we are aware of the drainage issues and concerns and will address those concerns with onsite drainage ponds.

Kozlowski – what is the proposed square footage of the units? **Ironside** – the single family houses will be 900 to 1200 sq ft; and the multifamily units will be 750 to 1200 sq foot, however, not cookie cutter. It will be a unified development with elaborate porches and different finishes within the same color scheme throughout.

Frasz – Letters from citizens received should they read or recognized? **McPherson** – they were made apart of the packet and are on record there are 5 total

Public Hearing opened at 5:43 pm

Jerry Kelts 315 E. Division St. – My concern is for traffic between Deer Meadows and the Senior Citizen Center; there will be a lot of extra traffic coming off of Division.

April Reycraft 520 S. East St. – My concern is foot traffic, there are not sidewalks available around that block, will fences go up so that people have to go around or will they continue to go through the rest of the woods to get downtown, how will

foot traffic be handled?

Tracy Russold 608 Alice St. – Are there any other sites available? Who is the developer and have they done a project like this in the past? Has an analysis been done to see if the values of the residential properties in the area will go down? Is there going to be any type of assessment to put in sidewalk and sewers to the current homeowners in the area? Is the city capable to handle the 8 to 9% increase in population for the Fire Department and Police Department service calls?

Scott Pearce 617 Earl St. – The personality of Boyne City is 3 to 5 houses total within a block with double lots; I have 110 ft frontage, my neighbors have 115 ft frontage on average on our street. Between 2000 and 2014 there was a 7.3% population increase in people; we are trying to shove more than that in one development. Concerned about pride of ownership. I do like the inside street and would like to see less than 10 houses, will they be unrelated people living in the single family homes, where are they going to park? Will they park on Earl Street that narrows down at the end? What is the time frame to finish each of the phases?

Pam Handy Crumpler 607 Grant St. – I grew up here and have lived in my house for over 40 years, we have 50 ft frontage which goes back a bit. My concern are kids growing up and grandkids coming back with the extra traffic, we have an apartment building down the street through the years, we have had problems with the renters not taking care of animals, not saying there is going to be problems, but in the past the police have been called to this rental, I do not want to have to go through this again with new rentals.

Shannon Pearce 617 Earl St. - We bought our house on 3 lots in 2000; and have invested a ton of time and money to make it our home, we are in a nice stable neighborhood; not much turn around. That wooded area has been used by the neighbors, we know that it is not owned by us; we snowmobile on it to maintain the trails, mow in the summer; we bought for the natural beauty. What are you going to do about green space? Because rentals have no pride of ownership problems do occur and there is trouble; we don't need that kind of headache. Boyne City has a lot of other opportunities for growth and development, I understand that some have more than others but feel this is not a wise choice at this point; there are a lot of better places within Boyne City for development so don't plop down in this good residential neighborhood.

Dennis Deschryver 610 Grant St. – Is there a finished plan available as far as where things will go and sizes? Density of the area, is this a common density in this small space? I agree with what has been said earlier. Changing what exists is a big deal.

Mitchell Klooster 805 Earl St. - Asked for clarification in the size of the multifamily units and the size of the single family house on the lots.

Nathan Minnaar 201 Franklin St. - We moved into the area 8 years ago, you don't see increases in values and people investing in their neighborhoods like this. What support is there for the value of the homes in the area? You are asking us to continue to put money into our houses and yet have this large project. My first thought when I heard about the project, is that it is time to move. What is going to happen when everyone currently living there moves out and bails? I hope you take that into consideration when you make your decision.

April Caverly 522 E. Lincoln St. - There are wetlands in the area on the back of the parking lot with nesting birds, how can you put a proposed road through the wetland? In the spring time that wet area comes out further.

Kyle Marshall 1214 Nordic Dr. - I am here representing Magnum Hospitality. We are in dire need for labor force housing to hire employees. We have watched a steady decline in the past 2 to 3 years in applications. We pride ourselves in hiring within the community; there is a lack of affordable homes for people in our industry.

Diane Deschryver 610 Grant St. - I'm going to pick on Jane. When she first became the head of the housing commission, she told us that there are very few communities in Northern Michigan that have public housing with federally funded housing vouchers as extensive as the ones in Boyne City in a community this size. My point is I don't think we need to add anymore. I thought Boyne City was in need of middle income housing, I think this is a better place for middle income housing. People moving into the Boyne City area are going to look for family housing and neighborhoods. I oppose the change in zoning.

Sarah Niederpruem 503 Harris St. - Come at this as a resident, and business manager. I live by low income housing and it does not bother me, I have put well over \$100,000 into my house, I plan on being there for years to come. I don't think it will be a problem. We have lost a lot of great staff members, as there are no places to live in town, we have them coming from all over Northern Michigan because there is nothing to rent or even buy here in town. The potential and need for affordable housing is great and we need this for our town.

Robin Burke 611 Earl St. - The 10 single homes with the backs facing Earl St. if there are no garages or basements where will they store their stuff? Is it going to be on the back side facing Earl St? Have they looked into other areas within Boyne City or just here?

Arthur Strand 721 Earl St. - I don't want to look at someone else's back yard junk out my picture window. One of the reasons we bought there was the property across the street was residential. This project will overwhelm the density and degrade the rest of the home in the area.

Sharon Harrington 825 Earl St. - I knew the original landowner, Mr. Titsworth; it was his desire that this land not be developed and left as a wildlife preserve. He put it in his will and it was his desire not to have this area developed. He wanted to maintain living in the city and feel like you are living in the country. We work hard and take care of our property and our homes, the home values in the area are \$130,000 to \$200,000 and you want to put this multiple rental unit development smack dab in the middle of this residential area which will definitely lower the surrounding home values. Have they looked at other areas to develop? I understand that there is a need. There is a large property on the backside of Parkview, is that an option? This is not welcoming to the current owners and not a good idea. To put 10 houses down Earl Street that was not supposed to be developed any further, that number of homes in that small area, will be crammed in. We have large yards and invested money into them; this will change the look and feel of this residential area.

Rod Cortright Business Owner 221 Water St. - I'm in favor of more affordable housing; people can't afford housing in this area to rent or buy. On the site plan, I would like to see some sample elevations of the buildings for both multifamily and single family, what will they look like? Drainage there is a known problem in the area behind the senior citizen center, so care must be taken for the development. Single family homes on Earl St, maybe place some sort of signage for no parking on that side of the street. Sidewalks, I would like to see in this plan, showing pedestrian traversing within the development and outside connecting to other sidewalks in the area.

Scott MacKenzie 847 Division St. - The issue of affordable housing has been going on since we got here in 1999. Change is hard, I understand the concerns. The second part will address all of the specific details. This property has been sitting ready for development and now is the opportunity to do so and address some of our housing needs. Boyne City Housing Commission is the owner and developer of this project and it will be well maintained and taken care of.

Sue Sherwood 604 Grant St. - Brought up another proposed development on the north side of town, and feels that it will adequately address the needs for housing.

Retain wooded area of this neighborhood and the small town feel home town appeal.

Leonard Sherwood 604 Grant St. – Has been a builder for over 48 years, and knows that if a project is not planned right it could be bad. He is against developing this wooded area. During the summer they cannot sleep with their windows open due to the foul language of people walking by who already live in Parkview, this development could increase that problem, and agrees with what the others have said.

Jackie McNutt 623 S. Park St. – Is this the same type of development like Parkview, why can't it be used for more senior citizens. The police have been called to Parkview on several occasions.

Julie McGee 224 Franklin St. – The entrance will be in front of her house, is concerned about the value of her property. She sits in the back yard and watches the deer with her grandkids and has had difficulties with people stealing from her and walking right through her yard. Will the wooded area remain? Does not feel safe

Bob Drap 418 E. Lincoln St. - What is going to be the final cost of the units? Some businesses in town need to raise what they pay their employees in order to afford housing.

Jeff Ross 718 S. Park St. – I agree with what has been said earlier. I have 3 young kids that can't play out in the front yard; I am scared to death for their safety. The proposed entrance off Franklin St will be a traffic nightmare. Traffic is not monitored at this end of town now; people are always speeding in front of our houses.

Patricia Drap 418 E. Lincoln St. - Who will be responsible for the care of this project with upkeep, landscaping and snowplowing?

Sherry Munday 315 E. Division St. - Concerned for the additional traffic down Division St past Deer Meadows and the senior center. There is a lot of crime at Parkview across the street; what would happen between the senior citizen and low income residents when this project is completed?

Pat Carey 626 Grant St. – I am the owner of the rental that everyone has talked about, the church. If you have a problem with one of my renters, call me directly and I will take care of it. Why would you plan a development when 3/4s of the surrounding area is residential? Laundry facilities need to be established in Boyne again. People are driving up and filling my dumpsters with trash that does not belong to my renters; cars are pulled off of the roads and are in designated parking areas. If I have a problem with my renters, they are thrown out. I feel that it is a poor choice for this area.

