



City of Boyne City
Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
www.boynecity.com

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REVISED

BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
319 North Lake Street
Tuesday, September 8, 2015 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 to business to receive full discussion. Such requests will be automatically respected.
 - A. Approval of the August 25, 2015 City Commission special meeting minutes as presented
 - B. Approval of the August 25, 2015 City Commission regular meeting minutes as presented
 - C. Approval to appoint Jerry Schmidt to the Airport Advisory Board for a term expiring on August 24, 2018
 - D. Approval to appoint Oral Sutliff to the Airport Advisory Board for a term expiring on August 24, 2018
 - E. Approval to appoint Rod Cortright to the Airport Advisory Board (Ex Officio) for a term expiring on August 24, 2018
4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
5. CORRESPONDENCE
 - A. Letter regarding Grandvue fundraiser
6. CITY MANAGER'S REPORT
7. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
 - A. Draft Minutes of the August 06, 2015 Main Street Board Meeting
 - B. Draft Minutes of the August 06, 2015 Parks and Recreation Board Meeting
 - C. Draft Minutes of the August 17, 2015 Planning Commission Meeting
8. OLD BUSINESS

An Equal Opportunity Provider and Employer

Hometown Feel, Small Town Appeal

9. NEW BUSINESS

A. Assessing Services Renewal

Consideration to extend the agreement for assessing services with DC Assessing for a period of an additional three years under the current terms with no increases at the estimated cost of \$55,100 per year and authorize the City Manager to execute the necessary agreements.

B. Road Maintenance Bids

Consideration to award the contract for the 2015 Pavement Maintenance Project to Reith Riley for the amount of \$299,860; and authorize the City Manager to sign the required documents.

C. Dilworth Hotel Project Grant

Consideration approve a resolution appointing City Manager Michael Cain as the Environmental Review and Certifying Officer for the Dilworth Hotel Project grant.

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- Household Hazardous Waste Drop off is September 11 and September 12 by appointment
- The Boyne on the Water meeting is scheduled for Tuesday, September 15, 2015 at 5:30 p.m. at Boyne City High School Performing Arts Center
- The next regular City Commission meeting is scheduled for Tuesday, September 22, 2015 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



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www.boynecity.com
click on Boards & Commissions for complete
agenda packets & minutes for each board

**AUGUST 25, 2015
SPECIAL MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 319 NORTH LAKE STREET, ON TUESDAY AUGUST 25, 2015

CALL TO ORDER

Mayor Grunch called the meeting to order at 11:00 a.m. followed by the Pledge of Allegiance.

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

Absent: None

Staff: Cindy Grice, Michael Cain and Barb Brooks

Others: There were 0 citizens in attendance

**CLOSED SESSION
MOTION**

2015-08-106A
Moved by Gaylord
Second by Towne

To approve the request of the City Manager to go into closed session to meet with our attorney regarding Attorney/Client Privilege communications as provided in MCL 15.268 (h) of the Michigan Open Meetings Act (PA 267 of 1976 at 11:01 a.m.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

**RETURN TO OPEN
SESSION
MOTION**

2015-08-106B
Moved by Grunch
Second by Towne

To return to Open Session at 12:08 p.m.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

**ADJOURNMENT
MOTION**

Moved by Mayor Grunch seconded by Commissioner Gaylord to adjourn the regular City Commission meeting of Tuesday, August 25, 2015 at 2:00 p.m.

Ron Grunch
Mayor

Cindy Grice
Clerk / Treasurer

**AUGUST 25, 2015
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 319 NORTH LAKE STREET, ON TUESDAY AUGUST 11, 2015

CALL TO ORDER

Mayor Grunch called the meeting to order at 12:08 p.m. followed by the Pledge of Allegiance.

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

Absent: None

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

Others: There were 12 citizens in attendance including representatives from the Charlevoix County News and Petoskey News Review

**CONSENT AGENDA
MOTION**

2015-08-107
Moved by Gaylord
Second by Neidhamer

To approve the August 11, 2015 City Commission regular meeting minutes as presented

Ayes: 5
Nays: 0
Absent: 0
Motion carried

CITIZENS COMMENTS

Mike Dow, one of the partners who purchase 475 N Lake Street said he has learned of the 2006 Waterfront Master Plan that included moving the City Facilities off the waterfront. He is appealing to the Commission to look at the new lakefront potential with the now open 475 N Lake Street property. Let's work on a new effort to look at a much needed new location for the city facilities. He and Bob Grove would like to assist the City in any way they can. This is a once in a lifetime opportunity to give the City the entire open waterfront. They have been contacted by citizens who are in agreement with this. Bob Grove said he agrees with Mr. Dow. He agrees the City does need new facilities badly, but is concerned about the location. He has received a copy of the 2006 Waterfront Master plan as well. It's a good plan that brings up some good points. The playground situation is going to change things. There are some interesting ideas out there and they'd like to establish a meeting with the City Commissioners. There are better potential sites in the City.

CORRESPONDENCE

None

CITY MANAGERS REPORT

City Manager Cain reported:

- We have received funds from our insurance carrier for the fence replacement that was necessary due to tree damage at the Wastewater Treatment Plant. Commissioner Sansom inquired about that at the last meeting and we contacted our insurance carrier that approved the claim.
- The DPW facilities project, the Business Park storm water

improvement project and Court Street are all now underway and moving along well.

- There have been about 60 new water meters installed by our personnel since March 1, with hopes to have about 200 installed by the end of the year.
- The City's new internet access for viewing tax and utility bill information is now available through the City's website.
- Our regular end of Summer Rubbish Collection program resumes on Wednesday September 2.
- The third Boyne on the Water public participation session will be held the evening of Tuesday, September 15 in the High School Performing Arts Center starting at 5:30 p.m.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES

Second Reading –Veterans Park Ordinance / Parks, Beaches and Public Place Ordinance

The July, 2015 Financial Statement was received and filed.

Consideration of second reading and adoption of the proposed ordinances dealing with City Parks in general and the Veteran's Park Pavilion respectively.

Public Works Superintendent Andy Kovolski discussed the updated Parks and Veteran's Park Pavilion Ordinance that is being presented for the second reading. The changes as requested by the Commissioners at the first reading along with recommendations by the Police and Park Department have been included in the update. All violations are now Civil Infractions.

Staff Comments: None

Citizens Comments: None

Board Discussion: Commissioner Sansom said the changes make more sense. Commissioner Gaylord said he is in no way opposed to have the executive make a decision on the parks, because there is an appellate process in place. All other Commissioners are ok with the ordinances as presented with two word changes.

MOTION

2015-08-108

Moved by Towner

Second by Gaylord

To approve of second reading and adoption of the proposed ordinances dealing with City Parks in general and the Veteran's Park Pavilion respectively with the minor word changes as requested

Ayes: 5

Nays: 0

Absent: 0

Motion carried

ACD Antenna Proposal

Review and consideration of ACD proposal to install telecommunication antennas throughout the City.

City Manager Cain said there hasn't been much movement since the last Commissioner meeting regarding this matter. Suggestions were made to

incorporate an antenna in the new City facilities. He thinks there is additional information that needs to be discussed with ACD and is not recommending additional action at this point.

Staff Comments: None

Citizens Comments: None

Board Discussion: Commissioner Gaylord said this is a matter of trying to strike the balance with legal requirements and maintaining the balance of the Community. He also thinks the METRO Act was for fiber optic lines. Did the original Act call for those antennas? City Manager Cain said no, we learned about those later. Commissioner Gaylord said this has an appearance of bait and switch. City Manager Cain said antennas are specifically excluded under the METRO Act. Mayor Pro-Tem Towne said he would like to see further information regarding compensation to the City for the antennas. Commissioner Neidhamer said we are in a grey area between federal and state laws not being up to date. Our job is to protect our right of ways and the compensation for the antennas. Commissioner Sansom said she agrees. Mayor Grunch said the City Manager will continue to keep the Commissioners posted.

