



BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyer City Hall
319 North Lake Street
Tuesday, December 10, 2019 at noon

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
 - A. Excuse Commissioner Page from today's meeting
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 November 19, 2019 City Commission work session meeting minutes as presented
 - B. Approval of the November 26, 2019 City Commission regular meeting minutes as presented
 - C. Approval of the creation of the new 4-year retirement vesting period for the Main Street Executive Director's position and authorize the City Manager and City Clerk / Treasurer to execute the required documents
4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
5. CORRESPONDENCE
6. CITY MANAGER'S REPORT
 - A. Planning Commissioner recognition
7. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
 - A. Draft minutes of the November 7, 2019 Main Street Board Meeting
 - B. Draft minutes of the November 14, 2019 Parks & Recreation Commission Meeting
 - C. Draft minutes of the November 18, 2019 Planning Commission Meeting
 - D. Draft minutes of the November 18, 2019 Historical Commission Meeting
 - E. Draft minutes of the November 21, 2019 Historic District Meeting
8. OLD BUSINESS
9. NEW BUSINESS
 - A. Snow Removal & Haul out
Consideration to approve the winter snow removal plan and award a purchase order contract to MDC Contracting of Petoskey based on the hourly rates and authorize the City Manager to execute the documents

- B. Water Rate Study Proposal
Consideration of a proposal from Bakertilly Municipal Advisors to perform a water rate study for a cost of \$10,500 and authorize the City Manager to execute the documents
- C. Financial Forecast Update
Review by Michael Weisner of draft financial forecast results for General Fund
- D. Open Space/Avalanche/Parks & Recreation Master Plan Public Meeting schedule Recommendation
Consideration to approve the schedule of meetings for the Open Space Property Designs, Avalanche Property Designs and the Parks & Recreation Master Plan Update as presented
- E. International Property Maintenance Code Work Session
Consideration to schedule a work session to review the International Property Maintenance Code for Thursday, January 16, 2020 at 5:30 p.m.

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- City Offices will be closed Tuesday, December 24 and 25, 2019 in observance of Christmas Eve and Christmas Day
- City Offices will be closed Tuesday, December 31, 2019 and January 1, 2020 in observance of New Year's Eve and New Year's Day
- The next regular City Commission meeting is scheduled for January 14, 2020 at 7:00 p.m.

12. ADJOURNMENT



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

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**NOVEMBER 19, 2019
WORK SESSION**

RECORD OF THE PROCEEDINGS OF THE BOYNE CITY COMMISSION SPECIAL WORK SESSION DULY CALLED AND HELD AT BOYNE CITY HALL, 319 NORTH LAKE STREET, ON TUESDAY NOVEMBER 19, 2019

CALL TO ORDER

Mayor Neidhamer called the meeting to order at 6:04 p.m. followed by the Pledge of Allegiance.

Present (City Commission): Mayor Tom Neidhamer, Mayor Pro-Tem Ron Grunch, Commissioners Hugh Conklin, and Dean Solomon

Absent: Page

Present (Planning Commission): Chute, Kroondyk, MacNaughton, Newton, Place, and Ross

Present (Parks & Recreation Commission): Alexander, Litzenburger, Sheean, Smith, Sterling, and Weick

Staff: Michael Cain, Barb Brooks, Tim Faas, and Kevin Spate

Others: There were thirteen (13) citizens in attendance.

Discussion regarding a non-motorized trail route between the end of the Boyne City to Charlevoix Trail at West Michigan Avenue to Old City Park

City Manager Cain provided some background information and introduced staff members and the lead from the City's engineering firm c2ae. Larry Fox from c2ae led the discussion and went through the suggested route of the proposed trail project section by section, provided cost estimates, and discussed the challenges for each section. Questions and suggestions were received by the public for consideration. As the plans are refined, more detailed engineering will be completed to take a closer look at signage, crossings, driveways, etc., cost estimates will be updated and grant opportunities will be explored.

ADJOURNMENT

The special City Commission meeting of Tuesday, November 19, 2019 was adjourned at 7:40 p.m.

Tom Neidhamer
Mayor

Barb Brooks
Executive Assistant

**NOVEMBER 26, 2019
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 319 NORTH LAKE STREET, ON TUESDAY NOVEMBER 26, 2019

CALL TO ORDER

City Manager Cain called the meeting to order at noon, followed by the Pledge of Allegiance.

Present: Commissioners Tom Neidhamer, Ron Grunch, Hugh Conklin and Dean Solomon

Absent: Commissioner Sally Page

Staff: Michael Cain, Cindy Grice, Scott McPherson, Tim Faas, Mark Fowler, Dan Mercer and Kelsie King-Duff

Others: There were four citizens in attendance.

**EXCUSE
COMMISSIONER PAGE
MOTION**

2019-11-149
Moved by Neidhamer
Second by Solomon

To excuse Commissioner Page from attending today's meeting

Ayes: 4
Nays: 0
Absent: 1, Commissioner Page
Motion carried

**CONSENT AGENDA
MOTION**

2019-11-150
Moved by Conklin
Second by Grunch

Approval of the October 22, 2019 City Commission regular meeting as presented
Approval of the November 6, 2019 City Commission special meeting minutes as presented
Approval of the November 12, 2019 City Commission Audit Work Session minutes as presented
Approval of the November 12, 2019 City Commission regular meeting minutes as presented
Approval of the recommendation from the Boyne City Historic District Commission to accept the resignation of Jeff Wellman from the board
Approval of the recommendation from the Boyne City Historic District Commission to reappoint Chris Bandy for a two year term expiring November 30, 2021
Approval of the recommendation from the Boyne City Historic District Commission to reappoint Gerry Kragenbrink for a one year term expiring November 30, 2020
Approval of a purchase order contract with the Harbor Fence Company for the repairs to softball field fencing at Rotary Park in an amount not-to-exceed \$2,407 and authorize the City Manager to execute the documents

Ayes: 4
 Nays: 0
 Absent: 1, Commissioner Page
 Motion carried

CITIZENS COMMENTS

None

CORRESPONDENCE

None

**CITY MANAGERS
 REPORT**

City Manager Cain reported:

- The Terrace Street project has wrapped up until Spring
- The 50th Anniversary of the closing of the Tannery is this week.
- We are advertising for the position of Deputy Treasury with applications due on January 6, 2020
- The Heritage Center has new temporary lights and will be painted next week

Planning Director Scott McPherson and Mayor Neidhamer presented Joe St. Dennis with a certificate of appreciation for 29 years served on the Planning Commissioner

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

The October, 2019 Financial Statement was received and filed.

**Franklin Street Storm
 Sewer and Resurfacing
 Project**

Consideration to award a contract for design services for the Franklin Street Storm Sewer & Resurfacing Project to C2AE of Gaylord in an amount not-to-exceed \$14,900 and authorize the City Manager to execute the documents

Public Works Superintendent Tim Faas stated that for the past few years, residents along Franklin Street, east of S Park Street, have complained about storm water runoff from the Boyne City Housing Litzenger Place parking lot as well as runoff from the local streets flooding their properties. The area is currently not served with storm sewers or open ditches.

To address these concerns and also to address other past complaints about road drainage along Park Street, north of Franklin Street, we've looked at routes for a storm sewer that would serve multiple purposes. The best route is to install a pipe along the south side of Franklin Street, then along the west side of Park Street, and finally along the south side of Morgan Street to S Lake Street. The existing pavement on Franklin Street is a good candidate for a crush & shape treatment based on my recent PASER evaluation. The other two streets would be mostly undisturbed, so no major pavement work would be performed.

The City requested a formal proposal from C2AE, the City's civil engineering consultant, outlining the project understanding, scope and fee for the desired services (see attached). C2AE is most capable of completing the design over the winter in order that we can bid the work, possibly together with the recently approved Pine Street Storm Sewer project, in early 2020 and construct it during the summer if approved in next year's budget. The engineer's preliminary opinion of probable costs is \$159,600 for the

construction. The cost of the professional services is \$14,900 which would be charged to the Professional Services account #203-451-818.000 in the Local Roads Budget.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement with the recommendation.

