



City of Boyne City

Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712

www.cityofboynecity.com

Phone 231-582-6597

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BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
364 North Lake Street
Tuesday, June 13, 2017 at 7:00 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CONSENT AGENDA
The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item(s) on the consent agenda be removed and placed as the last item under new business to receive full discussion. Such requests will be automatically respected.
 - A. Approval of the May 9, 2017 City Commission regular meeting as presented
 - B. Approval of the recommendation of the Planning Commission to reappointment Jason Biskner to the Planning Commission for a three year term expiring May 31, 2020
 - C. Approval of the recommendation of the Planning Commission to reappointment James Kozlowski to the Planning Commission for a three year term expiring May 31, 2020
 - D. Approval of the recommendation of the Planning Commission to appoint Jeffory Ross to the Planning Commission for a three year term expiring May 31, 2020
 - E. Approval of the contract with Team Elmers to provide services to grind the brush, log and stump piles at the North Boyne Yard in the amount of \$31,780 and authorize the City Manager to execute the documents
 - F. Approval of the recommendation in support of the Boyne City Main Street Program to apply for a special liquor license to serve alcohol on July 13, 2017 for the Food Truck Rally and on August 12, 2017 for the Farm Meal and authorize City Staff to complete any necessary forms
 - G. Approval to authorize staff to have West Shore Services supply and install the necessary equipment to operate the curfew siren at a cost of \$1,115
 - H. Approval to authorize the City Manager to apply for a grant of \$12,242,40 to the Grand Traverse Band of Ottawa and Chippewa Indians for the purchase of a Lucas (Medtronic) automated CPR machine and purchase the equipment if successful in obtaining the grant
 - I. Approval to purchase a replacement Philips Cardiac AED for the Police Department from Moore Medical at a cost of \$1,371 and authorize the City Manager to execute the documents
4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
5. CORRESPONDENCE
 - A. Correspondence from the State of Michigan Department of Licensing & Regulatory Affairs
 - B. Correspondence from the United States Department of the Interior Fish & Wildlife Service

An Equal Opportunity Provider and Employer

Hometown Feel, Small Town Appeal

- C. Correspondence from VanDam requesting the establishment of an Industrial Development District for the property located at 970 and 974 E Division Streets
- D. Correspondence from Consumers Energy Business Energy Efficiency Program regarding an incentive check earned in the amount of \$3,726

6. CITY MANAGER'S REPORT

7. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES

- A. Draft minutes of the May 1, 2017 Historical Commission Special Meeting
- B. Draft minutes of the May 2, 2017 Zoning Board of Appeals Meeting
- C. Draft minutes of the May 4, 2017 Parks & Recreation Board Meeting
- D. Approved minutes of the May 11, 2017 Main Street Board Meeting
- E. Draft minutes of the May 22, Planning Commission Meeting
- F. Draft minutes of the May 22, 2017 Historical Commission Meeting
- G. Draft minutes of the May 25, 2017 Historic District Board Meeting
- H. Draft Minutes of the May 25, 2017 Airport Board Meeting

8. OLD BUSINESS

9. NEW BUSINESS

- A. Request of the City Manager to go into closed session with our attorney regarding Attorney/Client Privilege document as provided in MCL 15.268 (h) of the Michigan Open Meetings Act (PA 267 of 1976)
- B. Cedar Street Engineering Services
Consideration to approve the contract with C2AE for design engineering services in the amount of \$23,800 and authorize the City Manager to execute the documents
- C. Water Balloon Educational Efforts Support
Consideration to support the volunteer efforts to educate the public and work towards reducing the amount of litter and debris stemming from community festivals and events
- D. Marina Expansion Engineering Services Proposal
Consideration to approve a contract with Abonmarche for engineering services for Phase I of the marina expansion floating wave attenuator project for an amount not to exceed \$62,000 and authorize the City Manager to sign all of the required documents associated with the project
- E. Trackless Purchase
Consideration to approve to purchase of a Trackless MT7 Tractor and attachments in the amount of \$147,632 from Bell Equipment and authorize the City Manager to execute the documents
- F. Boyne City Parks and Recreation Brochure
Consideration to approve the proposal from Harbor House Publishers to design and produce 10,000 copies of a parks and recreation brochure in the amount of \$2,495 and authorize the City Manager to execute the documents

G. Marina Truck Purchase

Consideration to allow staff to search and purchase a used truck for use at the Marina, if necessary or the perfect replacement truck opportunity presents itself in an amount not to exceed \$10,000

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The next regular City Commission meeting is scheduled for Tuesday, June 27, 2017 at noon

12. ADJOURNMENT



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

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

**May 9, 2017
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 364 NORTH LAKE STREET, ON TUESDAY MAY 9, 2017

CALL TO ORDER

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

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

Absent: None

Staff: Jane Halstead, Michael Cain, Scott McPherson, Mark Fowler, Kelsie King-Duff, Barb Brooks, Jeff Gaither and Andy Kovalski

Others: There were eleven citizens in attendance

**CONSENT AGENDA
MOTION**

2017-05-037
Moved by Conklin
Second by Towne

2017-05-037A
Approved the April 25, 2017 City Commission regular meeting minutes as presented

2017-05-037B
Approved the recommendation from the Zoning Board of Appeals to reappoint Pat Kubesh to the Zoning Board of Appeals to expire on September 1, 2019

2017-05-037C
Approved the recommendation from the Zoning Board of Appeals to reappoint Roger Reynolds to the Zoning Board of Appeals board to expire on September 1, 2019

2017-05-037D
Approved the recommendation from the Zoning Board of Appeals to reappoint Bob Carlile to the Zoning Board of Appeals board to expire on September 1, 2020

2017-05-037E
Approved the recommendation from the Airport Advisory Board to appoint Leon Vercruysse to the Airport Advisory Board for the 3 year term ending August 24, 2019

Ayes: 5
Nays: 0
Absent: 0
Motion carried

CITIZENS COMMENTS

None

CORRESPONDENCE

None

CITY MANAGERS REPORT

City Manager Cain reported:

- The City gave away 450 trees for Arbor Day
- The main boat launch and shopper's dock are open
- The ice pole has been removed
- The farmer's market is back at Veteran's Park for the season
- Buff up Boyne has taken place – thanks to volunteers
- The Marina opens on Monday, May 15th
- Mushroom Festival and Craft Beer Block Party coming up next week
- Curbside collection of leaf bags will continue on Mondays and Fridays through the month of May
- At their April 28th meeting, the Michigan Waterways Commission approved the \$260,000 grant to start Boyne City's marina expansion
- Savings of energy and money has begun with the installation of the new LED lights with Consumers Energy. Fourteen lights still need to be converted
- The main boat launch will be closed Wednesday afternoon for asphalt repair
- Crack sealing at the airport and on the streets is done. Pavement marking will take place next.
- Next week the new tennis courts will be colored and marked
- The damaged gate at Avalanche will be replaced next week
- The hole at North Lake Street and Vogel will be repaired when new valve parts are received. The leak was caused by faulty bolts. We are looking to replace all similar valve bolts that were used
- Tomorrow at 6:00 p.m. there will be a celebration at the Airport to recognize Leon Jarema's fifty years in aviation. This will be followed by a safety seminar.
- Dennis Amesbury retires this Friday after 33 years of working for the city

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES

Draft minutes of the April 5, 2017 Main Street Board Meeting; the April 6, 2017 Main Street Board Work Session; the April 6, 2017 Parks & Recreation Board Meeting; the April 6, 2017 Airport Board Meeting; the April 10, 2017 LDFA Meeting; the April 17, 2017 Historical Commission Meeting and the April 27, 2017 Airport Board Meeting were received and filed.

Open Space Second Appraisal

Consideration to allow staff the opportunity to select a second appraisal bid to not exceed \$6,000 and allow the City Manager to negotiate fees based on services needed and to execute all necessary documents to complete the contract.

Barb Brooks reported that a contract was signed with the low bidder for the initial Open Space Appraisal. The Michigan Natural Resources Trust Fund Grant requires that a second appraisal be done. Staff would like to move forward on the second appraisal before the appraisers get too busy to get appraisal done in timely manner.

Staff Comments: None

Citizens Comments: None

Board discussion: Commissioner Conklin inquired how we would decide who would do the second appraisal. Cain stated we would likely go with Michigan Appraisal Company as they didn't require engineering services. Commissioner Grunch asked why the appraisal cost has gone up since 2014. Brooks stated that all the bids came in at a similar rate. They may be more detailed because it is being prepared for grant purposes. All Commissioners are in support.

MOTION

2017-05-038
 Moved by Towne
 Second by Sansom

To allow Staff to select a second appraisal bid not to exceed \$6,000 and allow the City Manager negotiate fees based on services needed and to execute all necessary documents to complete the contract.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

**Boyne Valley Trail
Phase/Engineering
Contract**

Consideration to approve the Professional Services agreement with NDG for trail design and construction engineering services for Phase 1 of the Boyne Valley Trailway as presented.

Scott McPherson stated that funding has been secured for Phase 1 of the Boyne Valley Trailway and it is now time to move on with the design and construction of the trail. McPherson reviewed the numbers of the proposed contract with Northwest Design Services (NDG). Design services would be \$77,000 and Engineering services would be \$58,075 for a total of \$133,075. Engineering Services will be reimbursable through the Michigan Natural Resources Trust fund. Dave Boyle of NDG was present at the meeting. His firm has been working on the grant process for the last year and will strive to meet numbers as presented. Trail will be built summer 2018.

Staff Comments: None.

Citizens Comments: Mike Sheean of Boyne Valley Trails has been working on a preliminary plan for nearly 5 years. Preliminary costs have been covered by donations from the public.

Board discussion: City Manager Cain said the trail discussion has been going on for many years. This trail will make important connections between Boyne Falls and Boyne Mountain. Commissioner Sansom asked if trail would be paved and if we had right-of-way. Yes, it will be paved and we have easements. Commissioner Grunch thanked Mike Sheean for getting the trail rolling. Commissioner Conklin asked if funding was secured for both phases. Cain said it is highly likely to be funded but he would not use the wording 'secured' until we actually get the money. Mayor Neidhamer thanked Mike Sheean and said the new trail will be awesome. All Commissioners are in support.

MOTION

2017-05-039
 Moved by Grunch
 Second by Sansom

To approve the Professional Services agreement with NDG for trail design and construction engineering services for Phase 1 of the Boyne Valley Trailway as presented.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

**New City Facilities
 Furnishings**

Consideration to approve the bid from Interphase Interiors in the amount of \$64,502.47 to provide furnishings for the new City Facilities and authorize the City Manager to execute the documents .

Barb Brooks stated the City received four bids to provide furnishings for the new City Hall and it is recommended that we go with the low bidder. City Manager Cain said correspondence was received from Northern Design Company and the Chamber of Commerce encouraging the City to award the bid to a local provider. While there is no formal policy to use local businesses it is done when possible. Because there was an \$11,000 cost difference it is recommended to not use the local bidder.

Staff Comments: None.

Citizens Comments: None.

Board discussion: Commissioner Towne would like to do business locally but there is quite a difference in cost. He supports the recommendation. Commission Grunch wanted to be sure the quality was the same between bidders. Cain stated we will look at samples and make sure we are comfortable with product. Brooks stated that minimum standards were in the bid specifications. Commissioner Conklin noted that the greatest expense will be the Commission Chambers. Cain stated that we are not furnishing every room with new furniture, mainly the public spaces. The consultant on the project was not the low bidder. Conklin stated that the cost difference was too great to award bid to local bidder. Mayor Neidhamer is in support of recommendation. All Commissioners support recommendation.

MOTION

2017-05-040
 Moved by Conklin
 Second by Towne

To approve the bid from Interphase Interiors in the amount of \$64,502.47 to provide furnishing including delivery and installation for the new City Facilities and authorize the City Manage to execute the documents.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Voting Equipment Resolution

Consideration to approve the resolution authorizing the City to apply to the Michigan Secretary of State via the Charlevoix County Clerk's office for a grant to purchase the new voting systems from Dominion Voting Systems.

Cain reviewed the recommendation from Cindy Grice to get new voting equipment through a grant provided by the Michigan Secretary of State. The new equipment will include a new tabulator, ballot box and accessible voting machine. Our current equipment is getting old (over 10 years) and does jam and have occasional issues. With the new equipment there will be on-going maintenance costs which will need to be included in future budgets, but nothing excessive. In the past we were fortunate to have Charlevoix County pay those costs.

Citizens Comments: None

Staff Comments: None

Board Discussion: Commissioner Conklin had a question on the application date. Cain stated we are still well within timeline to apply. Commissioner Towne said the new equipment could save us money in the long run and is in support. Sansom in favor of improving voting equipment. All Commissioners are in support.

MOTION

2017-05-041

Moved by Sansom
Second by Grunch

To approve the resolution authorizing the City to apply to the Michigan Secretary of State via the Charlevoix County for a grant to purchase the new voting systems from Dominion Voting Systems under the terms outlined above.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

Plotter Purchase

Consideration to approve the purchase of an HP T2530 Multifunction printer from Engineering Supply for a unit price of \$8,200 with a cash trade in of \$1,250 for the existing plotter for a total price of \$6,950 and authorize the City Manager to execute the documents.

Scott McPherson stated that the current plotter is 15 years old and is in need of maintenance. McPherson solicited bids and received three. He reviewed the bids and is recommending the low bidder, Engineering Supply. The new machine is a 36 inch plotter which is faster and more economical than what we currently have. Purchase will be before May 31 to get the HP rebate and delivery will be after City Hall has moved to the new facilities. McPherson is not recommending purchasing the service contract. The plotter does come with a 1 year warranty.

Staff Comments: Cain loves it when a plan comes together. With the rebate and Saw Grant the cost of the plotter will be about \$820. It is a very useful and valuable tool to have which will hopefully last another 15 to 20 years.

Citizens Comments: None

Board Discussion: Conklin asked if we should buy a better piece of equipment since this is so inexpensive. McPherson stated this is all the machine we need. Conklin asked if we do things for the community with it. Yes, we do maps and banners. Commissioner Sansom asked if this is a better machine than what we currently have. Absolutely according to McPherson. Sansom asked if we can get a service contract later if we wanted to. The machine does have a 1 year warranty and we could possibly get a service contract if we thought we may need one at that time. Commissioner Grunch asked about the cost of ink. McPherson didn't have specific numbers but he replaces print heads about once a year for about \$40 each. All Commissioners are in full support.

MOTION

2017-05-042

Moved by Towne

Second by Conklin

To approve the purchase of an HP T2530 Multifunction printer from Engineering Supply for a unit price of \$8,200 with a cash trade in of \$1,250 for existing plotter for a total price of \$6,950.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

Small Garage Move

Consideration to approve the bid of \$2,500 for J & R Building Mover's Inc to move the small garage from the City Hall site to the Wastewater Treatment Plant yard as well as approve the cost of the blocks and concrete to set the garage on.