Cindy McCort 850 W. Dietz Rd. Boyne City Housing Commission program manager - The BCHC owns this land along with Lichtenburger and Deer Meadows and we will be the ones to maintain, plow and upkeep the property. We currently have 109 rental units, and that is not enough as we have a waiting list of 105 people for Boyne City only. This affordable housing development will address some of the shortages in affordable housing and the renters will have rules that will need to be adhered to because of Michigan regulations. If the current renters do not follow the rules they have to leave. This will not be another Parkview. A lot of these two bedroom units will only have 2 people in them not more than 4.

Deb Neer 615 Grant St. – Does not want to see any developments in this area and does not want to see Grant St opened up to go through. Concerned about the lack of sidewalks in the area. We do need more affordable housing, but not in this residential area.

Dave Sandin 629 East St. - Just moved into the area and a development is not the reason they purchased their home; understands the need for workforce housing, but would like it someplace else other than this wooded lot.

Shannon Pearce 617 Earl St. – Everyone is talking about working class and affordable housing; we are that working class. This development does not need to be at the cost of us; I understand that rentals are needed, but other areas are being looked at for development.

With no further comments, the public hearing was closed at 6:40 pm

Cliff Ironside was asked about the income levels to qualify for renting. In the area of \$10,000 to \$42,000. Depending on the family makeup, there are certain wage limits that can be made to qualify for renting. Wanted to reiterate that the front of the house will be facing Earl Street on the single family homes and they will be using a drive in the back of the houses for parking.

Ellwanger – I agree with what has been said here tonight and sympathize. Is the density a little high, I don't know. I don't have a final site plan to make my determination and I want to make the right decision for all involved. I do believe that it will be well maintained.

McPherson – What was submitted for review is a conceptual design only. Density, access, orientation of houses, building elevations will all be a part of the application and written request for the final site plan. Final site plan review is where everything must be identified.

Frasz – Can the Planning Commission recommend the rezoning change with a condition on what this commission believes density amount could be?

McPherson – Can't add conditions or limits. Can't be any greater than what was submitted in their written offer which was worded as "up to 64 multifamily units and 10 single family units", if this were approved that is only what could be developed.

St. Dennis – wanted clarification that nothing will be accessed from Earl St. and that the front of the houses will face Earl St. What about storm sewers?

Ironside – that is correct, the single family houses will be accessed off of an alley type drive at the rear, and the fronts will face Earl St. The wetland is not big enough to regulate, however we will be utilizing the city's storm water/sewer system and will have drainage ponds.

Board had discussion on increased traffic and the areas that will be impacted, the lack of access points into the development is concerning to some members. A traffic study has not been done, and the standards of parking and roads must adhere to the current city street standards at the developers cost. Sidewalks were discussed and they have not been drawn up yet. Can the development handle increases in the infrastructure?

McPherson – There has been a recent larger development that Mark Fowler has indicated our infrastructure handled the increase in usage and believes that this development will also be handled by our current infrastructure.

Biskner – Are there any other areas that can be developed?

Ironside – The housing commission already owns this piece of property, and will keep it contiguous with Litzenburger and Deer Meadows. Can't speak to any other available locations.

Biskner – What is the time frame for the phases in development? **Ironside:** There are only two rounds for funding in the spring and in the fall. The applications are point based applications for funding so could be a couple of years or a couple of months before funding is available. Once that occurs, Phase one which will be 32 units will take anywhere from 8 to 12 month to complete as actual construction time, however, there can be a couple of years between each phase depending on available funding.

7:05 pm - Due to an alarm going off, the board took a brief recess until 7:15 pm and the recorder was turned off.

Meeting reconvened at 7:15 pm; recorder was turned back on

McPherson – The general process for a conditional rezoning which is very specific in details will be to the Planning Commission first (tonight’s meeting), if recommended it will go to the City Commission for a 1st and 2nd reading, and there must be no less than 30 days between those reading, the City Commission will not be able to put any conditions on the proposal, must be a “take it or leave it” application. If they approve the request, it comes back to the Planning Commission for site plan review, this is the step that everything must be laid out and a lot of the criteria must be met. As it is a use by right, can’t deny the request because you don’t like the use, if there were an issue that could not be mitigated you can put in all of the details for the site plan review.

Neidhamer – I am in favor of the rezoning request. The various goal setting sessions that have been held, over 400 people responded that housing diversity is the number 1 goal. This campus is already owned by the housing commission, and their desire is to use all of the available tools to create affordable housing. There are already units on this campus that are very well maintained and I feel that this new project will also be well maintained. I understand that Franklin Street and some of the other local streets will be impacted, and I am in favor of no access off of Earl or Grant/Morgan Streets. Change is hard; I remember other high density developments such as the trailer park, Harborage Park, the Harborage, Court and Silver Streets and even Division St that people were concerned about. We have to remember without a zoning change they could build 32 duplexes, what they are proposing is 64 units double of what could be placed there now. Wetlands and water retention will need to be looked at and addressed. We have been told that the fire, police and ambulance services can handle any additional capacity and workloads. Unfortunately, I do not have the paperwork with me, but high quality neighborhood developments can actually improve the value of surrounding homes.

Allen – I appreciate the audience participation, and sympathetic with many who have spoken; it sounds as if a lot of people indicated that this development was a surprise. The original plan appears it could be a long way away for site plan approval and I would like to see something different. I’m concerned about the infrastructure. Are we locked into this concept if approved or do we do separate site plan review for each phase?

McPherson – You do the site plan review for the entire site and identify each phase, which is all reviewed as once.

Allen - How did the BCHC obtain title to this property? Can they trade the property, or does it have to be developed? Wetlands, nearby mud lake and the Boyne River are all nesting areas for birds, eagles and waterfowl. What could be the impact to those? The senior population has a connection to this wooded space.

Frasz – Really difficult balance of taking into consideration the goals of the city, what the ordinance allows, what the Master Plan has stated, and the current feeling of the residence who are impacted directly or indirectly. For me it is a big decision and I need to take time to think, sit with my decision and consider all the possibilities for the residents and it will give the residents time to think of the possibilities for this site.

The Planning Commission began to review Section 2.50(C) due to the proposed request for a change in a mapped zoning district. These are guidelines to help the Planning Commission with their decision.

For amendment requests to change, create, extend or reduce a mapped zoning district, the Planning Commission and City Commission shall use the following as a guide:

1. The proposed zoning district is more appropriate than any other zoning district, or more appropriate than adding the desired use as a conditional land use in the existing zoning district. ***The board was not sure if the words “more appropriate” were fitting as the adjacent area is TRD on three sides; however, there are already two other buildings on adjacent property under the same ownership.***
2. The property cannot be reasonably used as zoned, and the applicant cannot receive a reasonable return on investment through developing the property with one (1) of the uses permitted under current zoning at the time of purchase or at the time of securing legal control of the property. ***This property could be used as traditional single residential however; there have been multifamily requests because the need of additional housing is great.***
3. The proposed zone change is supported by and consistent with the goals, policies and future land use map of the adopted City Comprehensive Plan, including any sub-area or corridor studies. If conditions have changed since the Comprehensive Plan was adopted, as determined by the Planning Commission, the consistency with recent development trends in the area shall be considered. ***It is consistent with our current goals of increasing affordable housing diversity and is consistent with the adopted Future Land Use Map.***
4. The proposed zone change is compatible with the established land use pattern, surrounding uses, and surrounding zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values, and is consistent with the needs of the community. ***By building on this campus it is creating its own neighborhood and would not adversely impact the surrounding neighborhood property values.***
5. All the potential uses allowed in the proposed zoning district are compatible with the site’s physical, geological, hydrological and other environmental features. ***It must meet all applicable codes and adhere to all zoning features and requirements.***
6. The change would not severely impact traffic, public facilities, utilities, and the natural characteristics of the area, or significantly change population density, and would not compromise the health, safety, and welfare of the City. The Planning Commission may require a general impact assessment in accordance with the requirements of this Ordinance if it determines the proposed zoning change could have a negative impact upon traffic, public facilities, utilities, natural characteristics, population density, or other concerns. A traffic impact study in accordance with the requirements of this Ordinance shall be required if the proposed rezoning district permits uses that could generate one hundred (100) or more directional trips during the peak hour, or at least one thousand (1,000) trips per day more than the majority of the uses that could be developed under current zoning. – ***Note: a review of the proposed uses and the existing allowed uses shows that the number of trips generated by the proposed uses do not exceed the majority of existing allowed uses by more than 100 directional trips per peak hour or 1,000 trips per day.***
7. The rezoning would constitute and create an isolated and unplanned “spot zone” granting a special privilege to one landowner not available to others. ***No spot zoning would be created as it is contiguous with the other properties with the same owner and MFRD is indicated on the approved Future Land Use Map***
8. The change of present district boundaries is consistent in relation to existing uses, and construction on the site will be able to meet the dimensional regulations for the proposed zoning district listed in the Schedule of Regulations. ***Appears it will meet & fit all dimensional regulations.***
9. There has been a change of conditions in the area supporting the proposed rezoning. ***There is a need for affordable housing as stated by recent goal setting sessions and economic conditions have changed.***
10. Adequate sites are neither properly zoned nor available elsewhere to accommodate the proposed uses permitted in the requested zoning district. ***There could possibly be other sites available; however, the Boyne City Housing Commission already***

owns this piece of property which could be used for the purpose of creating additional housing.