2019-11-151

Moved by Grunch

Second by Solomon

MOTION

To approve to award a contract for design services for the Franklin Street Storm Sewer & Resurfacing Project to C2AE of Gaylord in an amount not-to-exceed \$14,900 and authorize the City Manager to execute the documents

Ayes: 4

Nays: 0

Absent: 1, Commissioner Page

Motion carried

Infield Groomer Purchase Recommendation

Consideration of a purchase order contract with the ABI Attachments Inc. for the purchase of a Rascal MVP infield groomer in an amount not-to-exceed \$4,795.94 and authorize the City Manager to execute the documents

Public Works Superintendent Tim Faas said that in order to preserve the capital investment made this fall on the two (2) rebuilt softball fields at Rotary Park, a new infield groomer attachment is necessary. The Parks staff has researched various options and consulted with the Parks & Recreation Director at the City of East Jordan who recently purchased an ABI Infield Rascal MVP unit. The groomer attachment would be towed with our John Deere Gator or with a zero-turn mower, both of which are frequently used at Rotary Park during the season.

The features of the ABI Infield Rascal MVP (base model is \$3,299) are noted below:

- Large 16.5" diameter tires to transport the unit and to help keep the unit level while grooming the infield mix
- Includes standard attachments such as an adjustable scarifier, an adjustable profile cutting blade and a grading rake w/pivot control
- Offers optional attachments such as a:
 - 6' wide rigid drag matt w/leveling bar (\$379)
 - 5' wide Vibraflex drag spikes (\$549)
 - Finishing broom (\$379)
 - Several others that we would not purchase at this time

ABI provided pricing on November 21, 2019 for a total cost of \$4,795.94 including the rigid drag matt, Vibraflex drag spikes and shipping. These costs are included in the 2019/2020 budget and

would be charged to the following account: #101-751-970.000
(Parks – Capital Outlay).

Staff Comments: None

Citizens Comments: None

Board Discussion: Mayor Neidhamer asked if this equipment could be used in the winter for trails and was informed no.

2019-11-152

MOTION

Moved by Solomon

Second by Conklin

To approve of a purchase order contract with the ABI Attachments Inc. for the purchase of a Rascal MVP infield groomer in an amount not-to-exceed \$4,795.94 and authorize the City Manager to execute the documents

Ayes: 4

Nays: 0

Absent: 1, Commissioner Page

Motion carried

Paint Our Plow Contest

Consideration authorize the City staff to work with the Boyne City Public Schools to implement a “Paint Our Plow” program starting in 2020

Public Works Superintendent Tim Faas said that numerous road agencies across the country have embraced a program designed to raise the awareness of the importance of snow removal from public streets. The “**Paint Our Plow**” program would be an effort coordinated with the Boyne City Public Schools each year. A design contest would occur during the spring to challenge students to come up with a creative design to paint on an out-of-service plow blade located at the entrance to the Public Works facility on Robinson Street (see attached photo). The paint for the chosen design would be donated, so the only cost to the City would be the time to prepare the plow blade for new paint each season.

The program has proved to be very successful and helps build awareness of the critical public service provided by road crews each winter season. It is also a way to emphasize safety to the residents for our workers who perform plowing around the city.

Staff Comments: None

Citizens Comments: None

Board Discussion: All Commissioners expressed their approval that this is a great idea.

2019-11-153

MOTION

Moved by Conklin

Second by Grunch

To authorize the City staff to work with the Boyne City Public Schools to implement a "Paint Our Plow" program starting in 2020

Ayes: 4
Nays: 0
Absent: 1, Commissioner Page
Motion carried

2020 Meeting Calendar

Consideration to approve the City Commission regular meeting schedule for 2020 the 2nd Tuesday of each month at 7:00 p.m. and the 4th Tuesday of each month at noon except the 4th Tuesday of December, also changing the March meeting dates to March 3 at 7:00 p.m. and March 17 at noon with all meetings to be held at Boyne City Hall, 319 North Lake Street in Boyne City and also to approve the FYE 2021 Tentative Budget Schedule as presented

Staff Comments: None

Citizens Comments: None

Board Discussion: There was some discussion about the time of the meeting on the 17th and pre-budget work session

MOTION

2019-11-154
Moved by Conklin
Second by Solomon

To approve the City Commission regular meeting schedule for 2020 the 2nd Tuesday of each month at 7:00 p.m. and the 4th Tuesday of each month at noon except the 4th Tuesday of December, also changing the March meeting dates to March 3 at 7:00 p.m. and March 17 at 7:00 p.m. with all meetings to be held at Boyne City Hall, 319 North Lake Street in Boyne City and also to approve the FYE 2021 Tentative Budget Schedule, making the time of the March 19 meeting 5:00 p.m.

Ayes: 4
Nays: 0
Absent: 1, Commissioner Page
Motion carried

Discussion regarding proposed West Michigan to Old City Park non-motorized trail route

The Commissioner discussed the options for the proposed West Michigan to Old City Park non-motorized trail route. Various suggestions were presented. All are agreement that further public input meetings are necessary.

Planning Commissioner Appointment

2019-11-155
Moved by Conklin
Second by Solomon

MOTION

Approval of the recommendation of the Planning Commission to appoint Nichole Moblo to fill the vacancy on the Planning Commission

Ayes: 4
 Nays: 0
 Absent: 1, Commissioner Page
 Motion carried

Meeting Time Change

2019-11-156
 Moved by Conklin
 Second by Solomon

Approval to change the start time of our December 10, 2019 regular meeting to noon

Ayes: 4
 Nays: 0
 Absent: 1, Commissioner Page
 Motion carried

Good Of The Order

None

ADJOURNMENT

Motion by Mayor Neidhamer, second by Mayor Pro Tem Grunch to adjourn the Regular City Commission meeting of Tuesday, November 26, 2019 at 1:21 p.m.

Tom Neidhamer
 Mayor

Cindy Grice
 Clerk/Treasurer

DRAFT



City of Boyne City

MEMO

Date: December 6, 2019

To: Mayor Neidhamer and the Boyne City City Commission

From: Michael Cain, City Manager *Mc*

Subject: Main Street Executive Director MERS Vesting Period

Part of the terms agreed to by the Main Street Board in the hiring of Kelsie King- Duff as their Executive Director was the creation of a 4-year vesting period for the defined contribution pension program associated with that position. Attached is the paperwork from MERS required to implement that provision. The paperwork creates a new division solely for this position going forward that includes the 4-year vesting provision.

There is no additional cost for this provision and the required funds have been provided to MERS since Kelsie's hiring. It does allow Kelsie to keep the retirement funding with her after being with our Main Street program for four years.

RECOMMENDATION: That the City Commission approve the creation of the new 4-year retirement vesting period for the Main Street Executive Director's position and authorize the City Manager and City Clerk to execute the required documents.

OPTIONS:

- Deny the request.
- Other action as determined as appropriate by the City Commission.

MERS Defined Contribution Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or court within the state of Michigan that has adopted MERS coverage, hereby establishes the following Defined Contribution Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document.

I. Employer Name City of Boyne City Municipality #: 1506

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of , 20 .

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

Vesting credit from date of hire No vesting credit

This division is for new hires, rehires, and transfers of current Defined Benefit* division # and/or current Hybrid division #

Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)

Current active (defined benefit or hybrid) employees (select one of the following and see [Plan Document](#), Section 64 for more information):

Will have a one-time opportunity to convert the value of their current defined benefit from the existing defined benefit or hybrid plan into the new Defined Contribution Plan as a lump sum, or continue accruing service in the Defined Benefit. (Complete *MERS Defined Contribution Conversion Addendum*.)

Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Defined Contribution plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for employees to make their election is: / /

Will be required to cease service accrual in Defined Benefit and will transfer to Defined Contribution for future service accrual.

** By completing the section above, the Employer acknowledges receiving Projection Study results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.*

B. If this is an **amendment** of an existing Adoption Agreement (existing division number), the effective date shall be the first day of , 20 .

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

MERS Defined Contribution Plan Adoption Agreement

- C. If this is to **separate employees from an existing Defined Contribution division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20____.
- D. If this is to **merge division(s)** _____ into division(s) _____, the effective date shall be the first of _____, 20____.