Police Chief Jeff Gaither would like to move the small garage which is currently located where the new parking lot at the new facilities will be. He would like it moved to the Wastewater Plant site. It is a good opportunity for additional storage for supplies and vehicles. The Street Department said they would be able to put in block work and the cement foundation for the building. J & R Builders is one of the only operations in the area that does this type of work. Their bid is \$2,500.

Staff Comments: Cain stated that we try to reuse anything that we can. If we do move this building we need to relocate it soon before top coat is put on new pavement. It will be good space to store vehicles etc. Cain supports recommendation.

Citizens Comments: None

Board Discussion: Commissioner Sansom asked what budget this will come out of. Cain said the Police Department budget. The size of building is 16 by 24 feet. All Commissioners are in support of the recommendation.

MOTION

2017-05-043
 Moved by Sansom
 Second by Towne

To approve the bid of \$2500 for J & R Building Mover's Inc to move the small garage from the City Hall site to the Wastewater Treatment Plant Yard as well as approve the cost of blocks and concrete on which to set the garage.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

**Interview Room
Cameras System**

Consideration to approve the bid from Habitec Security to install a camera system in the Police Department Interview/Interrogation Room in the amount of \$2,561.50 and authorize the City Manager to execute the documents.

Chief Police Gaither is requesting approval to install cameras in the interview room to comply with state law that requires all law enforcement agencies to have an audio/visual recording of interrogations for certain felonies. Currently the Boyne City Police have to transport the interviewee to the County Jail to obtain the recording which is less than ideal. Now is a good opportunity to install the cameras while the new building is still in the construction phase. Two bids were received and Gaither recommends the low bidder of Habitec.

Staff Comments: Cain supports the recommendation. We have the funds to do it and it is a good time to do it with the new construction.

Citizens Comments: None

Board Discussion: Commissioner Towne stated that this type of equipment offers protection to the officers as well as the person being interviewed and he fully supports the purchase. Commissioner Conklin asked why four cameras aren't needed as listed in one of the bids. Gaither explained that 4 were not necessary. Sansom is in favor. It will save time transporting interviewees to Charlevoix. All Commissioners are in favor of recommendation.

2017-04-036
 Moved by Conklin
 Second by Towne

MOTION

To approve the bid from Habitec Security to install a camera system in the Police Department Interview/Interrogation Room in the amount of \$2561.50.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Good of the Order

- Commissioner Grunch inquired on the clean-up of Maple Lawn Cemetery. Andy Kovolski said that clean-up has started.
- Commissioner Conklin inquired on the progress of the fence at the community garden. Andy Kovolski said that it will be installed in the next 2 weeks. Conklin inquired on the clean-up at the North Boyne Facility. Kovolski that it will happen as soon as time allows.
- Commissioner Sansom thanked the DPW for their assistance with the moving of museum items.
- Mayor Neidhamer would like to discuss the Open Space at the next meeting.
- Commissioner Towne asked about the status of Phase 1 of the Pavilion at Veteran's Park. Cain stated that Ray Kendra is looking into the reconfiguration of the bathrooms. Kelsie King-Duff stated that we are waiting on a cost estimate from Ray Kendra.

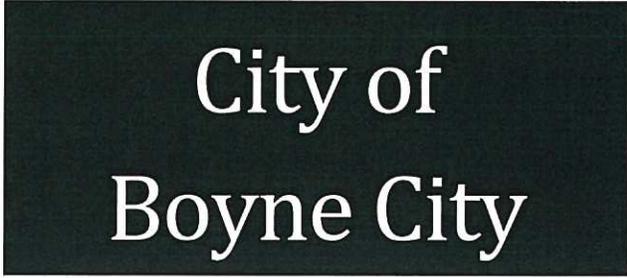
ADJOURNMENT

Motion by Mayor Neidhamer seconded by Commissioner Conklin to adjourn the Regular City Commission meeting of Tuesday, May 9, 2017 at 8:24 p.m.

Tom Neidhamer
Mayor

Jane Halstead
Recording Secretary

Pat Haver
319 N. Lake Street
Boyne City, MI 49712
(231) 582-6597
(231) 535-0003 fax
phaver@boynecity.com

The logo for the City of Boyne City, featuring the text "City of Boyne City" in a white serif font on a dark rectangular background.

City of
Boyne City

Memo

To: Mayor Tom Neidhamer and fellow City Commissioners

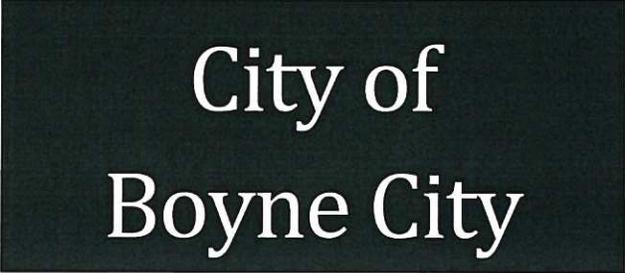
From: Pat Haver, Planning Administrative Assistant *PH*

Date: June 6, 2017

Re: Reappointment of Jason Biskner and James Kozlowski to the Planning Commission

On May 31 of this year, the three year terms of Jason Biskner, and James Kozlowski expired. At their May 22, 2017 meeting and after board discussion, a motion was made by Place seconded by Ellwanger, passed unanimously, to recommend to the City Commission their re-appointment to the Planning Commission for a three year term expiring on May 31, 2020.

Pat Haver
319 N. Lake Street
Boyne City, MI 49712
(231) 582-6597
(231) 535-0003 fax
phaver@boynecity.com

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City of
Boyne City

Memo

To: Mayor Tom Neidhamer and fellow City Commissioners

From: Pat Haver, Planning Administrative Assistant 

Date: June 6, 2017

Re: Appointment of Jeffery Ross to the Planning Commission

On May 31 of this year, a current vacant three year term on the Planning Commission expired. At their May 22, 2017 meeting and after board discussion, a motion was made by Ellwanger seconded by Neidhamer, passed unanimously, to recommend to the City Commission the appointment of Jeffery Ross to the Planning Commission for a three year term expiring on May 31, 2020.

MEMORANDUM

TO: MICHAEL CAIN; CITY MANAGER



FROM: ANDREW KOVOLSKI; PUBLIC WORKS SUPERINTENDENT



DATE: 6/8/17

RE: N. BOYNE BRUSH GRINDING

It is time once again to have a company come in to grind the brush pile and also do the pile of large trunks and stumps at the North Boyne Yard. Bids were sent to the two vendors who have the equipment necessary to complete this project; Deering Tree Service and Team Elmer's. Only Team Elmer's submitted a bid.

Attached to this memorandum you will find quotation from Team Elmer's of Traverse City for the amount of \$31,780.00 to perform this work. I should note that there is a very large quantity of brush onsite now as we did not have it done last year and that this quotation includes the large logs and stumps that are there also.

Recommendation:

It is my recommendation that the City Commission approve Team Elmer's bid of \$31,780.00 to grind the brush pile and the log and stump piles at the North Boyne Yard and authorize the City Manager to sign the required documents. Funds for this work are available in this years Street Department Budget.

Options:

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



PROPOSAL

72100 Milbocker, Gaylord, MI 49735
989.732.0656 • 989.732.7631 Fax
www.TeamElmers.com

Esphalt™ • Excavation • Concrete • Cranes

Proposal submitted to:

City of Boyne City
319 North Lake St
Boyne City, MI 49712

Attn: Andy DPW
Phone: 231 675-3212

Date: 03/28/2017

We hereby submit specifications and estimates for:

Chipping/Mulching brush & Stumps @ City dump site.

Grinder & Feed Loader \$855.00/Hour X 36 Hour (approximate) = \$30,780.00

Mobilization & Setup \$1,000.00 X 1 Lump Sum = \$ 1,000.00

Total = \$31,780.00

Final billing to be based on actual hours of Grinder Time

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.



Authorized Signature _____

Name: Steve Crane

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Method of Payment

- Check/cash upon invoicing
- Charge by VISA/MC upon completion of work

Account # _____ Exp Date _____

Tax ID # _____

Elmer's reserves the right to request a credit report with this proposal.

Authorized Signature _____

Acceptance of Proposal

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

Signature _____ (Sign and return copy upon acceptance)

By: _____

Its: _____

Date of Acceptance _____

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

When reviewing estimates and selecting a contractor:

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
- Get recent references from the contractors you are considering.
- Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
- All project specifications and payment terms should be written in the contract.
- The best contractors provide a written warranty or guarantee.

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Agenda Item 3F

To: Michael Cain, City Manager *Mc*
From: Kelsie King-Duff, Executive Director *KKD*
Date: June 1, 2017
Subject: Farmers Market Liquor Licenses

OVERVIEW:

Boyne City Main Street is seeking two special licenses to serve alcohol for the 2017 Boyne City Farmers Market Farm Meal and Food Truck Rally. As part of the application, City Commission must show support to apply. The Boyne City Main Street board passed a recommendation at the June 1, 2017 board meeting to the City Commission. Commission approval would allow Main Street to apply for event liquor licenses with the Michigan Liquor Control Commission. The event liquor licenses would cover the Food Truck Rally on July 13 and the Farm Meal on August 12. This has been taking place for several years.

RECOMMENDATION:

It is my recommendation the Boyne City City Commission pass a recommendation in support of Boyne City Main Street applying for a special license to serve alcohol on July 13 for the Food Truck Rally, and August 12 for the Farm Meal and to authorize City Staff to complete any forms necessary.

City of Boyne City**MEMO**

Date: June 9, 2017

To: Mayor Neidhamer and the Boyne City City Commission

From: Michael Cain, City Manager 

Subject: Curfew Siren Controller Replacement

With the recent relocation of the Emergency Siren as part of the new City Facilities Complex, it was determined the controller for the curfew siren was not compatible with some of the new equipment. Hence the siren has not sounded at 10:30 p.m. since it was moved. All other functions of the siren are working normally in its new location on the pole west of the new building.

Attached is a proposal for an installed new controller/timer from the firm that works on the siren, West Shore Services, for \$1115.00

Normally this would have been taken care of as part of the construction project but with the addition of the clock bell and previous discussion regarding whether to continue with the curfew siren I wanted to bring it the City Commission for your consideration.

We have had the opportunity to have the clock bell run at night. It is nowhere near as loud, and therefore it does not cover the entire City as well as the siren does. In addition the Police Department feels that maintaining the curfew siren, in addition to being nostalgic, is actually helpful in letting people know it is time to go home.

RECOMMENDATION: That the City Commission authorize staff to have West Shore Services supply and install the necessary equipment to operate the curfew siren at a cost of \$1,115.

Options:

- Postpone the request for further consideration or information.
- Deny the request.
- Other options as determined by the City Commission.

Michael Cain

From: Dennis Amesbury
Sent: Friday, May 26, 2017 1:54 PM
To: Michael Cain
Subject: Fwd: Curfew Timer

Sent from my Verizon 4G LTE Droid

----- Forwarded message -----

From: Lori Schuitema <lschuitema@westshoreservices.com>
Date: May 24, 2017 1:18 PM
Subject: Curfew Timer
To: Dennis Amesbury <boynefire@boynecity.com>
Cc: Jeff Dupilka <jdupilka@westshoreservices.com>

Good Afternoon Chief Amesbury;

Jeff asked me to contact you concerning your Curfew Timer, unfortunately this timer is not compatible with the new siren. There will be an extra cost to install a new timer. We can furnish and install a new AP21 timer for a total cost of \$1115.00. We will need your permission to proceed with the installation.

Please feel free to call Jeff to discuss;

Jeff DuPilka: 616-291-0769

Thanks

Lori Schuitema
Service Coordinator
West Shore Services
616-895-4347

Memo

TO: Michael Cain, City Manager



FROM: John M Lamont, EMS Director

Date: June 9, 2017

RE: Grant application with the Grand Traverse Band of Ottawa and Chippewa Indians for purchase of Lucas automated CPR machine

Technology has evolved to provide for an automated CPR machine. Multiple brands are available on the market. The unit most commonly used in our area is the Lucas Medtronic machine. Current staff working in Boyne City also work for other ambulance services and are familiar with the Medtronic unit. The proposed purchase of a familiar piece of equipment would provide improved care as well as continuity in care during an incidence requiring CPR.

Accurate CPR requires 80lbs of pressure to compress the chest 2 inches. The American Heart Association (AHA) requires compressions at a rate of 100-110 beats per minute. According to the AHA, manual (person to patient) CPR requires rotation of staff every 2 minutes to be effective. Per standards dictated by Charlevoix Medical Control, staff is not supposed to transport an individual in cardiac arrest without an automated machine. Boyne City EMS recently had a 25 year old patient in cardiac arrest. The ambulance was on scene for over 45 minutes because the patient could not be transported without an automated machine. The patient expired on scene and did not have the opportunity to receive care at a facility.

I propose that we submit a grant application to the Grand Traverse Band of Ottawa and Chippewa Indians for the purchase of the Lucas (Medtronic) automated CPR machine this month as part of their twice a year distribution of their 2% community grants.

The total price for the unit is \$15,303.00. I suggest a total match of 20% of \$3,060.60. The grant application request to the Tribe would be for \$12,242.40 and must be submitted by June 30th to be considered in this grant cycle.

RECOMMENDATION: That the City Commission approve and authorize the City Manager to apply for a grant of \$12,242.40 to the Grand Traverse Band of Ottawa and Chippewa Indians for the purchase of the Lucas (Medtronic) automated CPR machine and complete the grant and purchase the equipment if successful.

Options:

- Postpone the matter for additional information or consideration.
- Deny the request
- Other options as determined by the City Commission.

Memo

TO: Michael Cain, City Manager



FROM: John M Lamont, EMS Director

Date: June 8, 2017

RE: Capital equipment purchase of a Philips cardiac AED

One of the Automatic External Defibrillators (AED) utilized by the Police Department has failed. They usually have one in each vehicle. These units are critical in the care of the cardiac arrest patient. Electricity saves lives; since my tenure here in Boyne City we have experienced higher resuscitation rate success because of the deployment of these units in the police cars. Their unit arrives first and time is essential.

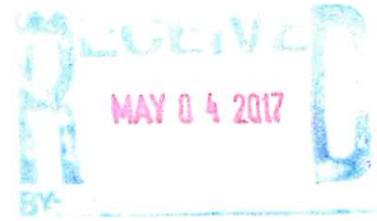
Life of this unit should be 10 + years. I obtained quotes from vendors for a Phillips cardiac AED and the unit is available for between \$1,371.00 and \$1,800.00. This unit is similar to the other equipment we have.

I propose the purchase of this unit from the low quoter Moore Medical for \$1,371.00.

RECOMMENDATION: That the City Commission approve the purchase of a replacement AED for the Police Department from the low quoter Moore Medical at a price of \$1,371 and authorize staff to complete the transaction.