11. There was a mistake in the original zoning classification. **No**
12. The request has not previously been submitted within the past one (1) year, unless conditions have changed or new information has been provided. **No**

With additional discussion from the board, and their concerns about the lack of time to consider not only the packet information, but the opinions from attendees at tonight' meeting and were uneasy about possible impacts they would like additional time to consider all of the opinions and the agenda packet information.

****Motion**

Motion by Neidhamer to recommend approving the proposed conditional rezone as submitted; with the houses not accessed from Earl Street, and submit an amended site plan written offer. *This motion failed for a lack of support.*

****Motion**

Motion by Neidhamer, seconded by Ellwanger to postpone this item until the February 20, 2017 Planning Commission meeting for further review and study.

2017-01-16-7A

Roll Call:

Aye: Allen, Biskner, Ellwanger, Frasz, Kozlowski, Neidhamer, and St. Dennis

Nay: None

Absent: MacKenzie and Place

Motion Carries

**Public Hearing Group
Day Care Ordinance
Review**

Planning Director McPherson reviewed his staff report that was included in the agenda packet. Staff was tasked with drafting amendment ordinance language based on earlier recommendations by the Planning Commission. Make group day care home a use by right in the residential and central business zoning districts as opposed to a special use, eliminate minimum lot size, and reduce minimum size area for a fenced in play area. Articles 3, 4, 5, 6, 10 & 11 will be impacted and will need to be amended with additional language:

Group Day Care Home.

1. *Shall have a fenced outdoor play area of at least 1,200 sq ft located behind the front building line of the home.*

and Article 25.10 Conditional Use requirements would need to be amended with the deletion of language:

Group day care homes.

1. *Sites shall have a minimum lot area of 20,000 square feet.*
2. *An on-site drive shall be provided for drop-offs and loading. This drive shall be arranged to allow maneuvers without affecting traffic flow on the public street.*
3. *There shall be a fenced, contiguous open space with a minimum area of 5,000 square feet provided on the same premises as the group day care home. The required open space shall not be located within a required front yard.*

Public Hearing was opened at 8:28 pm; with no comments it was closed at 8:28 pm

Board Discussion

These requirements would exceed what is already required by the State for licensed day care facilities.

St. Dennis – I can't think of a home occupation that offends the neighbors more

than a group day care. We don't allow for a whole lot of noise or traffic with pick up and drop offs or deliveries in any of the other home occupations in the city. The board then went through Section 2.50(B) Amendment Criteria:

- B. For amendment requests to change or to add additional regulations or standards to a district or a use, the Planning Commission and City Commission shall use the following as a guide:
 1. The proposed rule, change or addition helps to reinforce the Comprehensive Plan. *N/A*
 2. The proposed rule, change or addition is in keeping within the spirit and intent of the Ordinance, and with the objectives of the zoning district.
 3. The problem or issue which the change is intended to address cannot be accomplished in another, more appropriate fashion. *This is relaxing the rules for this use*
 4. The proposed amendment would correct an error in the Ordinance. *N/A*
 5. The proposed amendment would clarify the intent of the Ordinance. *N/A*
 6. Documentation has been provided indicating problems and conflicts in implementation or interpretation of specific sections of this Ordinance. **Yes**
 7. The proposed amendment would address changes to county, state or federal legislation. *N/A*
 8. The proposed amendment would address potential legal issues or administrative problems with this Ordinance based on recent case law or opinions rendered by the Attorney General of the State of Michigan. **No**
 9. The proposed amendment would promote compliance with changes in other city ordinances and/or county, state, or federal regulations. *N/A*
 10. The proposed amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items. *N/A*
 11. Other criteria as determined by the Planning Commission or City Commission which would protect the health, safety, and welfare of the public, protect public and private investment in the City, promote implementation of the goals and policies of the Comprehensive Plan, and enhance the overall quality of life in the City. *N/A*

After board discussion, **motion by Allen seconded by Ellwanger**, to recommend approval of the proposed ordinance amendments as presented.

2017-01-16-7B

Roll Call:

Aye: Allen, Biskner, Ellwanger, Frasz, Kozlowski and Neidhamer

Nay: St. Dennis

Absent: MacKenzie and Place

Motion Carries

**Recreation Plan
Amendment – Marina
Plan Amendment**

Harbormaster Barb Brooks reviewed her memo included in the agenda packet. To remain competitive and meet certain requirements for continued DNR and Waterways Commission funding, certain elements must be included in the City's 5 year Recreation Plan so a Harbor/Marina Facilities Recreation Plan will be created based on staff and public input to be included in the City's current Recreation Plan. It has already gone before the Parks and Recreation Commission and public input will be taken for the next couple of weeks before it goes to the City Commission for approval.

Staff Report

- Joint Boards and Commission meeting is scheduled for tomorrow January 17, 2017 at 6:00 pm; encourage everyone to attend.
- A training pamphlet has been included in your agenda packet. A couple of local municipalities are working on getting additional training options for

Site Plan Review closer. Coordinate with Pat if you would like to attend.

The Housing Task Force Committee is still being assembled.

Good of the Order

Adjournment

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, February 20, 2017 at 5:00 pm in the Honeywell Meeting Room.

2017-01-16-10

****Motion**

Kozlowski moved, St. Dennis seconded, PASSED UNANIMOUSLY a motion to adjourn the January 16, 2017 meeting at 8:58 p.m.

Vice Chair Chris Frasz

Recording Secretary Pat Haver



Approved: _____

**MEETING OF
JANUARY 25, 2016**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD HELD JANUARY 25, 2016**

CALL TO ORDER

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

**ROLL CALL
ATTENDANCE**

Present: Richard Bouters, Brian Harrington, Oral Sutliff, Jerry Schmidt
* Leon Jarema *Rod Cortright
Absent:. *Bud Chipman
**Ex Officio Members*

Citizens: Ron Ludgin
Staff: Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES
MOTION**

NONE

**APPROVAL OF MINUTES
MOTION**

Motion by **Sutliff** Seconded by **Harrington** **PASSED UNANIMOUSLY** to approve the **October 27, 2016** minutes as written.

CORRESPONDENCE

NONE

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

NONE

COMMITTEES

UNFINISHED BUSINESS

- A. QoE AICP Update – General Utility Licensing:** A conference call was held by the board with Mike Borta of QoE Consulting regarding options to gain General Utility status for the Boyne City Airport. Also, discussion involved options to secure funding for future projects. Mike Borta is meeting with MDOT Office of Aeronautics representatives on 1/26/2017 to discuss these issues and will report back to the board.
- B. Runway Distance Markers:** This project is in the research phase with completion scheduled for summer of 2017.

NEW BUSINESS

- A. Airport Emergency Plan:** Revisions to the Airport Emergency Plan were reviewed by the Advisory Board. After minor changes, the board authorized the revised plan to be adopted.
- B. Safety Seminar – Spring:** The Advisory Board discussed holding a Safety Seminar in May. The seminar will be offered in conjunction with the awarding of the Wright Brothers Master Pilot Award by the FAA to Leon Jarema.
- C. Trail Project – 2017 Phase II Plan:** Phase II of the bike trail from Boyne City to Boyne Falls is scheduled to begin in 2017 with the Airport as the Trailhead. The Advisory Board has committed the use of a portion of the Airport Terminal for Restroom facilities related to this trail. Changes to the Terminal will take place to insure that the building is secure and in compliance with FAA regulations.
- D. MAAE Dues:** Motion by **Sutliff** seconded by **Harrington PASSED UNANIMOUSLY** to allocate the sum of \$200.00 to Michael Cain, Airport Manger, for payment of dues to the Michigan Association of Airport Executives.
- E. Phone & Internet for Airport:** City Manger Michael Cain reported that the City is researching options to improve broadband internet and telephone service in the Airport Terminal.
- F. Other:** Board member Rod Cortright discussed issues that have taken place regarding snow removal at the Airport. Rod Cortright, Leon Jarema & Michael Cain will meet with DPW staff to discuss and resolve these issues.

GOOD OF THE ORDER

- A.** The Airport fuel price is \$4.26/gal. as of October 28, 2016.
- B.** Michael Cain reported on discussions with MDOT regarding their Crack Sealing program. The runway and taxiways will be evaluated in the Spring for sealing needs.
- C.** The DPW repaired a break in the exhaust system on the Airport Courtesy Car.
- D.** An inquiry was received from the tenant of hangar B7 regarding the possibility of raising the hangar by 1 foot to accommodate an aircraft. The Advisory Board has no objection to this request.
- E.** City operated hangar C-15 continues to be available for lease.
- F.** Richard Bouters reported on 2 Airport surveys received.
- G.** Brian Harrington discussed doing Ballistic Parachute training for City Personnel who may respond to an accident at the Airport.

