City of Boyne City
Founded 1856

319 N. Lake Street Boyne City, Michigan 49712 Phone 231-582-6597
www.cityofboynecity.com Fax 231-582-6506

AGENDA

BOYNE CITY PLANNING COMMISSION

Monday February 17, 2020 5:00 p.m.

Boyne City Hall

Scan QR code or go to
www.cityofboynecity.com
click on Boards & Commissions for complete agenda packets & minutes for each board

1. Call to Order
2. Roll Call - Excused Absences
3. Consent Agenda

   The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be acted upon 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 to be addressed immediately following action on the remaining consent agenda items. Such requests will be respected.

   Approval of minutes from the January 20, 2020 Boyne City Planning Commission meeting.

4. Hearing Citizens Present *(Non-Agenda Items)*
5. Reports of Officers, Boards, Standing Committees
6. Unfinished Business
7. New Business
   A. 301 Air Industrial Drive Development Plan Review.
   B. 2020-2025 Capital Improvement Plan Review.
   C. 2019 Planning and Zoning Report
8. Staff Report
9. Good of the Order
10. Adjournment – Next Meeting <u>March 16, 2020</u>

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

Approved:

Meeting of January 20, 2020	Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday January 20, 2020 at 5:00 pm.
Call to Order	Chair Place called the meeting to order at 5:01 p.m.
Roll Call	Present: Larry Chute, Monica Kroondyk, Skylar MacNaughton, Nichole Moblo, Tom Neidhamer, Rose Newton, Aaron Place and Jeff Ross Absent: None Vacancy: One
Meeting Attendance	City Officials/Staff: Planning and Zoning Director Scott McPherson and Recording Secretary Pat Haver Public Present: Two
Consent Agenda Motion	**2020-1-20-3** **Chute moved, Ross seconded, passed without being unanimous,** a motion to approve the consent agenda, the Planning Commission minutes from December 16, 2019 as presented. Newton had some questions about these and previous minutes and was advised that the best thing to do to discuss them is to pull them from the consent agenda and be placed at the bottom of new business, or can make comments at the Good of the Order.
Citizen comments on Non-Agenda Items	None
Reports of Officers, Boards and Standing Committees	Planning Director McPherson indicated that the Marijuana Taskforce has met and set another meeting for Monday, January 27, 2020 at 5:30 pm to continue discussion and will be looking at the next steps for a public input session.
Unfinished Business	None
New Business **Great Lakes Energy Preliminary Development Plan Review**	Planning Director Scott McPherson reviewed his staff report included in the agenda packet then turned the meeting over to representatives from Great Lakes Energy for their preliminary project presentation. The city's EDC/LDFA boards met last week, and were given a presentation and found the proposed designs exciting. **Steve Drake Chief Financial Officer for Great Lakes Energy** – Gave the board an update on the growth of the Co-op this past year; the expansion is due to several mergers that occurred, hiring additional employees, the TrueStream division and growth in general. Their coverage area is from the Mackinaw Bridge down to Kalamazoo, and we are fortunate to have the corporate offices stay in Boyne City. Part of the building expansion is due to the additional employees, True Stream operations, the need for larger truck bays and mechanics bays for the additional trucks, additional staff orrices, and additional storage for supplies and poles and conference and meeting rooms. As of today, several employees are in cubicles, where ever there was available space. Great Lakes purchased the two properties next door and recently purchased a 6,000 square foot building in the Business Park. The property runs from their current location back to the airport; so building expansion and additions will not impede on any neighboring properties. We anticipate Spring of 2020 to begin construction in the TrueStream Boyne service area. **Nick Liebler: White & Liebler architects firm** – Reviewed the proposed plan and layout with the board. Expansion will be done in phases; they are still working out some

details. The parking lots will be relocated; they have indicated screening for the new employee entrance, location for a pollinator garden to be installed and additional landscaping is still in the design phase and needs to be finalized. In the southwest corner of the recently acquired property is a weather event overflow area that will be grass, however, used when additional service truck parking is required during a power outage event. The areas that are not parking lots will be a crushed limestone to assist in drainage. New gates will be installed, and the entrances/exits onto Altair Drive will be used to funnel truck traffic in and out. They will have designated parking for E-cars with plugin ports. The new office building (Design D) will be 2 stories and will match as closely as possible the existing office building. By this design, they are hopeful in hiding some of the existing Kirtland operations. By putting the truck storage off of the roadway and behind the existing buildings, they will keep the aesthetics of the current building, and not see a large facility with a lot of overhead doors facing the roadway. With the redesign of the parking lots, utilization of the existing curb cuts for access may or may not work, depending on the access points across the street; need to keep them across from each other for less traffic congestion.

Chute – Will there be a deceleration or passing lane for people to use turning in?

McPherson – That is an MDOT permitting truck line; not sure if anything will be installed

MacNaughton – Will this give you all of the room you need for expansion?

Liebler – We are designing the complex with future expansion in mind if necessary.

Neidhamer – Your power requirements are they currently Consumers Energy or Great Lakes Energy? **Drake** – We are currently requesting to serve our own facilities from Consumers Energy.

A sliver portion of the facility complex falls within Evangeline Township and Drake indicated that it was the company's plan to request annexation into the city. Assistant Planning and Zoning Administrator Kilkenney will talk with the Evangeline Township Planning Commission and possibly administratively can work on annexing that parcel into the City.

The popular lineman program for the high school will continue and will remain staged at the Chanda Yard. Chute asked if the 35 foot building height was too restrictive, and McPherson indicated that no height variances had been requested and Liebler indicated that the plans fall well within the requirements.

The proposed plans are exciting, nice looking, and a huge benefit to the city.

Staff Report

- The City Commission adopted the 5 year Recreation Plan; allowing us to be more competitive with grant funding
- Avalanche and Open Space planning continues to evolve
- SAW data has arrived. This information comes from months of mapping, labeling, scoping and identifying sanitary and storm sewer assets. It gives the city current location plans for the system. Equipment and software training of staff will begin probably in February of 2020. The operators for the Water/Wastewater department will have iPads to use in the field to identify locations of valves, corners and run lines; making it more efficient locating and ultimately identifying lines for repair.
- There will be a Dangerous Building Hearing January 21, 2020 at 4:30 pm for 806 Thompson St.
- There will be a meeting on the International Property Maintenance Code January 21, 2020 at 5:30 pm. Please feel free to attend either or both of these meetings. Chute wanted to know if there was a way to consider adding amended language to the IPMC for extra "junk" left in yards, ie: lawnmowers, trash or just general junk. McPherson indicated that he wanted to check with the city's legal counsel to see if there was something that could meet those needs in addition to the code; however, our Zoning Ordinance has provisions for such matters for staff to utilize.

Good of the Order

- Newton – Has a copy of Roberts Book of Rules trying to better acquaint herself with running governmental/nonprofit meetings and her volunteer services. She has a concern that statements that are included in the minutes are not indicating the entire breath of the conversations, this board knows what was said, however, could be a misrepresentation of the full conversation and taken incorrectly now and possibly in the future by someone not in attendance. For example, the December 16, 2019 minutes under Good of the Order, bullet point number three, the second sentence that reads "Short term rentals are taking up a lot of the usable housing options" if we do regulations on them in the future, she is afraid of what it looks like to someone not at the meeting at the time of discussion. How does someone go about making sure that their opinions are also included in the minutes if in opposition? McPherson indicated that at the time of adopting the minutes, if something is missing, is the time to indicate that you want to correct the minutes, and then what ever is found to be missing can be incorporated into the minutes. We can't correct statements that weren't made or that were implied. If anyone has an objection to a consent agenda item, they can ask to have it pulled for future discussion, then if indicated a motion to correct the minutes can be made.
- With short term rentals staff plans on having a discussion with the city commission about the task of identifying impacts of those and take direction on how they want to proceed, whether they will refer back to planning commission to develop an ordinance or whatever task they may provide. It was noted that Chute addressed the city commission at their last meeting as a citizen of the city and not as a planning commissioner, under public comment on short term rentals.
- In your packet were copies of upcoming training opportunities; if you are interested in attending the Planning Department has a small budget to assist in the registration; please let Scott know. Through MSU Extension, the Citizen Planner webinar classes, are available for members to take and are very informative.
- Newton wanted to know the status of the Lofts on Lake Street project. McPherson indicated that they are continuing to pursue Brownfield funding through the state; however, believes that site demolition will begin in the spring.
- A couple of members are receiving the Michigan Planner Magazine; others are not; staff will update the mailing list.
- Monica Kroondyk and Rose Newton will not be available for the February meeting

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, February 17, 2020 at 5:00 p.m.

Adjournment
****Motion**

2020-1-20-10
Neidhamer moved, MacNaughton seconded, PASSED UNANIMOUSLY a motion to adjourn the January 20, 2020 meeting at 5:56 pm

Chair Aaron Place

Recording Secretary Pat Haver

CITY OF BOYNE CITY

To: Chair Aaron Place and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: February 17, 2020

Subject: 301 Air Industrial Park Development Plan Review

BACKGROUND

An application has been submitted for development plan review for building additions to the Great Lakes Energy Building located at 301 Air Industrial Park Dr. The property is a 1-acre parcel located in the Planned Industrial District (PID) and the application is to construct a 5,400 sqft building addition onto the existing facility. A 60' x 90' addition on the west side of the building is proposed for additional cold storage.

DISCUSSION

The proposed use is a principal allowed use in the PID district and the proposed site plan is in compliance with all ordinance requirements of BCZO section 20.20 in regards to building placement, size, height and lot coverage. Section 13.40 and 22.30 of the BCZO establishes the design standards for buildings located in the PID district and the proposed complies with the applicable design criteria and the building is similar in character to existing building. The existing driveway layout and site drainage will not be changed. The existing parking currently exceeds ordinance standards and the proposed addition is not anticipated to add additional parking demands.

PROCESS

The application requires development plan review as per article 19 Development Plan Requirements.

RECOMMENDATION

The Planning Commission should then review the development plan requirements. On each item of the findings the Commission needs to make a determination based on the relevant facts if the standard is met, not met or met with conditions. The Planning Commission can approve the application, approve the application with conditions or deny the application. If approved with conditions the conditions must be listed, if denied the reasons for denial must be stated.

Site Plan Review Application
SKETCH PLAN REVIEW

Boyne City Planning Commission
319 N. Lake Street
Boyne City, Michigan 49712-1188
(231) 582-0343
www.boynecity.com

Applicant Name: COLWELL WANGEMAN CONSTRUCTION, INC.
Street Address: 401 OLD STATE RD
City: BOYNE CITY State: MI Zip-Code: 49712
Phone Number (s): 231-347-8112 E-mail: CWC@RACC2000.com

Property Owner's Name: GREAT LAKES CONNECTION
Street Address: 301 AIR INDUSTRIAL DR.
City: BOYNE CITY State: MI Zip-Code: 49712
Phone Number (s): 231-675-3835

Project Location: Street Address: 301 AIR INDUSTRIAL DR.
Property ID Number: 15-051- 300-008-00

I / We request: SKETCH PLAN APPROVAL FOR GREAT LAKES CONNECTION 5,400 SFT BUILDING ADDITION

*As an illustration of this request, I/we have attached a site plan(s) of the premise drawn to scale showing the location of **all** existing and proposed structures, improvements, and uses on the property as well as any information required by ordinance.*

I/we understand and agree, upon execution and submission of this application, that I/we agree to abide by all provisions of the City of Boyne City Zoning Ordinance as well as all procedures and policies of the City of Boyne City Planning Commission as those provisions, procedures, and policies relate to the handling and disposition of this application; that the above information is true and accurate to the best of my/our knowledge; and that a filing fee is due with this application.