Options:

- Postpone the matter for further consideration or information
- Deny the request
- Other options as determined by the City Commission



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
PUBLIC SERVICE COMMISSION

SHELLY EDGERTON
DIRECTOR

NORMAN J. SAARI
COMMISSIONER

SALLY A. TALBERG
CHAIRMAN

RACHAEL EUBANKS
COMMISSIONER

May 1, 2017

To Whom It May Concern:

The Michigan Public Service Commission (MPSC) is responsible for the implementation and oversight of Public Act 480 of 2006 - Uniform Video Services Local Franchise Act (the Act). Section 10 of the Act provides a video/cable dispute resolution process at the MPSC to be used by customers, providers, and franchise entities (municipalities). This dispute resolution process allows customers who are unable to resolve their video/cable television complaints with their provider to file a complaint with the MPSC.

We encourage your community to share our information with your residents. If your community maintains a webpage, you may consider adding our information to that page as a resource for your residents to file a video/cable television complaint with our office. The video/cable webpage at the MPSC is: <http://www.michigan.gov/mpsc/0,4639,7-159-49641---,00.html>. The webpage includes information such as the complaint process, the Act, a current listing of active video/cable providers in Michigan, information for franchise entities, as well as other important information. The following link is to our Consumer Tips sheet is: http://www.michigan.gov/documents/mpsc/video_cable_complaints_437708_7.pdf

Customers have several options for filing video/cable complaints with our office. They may file a complaint online, by telephone, fax, or mail. The below information is also found on our webpage:

Michigan Public Service Commission
Attn: Video Franchise
P.O. Box 30221
Lansing, MI 48909

Telephone: 800-292-9555
Fax: 517-284-8200
Online – refer to the video/cable webpage

The MPSC does not have authority regarding satellite television complaints or internet services. Customers should contact the Federal Trade Commission at (877) 382-4357 or www.ftc.gov or the Michigan Attorney General’s office at (877) 765-8388 for these types of complaints.

If your community has any questions regarding the MPSC’s role with video/cable franchise, please do not hesitate to contact Jennifer Boyd at boydj2@michigan.gov or (517) 284-8205. Thank you for allowing us to assist video/cable customers in your community and for considering to share our information with your residents.

Sincerely,

Ryan McAnany, Manager
Telecommunications Division

Filing a Video/Cable Complaint

spotlight

The MPSC's role in handling video/cable television complaints

On December 21, 2006, Governor Granholm signed legislation to promote competition for video services in the state of Michigan. Public Act 480 of 2006, or as it is more commonly known, the "Uniform Video Services Local Franchise Act" charges the Michigan Public Service Commission (MPSC) with implementing the Act. The MPSC now has the responsibility to handle cable inquiries and complaints.

Are you having a problem with your video/cable television provider?

If you are experiencing problems with your provider, you should first contact your provider and attempt to resolve your dispute with them.

Not satisfied? File an informal complaint with the MPSC

If you are dissatisfied with the provider's response, or the dispute is not resolved to your satisfaction, you may file an informal complaint with the MPSC.

How does the informal complaint process work?

- A customer contacts the MPSC with a video/cable television complaint.

- MPSC Staff forwards the complaint to the provider & informally mediates (if necessary) between the provider and the customer.

The provider is allowed up to 10 business days (under normal circumstances) to respond and provide a detailed resolution to both the customer and the MPSC.

Still not satisfied? File a formal complaint and request a hearing

If you remain dissatisfied even after the Staff has completed the informal complaint process, you may file a Formal Complaint.

A customer will be permitted to file a formal complaint **only after**:

- the informal complaint process has been completed; and
- a satisfactory resolution has not been reached between the provider and the customer.

To request a formal hearing, prepare a letter of complaint explaining the problem. Send the original and seven (7) copies of the letter/complaint to the MPSC at the following address:

**Executive Secretary
MPSC
P.O. Box 30221
Lansing, MI 48909**

The written complaint must contain the following information:

- customer name, address, telephone number, and signature;
- the name and address of the provider with whom there is a disagreement;
- the location/address of the disputed action;
- the time and dates of the disputed actions;
- a description of exactly what happened – include all details, the names and addresses of any persons involved, disputed charges and costs.

Identify the specific section(s) of the Video Act that are alleged to have been violated and state sufficient facts to support the alleged violation(s). Specify the relief requested.

Next Action

MPSC Staff will review the formal complaint, and if the disputed amount is under \$5,000 and all required information is included, the Commission shall appoint a mediator within seven (7) business days of the date the complaint is filed. Mediation may include a review of the complaint and discussions with the customer and company. If through this process the customer and company are still unable to agree, the mediator will issue a recommended solution within 30 days from the date of appointment. The customer and company have 10 days to either accept or reject the recommendation. If the customer or company rejects the solution, the complaint proceeds to a formal hearing. If the dispute involves an amount over \$5,000, it proceeds directly to a contested case hearing with no prior mediation.

Formal Complaint Hearing Process

A formal complaint hearing is a trial-like proceeding. This means that the customer, the cable company, and MPSC Staff will come before an administrative law judge. A formal complaint

proceeding is separate from any informal proceeding related to the problem that may have taken place. Lawyers represent the cable company. Customers may hire a lawyer, represent themselves (excluding some businesses), or bring someone to assist them. The customer must present information and witnesses, to prove or justify his/her position. The MPSC cannot provide a lawyer or pay any legal fees. After the hearing, the judge will issue a proposed decision. However, the MPSC will make the final decision, and will issue its decision in a MPSC order. During this process the customer and the company may continue to try to settle the problem. However, the MPSC must approve any agreement that is reached.

Required Costs

If the customer or company rejects the mediator's decision and is found by MPSC order to be at fault, that party will be responsible for the legal costs of the other party. If both the customer and the company reject the mediator's decision, each party pays their own legal costs.

For more information:

For more information about filing a complaint, PA 480, or the dispute resolution process, go to the MPSC website at: michigan.gov/mpsc. Click on the [video/cable](#) button.

You may also contact the MPSC at:

Telecommunications Division
Attn: Video Franchising
P.O. Box 30221
Lansing, MI 48909

Phone: (800) 292-9555
Fax: (517) 284-8200

Filing Satellite Complaints

The Federal Trade Commission (FTC) at: (877) 382-4357 or ftc.gov handles satellite complaints/inquiries.



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Ludington Biological Station
229 South Jebavy Drive
Ludington, Michigan 49431-2459

IN REPLY REFER TO:
FWS/LBS

May 30, 2017



Mr. Michael Cain
City of Boyne City
319 N. Lake Street
Boyne City, MI 49712

Dear Mr. Cain:

The U.S. Fish and Wildlife Service is responsible for controlling sea lamprey populations in the Great Lakes. As a part of our persistent efforts to control this parasitic fish, we must periodically apply lampricides to streams that harbor sea lamprey larvae. Recently, staff from our office detected a larval population of lamprey in Boyne River that are at a stage where they must be destroyed. If this infestation is left unchecked, it will have a detrimental effect upon fish populations that inhabit the Great Lakes.

Cooperation with landowners is integral to ensuring that a safe and effective stream treatment is completed. Our records show that you are a land owner adjacent to the Boyne River system. We will be in the area to treat this stream from June 26, 2017 through June 30, 2017. Our treatment personnel may ask your permission to access your property in order for us to conduct our work.

I ask that you take a brief moment to respond to the postage paid card included with this letter. Your response, prior to our arrival in the area, will assist us in planning this work should we find it necessary to access your property. We appreciate your effort to help us achieve our mission of controlling sea lampreys in the Great Lakes region. Please contact me at (231) 843-7314 or (231) 690-3304 if you have any questions.

Sincerely,

Chris Eilers
Fish Biologist

Enclosures

VAN DAM

THE WORLD'S FINEST WOODEN BOATS

Date: 5/18/2017

Ms. Cindy Grice, Clerk
City of Boyne City
319 North Lake Street
Boyne City, MI 49712

Dear Ms. Grice,

Van Dam Marine Co, Van Dam Custom Boats and Boyne Boat Yard are requesting that the City of Boyne City establish an Industrial Development District (IDD) pursuant to Public Act 198 of 1974 as amended, for property at 970 and 974 E. Division Street, Boyne City, MI 49712 commonly known as Van Dam Custom Boats.

The property tax identification numbers are 15-051-302-002-50, 15-051-302-002-80 (see attached).

A preliminary search of the State's website does not show that the property was ever established as an IDD. The site is zoned regional commercial industrial by the city.

I look forward to hearing from you. Please call me if you have any questions.

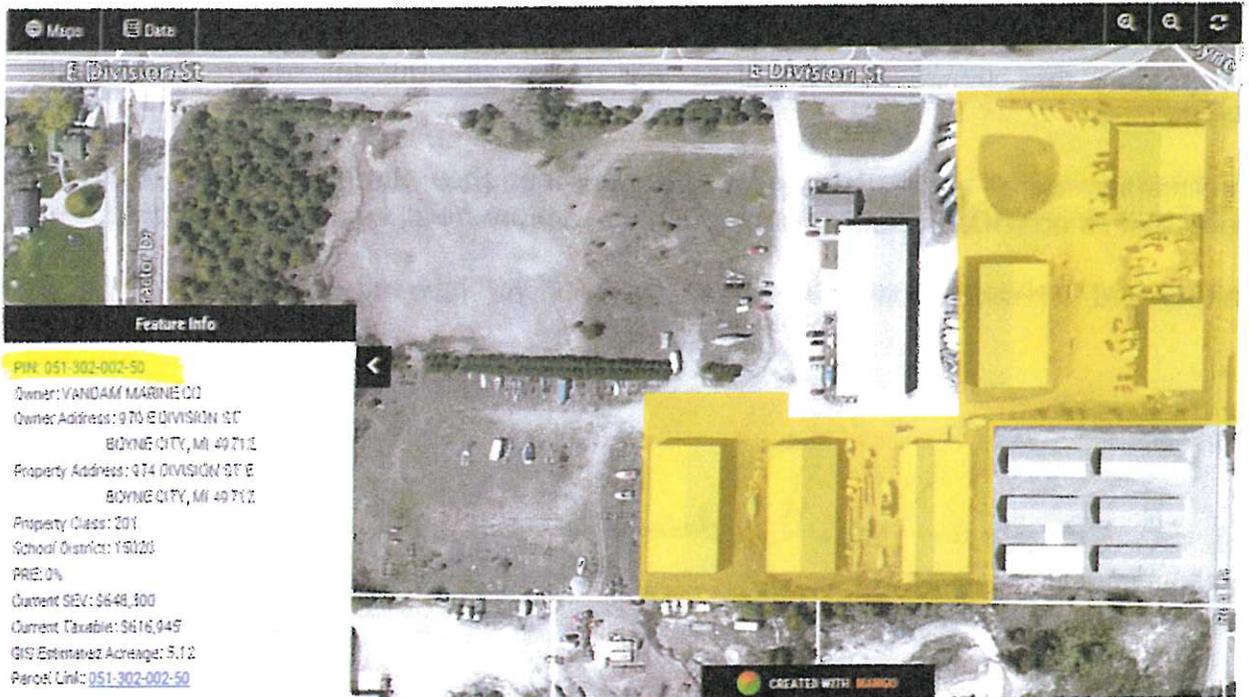
Sincerely,



Ben Van Dam
President



Celebrating 40 years of excellence!



**HELPING MICHIGAN BUSINESSES SAVE ENERGY.
THAT'S OUR PROMISE.**



Monday, May 22, 2017

MARK FOWLER
CITY OF BOYNE CITY
319 N LAKE ST
BOYNE CITY, MI 49712

RE: Incentive Payment
Consumers Energy Business Energy Efficiency Project ID# CE-16-145707
Applicant Business: City of Boyne City
Project Location: 1261 LAGOON DR
Project Name: Boyne City WWTP

Dear MARK FOWLER,

Congratulations! Your incentive check for participating in the Consumers Energy Business Energy Efficiency Program is enclosed. As directed, this check in the amount of \$3,726.00 has been issued to CITY OF BOYNE CITY.

Consumers Energy would like to thank you for doing your part to help reduce energy use in Michigan. Your energy efficiency activities will not only save you energy and money, but also help Michigan's environment.

If you would like additional information on programs that you may be eligible for, or would like information regarding upcoming energy efficiency programs, please contact the Consumers Energy Business Energy Efficiency Team at 1-877-607-0737 or e-mail us at ConsumersEnergyBusinessSolutions@cmsenergy.com.

Wishing you continued success,

A handwritten signature in cursive script that reads "Jill Rolstone".

Jill Rolstone
Consumers Energy
Program Manager, Business Energy Efficiency

*Please be advised that, at the end of the year, a 1099 Form may be issued to the IRS for cumulative incentives paid during 2017 to your business. You should discuss the tax treatment of these incentives with your tax advisor.

SPECIALMEETING
BOYNE CITY HISTORICAL COMMISSION

Minutes of May 1, 2017
7:00 pm
Boyne City Hall

CALL TO ORDER: 7:02 PM

PRESENT: Hewitt, Sansom, Dawson, Alexander, Raycraft and Barden.

ABSENT: Lazarz, Kelts

Guests: Kecia Freed, Dennis Looze, Yvonne Looze, Fire Chief Dennis Amesbury.

LaFrance Celebration:

Invitations for other fire departments were sent out via email. Will follow up in a couple of weeks with a mailing. Deadline is May 30th.

Historical postmark presentation, Barden shared her art work, Hewitt typed letter for Sansom to be presented to postmaster for the approval process.

Motion by Alexander to accept artwork as presented and letter for Boyne City Postmaster for final approval, second by Dawson, all ayes.

Games

Fireball, not enough equipment for this game and fireman will not be available to assist.

Bucket brigade

Tug of war

Sack race

Water balloon toss

Dawson will talk to the Kiwanis about the games.

Banner for the event

Firetruck awards-People choice awards, and chief's choice. Trophy's to be awarded fire department will include these with their order.

No ice cream social, the concession stand will be offering treats and we do not want to take customers away from them.

FRIDAY NIGHT

Fire Department Open House 6-9 pm

Stroll the Streets- firetrucks on display

Museum preview

Fire department to cook hot dogs

Popcorn

Cookies (Historical Commission to provide)

Order a flag (3x5) of the LaFrance Fire truck for the fire department to hang outside of fire station.

State of Michigan see if they have any coloring books pertaining to fire protection to hand out.

SATURDAY

9-5- Raffle (LaFrance private ride at a future date)

9-5 Concession hosted by fire department

9-4 Postmark-city hall lobby

1-3 children's games

3 fire truck judging

3:30 Raffle drawing

3:30 awards ceremony for fire trucks

9-5 Museum preview (Items for sale) city hall

All day- Antique Car Show and Flea Market

Need to get the fire department pictures that the photographer took at the country western show so we can have them up for the open house.