Sommerset Pointe Sanitary Sewer Update

City Manager Cain discussed a proposal to spread out the payments for collection of the Reserve Fees for those who wish to connect to the Sommerset Pointe Sewer Line. The first \$550,000 of the Reserve Fees collected are to be paid to the City's Wastewater fund to help offset future maintenance costs of the system the City will take over and be responsible for in the future, while the amounts after that for the first 15 years are to help offset some of the developers construction costs. After consulting with City Staff, some affected Eveline Township Residents, and our City Attorney Jim Murray, we are prepared to recommend that we establish a payment plan for the \$10,000 Reserve Fee that would include; a time period of 10 years; an annual interest rate of 4%; an executed agreement between the parties that would incorporate these terms approved by our city attorney; it would be open to property owners who sign the required agreement and pay the required other fees by September 8, 2015 (or other date the contractor would need to know by; it would be open to the first 55 connections; customers would be responsible for payment of any increase in City connection fee between now and time of turn on, prior to turn on; debt would run as a lien on the affected property; payments would be made once a year; a person could pay it off sooner if they choose, without penalty.

The reason we would do this would be to encourage people to connect as the pipe was being installed so to reduce any possible issues that might come from doing it later. It would probably save the prospective customer from a higher cost also. There is no requirement of any sort for the City make any payment arrangements. The City would be allowing extension of its sanitary sewer system mainly as a benefit to our neighbors in Eveline Township along Lakeshore up to and including those in Sommerset Pointe. The direct benefits to the City itself are relatively small.

Staff Comment: Mark Fowler said the construction will begin on September 8 and the Construction Company wants to know who wants to hook up.

Citizens Comments: Mark Fruge asked if it would be easier to do the tap-in now? Would the health department require those whose septic systems fail to hook up to the sewer system? Jim Jaarsma asked if it is possible to pay the lateral and tap later? Robin Berry said this is a short timeline to let the residents know. The \$10,000 reserve fee is a very serious amount of money. She is requesting to reconsider the reserve fee. Vic Miller thanked the Commissioner for considering their situation. Robin Berry asked if we could wait on the \$10,000 Reserve Fee until the sewer is connected. He said he has a horrible landscape situation. This makes it possible for him to consider his \$25,000 investment on this short notice. Roger Perreault said the timing is unbelievable and the numbers are shocking. He doesn't think we are going to get that entire capacity and thinks the funding is strange.

Board Discussion: Commissioner Neidhamer said he thinks the 10 year payment plan for the opportunity is a better scenario that paying it all if their system fails. He added he feels this is justified. Mayor Pro-Tem Towne said this gives the property owner another option and their choice whether or not to hook up. Commissioner Gaylord said the City didn't have to do this all. He inquired if the 4% interest rate is appropriate and was informed, yes. Commissioner Sansom said she is sympathetic to all and understand it's a lot of money to come up with. Mayor Grunch said he supports the recommendation. Our job is to be good stewards of our assets.

MOTION

2015-08-109
 Moved by Grunch
 Second by Towne

To authorize City Staff, working with the City Attorney to put in place as a Somerset Point Sanitary Sewer Extension Project Reserve Payment plan as outlined allowing the \$10,000 cost to be spread in annual payments for up to 10 years at a 4% annual interest rate.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Division Street Lift Station Pump

Consideration to purchase a Keen Pump to replace the existing pump at the lift station at the corner of Division and Front Streets from Keen, in the amount of \$1,948 and authorize the City Manager to execute the documents

Water/Wastewater Superintendent Mark Fowler discussed the lift station at the corner of Division and Front Street that requires replacement. Its running at about one-half of its capacity. Parts are no longer being made for that pump any more. We received a quote from Keen to replace it.

Staff Comments: None

Citizens Comments: None

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

MOTION

2015-08-110
 Moved by Towne
 Second by Gaylord

To purchase a Keen Pump to replace the existing pump at the lift station at the corner of Division and Front Streets from Keen, in the amount of \$1,948 and authorize the City Manager to execute the documents

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

**Boyne Area Archery Club
 Novelty Shoot Event**

Consideration to approve a Boyne Area Archery Club novelty shoot event at the Avalanche Archery Range on September 26, 2015 from 8:00 a.m. to 5:00 p.m.

Public Works Superintendent Andy Kovolski discussed the request from Bill Kuhn for permission to hold an Archery shooting event at the Avalanche Park Archery Range. He has secured sponsorship for an event from G5 Archery and a few other entities as well. All of these companies are well respected and mostly family owned. The main goal of the event is to increase local interest in Archery and to make this an annual event. There are not any archery events currently held in northern Michigan. This could become an event that would draw people to the area which is beneficial to our businesses. The request has been reviewed by the Parks and Recreation board and they recommend its' approval.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement and very supportive of this event.

MOTION

2015-08-111
 Moved by Gaylord
 Second by Towne

To approve a Boyne Area Archery Club novelty shoot event at the Avalanche Archery Range on September 26, 2015 from 8:00 a.m. to 5:00 p.m.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

**MML Conference
 Registration Guests**

Consideration to invite up to four individuals from our community as a part of the City of Boyne City team attending the MML 2015 Annual Conference in Traverse City.

City Manager Cain discussed the invitation from MML encouraging registered participants to bring a community leader as part of our team to the convention. We have four paid registrations, so we are allowed four guests.

Staff Comments: None

Citizens Comments: None

Board Discussion: Board members had several ideas such as the Chamber Director, Main Street Director and possibly the candidates in the upcoming Commission election. City Manager Cain said we will ask for volunteers from within the community.

GOOD OF THE ORDER

Commissioner Neidhamer inquired about the status of the Playground Committee. Mayor Pro-Tem Towne said he went to the Relay for Life and it went quite well. The City received lots of good exposure. \$22,000 was raised. He wished more people had been there. Commissioner Gaylord asked if we have a cost on the underground boring for Division Street yet and Andy said not at this time.

**ADJOURNMENT
MOTION**

Moved by Mayor Grunch seconded by Commissioner Gaylord to adjourn the regular City Commission meeting of Tuesday, August 25, 2015 at 2:00 p.m.

Ron Grunch
Mayor

Cindy Grice
Clerk / Treasurer

DRAFT



CITY OF BOYNE CITY

319 N. Lake Street
Boyne City, MI 49712
Phone: 231-582-0341 Fax: 231-582-6506
Email: lisa@boynecity.com

To: Michael Cain; City Manager *Mc*
From: Lisa Schrock *LS*
Date: September 4, 2015
Subject: Airport Advisory Board Appointments

At their September 1, 2015 meeting the Airport Board recommended unanimously to recommend the City Commission reappoint Jerry Schmidt, Oral Sutliff and Rod Cortright (Ex Officio) to the Airport Board, each with terms expiring August 24, 2018.


 RECEIVED
 AUG 27 2015
 BY:

Grandvue Medical Care Facility • 1728 South Peninsula Road • East Jordan MI 49727
 231.536.2286 • www.grandvue.org • FEIN: 27-5077065

Dear Neighbor,

Grandvue, Charlevoix County's Medical Care Facility and home to 113 community Elders, will be holding an "Old Fashioned Barn Raising" party at the Boyne City Eagles Hall at 106 River Street on October 3, 2015, from 6:00-11:00 p.m.

This fundraising event will support the Grandvue Terrace and Recreation Park, a unique outdoor project that will create a beautiful, safe environment for Elders to experience again the joys of gardening, woodworking, animal husbandry, fishing, and intergenerational play. With its attached greenhouse, playground, walking paths, water feature, barn and picnic pavilion, the Terrace and Recreation Park will be an inviting place for families, school children and Elders to interact with each other and nature.

All of the funds raised at the event will go directly to the project as the Grandvue Terrace and Recreation Park will be financed entirely through monetary gifts, grants and in-kind donations. The Barn Raising evening will be fun for families and feature music, food, raffles and a silent auction.