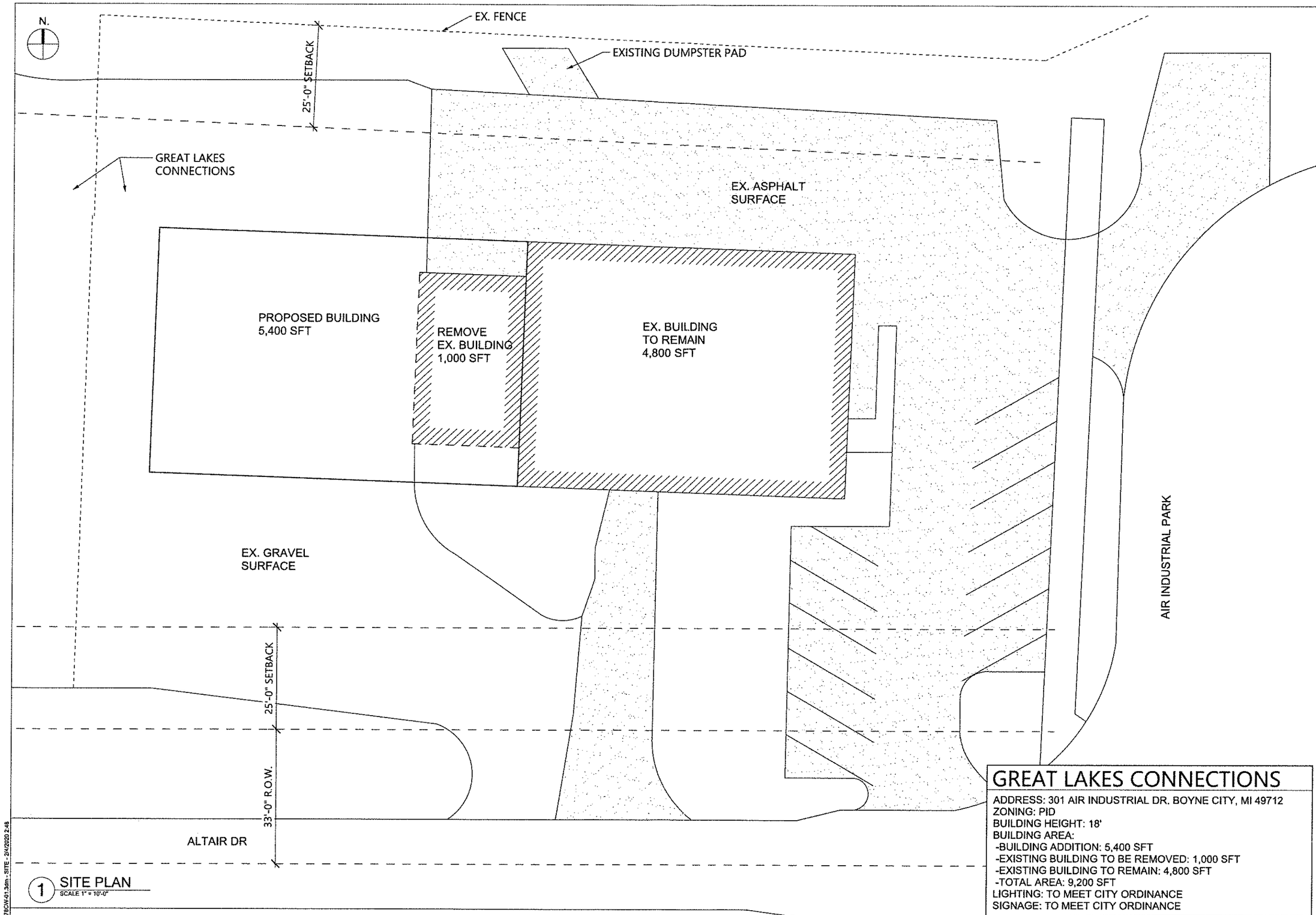
JAY B. WANGEMAN — 2.3.2020
Applicant *(Printed Name)* — *Signature* — *Date*

JEFF GRILL — 2/3/20
Property Owner *(Printed Name)* — *Signature* — *Date*

Application and filing fee received 2/10/20

Receipt Number

Received by



1 SITE PLAN
SCALE 1" = 10'-0"

GREAT LAKES CONNECTIONS

ADDRESS: 301 AIR INDUSTRIAL DR. BOYNE CITY, MI 49712
ZONING: PID
BUILDING HEIGHT: 18'
BUILDING AREA:
-BUILDING ADDITION: 5,400 SFT
-EXISTING BUILDING TO BE REMOVED: 1,000 SFT
-EXISTING BUILDING TO REMAIN: 4,800 SFT
-TOTAL AREA: 9,200 SFT
LIGHTING: TO MEET CITY ORDINANCE
SIGNAGE: TO MEET CITY ORDINANCE

COLWELL WANGEMAN CONSTRUCTION, INC.
401 OLD STATE RD. BOYNE CITY, MI 49712 (231) 347-8132 FAX (231) 497-5044

BUILDING OWNER
GREAT LAKES CONNECTION

PROJECT ENGINEER
Johnston Engineering LLC
Ryan J. Johnston, P.E. licensed engineer
6817 HEDRICK RD HARBOR SPRINGS, MI 49740 231-242-0609

2/4/2020

SITE PLAN
RELEASE FOR REVIEW

DRAWN BY: Charlevoix Design Services, Inc. - Jacob Wimmer
DATE: 2/4/2020

SHEET
SP1

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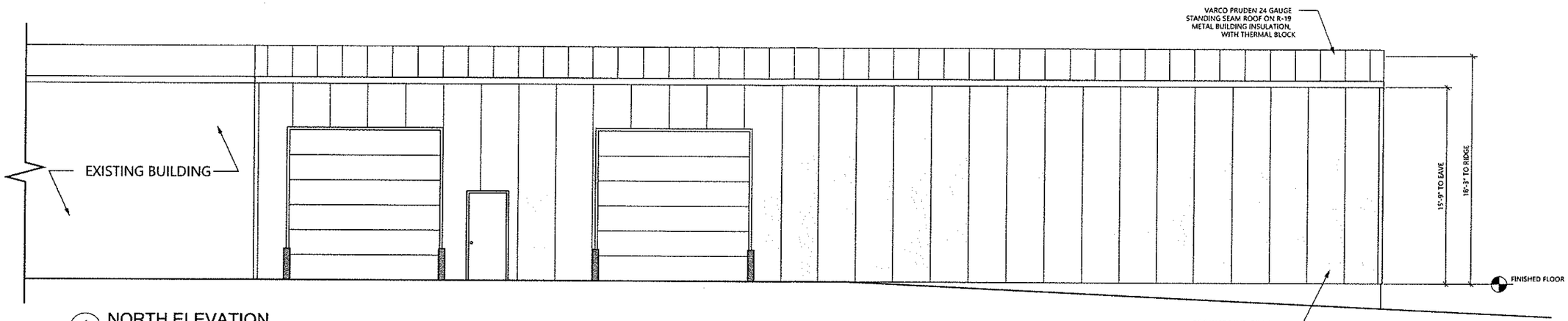
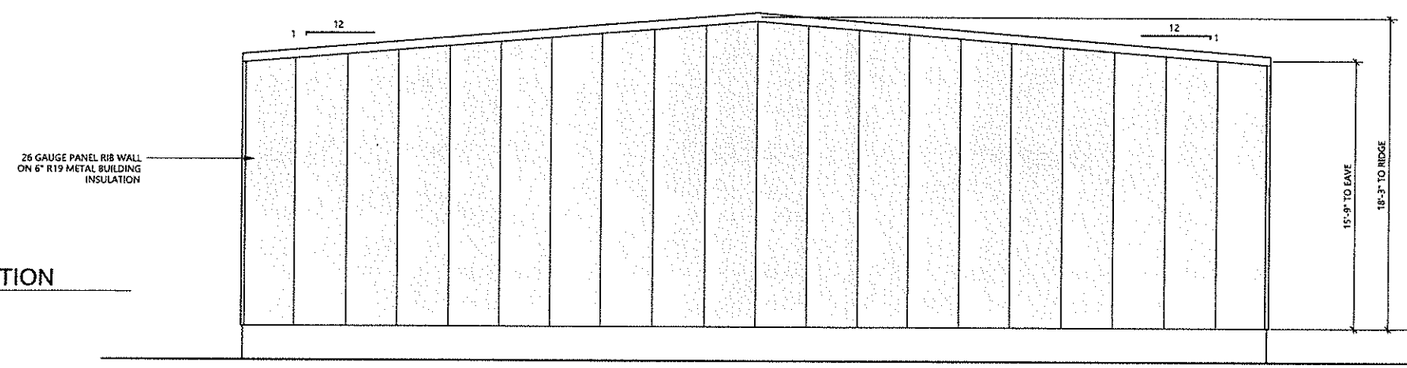


1 NORTH ELEVATION
SCALE 1/4" = 1'-0"



2 WEST ELEVATION
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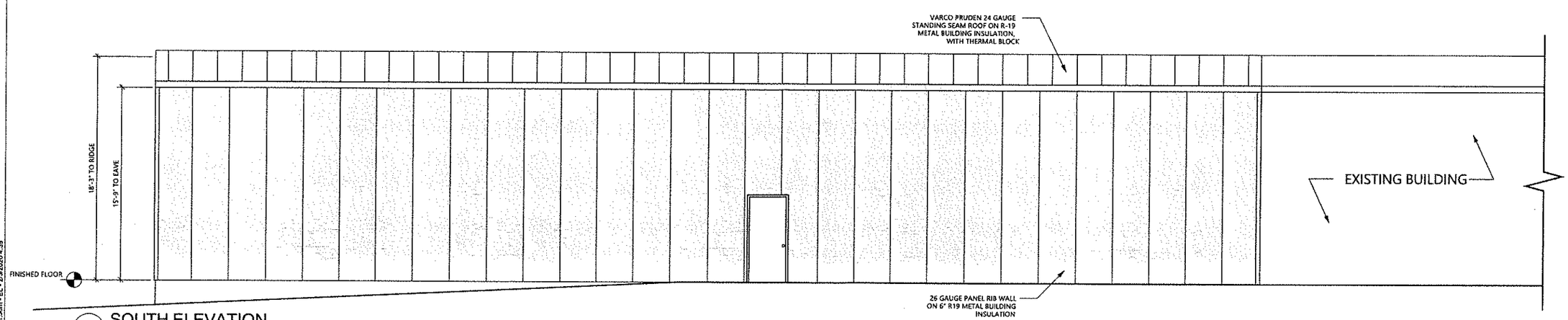

3 SOUTH ELEVATION
SCALE 1/4" = 1'-0"

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COLWELL WANGEMAN CONSTRUCTION, INC.
401 OLD STATE RD. BOYNE CITY, MI 49712 (231) 347-9112 FAX (231) 497-5044