ANNOUNCEMENTS

NEXT MEETING

MOTION

- A.** The next regular Airport Advisory Board meeting is scheduled for **February 23, 2017 at 5:30 pm** at the Airport Terminal.

ADJOURNMENT

- A.** The meeting was adjourned **6:45 pm** by **Chair Schmidt**.

Richard L. Bouters-Secretary_____

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Scott McPherson, Planning Director *SM*
Date: February 14, 2017
Subject: Public Hearing for Alley Vacation



Background

An application for the vacation of a public way has been submitted by Darrel and Marcella Hill 419 E Lincoln Street. They are requesting the alley located between their two parcels be vacated. The alley is 16.5 wide and 330 feet in length and runs between Lincoln Street and the undeveloped portion of Cedar Street east of Grant Street. The alley is undeveloped and not maintained and contains no infrastructure. There is a steep slope on a significant portion of the alley so it is unlikely that the alley would be developed for access in the future and all of the adjacent property owners have signed a petition in support of the vacation. The proposal has been reviewed by City staff and no issues or concerns were identified with the request.



Process

Before a street or alley can be vacated by the City Commission a recommendation on the proposed vacation request from the Planning Commission is required. As per Chapter 54 of the Boyne City Code of Ordinances, Article II Vacating Streets or Alleys section 54-26, after receiving the report of the Planning Commission, the City Commission shall determine whether to proceed further and if so the procedure shall be as hereinafter set forth:

- (1) The city shall have published a notice of the hearing and date of said hearing on the petition for the vacating of the street, alley, or portion thereof, by publishing the notice thereof once each week for three consecutive weeks in a newspaper printed or circulated within the city;
- (2) The city shall also cause copies of said published notice to be posted in three of the most public places within the city;
- (3) The city shall also cause to be mailed, by first class mail, a copy of said notice of hearing to those persons shown by the last known city assessor's records, to be the owners of each lot or parcel of land which abuts said street, alley, or portion thereof to be vacated; and
- (4) The city shall cause to be mailed, by certified mail, a copy of said published notice to the state treasurer and to all of the public utilities providing services in the city, if said street, alley, or portion thereof sought to be vacated is connected to a county road; then, a copy of said notice shall also be mailed to the board of county road commissioners.

Action

The Planning Commission reviewed the request at their regular meeting on December 19, 2016 and based on findings that; the alley can never be developed for though access due to topographical constraints; and, the alley is not currently maintained or plowed by the City; and, the street does not contain sewer or water mains; and, a review by City staff foresaw no future use of this portion of street for or by the City, the Planning Commission recommended the alley as requested be vacated. At the January 10, 2017 City Commission meeting the Commission reviewed the request and the report from the Planning Commission and determined that the application should proceed and directed staff to schedule a public hearing and distribute public notification in accordance with the required procedures. As directed the required public notice was distributed and a public hearing was scheduled for February 14, 2017.

Recommendation

Approve requested alley vacation as proposed.

Options

1. Do not approve the proposed alley vacation
2. Postpone action on the request pending further information
3. Other action as determined by the Commission


CITY OF BOYNE CITY
MEMO

To: Michael Cain, City Manager 
From: Barb Brooks, Harbormaster 
Date: February 10, 2017
Subject: 5 Year Recreation Plan Amendment Public Hearing (Harbor/Marina Facilities)

The DNR and Waterways Commission requires certain elements addressing marinas/harbors to be included in a communities 5 Year Recreation Plan in order to be considered for grant funding. The City does have a Marina Master Plan (written in 2005) and the marina and boat launch are mentioned in the current rec plan; however, the specific elements they want communities to discuss and evaluate are not included at this time. A description provided by the DNR/Waterways Commission of required elements is attached (pg. 10).

Input was sought from the Parks and Recreation Board (1/5/17), Planning Commission (1/16/17) and the public. A plan was drafted and reviewed by the Parks and Recreation Board and Planning Commission and then recommended for public review. Public notices were placed in the Petoskey News Review and Boyne City Gazette for each meeting and public review of the draft document. On January 18th the draft plan amendment was made available at City Hall and posted on the City's website.

At the February 6th Parks and Recreation Board meeting, the board unanimously voted to pass a resolution recommending adoption of the 5 Year Recreation Plan Amendment as presented. Both the resolution (pg. 11) and plan amendment (pg. 3-9) are attached. The proposed Recreation Plan Amendment requires a public hearing and a resolution (pg. 2) from the highest officiating body adopting the plan amendment.

Recommendation: Hold the public hearing and pass a resolution for the adoption of the 5 Year Recreation Plan Amendment incorporating the Harbor/Marina Facilities addendum as presented

Other Options:

- Pass a resolution for adoption of the 5 Year Recreation Plan Amendment incorporating the Harbor/Marina Facilities Plan with changes and/or additions
- Don't adopt the plan amendment and remain ineligible for State DNR/Waterways grants
- Postpone for additional information



RESOLUTION: _____

**CITY OF BOYNE CITY
RECREATION PLAN AMENDMENT
Resolution of Adoption**

WHEREAS, the City of Boyne City has undertaken a Five Year Parks and Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2015 and 2020, and

WHEREAS, the City of Boyne City has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

WHEREAS, the MDNR and State Waterways Commission has added specific requirements for harbors be included in the Five Year Recreation Plan, and

WHEREAS, the City proposes an amendment to the Five Year Recreation Plan to include further detail of the harbor operations, and

WHEREAS, a public input session was held January 5, 2017 and January 16, 2017 at City of Boyne City, City Hall to provide an opportunity for citizens to provide input on all aspects of the recreation needs and goals of the City's harbor operations, and

WHEREAS, a draft of the Recreation Plan Amendment was made available to the public for review and comment on January 18, 2017

WHEREAS, a public comment session was held February 6, 2017 at the Parks and Recreation meeting to provide an additional opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Plan Amendment, and

WHEREAS, the Parks and Recreation Commission unanimously passed a motion to adopt a resolution to support and recommend adoption of the Recreation Plan Amendment by the City Commission

NOW, THEREFORE BE IT RESOLVED THE City Commission of the City of Boyne City hereby adopts of the Boyne City Recreation Plan Amendment as a guideline for improving the City's harbor and recreation for the residents of the City of Boyne City,

Yeas:

Nays:

Absent:

I, Cindy Grice, City of Boyne City Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City Commission of Boyne City at a Regular Meeting thereof held on the 14th, day of February, 2017.

Signature

Date

Harbor/Marina Facilities Recreation Plan

Marketing:

- Michigan Boating Industries Association (MBIA) Membership – Actively participate in opportunities provided by MBIA to network and advertise in their publications and website
- Participate in listings provided by publications and websites such as the State/DNR, Great Lakes Scuttlebutt, etc.
- Advertise in regional publications such as Traverse the Magazine and the Boyne Area Visitors Guide.
- Local websites – Keep current information on the City of Boyne City and Chamber of Commerce websites
- Social Media – Facebook
- Clean Marina – Continue to participate in the “Clean Marina” program and preserve our certification status and adhere to and promote best practices for our marina and Lake Charlevoix

Events:

- Boyne Thunder – Home of one of the largest Poker Runs for off-shore boats in the nation. Over 100 registered participants and thousands of visitors. The event draws such a crowd that every marina on Lake Charlevoix usually books solid during the event and extends to Petoskey, Bay Harbor and Harbor Springs.
- Red Fox Regatta – A sailboat race on Lake Charlevoix that we have participated in for over thirty years drawing between 45 – 60 boats.
- Several other small boating events/races take place on Lake Charlevoix that either use the marina for a home base or a stop on their circuit.
- We also host yacht clubs, sailing clubs and other groups (big or small) traveling together who may want to stay with us as a group or host a small event.
- Boater/Marina Appreciation Day Dinner – Celebrated in August, we recognize both seasonal and transient boaters and all of our hardworking staff. It’s a great social event, the boaters and staff share favorite stories, memories and life events.
- Movie Night – Movies are shown in the evening projected on the back of the lighthouse. Everyone brings a lawn chair or blanket, snacks, etc. and enjoys a boating themed movie under the stars.
- Impromptu potlucks and special breakfasts (i.e. Father’s day – dad’s eat free, everyone else makes a donation).