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

Main Street Executive Director hired on/after xx/xx/20xx

(Name of Defined Contribution division – e.g. All Full Time Employees, or General After 7/01/13)

To further define eligibility, (check all that apply):

- Probationary periods** are allowed in one-month increments, no longer than 12 months. During this introductory period the Employer will not report or make contributions for this period, including retroactively. Service will begin after the probationary period has been satisfied. The probationary period will be _____ month(s).
- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement. The temporary exclusion period will be _____ month(s).

MERS Defined Contribution Plan Adoption Agreement

IV. Provisions

1. Vesting (Check one):

- Immediate
- Cliff Vesting (fully vested after below number years of service)
 1 year 2 years 3 years 4 years 5 years
- Graded Vesting
____ % after 1 year of service
____ % after 2 years of service
____ % after 3 years of service (min 25%)
____ % after 4 years of service (min 50%)
____ % after 5 years of service (min 75%)
____ % after 6 years of service (min 100%)

Vesting will be credited using (check one):

- Elapsed time method – Employees will be credited with one vesting year for each 12 months of continuous employment from the date of hire.
- Hours reported method – Employees will be credited with one vesting year for each calendar year in which ____ hours are worked

In the event of disability or death, an employee's (or his/her beneficiary's) entire employer contribution account shall be 100% vested, to the extent that the balance of such account has not previously been forfeited.

Normal Retirement Age (presumed to be age 60 unless otherwise specified) _____

If an employee is still employed with the municipality at the age specified here, their entire employer contribution balance will become 100% vested regardless of years of service.

2. Contributions

- a. Will be remitted according to Employer's payroll withholding which represents the actual period amounts are withheld from employee paychecks, or within the month during which amounts are withheld (check one):
- Weekly
- Bi-Weekly (every other week)
- Semi-Monthly (twice each month)
- Monthly
- Other (must specify) _____
- b. Required Employee Contribution Structure to DC (subject to Internal Revenue Code 415(c) limitations). Select one:
- Employees are required to contribute per payroll period, the percentage ____% OR flat dollar amount \$_____
- Employees are required to contribute within the following range for each payroll:
Percentage range from ____% to ____% OR
dollar amount range \$_____ to \$_____
- Direct Required Employee Contributions pre-tax

MERS Defined Contribution Plan Adoption Agreement

c. **Employer Contributions**

Non-Matching Contributions

The Employer hereby elects to make contributions to the Program without regard to an employee's contribution to the Program. The Employer elects the following contribution formula (check one):

Annual Contributions: A one-time annual contribution of \$_____ OR _____% of compensation per employee.

\$ _____ or ⁸ _____% of compensation per employee for each payroll period.

Matching Contributions

The Participating Employer may make matching contributions and/or non-matching contributions into the Defined Contribution plan based on an employee's voluntary election as outlined in the *Matching Employer Contribution Addendum (MD-073)*.

d. Post-tax voluntary employee contributions are allowable into a Defined Contribution account subject to Section 415(c) limitations of the Internal Revenue Code.

3. **Compensation**

Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):

All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals (Note: this definition aligns to MERS' 457 definition of compensation)

Medicare taxable wages reported in Box 5 of Form W-2

Base wages, to which any of the following may be included:

Longevity pay

Overtime pay

Shift differentials

Pay for periods of absence from work by reason of vacation, holiday, and sickness

Workers' compensation weekly benefits (if reported and are higher than regular earnings)

A member's pre-tax contributions to a plan established under Section 125 of the IRC

Transcript fees paid to a court reporter

A taxable car allowance

Short term or long term disability payments

Payments for achievement of established annual (or similar period) performance goals

Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications

Lump sum payments attributable to the member's personal service rendered during the FAC period

Other: _____

Other 2: _____

NOTE: For purposes of applying the Internal Revenue Code Section 415(c) limits on annual additions, compensation shall be defined as required under that law.

MERS Defined Contribution Plan Adoption Agreement

4. **Loans:** shall be permitted shall not be permitted
If Loans are elected, please complete and attach the *MERS Defined Contribution Loan Addendum*.
5. **Rollovers** from qualified plans are permitted and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Contribution Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Contribution Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the *MERS Reporting and Contribution Enforcement Policy*, the terms of which are incorporated herein by reference;
4. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains, pursuant to the Internal Revenue Code;
5. Should the Employer fail to make its required contribution(s) when due, MERS may implement any applicable interest charges and penalties pursuant to the *MERS Reporting and Contribution Enforcement Policy* and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the MERS Defined Contribution Plan, to authorize the transfer of any defined benefit assets to the MERS Defined Contribution Plan, or to continue administration by MERS or any third-party administrator of the MERS Defined Contribution Plan.

MERS Defined Contribution Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by _____ on
the ____ day of _____, 20___.
(Name of Approving Employer)

Authorized signature: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20___. Signature: _____
(Authorized MERS Signatory)



Approved: _____

Meeting of November 7, 2019 MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY, NOVEMBER 7, 2019 at 8:30 AM CITY HALL, 319 NORTH LAKE STREET

Call to Order Chair Chris Bandy called the meeting to order at 8:30 a.m.

Roll Call Present: Jodie Adams, Chris Bandy, Michael Cain, Becky Harris, Patrick Little, Pat O'Brien and Rob Swartz

Absent: Michelle Cortright and Patti Gabos

Meeting Attendance City Staff: Main Street Director Kelsie King-Duff, Recording Secretary Jane Halstead, Assistant Planner Patrick Kilkenny, Harbormaster Barb Brooks

Public: Five

Excused Absences MOTION Swartz moved, Adams seconded, PASSED UNANIMOUSLY to excuse Michelle Cortright and Patti Gabos.

Approval of Minutes MOTION Adams moved, Harris seconded, to approve the October 3, 2019 minutes as presented.

Hearing Citizens Present None.

Correspondence A thank you note from the Boyne Area Free Clinic was received and filed.

Committee Reports Organization Committee Minutes received and filed. The committee is working in conjunction with the Chamber on a volunteer recruitment event to be held this winter.

Promotions/Marketing Committee Minutes received and filed. Taste of Boyne will be held at Boyne Mountain on April 24th. The Santa Parade and Earlier than the Bird are coming up. An event review was done for Stroll the Streets.

Design Committee

Minutes received and filed. The committee discussed the cleanup of the river bank and boardwalk area by Old City Park. It is a bigger project than first thought. The recycle bins will remain in place downtown for a couple more weeks. The Historical Trust Signage will be installed this spring. The Mosaic sculpture at Peninsula Beach is getting a plaque.

Economic Vitality/Team Boyne

Minutes received and filed.

Director’s Report

Received and filed.

Unfinished Business

Michigan Main Street Contract

Michigan Main Street Contract

Consideration to approve the Michigan Main Street Program Community Requirements and Expectations Agreement as proposed.

The Michigan Main Street Contract has been reviewed at previous meetings. There were questions on some of the wording which has been resolved. Specifically there were questions on how the current contract would be terminated. Kelsie has spoken with Michigan Main Street and contract termination language is provided for in Section 3, item #6 (Total Agreement) on page 6 of the contract. Language related to Design Services has been updated as well.

MOTION

Little moved, Adams seconded, PASSED UNANIMOUSLY to authorize Chris Bandy to sign the Michigan Main Street Program Community Requirements and Expectations Agreement as presented and recommend the City Commission approve the agreement.

New Business

Boyne Thunder Check Presentation

Boyne Thunder Presentation of Checks

Boyne Thunder raised \$122,509.81 this year at the 16th annual event. Elizabeth Looze and Bill Aten of Challenge Mountain were presented with a check for \$12,250.98. Becky Follette of Camp Quality was presented with a check for \$67,380.40. Thanks to all involved.

Double Up Food Bucks Memorandum of Understanding

Double Up Food Bucks Memorandum

Consideration to approve the Memorandum of Understanding with Fair Food Network to continue accepting Double Up Food Bucks at the Boyne City Farmers Market.