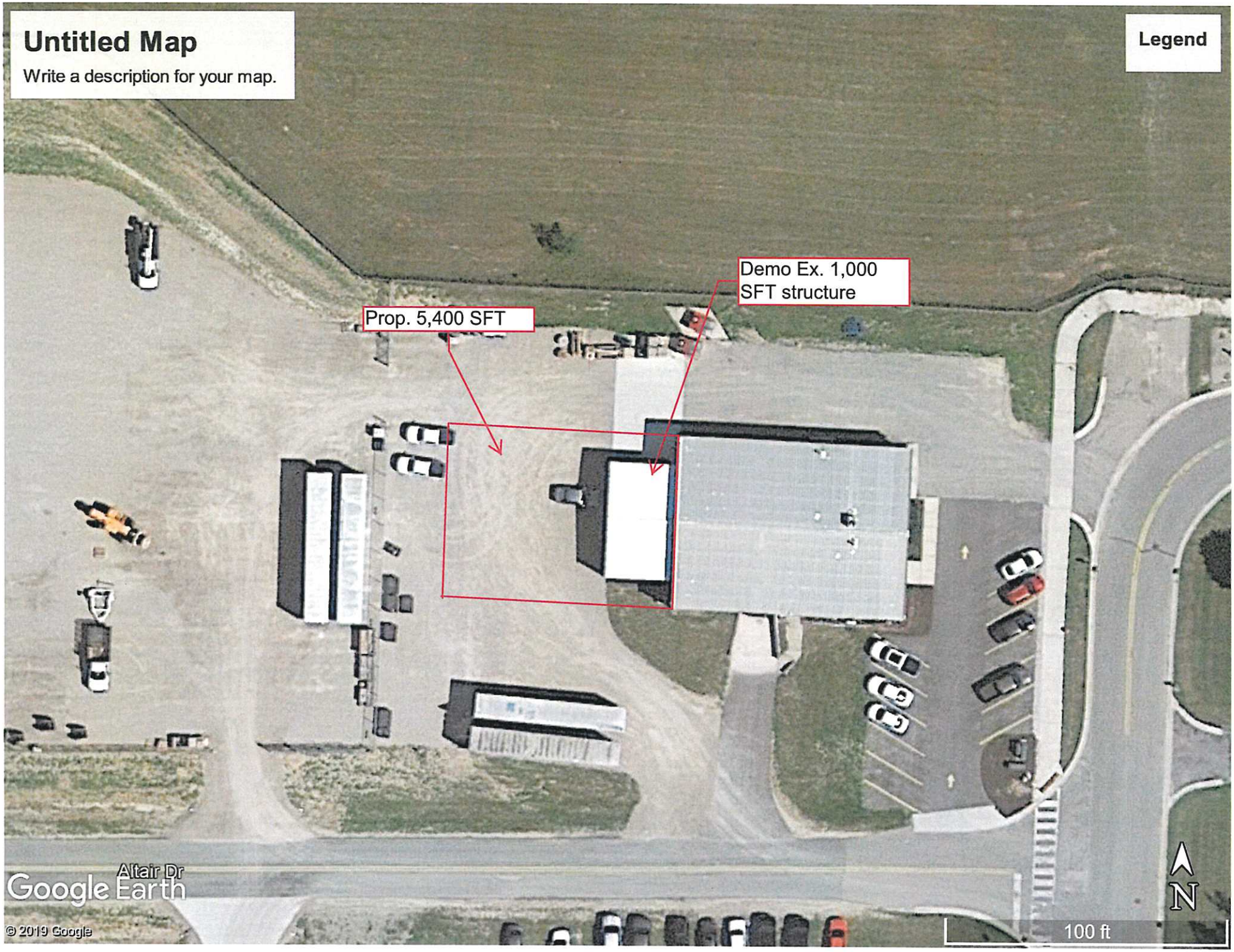
BUILDING OWNER
GREAT LAKES CONNECTION

PROJECT ENGINEER
Johnston Engineering LLC
Ryan J. Johnston, P.E. Structural Engineer
6817 HEDNICK RD HARBOR SPRINGS, MI 49740 231-242-0609

BUILDING ELEVATIONS	
RELEASE FOR REVIEW	2/3/2020
RELEASE FOR REVIEW	2/5/2020

DRAWN BY: Charlevoix Design Services, Inc. - Jacob Wimmer
DATE: 2/5/2020

SHEET
A3


Untitled Map
Write a description for your map.
Legend
Demo Ex. 1,000 SFT structure
Prop. 5,400 SFT
Altair Dr
Google Earth
© 2019 Google
100 ft
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SKETCH PLAN REVIEW STANDARDS
FINDINGS OF FACT
301 Air Industrial Park

Section 19.40 Development Plan Approval Criteria.
In order that buildings, open space and landscaping will be in harmony with other structures and improvements in the area, and to ensure that no undesirable health, safety, noise and traffic conditions will result from the development, the Planning Commission shall determine whether or not the development plan meets the following criteria, unless the Planning Commission determines that one or more of such criteria are inapplicable:

ORDINANCE REQUIREMENT	STATUS	FINDINGS
A. General. All elements of the development plan shall be designed to take into account the site's topography, the size and type of plot, the character of adjoining property, and the traffic operations of adjacent streets. The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted in this Ordinance. The development plan shall conform with all requirements of this Ordinance, including those of the applicable zoning district(s).	The subject parcel is located at 301 Air Industrial Park. The parcel is zoned PID and is approximately 1 Acres. Site is flat and clear with no significant vegetation or topography. The proposal conforms to all dimensional and use requirements of the zoning district.	
B. Building Design. The building design shall relate to the surrounding environment in regard to texture, scale, mass, proportion, and color. High standards of construction and quality materials will be incorporated into the new development. In addition to following design guidelines adopted in specific district or sub-area plans, the building design shall meet the architectural and building material requirements of this Ordinance.	The proposed building addition matches the materials and character of the existing structure.	
C. Preservation of Significant Natural Features. Judicious effort shall be used to preserve the integrity of the land, existing topography, and natural, historical, and architectural features as defined in this Ordinance, in particular wetlands designated /regulated by the Michigan Department of Environmental Quality, and, to a lesser extent, wetlands which are not regulated by the Department.	The proposal does not impact any significant natural features	
D. Streets. All streets shall be developed in accordance with the City of Boyne City Subdivision Control Ordinance and City Municipal Standards, unless developed as a private road in accordance with the requirements of the City.	Not Applicable	

SKETCH PLAN REVIEW STANDARDS
FINDINGS OF FACT
301 Air Industrial Park

E. Access, Driveways and Circulation. Safe, convenient, uncongested, and well defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets, parking and other elements shall be designed to discourage through traffic, while promoting safe and efficient traffic operations within the site and at its access points. All driveways shall meet the design and construction standards of the City. Access to the site shall be designed to minimize conflicts with traffic on adjacent streets, particularly left turns into and from the site. For uses having frontage and/or access on a major traffic route, as defined in the City of Boyne City Comprehensive Plan, the number, design, and location of access driveways and other provisions for vehicular circulation shall comply with the access management provisions of this Ordinance.	Existing driveway and circulation will be used.	
F. Emergency Vehicle Access. All buildings or groups of buildings shall be arranged so as to permit necessary emergency vehicle access as required by the Fire Department, Ambulance Department and Police Department.	Site has emergency vehicle access.	
G. Sidewalks, Pedestrian and Bicycle Circulation. The arrangement of public or common ways for vehicular and pedestrian circulation shall be connected to existing or planned streets and sidewalks/pedestrian or bicycle pathways in the area. There shall be provided a pedestrian circulation system which is separated from the vehicular circulation system. In order to ensure public safety, special pedestrian measures, such as crosswalks, crossing signals and other such facilities may be required in the vicinity of primary and secondary schools, playgrounds, local shopping areas, fast food/service restaurants and other uses which generate a considerable amount of pedestrian or bicycle traffic.	No Applicable	
H. Barrier-Free Access. The site has been designed to provide barrier-free parking and pedestrian circulation.	Not Applicable	

SKETCH PLAN REVIEW STANDARDS
FINDINGS OF FACT
301 Air Industrial Park

L. Parking. The number and dimensions of off-street parking [spaces] shall be sufficient to meet the minimum required by this Ordinance. However, where warranted by overlapping or shared parking arrangements, the Planning Commission may reduce the required number of parking spaces, as provided in this Ordinance.	The proposed use is additional cold storage area, no additional parking demand created.	
J. Loading. All loading and unloading areas and outside storage areas, including refuse storage stations, shall be screened in accordance with this Ordinance.	No changes to loading areas or outdoor storage areas proposed.	
K. Landscaping, Screening, and Open Space. The landscape shall be preserved in its natural state, insofar as practical, by removing only those areas of vegetation or making those alterations to the topography which are reasonably necessary to develop the site in accordance with the requirements of this Ordinance. Landscaping shall be preserved and/or provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property. Landscaping, landscape buffers, greenbelts, fencing, walls and other protective barriers shall be provided and designed in accordance with the landscaping provisions of this Ordinance. Recreation and open space areas shall be provided in all multiple-family residential and educational developments.	No additional landscaping is proposed	
L. Soil Erosion Control. The site shall have adequate lateral support so as to ensure that there will be no erosion of soil or other material. The final determination as to adequacy of, or need for, lateral support shall be made by the Planning Director or City Engineer, and have a valid Charlevoix County Soil Erosion permit.	Obtain soil erosion permit from Charlevoix County if required.	

SKETCH PLAN REVIEW STANDARDS
FINDINGS OF FACT
301 Air Industrial Park

M. Stormwater Management. Appropriate measures shall be taken to ensure that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. Provisions shall be made to accommodate stormwater which complements the natural drainage patterns and wetlands, prevent erosion and the formation of dust. Sharing of stormwater facilities with adjacent properties shall be encouraged. The use of detention/retention ponds may be required. Surface water on all paved areas shall be collected at intervals so that it will not obstruct the flow of vehicular or pedestrian traffic or create standing water. All such measures shall comply with the Charlevoix County Stormwater Ordinance.	Existing stormwater retention areas to be used to collect stormwater.	
O. Lighting. Exterior lighting shall be arranged so that it is directed preferably downward onto the subject site and deflected away from adjacent properties. Lighting shall not impede the vision of traffic along adjacent streets. Flashing or intermittent lights shall not be permitted.	Additional lighting not shown on provided plan.	
P. Noise. The site has been designed, buildings so arranged, and activities/equipment programmed to minimize the emission of noise, particularly for sites adjacent to residential districts.	Use similar to existing and not anticipated to increase or change	
Q. Mechanical Equipment. Mechanical equipment, both roof and ground mounted, shall be screened in accordance with the requirements of this Ordinance.	No mechanical roof top units shown on plan.	
R. Signs. The standards of the City of Boyne City's Sign Ordinance are met.	No additional signage proposed.	

SKETCH PLAN REVIEW STANDARDS
FINDINGS OF FACT
301 Air Industrial Park

S Hazardous Materials or Waste. For businesses utilizing, storing or handling hazardous material such as automobile service and automobile repair stations, dry cleaning plants, metal plating industries, and other industrial uses, documentation of compliance with state and federal requirements shall be provided.	No hazardous materials or waste will be coming from the site	
T. Other Agency Reviews. The applicant has provided documentation of compliance with other appropriate agency review standards, including, but not limited to, the Michigan Department of Natural Resources, Michigan Department of Environmental Quality, Michigan Department of Transportation, Charlevoix County Drain Commissioner, Northwest Michigan Community Health Agency, Charlevoix County Building Department, and other federal and state agencies, as applicable.	Other agency reviews as required	
U. Approval Process. The development plan shall be reviewed by the Planning Commission. If disapproval is recommended, the Planning Commission shall cite reasons for such disapproval. If the Planning Commission finds a development plan not in conformity with this section, it may, at its discretion, return the development plan to the applicant with a written statement of the modifications necessary to obtain approval. Upon resubmission of the modified development plan, the Planning Commission shall review the plan. The Commission may approve, disapprove or approve subject to compliance with such modifications and conditions as may be deemed necessary to carry out the purpose of this Ordinance and other ordinances and resolutions of the City. If disapproved, the Planning Commission shall cite reasons for such disapproval.		

CITY OF BOYNE CITY

To: Chair Aaron Place, and fellow Planning Commissioners

From: Scott McPherson, Planning Director

Date: February 17, 2020

Subject: Capital Improvement Plan

Background Information

As required by the Planning Enabling Act the City is required to annually develop a Capital Improvement Plan (CIP). The Act stipulates that the Planning Commission is charged with the development of the CIP plan unless they are exempted from this requirement by the City Charter. In the case of Boyne City, the City Charter does exempt the Planning Commission from this requirement.

Process

While the Planning Commission is not responsible for the development of the CIP, the enabling act does provide authority to the Planning Commission for review and recommendation of the CIP.

Recommendation

Review CIP and make recommendation to City Commission.

City of Boyne City

Capital Improvement Plan
2020-2025

CIP Overview

The Capital improvement Program is a six-year schedule of proposed major capital projects, cost estimates and financing methods. The requirement for capital budgeting is found in Act 33 of the Michigan Public Acts of 2008 being the Michigan Planning Enabling Act.

The Capital Improvements Program (CIP) establishes the City's blueprint for investment in its capital infrastructure. This document is used as a tool to help ensure that the City's long and short-term capital investments are made in the context of careful consideration of the City's needs as well as the resources available to fund all projects.

The financial guidelines used in the preparation of the CIP will provide assurance that the City can meet, in a full and timely manner, both our debt service obligations and all other obligations competing for available resources. It is our objective to complete as many needed capital improvement projects as financially possible while maintaining flexibility and the ability to adapt to changes as they occur.