Contact Ed May to see if he could do a slide show of old photos for the open house.

Postcard come up with a final design so we can get the printed

If we were to have other vendors come into city hall lobby charge a \$25.00 vendor fee, this would be the same fee that is charged for the flea market vendors.

Raffle tickets, need to find an organization to assist us in the license

Museum Updates

Most items moved up to the DPW building. For the remaining items it was agreed upon to use the WW plant garage.

Temporarily move remaining boxes to PD and then to museum once cleaned out.

Fire department items to be on display for the event.

Scanning of museum photos, library has already been doing this.

Date for moving the items on the platform is scheduled for May 18 from 10-12. Contact volunteers to help.

Donna Erber

Karen Seeley

Dawn Stackus

Asuka Barden

Michele Hewitt

Past Perfect software, collaborate with the library regarding pictures.

Locate pictures when Joe determines what he needs, based on subject matters.

Kecia gave an update on progress for Project Arts and Ideas. White model for the museum layout is started and will be complete by first of July. Continues gathering of information and view photos.

Pre Survey- Asuka to put it on Survey Monkey

Public input session, need to set a date for the next one.

501C3 discussion and new board discussion

List of possible new board members

Peter Lyons

Bob Banner

Hugh Conklin

Need to write bylaws, policy and procedures and a mission statement, Raycraft will get a list for the 501C3 process.

Bring to next meeting Mission Statement, and list of potential board members.

Next special meeting May 22, 2017 7:00 pm

Next agenda set up timeline for agenda items so if guest are there they know when we will be discussing a particular item.

Example

Fire Dept 7-7:30

LaFrance 7:30 -8:00

Museum updates 8:00- 9:00

Adjournment: 10:00pm

Approved: _____

**Meeting Of
May 2, 2017**

Record of the proceedings of the regular Boyne City Zoning Board of Appeals meeting held at Boyne City Hall, 364 N. Lake Street, on Tuesday, May 2, 2017 at 5:00 p.m.

Call To Order

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

**Roll Call
Excuse Absence**

Present: Bob Carlile, Pat Kubesh, Lynn Murray and Roger Reynolds
Absent: John McClorey

MOTION

ZBA 2017-05-02-1

Murray moved, Reynolds seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of McClorey

Meeting Attendance

City Officials/Staff: Assistant Planning and Zoning Administrator Patrick Kilkenny and Recording Secretary Pat Haver

Public Present: None

**Approval of the Minutes
MOTION**

ZBA 2017-05-02-2

Murray moved, Kubesh seconded, PASSED UNANIMOUSLY, a motion to approve the May 3, 2016 minutes as presented.

Hearing Citizens Present

None

Correspondence(s)

None

New Business

**Kubesh, Reynolds and
Carlile term expirations
In September
MOTION**

ZBA 2017-05-02 5A

The term of Pat Kubesh and Roger Reynolds expired on September 1, 2016, and the term of Bob Carlile is due to expire on September 1, 2017. All three have indicated they are willing to serve another three year term. After board discussion, **motion by Murray, seconded by Reynolds, PASSED UNANIMOUSLY**, to recommend to the City Commission the reappointment of Pat Kubesh and Roger Reynolds to a three year term on the Zoning Board of Appeals to expire on September 1, 2019 and reappointment of Bob Carlile to a three year term on the Zoning Board of Appeals to expire on September 1, 2020.

**Election of Officers
MOTION**

ZBA 2017-05-02-5B

Motion by Murray, seconded by Reynolds, PASSED UNANIMOUSLY, to leave the slate of officers as they currently are, with Pat Kubesh as Chair and Bob Carlile as Vice Chair of the Zoning Board of Appeals.

**Approval of 2017
Meeting Calendar
MOTION**

ZBA 2017-05-02-5C

Included in the agenda packet is the 2017 meeting calendar for your review and consideration. **Motion by Kubesh, seconded by Murray, PASSED UNANIMOUSLY**, to adopt the 2017 calendar as presented, meetings to be held the 1st Tuesday of each month at 5:00 pm.

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

None

Good of the Order

Lynn Murray advised the board that he had placed his name for consideration of appointment to the Planning Commission to fill the vacancy when Jane MacKenzie stepped down; he asked the board if they felt that there were any concerns or problems, Kubesh indicated that he had served on both the ZBA and PC for several years and felt that it was advantageous to have a person serve on both boards.

Announcements

The next meeting of the Boyne City Zoning Board of Appeals is scheduled for June 6, 2017 at 5:00 p.m.

**Adjournment
MOTION**

ZBA 2017-05-02-10

Murray moved, Kubesh seconded, PASSED UNANIMOUSLY a motion to adjourn the Tuesday, May 2, 2017 Boyne City Zoning Board of Appeals meeting at 5:07 p.m.

Patrick Kubesh, Chair

Pat Haver, Recording Secretary



Approved:

Meeting of
May 4, 2017

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY
PARKS AND RECREATION COMMISSION MEETING HELD AT
6:00 P.M. AT CITY HALL ON THURSDAY, MAY 4, 2017.

Call to Order

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

Roll Call

Present: Mike Sheean, Darryl Parish, Jo Bowman, Hugh Conkin, Mike Doumanian and Tom Smith

Absent: Lisa Alexander

****MOTION**

Parish moved, Conklin seconded, passed unanimously to excuse the absence of Alexander

Meeting Attendance

City Staff: Streets/Parks & Recreation Superintendent Andy Kovolski and Recording Secretary Pat Haver

Public Present: Two

Approval of Minutes
****MOTION**

Bowman moved, Parish seconded, passed unanimously, a motion approving the April 6, 2017 meeting minutes as presented.

Citizens Comments
(on non-agenda items)

Michelle Cortright approached the board and passed out the newly printed Boyne City Visitors Guide along with a trails map of the area showing biking and hiking trails. She also wanted to advise the board that \$220,000 has been raised for the establishment and maintenance of trails at Avalanche to date with over 3,000 volunteer hours given. There is a total of 9.7 miles of trails with 5 miles done to date. The trail builders will be back at the end of June and the group needs to raise an additional \$20,000 to close out the trails. Wondering if the parks department could budget additional monies for a kiosk to direct users to different areas for activities, improve the entrance and parking areas at Avalanche. Kovolski advised that approximately \$200,000 to 280,000 is the amount that is budget each year for all the parks combined.

Michael Cortright had some concerns about the Latitude 45 Giant bike demo that was held at Avalanche as an "out of town" business holding a business event in town; possibly taking away customers from a brick and mortar establishment. When this board was approached last month they thought they were going to promote the trails more, be a TOMMBA fundraiser for trails and not focus so much as a commercial endeavor for the business. The board felt that exposure to the park from anyone was a first step in bringing people to town and exposing them to all we offer. The board would like this placed on the agenda for further discussion

on how to handle this type of situation if it arises again.

Director's Report

- All of the parks have been opened for the season
- The department is working on getting the benches, picnic tables and trash barrels put out
- Buff Up Boyne will be held this Saturday, so come on out to help
- The DPW is in the process of hiring summer workers
- The kayak rack locations have been scouted out for the donation by Bulmann's and they will be installed shortly
- Story Walk in Old City Park - would like to have it revisited next month and have the library committee come back to discuss a possible location near the playscape in Veterans Park instead.
- Discussion on the 4th of July and the need to clean the restrooms more often. Kovolski advised that they are attended to 4 times a day by our cleaning crew, and the 4th of July committee also rotates through them often. There are several porta potties that are placed around the area; however, people are less inclined to use them. The new city hall facilities will also be open for use

Correspondence

None

Reports of Officers, Boards, and Standing Committees

Park Inspection Reports

- There are trees and branches down at Avalanche on the paths; Conklin has offered to walk the trails to show exactly where they are located.
- Board members have chosen the parks to keep an eye on, and are as follows:
 - Rotary Park – Conklin
 - Riverside, Tannery Beach and Boyne River Nature Area – Parish
 - Peninsula Beach and Old City Park – Bowman
 - Marina and Veterans Park – Doumanian
 - Road Ends – Smith
 - Avalanche – Alexander
- The signage for the bird watching activities are almost ready, Parish will have the group contact Andy for exact locations to install

Unfinished Business Parks Brochure / Map

The board discussed the proposal submitted by Harbor House for the parks brochure/map. There was not an example for the board to look at and would like to have Brooks forward a copy to them to review. **Bowman moved, seconded by Parish, passed unanimously,** to move forward with Brooks emailing the brochure to all board members with an opportunity for comments to be given back, and if there are no major concerns, move forward and recommend that the brochure / map be approved by the City Commission.

Board Member Vacancy	Applications were attached in the agenda packet from Jerry Douglas and Gow Litzenburger. Douglas had also indicated he was interested in the Planning Commission; the board tabled this agenda item until after the Planning Commission meeting to see if they appoint Douglas to their board.
<hr/>	
New Business	Although the board felt that this event was a lot of fun, they were distressed with the pictures and amount of pieces and particles that were left in the river after the event from the latex balloons. They felt that it was not good for the environment, and would like to have discussions and place emphasis with a positive spin on how to encourage the use of water guns and squirt guns instead of balloons. Should posters be placed along the river discouraging the use of balloons? Perhaps the Parks & Recreation board, Friends of the Boyne River, 4 th of July committee and the Chamber should pool their volunteers and have a group of 8 to 10 people from the various boards brain storm on the way to come up with different options, and challenge everyone that in 5 years or less, there will not be any more use for balloons. They would like this continue as an agenda item discussion at future meetings.
Latex balloon litter during the 4th of July raft race event	
Election of Board Chair and Vice Chair	Motion by Conklin, seconded by Doumanian, PASSED UNANIMOUSLY, to nominate Michael Sheen as Chair and Darryl Parish as Vice Chair of the Parks and Recreation Board.
Consideration to schedule a work session at Avalanche	After board discussion and the fact that typically in the summer months meetings are held at various parks, it was determined that the June meeting should be held at Avalanche to discuss trail signage and kiosk locations and how to improve the entry way.
Good of the Order	None
Next Meeting	The next regular meeting of the Parks and Recreation Board is scheduled for Thursday, June 1, 2017 at 6 pm at Avalanche Park Warming House.
Adjournment	Motion by Doumanian, seconded by Bowman, passed unanimously, to adjourn the May 4, 2017 meeting of the Parks and Recreation Board at 7:22 p.m.

Pat Haver, Recording Secretary



Approved: 6-1-17

Meeting of
May 11, 2017

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING
HELD ON THURSDAY, MAY 11, 2017 at 8:30 AM CITY HALL, 364 NORTH LAKE
STREET

Call to Order

Chair Michelle Cortright called the meeting to order at 8:30 a.m.

Roll Call

Present: Michael Cain, Michelle Cortright, Rebecca Harris, Kelsie King-Duff, Chris Bandy, Robin Lee Berry, Pat O'Brien

Meeting
Attendance

Absent: Don Ryde, Ben Van Dam, Rob Swartz

City Staff: Recording Secretary Jane Halstead, Assistant Planning/Zoning Administrator Patrick Kilkenny, City Commissioner Hugh Conklin (1st twenty minutes)

Public: None

Excused Absences
MOTION

Cain moved, Bandy seconded, PASSED UNANIMOUSLY to excuse Don Ryde, Ben Van Dam and Rob Swartz.

Approval of Minutes
MOTION

O'Brien moved, Harris seconded, PASSED UNANIMOUSLY to approve the April 5, 2017 and April 6, 2017 minutes as written.

Citizens Comments

Hugh Conklin encouraged the Main Street Board to add the consideration of a downtown parking study be added to the next meeting agenda.

Correspondence

Kelsie King-Duff received a letter from the Chamber of Commerce asking for support of the July 4th fireworks. King-Duff also received information on Leadership Charlevoix County. She is interested in applying to the program.

MOTION

O'Brien moved, Cain seconded, PASSED UNANIMOUSLY to approve Kelsie King-Duff's application to attend Leadership Charlevoix County.

Committee Reports

Promotions Committee

King-Duff reported that the committee is working on the on-land poker run which will be held in conjunction with Boyne Thunder. They are reaching out to businesses to see if they want to participate.

Stroll the Street sponsorships are at \$9,700 which is down from last year. A reminder is going out in the Chamber newsletter. Robin Lee Berry requested that the band and date they are playing be noted on the sponsorship checks.

There was discussion on the number of bands and noise generated at Stroll the Streets and that maybe in future years the number of bands could be reduced.

Economic Restructuring/Team Boyne

Cain reported that Jim White spoke on the Community Center. They will be having a fundraising concert this summer.

Design Committee

Becky Harris reported that a decision needs to be made soon on holiday decorations and lighting.

The Last River Draw dedication is June 8th. Donors will be invited to the dedication and their names listed on the website.

The Walk-About-Sculpture show will include seven sculptures. Two items from last year were sold.

The Design Committee is working on the National Historic Sign application.

Organization

Michelle Cortright said that Main Street has received 6 applications for the assistant position. Hopefully someone will be hired in May.

Kelsie King-Duff's ninety day review is upcoming.

There are plans to hold a special meeting after summer to discuss the long-term funding of Main Street.

Holiday lighting and a parking study were also discussed.

Director's Report

- The Farmer's Market is now outside as of last weekend. There were 35 vendors.
- Buff-Up Boyne was Saturday. Thank you to Local Flavor for the coffee, The Wine Emporium for hot dogs, Family Fare for donuts, the Lions Club for grilling and serving and the DPW.
- King-Duff attended the last Rotary meeting.
- An auction was held at the Boyne Theatre.
- May was proclaimed Historic Preservation Month.
- King-Duff is working with Betsy Snell-Van Dam, Mike Cortright and Ashley Cousens on a bike share program. Bikes would be sprayed bright orange and stored near the Chamber for people to borrow.
- The Design Committee received ten façade grant applications.
- Applications for the Main Street Assistant are due May 12th.
- King-Duff has been working with Becky Harris on the application to the National Downtown Historic District sign.

- King-Duff and Bandy attended the National Main Street conference. It was a good trip. King-Duff attended a class on economic development. Next year the conference is in Kansas City in March.
 - Two sculptures from the Walk-About-Show sold. Ten percent of the proceeds go to Main Street.
 - Stroll the Streets starts June 9th.
 - Restaurant Week begins June 12th.
 - Michigan Main Street would like to come back on October 12th to work on strategy implementation and incorporating strategies into our work plan. There will be no accreditation visit this year.
-

Old Business

Michigan Main Street

Patrice Martin of Innovative Community Solutions for Michigan Main Street would like an acceptance of the report generated from their visit here in April.

Cain moved, O'Brien seconded, PASSED UNANIMOUSLY to acknowledge receipt of the report.

New Business

Façade Grant Approval

The Design Committee reviewed the ten applications they received for the façade grant. They recommend \$7,000 be awarded to the Boyne Theatre and \$5,000 be awarded to Paga Family Dentistry.