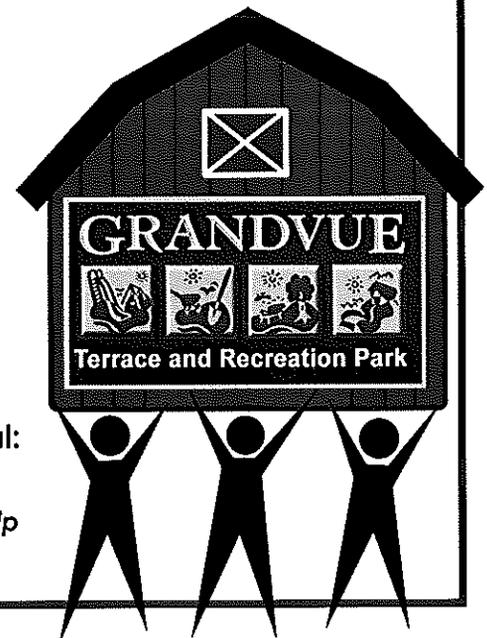
Your contribution of a monetary gift or auction item for the benefit will be greatly appreciated. A member of the fundraising committee, listed on the enclosed brochure, would love to speak to you about the project, answer your questions and arrange to pick up checks or donated items. On behalf of Grandvue's Elders, we thank you for your consideration.

Sincerely,

*The Grandvue Terrace and Recreation
 Park Fundraising Committee*

Grandvue Terrace and Recreation Park Goal:

*To have an outdoor area that stimulates the senses,
 maximizes optimal healthy living, embraces fellowship
 and gives Elders a reason to get up in the morning.*





Approved: _____

**Meeting of
August 6, 2015**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY AUGUST 6, 2015 AT 8:30 AM. CITY HALL, 319 NORTH LAKE STREET

Call to Order

Chair O’Brien called the meeting to order at 8:31 a.m.

Roll Call

Present: Michelle Cortright, Pat O’Brien, Rob Swartz, Larry Lenhart, Jim Jenson, Michael Cain and Robin Berry-Williams

Absent: Jodie Adams and Ben Van Dam

**Meeting
Attendance**

City Staff: Main Street Director Lori Meeder, Assistant Planning/Zoning Administrator Patrick Kilkenny, and Recording Secretary Lisa Schrock

Public: Two

**Approval of Minutes
MOTION**

Cain moved Jenson second PASSED UNANIMOUSLY to approve the June 4, 2015 regular minutes as presented.

**Citizens
Comments**

None

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

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

- Friggy’s SOBO Pub is opening next week
- Harvest Fest is October 3
- Buy Boyne City First Campaign
- A small Boyne Thunder subcommittee has developed an RFP for a new website for the event
- Boyne Thunder—It was an intense three days. It went really well and we received an overwhelming positive response and received more sponsors for next year
- SOBO Arts Festival—Wrapped up and made a small profit
- Pavilion Project—Committee met last week, there is no guarantee we will be eligible for the MEDC Grant
- Boyne on the Water place—Great turnout for the second community input session
- Business Transition Planning—Panel discussion is set for September 21 at the library
- New Manager Training—Meeder went to Lansing last week and made great connections

**New Business
Sister Cities Initiative**

Lori Meeder introduced Becky Kuebler and said Becky worked very hard to become a sister city with Drogheda, Ireland. Becky updated the board on the process of becoming a sister city in Ireland. The county in Ireland declined our invitation. After more research Becky believes she has a new potential sister city in Slane, the county of Meath, Ireland. The city is close to the Boyne River and Becky would like to look into pursuing Slane as a sister city.

MOTION

Cortright moved Berry-Williams second PASSED UNANIMOUSLY to recommend to the City Commission that Main Street reach out to Slane, Ireland as a potential sister city.
There was discussion.

**Local Façade
Grant
Recommendations**

Meeder said the design committee met last month to review the façade grant applications. The recommendations are as follows:

1. Give Bill Noblett a six month extension with the requirement that the project start no later than August 21, 2015. The extension amount will be reduced to \$7,350 and the project must be completed within six months.
2. Northern Homes at the full \$6,000 requested.
3. Mony Wolfe at the full \$1,650 requested.
4. Chris Frasz request for reconsideration of the prior year amount was not recommended.

MOTION

Lenhart moved Jenson second PASSED UNANIMOUSLY to approve the recommendations from the design committee as presented.

**Fund Development
Plan MMS
Technical
Assistance**

Meeder said Main Street applied for a technical assistance grant and was approved. MMS has contracted with Patrice Martin, a leadership coach, to facilitate the program. The October board meeting will be extended by an hour to accommodate the board assessment for the upcoming training which will take place on November 5 and 6. There was additional discussion on the intent.

MOTION

Cain moved Cortright second PASSED UNANIMOUSLY to approve the rescheduling of the November 5, 2015 board meeting to 1 p.m. to coincide with the fund development training.

Team Boyne

Jim Baumann from the chamber updated the board on his retirement plans over the next year and staying on part-time after retirement. He mentioned the next Business Expo will be the fall of 2016. Meeder said we need to be looking for a Chair to replace Baumann. There was discussion.

No Motion

**Approval of Place
Plans Invoice**

Cortright moved Swartz second PASSED UNANIMOUSLY to add \$1,000 to the invoice from Michigan Municipal League for a total of \$5,000 to be paid for Main Street's portion of the Placed Plans local match

MOTION

Good of the Order

Berry-Williams had residents approach her saying there was offensive t-shirts in the new shirt shop. She also wanted to know who would take the request for more crosswalk signs at special events. Cortright updated the board on the following: Main Street booth at Stroll the Streets is doing well—Ribbon cutting tomorrow at noon at Harbor House Publishing—In 2050 there is a time capsule at Harbor House Publishing—August 14 & 15 a Trail Crew is coming to town—Passed around the current edition of Mayo Clinic magazine featuring Rob Swartz. Swartz spoke about the Boyne City triathlon. Cain updated the board of the following: Kudos and congrats to the Food Truck Rally, there was a 20% increase in food vendors—November 3, is the final round for the commissioner seats—Open space project at

475 N Lake St—Significant transitions at the community playground—City facilities project, most recent rendition was on display for the board. Meeder thanked Cortright to help look for potential retail opportunities. Meeder also spoke about the Mission Moment and said she always tries to acknowledge volunteers and asked the board to do the same. O’Brien spoke about the bakery shop building that is for sale and said it would be a great potential for any retail shop.

**ADJOURNMENT
MOTION**

O’Brien moved Cortright seconded PASSED UNANIMOUSLY to adjourn the August 6, 2015 meeting of the Boyne City Main Street Board at 10 a.m.

Lisa Schrock, Recording Secretary

DRAFT



Approved:

**MEETING OF
AUGUST 6, 2015**

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

CALL TO ORDER

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

ROLL CALL

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

Absent: Gail VanHorn

**MEETING
ATTENDANCE**

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

Public Present: Six

****MOTION**

Bowman moved, Patoka seconded, PASSED UNANIMOUSLY to
excuse the absence of Gail VanHorn

**APPROVAL OF
MINUTES **MOTION**

Sheets moved, Bowman seconded, PASSED UNANIMOUSLY, a
motion approving the June 4, 2015 meeting minutes as corrected
(grammatical errors).

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

None

DIRECTOR'S REPORT

Kovolski reported that it's been a busy summer with lots of events and
more to come. There was some irrigation issues in some of the parks but
are fixed now. The concrete pad at the dog park pavilion was installed.

CORRESPONDENCE

Email received from John and Connie Dhaseleer requesting
consideration to paint additional lines on the tennis court to
accommodate Pickle Ball play. The board discussed the growing
popularity of pickle ball and some pros and cons of trying it on our
tennis courts. Kovolski will gather more information and report back.
This subject will be placed on the September agenda.