Capital Improvement Program vs. Annual Operating Budget

The Capital Improvement Program and Annual Operating Budget are two critical documents prepared each year. The relationship between these two documents is summarized by the following points:

Capital Improvement Program

• Represents a long-term financial plan, including funding sources.

• Establishes priorities and serves as a planning document or blueprint for the City's investment in capital infrastructure.

• Provides a breakdown of major project costs and their phasing.

• Does not appropriate money.

• As indicated by the above points, the Annual Operating Budget is the document which authorizes the actual funding for the major and non-major capital projects.

Annual Operating Budget

• Appropriates money to implement the first year of the Six-Year Capital Improvement Program.

• Appropriates money to implement current year's phase of a major, multi-year project.

• Appropriates money for operating expenditures and expenditures of a continuing nature.

Capital Improvement Program Guidelines and Benefits

There are several key guidelines the Administration utilized in determining the City's fiscal capacity to complete capital projects over the next six years. These are summarized as follows:

• The Capital Improvement Program will be reviewed and updated annually.

• The City has determined that paying cash for projects where financially possible (pay-as-you-go financing) reduces long term costs and maintains financial flexibility for the future. In utilizing pay-as-you-go financing, revenue projections and estimated fund balances will be reviewed and evaluated to assure that sufficient reserves are maintained.

• It is not economically feasible to issue debt for some projects, nor do all projects have a projected lifespan long enough to warrant the issuance of debt.

• Under current economic conditions, the ability to complete many projects will depend on identifying and obtaining outside sources of funding.

• The City's philosophy for projecting property tax revenues is conservative. Over the past few years taxable value remained relatively static. In 2020 there was an approximately $6 million increase in the Cities taxable value, this increase is expected to increase revenues by approximately $100,000.

• As a matter of general policy, the City will pursue, when feasible, federal, state and local assistance in the form of grants, low-interest loans, cost-sharing, etc.

There are many benefits of an effective and ongoing Capital Improvement Program, including:

• Coordination of the community's physical planning with its fiscal planning capabilities;

• Ensuring that public improvements are undertaken in the most desirable order of priority;

• Assisting in stabilization of tax and utility rates and other charges over a period of years;

• Producing savings in total project costs by promoting a "pay as you go" policy of capital financing thereby reducing interest expense and financing costs;

• Providing adequate time for planning and engineering of proposed projects;

• Ensuring the maximum benefit of the monies expended for public improvements; and

• Scheduling municipal construction activities to be better coordinated with those of other public agencies within the community.

Funding Sources

The City of Boyne City primarily uses the general fund, enterprise funds or special revenue funds for capital project funding. Outside sources of funding have also significantly contributed to capital projects and this is reflected in the current capital plan as well. Projects that identify outside funding sources have a more uncertain time-frame, but staff has attempted to be realistic with projections based on the need for a match in local funding.

Capital Improvements Program and Structure

A capital expenditure is defined as an item that has a significant value and a useful life greater than three years. Expenditures for building construction and renovation, land purchases and improvements, and major equipment are generally capital expenditures in contrast to operating costs such as salaries, supplies and services that are budgeted annually in the various department operating budgets. Significant value is defined for purposes of the Plan as any infrastructure project that costs $25,000 or more and any equipment, materials or vehicles that cost $10,000 or more. Minor capital purchases such as office furniture, computers, etc. are not included in this document.

Projects that correspond with City priorities and have a potential funding source available, are included in the Plan. The Capital Improvement Program is then presented to both the Planning Commission and then City Council. The CIP is designed to be amended on an annual basis, as projects scheduled in later years are identified on a needs basis, and may not have an available funding source. Projects can be added or subtracted as the needs and resources of the community change.

The 2020-2025 CIP provides capital expenditure information on seven major program areas including: Administration, Police, Fire, Ambulance, Parks, Streets and Sidewalks and Wastewater Treatment and Water Production.

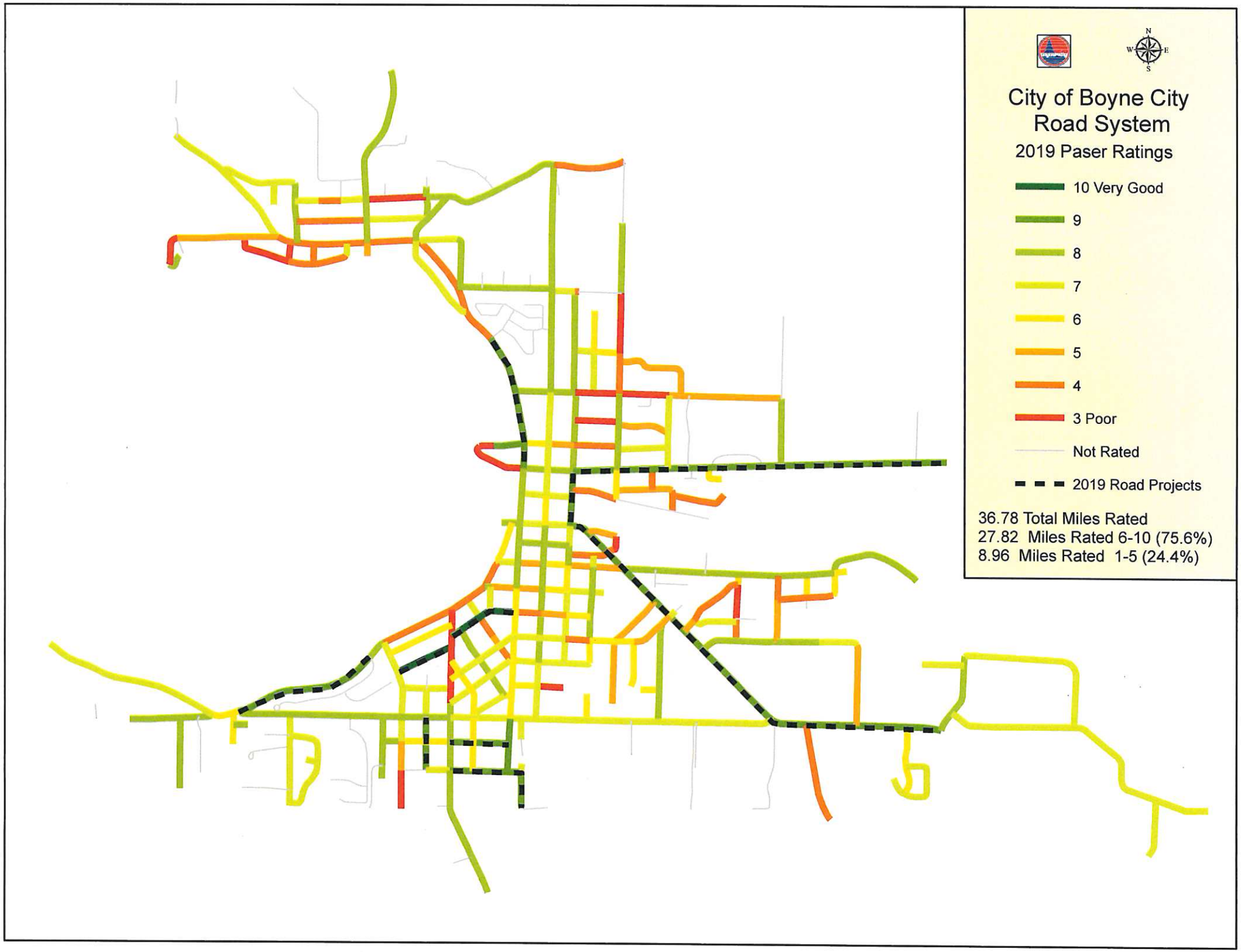
Capital Asset Assessments

Road System

As part of the road asset management program crews from the City, County and State review and assess the condition of all public streets in the City. Each year the teams drive roads and assign a rating of 1-10 for each road or segment of road. The rating is based on observations of the condition of the road surface using the Pavement Surface Evaluation and Rating (PASER) system. A rating of 10 designates a newly paved road and a rating of 1 would designate a road that has completely failed. The 2019 Paser Rating Map also shows the completed 2019 road improvements, it should be noted that the map includes the M-75 improvement project which was completed by MDOT.

Sewer Systems

In 2016 the City of Boyne City was awarded the Storm Water Management and Wastewater (SAW) grant to develop the Wastewater and Stormwater Asset Management Plans that can be used for the planning, design and construction of improvements for the collection and treatment of wastewater and/or stormwater systems. Its primary focus was to encourage development asset management programs that outline cost-effective operation and maintenance measures. The development of these plans included the detailed assessments of the sewer systems and recommendations for capital improvements and maintenance. These assessments and recommendations are summarized in the attached Executive Summaries.


City of Boyne City
Road System
2019 Paser Ratings
10 Very Good
9
8
7
6
5
4
3 Poor
Not Rated
2019 Road Projects
36.78 Total Miles Rated
27.82 Miles Rated 6-10 (75.6%)
8.96 Miles Rated 1-5 (24.4%)
N
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S

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

BOYNE CITY STORMWATER ASSET MANAGEMENT PLAN
EXECUTIVE SUMMARY

City of Boyne City
319 N. Lake Street
Boyne City, MI 49712
Michael Cain – City Manager, (231) 582-0377
SAW GRANT PROJECT NUMBER 1525-01

Executive Summary

The SAW agreement with the State of Michigan was signed in December, 2016 which began the overall SAW program.

The Grant agreement included the following funding amounts:

- Total Cost = $767,608
  - Grant Value = $690,847
  - Local Match = $76,761

The City of Boyne City is located in Charlevoix County in northwest lower peninsula of Michigan, approximately 60 miles south of the Mackinac Bridge. It is located on the east side of Lake Charlevoix and on M-75. Boyne City's storm sewer collection system has approximately 111,300 feet of storm sewer and approximately 1,430 storm manholes, catch basins and outfalls.

Stormwater Asset Inventory

This item which initiated the work included:

- Identifying and locating all of the manhole and mainline sewer assets.
  - A list of all assets to be monitored was obtained using a combination of historical system records, field data collection.
  - The GPS coordinates of the field assets were gathered.
  - An ESRI ArcGIS data set was completed to index the locations and attributes of assets.
  - Physical inspections were conducted for each asset.
    - Manholes – Field inventories and conditional assessments were completed in accordance with NASSCO MACP standards by NASSCO Certified personnel.
    - Sewers - Survey was completed by CCTV review in accordance with NASSCO PACP standards by NASSCO Certified personnel.
  - The asset information was included in the Asset Management Spreadsheet (AMS).
  - The AMS is used to quantify and sort the system asset information.
- The results of the assessment yielded the following percentages (1 being best and 5 being worst condition):
  - 13% of assets are 1's
  - 74% of assets are 2's
  - 9% of assets are 3's
  - 2% of assets are 4's
  - 2% of assets are 5's

Condition Assessment

Overall, the Boyne City storm sewer system is in good condition. There are a few recommendations for improvements in the Storm Sewer Capital Improvements Plan, but none are critical or urgent at this time. The City continues to upgrade its storm sewer system through its annual street/infrastructure improvement program and does a very good job of system maintenance.

- Structures assessment and inventories follow NASSCO MACP guidelines.
- Sewer pipe assessment and inventories follow NASSCO PACP guidelines.
- Asset age and material data was collected using historical project drawings.

Criticality of Assets

- The AMS was used to organize the asset classes. Several parameters were used to determine asset consequence of failure and probability of failure, rating each on a 1 to 5 scale.
    - Redundancy: Does the unit have system backup?
    - Criticality of the asset to the system and what level of impact to the system occurs in the event that the asset fails
    - Location of the asset and surrounding service areas were incorporated in determining the criticality of the asset
    - Probability of failure based on its age and condition
    - These items together result in a parameter identified as Business Risk.
- The AMS was used to prioritize the need for short term repair or maintenance, short term replacement, or long term maintenance.

Level of Service Determination

- A SAW Team was created to discuss the storm system direction.
- The SAW Team met and discussed a mission statement and desired Level of Service statement, which was then converted to a succinct list of items to follow for the future.
- The SAW Team will meet once a year to assess the system's service record and recommend improvements to the Level of Service Statement, if needed.