Fair Food Network, our partner for accepting Double up Food Buck is requiring an updated Memorandum of Understanding in order to continue to accept Double Up Food Bucks at the Farmers Market. This a regular course of business.

MOTION

Adams moved, Little seconded, PASSED UNANIMOUSLY to approve the Memorandum of Understanding with Fair Food Network to continue accepting Double Up Food Bucks at the Boyne City Market.

Team Boyne

Team Boyne

Consideration to form an economic vitality committee as recommended by the Organization Committee and outgoing Team Boyne chair.

Team Boyne currently serves as our Economic Vitality Committee which is a required committee in the Main Street Model. John Cool, the Chair of Team Boyne has resigned. There has been much discussion and at this time the Organization Committee and the outgoing chair recommend that a new Economic Vitality committee be formed to focus on very specific economic development activities. The Main Street board discussed the issue. Currently there are no specific guidelines or mission for the Economic Vitality Committee to follow. Team Boyne does provide outreach and other intangible benefits. Suggestions included forming an Economic Vitality sub-committee within Team Boyne or leaving Team Boyne as is and creating a separate Economic Vitality Committee. Kelsie King-Duff is leading the November Team Boyne so she will include the topic on the agenda. Team Boyne does not meet in December and it was suggested that an effort be made to get good participation at the January meeting to work on a solution.

Financial Report Review

The Financial Report was received and filed.

Good Of The Order

- The inside Farmers Market is going well.
- Hugh Conklin and Tom Neidhamer were re-elected Tuesday.
- Kevin Spate has been approved as the new Chief of Police. There is a public open house on Friday, November 8 from 2 to 3 p.m. to celebrate Chief Jeff Gaither's retirement.
- Progress is being made on the Pavilion. Dewatering is required at the construction site due to high ground water levels. This may add an additional \$10,000 to \$15,000 cost to the project. The County Building Department is also requiring a fire suppression system which will cost approximately \$35,000.
- The non-motorized trail from Boyne City to Boyne Falls is progressing. The target date for completion is June 11th of next year.
- There will be a joint meeting between the City Commission, the Planning Commission and the Parks & Recreation Commission on November 19th to discuss the development of the non-motorized trail from W. Michigan to downtown.
- The Army Corp of Engineers said lake levels may go up another 1 ½ feet this year.
- City Manager Cain attended the Mountain Town 2030 Conference in Park City Utah. The topic was climate change and the impact on business plans.
- Boyne Meets Broadway will be held November 22 and 23rd at the High School.
- There is likely to be a bond proposal next May for BCPS.

Adjournment MOTION

Cain moved, Swartz seconded, PASSED UNANIMOUSLY to adjourn the November 7, 2019 meeting of the Boyne City Main Street Board at 9:53 a.m.

Jane Halstead, Recording Secretary



Approved:

**Meeting of
November 14, 2019**

RECORD OF THE PROCEEDINGS OF THE **REGULAR BOYNE CITY PARKS AND RECREATION COMMISSION MEETING** HELD AT 5:00 P.M. AT CITY HALL ON THURSDAY, OCTOBER 10, 2019.

Call to Order

Meeting was called to order by Chair Mike Sheean at 5:00 p.m.

Roll Call

Present: Mike Sheean, Diane Sterling, Greg Vadnais, Tom Smith, and Hugh Conklin

Meeting Attendance

Absent: Alexander, Litzenburger and Weick

City Staff: DPW director Tim Faas and recording secretary Barb Brooks

Public Present: one

Excused Absences

****MOTION**

Sterling moved, Conklin seconded, PASSED UNANIMOUSLY to excuse the absence(s) of Alexander, Litzenburger and Weick

Approval of Minutes

****MOTION**

Conklin moved, Sterling seconded, PASSED UNANIMOUSLY a motion approving the October 10, 2019 meeting minutes as presented

Citizens Comments

(on non-agenda items)

- Steve Schnell thanked the board for their support and partnership in use of the City's property in Evangeline Township for the use of multi-use non-motorized trails to be built by TOMMBA

Director's Report

No report

Correspondence

None

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

Park Inspection Reports – None

User Groups – None

Unfinished Business

None

New Business

**Becket & Raeder
Consulting Recreation
Master Plan Discussion**

Discussions led by Tim Knutsen and Carrie Klingelsmith of Beckett and Raeder, Inc.

Adjournment

The November 14, 2019 meeting of the Parks and Recreation Board was adjourned at 6:21 p.m.

Barb Brooks, Recording Secretary

Approved:

Meeting of November 18, 2019	Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday November 18, 2019 at 5:00 pm.
Call to Order	Chair Place called the meeting to order at 5:00 p.m.
Roll Call	<p>Present: Larry Chute, Monica Kroondyk, Skylar MacNaughton, Tom Neidhamer, Rose Newton and Aaron Place</p> <p>Absent: Jeff Ross</p> <p>Vacancy: Two</p> <p>2019-11-18-02 Neidhamer moved, Chute seconded, PASSED UNANIMOUSLY, to excuse the absence of Ross</p>
Meeting Attendance	<p>City Officials/Staff: Planning and Zoning Director Scott McPherson and Recording Secretary Pat Haver</p> <p>Public Present: Seven</p>
Consent Agenda Motion	<p>Kroondyk moved, Newton seconded, a motion to approve the consent agenda, the Planning Commission minutes from October 21, 2019 as presented.</p> <p>2019-11-18-3 Roll Call: Ayes: Chute, Kroondyk, MacNaughton, Neidhamer, Newton and Place Nays: None Absent: Ross Vacancy: Two <i>Motion Carries</i></p>
Citizen comments on Non-Agenda Items	None
Reports of Officers, Boards and Standing Committees	<p>Planning Director McPherson indicated that there were a couple of items that he would like added to the agenda. Recently received board application set at 7A moving the existing items down and then add adoption of the 2020 meeting calendar as item 7D</p> <p>The Marijuana Work Group has been chosen, and the first meeting will be held shortly. Skylar MacNaughton has volunteered, and will be appointed from the Planning Commission.</p>
Unfinished Business	None
New Business	Planning Director Scott McPherson reviewed the board application from Nichole Moblo who has applied for one of the vacant positions on the Planning Commission. She has not served in the capacity on a Planning Commission, however, does bring a diversity in her background with her employment and other volunteering positions that she has held. She gave the commission a brief introduction of herself and her experiences. Scott McPherson recommends her appointment.
Recommendation for Planning Commission Appointment	

Board Discussion – all members were in agreement of the recommendation and think that her diversity will complement the make-up of the current board and will be an asset.

Motion

Motion by Kroondyk, seconded by Newton to recommend to the City Commission the appointment of Nichole Moblo to the Planning Commission.

2019-11-18-7A

Roll Call:

Ayes: Chute, Kroondyk, MacNaughton, Neidhamer, Newton and Place

Nays: None

Absent: Ross

Vacancy: Two

Motion Carries

**Development Plan
review 681 N. Park St.
Northern Michigan
Holiness Camp Meeting
Association**

Planning Director Scott McPherson reviewed his staff report that was included in the agenda packet. Northern Michigan Holiness Camp is proposing to build a 26' x 36' classroom on the south side of the existing tabernacle which was approved in 2014, so this will be an amendment to those plans. According to the applicant, they purchased the small bit of land to the south adjacent to this property. As of today, the ownership has not changed, so staff is not able to issue a zoning permit for this project due to encroachment concerns with the lot lines. Otherwise, the proposed use is in compliance with the zoning ordinance standards for setback, lot coverage and building height. No additional parking spaces are needed for the proposed use. The original camp building is still standing and accessible from N. Park St. The camp board wishes to have the original building removed, but is finding it difficult to find someone who could use the materials, or remove at very little to no cost. They will continue to do everything they can to make sure that the building is secure. With no additional public comments, the board proceeded to review the Findings of Fact, under section 19.40. The project meets all of the ordinance requirements, however, the board would like to put a condition on A. – They need to provide proof of purchase of the property immediately to the south, so that there will not be any encroachment concerns on the lot lines. Under section O; no exterior lighting has been proposed, however the elements shown on the submitted plans are for emergency egress lights only.