Community Partnerships:

- Chamber of Commerce – The marina distributes visitors’ packets and guides to first time guests and post local events on our information board. The Chamber of Commerce keeps marina brochures in their visitor center, features the marina each year in their annual visitors guide and refers people to us on a regular basis
- Main Street Program / DDA – The Boyne Thunder Poker Run is a Main Street sponsored event that draws not only hundreds of boaters but thousands of onlookers to the area. The marina and Main Street work together through their promotions committee to provide downtown promotions and activities for boating groups and rendezvous. Shoppers dock / day docks are provided so boaters can enjoy the downtown shops and restaurants

- Boyne City Yacht Club – The marina provides a home base for several boating events/races and partner to seek out and bring in new events.
- MSU Extension Sail School Program – Provided dock space and hosted the area youth learn to sail program for 3 – 4 weeks in June
- Private Partnership – The City has taken advantage of a unique opportunity in operating a new, private marina located in close proximity to our municipal marina. The 24 slip marina was built prior to the upland portion of the development. The developer did not want to be in the business of operating a marina and it seemed like a good fit for the City to operate as it gave us additional slips, larger slips and upgraded electrical services.
- Marine Services – The marina consists of slip rental and boat launch services. For other services such as fuel and pump-out, the marina partners with a neighboring private marina (The Harborage Association). For repair and storage there are several reputable business that we recommend to our customers.
- Trailer Seasonal Storage – For local hotels, motels, condo rentals, etc. with limited parking, we offer a low cost parking option for boat trailer storage. This a partnership between the marina and the Boyne City Municipal Airport

Dredging Needs / Schedule:

- Dredging took place in 2002 due to infill from the Boyne River and to increase the depth for larger boats to come to this end of Lake Charlevoix. At the same time the dredging took place, there was also work done in the Boyne River to address future infill from the flow of the river.
- Dredging took place again in 2012 as a result of the state-wide emergency dredging due to record low water levels on Lake Michigan, not due to infill from the river.
- In 2012, a few hundred yards of dredge material was taken to a “Type II” landfill. The remaining approximately 3,000 yards of materials were hauled offsite to the City’s Wastewater Treatment site which has deed restrictions and can accept material with minimal levels of contaminate.
- Looking at past history, it is not anticipated that annual maintenance dredging is required, nor any dredging in the future for the current marina basin. There is the possibility of minor dredging in phases of the proposed marina expansion

Annual Maintenance:

- Approximately every two years an inspection of the underside of the docks is performed to assess the structural integrity.
- Deck boards are tightened and replaced an as needed basis throughout the season; however an initial inspection is done each spring.
- Regular building and grounds maintenance is performed in the spring and throughout the summer as needed.
- Electrical maintenance is performed by a licensed electrician on an as needed basis
- Aerators/Bubblers are installed each fall and run through the winter to prevent ice damage in the marina basin
- The floating shoppers dock is removed from its summer location and floated and secured in the marina basin for safe keeping over the winter.

Correct Size of Facility:

- While partnering with the Private One Water Marina Development lent itself as a unique prospect; it also provided the marina with an opportunity to test the waters of marina expansion needs. The One Water Marina consists of 24 slips; 45', 65' and 80' with a floating breakwall that provides 180' of broadside docking and some additional broadside closer to shore. The marina receives regular request for slip rentals of these docks due to their size, upgraded electrical service and proximity to downtown. They are also used for overflow when the municipal marina is full. While these docks are popular, they are not full all summer. We believe this is due to the lack of boater amenities and lack of protection provided by the floating breakwall not a clear reflection of demand.
- Lake Charlevoix and Boyne City are becoming more of a destination each year. Boyne City is a vibrant community with events and activities all year around. The region is abuzz about what is going on in Boyne City and how much it has to offer. Even though the parts of the marina are more than 40 years old, it has not lost its appeal, in fact it seems to gain more popularity each year and there are regular requests for expansion.
- Waitlist –When the State (DNR & Waterways Commission) look at expansion of recreational harbors, they are generally looking at transient demands. Seasonal demand should be considered as part of the equation as well. The makeup of current seasonal boaters and those on the waitlist are a mix of local residents and people from outside of the area; however, the majority are from all over the state and a few out of state. There are 45 people on the 2017 waitlist. These people pay a fee of \$25 to get on the list and a \$25 annual fee. The top person on the list has been on since 2005. This is an indicator of the popularity and demand for slips at the marina.

Infrastructure Replacement Needs:

- Replacement of docks and finger piers - With the exception of four (4) fixed docks that were replaced in 2013, all of the main piers and finger piers are at least 40 years old. Finger piers have been “re-skinned” on the bottom and foam replaced. The main gangways and piers underwent repairs and temporary baffles/tubs have been placed under the piers to maintain flotation. These have all been temporary fixes to extend the life of the marina while finances and expansion, renovation plans are vetted.
- Breakwall – The current breakwall was a prototype installed approximately 25 to 30 years ago and provides some wave protection, when the winds are strong and prevailing out of the west/northwest (which is common on Lake Charlevoix), the protection proves to be insufficient.
- Shoppers/Day Dock – Built new in 2013, this dock should only require regular maintenance. Replacement should be considered approximately in the year 2030. With proper care and maintenance it could last longer; however its' exposure to heavy wave action, twisting and contorting of the structure, shortens the life expectancy.
- Boat Launch – The City operates two boat launches; one adjacent to the marina and the other three blocks from the marina. The launch adjacent to the marina is a single dock with one launch lane and six vehicle w/trailer parking spaces. Due to water depth and length of the ramp and dock, it will only support smaller vessels, approximately 24' and under. The second boat launch is a single dock with two launch lanes that can accommodate most any size vessel, restroom and fish cleaning station. During the shoulder season the launch and parking area is sufficient; however, during the summer boating season neither the two lanes nor the parking lot is enough to handle the demand. Future expansion will consist of an additional one or two launch lanes, a reconfigured and expanded parking lot and renovation of restrooms and fish cleaning station.
- Utilities – Water and Electrical do not currently extend to all of the docks. The current electrical wiring providing service to the pedestals is safe and has some upgrades; however, it does not meet current

code standards. The sanitary pump-out was located upland and during times of low lake levels, it was not conducive to use so it was abandoned back in the 1990's and a portable pump-out was purchased. Portable equipment serves a purpose but has many deficiencies.

- Facilities/Buildings – Restroom size and number of stalls are sufficient. A family restroom will be a future addition during facility renovations. As the number of slips increase, additional shower/bathing rooms will be needed. Laundry facilities, a boaters lounge and expanded office and storage space will need to be considered as part of expansion.

CIP Schedule:

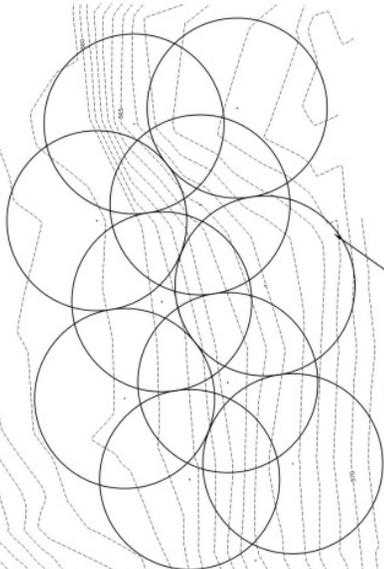
Year	Project Description	Cost Estimate	Funding Source(s)
2016/2017	Finalize engineering for marina dock renovation and expansion. Finalize pre-qualification of dock and breakwall manufacturers/builders. Determine project phasing breakdown. Line up financing		Local
2017 or 2018	Implement first phase of expansion (breakwall, docks, utilities and pump-out)	\$1,500,000	Waterways Clean Vessel Act Local Match
2019	Implement second phase of expansion/renovation including facility expansion	\$ 850,000	Waterways Local Match
2020	Boat launch improvements and Phase 3 expansion/renovation	\$1,000,000	Waterways MNRTF/Land&Water Local Match
2022	Phase 4 renovation/expansion	\$1,000,000	Waterways Local Match
	TOTAL	\$4,350,000	

Goals:

- Continue with current marketing efforts and find new ways to expand in other areas
- Remain open to and grow relationships with community partners
- Market and build on both marina and community events and remain open to new opportunities
- Expand and renovate to provide a sufficient number of slips and up to date accommodations/services. This will be accomplished by phasing the project.
- Obtain property to expand boat launch
- Maintain a positive cash flow and continue to grow fund balance
- Continue to provide a positive economic impact on the community

Objectives:

- The Boyne City F. Grant Moore Municipal Marina seeks to be the premier marina on Lake Charlevoix providing boating access, day, overnight and seasonal dockage any size vessel showcasing a facility that is sustainable, energy efficient and environmentally sensitive using Clean Marina best practices and deliver the best customer care for a one hundred percent positive recreational boating experience.
- Strengthen and support the economic impact on the parks and recreation system through recreational boating opportunities.