Revenue Structure

- The City storm drainage system is operated and maintained using City street funds.
- The current funding consists of a combination of Act 51 state tax funds and a local street funds. The future will require continued use of City and MDOT street funds, possible increase in MDOT transportation funds, and possible strategic pursuit of state and federal grant funds to continue system improvements.

Capital Improvement Plan

- The AMS identifies capital improvement projects for the future.
- The long term projects may be achieved through existing street funding sources, grants or future public borrowings.
- An estimate of project year and financial cost is generated from each capital improvement project.
- The following is the recommended project to be completed within the next five (5) years are as follow:
    - *Storm Structure repairs with a Business Risk greater than 16 or Probability of Failure of 4 or Wall, Cone, Chimney grade below "D" to be replaced.*
    - *Storm System Sewer Repairs with a Business Risk of 16+ or likely sewer collapse.*

- Additional projects recommended in the next 6 to 20 years are included in the Capital Improvement Plan.

List of Major Assets

- 1,430 Storm Manholes, Catch Basins, and Outfalls
- 111,300 feet of storm sewer

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BOYNE CITY WASTEWATER ASSET MANAGEMENT PLAN
EXECUTIVE SUMMARY

City of Boyne City
319 N. Lake Street
Boyne City, MI 49712
Michael Cain – City Manager, (231) 582-0377
SAW GRANT PROJECT NUMBER 1525-01

Executive Summary

The SAW agreement with the State of Michigan was signed on December, 2016 which began the overall SAW program.

The Grant agreement included the following funding amounts:

- Total Cost = $767,608
  - Grant Value = $690,847
  - Local Match = $76,761

The City of Boyne City is located in Charlevoix County in northwest lower peninsula of Michigan, approximately 60 miles south of the Mackinac Bridge. It is located on the east side of Lake Charlevoix and on M-75. The City owns and operates an aerated lagoon, clarification, filtration Wastewater Treatment Plant with a rated capacity of 0.9 million gallon per day (MGD). The treatment plant discharges to the Lake Charlevoix under permit MI0021474. Boyne City's sanitary collection system has approximately 207,000 feet of sanitary sewer and force main, approximately 620 sanitary manholes and 6 lift stations that provides sewer services to the City and portions of Eveline Township.

Wastewater Asset Inventory

This item which initiated the work included:

- Identifying and locating all assets.
  - A list of all assets to be monitored was obtained using a combination of historical system records, field data collection.
  - The GPS coordinates of the field assets were gathered.
  - An ESRI ArcGIS data set was completed to index the locations and attributes of assets.
  - Physical inspections were conducted for each asset.
    - Manholes – Field inventories and conditional assessments were completed in accordance with NASSCO MACP standards by NASSCO Certified personnel.
    - Sewers - Survey was completed by CCTV review in accordance with NASSCO PACP standards by NASSCO Certified personnel.
    - Pump Stations – Field inventories were completed for each pump station recording and evaluating condition for the sub-parts of the lift station within the Pump Station Database. The sub-parts contained, but were not limited to, pumps, VFDs, wet well, electrical, and process piping.
    - Wastewater Treatment Facilities (WWTF) - Field inventories were completed for the WWTF recording and evaluating condition for the sub-parts of the WWTF within the WWTF workbook. The sub-parts contained, but were not limited to, pumps, VFDs, electrical, and process piping.
  - The asset information was included in the Asset Management Spreadsheet (AMS).
  - The AMS is used to quantify and sort the system asset information.

- The results of the assessment yielded the following percentages:
    - 41% of assets are 1's
    - 40% of assets are 2's
    - 13% of assets are 3's
    - 3% of assets are 4's
    - 3% of assets are 5's

Condition Assessment

The City of Boyne City's sanitary collection system is in good condition overall as noted by the above condition ratings. The City has been continuously upgrading the collection system along with its yearly street reconstruction projects. The wastewater treatment facility is in good condition, recently being upgraded in 2004. The plant is very well maintained. However, there are some upcoming equipment replacement needs and other capital improvements for the future that will help with improving the plant efficiency.

- Structures assessment and inventories follow NASSCO MACP guidelines.
- Sewer pipe assessment and inventories follow NASSCO PACP guidelines.
- WWTP equipment site condition assessment and inventory.
- Wastewater lift stations condition assessments and inventory.
- Asset age and material data was collected using historical project drawings.

Criticality of Assets

- The Asset Management Spreadsheet (AMS) was used to organize the asset classes. Several parameters were used to determine asset consequence of failure and probability of failure, rating each on a 1 to 5 scale.
    - Redundancy: Does the unit have system backup?
    - Criticality of the asset to the system and what level of impact to the system occurs in the event that the asset fails
    - Location of the asset and surrounding service areas were incorporated in determining the criticality of the asset
    - Probability of failure based on its age and condition
    - These items together result in a parameter identified as Business Risk.
- The AMS was used to prioritize the need for short term repair or maintenance, short term replacement, or long term maintenance.

Level of Service Determination

- A SAW Team was created to discuss the wastewater system direction.
- The SAW Team met and discussed a mission statement and desired Level of Service statement, which was then converted to a succinct list of items to follow for the future.
- The SAW Team will meet once a year to assess the system's service record and recommend improvements to the Level of Service Statement, if needed.

Revenue Structure

- The user charge report and the AMS are identified as the Rate Methodology and have been submitted previously to MDEQ and approved.
- No funding gap or rate increase was required per the grant agreement.
- Capital improvements for the sanitary sewer system are also partially funded through a road and infrastructure millage that is independent of the sewer rate structure.
- The rates, charges and other means of revenue are sufficient to cover system operation, maintenance, replacement, capital improvement and debt costs identified in the AMP.

Capital Improvement Plan

- The AMS identifies capital improvement projects for the future.
- The long term projects may be achieved through a combination of grants or future rate adjustments to support project funding.
- An estimate of project year and financial cost is generated for each capital improvement project.
- A List of recommended projects to be completed within the next five (5) years is as follows:
    - *Sanitary Structure repairs with a Business Risk greater than 16 or Probability of Failure of 4 or Wall, Cone, Chimney grade below "D" to be replaced (Manhole Project #3)*
    - *Sanitary System Sewer Repairs with a Business Risk of 16+ or likely sewer collapse (Sewer Project # 1) and replacement of the Main Pump Station sanitary force main.*
    - *Sanitary Collection System Lift Station repairs for Lift Station 002 (River Mouth Pump Station).*
- Additional projects recommended in the next 6 to 10 years and 11 to 20 years are included in the Capital Improvement Plan.

List of Major Assets

- 130,600 feet of sanitary sewer
- 76,900 feet of force main
- 617 sanitary manholes
- 6 lift stations
- 0.9 MGD Wastewater Treatment Plant

2020_2021 Capital Improvements			Total Cost	Funding Sources				
Program Area	Project	Project Scope		General	Streets	Motor Pool	Water-Sewer	Grants/Other
Ambulance	Equipment Replacement	Stryker Stretcher	$20,000	$20,000				
Ambulance	Equipment Replacement	Purchase Echo nontransport rapid response	$45,000	$45,000				
Motor Pool	Equipment Replacement	Replace 1/2 Ton Pick-up Truck #75	$23,929			$23,929		
Motor Pool	Equipment Replacement	Purchase new Plow Truck & Sander to Replace Truck #1 (DEFERRED from 2019-2020)	$150,858			$150,858		
Motor Pool	Equipment Replacement	Replace Kubota Tractor with cab, mower deck & snow blower	$35,374			$35,374		
Parks	Park Improvements	General Improvements at: Boyne Valley Trail, Dog Park, Rotary Park Ball Fields, Rivermouth Rest Rooms, Log Cabin, John Street Road End Park	$135,000	$135,000				
Parks	Park Improvements	Construct Parking Lot & Trailhead Pathway at Landfill for Boyne Forest Trail	$60,040	$15,040				$45,000
Parks	Park Improvements	Construct Phase 1 of the Open Space Park	$100,000	$100,000				
Parks	Park Improvements	Construct Phase 1 of the improvements to the base area, entrance & parking lot	$170,000	$170,000				
Police	Equipment Replacement	Purchase new Police Interceptor to replace Vehicle 332	$34,000	$34,000				
Police	Equipment Replacement	Purchase new body cameras	$5,000	$5,000				
Sidewalks	Sidewalk Repairs	Replace sidewalks in poor condition as identified	$10,700	$10,700				
Streets	Major Streets Capital Preventative Maintenance	Mix of Fixes (N Lake St, Front St, Pleasant Ave, Park St Bridge) * N Lake St has Federal & State Funding Approved	$426,992		$192,531			$234,461
Streets	Local Streets Capital Preventative Maintenance	Mix of Fixes (Pine St, Franklin St, Vogel St, Second St, Hemlock St, Oak St, Adams St, Front St, Call St)	$507,469		$507,469			
Wastewater	Equipment Replacement	Replace 3/4 Ton Pick-up Truck w/front plow	$32,000				$32,000	
Water	Watermain Capital Repair	Repair watermain under East St. Bridge	$32,000				$32,000	
Wastewater/Water	Equipment Replacement	Replace Vactor Truck (split $300,000 wastewater & $100,000 water)	$400,000				$400,000	
		Sub-Totals =	**$2,188,362**	**$534,740**	**$700,000**	**$210,161**	**$464,000**	**$279,461**

2021_2022 Capital Improvements			Total Cost	Funding Sources				
Program Area	Project	Project Scope		General	Streets	Motor Pool	Water-Sewer	Grants/Other
Ambulance	Equipment Replacement	Phelps MRX cardiac monitor defibrillator x 3	$90,000	$90,000				
Ambulance	Equipment Replacement	Retro Fit 2015 Ambulance with stretcher x 2	$50,000	$50,000				
Motor Pool	Equipment Replacement	Replace JCB 201S Rubber Tire Backhoe	$68,979			$68,979		
Motorpool	Equipment Replacement	Purchase new Plow Truck & Sander to Replace Truck #3 (reuse dump box)	$100,815			$100,815		
Motorpool	Equipment Replacement	Replace Kubota Zero Turn Mower	$35,020			$35,020		
Parks	Park Improvements	Repair and Renovate Old City Park Gazebo	$70,000	$40,000				$30,000
Parks	Park Improvements	River Mouth Bathrooms & Pump Station Rehabilitation	$450,000	$200,000			$250,000	
Parks	Park Improvements	Construct Phase 2 of the improvements to the Open Space Park	$150,000	$150,000				
Parks	Park Improvements	Construct Phase 2 of the improvements to Avalanche	$100,000	$100,000				
Police	Equipment Replacement	Purchase Computer Server	$10,000	$10,000				
Police	Equipment Replacement	Purchase New Patrol Vehicle to Replace #330	$34,000	$34,000				
Sidewalks	Sidewalk Repairs	Replace sidewalks in poor condition as identified	$11,000	$11,000				
Streets	Major Streets Capital Preventative Maintenance	Mix of Fixes	$210,000		$210,000			
Streets	Local Streets Capital Preventative Maintenance	Mix of Fixes	$200,000		$200,000			
Streets	Street Reconstruction	Court Street Reconstruction (Lynn Street to Charlevoix Ave)	$400,000		$300,000		$100,000	
Water	Capital Preventative Maintenance	Upgrade Electrical Panels & Install VFDs at Wells 4 & 5	$50,000				$50,000	
		Sub-Totals =	**$2,029,814**	**$685,000**	**$710,000**	**$204,814**	**$400,000**	**$30,000**