Motion

After board discussion, **motion by Chute, seconded by MacNaughton**, to approve the development plan as presented with the condition that the applicant must provide to staff proof of ownership of the lot adjacent immediately to the south, to alleviate encroachment concerns prior to the issuance of a zoning permit.

2019-11-18-7B

Roll Call:

Ayes: Chute, Kroondyk, MacNaughton, Neidhamer, Newton and Place

Nays: None

Absent: Ross

Vacancy: Two

Motion Carries

**International Property
Maintenance Code
Review and
Recommendation**

Planning Director McPherson reviewed his staff report included in the agenda packet. The city currently does not have any type of property maintenance code. The only tool staff has to take action against any dilapidated properties within the city is the City's Dangerous Building Ordinance. By adopting a property maintenance code, it would give staff the tools needed to enforce deficiencies prior to any building becoming significantly damaged to the point it would not be feasible to restore and enforcement tools for maintenance of vacant lots. By utilizing this code, it would offer a more efficient

and less time consuming enforcement tool for staff to use. The code would detail the methods for administration and enforcement to include the duties and powers of the code official, methods of notification and the appeal processes. Staff would be able to enforce some aspect of the code such as deficiencies to the exterior of the structure and grounds, however, other areas of such as plumbing, mechanical, electrical and fire safety would take a level of expertise that is beyond current staff's capabilities. The penalty provisions of the code would be a misdemeanor or civil infraction. The copy of the code provided to you comes from a neighboring city; pretty much intact from the original International version, however, they did change a few items around logistically. It is being brought before you tonight for review, discussion and recommendation.

Board Discussion

Chute – Great you will be using recognized code language, instead of re-inventing.
Newton – Under 13.29(c); I can see if the repair to a structure were large, and if a civil infraction were issued, it might be advantageous to pay the civil fine instead of the expense to remedy the initial problem.

McPherson – When a citation is issued and we believe that the property owner will not comply we can request a hearing. In addition to a fine, we can request an order from the judge with a time frame to remedy the situation, with the fines compounding daily if not taken care of within that specified time. A lot of times, enforcement orders are not needed as the fine is sufficient to get the work completed, but other cases it will be needed.

Public Comments

Ted Maksey – 44 N. Lake St.: My biggest concern is the garbage, rubbish or crap that is sitting in various yards affecting real estate values. I understand that “one man’s junk is another man’s treasures” but there needs to be a better definition for junk and it needs to be policed fairly as there are several areas within the city that needs to be addressed.

Chute - Will it specifically address exterior of properties, abandoned appliances, lawn implements, etc. Will we adopt a strict ICC version and then amend as we see fit?

McPherson – Yes, adopt for reference as written and then we can amend specifically after it has been adopted as we need to.

Chute - How do we adopt by reference and then tweak to fit us?

McPherson – We will need to get with the attorney for that answer.

Neidhamer – There is a lot of community support for something like this, it will help in protecting neighborhoods and houses.

Motion

After board discussion, **motion by Kroondyk, seconded by Newton** to support moving forward in adopting the International Property Maintenance Code allowing us to modify it as we need, and not use strictly as referenced.

2019-11-18-7C

Roll Call:

Ayes: Chute, Kroondyk, MacNaughton, Neidhamer, Newton and Place

Nays: None

Absent: Ross

Vacancy: Two

Motion Carries

Adoption of the 2020 Meeting Calendar

Added to the agenda packet is the 2020 meeting calendar for your review and consideration. The board had questions about the possibility of changing the start time of the meeting. It is the Commissions discretion to move the start time of a meeting if they feel that it would be warranted based on the agenda. **Motion by Newton, seconded by Chute PASSED UNANIMOUSLY** to adopt the 2020 calendar as presented, meetings to be held on the third Monday of each month at 5:00 pm.

Staff Report

- Tomorrow, 11-19-19 will be a Joint meeting with the City Commission, Parks and Recreation Board and the Planning Commission to begin the discussion of the trail leading into town from where it ends at W. Michigan Avenue, the discussion will be facilitated by Larry Fox with c2ae. The other item on the agenda is the International Property Maintenance Code; however, that item may be removed as staff will not be available to attend the meeting.
- The City will be holding a Public Information Meeting/Input session on December 4, 2019 at 5:30 pm here in the Commission Chambers. This meeting is to gather thoughts and suggestions for the update of the City’s Recreation Plan, and input for the new Avalanche Base plan and Open Space plan.
- Our City Commissioners adopted the Storm Water Ordinance Plan that we have been working on with the City(s) of Charlevoix and East Jordan. The City of Charlevoix Council will adopt the plan tonight, and the City of East Jordan has already published their adoption.

Good of the Order

- Rose Newton will not be available for the February meeting

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, December 16, 2019 at 5:00 p.m.

Adjournment

****Motion**

2019-11-18-10

Chute moved, Newton seconded, PASSED UNANIMOUSLY a motion to adjourn the November 18, 2019 meeting at 5:49 pm

Chair Aaron Place

Recording Secretary Pat Haver

BOYNE CITY HISTORICAL COMMISSION

Minutes of November 18, 2019
7:00 p.m.
Boyne City Hall

CALL TO ORDER: 7:00 p.m.

PRESENT: Hewitt, Dawson, Sansom, and Alexander

ABSENT: Raycraft and Barden

APPROVAL OF MINUTES:

Dawson motioned to approve the minutes from the October 21, 2019 meeting, second by Alexander, all ayes.

OLD BUSINESS:

Reviewed the list that Larry Taylor provided the board rating the fundraising ideas.

NEW BUSINESS:

None

COMMUNICATIONS:

Hewitt shared email from Daryl Wright regarding the BCGA railroad. He has information about the company that built the train for us and photos of it before it arrived here in Boyne. Sheffield Company built the passenger train.

Next Meeting: December 16, 2019 7:00 pm

Adjourned: 8:12 p.m.

BOYNE CITY
HISTORIC DISTRICT COMMISSION

Minutes of the November 21, 2019

Call to order: 5:04 pm

Present: Litzenburger, Kragenbrink, and Bandy

Not Present: Glassford, Wellman

Staff: Hewitt, McPherson

Guests: none

Approval of minutes of the September 26, 2019 meeting, motioned by Litzenburger, second by Kragenbrink, all ayes.

Public Comments on Non-Agenda Items:

None

Old Business:

None

New Business:

- A. Board renewals:
Chris Bandy 2 year term ending November 30, 2021, Gerry Kragenbrink 1 year term ending November 30, 2020. Motioned by Litzenburger to accept Bandy and Kragenbrink board renewals, second by Kragenbrink, all ayes.
- B. Calendar Dates for 2020:
February 27, 2020
May 28, 2020
September 24, 2020
November 19, 2020
All meetings to be at 5:00 pm at city hall. Motioned by Litzenburger to accept dates for 2020, second by Bandy, all ayes.
- C. HDC Webinar- Defensible Decision Making. 40 Minute program.

Announcements:

None

Correspondence:

Resignation from Jeff Wellman asking to step down from the board due to some life changes. Motioned by Litzenburger to accept Wellman resignation, second by Kragenbrink, all ayes.

Adjournment: 6:00 pm

Next Meeting: February 27, 2020, 5:00 pm

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*

From: Tim Faas, Director of Public Works *TF*

Date: December 4, 2019

Subject: **Winter Snow Removal Plan Approval and
Award of a Snow Hauling Contract Recommendation**

**BACKGROUND:**

This past winter season two (2) concerns were raised by the public in regard to our snow removal plans. Firstly, the placement of snow stockpiles in the Open Space property along the waterfront and secondly, the hauling of stockpiled snow from both public and private locations to the snow disposal site at the airport.

I. Snow Stockpiles in the Open Space

The Open Space property was used by the City crews to dispose of some of the snow plowed from the downtown area throughout the winter in lieu of hauling it to the snow disposal site at the airport. Starting next spring it is conceivable that construction of the improvements to the Open Space property will preclude use of that location to stockpile snow during the winter. As such, I am recommending we cease using it as part of our annual snow removal plan. The impact means that additional resources will be required to haul-out snow from the downtown area, on a more frequent basis, during non-regular working hours.