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

Park Inspection Reports -

- Sheets reported that Lower Lake St. road end looks good since
the work has been completed. Old City Park and Riverside Parks
looking good as well. Parish reported the path at Riverside Park
is still being mowed to wide and there are signs of vehicles
driving on it. He added that the trail could still be extended, the
area cleaned up a bit more with park benches added so more

people might use it as a nature area. Bowman reported that the showers are not working. Patoka stated the dog park looks good and is definitely being used. He did receive a couple of concerns about an aggressive dog and recommended to the individuals they should call the police if they have future complaints. Meeder reported that there are still downed trees along the walking path at Avalanche. There are a couple that could be dangerous; while it is ongoing maintenance, it seems like it just isn't getting done. Swift visited each of the road ends on the north side of town; Charlevoix St. had a lot of dirt on the steps, Bay St. had broken steps and a pump house on City property and Shady Lane has no signs that would indicate a public access is there - it looks like it belongs to the adjacent property owner.

- **Disc Golf Update** - Club members indicated that the Wednesday night league is going well. The mowing has been kept up decently this summer and the sport is growing in popularity. Chair Sheean mentioned that he had visited another disc golf course and was impressed by the practice area they had.
- **Trail(s) Updates** (Board Chair Sheean) - Nothing new to report.
- **Sunset Park Event** - Under the Main Street program a Tuesday night Sunset celebration event was formed. There was some activity, not on the same level as Stroll the Streets but still garnered some activity.

UNFINISHED BUSINESS

Tree Removals - Avalanche face of hill

The City is currently requesting bids for this project. Bids are due by August 20th and Kovolski plans to take a recommendation to the City Commission at their August 25th meeting.

PlacePlans Project / Boyne on the Water Update

Quite a few people showed up to view the concepts on July 21 and gave a good amount of feedback. The concepts presented that day have been posted on the City's website for people to view and give additional input.

Veterans Park Pavilion Project Update

Recording secretary Brooks updated the board on the fund-raising efforts by the pavilion committee and grant opportunities and funding commitments to date. Due to timing, the project will most likely not start this fall.

Disc Golf - Trial Tee Pad Proposal

The Boyne Valley Disc Golf Club is requesting permission to install a concrete tee pad on one hole of the course. They have tried other options and nothing seems to be viable at this point. They stated that many other courses have these concrete pads and much of their feedback from users of the course is to improve the tee pads. The general consensus of the board is that the club has tried other less invasive, more natural options first to no avail. They are in favor of allowing the club to install one tee pad as a trial, leave it up for a few

months and get feedback from players and park users. Recording secretary Brooks asked if the board would consider requesting the club to stain the concrete so it looked more like slate or something natural. The board and club members thought it was a good idea. **Patoka moved, Meeder seconded, PASSED UNANIMOUSLY** to allow the Boyne Valley Disc Golf Club to install one trial concrete tee pad for evaluation and to coordinate with City staff regarding the installation. The club also asked if anything had been done with the old baskets yet and if the board would consider the installation of 6 additional holes if they were located within the current course area. Kovolski suggested they work on the tee pad solution first.

****MOTION**

NEW BUSINESS

Veterans Park Play Structure

Kovolski reported that testing has been done on the play structure, wood chips and ground. The City would like to see a committee formed similar to the committee that was behind the construction of it. Board member Jo Bowman volunteered to serve on the committee.

Archery Tournament Event Proposal

Former board member Bill Kuhn has requested permission to hold an archery shoot tournament at the Avalanche archery range. A Michigan bow making company "G5" has committed to sponsoring the event. Kovolski stated that it may be small this year but can see it growing and Bill will do a great job managing the event. The board thought it was a great idea to bring attention to another outdoor recreation opportunity. **Swift moved, Sheets seconded, PASSED UNANIMOUSLY** to support the concept of an archery event at Avalanche.

****MOTION**

Riverside Park Improvements

Parish made some improvement suggestions that he and Kovolski discussed after meeting at the site: narrowing the mowed area, extending the path, adding signage to address motorized vehicles, and create a defined parking lot. The general consensus of the board was the park has great potential for a nature area. Kovolski suggested that the process be taken a step further and lay out the suggestions on a map and put dollar amounts associated with each item for further discussion.

NEXT MEETING

The next regular meeting of the Parks and Recreation Board is scheduled for Thursday, September 3, 2015 at 6 pm at City Hall.

ADJOURNMENT

The August 6, 2015 meeting of the Parks and Recreation Board adjourned at 7:28 p.m.

Barb Brooks, Recording Secretary

Approved: _____

**Meeting of
August 17, 2015**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday, August 17, 2015 at 5:00 pm.

Call to Order

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

Roll Call

Present: Jason Biskner, George Ellwanger, Jim Kozlowski, Jane MacKenzie, Tom Neidhamer and Joe St. Dennis
Absent: Chris Frasz (arrived at 5:05) and Andy Place
Vacancy: One

**Excused Absence(s)
MOTION

2015-8-17-02
St. Dennis moved, Ellwanger seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Chris Frasz and Andy Place

Meeting Attendance

City Officials/Staff: Planning and Zoning Administrator Scott McPherson and Recording Secretary Pat Haver
Public Present: 2

**Consent Agenda
MOTION

2015-8-17-03
Neidhamer moved, Biskner seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from July 20, 2015 as presented.

**Citizen comments on
Non-Agenda Items**

None

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

None

**Unfinished Business
Glen Catt SOBO
Redevelopment Final
Development Plan
Review**

Planning Director McPherson reviewed his staff report that was included in the agenda packet. After the packets were mailed out, additional information was provided by the applicant and was placed at the commissioner's seats, received and filed. The applicant is proposing significant changes to the initial plan that was submitted to this board on February 16, 2015.
Glen Catt - Due to the soil conditions and the old foundation, the original plan for a three story building, was reduced to a 2 story building and now will be a one story building; because the structural engineers are concerned about the load on the soils and foundation, it is cost prohibitive to put in the additional footings that would be required. I am before you with proposed changes, some ideas are from our meeting with the Main Street Design committee, and some are because of the change in the initial design. What is being proposed is to leave the curb cut from Lake Street as it is, and not to move the bump out that was discussed, scale back the outside deck area and use low profile landscape around the desk to open up the view corridor to maximize the view of the lake. There will be additional green space off of the deck and we will keep the walkway between Lake Street and Front Street. On the back side of the building we will have a mounted curb in order to facilitate trash removal, and will still allow us to use it as a parking spot during the day. Signage will be required to designate no parking from 2:00 am to 7:00 am in order for the trash to be removed. The interior floor plan will also change slightly with 7 Monks occupying the entire northern portion of the building with the outside desk utilizing (2) overhead doors for access to the deck space. In the middle is approximately 2500 sq ft of space to be leased, and the southern portion of the facility will house a

gym and fitness center, One Water marina boater facilities on the Front Street portion, with rental space on the Lake Street side. From our conversations with the design committee, we will be utilizing brick in a couple of different shades to break up the façade in varying thicknesses with cornices and soldier courses; the use aluminum trim over the doors and windows and an awning over the middle leased portion. The dumpster enclosure will have 8' brick screen walls which will match the brick on the building along a composite gate. The mechanical room will be inside, with a proposed aluminum and glass deck railing system around the outside deck, looking into a cable rail system also; they would like a beer garden atmosphere so will use a trellis or open pergola. Lights will be added above the windows that will be roof mounted sconces'. The attempt to use different door systems at the various entries is to break up the walls attempting to utilize the existing character of the buildings. We have been told that we will need to fill in the windows on the southern portion of the building because we are on the lot line, so will work diligently to match the brick colors.

McPherson – will the deck be used during all of the seasons? Is there screening proposed to block the weather?

Catt – Possibly, looking at raising the railing glass to a higher level, the gas fireplace is already there, and additional heat sources will be used.

Neidhamer – What about water runoff from the roofs

Catt – It will go into the storm system.

Kozlowski – Have you looked at ramps instead of steps for some of the entrances?