2022_2023 Capital Improvements			Total Cost	Funding Sources				
Program Area	Project	Project Scope		General	Streets	Motor Pool	Water-Sewer	Grants/Other
Ambulance	Equipment Replacement	Purchase New Ambulance	$180,000	$180,000				
Fire	New Equipment	Fire Dept 12,500 gal pumper truck	$100,000	$100,000				
Motorpool	Equipment Replacement	Replacement of Plow Truck #8	$156,953			$156,953		
Motorpool	Equipment Replacement	Replacement of JD 524k Front End Loader	$135,304			$135,304		
Parks	Park Improvements	Renovate Peninsula Beach Bathrooms	$100,000	$100,000				
Parks	Park Improvements	Construct Phase 3 of the improvements at the Open Space Park	$100,000	$100,000				
Parks	Park Improvements	Construct Phase 3 of the improvements at Avalanche Park	$100,000	$100,000				
Parks	Park Improvements	General Improvements at: Rotary Park, Veterans Park & Sunset Park	$100,000	$100,000				
Police	Equipment Replacement	Purchase New ECWs (Tasers)	$12,000	$12,000				
Streets	Street Reconstruction	Reconstruct Lincoln Street (Earl Street to Lake Street) including Transite Water Main	$625,000		$450,000		$175,000	
Streets	Major Streets Capital Preventative Maintenance	Mix of Fixes	$210,000		$210,000			
Streets	Local Streets Capital Preventative Maintenance	Mix of Fixes	$140,000		$140,000			
		Sub-Totals =	$1,959,257	$692,000	$800,000	$292,257	$175,000	$0

2023_2024 Capital Improvements			Total Cost	Funding Sources				
Program Area	Project	Project Scope		General	Streets	Motor Pool	Water-Sewer	Grants/Other
Motorpool	Equipment Replacement	Replacement of Trackless Snow Blower/Plow Model MT-5	$143,530			$143,530		
Motorpool	Equipment Replacement	Replacement of 1/2 Ton Pick-up Truck #72	$27,050			$27,050		
Parks	Parking Lot Improvement	Pave Rotary Park Parking Lot along Taylor Street ROW	$250,000	$250,000				
Parks	Park Improvements	Replace Playscape Structure at Veterans Park	$150,000	$150,000				
Parks	Park Improvements	Construct Phase 4 of the planned Open Space Park	$100,000	$100,000				
Police	Equipment Replacement	Purchase New Police Vehicle to replace #331	$36,000	$36,000				
Sidewalks	Sidewalk Repairs	Replace sidewalks in poor condition as identified	$11,500	$11,500				
Streets	Major Streets Capital Preventative Maintenance	Mix of Fixes	$125,000		$125,000			
Streets	Local Streets Capital Preventative Maintenance	Mix of Fixes	$335,000		$335,000			
Streets	Street Reconstruction	Reconstruct Silver Street (Lynn Street to Charlevoix Ave) including Transite Water Main	$550,000		$350,000		$200,000	
		Sub-Totals =	**$1,728,080**	**$547,500**	**$810,000**	**$170,580**	**$200,000**	**$0**

2024_2025 Capital Improvements			Total Cost	Funding Sources				
Program Area	Project	Project Scope		General	Streets	Motor Pool	Water-Sewer	Grants/Other
Motor Pool	Equipment Replacement	General Equipment Replacements	$50,000			$50,000		
Motorpool	Equipment Replacement	Replacement of Plow Truck #17 (reuse dump body)	$106,985			$106,985		
Motorpool	Equipment Replacement	Replacement of 1 Ton Dump Truck with 2 cu yd Dump Box & Front Plow	$50,677			$50,677		
Parks	Park Improvements	General Improvements per Master Plan	$120,000	$120,000				
Police	Equipment Replacement	Purchase New Police Vehicle to Replace #332	$40,000	$40,000				
Sidewalks	Sidewalk Repairs	Replace sidewalks in poor condition as identified	$12,000	$12,000				
Streets	Major Streets Capital Preventative Maintenance	Mix of Fixes	$130,000		$130,000			
Streets	Local Streets Capital Preventative Maintenance	Mix of Fixes	$350,000		$350,000			
Streets	Street Reconstruction	Arthur Street (East Street to Jersey) and Jersey Street (Vogel Street to Arthur Street) including Transite Water Main Replacement & sanitary sewer	$550,000		$300,000		$250,000	
Streets	Major Streets Capital Preventative Maintenance	Front Street (Second Street to S Lake Street) * Federal & State Funding Eligible	$204,000		$41,000			$163,000
		Sub-Totals =	**$1,613,662**	**$172,000**	**$821,000**	**$207,662**	**$250,000**	**$163,000**

2025_2026 Capital Improvements			Total Cost	Funding Sources				
Program Area	Project	Project Scope		General	Streets	Motor Pool	Water-Sewer	Grants/Other
Ambulance	Equipment Replacement	Rapid Response Vehicle (ECHO)	$55,000	$55,000				
Ambulance	Equipment Replacement	Replace Ambulance	$198,000	$198,000				
Motorpool	Equipment Replacement	General Equipment Replacements	$18,000			$18,000		
Motorpool	Equipment Replacement	Replacement of 1 Ton Dump Truck with 2 cu yd Dump Box & Front Plow	$52,000			$52,000		
Motorpool	Equipment Replacement	Replacement of Aerial Bucket Truck Unit #6 with Used F-450 Service Truck & Bucket	$40,000			$40,000		
Parks	Park Improvements	Construct Park Improvements including Pedestrian Circulation at Sunset Park	$50,000	$50,000				
Parks	Park Improvements	Replace Playscape Structure at Veterans Park	$150,000	$150,000				
Parks	Park Improvements	General Improvements per Master Plan	$100,000	$100,000				
Police	Equipment Replacement	Purchase New Police Vehicle to replace #331	$36,000	$36,000				
Sidewalks	Sidewalk Repairs	Replace sidewalks in poor condition as identified	$12,000	$12,000				
Streets	Major Streets Capital Preventative Maintenance	Mix of Fixes	$140,000		$140,000			
Streets	Local Streets Capital Preventative Maintenance	Mix of Fixes	$330,000		$330,000			
Streets	Street Reconstruction	Reconstruct & Widen Lower Lake Street (W Michigan Ave to N Lake St) including Transite Water Main Replacement & sanitary sewer	$570,000		$370,000		$200,000	
Wastewater	Equipment Replacement	Replace 3/4 Ton Pick-up Truck w/front plow	$34,000				$34,000	
		Sub-Totals =	**$1,785,000**	**$348,000**	**$840,000**	**$110,000**	**$234,000**	**$0**

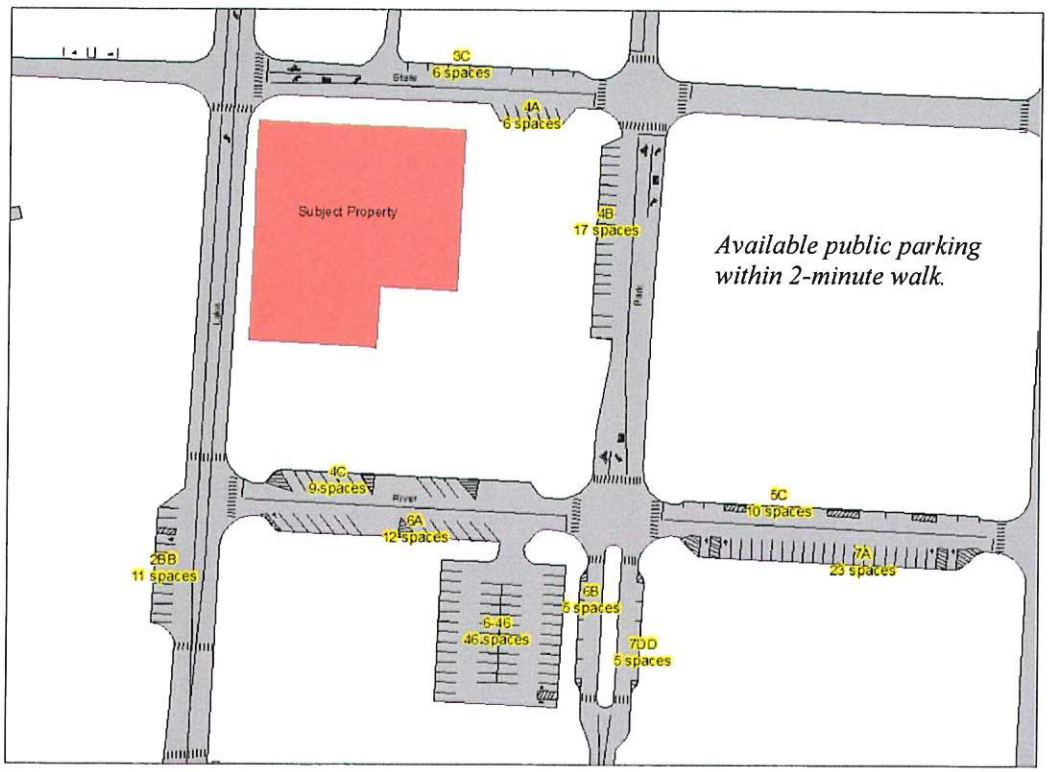
Boyne City 2019

Planning and Zoning Report

Development Plan Reviews

Lofts on Lake Street

The properties located at 100 and 120 N Lake and 114 State were purchased by Michigan Community Capital for a mixed-use development. The three parcels have a total land area of approximately 40,400 square feet with 227 feet of frontage on Lake Street and 198 feet of frontage on State Street and is in the Central Business District (CBD). A 27,075 sqft 3 story mixed used building was proposed consisting of a 9,025 sqft commercial space on the first floor and 42 apartments on the 2nd and 3rd floors. The apartments will consist of 6 studio, 28 single bedroom, and 8 two-bedroom units. Tenants for the commercial space have not yet been identified. The commercial space can accommodate a wide variety potential uses and it is anticipated that a mix of retail, office and restaurant uses will occupy the space. A mixed-use development is a principle permitted use and as such the planning commission is obligated to approve the site plan if it met all ordinance criteria. The building placement, height, and lot coverage met all the applicable Ordinance requirements, however, one area the Planning Commission did have discretion was in determining the amount of required off street parking. The applicants requested the Planning Commission approve the reduction of spaces as provided by Ordinance. The project included the development of 69 off street private parking spaces and 13 on street public parking for a total of 82 new parking spaces. While the on-street spaces will remain public, the addition of the spaces to the overall parking supply was one of the factors the Planning Commission considered in making a finding. Considering a 20% reduction for a mixed-use as per 24.20(F), the proposed development required a waiver of 12 spaces. Based on a review of the 2018 parking study and an assessment of the available public parking within a close proximity of the project the Planning Commission approved the reduction as requested.