II. Haul-Out of Snow from Public & Private Locations

The haul-out of stockpiled snow from the downtown area posed concerns from a resident along E Main Street due to noise from the trucks hauling to the snow disposal site at the airport. The majority of the resident's concerns stemmed from the private haulers, not the City crews, and were primarily during the 12:00 AM midnight to 5:00 AM time period.

In order to address the Item I concerns above, I have reached out to several regional trucking companies and two (2) have responded to my request for hourly pricing on the snow haul-out operations. The quotes are for providing two (2), ten (10) cubic yard tandem dump trucks and drivers to haul snow from the downtown area to the snow disposal site at the airport generally between the hours of 5:00 AM and 9:00 AM as required. The snow would be blown into the dump bodies by City staff operating one of the Trackless tractors with a snow blower attachment. The two quotes received are summarized below:

Hilltop Trucking & Excavating (East Jordan) \$85/hour

MDC Contracting (Petoskey) \$85/hour

Based on the above pricing and the very favorable customer service provided by MDC Contracting this year on the Cedar & Terrace Street reconstruction projects, I would recommend we contract with them as reliability will be an important factor in choosing our service provider. I expect the total costs to be in the range of \$9,000 to \$14,000 for the winter season for these outside services. There are sufficient funds in the 2019/2020 Major & Local Streets - Winter Maintenance budget for these expenses.

To address the noise concerns in Item II, I am proposing that we restrict the use of our snow disposal site at the airport to the hours of 5:00 AM through 10:00 PM (except in the event of an extreme emergency as approved by the City Manager). Further, should any private hauler

desire to use the City's snow disposal site at the airport, a fee of \$250 would be charged to cover the cost of clean-up of the debris found in the snow in the spring. The city crews would also follow these restrictions in the hours of hauling.

RECOMMENDATION:

It is my recommendation that the City Commission approve the winter snow removal plan and award a purchase order contract to MDC Contracting of Petoskey based on the hourly rates in its proposal dated December 4, 2019. Further that the City Manager execute the purchase order.

OPTIONS:

1. That this matter be postponed for further information or consideration
2. That this matter be approved subject to some revision
3. Other options as determined by the City Commission

Encl: Proposal from Hilltop Trucking & Excavating
 Proposal from MDC Contracting

CITY OF BOYNE CITY

To: Michael Cain, City Manager 
From: Mark Fowler, W/WW Superintendent
Date: 12/5/19
Subject: Water Rate Study

Discussion

Bakertilly Municipal Advisors prepared a rate study for the wastewater system as part of the SAW grant. They have done a very thorough analysis on the financial status and rate structure of the wastewater system which will help us moving forward.

Based on the work that they did for the wastewater system I believe it would be very beneficial to have the same information on the water system.

They were asked to submit a proposal to do the rate study for the water system. They submitted a proposal to complete a water rate study for a cost of \$10,500. There is money available in the water budget to pay for it.

Recommendation

I recommend that the City Commission authorize the City Manager to sign the proposal from Bakertilly to conduct a Water Rate Study on our system.

Options:

- 1) Deny the request
- 2) Postpone for further consideration
- 3) Approve the Proposal
- 4) Other options as determined by the City Commission



November 14, 2019

Baker Tilly Municipal Advisors, LLC
2852 Eyde Pkwy, Ste 150
East Lansing, MI 48823
(517) 321-0110
bakertilly.com

City of Boyne City,

You have requested that Baker Tilly Municipal Advisors, LLC (the "Firm") provide to the City of Boyne City (the "Client") those services more fully set forth in Exhibit A hereto (the "Services").

Fees and Costs

Fees charged for work performed, as set forth in Exhibit A, is a fixed amount as mutually agreed upon.

Disclosure of Conflicts of Interest with Various Forms of Compensation

The Municipal Securities Rulemaking Board (MSRB) requires us, as your municipal advisor, to provide written disclosure to you about the actual or potential conflicts of interest presented by various forms of compensation. Exhibit B sets forth the potential conflicts of interest associated with various forms of compensation. By signing this letter of engagement, the signee acknowledges that he/she has received Exhibit B and that he/she has been given the opportunity to raise questions and discuss the matters contained within the exhibit with the municipal advisor.

Billing Procedures

The account balance is due and payable on receipt of the statement and we reserve the right to charge 1% interest per month for outstanding unpaid balances over thirty (30) days from the date of billing. Once our representation has been concluded or terminated, a final billing will be sent to you. Any questions or errors in any fee statement should be brought to our attention in writing within sixty (60) days of the billing date.

Termination

Both the Client and the Firm have the right to terminate the engagement at any time after reasonable advance written notice. Unless otherwise agreed to by the Client and the Firm, this engagement will terminate 60 days after completion of the scope of services as outlined in Exhibit A.

Accountants' Opinion

In performing our engagement, we will be relying on the accuracy and reliability of information provided by Client personnel. We will not audit, review, or examine the information. Please also note that our engagement cannot be relied on to disclose errors, fraud, or other illegal acts that may exist. However, we will inform you of any material errors and any evidence or information that comes to our attention during the performance of our procedures that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the performance of our procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

The responsibility for auditing the records of the Client rests with the Client's auditor and the work performed by the Firm shall not include an audit or review of the records or the expression of an opinion on financial data.

Client Responsibilities

It is understood that the Firm will serve in an advisory capacity with the Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee the services we provide. The Client is responsible for evaluating adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

Additional Services

Exhibit A sets forth the scope of the Services to be provided by the Firm. From time to time, additional services may be requested by the Client beyond the scope of Exhibit A. The Firm may provide these additional services and be paid at the Firm's customary fees and costs for such services. In the alternative, the Firm and the Client may complete a revised and supplemented Exhibit A to set forth the additional services (including revised fees and costs, as needed) to be provided. In either event, the terms and conditions of this letter shall remain in effect.

Municipal Advisor Registration

The Firm is a Municipal Advisor registered with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board. As such, the Firm is providing certain specific municipal advisory services to the Client. The Firm is neither a placement agent to the Client nor a broker/dealer.

The offer and sale of any Bonds shall be made by the Client, in the sole discretion of the Client, and under its control and supervision. The Client agrees that the Firm does not undertake to sell or attempt to sell the Bonds, and will take no part in the sale thereof.

Mediation Provision

The Client and the Firm agree that if any dispute (other than our efforts to collect any outstanding invoice(s)) arises out of or relates to this engagement, or any prior engagement we may have performed for you, and if the dispute cannot be settled through informal negotiation, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures (or such other administrator or rules as the parties may mutually agree) before resorting to litigation. The parties agree to engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall take place in Lansing, Michigan, or such other location as the parties may mutually agree. If the parties are unable to mutually agree on the selection of a mediator, the mediator shall be determined in accordance with the American Arbitration Association's Commercial Mediation Procedures. The results of any such mediation shall be binding only upon a written settlement agreement executed by each party to be bound. Each party shall bear its own costs and fees, including attorneys' fees and expenses, in connection with the mediation. The costs of the mediation, including without limitation the mediator's fees and expenses, shall be shared equally by the participating parties. Any ensuing litigation shall be initiated and maintained exclusively before any state or federal court having appropriate subject matter jurisdiction located in Lansing, Michigan.

Other Financial Industry Activities and Affiliations

Baker Tilly Investment Services, LLC ("BTIS") is an affiliate of the Firm. BTIS is registered as an investment adviser with the Securities and Exchange Commission under the federal Investment Advisers Act. BTIS provides non-discretionary investment advice with the purpose of helping clients create and maintain a disciplined approach to investing their funds prudently and effectively. BTIS may provide advisory services to the clients of the Firm.

BTIS has no other activities or arrangements that are material to its advisory business or its clients with a related person who is a broker-dealer, an investment company, other investment adviser or financial planner, bank, law firm or other financial entity.

If the foregoing accurately represents the basis upon which we may provide Services to the Client, we ask that you execute this letter, in the space provided below setting forth your agreement. Execution of this letter can be performed in counterparts each of which will be deemed an original and all of which together will constitute the same document.