Catt – Yes, the occupants really like the use of steps and there are ADA concerns that are being addressed within the entrances of other portions of the building.

Frasz – What is the possibility now structurally for the roof top deck?

Catt – Due to weight concerns, the roof top deck is not feasible.

Handicap parking proposals will need to be reviewed by the DPW Superintendent and then approved by the City Commission. Looking at a safety buffer between the sidewalk and the last parking spot, and the bump out in the area. The possibility of flipping the proposed parking spots was discussed. As proposed currently, the all spots are indicated on the north side of the parking lot, and the applicant felt that it would be better to have them on the south side to again facilitate keeping the view corridor open. City staff is willing to work with the applicant on these issues, which may include the increase in curb cut.

MacKenzie referenced page 5 of the minutes from February 2015 where the board already discussed items previously reviewed as required in Section 19.40, and felt that there were no significant changes to be further reviewed.

With no further board discussion, **motion by Ellwanger, seconded by Neidhamer** to recommend approval of the Final Development Plan Review as per the site plan submitted 8-17-15, pending final review for on street parking alignment and layout along with the improvements to Front Street mounted curb to accommodate the dumpster enclosure reviewed and approved by the DPW Superintendent and City Commission, and encourage exploration of changing the parking lot area to maximize the view corridor.

Public comments opened at 6:02 pm

Lori Meeder –Main Street Program Director - There are other exciting tenants that are looking at coming in as the development moves forward, MEDC has always been supportive of Boyne City, and feel that they will continue to assist us. The TIF plan has been revised in order to give assistance to developers in the downtown areas.

****MOTION**

2015-8-17-6

Roll Call:

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

Nay: None

Absent: Place

Vacancy: One

Motion Carries

New Business

None

Staff Report

- Citizen Planner training information has been included in the agenda packet, there are grant funds available is anyone is interested in attending.
- Marvin Loding Awards we have not received any nominations, so will not be awarding anything this year. There are several exciting projects coming up that are good candidates for the next year or so.
- Boyne On The Water continues with a lot of really good ideas coming from the July meeting. They will have another meeting sometime in October. If you have any ideas to pass along, submit them to City Hall.

Good of the Order

- Crosswalks stripping and signage was discussed. Staff advised talking to the DPW Director and Police Chief.
- Low to Moderate Community status was talked about. The state took away our designation along with other communities due to data that was suspect in validity. The city is attempting to gather data in order to prove that we still fall within the Low to Moderate Status.

Adjournment

****MOTION**

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, September 21, 2015 at 5:00 pm in the Auditorium.

2015-8-17-10

St. Dennis moved, Frasz seconded, PASSED UNANIMOUSLY a motion to adjourn the August 17, 2015 meeting at 6:23 p.m.

Chair Jane MacKenzie

Pat Haver, Recording Secretary



City of Boyne City

MEMO

Date: September 4, 2015

To: Mayor Grunch and the Boyne City City Commission

From: Michael Cain, City Manager *Mc*

Subject: Assessing Services Renewal

It is hard to believe that it has been three years since we changed from using our then longstanding arrangement with Charlevoix County to provide us with Assessing services to the cooperative arrangement with the cities of Charlevoix and East Jordan in hiring a firm to do so. It has worked out very well.

Attached you will find the materials on this matter that were brought before the City Commission when it considered and approved this matter in August of 2012. We went through a very extensive bidding and review process at that time that ended up in the hiring of DC Assessing and Debra Chavez.

I have met with the City Managers of Charlevoix and East Jordan and we are all very satisfied with our current contractor. I also contacted a former employee of the County's Equalization Department who also expressed satisfaction in the work of and working with DC Assessing. After that I contacted Ms. Chavez and arranged for a three year extension of the terms of our agreement for each community at no increase in costs. East Jordan extended the agreement for three years at their meeting earlier this week. Both Charlevoix and Boyne City will be considering this at their meetings on Tuesday.

Since hiring DC Assessing the quality and detail of our Assessing records has increased significantly and continues to get better. Having an Assessor in our office one day a week has worked out well as has their availability to meet with customers of any of the communities whenever or wherever they are in the office. That has helped our taxpayers who may work in Charlevoix and East Jordan. Our Board of Review and tax appeals processes have improved as well. Ms. Chavez expertise has also come in helpful as we have considered various community development and property acquisition issues.

All in all I believe the level and quality of our Assessing services have improved using DC Assessing and we now have the option to extend that relationship for another three years at no additional costs. If for some reason the City was not satisfied with the work of DC Assessing in the future we have the ability to terminate the agreement after trying to resolve the issue and proper notice.

Ms. Chavez has been a resident of Boyne City since shortly after becoming our Assessor. She is also an active member of the Boyne Valley Lions Club. Boyne City has gained so much more than just a contract Assessor.

RECOMMENDATION: That the City Commission approves extending the agreement for assessing services with DC Assessing for a period of an additional three years under the current terms with no increases at the estimated cost of \$55,100 per year and authorize the City Manager to execute the necessary agreements.

Options:

- a) Select another term.
- b) Rebid the work.
- c) Other option as determined by the City Commission.



City of Boyne City MEMO

cc
8/14/2012

Date: August 14, 2012

To: Mayor Grunch and the Boyne City City Commission

From: Michael Cain, City Manager *MC*

Subject: Assessing Services Bids

As the City Commission may recall, earlier this year Charlevoix County advised us that they would be ending the decades old arrangement they had with the three cities in the County, Charlevoix, East Jordan and Boyne City to stop providing assessing services to them. From the cities perspective this arrangement, which we paid them a fee for, had worked very well and we were very disappointed to see it end. It seemed contrary to the State efforts to encourage governments to work together and share services.

Be that as it may, the three cities have worked since then in a unified effort to obtain replacement assessing services. The Charlevoix County Equalization Department was very helpful and generous with their time throughout this process as they helped with everything from preparing the requests for proposals to conducting interviews with various firms. A joint request for proposals (copy attached) was prepared and advertised. Six proposals were received by the June 25th due date from:

	Boyer City Costs		
	1 st year	2 nd year	3 rd year
1. Berg Assessing and Consulting Inc of Rogers City	\$57,500	57,500	57,500
2. DC Assessing Services of Traverse City	\$54,160	54,160	55,100
3. D & D Assessing of Alanson	\$55,500	55,500	55,500
4. Great Lakes Assessing of Cadillac	\$57,900	57,900	57,900
5. Quantum Valuation Services of Twin Lake	\$32,000	32,960	33,949
6. Robert Goodenough of East Jordan	Not Provided		

Copies of the responses were provided to each of the cities and the equalization department for their review and consideration. That was followed by a joint meeting with representatives of the three cities and the Equalization Department at which after reviewing all the proposals received firms 1-4 above were invited in for interviews. At the interviews the City Managers and City Treasures' from each of the three cities, plus a representative from the Equalization Department participated. At the end of that half day session two firms, Great Lakes Assessing and DC Assessing emerged as the two leading contenders. After references were checked and a second interview by the three City Managers was held with the team from DC Assessing it was agreed that they would be the best firm for the job and the recommended firm.

Reasons for recommending this firm include:

-Experience: The lead person for DC Assessing is Debra Chavez and her experience in Traverse City as the

B

head of their Assessing Department has prepared her well for all the issues that might come up in any of our three communities. She is also a State license Level III assessor on an I to IV scale with IV being the highest level, necessary for mainly large scale counties or cities equalization directors

-Recommendation: Traverse City City Manager Ben Bifoss, who is well known to many of us in the City for his work on our marina plans several years ago and also Debra's ultimate supervisor gave her a glowing recommendation.

-Location: Debra and her staff, after her retirement from Traverse City to take this position, seeks to relocate to Charlevoix County.