MOTION

O'Brien moved, Lee Berry seconded, PASSED UNANIMOUSLY to accept the Design Committees recommendation regarding the recipients of the Façade Grant.

Billboard Contract

The marketing committee would like to obtain a better, more visible billboard than the one we currently have. There is \$4500 in this year's budget for a billboard. King-Duff asked if the board would authorize the committee to spend the money if a billboard in a desirable location became available. Locations were discussed and it was decided to hold off on approving a new billboard at this time.

Mosaic Sculpture

The Board discussed the placement of a mosaic sculpture in Peninsula Bach Park on the west side of the sidewalk as recommended by the Design Committee and the Parks and Recreation Committee. O'Brien and Lee Berry agreed that would be a good location and it would draw people into that area. However, there is some question on the boundaries of the DDA. The boundary lines need to be confirmed.

MOTION

Cain moved, Bandy seconded, PASSED UNANIMOUSLY to table the request until the DDA Boundaries can be researched.

Holiday Tree Lights

The Design Committee has been looking into the improvement of the holiday lights downtown. Last winter the lights were dim in spots and there was not a consistent look to the decorations. Patrick Kilkenny from the Design Committee reported that Tom from Holiday Lighting recommends the lights be removed from the trees in the 16 planter boxes to allow tree growth. He also recommended that the trees be pruned to shape the canopies more uniformly which will improve the overall look. The Board discussed the issue which is complicated by the limited \$13,000 yearly budget. It was decided that the first step is to remove the old lights and prune the trees. The Design Committee will continue working on a plan.

MOTION

O'Brien moved, Lee Berry seconded, PASSED UNANIMOUSLY to approve the removal of the tree lights from the 16 planter boxes and have the trees pruned – contingent on getting two bids on the pruning.

Financial Report Review

The Financial Report was received and filed.

Other

Boyne Theatre

The Boyne Theatre hosted an auction recently where Rich Bergman unveiled his plans to restore the theatre.

Open Space

Cain reported that the City Commission approved having a second appraisal done on the open space property. Once the appraisal is done we will know how much grant money we will receive.

Marina

Boyne City received a grant in the amount of \$260,000 from the Michigan Waterways Commission for construction of a break wall.

In June, a small dock extension is being installed with funds from Boyne Thunder.

Fishing Dock

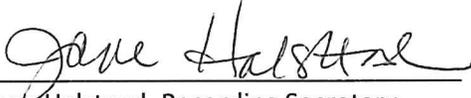
A fishing dock is being installed at the end of water street in June. It is being funded by CATT Development and a grant from the Great Lakes Fisheries Trust.

Good Of The Order

- O'Brien feels that follow-up needs to be done on the Stroll the Street sponsorship letters.
- Freshwater Studio is hosting Birds of Chicago this Friday.
- Lee Berry is also working on a film project about Ernest Hemingway – she is writing the theme song. A choir from Boyne City Elementary will be singing the song as well. There is a fundraiser June 2nd.
- The food truck rally is July 13th.
- CATT development has been doing clean-up at the Sportsman according to Cain – it is looking better.
- Bliss Salon is open and the North Perk coffee shop will be opening soon.
- There has been a request for hoop bike racks on the sidewalk by Café Sante that we will be installing. Two trees that died will also be replaced there.
- Cortright asked if we needed new ideas to refresh Stroll the Streets.
- September 22nd is Mathers Ford 100th anniversary. We need to help celebrate.
- The Northern Michigan Astronomy Club will be held at Cortright's tonight.
- Bandy attended a workshop on Brownfields while at the National Main Street Conference. Changes in the EPA and funding may be forthcoming.
- Horizon Bookstore in Petoskey recently went out of business. Bandy was able to pick up some pieces for his store and he is revamping and preparing for summer influx.
- King-Duff on vacation for the next week.

ADJOURNMENT

The Boyne City Main Street Board meeting of May 11, 2017 was adjourned by Chair Michelle Cortright at 10:13 a.m.


Jane Halstead, Recording Secretary

Approved: _____

**Meeting of
May 22, 2017**

Record of the proceedings of the Boyne City Planning Commission rescheduled, regular meeting held at Boyne City Hall, 364 North Lake Street, on Monday May 22, 2017 at 5:00 pm.

Call to Order

Vice Chair Frasz called the meeting to order at 5:01 p.m.

Roll Call

Present: Ken Allen, George Ellwanger, Chris Frasz, Tom Neidhamer, Aaron Place and Joe St. Dennis
Absent: Jason Biskner and James Kozlowski
Vacancy: One

Meeting Attendance

City Officials/Staff: Planning and Zoning Administrator Scott McPherson, City Clerk / Treasurer Cindy Grice
Public Present: 4

Excuse Biskner

****Motion**

2017-05-22-07

St. Dennis moved, Neidhamer seconded, PASSED UNANIMOUSLY, a motion to approve to excuse Jason Biskner from attending today's meeting.

Consent Agenda

****Motion**

2017-05-22-08

St. Dennis moved, Neidhamer seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from March 20, 2017

2017-05-22-09

Roll Call:
Aye: Allen, Ellwanger, Frasz, Neidhamer, Place and St. Dennis
Nay: None
Absent: Biskner and Kozlowski
Vacancy: One
Motion Carries

**Citizen comments on
Non-Agenda Items**

None

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

None

Unfinished Business

Jerry Douglas, Lynn Murray and Jeffory Ross applied to become a member of the Planning Commission. Scott McPherson stated at this time that both Mr. Ross and Mr. Murray are still interested in this position. Joe St. Dennis inquired if there was a conflict of interest with Mr. Murray already being on the Zoning Board of Appeals and was informed no per State Statute and that the State actually likes to see these boards cross populated.

****Motion**

Ellwanger moved, Neidhamer seconded, PASSED UNANIMOUSLY, a motion to approve to recommend to the City Commission to appoint Jeffory Ross to the Planning Commission with a term expiring May 31, 2020.

2017-05-22-09

Roll Call:

Aye: Allen, Ellwanger, Frasz, Neidhamer, Place and St. Dennis
Nay: None
Absent: Biskner and Kozlowski
Vacancy: One
Motion Carries

**Development Plan
Amendment Request
for Boyne City
Preschool**

Scott McPherson discussed the application received for the Boyne City Preschool located at 1030 Roosevelt Street for a 56' x 26' addition to their existing structure for additional classroom space, kitchen, office space and entry. The property is located in the Traditional Residential District and the existing proposed use is a principle permitted use in the district. The proposed addition would be located on the north side of the building. The proposed addition is located within the setback.

The original approved plan provided for a 7 space parking area located in front of the building with a one way circular drive entering on the west and exiting on the east. The current parking and entrance to the site consist of a gravel area north of the existing building to the road with no defined entrance drive. While the proposed plan meeting zoning ordinance requirements for building size, setbacks and lot coverage, the proposal would eliminate a large portion of the parking area identified on the original approved plan. The proposed plan shows no proposed parking on the site. Section 24.10 Parking, Loading and Access Requirement stipulates minimum parking for Nursery Schools, Day Nurseries, or Child Day Care Center of 2 spaces for each employee plus 1 space for each 8 children of licensed approved capacity. The number of employees and the licenses authorized capacity have not been provided with the application.

The proposed request would be an amendment to an approved development plan. Our ordinance provisions for requesting and approving amendments to an approved development plan. If the Planning Commission determines that the proposed amendment does not significantly alter the intent of the approved plan, and is in conformance with the Ordinance standards, the requested amendment may be approved through the mutual agreement of the landowner and the Planning Commission. The plan as presented cannot be approved, as it is not in conformance with Ordinance parking standards as the proposal would eliminate to zero all the previously approved onsite parking. Section 19.70 of the ordinance does provide a process for reviewing plans that are not in conformance with ordinance criteria.

Scott added there is a concern with the existing gravel and lack of formal entrance and exit of the driveway. There needs to be some kind of treatment.

After discussion with the applicant, their architect will work on parking plans.

Election of officers
****Motion**

Place moved, Ellwanger seconded, PASSED UNANIMOUSLY, to appoint Chris Frasz as Chair of the Planning Commission

2017-05-22-10

Roll Call:

Aye: Allen, Ellwanger, Frasz, Neidhamer, Place and St. Dennis

Nay: None

Absent: Biskner and Kozlowski

Vacancy: One

Motion Carries

****Motion**

Neidhamer moved, St. Dennis seconded, PASSED UNANIMOUSLY, to appoint Aaron Place as Vice-Chair of the Planning Commission

2017-05-22-11

Roll Call:

Aye: Allen, Ellwanger, Frasz, Neidhamer, Place and St. Dennis

Nay: None

Absent: Biskner and Kozlowski

Vacancy: One

Motion Carries

****Motion**

Place moved, St. Dennis seconded, PASSED UNANIMOUSLY, to appoint George Ellwanger as Secretary of the Planning Commission

2017-05-22-12

Roll Call:

Aye: Allen, Ellwanger, Frasz, Neidhamer, Place and St. Dennis

Nay: None

Absent: Biskner and Kozlowski

Vacancy: One

Motion Carries

**Planning Commission
By-Law review-
Update**

Scott McPherson recommended to postpone this discussion until the next meeting when there will be a full board, along with the new member present. The board agreed.

**Board
Reappointment
Recommendation**

Place moved, Ellwanger seconded, PASSED UNANIMOUSLY, to recommend reappointment of Jason Biskner to the Planning Commission for a three year term expiring May 31, 2020.

****Motion**

2017-05-22-13

Roll Call:

Aye: Allen, Ellwanger, Frasz, Neidhamer, Place and St. Dennis

Nay: None

Absent: Biskner and Kozlowski

Vacancy: One

Motion Carries

****Motion**

Allen moved, Place seconded, PASSED UNANIMOUSLY, to recommend reappointment of Jim Kozlowski to the Planning Commission for a three year term expiring May 31, 2020.

2017-05-22-14

Roll Call:

Aye: Allen, Ellwanger, Frasz, Neidhamer, Place and St. Dennis

Nay: None

Absent: Biskner and Kozlowski

Vacancy: One

Motion Carries

Staff Report

Scott McPherson reported that the Joint meeting with Wilson Township was recently held. There was great discussion on the M75 corridor. Louie’s Farm Fresh market and Sav-a-lot moving in will provide a good opportunity to do a focused corridor plan with MDOT, RRC included.

The City may want to start discussions on a property maintenance code.

Good of the Order

None

Adjournment

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, June 19, 2017 at 5:00 pm in the Honeywell Meeting Room.

2017-05-22-15

****Motion**

Allen moved, St. Dennis seconded, PASSED UNANIMOUSLY a motion to adjourn the May 22, 2017 meeting at 5:55 p.m.

Chair Chris Frasz

Recording Secretary Cindy Grice

BOYNE CITY HISTORICAL COMMISSION

Minutes of May 22, 2017
7:00 pm
Boyne City Hall Commission Chambers

CALL TO ORDER: 7:02 PM

PRESENT: Dawson, Barden, Sansom, Hewitt and Alexander.

ABSENT: Kelts, Larzarz and Raycraft.

GUEST: Yvonne & Dennis Looze, Kecia Freed.

HEARING CITIZENS COMMENTS:

None

LaFRANCE FIRE TRUCK ANNIVERSARY PLANNING:

Barden showed the board the partial Program for the event.

Friday

Fire Department Open House

Museum Preview

Raffle –Friday only (ticket sales various locations)

Tickets 1.00@ or 6 for \$5.00. Proceeds to the Historical Museum

Will need to be sure to allow for name and phone number.

Donations can be accepted in lieu of the tickets

Dawson to get final decision from Kiwanis group about children's games

Hewitt to call and order the coloring books, get as many as we can.

Fire department to order enough kids fire helmets.

Certificate to be awarded to antique fire truck winner

Sunday

Car Show

Flea Market

Judging for Antique Car Show 3:00

Mail hard copy of the invitation for the surrounding fire departments to participate in our celebration.

Survey monkey will be in this week's chamber newsletter.

Chamber to publish our event and the times.

Press release only or letter to the editor , and TV and Radio Stations.

2 postcards (line art style) selected that will be 5x7 , order 1,000 of each.

Check website for ordering individual prints.

1 sided flag, red background line art design.

Mug cost \$10.00

Ed May historical slide show.

Panels to display in museum.

June 6th. Fire department to view pictures that were taken at the Country Western show, fire chief to coordinate.

Barden to have final draft of program to review at next meeting.

COMMUNICATIONS:

None

Next Meeting: June 19, 2017 7:00pm

Adjourned at 8:27

BOYNE CITY
HISTORIC DISTRICT COMMISSION

Minutes of the May 25, 2017

Call to order: 5:11 pm

Present: Sheets, Kragenbrink, Wellman, and Bandy

Not Present: Martin, Glassford

Staff: none

Guests: none

Approval of minutes of the October 20, 2016 meeting, motioned by Bandy, second by Kragenbrink, all ayes.

Public Comments on Non-Agenda Items:

None

Old Business:

None

New Business:

- A. Election of Officers, motioned by Wellman to stay the same, second by Kragenbrink, all ayes.
Chair- Wellman
Vice Chair- Glassford

Announcements:

None

Adjournment:

5:16

Next Meeting:

October 26, 2017



Approved: _____

**MEETING OF
MAY 25, 2017**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD HELD MAY 25, 2017**

CALL TO ORDER

Chair Schmidt called the meeting to order at **5:35 p.m.** followed by the pledge of allegiance.

**ROLL CALL
ATTENDANCE**

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

Citizens:

Staff: Airport Manager/City Manager, Michael Cain
City Planner, Scott McPherson

**EXCUSED ABSENCES
MOTION**

Motion by **Bouters** Seconded by **Harrington PASSED UNANIMOUSLY** to Excuse Leon Jarema, Leon Vercruysee, Oral Sutliff.

**APPROVAL OF MINUTES
MOTION**

Motion by **Harrington** Seconded by **Bouters PASSED UNANIMOUSLY** to approve the **April 27, 2017** minutes as written.

CORRESPONDENCE

NONE

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

NONE

COMMITTEES

UNFINISHED BUSINESS

- A. General Utility Licensing – Planning:** City Planner Scott McPherson presented to the board maps and data indicating Air Space Obstructions in and around the Airport. At the June meeting, the board will work on a plan going forward to resolve many of these obstruction issues.
- B. New Hangar Build:** The city has received an inquiry regarding building a new hangar at the airport. Due to the size of the hangar proposed, the board discussed possible locations. Further discussion will take place as plans come before the board.