On March 1, 2019, H.J. Umbaugh & Associates, Certified Public Accountants, LLP ("Umbaugh") effected a business combination with Baker Tilly Virchow Krause, LLP, (Chicago, Illinois), a financial services and accounting firm ("Umbaugh/Baker Tilly Combination"). Baker Tilly Virchow Krause, LLP also anticipates combining with Springsted Incorporated, (Saint Paul, Minnesota), a municipal and management advisory firm, which is expected to become effective the second quarter of 2019.

If you have any questions, please let us know. We appreciate this opportunity to be of service to you.

Very truly yours,

Baker Tilly Municipal Advisors, LLC

By: 
Andy Campbell, CPA, Senior Manager

The undersigned hereby acknowledges and agrees to the foregoing letter of engagement.

City of Boyne City

Date: _____

By: _____

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and wholly-owned subsidiary of Baker Tilly Virchow Krause, LLP, an accounting firm. Baker Tilly Virchow Krause, LLP trading as Baker Tilly is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. © 2019 Baker Tilly Municipal Advisors, LLC

EXHIBIT A

Services Provided and Fees

The Firm is providing the outline below describing the scope of service for a Water Rate Study. The fee for this service will be \$10,500.

Historical and Current Financials

Historical operating expenses are reviewed using audit and budget information.

- Three years audits and budgets.
- Current and proposed (if available) budget.

A "Test Year" is developed that reflects a baseline operating cost.

- Based on current budget with leveling for base operating cost.
- Determination of anticipated changes to operating cost.
- Inflation factors by budget line item.

Customer Base

The customer base is reviewed, including the number of billable customers and volumetric sales.

- The accuracy of this data is verified by applying it to the current rate structure and compared to current audit and budget revenue.
- Other operating and non-operating revenues evaluated.

Forecasting

Assumptions are made regarding the customer base through the forecasted period.

- Prediction of customer and volume counts (may include more than one scenario).
- Trending in system utilization, particularly for industry.

Projection of operating cost.

- Anticipated inflation by expense category.
- Determination of any additions or reductions based on changing operations.

Compilation of existing debt.

- Existing annual debt service by debt issue.
- Debt is separated by revenue support, in particular, debt that is paid from rates.
- Refinancing and/or restructuring possibilities are explored.

Operating and Capital Funding

Capital improvement planning will identify the estimated asset investment cost by year for a selected forecast period of time.

- The annual investment cost is evaluated, and scenarios developed for cash funding and debt financing.
- Funding asset investment from cash balances is weighed against potential efficiency of grouping certain cost together for purposes of debt financing.
- Financing options are considered including State and Federal agency funding sources as well as open market bonds. Open market options will be affected by the size of the borrowing as well as other aspects such as credit and security.

The projected cash flow is solved to a cash and investment balance.

- Actual cash and investments are analyzed including restricted assets.
- A cash balance policy is developed that identifies a targeted upper limit as well as a minimum balance as appropriate for the particular system. These balances encompass legal commitments and good business practices.
- The policy includes flexibility for temporary reductions below the minimum balance based on a plan to attain the level within a given period.
- Separate capital improvement funds are considered. If utilized, policy is developed as to whether they are to be restricted, and if so, whether by resolution or ordinance.

Rate management may be accomplished with more than one approach as to rate structuring and rate adjustment timing.

- The elements of a rate structure, including the proportion of revenue generated from ready to serve and commodity charge are determined by policy decision, and other customer base characteristics.
- Rate adjustment over time may be incremental or one time in nature.

EXHIBIT B

Disclosure Statement of Municipal Advisor

PART A – Disclosures of Conflicts of Interest

MSRB Rule G-42 requires that municipal advisors provide to their clients disclosures relating to any actual or potential material conflicts of interest, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable. If no such material conflicts of interest are known to exist based on the exercise of reasonable diligence by the municipal advisor, municipal advisors are required to provide a written statement to that effect.

Material Conflicts of Interest – The Firm makes the disclosures set forth below with respect to material conflicts of interest in connection with the Scope of Services under this Agreement, together with explanations of how the Firm addresses or intends to manage or mitigate each conflict.

General Mitigations – As general mitigations of the Firm’s conflicts, with respect to all of the conflicts disclosed below, the Firm mitigates such conflicts through its adherence to its fiduciary duty to Client, which includes a duty of loyalty to Client in performing all municipal advisory activities for Client. This duty of loyalty obligates the Firm to deal honestly and with the utmost good faith with Client and to act in Client’s best interests without regard to the Firm’s financial or other interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

- I. **Affiliate Conflict.** BTIS, an affiliate of the Firm (the “Affiliate”), has or is expected to provide certain advice to or on behalf of Client that is directly related to the Firm’s activities within the Scope of Services under this Agreement. In particular, providing advice to Client regarding investment of bond proceeds. The Affiliate’s business with Client could create an incentive for the Firm to recommend to Client a course of action designed to increase the level of Client’s business activities with the Affiliate or to recommend against a course of action that would reduce or eliminate Client’s business activities with the Affiliate. Furthermore, this potential conflict is mitigated by the fact that the Affiliate is subject to its own comprehensive regulatory regime as a registered investment adviser with the Securities and Exchange Commission under the federal Investment Advisers Act.
- II. **Compensation-Based Conflicts.** The fees due under this Agreement are in a fixed amount established at the outset of the Agreement. The amount is usually based upon an analysis by Client and the Firm of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by the Firm. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the Firm may suffer a loss. Thus, the Firm may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. This conflict of interest is mitigated by the general mitigations described above.

EXHIBIT B

Disclosure Statement of Municipal Advisor (cont'd)

III. **Other Municipal Advisor Relationships.** The Firm serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of Client. For example, the Firm serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to Client under this Agreement. These other clients may, from time to time and depending on the specific circumstances, have competing interests, such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, the Firm could potentially face a conflict of interest arising from these competing client interests. This conflict of interest is mitigated by the general mitigations described above.

PART B – Disclosures of Information Regarding Legal Events and Disciplinary History

MSRB Rule G-42 requires that municipal advisors provide to their clients certain disclosures of legal or disciplinary events material to its client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel.

Accordingly, the Firm sets out below required disclosures and related information in connection with such disclosures.

- I. **Material Legal or Disciplinary Event.** There are no legal or disciplinary events that are material to Client's evaluation of the Firm or the integrity of the Firm's management or advisory personnel disclosed, or that should be disclosed, on any Form MA or Form MA-I filed with the SEC.
- II. **How to Access Form MA and Form MA-I Filings.** The Firm's most recent Form MA and each most recent Form MA-I filed with the SEC are available on the SEC's EDGAR system at <http://www.sec.gov/cgi-bin/browse-edgar?action=getcompany&CIK=0001616995>.
- III. **Most Recent Change in Legal or Disciplinary Event Disclosure.** The Firm has not made any material legal or disciplinary event disclosures on Form MA or any Form MA-I filed with the SEC.

PART C – Future Supplemental Disclosures

As required by MSRB Rule G-42, this Disclosure Statement may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described above, or to provide updated information with regard to any legal or disciplinary events of the Firm. The Firm will provide Client with any such supplement or amendment as it becomes available throughout the term of the Agreement.

EXHIBIT B

Disclosure Statement of Municipal Advisor (cont'd)

PART D – Rule G-10: Investor and Municipal Advisory Client Education and Protection

MSRB Rule G-10 requires that municipal advisors to notify their clients of the availability of a client brochure on the MSRB's website that provides information on the processes for filing a client complaint.

Accordingly, the Firm sets out below the required information.

- I. The firm is registered as a Municipal Advisor with the Securities and Exchange Commission (867-00880) and the Municipal Securities Rulemaking Board (K1027).
- II. The website address for the Municipal Securities Rulemaking Board is www.msrb.org.
- III. The website for the Municipal Securities Rulemaking Board has a link to a brochure that describes (i) the protections that may be provided by the Municipal Securities Rulemaking Board rules and (ii) describes how to file a complaint with an appropriate regulatory authority.