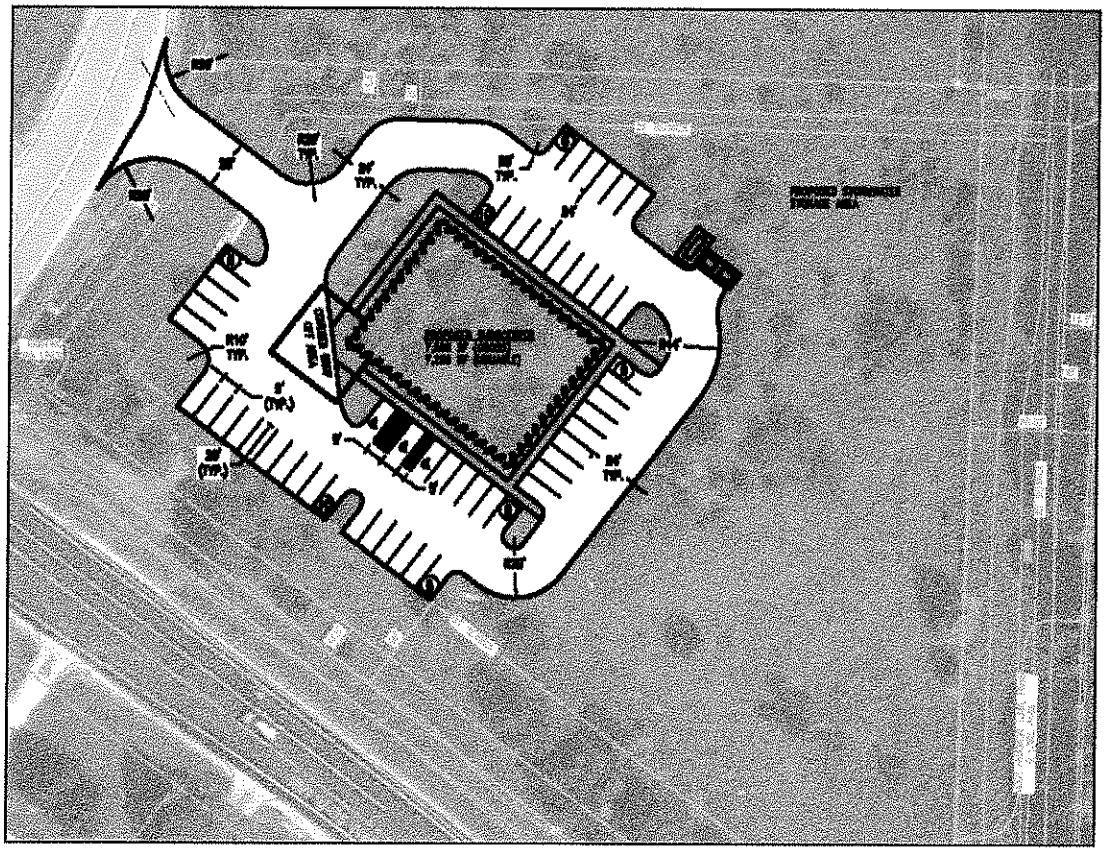


216 N Lake St

The property located at 216 N Lake Ave, previously Roberts Restaurant, was purchased by Woodward Real Estate LLC. The property is in the Transitional Commercial District (TCD) and is 13,800 sqft with 120 feet of frontage on Lake Street and 115 feet of frontage on North Street. Originally a 100' x 40' 3 story mixed used building was proposed which consisting of a 2,340 square foot dental office and 1,260 square foot commercial space on the first floor and total of six 1,200 sqft apartments with 3 units on the 2nd and 3rd floors. The project generated significant public opposition, mostly about parking. At the Planning Commissions initial development plan review the application was not approved. The following month two different development plans were provided, a 1 story dental office option, and a revised version of the 3-story mixed use. After consideration of additional parking information both projects were subsequently approved providing the developer the option to develop either project. For a variety of reasons, the developer chose the 1 story option and began construction this summer with an expected completion date in spring 2020.

Boyne City SurgCenter

A development plan for Boyne City SurgCenter located at 825 Moll Drive on lot 16 in Air Industrial Park Phase II was approved by the Planning Commission in May. The parcel is is located on the corner of M-75 and Moll Drive and is zoned Planned Industrial District (PID). While the use was not originally permitted in the PID district, the ordinance was amended in 2010 to accommodate a wider variety of uses that are consistent with a business park.



Jervis Webb

A development plan for building additions to the Jervis Webb manufacturing facility located at 1245 M-75 was approved by the Planning Commission in October. The property is a 10-acre parcel located in the Regional Commercial/ Industrial District (RCID). The application was to construct two building additions onto the existing facility, a 28' x 62' addition on the north side of the building for new a breakroom and restrooms and a 66' x 96' oven structure addition to be located on the south side. Construction on the restroom/breakroom was initiated in November with anticipated completion in spring 2020. The City has been informed that a final determination on the timing to construct the oven addition has not been made.

Lake View Manufactured Housing Park

Northern Properties Mobile Home Park LLC applied for a development plan amendment for Lakeview Village located at 526 N Lake. The Planning Commission approved the application is to develop 22 additional sites that will be used to accommodate 11 single wide units on the east side of the property along Park Street and 11 double wide units along Lake Street. During the review of the plan by EAGLE the Lake Street units were flagged due to contamination concerns at the previous Boyne City Chemical site. While the site was cleaned up in 2006, there are concerns of residual contamination and the potential of vapors contaminating homes that may be placed over or near the site. While the vapors are not currently considered a hazard, the concern is if the soil is disturbed the vapors could collect and concentrate inside the homes. Northern Properties intends to move forward with the 11 Park Street units while continuing to research how to address the potential contamination concerns along Lake Street.

Street/Alley Vacation Requests

Richard Wright Alley Vacation Request

Mr. Wright requested the portion of the alley between Edmund and Division, 132' west of Hull be vacated. The alley as platted provided access between Hull Street and Houghtlin Street, however the alley is a dead end as Houghtlin Street and the westerly 66 feet of the alley have been previously vacated. The portion of the alley proposed to be vacated is 16.5 wide and 198 feet in length. The alley was undeveloped and was not maintained by the City and no City utilities are located in the alley. The proposal was reviewed by City staff and as no future need of the alley for access or city infrastructure is anticipated approval of the vacation was recommended. The Planning Commission reviewed the request and found that as the alley is a dead end and due to topographical constraints, it is very unlikely it could be developed or used for any public purpose and recommended the alley as requested be vacated. After the required notice and public hearing, the City Commission approved the alley vacation as requested.

Balsam Street Vacation Request

An application for the vacation of a public way was submitted by the Barron & Engstrom representing Thomas Stockbridge at 639 Woodland Drive. The application requested the entirety of Balsam Place be vacated from Woodland Drive to Shady Lane. Four properties are accessed from Balsam Place which are 631, 639, 641, and 645 Woodland Street. Permits for two new driveways from Woodland Street for 631 and 639 would be requested upon approval of the vacation. The remaining properties would continue to use the existing access and driveways as currently configured. Gas and electric utilities and City sanitary sewer line is located in the developed portion of the street and the street is currently plowed by the City and is designated on the City's Act 51 map. The proposal was reviewed by City Department heads and given the property is a developed street that is certified and maintained and there is existing public and private infrastructure within the street, and there have been no reported pedestrian or vehicle accidents on Balsam Street City staff saw no compelling need to vacate the street. The Planning Commission reviewed the request and based on findings that the developed street is dead end and there is no future development potential on Balsam, safety of residents crossing street of a bisected parcels, and elimination of maintenance costs, the Planning Commission recommended the alley as requested be vacated. The City Commission held a public hearing and reviewed the request and the report from the Planning Commission and determined that the application should be approved pending submittal of a legal description of the vacated area and easement documents securing easements for all public and private utilities.

Charles Johnson Street Vacation Request

An application for the vacation of a public was submitted by the Law Offices of Daniel J Harris representing Charles Johnson at 410 Jefferson Street. He was requesting the west 150.6' section of the undeveloped Edwin Street between Union and Jefferson be vacated. Mr. Johnson's driveway that accesses his property at 410 Jefferson is located within the ROW of Edwin Street. The driveway was constructed when the house was constructed in 1992. The existing structure is significantly different than the plot plan submitted with the approved zoning permit which shows a 24' x 34', 816 sqft structure accessed directly

from Jefferson Street. The Planning Commission reviewed the request and based on findings that; the proposed vacation request petition was not signed by either of the two other adjacent property owners, and the vacation would eliminate the possibility of a future extension or Edwin Street and utilities through to Jefferson Street and the proposed vacation would land lock a potentially buildable parcel, the Planning Commission recommended the street vacation as requested be denied. Upon review of the Planning Commission report The City Commission determined that the application should not proceed.

Ordinances

Storm Water Ordinance

As a result of an attorney general opinion in 2008 the storm water ordinance for Charlevoix County was no longer in effect. The opinion basically stated the regulation of storm water at the county level was outside the scope of the powers bestowed to a county by State. As the City was operating in cooperation with the County Drain Commissioner in applying the County storm water ordinance, the removal of this ordinance directly impacted storm water control in the City. In 2009 the County, in cooperation with many of the municipalities prepared a new of the Storm Water Ordinance that could be adopted by each municipality who could choose to partner with the County to act as the permitting and enforcement agent. A storm water control ordinance was subsequently adopted by most of the Townships in Charlevoix County. Boyne City, of East Jordan and Charlevoix did not adopt the ordinance as each had concern about the application of an ordinance that was modeled for rural areas and it did not include considerations for conditions unique to Cities. The development of storm water ordinance was City goal action item and the City began working cooperatively with East Jordan and Charlevoix to develop and ordinance that would meet the needs of more developed areas with existing storm water systems and infrastructure. The finished ordinance was adopted in November 2019. Using funds provide by the SAW grant the City was able develop and adopt the Ordinance at minimal cost.

Property Maintenance Code

At the June 11, 2018 City Commission meeting staff provided the Commission with a sample property maintenance code for review and discussion. In July 2018 and January 2020 Don Gilmet, City of Alpena a building code official spoke with the City Commission about administration and enforcement of a property maintenance code and his experiences with City of Alpena. After review and discussion, it was the consensus of the Commission to move forward with the development of a property maintenance code. Per the direction of the City Commission City Staff will be developing a Boyne City property maintenance for their consideration and adoption in 2020.

Flood Insurance Rate Maps Update and Enforcement Intergovernmental Agreement

The Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRM) for Charlevoix County and all jurisdictions in the County were completed and delivered in the spring of 2019. The maps become effective on May 16, 2019 and will replaced the existing FIRM maps. The City has participated in the National Flood Insurance Program since 1982 and there are a number of properties in the City that are covered by the NFIP. With the

updating of the FIRM there are actions the City needed to take in order to remain in the program and insure uninterrupted insurance coverage to City residents that are covered by NFIP. If the City did not adopt the updated map City residents would no longer be eligible for flood insurance through the NFIP and would be forced to purchase private flood insurance at a significantly higher cost. The adoption of the ordinance and resolutions did not change any policy, procedure or responsibility. The new ordinance updated the 1982 ordinance and the resolution passed reaffirmed the City's commitment to participate in the NFIP and formalized the agreement with Charlevoix County to continue to be the enforcing agency using existing provisions in the state construction codes.

Michigan Regulation and Taxation of Marihuana Act (MRTMA) Opt-out Ordinance
The MRTMA was approved by Michigan voters on November 6th and became effective on December 6, 2018. The Act required municipalities to either "opt-in" to permit and regulate marihuana establishments, or "opt-out" to not permit marihuana establishments within the municipality. From the effective date of the law the State had one year to assemble the regulatory framework for licensing commercial recreational marihuana establishments. Given the fact that the nature and requirements of the rules to adopted by the State were completely unknown and it was uncertain when the rules would be in place, developing an ordinance to regulate establishments posed significant challenges. Therefore, the City choose to adopt an opt out ordinance to provide time to further study the issue and fully consider the rules once developed by the State.

Zoning Amendments

Building Height
In discussions with prospective developers the maximum stories provision was noted as a limiting factor and potential barrier for redevelopment projects. In response to these discussions staff reviewed the implication of an ordinance change that would eliminate story limitation aspect of the maximum height regulations. Currently all zoning districts limit maximum height in the number of stories and feet. In the CBD the maximum building height is 3 ½ stories with maximum height of 45 feet. For your reference 2 sheets of example elevations have been provided. Sheet 1 shows an example of the same building in different configurations. If configured as a 4 story structure the building would not meet ordinance standards. If only half of the 4th story is completed as finished space or if the building was developed with only 3 stories the same basic structure would meet ordinance height standards. While these concepts are possible, they probably are not likely. Specific examples of what is developed can be found in existing and approved buildings in the City. Sheet 2 shows the elevations of the Harborside Condominium and an approved plan for One Water Street. As can been seen with the provided elevations, the story limitation does not reduce the overall height of the building, it limits only the amount of usable space inside the structure and encourages the gambrel roof form. Another issue that was found in the review of the height regulations was contradicting requirements for the TCD district. Article XX limits buildings to 2 ½ stories with maximum height of 35 feet and in section 11.04 (C) the height is limited to 2 stories with a maximum of 30

feet. Given these issues ordinance amendments were developed to clarify regulations, eliminate ordinance inconsistencies and promote redevelopment.

Housing Barriers

Contained in the priority action under the goal of developing housing is the task of reviewing the zoning ordinance and master plan with the intention of eliminating unnecessary barriers to developing housing options. To begin this task staff reviewed the zoning ordinance and identified barriers to housing with potential amendments and this was reviewed and further refined by the Planning Commission. These amendments included amendments to the definitions in Article I intended to make the language more consistent and eliminate unnecessary and duplicate definitions. Amendments to Article VI allows accessory dwellings and duplex's as a use by right and multiple family units with a maximum of 4 units as a conditional use. Amendments to Article VII changed the terminology from mobile home to manufactured home and park to development, increased the density to 10 units per acre and allowed the 25,000 square feet open space requirement to be met by more than 1 area. Amendments for Article X and XI eliminated the setback requirements for apartment buildings in the CBD and TCD districts and permitted dwellings on the ground floor of mixed-use developments.