C. Other: No other Unfinished Business was discussed.

NEW BUSINESS

A. Other: No New Business was discussed.

GOOD OF THE ORDER

- A.** The Airport fuel price is **\$4.22/gal.** as of **April 21, 2017.**
- B.** Logging operations that were being conducted on the Airport have concluded.
- C.** On Wednesday, May 10, 2017 the Airport Board held an award program and board member Leon Jarema was given the Wright Brothers Master Pilot Award presented by the Federal Aviation Administration. More than 60 friends and family attended to honor Leon.
- D.** The Airport Board welcomes our new member Leon Vercruysee.

**ANNOUNCEMENTS
NEXT MEETING
MOTION**

A. The next regular Airport Advisory Board meeting is scheduled for **Thursday, June 22, 2017 at 5:30pm** at the Airport Terminal.

ADJOURNMENT

A. The meeting was adjourned **6:37pm** by Chair **Schmidt.**

Richard L. Bouters-Secretary_____

MEMORANDUM

TO: MICHAEL CAIN; CITY MANAGER 

FROM: ANDREW KOVOLSKI; PUBLIC WORKS SUPERINTENDENT 

DATE: 6/8/17

RE: CEDAR STREET ENGINEERING SERVICES

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

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

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

Completion of this Engineering Project will result in a ready to bid project on the shelf. I would like to include this as a construction project in the FYE 2019 Budget.

RECOMENDATION:

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

OPTIONS:

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



Cedar Street Project Map

-  Outlet
-  Bee Hive Catch Basin
-  Catch Basin
-  Storm Manhole
-  Fire Hydrant
-  Storm Water
-  Water Main
-  Sanitary Mains
-  Project Limits



May 16, 2017

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

Re: Proposal for Professional Services: Cedar Street Reconstruction Project

Dear Andy,

As requested, attached is our proposal for design engineering services for the Cedar Street reconstruction project. The project limits are from Douglas Street to S. Lake Street. The project area has aged, undersized and unreliable infrastructure (water main, sanitary sewer and storm sewer) and the roadway is in relatively poor condition. As we discussed, your plan is to survey and design the project this summer.

PROJECT UNDERSTANDING

The City of Boyne City has requested a proposal from C2AE for design engineering services for the reconstruction of Cedar Street from Douglas Street to S. Lake Street, a distance of approximately 950 feet.

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

The project will specifically include the following:

- Roadway reconstruction including grading, subgrade undercutting allowance, aggregate base (6"), HMA pavement (3"). City standard street width - 26 feet back to back.
- New concrete curb and gutter full length.
- Replace and upsize existing storm (east block 18", west block 12").
- Replace all sanitary sewer and services
- Replace all water main and services
- Replace all drive approaches with asphalt or concrete
- Replace approximately 25% of the existing sidewalk and at all drive approaches

A preliminary opinion of probable construction cost is attached.

SCOPE

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

Design Phase Services

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

computer software. Legal survey is not included.

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

Bidding and Construction Phase Services

To be provided at a future date.

FEE

Design and Survey Phase Services

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

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

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

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

Sincerely,

C2AE



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

Accepted by:

Client

Date



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

**CITY OF BOYNE CITY
 W. Cedar Street Reconstruction
 Preliminary Opinion of Probable Construction Costs
 5/15/2017**

Project Area - W. Cedar Street from Douglas Street to S. Lake Street

Item #	ITEM DESCRIPTION	Estimated Quantity	Item Unit	Unit Price	Total Price
1	Mobilization - 5%	1	LSUM	\$17,500.00	\$17,500.00
2	Adjust Drainage Structure or Manhole	2	EACH	\$350.00	\$700.00
3	Remove Drainage Structure or Manhole	9	EACH	\$350.00	\$3,150.00
4	Remove Concrete Curb and Gutter	0	LFT	\$6.50	\$0.00
5	Remove Concrete Sidewalk and Driveways	120	SYD	\$7.50	\$900.00
6	Subgrade Undercutting, Type II	500	CYD	\$12.00	\$6,000.00
7	Irrigation Systems, Protect	1	LSUM	\$1,500.00	\$1,500.00
8	Tree, Remove	2	EACH	\$500.00	\$1,000.00
9	Transplanting Trees	2	EACH	\$500.00	\$1,000.00
10	Water Main, 6" PVC DR 18	950	LFT	\$35.00	\$33,250.00
11	Water Valve, 6"	5	EACH	\$1,000.00	\$5,000.00
12	Fire Hydrant Assembly	1	EACH	\$4,000.00	\$4,000.00
13	1" Dia. Tapping Saddle and Corporation Stop	12	EACH	\$300.00	\$3,600.00
14	Water Service, 1" Type K Copper	400	LFT	\$30.00	\$12,000.00
15	Curb Stop & Box, 1 inch	12	EACH	\$300.00	\$3,600.00
16	Connect To Existing Water Main	5	EACH	\$3,500.00	\$17,500.00
17	Connect to Existing Sanitary Sewer	0	EACH	\$500.00	\$0.00
18	4" Dia. Sanitary Manhole including Casting	3	EACH	\$2,800.00	\$8,400.00
19	8" Dia. PVC SDR-35 Sanitary Sewer	950	LFT	\$35.00	\$33,250.00
20	8"x6" Sanitary Sewer Wye	12	EACH	\$200.00	\$2,400.00
21	6" Dia. PVC SDR-35 Sanitary Sewer Lead	400	LFT	\$25.00	\$10,000.00
22	2" Dia. Catch Basin including Casting	10	EACH	\$2,200.00	\$22,000.00
23	4" Dia. Storm Manhole including Casting	3	EACH	\$2,800.00	\$8,400.00
24	5" Dia. Storm Manhole including Casting	1	EACH	\$3,200.00	\$3,200.00
25	24" Dia. Storm Sewer	100	LFT	\$60.00	\$6,000.00
26	18" Dia. Storm Sewer	600	LFT	\$40.00	\$24,000.00
27	12" Dia. Storm Sewer	350	LFT	\$30.00	\$10,500.00
28	Machine Grading, Modified	9.5	STA	\$2,000.00	\$19,000.00
29	6" 22A Aggregate Base	2,500	SYD	\$5.00	\$12,500.00
30	HMA Pavement (330#/syd)	400	TON	\$65.00	\$26,000.00
31	HMA Approach	50	TON	\$100.00	\$5,000.00
32	6" Concrete Drive Approach	1,080	SFT	\$5.00	\$5,400.00
33	6" Concrete Sidewalk	1,320	SFT	\$5.00	\$6,600.00
34	4" Concrete Sidewalk	1,500	SFT	\$4.00	\$6,000.00
35	Sidewalk Ramp, ADA (incl. detectable warning surface)	150	SFT	\$12.00	\$1,800.00
36	Concrete Curb & Gutter, Modified Detail F-4	2,000	LFT	\$16.00	\$32,000.00
37	Traffic Control and Signage	1	LSUM	\$5,000.00	\$5,000.00
38	Erosion Control Measures	1	LSUM	\$2,500.00	\$2,500.00
39	Restoration: 3" Topsoil and Class A Seed	2,000	SYD	\$3.50	\$7,000.00
SUBTOTAL					\$367,650.00
10% CONTINGENCY					\$36,765.00
TOTAL ESTIMATED CONSTRUCTION COST					\$404,400.00

Assumptions:
 All new curb and gutter
 Upsize storm sewer in east block to 18"
 Upsize storm sewer in west block to 12"
 Replace all water main and services with new 6" main
 Replace 3 existing fire hydrants
 Replace all sanitary sewer and services with new 8" main
 Replace all drive approaches with asphalt or concrete
 Replace all sidewalk at drive approaches
 Replace 25% of existing sidewalk
 Pavement section = 6" aggregate base and 3" HMA
 Subgrade undercutting allowance of 500 cyd
 Street width to City standard 26' b-b

The parties to this agreement, Capital Consultants, Inc., a Michigan Corporation doing business as C2AE in the State of Michigan, hereinafter called the A/E CONSULTANT and the City of Boyne City, Michigan, hereinafter called the OWNER, hereby agree to the following conditions:

- A. Limit of Scope: The services provided by the A/E CONSULTANT shall be limited to those described in the Scope of Services.
- B. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the A/E CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the A/E CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The A/E CONSULTANT shall notify the OWNER of the changed conditions necessitating renegotiation, and the A/E CONSULTANT and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
- C. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such services in writing. Additional services will be billed monthly as work progresses and invoices are due upon receipt.
- D. Standard of Care: In providing services under this Agreement, the A/E CONSULTANT will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.
- E. Code Compliance: The A/E CONSULTANT shall put forth reasonable professional efforts to comply with applicable laws, codes and regulations in effect as of the date of submission to building authorities. Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the A/E CONSULTANT to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provision of this Agreement.
- F. Permits and Approvals: The A/E CONSULTANT shall assist the OWNER in applying for those permits and approvals normally required by law for projects similar to the one for which the A/E CONSULTANT's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents, and other services normally provided by the A/E CONSULTANT and included in the scope of Basic Services of this Agreement.
- G. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the A/E CONSULTANT has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the A/E CONSULTANT's opinions of probable construction costs are made on the basis of the A/E CONSULTANT's professional judgment and experience. The A/E CONSULTANT makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the A/E CONSULTANT's opinion of probable construction cost.
- H. Schedule for Rendering Services: The A/E CONSULTANT shall prepare and submit for OWNER approval a schedule for the performance of the A/E CONSULTANT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the A/E CONSULTANT's reasonable control.
- I. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, work sheets, plans, preliminary material tables, supportive data, documents and other materials produced by the A/E CONSULTANT in the course of and for the purpose of meeting this contract are the property of the A/E CONSULTANT, and shall remain in

the possession of the A/E CONSULTANT. The OWNER shall have access to the above named material during normal business hours of the A/E CONSULTANT during and after completion of this contract. The OWNER may obtain copies of any of the above named material. Copies of electronic media may be obtained by the OWNER. (See Alteration and Reuse of CAD Information provision of this Agreement.)

- J. Alteration and Reuse of CAD Information: Because computer aided design/drafting (CAD) information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, the A/E CONSULTANT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the A/E CONSULTANT in CAD form. Copies shall be for information and used by the OWNER for the specific purpose for which the A/E CONSULTANT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the A/E CONSULTANT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the A/E CONSULTANT harmless, from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the unauthorized modification of these materials.
- K. Record Documents: Upon completion of the work, the A/E CONSULTANT shall compile for and deliver to the OWNER a reproducible set of Record Documents. The A/E CONSULTANT shall also provide electronic information utilizing the appropriate elevation datum and State Plane coordinate system for insertion of the record information into the City's GIS base draw. These Record Documents will show significant changes made during construction.
- L. Payment Terms: Invoices will be submitted by the A/E CONSULTANT monthly, are due upon receipt and shall be considered past due if not paid within thirty (30) calendar days of the due date.
- M. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the A/E CONSULTANT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after receipt of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the A/E CONSULTANT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
- N. Abandonment of Work: If any work is abandoned or suspended, the A/E CONSULTANT shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.
- O. Betterment: If, due to the A/E CONSULTANT's negligence, a required item or component of the project is omitted from the A/E CONSULTANT's construction documents, the A/E CONSULTANT shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the A/E CONSULTANT be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the project.
- P. Indemnification: The A/E CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, OWNER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the A/E CONSULTANT's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the A/E CONSULTANT is legally liable.

- Q. Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the A/E CONSULTANT, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the A/E CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
- The parties do not intend to confer any benefits on any person, firm, or corporation other than A/E CONSULTANT and OWNER. There are no third party beneficiaries. In no event shall either party, or their agents, servants, representatives or employees be liable for indirect, special or consequential damages to third parties. Both OWNER and the A/E CONSULTANT shall require waivers of consequential damages protecting all the entities or persons herein and all contracts and subcontracts with others involved in this project.
- R. Full-Time Construction Observation: The A/E CONSULTANT will provide full-time project representation in order to observe the progress and quality of the work completed by the Contractor. Such observation is not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather is to allow the A/E CONSULTANT, as an experienced professional, to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract Documents.
- The A/E CONSULTANT shall keep the OWNER informed about the progress of the work and shall endeavor to guard the OWNER against deficiencies in the work.
- The A/E CONSULTANT shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents.
- The A/E CONSULTANT shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the work, or any agents or employees of any of them. The A/E CONSULTANT does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.
- S. Jobsite Safety: Neither the professional activities of the A/E CONSULTANT, nor the presence of the A/E CONSULTANT or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The A/E CONSULTANT and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The OWNER agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the OWNER's contract with the General Contractor. The OWNER also agrees that the OWNER, the A/E CONSULTANT and the A/E CONSULTANT's subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.
- T. Hazardous Materials: As used in this Agreement, the term *hazardous materials* shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the project site.

Both parties acknowledge that the A/E CONSULTANT's Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event the A/E CONSULTANT or any other party encounters any

hazardous or toxic materials, or should it become known to the A/E CONSULTANT that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the A/E CONSULTANT's services, the A/E CONSULTANT may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the OWNER retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

The OWNER agrees, without waiving defenses of governmental immunity, and notwithstanding any other provision of this agreement but only to the extent permitted by law, to indemnify and hold harmless the A/E CONSULTANT, its officers, partners, employees and consultants (collectively, A/E CONSULTANT) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the negligence or misconduct of the A/E CONSULTANT.

- U. Change Orders/Stop Work Orders: The A/E CONSULTANT and the OWNER agree that any construction contract change orders or stop work orders must be approved in writing by the OWNER.

- V. Dispute Resolution: The OWNER agrees, without waiving defenses of governmental immunity, and notwithstanding any other provision of this agreement but only to the extent permitted by law, that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing for arbitration as set forth below and the parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto. Any time expended in mediation shall not be included in calculating the time for filing arbitration.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to arbitration with the American Arbitration Association under the Construction Industry rules, unless the parties agree otherwise or unless a plaintiff not a party hereto institutes litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto.

No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder, or in any other manner, any additional person not a party to this Agreement except by written consent of the parties and such consent to arbitration involving an additional person(s) shall not constitute consent to arbitration of any dispute not described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person(s) shall be specifically enforceable under the prevailing arbitration law.

The decision rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. In the event either party makes a claim or brings action against the other party for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including attorneys' fees) incurred by the other party in defense of such claim or action.



CITY OF BOYNE CITY

MEMO

To: Michael Cain, City Manager 

From: Andy Kovolski, Public Works Superintendent 

Date: June 9, 2017

Subject: Water Balloons – Support Education Efforts

Friends of the Boyne River (FOBR) brought a concern to the Parks and Recreation Board regarding the after effects Boyne City's 4th of July celebration's Raft Race event. This popular, fun event that attracts hundreds of people to the banks of the Boyne River; who in turn bring thousands of water balloons. The water / water balloon fight has been a long standing tradition but as it has and continues to grow, it has come to light that the balloon fragments found after the event are not only in the park but in the river and being carried out into Lake Charlevoix. In the past, volunteers have tried to clean up the balloon fragments the best they could, both on land and in the water, but it is proving to be an overwhelming task. Latex balloons take many years to degrade and in the meantime, the fragments are leaving a negative effect on the environment impacting both land and water wildlife and is considered litter.