SCHEDULE OF SLIP ADDITIONS - BY PHASE					
SLIP LENGTH	EXISTING	PHASE I	PHASE II (DOCK "A")	PHASE III (DOCK "B")	PHASE IV (FINAL)
25'	-	-	-	-	22
30'	8	9	13	14	-
35'	4	-	-	-	-
40'	4	-	12	12	-
45'	15*	-	-	-	-
50'	6*	-	9	-	-
60'	3*	-	-	-	7
80'	-	-	-	-	2
TOTAL SLIP COUNT BY PHASE	40	9	34	26	31
TOTAL BROADSIDE MOORING	-	-	-	78*	58*
PUMP OUT	-	-	-	-	70*
SWING MOORING	-	-	-	-	10

** ACTUAL LENGTH OF BERTH MAY NOT BE FULL LENGTH OF SLIP AS INDICATED HERE.

SCHEDULE OF SEASONAL SLIPS - OVERALL					
SLIP LENGTH	EXISTING	PHASE I	PHASE II (DOCK "A")	PHASE III (DOCK "B")	PHASE IV (FINAL)
25'	-	-	-	-	22
30'	8	16	29	35	35
35'	4	4	4	-	-
40'	4	4	16	23	23
45'	15*	14	14	8	-
50'	6*	2	11	9	9
60'	3*	-	-	-	7
80'	-	-	-	-	2
TOTAL SLIP COUNT	40	40	74	75	98
TOTAL BROADSIDE MOORING	-	-	-	78*	136*
PUMP OUT	-	-	-	-	70*
SWING MOORING	-	-	-	-	10

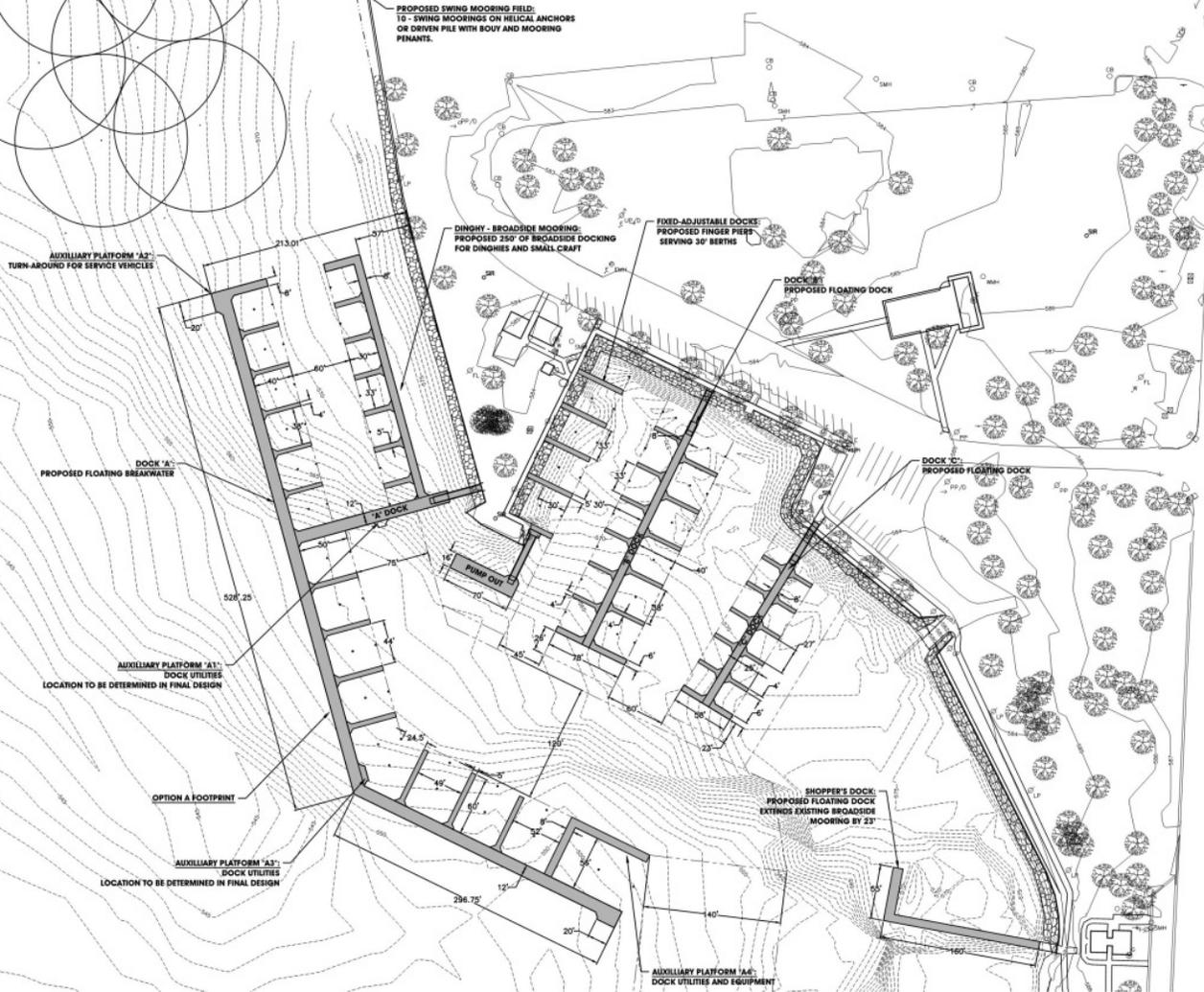
** ACTUAL LENGTH OF BERTH MAY NOT BE FULL LENGTH OF SLIP AS INDICATED HERE.

SLIP DIMENSION TABLE			
SLIP LENGTH	FENDER PILE	DOUBLE-LOADED SLIP WIDTH	
		PROPOSED	PROPOSED
25'	NO	4'	27*
30'	YES	4'	33*
40'	YES	4'	36*
50'	YES	4'	44*
60'	YES	5'	48*
80'	YES	6'	56*

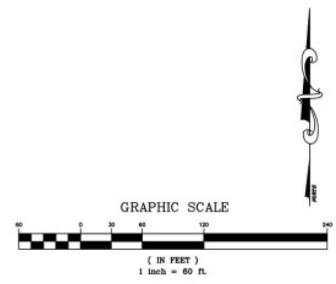
NOTES:

UNLESS OTHERWISE INDICATED, THE DIMENSIONS INDICATED IN THIS TABLE ARE TAKEN FROM THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MNR) PARKS & RECREATION BUREAU HARBOR DEVELOPMENT STANDARD GUIDANCE.

* - DIMENSION RECOMMENDATIONS BASED ON TOBIASSON AND KOLLMAYER, "MARINAS AND SMALL CRAFT HARBORS, SECOND EDITION."



PHASE IV MARINA IMPROVEMENTS WITH PUMP OUT AND SWING MOORINGS



ABONMARCHÉ
CONSULTANTS INC.
15 West Park Street
Ann Arbor, MI 48103
Tel: 734.769.2295
Fax: 734.769.2037

F. GRANT MOORE
MUNICIPAL MARINA
CITY OF BOYNE CITY, MI

PROPOSED MARINA LAYOUT
OVERALL MARINA PLAN
OPTION "C"

DRAWN BY: DIAL/DAD/TRI
DESIGNED BY: DAD
PM REVIEW: CJC
GAGS REVIEW: CJC
DATE: 09-23-2013

SIGNATURE: _____
DATE: _____

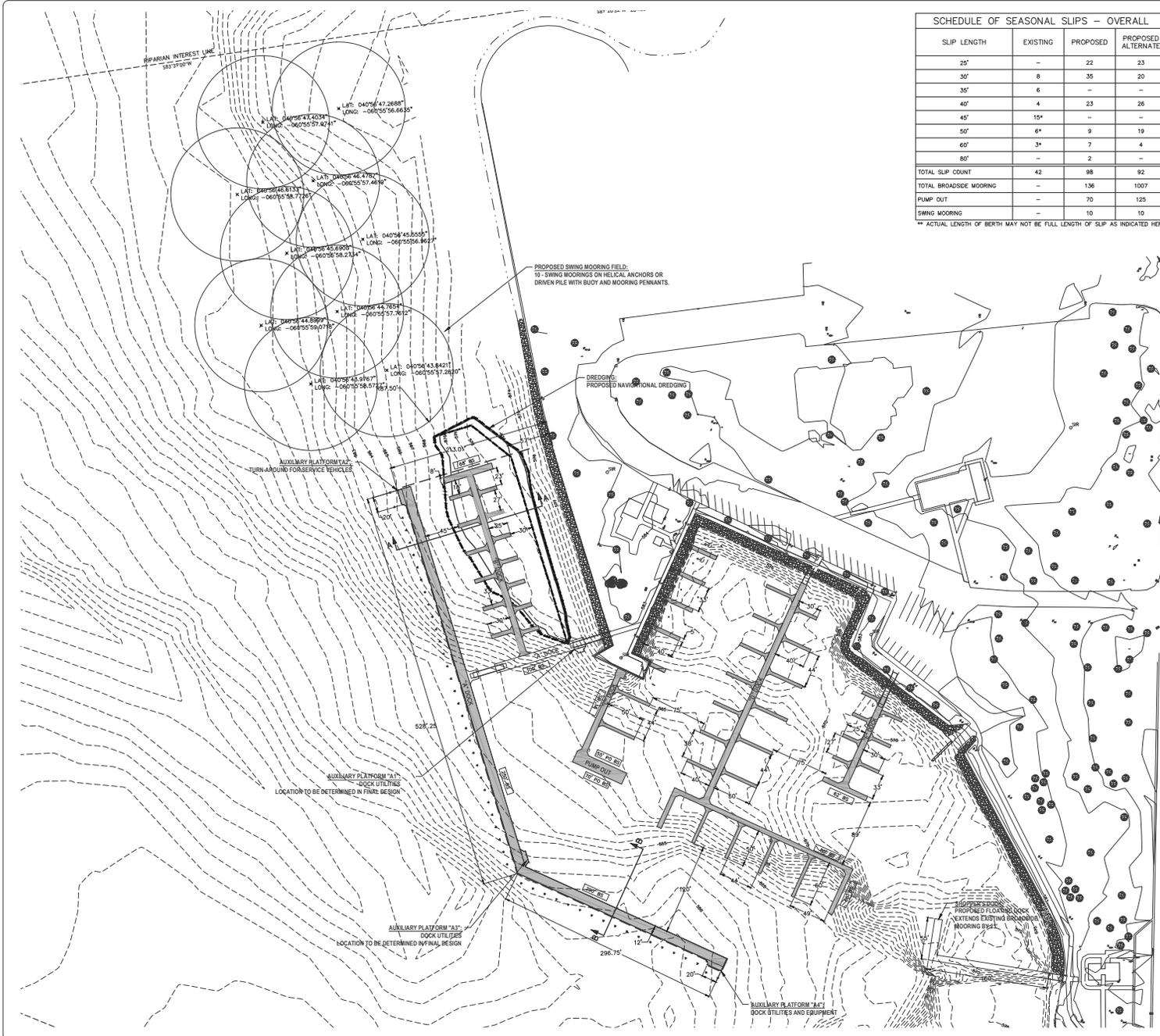
HARD COPY IS INTENDED TO BE 24" x 36" WHEN PLOTTED. SCALES INDICATED AND GRAPHIC QUALITY MAY NOT BE ACCURATE FOR ANY OTHER SIZES.