Macksey Conditional Zoning Agreement

On April 25, 2017, the Conditional Zoning Agreement between Macksey Built Properties and City Commission was signed and executed. The agreement contained a timing stipulation that required a development plan for the first phase must be submitted within 2 years of the signature date of the agreement which would be April 25, 2019. On March 15, 2019, Mr. Macksey submitted a written request to the City asking for a one-year extension of the agreement. The City Commission approved the request and extended the agreement until April 25, 2020. On January 6, 2020 Mr. Macksey submitted a written request for another 1-year extension which was granted by the City Commission extending the agreement until April 25, 2021.

Projects\Committees

Local Update of Census Addresses

Earlier this year the City participated in the Local Update of Census Address (LUCA) program. This is second time the City has completed the LUCA, the City previously participated in the program for the 2010 census. The purpose of the program is to give the municipality an opportunity to review the Census Bureau's master address file of approximately 2,500 dwelling addresses and make additions and corrections to the list. For the 2010 census there were 431 corrections made to the master address list, of those corrections 214 were new addresses. For the 2020 census a total of 152 corrections were made to the list with 34 new address additions.

Marijuana Public Engagement Task Force

In passing the ordinance the City Commission stipulated that this issue was to be re-examined after the rules were in place and to engage the public to help determine any future actions should be taken on this issue. In July of 2019 the State adopted a set of emergency rules. While these rules were initially implemented on a temporary basis and

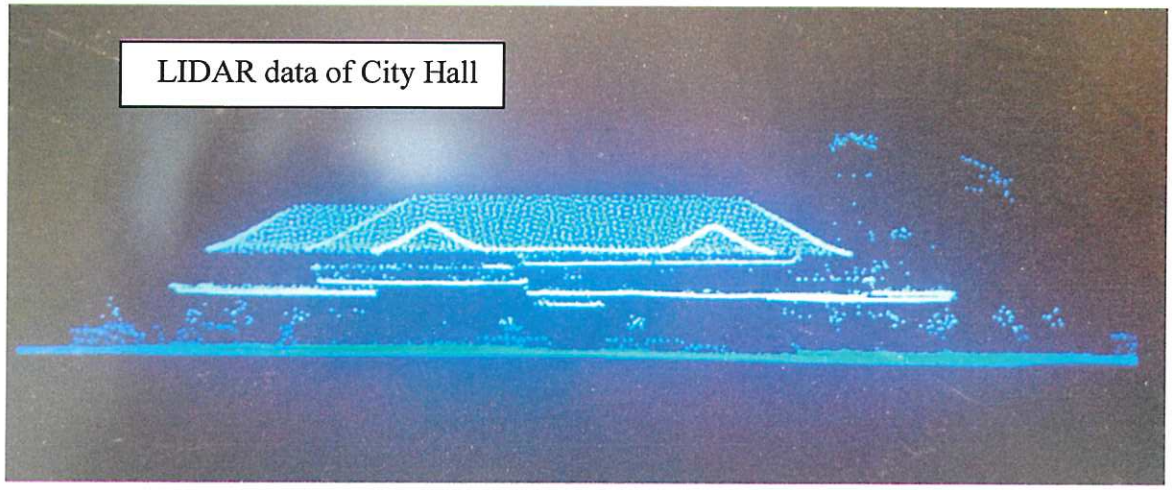
are due to expire in July 2020, the rules are comprehensive and it is widely anticipated that these rules will be adopted permanently. With the rules in place the City established a marihuana tasks force committee to develop a process to determine what is right for Boyne City through a process of community education and engagement.

The Boyne Housing Solutions

The Committee met 5 times over the year and facilitated the land bank forum in September with speaker James Tishler, Development Director of Michigan Land Bank Fast Track Authority. Working with Housing North Director Sara Lucas, the group supported and advocated for the creation of a new position of Director of Charlevoix County Housing Ready Partnership. Interviews for the position were held in January 2020 and its anticipated a person will be in the position by March. In October several City staff and officials attended the Northwest Michigan Summit in Traverse City. In addition to updates on local and statewide housing initiatives the summit also previewed the release of the 2020 Target Market Analysis prepared for the northwest region. The Charlevoix County Target Market Analysis was received in November and was reviewed by the Planning Commission. The complete analysis for Charlevoix and all the other counties in the region is available on the Networks Northwest website.

GIS Development and Support

As part of its mission the Planning Department continues to develop, maintain, and archive all City GIS data and provide GIS support and services to all City departments. In addition to this support the Planning Department continues to develop and enhance the City's GIS capabilities. City was able to use SAW grant funding to acquire updated aerial imagery and LIDAR data. As the it become clear near the termination of the grant that there would be excess funds available for additional data development the City obtained city wide planimetric data which include the mapping of all impervious surfaces throughout the City.



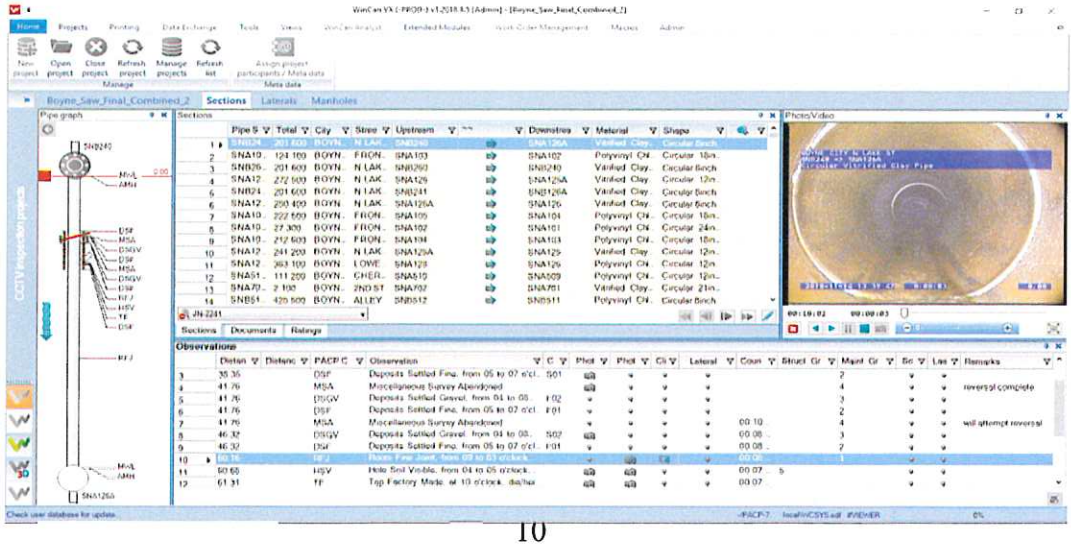
Grants

Boyne City to Boyne Valley Trail

Funding sources for the Boyne City to Boyne Valley Trail included grants from MDNR Trust Fund, MDOT Transportation Alternatives Program, Frey Foundation, Charlevoix County Community Foundation, and the Charlevoix County Parks Millage. Matching funds and donations for the project have been provided by Boyne Falls Township, the City of Boyne City, Village of Boyne Falls, the North Country Bike Club, Top of Michigan Trails Council and Boyne Mountain. Working with the consulting engineering firm OHM a bid package was completed in the spring and the project was advertised for bids on July 19, 2019 and bids were let on August 9, 2019. The project received 6 bidders with a low bid of $1,775,720.09 from J&N Construction of Gaylord. The bid was $159,313.34 (9.86%) over the engineer's estimate of $1,616,406.75. The City Commission approved the resolution awarding the contract on August 13, 2019 and work on the trail began in late September. Prior to shutting down operations for the winter most of the trail has been cleared and graded, the boardwalk has been constructed and the concrete sidewalk in the Village of Boyne Falls has been completed. The project completion date is June 12, 2020.

SAW

Submitted in 2013, the Storm Water Management and Wastewater (SAW) grant application, prepared with assistance from C2AE, was approved for funding in November 2016 with a required completion date of December 31, 2019. The submitted grant request was for a total estimated project amount of $767,608.00 of which the City is responsible for a 10% match which would total $76,760.80. The final project was $5,096.63 over the estimate for a total project amount was $772,704.03. This overage brought the total amount expended by the City to $81,857.43. Force account reimbursements of $5,732.35 reduced the total out of pocket costs to the City to $76,125.08. Grant activity over the past year included the delivery of data sets of the City sanitary and storm sewer systems, the completion of sewer modeling, and completion of the sewer and WWTP CIP and rate structure. The sewer inventory included the video inspection of all lines over 20 years old. Over 20 miles of sewer pipe was videoed and input into a data base that can be viewed with WinCan software.



The grant also included funds for the acquisition of the computer hardware and software to view, edit and update the data. Over the past year the City acquired two new desktop computers with ArcGIS software, 1 lap top computer, 4 iPads, and 2 GPS units. As some items came under budget the City was able to use the unallocated funds to acquired additional items that were not originally included in the grant application. One of the items was city wide planimetric data for all impervious surfaces in the City. The project will be completed in February with staff training on the GPS/GIS software and hardware and use of the new data sets.

Charlevoix County Parks Millage

Applications to the Charlevoix County Parks Millage program were approved in spring 2019 for trail improvements at Avalanche Park for $9,929, the addition of playground equipment at Peninsula Beach for $10,000. The playground equipment was installed in summer 2019 and the trail improvements are scheduled to be completed in the spring of 2020. Additionally, the Riverside Park upgrades were also completed in summer 2019.

Boards and Commissions

Planning Commission
The Planning Commission currently has 8 members on the 9-member Commission. Over that past year George Ellwanger, Joe St. Dennis, Jason Biskner, James Kozlowski, and Ken Allen left the Commission and Larry Chute, Monica Kroondyk, Skylar McNaughton, Rose Newton and Nicole Moblo were appointed.

Zoning Board of Appeals
The Zoning Board of Appeals has 5 members appointed to the 5-member board. The Board heard two variance requests in 2019. A rear yard setback variance of was granted for 413 Bay Street and a side yard setback variance for 419 E Lincoln was denied. The Board made a zoning map correction that corrected the district designation for two parcels from Regional Commercial District to Rural Estate District.

Historic District Commission
The Planning Department provides staff support for the Historic District Commission. Planning Staff has been delegated authority by the Historic Commission to receive applications and issue permits for minor classes of work as defined by the Commission. Over the past year there were no applications for major or minor work in the District.

Department Staffing

There were no changes to department staffing.

Training

Michigan Association of Planning Conference in Kalamazoo; MSU Adult use Marjiana Webinar series, Charlevoix County Planners forum, Northwest Michigan Housing Summit, Parking Study presentation; New planning commission training provided for RRC communities.

Township Partners

The City continues its contractual relationship with Evangeline and Wilson Townships to provide planning and zoning services. This relationship has not only proven to be economically efficient but also has the added benefit increasing communication and cooperation between the municipalities. While each unit of government maintains its autonomy with its own zoning ordinances and master plans, the working relationship between them helps the municipalities mesh their land use goals. It is expected that Boyne City will continue to provide planning and zoning services to the townships in 2020-21

Permit Applications and Reviews

2019 Zoning Permits	
Accessory Buildings	20
Residential Additions	15
Commercial Addition	4
New Dwellings	12
New Commercial	2
Lot Division\Reconfigurations	4
Total	**57**
Permit Fees Collected: $4,000	
Total Project Value: $7,009,500	

Enforcement

2019 Enforcement Activity	
Complaints Received	68
Site Inspections	182
Enforcement Letters Sent	58
Phone Contacts	78
In Person Contacts	30
Dilapidated Structure	2
Junk Cars	7
Junk/Trash	28
Miscellaneous	10
Signs	8
Weeds	35
Yard Sale Signs	38
Total	**126**

806 Thompson Dangerous Structure

On December 13, 2016 a dangerous structure hearing was scheduled for the single-family dwelling located at 806 Thompson. The hearing was held on January 21, 2020 and hearing officer Don Gilmet declared the building a dangerous structure and ordered it to be repaired or demolished by August 1, 2020.