After the initial correspondence from FOBR, additional correspondence with similar concerns were received. They are attached for your review and information.

Members of the 4th of July committee, Friends of the Boyne River, Lake Charlevoix Association, Tip of the Mitt Watershed Council and members of the Parks and Recreation Board met to discuss what could be done to lessen the litter and negative environmental impacts. The general consensus was that they were not looking to end the event but start educating the people who attend and participate. There can still be a Raft Race, it can still be fun, and water battles can still take place with devices other than water balloons. The committee realizes that the balloon use will not disappear overnight but by educating the participants and attendees, eventually everyone will figure out a way to still have fun at the event without littering the park, river and lake with left over balloon fragments. The attached poster will be posted around the community and used to as a tool to educate. The same verbiage that is on the poster will be used to spread the word in newsletters, brochures and social media. The intent is to make this a positive message resulting in a positive outcome.

The Parks and Recreation Board at their June 1, 2017 discussed this topic and are in full support of educating the public on the negative impacts of not only the balloon fragments but any litter left behind, especially in large quantities.

Recommendation: To support volunteer efforts to educate the public and work towards reducing the amount of litter and debris stemming from community festivals and events.

Additional Options:

- Postpone for additional information
- Do nothing (not support the efforts)
- Other options the Commission deems appropriate

**THIS 4TH OF JULY
TOSS WATER,
NOT BALLOONS!**

Water balloons are a death blow for the fish and birds who swallow them. But who doesn't love a great water fight in Boyne City? So this 4th of July, leave your water balloons at home, but bring your water guns, squirt cannons and soakers and let it fly!

FOR THE LOVE OF OUR LAKE AND RIVER

Friends of the Boyne River
Lake Charlevoix Association
Tip of the MIt Watershed
Charlevoix Conservation District
4th of July Festival Committee
Boyne Area Chamber of Commerce
City of Boyne City



PO Box 186
Boyne City MI 49712
www.boyneriver.org

"The purpose of the Friends of the Boyne River is to improve and conserve the environmental health and recreational quality of the Boyne River and its watershed."

April 11, 2017

Michael Cain, City Manager
City of Boyne City
319 N. Lake St.
Boyne City MI 49712

RE: July 4 raft race water balloons impact

Dear Mr. Cain,

The Friends of the Boyne River is concerned about the environmental impact of hundreds of July 4 water balloons polluting the Boyne River and Lake Charlevoix, and are asking for the City's help addressing the issue.

The July 4 river raft race / water balloon fight is a big draw. Several years ago, the event included a few rafts and a handful of water balloons and sprayers. It has grown into a major event of many rafts and dozens of coolers / buckets of water balloons hauled to Old City Park with the balloons eventually being thrown and broken, resulting in thousands of balloon fragments in the river and park. There are even people selling balloons to be thrown at the rafts as they pass by.

Bright colors are attractive to wildlife that ingest them, and they can die when latex gets lodged in their digestive system.

"Although latex balloons are considered bio-degradable, it takes anywhere from 6 months to 4 years to decompose and they can wreak a lot of environmental havoc to marine and land animals before they do." ¹

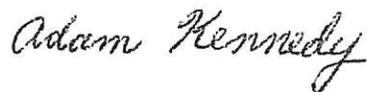
"For years, biologists have documented the negative impacts of latex balloons on marine wildlife. More recently, researchers have seen devastating evidence of what they can do to terrestrial wildlife as well." ²

Balloons are litter. Fragments left from burst water balloons are difficult to pick up--most need to be gathered by hand before they wash into the river and storm sewers and into the lake. Fragments are too small for rakes, and leaf blowers didn't move fragments trampled into the grass. Water balloons and fragments float in the current at varying depths, making net capture ineffective. Our concern regarding the deleterious effect of the balloons on the Boyne River and its environs is shared by the Lake Charlevoix Association and the Tip of the Mitt Watershed Council.

On July 5, 2016, 15-20 people showed up to pick up balloons in the park, along the river banks, and in the river. After three hours, they made a sizable dent in the litter, but the consensus is that the problem is bigger than volunteers picking up the garbage. For example, despite the clean-up efforts, there was a massive whirlpool of balloon fragments at the mouth of the river that we were unable to pick up and remained as trash in the water in front of Sunset Park for days after the event.

The FoBR suggests use of water sprayers instead of balloons, possible enforcement of litter laws, help with educating participants, and City assistance with clean up. At a minimum, the people who are trashing the river and the park should be responsible for the clean-up. There is no simple answer but the City's attention and support is needed to resolve this problem.

Thank you.



Adam Kennedy, President
231-330-2923

xc:

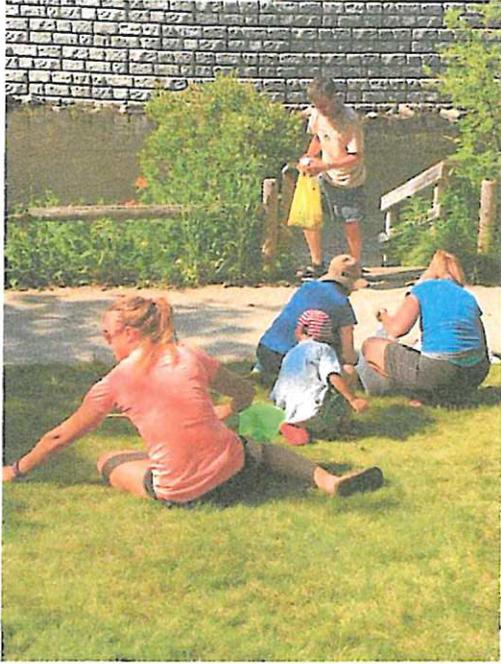
✓ Mike Sheean, Boyne City Parks and Recreation Committee
Ashley Cousens, Boyne Regional Chamber of Commerce
Liz Kroondyk, Boyne City July 4th Committee
Alison Adams, Charlevoix County Conservation District
Joe Kimmel, Lake Charlevoix Association
Jennifer McKay, Tip of the Mitt Watershed Council

enc: photos of balloons after the event

¹ Debra Duncan, Environmental Nature Center (ENC), California

² Rebecca Barboza, *Outdoor California 2010 (Floating Menace)*

2016 July 4 Water Balloons



2016 July 4 Water Balloons



The Down Side of July 4 Water Balloons

Remnants of just two water balloons.
Hundreds were left in the park and in the river.



Bright colors are attractive to wildlife that ingest them, and they can die when latex gets lodged in their digestive system.

Water balloons are **litter** and difficult to clean up.

COPY
MICHAEL CAIN



P.O. Box 294
Charlevoix, MI 49720
info@lakecharlevoix.org
www.lakecharlevoix.org



5/1/17

Mr. Thomas Neidhammer, Mayor
City of Boyne City
319 N. Lake Street
Boyne City, Michigan 49712

Re: July 4 Raft Race

Dear Mayor Neidhammer,

On behalf of the board of directors and members of the Lake Charlevoix Association, we wish to express our support for the Friends of the Boyne River's efforts to eliminate latex water balloons at the annual July 4th raft race.

Like the Friends of the Boyne, LCA spends countless hours educating the public about threats to the health of our most precious local resource, Lake Charlevoix and its rivers and watershed. Latex, plastics and similar materials represent a growing source of pollution throughout the Great Lakes. Such pollutants affect our water quality and of particular importance to our own watershed, its fish and other aquatic inhabitants. All of our public and private efforts need to be focused on eliminating these harmful pollutants from our watershed, not adding to them.

Despite efforts from volunteers to capture the remnants from the water balloons encouraged by the sponsors of the raft race, a great deal of latex remains in the river and lake, as shown by the pictures accompanying the Friends of the Boyne letter. This adds to the already growing pollution of our lake and threatens its habitat and long-term health.

While we understand the popularity of the water balloons, popularity by some cannot and should not be justification for introducing litter and pollutants into our watershed that so many spend so much effort to protect and improve. We believe the City has an obligation to act to protect our lake and enforce local ordinances against littering (Sec. 74-27, Sec. 46-1, and others), inform the organizers and participants of the raft race that intentionally throwing water balloons or other litter into the river during any public event is a municipal civil infraction and possibly criminal misdemeanor and that local city, county and state ordinances will be enforced and violators held responsible. While such a position may be unpopular with some, we believe many more will applaud the City's efforts to protect our lake.

We agree with the Friends of the Boyne that alternatives to littering and introducing water balloons or other pollutants into the river can and should be encouraged and should not diminish the public enjoyment at the event. We encourage the City to: (i) inform all involved in running the event, as well as the public attending the race, that littering is not permitted, (ii) monitor the event to discourage water balloons, and (iii) require the

sponsors and organizers of the raft race to substitute activities which do not affect the health of the Lake Charlevoix watershed as a condition of approving the event as part of the city's 4th of July celebration activities. Having police oversight and posting signs at the event should diminish violations. Please help us eliminate this source of plastic pollution in our lake. Thank you for your consideration.

Sincerely,

The Lake Charlevoix Association

By



Joe Kimmell, Board Member

Xc:

Gene Towne
Ron Grunch
Hugh Conklin
Laura Sanson
Michael Sheehan
Michael Cain
Ashley Cousens
Liz Kroondyk
Alison Adams
Jennifer Buchannon
Scott Rassmussen, DEQ
Adam Kennedy

Mission:

Protect the natural quality and beauty of Lake Charlevoix.
Promote understanding and support for safe and shared lake use.
Advocate sensible and sustainable practices for lake use and development.



426 Bay St., Petoskey, MI 49770
www.watershedcouncil.org

April 27, 2017
Mr. Michael Cain, City Manager
City of Boyne City
319 N. Lake St.
Boyne City, MI 49712

Re: Water Balloons on July 4th

Dear Mr. Cain,

Tip of the Mitt Watershed Council is submitting this letter in support of Friends of the Boyne River (FoBR). On April 11, FoBR sent you a letter to express worries about environmental impacts from water balloons used for the July 4 raft race. The balloon fragments are a source of concern.

Last year, the number of fragments left behind as litter was more than could be managed by a team of 15-20 volunteers, who worked for three hours to pick up the waste. Even after that effort, balloon litter fragments were seen in the waters for days after the event. As noted by FoBR, the colors of the balloons attract wildlife and fish, who eat them and suffer fatal consequences.

Boyne City has a great reputation for being "river and lake friendly". We appreciate the city's efforts to protect water resources. We want to help in any way possible. Here are some suggestions:

- 1 – Hold a meeting with reps from FoBR, the Watershed Council, and Lake Charlevoix Association (LCA). Use the meeting to form a partnership with the City and plan an outreach/educational campaign for the months leading up to the 4th of July.
- 2 – Do a series of articles in the local paper – often, like every other week – to educate citizens about the damage to wildlife and fish from balloon fragments. FoBR, the Watershed Council, and LCA could take the lead on writing the articles, but we could publish them all in partnership with the City.
- 3 – Bring in the business community. The partnership could host a breakfast meeting with local business owners to educate them, as well, and ask for their support to make a change.
- 4 – Schedule a public meeting on the topic to educate folks, and set up some new rules. FoBR had suggestions in their letter, including use of water sprayers instead of balloons and enforcement of litter laws.

We urge you and City Council to debate this topic and make a positive change. We stand ready to help with this effort, and thank you for considering this important topic. Please contact me if you have questions.

Sincerely,

Grenetta Thomassey, PhD
Watershed Policy Director

cc: Adam Kennedy, Friends of Boyne River
Joe Kimmell, Lake Charlevoix Association



CITY OF BOYNE CITY

MEMO

To: Michael Cain, City Manager 
From: Barb Brooks, Executive Assistant 
Date: June 9, 2017
Subject: Marina Expansion Engineering Services Proposal

Project Background:

The City has been working with Abonmarche since 2003 regarding the City's marina expansion plans and other projects such as dredging and the shoppers dock replacement. During 2016 services were provided to complete pre-engineering and bidder pre-qualification in preparation of the expansion project.

In April of this year the City applied for and was successful in receiving a Michigan Waterways Department of Natural Resources (DNR) grant to install the first phase of a new floating wave attenuator that will eventually provide protection to the existing marina and additional slips that could be added in later phases. The overall project is estimated to cost \$520,000 which includes the proposed engineering costs. Funds to cover the grant match are available in the marina's budget.

Proposal:

Abonmarche has provided a proposal (attached) to complete the required engineering, bidding, project oversight, assistance with permitting and regulatory agencies and anything else required to meet all of the DNR requirements for grant compliance.

The amount of the proposal submitted is in line with the average cost of engineering services. Generally you can expect anywhere between 10% – 14% of the estimated project cost. The attached proposal is approximately 11.92% of the proposed project cost.

Recommendation: to contract with Abonmarche for engineering services for Phase I of the marina expansion floating wave attenuator project for an amount not to exceed \$62,000 and authorize the City Manager to sign all of the required documents associated with the project.

Additional Options:

- Postpone for additional information
- Seek other proposals
- Do not move forward with the project (return the grant funds)
- Other options the Commission deems appropriate

May 15, 2017

Mrs. Barb Brooks
Executive Assistant/Harbormaster
City of Boyne City
319 N. Lake Street
Boyne City, MI 49712

Re: Professional Consulting Services
F. Grant Moore Municipal Marina - Marina Expansion – Phase I

Dear Mrs. Brooks:

Abonmarche is pleased to present this proposal for Engineering Services to assist Boyne City with design and preparation of bid documents for construction of the first phase of the expansion of the F. Grant Moore Municipal Marina. We are experienced working with the City on its marina facilities, including master planning, permitting, dredging, and construction of the previous marina improvement projects. Abonmarche understands the desired scope of services and we can leverage our experience with this facility to provide those services very efficiently.

UNDERSTANDING

In recent years, Abonmarche has provided engineering services to the City of Boyne City for planning and construction of improvements to the F. Grant Moore Municipal Marina. Those efforts have allowed the City to obtain permits and begin undertaking construction as part of a significant expansion of its existing marina facilities. On April 28, 2017, the Michigan DNR Waterways Commission approved the City's application for funding of the first phase in this expansion plan. Based on the understanding Abonmarche has gained through permitting and preliminary engineering study of the expansion plan, we have determined that this phase will involve a section of the new floating breakwater as well as a main walkway and series of gangway structures to connect to land.

At this time, we have been asked to submit a proposal for preparing design and bidding documents, bid administration and construction administration for this first phase of expansion. Abonmarche will incorporate alternate bid items to ensure the grant funding can be fully leveraged

SCOPE OF SERVICES

Our Scope of Services for these projects will include the following:

Preliminary Design

Abonmarche will prepare preliminary plans for construction of the floating breakwater, docks, and gangway connections. This plan will be based on the previously permitted marina plan and will include additional detailing necessary for construction drawings. Abonmarche will follow submittal/review process required by the MDNR's Grant-in-Aid funding process.