SCALE: HORIZ: 1"=60'
VERT: N/A

ADJ JOB # 12-0842

SHEET NO. 1 of 1

NO.	REVISION DESCRIPTION	BY	DATE



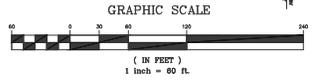
SCHEDULE OF SEASONAL SLIPS - OVERALL			
SLIP LENGTH	EXISTING	PROPOSED	PROPOSED ALTERNATE
25'	-	22	23
30'	8	35	20
35'	6	-	-
40'	4	23	26
45'	10*	-	-
50'	6*	9	19
60'	3*	7	4
80'	-	2	-
TOTAL SLIP COUNT	42	98	92
TOTAL BROADSIDE MOORING	-	136	1007
PUMP OUT	-	70	125
SWING MOORING	-	10	10

** ACTUAL LENGTH OF BERTH MAY NOT BE FULL LENGTH OF SLIP AS INDICATED HERE.

SLIP DIMENSION TABLE			
SLIP LENGTH	FENDER PILE	DOUBLE-LOADED SLIP WIDTH	
		PROPOSED	PROPOSED
25'	NO	4'	27*
30'	YES	4'	33*
40'	YES	4'	38*
50'	YES	4'	44*
60'	YES	5'	49*
80'	YES	6'	56*

NOTES:
 UNLESS OTHERWISE INDICATED, THE DIMENSIONS INDICATED IN THIS TABLE ARE TAKEN FROM THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNR) PARKS & RECREATION BUREAU HARBOR DEVELOPMENT STANDARD GUIDANCE.
 * - DIMENSION RECOMMENDATIONS BASED ON TOBIASSON AND KOLLMAYER, "MARINAS AND SMALL CRAFT HARBORS, SECOND EDITION."

PROPOSED MARINA IMPROVEMENTS WITH FUEL DOCK AND SWING MOORINGS



F. GRANT MOORE
 MUNICIPAL MARINA
 CITY OF BOYNE CITY, MI

MARINA EXPANSION PLAN
 OVERALL MARINA LAYOUT
 ALTERNATE LAYOUT

DESIGNED BY: DJL/DAD/TRI
 DAD
 DATE: JUNE 2016

SIGNATURE: _____
 DATE: _____

HARD COPY IS INTENDED TO BE 24 X 36 WHEN PLOTTED. SCALES INDICATED AND GRAPHIC QUALITY MAY NOT BE ACCURATE FOR ANY OTHER SIZES.

SCALE: HORIZ: 1"=40'
 VERT: N/A
 ACCESS # 15-0994

SHEET NO. 1 of 1

OVERALL SLIP COUNT COMPARRISON

SLIP LENGTH	EXISTING	PROPOSED	PROPOSED ALTERNATE
25'	–	22	23
30'	8	35	20
35'	6	–	–
40'	4	23	26
45'	15*	–	–
50'	6*	9	19
60'	3*	7	4
80'	–	2	–
TOTAL SLIP COUNT	42	98	92
TOTAL BROADSIDE MOORING	–	136	1007
PUMP OUT	–	70	125
SWING MOORING	–	10	10

** ACTUAL LENGTH OF BERTH MAY NOT BE FULL LENGTH OF SLIP AS INDICATED HERE.

Waterways Program Grants

Please note that now all harbor grant applications for the Waterways program will require:

- **A Recreation Harbor/Marina Facilities 5 year Recreation Plan which shall include the following:**
 - **A description of how your community intends to address recreational plan elements like correct size of facility, marketing/events/partnering plans, dredging needs, dredging cycles (how often), dredge volume, and disposal location. Also, please address infrastructure replacement schedules, annual maintenance schedules and replacement or habilitation schedules of large investments like docks, buildings, etc. A brief description is acceptable and may be covered in the goals and objectives and the action program.**



CITY OF BOYNE RECREATION PLAN

Resolution for Recommendation of Adoption City of Boyne City

WHEREAS, the City of Boyne City has undertaken a Five Year Parks and Recreation Plan which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2015 and 2020, and

WHEREAS, the City of Boyne City has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community, and

WHEREAS, the MDNR and State Waterways Commission has added specific requirements for harbors be included in the Five Year Recreation Plan, and

WHEREAS, the City proposes an amendment to the Five Year Recreation Plan to include further detail of the harbor operations, and

WHEREAS, a public comment session was held January 5, 2017 and January 16, 2017 at City of Boyne City, City Hall to provide an opportunity for citizens to provide input on all aspects of the recreation needs and goals of the City's harbor operations, and

WHEREAS, a draft of the Recreation Plan Amendment was made available to the public for review and comment on January 18, 2017

WHEREAS, a public input session was held February 6, 2017 at Boyne City, City Hall 364 North Lake Street, to provide an additional opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Plan Amendment, and

NOW, THEREFORE BE IT RESOLVED THE Parks and Recreation Commission of the City of Boyne City hereby recommends the adoption of the Boyne City Recreation Plan Amendment to be incorporated into the current Five Year Recreation Plan.

Yeas: Four (4)
Nays: None
Absent: Three (3)

I, Barb Brooks, City of Boyne City, Charlevoix County, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the City Commission of Boyne City at a Regular Meeting thereof held on the 6th day of February 2017.

Recording Secretary



City of Boyne City

MEMO

Agenda Item 9B

TO: Michael Cain, City Manager *Mc*
FROM: John M Lamont, EMS Director
DATE: February 10, 2017
RE: EMS Cooperative agreements – City of Charlevoix

I would request that two agreements go before the City Commission are for their consideration.

First: Mutual Aid with the City of Charlevoix for supportive Emergency Medical Services (p 2-4). In the event of a catastrophic event in either community our agencies will provide coverage and support to the each other at no cost to the recipient community. Example Boyne City EMS has this same agreement with Emmet County EMS, when the fire occurred at Boyne Highlands our service sent trucks and crew to support the delivery of emergency medical service. Recently with the fires in Charlevoix we as an agency have been requested to back up their service, and we have, this agreement provides written understanding that as a provider of emergency medical services we will back each other as requested. The proposed agreement is similar to agreements we have with other nearby EMS providers. We would propose changing our entity on the signature page to the 'City of Boyne City' and possibly add addresses for both parties (see * on p 4).

Second: A Memo of Understanding (MOU) (p 5-6) is presented to the City Council that allows the two agencies to collaborate in assuring system development and sharing where appropriate Emergency Medical Services. Rural community s are ever challenged in meeting and delivering services in their communities, whether, it is staffing, training, regulatory compliance and or funding. In order to continue to provide a sustainable service into the future, agencies are going to find that working together to meet our challenges collaboration will provide a platform to build upon. We are hopeful that thru this MOU we will be able to develop even stronger services in both communities while at the same time saving money thru greater efficiencies.

Both agreements were presented to and approved by the Charlevoix City Council at their regular February 6th meeting.

We anticipate no significant cost increases as a result of the adoption of these agreements. Long term we believe they may help deliver improved services and cost savings.