-Exclusivity: For the foreseeable future our three cities would be DC Assessing's exclusive clients

-Compatibility: Although we had a number of good firms to interview with from my perspective Debra and her team were the ones I would most want to having working on our behalf with the public, the City Commission, our City staff, the Equalization Department, our Board of Review, our attorneys, myself, or anyone else I missed. She is knowledgeable, easy to talk to, comes across well with a real passion for her profession.

-Vision: Debra told us upfront that she picked us to apply to because of the opportunity we present for building a multi-jurisdiction team effort that can be the best in the state. I was, and am, excited to have the opportunity to work with an Assessor, or any member of our City team, that shoots for that as their goal. I think we have a real opportunity here and she appears to be the best one to take us there.

-Costs: Their costs were in line with the firms we interviewed. We have budgeted \$75,000 for assessing services this year. This price is well within that framework. Due to the various start up and operating costs we will be experiencing for the first time this year it is difficult to know if we will be saving much, or any, money right out of the gate. Over the years it appears that that we will, but we will have a firmer grasp on that with some experience.

DC Assessing will be holding regular office hours at the three city halls. We hope that a customer from any city can stop in at any of the office hours at any city hall to be able to meet with the Assessor. This should be a convenience for all of our customers.

We look to establish an office for the Assessor in the current Planning Dept Conference room. Deputy City Clerk Karen Seeley will be providing direct clerical support for assessing services. We will need to purchase computer hardware, software and office supplies to support this operation. We anticipate being able to due so within budgeted amounts.

Ms. Chavez and her team are expected to be present at tonight's City Commission meeting.

RECOMMENDATION: That the City Commission confirm the City Manager's appointment of Debra Chavez as the City's contractual Assessor, award a three year agreement to DC Assessing Services of Traverse City at not to exceed annual amounts of \$54,160, \$54,160 and \$55,110 contingent of the final agreement by the City Attorney, and the receipt of similar approvals from the Cities of East Jordan and Charlevoix and authorize the City Manager and City Clerk/Treasurer to sign the required documents.

OPTIONS:

- A. -Postpone the request for additional information or review
- B. -Approve a modified version of the request.
- C. -Deny the request.
- D. -Some other action as determined as appropriate by the City Commission.

**CITIES OF BOYNE CITY, CHARLEVOIX
AND EAST JORDAN, MICHIGAN
REQUEST FOR PROPOSALS-ASSESSING SERVICES**

Introduction

The Cities of Boyne City, Charlevoix and East Jordan, Michigan (collectively the "Cities") are all Municipal Corporations providing general municipal services to their respective communities. Each community is located in Charlevoix County in northwestern, lower Michigan. Below is more specific information regarding each community:

2011 Community Information

	Boyne City	Charlevoix	East Jordan
2010 Population	3735	2513	2351
Size in Square Miles	3.91	2.04	3.06
SEV	208,576,916	306,356,100	71,725,550
TV	184,630,417	237,392,417	65,447,985
Number of Parcels	3190	2831	1421
# of Residential [401]	2751	2300	1148
# of Commercial [201]	210	220	119
# of Industrial [301]	18	20	17
# of Agricultural [101]	0	0	0
# of Personal Property Files	205	288	134
Utilities [551]	6	3	3
IFT	14	13	8

Assessing services for the three Cities were contracted through the Charlevoix County Equalization Department. Recent retirements in the Equalization Department have led to a decision by the Charlevoix County Commissioners to discontinue assessing services for the three municipalities as of September 1, 2012. Boyne City, Charlevoix and East Jordan are exploring the possibility of contracting with an Assessor(s) or a firm specializing in assessing services. A decision on this is expected to occur in June or July of 2012. The Cities will consider proposals from a Level II or higher Assessor to work on a contractual basis. Based on the proposals, it is possible that the three cities would enter into a three-year contract with the candidate who is awarded a contract under this Request for Proposals. Specific information regarding tax tribunal cases is available upon request.

Right of Refusal

The Cities of Boyne City, Charlevoix and East Jordan reserve the right to accept or reject any or all proposals in whole or in part, and to waive any informality, irregularity or defect in this process or in any proposal should it be deemed in the best interest of the three Cities.

Specific Services Required

1. Level II certification or higher.
2. Proficient in BS&A/Equalizer software.
3. Minimum of eight (8) office working hours in each of the three municipalities per week. Days of the week to be negotiated with successful assessor. Assessor will also be available for appointments at a time convenient to property owner and Assessor.
4. Plans, supervises, and participates in the appraisal, re-appraisal, and assessment of all real and personal properties in the Cities in accordance with State law and their respective City Charters.
5. Perform onsite inspections in order to annually re-appraise 20% of the real properties of each class (residential, commercial, industrial) and in order to determine the value of any new construction.
6. Maintains assessment rolls for each individual City, including ad valorem, specific tax rolls (IFTs, OPRAs, PILTs, TIFs, DDA's, etc.), and special assessments in order to ensure compliance with State law and the City Charters. Keep the property record field cards up-to-date.
7. Assessor will also provide a local phone number for City officials and residents to contact Assessor during regular business hours, Monday through Friday, and shall return phone calls within forty-eight (48) hours.
8. In consultation with the appropriate City Staff in each municipality, perform land division and combinations as necessary, complying with the State's Land Division Act and County/City procedures for land divisions.
9. Prepare the winter and summer assessment rolls for the City Treasurer in each municipality.
10. Analyze property sales of all property classes within the three Cities to determine property values and appropriate assessment adjustments, including vacant land values.
11. Process all Principal Residence Exemptions (PREs), rescissions, and Property Transfer Affidavits and Transfer Deeds for each municipality.
12. Process all poverty exemption applications for each municipality.
13. Verifies millage rates for each City Council or City Commission. Obtain millage rates from other taxing jurisdictions.
14. Files all necessary State and County reports pertaining to the Assessment and Tax Rolls for each municipality.
15. Annually prepare a report for each municipality regarding the status of the Assessing Department and the Assessment Roll(s) and present it to the City Council or City Commission. Attend City Council and/or committee meetings on

- an as-needed basis (anticipated to be about two City Council/City Commission meetings per year) for each municipality.
16. Complete Apex land and building footprint sketches for all real properties in each City.
 17. Update each City Treasurer's Department personnel with pertinent information on all name and address changes made to the database(s). All assessment files will be the property of and kept at the respective City Halls.
 18. Maintain the link between assessment and the Charlevoix County Building Department's databases to ensure (1) that the assessor can re-assess all construction activity requiring a building permit; and (2) that the Charlevoix County Building Department's database is up-to-date.
 19. Maintain parcel and tax maps for each municipality, including any future GIS component to this.
 20. Process Personal Property Statements, including conducting an annual inspection to ensure an up-to-date list of personal property for each municipality. Comply with all Personal Property Tax reporting requirements to the State of Michigan, tracking any required reductions.
 21. Upon request, meet with taxpayers of each municipality regarding assessment determinations and to explain appeal procedures.
 22. Respond to complaints for each municipality pertaining to assessing property.
 23. Act as the liaison in communicating with the public, media, and other governmental agencies on assessing issues for each municipality.
 24. Provide assessment information to the public similar to how the City currently provides this information on its website. Send out printed assessment notices to all property owner in accordance with State laws.
 25. Represent each individual City in defense of existing and future assessment appeals to the Board of Review, the Small Claims division of the Michigan Tax Tribunal, and the full Michigan Tax Tribunal.
 26. Coordinate with the respective City attorneys in the defense of appeals.
 27. Prepare changes to the roll based on decisions of the Board of Review and/or Michigan Tax Tribunal for each municipality.
 28. Assessor will coordinate with Charlevoix County Equalization Department office to facilitate the digital and manual transfer of data and values.
 29. The Assessor shall communicate openly and in a timely fashion with the proper City personnel and the public in handling all the appeals to ensure Board of Review has all available information to render their decisions. The Assessor is expected to present a positive professional image in both dress and conduct while interfacing with City Staff and the public.
 30. The Assessor shall update market values for land and buildings owned by each specific municipality. Said information obtained shall be used for Insurance purposes, depreciation and to establish lease values.
 31. Assessor will also perform all other duties incidental to the normal duties of an Assessor.
 32. The Assessor will make timely taxable value estimates for each municipality. Timing of the taxable value estimates will need to be negotiated with each individual municipality.