Abonmarche will coordinate with an electrical sub-consultant in order to provide the necessary conduit and auxiliary platform space for future electrical distribution to slips.

This phase includes up to one (1) meeting with City Staff and other stakeholders as needed. This assumes one (1) submittal to MDNR Waterways for review of preliminary plans.

Permitting

Boyne City's permit for expansion of the marina facility is nearing expiration. Abonmarche will request an extension of the permit and submit permit modification paperwork with the Michigan Department of Environmental Quality (MDEQ) as well as the United States Army Corps of Engineers (USACE) to address minor changes in the slip configuration made since the approval of the original permit in 2012. Abonmarche will obtain a county soil erosion permit required for construction of the proposed gangway abutment and landside improvements.

This phase includes up to one (1) meeting with City Staff and MDEQ/USACE Permitting agents for the purposes of laying out the revised plan and discussing the changes in the slip layout within the marina footprint. This assumes a straightforward permitting process involving a single submittal to both regulatory agencies. Fees for permit applications to be paid by the City.

Final Design

Abonmarche will address comments from MDNR, permitting agencies, and City of Boyne City staff. We will make revisions to the plans, complete detailing and design of utility facilities needed for this phase as well as the full build-out of the slips served from the main pier. Abonmarche will prepare contract documents and technical specifications needed for bidding the work.

This phase includes up to two (2) meetings with MDNR and/or City Staff to address comments, submit final plans, and obtain approval for bidding the project.

Bidding and Award

Abonmarche will distribute project advertisements to the local newspaper, contractors known to Abonmarche, and others as directed by Boyne City Staff. The bid will be administered electronically through Abonmarche's online bidding website. We will address questions and issue addenda as needed. Fees for advertising to be paid by the City.



This phase includes attendance of a pre-bid conference and bid-opening as well as tabulation of bids, reviewing bidder references and make a recommendation for award of the construction project.

Construction Administration

Abonmarche will administer construction, including processing pay estimates, change orders, punch list, and related construction administration duties. This will also include construction staking of landside improvements, set up of control for contractor layout of waterborne structures. Abonmarche will arrange for Quality Assurance testing of abutments for soil density and concrete properties to ensure compliance with the contract.

Abonmarche will attend and conduct all meetings necessary for the administration of the construction contract. This is anticipated to include the pre-construction meeting, four (4) progress meetings, a punch list walk-through, and site visit for verification of completion and final acceptance. A total of seven (7) site visits are anticipated as part of construction.

SCHEDULE

Abonmarche will coordinate with MDNR Waterways Commission requirements as well as the MDEQ/USACE permitting process. We understand the intent to construct the proposed improvements prior to the 2018 boating season.

FEES

Our fees to complete the above Scope of Services are estimated as follows:

F. Grant Moore Municipal Marina – Marina Expansion – Phase I

Preliminary Design	\$11,200
Permitting ¹	\$5,000
Final Design	\$14,900
Bidding and Award	\$5,100
Construction Administration	\$26,300
Total	\$62,500

1 – Permitting phase assumes a straightforward process, including an extension and modification of the existing permit.

Our actual billings will be based on current billable rates and reimbursement for expenses. A copy of our billable rates is attached for your reference. Your signature in the space provided below will authorize us to commence with the work. If you have any questions or need further clarification, please feel free to contact me at our office.



Sincerely,

ABONMARCHE



Daniel A. Dombos II, PE
Senior Project Engineer

AUTHORIZED BY:



Christopher J. Cook, PE
President/CEO

DATE:



MEMORANDUM

TO: MICHAEL CAIN; CITY MANAGER



FROM: ANDREW KOVOLSKI; PUBLIC WORKS SUPERINTENDENT



DATE: 6/9/17

RE: TRACKLESS MT7 TRACTOR AND ATTACHMENTS PURCHASE

As we discussed during the budget process the 1997 Holder Tractor, truck loading snow blower and 144 inch rotary finish mower are in poor condition and in need of replacement. The tractor has numerous Oil and Hydraulic leaks, issues with reverse gear caused by wiring issues, and the fuel injectors are in need of replacement. This unit has 2,300 hours on it at this time. The Mower is wearing through in many places and we have welded many patch plates on to keep it going and one of the hydraulic motors for the outboard mower deck is making noise. The snow blower is also wearing through in places as well. As you may recall parts availability for this equipment is terrible. We just waited 2 weeks for a replacement spindle for the Mower deck. Almost any part for this equipment has to come from the factory in Germany.

In 2008 we purchased a Trackless MT5 Tractor with a 51 inch sidewalk snow blower and an 8 foot boom flail mower. This equipment has performed excellently with very few problems, most of which were minor. Parts availability is excellent as most all parts are available at local auto parts outlets. We had the Michigan dealer for Trackless Equipment (Bell Equipment) bring the current model Trackless, the MT7, here for a demo with a 168 inch rotary finish mower attachment. The public works crew all test drove the equipment and are in agreement that it even better than our MT5. The MT7 is definitely more user friendly and ergonomic. The Hydraulic truck loading chute option will allow us to have a back-up for sidewalk snow removal in the winter if the other machine breaks down. This chute option will extend from the standard height for a sidewalk blower to the extended height needed for truck loading of snow from the Downtown areas.

Attached to this memorandum you will find a quotation from Bell Equipment of Lake Orion, Michigan to for the purchase of a 2017 Trackless MT7 Tractor, 51 inch dual auger snow blower with the telescoping truck loading chute and the 168 inch rotary finish mower for a total price of \$147,632.00. This quotation is through the MI-DEAL purchasing program. Also attached is a copy of the specifications for the MT7 Tractor

Recommendation:

It is my recommendation that the City Commission approve the purchase of the Trackless MT7 Tractor and attachments, as outlined above, for the amount of \$147,632.00 from Bell Equipment Company and authorize the City Manager to sign the required

documents. Funds for this work are available in this year's Motor Pool Department Budget.

Options:

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

T *rackless* V E H I C L E S



SERIES **MT7** – MUNICIPAL TRACTOR

FOR MAXIMUM PRODUCTIVITY, SAFETY AND COMFORT

... FROM **THE LEADER** IN THE MUNICIPAL TRACTOR FIELD

SPECIFICATIONS

ENGINE		STD	OPT
John Deere	Tier 4 Final		
Displacement	275 cubic inch, 4.5 litre	STD	
Horsepower	74 BHP @ 2,500 rpm		
Torque	224 lb-ft @ 1600 rpm		
Equipped with cold start aid, block heater			
Air breather warning light		STD	

FEATURES		STD	OPT
Certified R.O.P.S cab structure		STD	
Digital dash: tachometer, speedometer, hour meter, fuel level, engine coolant temp., hydraulic oil temp., engine oil pressure, voltmeter		STD	
7-speed heater / defroster / AC		STD	
Climate Controlled Air conditioning / auxiliary heat and pressurization with 8 amber strobe lights		STD	
2 outside and 1 inside rear view mirror		STD	
3 point retractable seat belt - Orange		STD	
AM / FM / Bluetooth stereo, dual speakers, external aerial with amplifier		STD	
Cell phone holder, door pocket, storage tray		STD	
Front P.T.O		STD	
Tilt steering column with horn, self cancelling signal lever, hazard button		STD	
Left and right side slider windows		STD	
Intermittent front wiper and washer		STD	
Rear wiper and washer		STD	
High back, fabric covered air ride seat with lumbar support		STD	
20 gpm main hydraulic gear pump 14 gpm secondary hydraulic gear pump Low hydraulic oil warning		STD	
Reversing engine fan		STD	
F-N-R joystick		STD	
Battery disconnect switch		STD	
Remote battery terminal		STD	
Ride control		STD	
Cruise control		STD	
Fuel capacity of 92 Litres, 24 US Gallons		STD	

POWERTRAIN		STD	OPT
Sauer Danfoss hydrostatic / electronic transmission and motor		STD	
Control by electronic foot pedal programmed to control hydrostatic independently or both engine rpm and hydrostatic simultaneously		STD	
Trackless mechanical transmission with high / low range and neutral		STD	
10:1 deep reduction planetary transmission When coupled to mechanical transmission, 4 speed ranges instead of 2 Deep low is 0 – 10 feet / minute			OPT 9
Dana style Model 60 full float axles with new heavy duty alloy spindles Limited slip differentials 7,000 lbs capacity		STD	
Electric locking differential front axle only			OPT 10

SAFETY FEATURES		STD	OPT
Neutral safety start switch		STD	
Automatic hydraulic power shut offs if operator leaves seat		STD	
Automatic PTO shut down if operator leaves seat		STD	
Automatic engine shut down if operator leaves seat with shifter not in neutral position		STD	
Automatic hydraulic power shut offs if rotary wings are raised		STD	
Pinch point, danger, caution decals		STD	
Backup camera / Backup alarm		STD	
Articulation lock		STD	
Wire finger guard protection from engine fan blades Reflective striping on both sides and rear of tractor		STD	
External lift cylinder switch for attachment hookup		STD	

LIGHTS		STD	OPT
4 - Halogen headlights 1 - Halogen backup light 2 - Rubber mounted shockproof LED tail lights 1 - Interior dome light Front and rear signal lights and 4 way flashers - LED		STD	
Second rear backup light			OPT 15
Additional high mount rear tail lights			OPT 16
Headlight, signal / marker light guards			OPT 18

Bell Equipment Company

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

May 29, 2017

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

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

Thank you for the opportunity to quote you on the Trackless MT7 Tractor and common attachments. Pricing from recently approved (Mi-Deal) State of Michigan Contract (#071B7700091) is as follows:

MT7 Tractor	\$115,259*
5 Position V Plow	\$6,214
51 " Blower (Dual Auger)	9,421
Truck Loading Chute	1,504
72" Rotary Finish Mower	9,215
120" Rotary Finish Mower	16,337
168" Rotary Finish Mower	18,842
168" Progressive Finish	21,800
Telescoping Truck Chute	4,110

*If stock unit is ordered, price would be \$110,000

Price includes Freight, Delivery, and Factory Training.

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

Sincerely,



Wayne Demchinski



CITY OF BOYNE CITY

MEMO

To: Michael Cain, City Manager 
From: Andy Kovolski, Public Works Superintendent *AK*
Date: June 9, 2017
Subject: Boyne City Parks and Recreation Brochure

Members of the Parks and Recreation Board have been researching and reviewing recreational brochures that are available for the public and promotes the parks and recreational activities in a community. With Boyne City having an abundance of parks and recreational activities, it seems that our community should have an information brochure that boasters all that the City has to offer including activities, park locations and amenities.

Harbor House Publishing in Boyne City was asked to provide a proposal for design and production of the proposed brochure. Attached is a copy of the cost proposal and an example of size, color and potential layout of the brochure. The sample provided is a brochure was designed used to promote biking in the area and is not a draft version of the brochure the Parks and Recreation Board is proposing. If the proposal is approved, staff and the Parks & Rec Board will work with Harbor House on the design.

While this item was not specially budgeted for in the current year's budget, there are funds that can be pulled from areas within the parks budget to pay for it. The board feels that this brochure will be a great asset and tool to showcase all that Boyne City has to offer at our parks and recreational opportunities in and around the community.

Recommendation: to approve the proposal from Harbor House Publishers to design and produce 10,000 copies of a parks and recreation brochure at a cost of \$2,495 and authorize the City Manager to sign the documents.

Additional Options:

- Postpone for additional information
- Reject the proposal
- Other options the Commission deems appropriate

HARBOR HOUSE PUBLISHERS
CUSTOM | PRINT | DIGITAL | MOBILE

April 10, 2017

Ms. Barb Brooks
City of Boyne City
319 N. Lake Street
Boyne City, Michigan 49712

Dear Barb:

Here is the information you requested on a Parks & Rec brochure. Enclosed is a dummy for a suggested format. We can work from existing cartography and tailor it to this purpose.

Specifications and costs are as follows:

11" x 17" flat, folded to 8 1/2" x 3 11/16", 80# matte text, full-color, cartography, design, production, manufacturing, delivered to City Hall

5,000 copies ----- \$2,055

10,000 copies ----- \$2,495

Terms: Net 10 days.

Turn-around time from start to delivery would be about four weeks, depending on changes and updates. Please let us know if you have any questions or need additional information.

Best regards,



Michelle Cortright
Publisher

Encl.



CITY OF BOYNE CITY

MEMO

To: Michael Cain, City Manager

From: Barb Brooks, Executive Assistant

Date: April 25, 2016

Subject: Marina Truck Purchase

In 2015 our full size Ford F150 marina truck needed more repairs than what the vehicle was worth so it was retired and a mid-size GMC Canyon was purchased through an online auction and has been serving us well. The marina also uses an older Dodge Dakota which was picked up several years ago through a government surplus sale, which we fondly have named "Blue Thunder". Even though neither truck is a full-size, we have been able to make it work for our needs. Being Blue Thunder is an older vehicle, I know that I am just biding my time before it will also require significant repairs that will cost more than the vehicles worth. It has a cracked windshield, the paint has completely peeled off the hood and roof of the vehicle and other areas are pretty rusty.

With having to staff the boat launch, One Water Marina and municipal marina, haul trash, lawn maintenance equipment, picnic tables, grills, etc. having two trucks is necessary for the marina operations. The vehicles are also used occasionally as courtesy vehicles for the transient boaters without a vehicle.

While it is rusty and has been trusty, it is not a good representation of the City and marina and may not last much longer. In the current year's fiscal budget, \$10,000 was budgeted for a replacement vehicle. It is my hope that we can get through the season with Blue Thunder; however I would prefer to have some provisions in place in case a replacement vehicle needs to be purchased unexpectedly or if we stumble across a great deal. Most businesses and individuals are not willing to wait two or more weeks for staff to seek approval to purchase without a non-refundable deposit or not at all.

By receiving advance approval of a not to exceed amount to spend, it makes it possible to search and act on a purchase if one is necessary.

Recommendation: to allow staff to search and purchase a used truck for use at the marina, if necessary or the perfect replacement truck opportunity presents itself in an amount not to exceed \$10,000.

Other options:

- Continue to invest / repair Dodge Dakota for use
- Postpone for additional information
- Any other option the Commission deems viable

June 2017

June 2017							July 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

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

July 2017

July 2017							August 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 25	26	27	28	29	30	Jul 1
2	3	4 Independence Day (United States) 5:00pm ZBA	5	6 8:30am Main Street Board mtg. 6:00pm Parks & Rec	7	8
9	10 12:00pm EDC/LDFA	11 7:00pm City Commission	12	13	14	15
16	17 5:00pm Planning Commission	18	19	20	21	22
23	24	25 12:00pm City Commission	26	27 5:30pm Airport Advisory Board	28	29
30	31	Aug 1	2	3	4	5