RECOMMENDATION: It is my recommendation to the Boyne City City Commission that both the EMS Mutual Aid Agreement and the Memorandum of Understanding with the City of Charlevoix be approved as noted and authorize the City Manager to execute them on behalf of the City.

Options:

- 1) Postpone one or both of the agreements for additional information or consideration.
- 2) Modify one or both of the agreements.
- 3) Deny one or both of the agreements.
- 4) Other alternatives as determined by the City Commission.

AMBULANCE SERVICE MUTUAL AID AGREEMENT

For the purpose of rendering mutual aid in delivering medical care, the undersigned services hereby enter into a mutual aid agreement upon the following terms and conditions:

Section 1. Definitions:

- a. "Requesting Agency" shall mean the Agency requesting aid
- b. "Responding Agency" shall mean the Agency affording or responding to a call for aid

Section 2. Mutual Aid and Contingency Agreement

The members of Charlevoix Fire and EMS Department's and Boyne City Ambulance Service mutually agree to provide mutual aid and contingency service to each other pursuant to this Agreement.

Section 3. Authority to Respond to Provide Assistance

- a. The authority to make requests for assistance or to provide aid under this Agreement shall reside with the requesting Agency's command personnel and/or command designee. Either Agency shall have the right to request assistance from the other Agency subject to the terms and conditions of this Agreement.
- b. The Emergency Dispatch Center (EDC) will page out the next closest Agency if the primary Agency is unavailable for any reason. Agencies are empowered to set up automatic aid protocols through the EDC for specific circumstances in their service area.

Section 4. Requesting Assistance

An Agency may request assistance from the other Agency if the requesting Agency is unavailable and assistance is determined to be necessary by the requesting Agency because of the existence of an emergency.

Upon request, a responding Agency shall inform the requesting Agency of its ability to respond to the request. The final decision on whether to provide assistance shall be solely that of the responding agency.

Section 5. Personnel and Equipment Provided

The requesting Agency shall include in its request for assistance, the amount and type of equipment. Also, specify the location where the personnel and equipment is needed. The final decision on the amount and type of equipment needed shall be solely that of the responding Agency.

The responding Agency shall be immune from any liability in connection with all acts associated herewith to the full extent provided by law. No Agency shall make any claim against another Agency for refusal to send the requested personnel or equipment.

Section 6. Command and Control at the Emergency Scene

All Agencies have established Incident Command System (ICS) Standard Operating Procedures (SOPs), and will implement them on all incidents involving mutual aid or contingency responses. The responding Agency's personnel and equipment shall report to the Incident Commander or other appropriate officer of the requesting Agency. The responding Agency will report to Incident Command for briefing and assignment.

The responding Agency's personnel and equipment shall be released by the requesting Agency when their services are no longer required or when the responding Agency's resources are needed in their response area.

It is understood that the purpose of this section is to maintain order at the emergency scene and shall not be construed to establish an employee/employer relationship,

Section 7. Reporting and Record Keeping

Each Agency shall maintain its own individual patient care reports.

Section 8. No Reimbursement for Costs

No agency shall be required to reimburse any other Agency for the cost of providing the services set forth in this Agreement for mutual aid services, except as provided in Section 9. Each Agency shall pay its own costs (i.e. salaries, repairs, materials, compensation etc.) for responding for requests for mutual aid or contingency response.

Section 9. Fees for Ambulance Services

Agencies providing ambulance transport or other services normally billed for will be entitled to their normal fees for service and are responsible for their own billing, insurance filing and collection.

Section 10. Liability

Each requesting Agency hereby waives all claims against each responding Agency for compensation for any property loss or damage and/or personal injury or death occurring as a consequence of the performance of this Agreement. The responding Agency assumes all liability and/or cost of damage to its equipment and the injury or death of its personnel when responding or performing under this Agreement.

Section 11. Insurance

Each Agency shall procure and maintain such insurance as is required by applicable federal and state law and as may be appropriate and reasonable to cover its staff, equipment, vehicles, and property, including liability insurance, workers' compensation, automobile liability, and property damage.

Section 12. Conflict Resolution

From time to time, personnel from one Agency or another may have some concerns or questions regarding this Agreement or the working relationship of the parties. Should any such

Issue arise, they should be dealt with by the Agency's chain of command to provide answers or resolution.

Section 13. Term of Agreement

This agreement shall be in full force and effect upon execution by all Agencies hereto. This Agreement shall remain in effect for a period of one (1) year and shall renew automatically each year unless cancelled by any Agency by giving thirty days written notice. This Agreement may be amended by agreement of all the Agencies.



Boyne City Ambulance Service
a home rule city

City of Charlevoix,
a home rule city

By: _____
Michael Cain, City Manager

By: _____
Mark L. Heydlauff, City Manager

Date: _____

Date: _____

**Memorandum of Understanding for EMS Collaboration
between the City of Boyne City and the City of Charlevoix**

This Memorandum of Understanding (hereinafter referred to as "MOU") is made and entered into by and between the City of Boyne City, a Michigan municipal corporation whose address is 319 N Lake St, Boyne City, MI 49712 and the City of Charlevoix, a Michigan municipal corporation, whose address is 210 State St., Charlevoix, MI 49720.

Purpose

The parties recognize their individual and unique obligations and responsibilities to serve their constituents but recognize there are many ways to collaborate, cooperate, and otherwise find efficiencies in the delivery of advanced life support services in Charlevoix County.

Term

This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and shall extend until one or both parties cancel the agreement.

Responsibilities and Obligations

The parties mutually agree to offer aid, support, and training, where reasonable and beneficial to both parties. The parties will consider how staffing between both parties can be shared and how scheduling can be optimized. The parties will review policies, procedures, quality assurance, and billing functions to find any and all improvements and efficiencies that can be made. The parties will also review whether cooperative purchasing of supplies and equipment is feasible, practical, and economical.

Beyond those services shared under a mutual aid agreement executed between the parties, services rendered by either party to the other shall be invoiced at cost in a cooperative arrangement.

Parties shall continue to be solely and individually responsible for all aspects of their respective EMS services. This MOU notwithstanding, the parties may enter further service sharing and collaborative relationships as they may mutually agree.

General Provisions

Amendments Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU, which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

Applicable Law The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of Michigan. The courts of the State of Michigan shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the Michigan.

Entirety of Agreement This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

Severability Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.

Governmental Immunity The Emergency Medical Services (EMS) and their respective governing bodies do not waive their governmental immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

Third Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of a third party beneficiary, and this MOU shall not be construed so as to create such status. The rights, duties and obligations contained in this MOU shall operate only between the parties to this MOU, and shall inure solely to the benefit of the parties to this MOU. The provisions of this MOU are intended only to assist the parties in determining and performing their obligations under this MOU. The parties to this MOU intend and expressly agree that only parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

For the City of Boyne City:

By: Michael Cain
Its: City Manager

Date

City of Charlevoix

By: Mark L. Heydlauff
Its: City Manager

Date



City of Boyne City

MEMO

Agenda Item 9C

Date: February 10, 2017

To: Mayor Neidhamer and the Boyne City City Commission

From: Michael Cain, City Manager 

Subject: Museum Planning and Design Bids

On Monday, February 6th at 3:00 p.m. bids were open for the provision of Museum Planning and Design Services. Five bids were received and as reflected on the attached Bid Tabulation page prices ranged from an apparent low of \$32,800 to an apparent high of \$70,725. Copies of the request for proposals and all the bids received are available at City Hall for review.

The bids are currently under review by the subcommittee that has been working on this matter. As has been previously discussed with the Commission it is felt that with the new Museum space being developed as part of the City Facilities project that there is an opportunity for a truly new beginning for telling Boyne's story. Seeking these proposals to help chart the Museum's future, both conceptually and physically, is an important first step.

This project was not anticipated or budgeted for as part of the City Facilities project. Other than a small amount of potential savings from not doing some of the proposed work in the Museum space, no money has been set aside for this work. The group is exploring fundraising opportunities to help offset these costs.

At this time I am requesting that time be set aside on Monday's agenda in anticipation of a recommendation coming forward from the appropriate bodies dealing with this topic. Any recommendation developed will be presented at the earliest opportunity for the City Commission's consideration and possible action.

RECOMMENDATION: That time be set aside for possible consideration and action on a pending recommendation regarding the award of a contract for Museum Planning and Design Services.

February 2017

February 2017							March 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	1	2	3	4	5	6	7	1	2	3	4
12	13	14	8	9	10	11	12	13	14	8	9	10	11
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28					26	27	28	29	30	31	

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		February 1	2 6:00pm Parks & Rec	3	4
					5
6	7	8	9	10	11
					12
13	14	15	16	17	18
	Valentine's Day (United States) Winter Tax Due Date 7:00pm City Commission		8:30am Main Street Board mtg. 5:00pm CC & PC Training Session (St. Matthew's Church) 5:00pm Historic District		19
20	21	22	23	24	25
President's Day (United States) 5:00pm Planning Commission			5:30pm Airport Advisory Board		26
27	28				
	12:00pm City Commission				

March 2017

March 2017						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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