City Clerical/Administrative Assistance Services Offered

Boyer City, Charlevoix and East Jordan will provide limited clerical services to assist the Assessor(s). The limited support will include answering routine telephone calls and walk-in requests for assessment data, provide the Assessor's telephone number to residents as necessary, assist in scheduling assessment related appointments, provide copies of all assessment open records as requested and assist in stuffing envelopes and mailing all notices. The Cities will be responsible for printing assessment notices and tax bills and payment of postage. The Cities will continue to schedule the Board of Review meetings at their respective City Halls and post the public notices. Each City will provide office space to include a desk, chair, filing cabinets and either a lap top or desk top computer. Each municipality will also supply BS& A/Equalizer Software.

Proposal Requirements

The selection process will be focused upon quality-based selection criteria. Those interested in submitting sealed proposals must submit one (1) original and five (5) copies. The proposals shall include a list of current clients and projects along with a list of references (minimum of three). The respondent should provide a copy of his/her Level II or higher Certification document, documentation of any other related certifications, the annual dollar cost per municipality (fee for these services), and any other pertinent information, which the candidate may wish to provide. The proposal shall include the total annual compensation rate to provide the assessment services in the above Specific Services Required and in accordance with the applicable laws of the State of Michigan for the years 9/1/2012-8/31/2013, 9/1/2013-8/31/2014, 9/1/2014-8/31/2015. The Cities will pay the annual compensation rate based upon progress of the work that has been completed. Bidders shall express their fees for each year of the three-year contract for each individual municipality in a not-to-exceed sum to include all of the Assessor's costs, including but not limited to: labor, materials, transportation costs, meals, lodging, Board of Review, Small Claims divisions of the Michigan Tax Tribunal and the full Michigan Tax Tribunal expenses. All incidental expenses will be the responsibility of the Assessor(s) or Assessing Firm.

Other information

The successful Assessor(s) or Assessing Firm will be selected and hired by each individual municipality that is most advantageous to the Cities. The Request for Proposals will serve as the basis of the initial services contract with the Assessor or Assessing Firm.

Evaluation Criteria

The following evaluation criteria will be used to review the Assessing Services Proposals that are received and which meet the general quotation requirements.

1. Demonstration of successful experience in providing general assessment services to municipalities of a similar or larger size.
2. Past experience with providing assessment and revaluation services. Demonstration of a high level of accuracy in assessment work for municipal clients.
3. Cost of assessment services.
4. Evidence of positive customer interaction.

Response Date

Sealed proposals are due on or before Monday, June 25, 2012 at 4:00 p.m. and should be mailed or otherwise delivered to: Rob Straebel, City Manager, City of Charlevoix, 210 State Street Charlevoix, Michigan 49720 (231) 547-3270.

Thank you for your interest in this project.

DCAssessing Services

Debra L. Chavez

50 N Rusch Rd

Traverse City, MI 49696

231 649-5365

dcassess@yahoo.com

June 12, 2012

Rob Staebel, City Manager
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Dear Mr. Staebel:

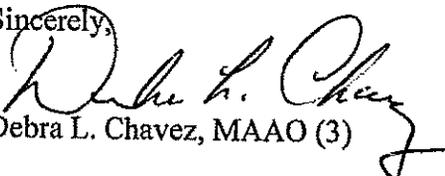
Thank you for the opportunity to provide a proposal for services for the City of Charlevoix, City of Boyne City and the City of East Jordan. I am very intrigued by the concept of three cities collaborating for assessment services and have tried to structure my proposal to qualify for the Michigan Department of Treasury Economic Vitality Incentive Program (EVIP) consideration.

As you can see from my resume I have been in government service for over thirty years with the last twenty years primarily performing assessment administration. This experience has proven to be extremely valuable in enhancing my ability to serve the public as well as staff's assessing and information needs. As I am currently planning my retirement from the City of Traverse City, I would like to continue to utilize my experience by providing professional accurate assessment administration for smaller jurisdictions.

It is my plan that the City of Charlevoix, City of Boyne City and the City of East Jordan would be the sole clients of DCAssessing Services for the foreseeable future. As such these municipalities would be mine and my staff's sole focus for assessment services. It is my goal to have these three municipalities feel that DCAssessing Services provides a level of performance and service equivalent to having an assessor on staff.

I would be happy to discuss this proposal with you in further detail at your convenience.

Sincerely,


Debra L. Chavez, MAAO (3)

RECEIVED

JUN 20 2012

CITY OF CHARLEVOIX

DC Assessing Services
Debra L. Chavez, MAAO (3)

**Proposal for Assessing Services, City of Charlevoix, City of Boyne
City, City of East Jordan**

Abstract: It is my objective to provide assessing services that will satisfy the assessing needs for the Cities of Charlevoix, Boyne City and East Jordan, Charlevoix County, MI.

This proposal is for a beneficial and cost effective relationship with these cities that serves to maintain and improve the understanding of assessment administration, collect and share useful information relative to the property tax system, and promote equity in the application of existing property tax law.

Plan: In response to the City of Charlevoix, Boyne City and East Jordan's need for assessment services, I propose to meet their statutory requirements for assessment administration by annually establishing the fair market value of real and personal property located within each city's jurisdictional boundaries. Accordingly, the fair market value will be used to establish each taxable parcel's assessed value, capped value and taxable value in accordance with the laws, rules and policies of the State Tax Commission and the State of Michigan. I shall additionally assume responsibility for maintaining each city's assessment rolls, including ad valorem, specific tax and special assessment rolls in the manner prescribed by state law including all reporting requirements. In addition property record cards, including name and address changes, transfer affidavits, homestead exemptions, and parcel descriptions shall be maintained for each city in compliance with State law and each City's individual Charter.

Basic Services: The services rendered will provide these additional benefits:

- Prepare the winter and summer assessment rolls for the City Treasurer in each municipality.
- Annually prepare a report for each municipality regarding the status for the Assessing Department.
- Annually prepare a statistical report estimating net projected revenue for budgeting purposes.
- Support March, July and December Board of Reviews.
- Attend City Council and/or committee meetings on an as need basis for each municipality.
- Conduct annual personal property audit for each municipality.
- Maintain parcel and tax maps for each municipality.
- Represent and defend all appeals to the Small Claims Division of the Michigan Tax Tribunal.
- Assist the respective City attorney in the defense of appeals to the full Michigan Tribunal.
- Coordinate with the Charlevoix County Building Department and the Charlevoix County Equalization Department to insure the maintenance of records and accurate transfer of data between each municipality and Charlevoix County.

- Coordinate with City Officials and the staff of each municipality to insure the maintenance and accurate transfer of any needed data.
- Visit and review all new construction permits, photograph property improvements, post to record card, update apex and BS&A
- Consult with appropriate City Staff in each municipality to perform land division and combinations in accordance with the State's Land Division Act and County/City procedures

Additional Services:

- Attempt to meet the State Tax Commission recommendation to annually re-appraise 20% of the real properties of each class including new photography and apex drawings of land and buildings.

Provided by Assessor:

The methods and management of assessment will include the following:

- Provide one local phone number for assessing services to be utilized by the three municipalities' residents and city officials.
- If the three municipalities each contract with DCAssessing Services and with the approval of the municipalities, provide twenty four (24) hours of weekly assessing service to residents of the three municipalities by rotating the assessor's location between the three jurisdictions so that the assessor(s) will be physically present for eight (8) hours in the designated assessing office of each city but service the residents of each of the three municipalities.
- Upon request, meet with the residents of each municipality during normal business hours
- Respond to phone messages within two business days.
- Act as the liaison between each municipality and the public, media, and other governmental agencies concerning property tax and assessment issues.

Provided by Municipalities:

- Limited clerical services to assist Assessor(s) including answering routine telephone calls and walk-in requests for assessment data, provide the assessor's telephone number to residents, assist in scheduling assessment related appointments, provide copies of all assessment open records as requested and assist in stuffing envelopes and mailing all notices.
- Printing assessment notices, personal property statements, tax bills and payment of postage.
- Schedule Board of Review meetings at their respective City Halls and post the public notices.
- Provide office space to include a desk, chair, filing cabinets and either a lap top or desk top computer and printer
- Provide BS&A.net Equalizer Software and Apex Medina Software

Cost for Services:

Basic Services:

The cost to City of Charlevoix, City of Boyne City and the City of East Jordan for DCAssessing Services to provide basic assessing services is as follows:

	City of Boyne City	City of Charlevoix	City of East Jordan
9/1/2012-8/31/2013	\$50,800	\$49,400	\$24,900
9/1/2013-8/31/2014	\$50,800	\$49,400	\$24,900
9/1/2014-8/31/2015	\$51,800	\$50,400	\$25,400

A 5% discount would be applied to the above figures if all three municipalities choose to contract with DCAssessing Services to provide basic assessing services. Payments would be in twelve monthly installments with first installment due at the time contract was signed.

Additional Services:

The cost to the City of Charlevoix, City of Boyne City and the City of East Jordan for Additional Assessing services is as follows:

	Price per parcel	Boyne City	Charlevoix	East Jordan
Total 20% Reappraisal		\$6,210	\$5,340	\$2,740
Residential	\$10.00	\$5,500	\$4,600	\$2,300
Commercial	\$15.00	\$ 630	\$ 660	\$ 360
Industrial	\$20.00	\$ 80	\$ 80	\$ 80

Payments would be billed quarterly for work completed.

Not to Exceed Cost:

The total not to exceed cost to the City of Charlevoix, City of Boyne City and the City of East Jordan would be:

	City of Boyne City	City of Charlevoix	City of East Jordan
9/1/2012-8/31/2013	\$57,010	\$54,740	\$27,640
9/1/2013-8/31/2014	\$57,010	\$54,740	\$27,640
9/1/2014-8/31/2015	\$58,010	\$55,740	\$28,140

The not to exceed costs would be reduced by the 5% discount for basic services if all three municipalities contract with DCAssessing Services.

Debra Chavez

Objective

To provide professional friendly assessment services to local communities

Technical Skills/Proficiencies

- MAAO (Level III)
- Personal Property Examiners License
- Experience administering Brownfields, Industrial Facility Tax (IFT), Neighborhood Enterprise Zones, Renaissance Zones, Tax Increment Financing (TIF)
- Special Assessments
- Contaminated Property

Experience

1996-Current	City of Traverse City	Traverse City, MI
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- Assessor
- All facets of assessment administration more specifically the preparation, administration and defense of assessment roll, specialty rolls, and special assessment rolls.

1993-1996	City of Springfield	Springfield, MI
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- Assessor
- All facets of assessment administration, supervised building, electrical and mechanical inspectors, reviewed residential site plans and code enforcement officer

1980-1993	City of Pottersville	Pottersville, MI
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- City Clerk, Deputy Treasurer, Assessor
- Maintain records of the City, conduct elections, accounts receivable, accounts payable, payroll, all reporting requirements and all facets of assessment administration.

Education

Lansing Community College	Lansing, MI	Certificate of Assessment Administration
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- Assessment Administration

Michigan State University	East Lansing, MI
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- General Studies

Affiliated Organizations

Michigan Assessors Association (MAA)
 International Association of Assessing Officers (IAAO)

MEMORANDUM

TO: MICHAEL CAIN; CITY MANAGER *Mc*

FROM: ANDREW KOVOLSKI; PUBLIC WORKS SUPERINTENDENT *AK*

DATE: 9/4/15

RE: ROAD MAINTENANCE BIDS

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

Contractor	Crush and shape Single course	Crush and shape w/ roll curb. Single course	Asphalt mill and resurface 1.5 inch paving
Payne and Dolan	\$15.65	\$16.40	\$9.80
Reith Riley	\$13.50	\$14.50	\$10.10

Attached to this memorandum you will find Reith Riley's bid submittal form with the unit costs attached to the measured quantities. Their total price for the project is \$299,860.00

RECOMENDATION:

It is my recommendation that the City Commission award the contract for the 2015 Pavement Maintenance Project to Reith Riley for the amount of \$299,860.00; and authorize the City Manager to sign the required documents. Funds for this work were included in both the Major Street and Local Street Maintenance fund budgets for this year.

OPTIONS:

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

Company: RIETH-RILEY CONSTRUCTION CO., INC

Address: 06795 US 31 N, CHARLEVOIX, MI 49720

Phone: 231-439-5757

Authorized Agent: MICHAEL ELLWANGER

Signature: 

Title: PROJECT MANAGER

Date: AUGUST 31, 2015

Pavement Maintenance				
Item	Quantity	Unit	Unit Price	Total Amount
Asphalt crush and shape; 2.5 inch single course paving;	5,391	Sq. Yd.	\$ 13.50	\$ 72,778. ⁰⁰
Asphalt crush and shape; 2.5 inch single course paving with tip-up curb	8,448	Sq. Yd.	\$ 14.50	\$ 122,496. ⁰⁰
Asphalt mill 1.5 inch and Resurface 1.5 inch	10,355	Sq. Yd.	\$ 10.10	\$ 104,585. ⁵⁰
			Total Amount	\$ 299,860. ⁰⁰



Date: September 8, 2015

To: Michael Cain, City Manager
and City Commissioners

From: Lori J. Meeder, Main Street

RE: Dilworth Hotel

Overview

Once restored to its original glory, The Dilworth Hotel will again be a landmark for our downtown. The beautiful historic structure is highly visible as visitors and community members enter the downtown corridor. The project requires significant private and public investment. Once complete, the boutique hotel will have 26 rooms, a restaurant, a banquet room and a pub. Potential employment is significant.

The MEDC has preliminarily approved a \$1,000,000 Community Development Block Grant for the Dilworth Hotel project. The City of Boyne City has submitted the Part 1 Application to the MEDC and our Community Assistance Team specialist in Lansing. We have been assigned a project specialist and will begin the next steps necessary to officially apply for Community Development Block Grant funds through the Michigan Economic Development Corporation,

An environmental review of the project(s) is required by State and Federal regulation prior to submitting a grant application. This process requires various public notices and public comment periods on the project.

Prior to the public notices and comment periods, the city commission must appoint a Certifying Officer and an Environmental Review Officer for the Dilworth Hotel Project. This requires a city official be the designated Certifying Officer and Environmental Review Officer.

This is the standard procedure the city has always used when applying for Community Development Block Grants.

Recommendation

That the City Commission pass a Resolution appointing Michael Cain, City Manager of Boyne City, as the Environmental Review and Certifying Officer for the Dilworth Hotel project.

Resolution to Appoint Environmental Review Certifying Officer

Whereas Boyne City is applying for Community Development Block Grant funds through the Michigan Economic Development Corporation, and

Whereas the projects are identified as the "Dilworth, CDBG Job Creation Project and the "Dilworth, CDBG Blight Elimination, and

Whereas an environmental review of the projects are required by State and Federal regulation prior to submitting an application, and

Whereas a city official needs to be designated as Certifying and Environmental Review Officer for the environmental review,

Be It Resolved that Michael Cain, City Manager of Boyne City, is hereby appointed as the Environmental Review and Certifying Officer for these projects.

Ayes:

Nays:

Absent:

Motion carried. Resolution declared adopted on _____, 2015.

Being duly qualified as the Boyne City Clerk, Charlevoix County, Michigan, I do hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Boyne City Commission at a regular meeting held at Boyne City Hall, 319 N. Lake St., Boyne City, Michigan on _____ 2015.

*Cindy Grice, Clerk
Boyne City*