DRAFT- DDA 1/2

DDA 1 REV & SUM		REV 12-3-19								
DOWNTOWN DEVELOPMENT AUTHORITY										
ACCOUNTS	REVENUE	DESCRIPTION	FACTOR	BUDGET 19-20	19-20	20-21	21-22	22-23	23-24	24-25
248-030-400		ALLOC FROM FUND BAL		19156	0	0	0	0	0	0
248-030-405		PROP TAX COLLECTIONS	102.00%	292263	292548	298399	304367	310455	316664	322997
248-030-579		GRANTS: STATE		0	0	0	0	0	0	0
248-030-580		GRANTS		0	0	0	0	0	0	0
248-030-670		COMMITTEE REVENUES		15000	15000	0	0	0	0	0
248-030-670.1		BOYNE APPETIT	FLAT	4000	4000	4000	4000	4000	4000	4000
248-030-670.2		WKABOUT SCULP SHOW	FLAT	3000	3000	3000	3000	3000	3000	3000
248-030-675		CONTRIBUTIONS		0	0	0	0	0	0	0
248-030-676		POKER RUN	FLAT	40000	42878	40000	40000	40000	40000	40000
TOTAL DDA REVENUE				373419	357426	345399	351367	357455	363664	369997
TOTAL DDA EXPENSE				373419	319137	340226	333315	339418	346370	352180
SUMMARY										
FUND BALANCE BEGINNING OF YEAR				365733	486812	525102	530275	548327	566363	583657
REVENUES OVER (UNDER) EXP				-19156	38290	5173	18052	18036	17294	17817
FUND BALANCE END OF YEAR				346577	525102	530275	548327	566363	583657	601474

GF 13 EXP – SUM

REV 12-5-19

DRAFT- GF 1/20

GENERAL FUND EXPENSE SUMMARY

FUND SECTION	19-20	19-20	20-21	21-22	22-23	23-24	24-25
LEGISLATIVE	23913	25417	25417	25417	25417	25417	25417
PLANNING	207244	194302	202413	208662	214536	221888	194854
GENERAL SERVICES	785674	728705	798342	769196	788630	699649	703861
ELECTIONS	2700	1900	3800	2000	4000	2100	4200
ACCOUNTING / AUDIT	14000	14737	15326	15939	16577	17240	17930
ASSESSMENT / TAXES	68400	67100	68349	69646	70969	72318	73694
ATTORNEY FEE'S	50000	35000	35000	35000	35000	35000	35000
OTHER SERVICES	160500	128519	82049	83850	85706	87617	89586
ENVIRONMENTAL	108000	108500	2500	2500	2500	2500	2500
MUSEUM	5000	5000	0	0	0	0	0
SIDEWALK CONSTRUCTION	10700	7469	34966	35086	5229	5396	5530
CONTINGENCY	45692	48074	57050	57050	57050	57050	57050
FUND TRANSFERS	1095928	1711206	1144642	1221675	1167043	1113658	1019349
PUBLIC BUILDINGS	236343	246705	254563	262594	270129	278675	273898
POLICE	838361	851368	940849	1016320	1061627	1062161	962458
PARKS	2474142	3049639	687248	1140239	680128	743280	493988

GRAND TOTAL GENERAL FUND EXPENSES 6126597 7223642 4352514 4945175 4484542 4423948 3959314

GRAND TOTAL GENERAL FUND REVENUE 5926723 6217707 3875677 4466176 3997904 4060887 4125149

GENERAL FUND SUMMARY

FUND BALANCE, BEGINNING OF YEAR	1807813	2070936	1065001	588164	109165	-377473	-740535
BUDGET OVER / UNDER EXPENDITURES	-199874	-1005935	-476837	-478999	-486638	-363062	165835
FUND BALANCE END OF YEAR		1065001	588164	109165	-377473	-740535	-574700

25% FUND BALANCE GOAL END OF YEAR 1805910 1088129 1236294 1121135 1105987 989829

25% GOAL +/- -740909 -499964 -1127129 -1498609 -1846522 -1564529

GF 7 REV SUMMARY

REV 12-1-19

DRAFT- GF 2/20

FUND CODE	SECTION	FACTOR	BUDGET	19-20	20-21	21-22	22-23	23-24	24-25
			19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-031	PROPERTY TAX REVENUE		2895775	2895775	2967342	3025781	3085388	3146188	3208204
101-032	STATE SHARED REVENUES		2393492	2523724	450163	450163	450163	450163	450163
101-033	ADMINI SERVICE FEES	FLAT	139500	139500	139500	389500	139500	139500	139500
101-034	CHARGES FOR SERVICES		157600	158200	157200	156200	155200	154200	153200
101-035	INTEREST & RENTALS		82100	82100	83612	85154	86727	88332	89969
101-036	OTHER REVENUES		258256	418408	77860	359378	80925	82504	84114
GRAND TOTAL GENERAL FUND REVENUE			5926723	6217707	3875677	4466176	3997904	4060887	4125149

CITY OF BOYNE CITY- PROJECTIONS

GF 1 REV - PROP TAX

REV 12-1-19

DRAFT- GF 3/20

PROPERTY TAX REVENUES

	FACTOR	19-20 BUDGET	19-20	20-21	21-22	22-23	23-24	24-25
101-031-400 ALLOC FROM CUR YR FD BAL		0	0	0	0	0	0	0
101-031-402 PROPERTY TAX COLLECTIONS@	102.00%	2756675	2756675	2825592	2882104	2939746	2998541	3058512
101-031-403 DELQ. PERSONAL PROPERTY TAX	FLAT	2500	2500	2500	2500	2500	2500	2500
101-031-404 MISC TAXES-PILOT/TRAILER PARK	FLAT	6163	6200	6500	6500	6500	6500	6500
101-031-408 PROPERTY LIENS		0	0	0	0	0	0	0
101-031-428 W MICH WATER SP ASSESSMENT	FLAT	22973	20400	20400	20400	20400	20400	20400
101-031-445 PROPERTY TAX PENALTIES	FLAT	14000	16000	16000	16000	16000	16000	16000
101-031-447 PROPERTY TAX ADMIN FEES@	102.00%	94000	94000	96350	98277	100243	102247	104292
TOTAL PROPERTY TAX REVENUES		2896311	2895775	2967342	3025781	3085388	3146188	3208204

@PER MC BUDGET OK. THEN 2.5% TO 20-21 & 2.0% FUTURE YRS

GF 2 REV - STATE SHARED REV

REV 12-1-19

DRAFT- GF 4/20

STATE SHARED REVENUES

		FACTOR	BUDGET						
			19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-032-452	LIQUOR LICENSES	FLAT	7880	6200	6200	6200	6200	6200	6200
101-032-574	REVENUE - SHARING	FLAT	325663	325663	325663	325663	325663	325663	325663
101-032-574.1	ECONOMIC VIT INCENTIVE PROGRAM	FLAT	56309	0	0	0	0	0	0
101-032-574.2	LOCAL COMM STAB SHARING	FLAT	117000	117000	117000	117000	117000	117000	117000
101-032-578	POLICE TRAINING FUNDS	FLAT	1300	1300	1300	1300	1300	1300	1300
101-032-579	GRANTS - STATE / FEDERAL		1885340	2073561	0	0	0	0	0
TOTAL STATE SHARED REVENUES			2393492	2523724	450163	450163	450163	450163	450163

GF 3 REV- ADMIN SERV FEE'S

REV 11-27-19

DRAFT- GF 5/20

ADMIN SVC FEE REVENUES		FACTOR	BUDGET 19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-033-604	FIRE DEPART ADMIN SVC FEE	FLAT	5000	5000	5000	5000	5000	5000	5000
101-133-605	LDFA-ADMIN SVC FEE	FLAT	30000	30000	30000	30000	30000	30000	30000
101-033-606	DDA ADMIN SVC FEE	FLAT	7500	7500	7500	7500	7500	7500	7500
101-033-607	MOTOR POOL ADMIN SVC FEE	FLAT	5500	5500	5500	5500	5500	5500	5500
101-033-608	WASTE / WATER ADMIN SVC FEE	FLAT	60000	60000	60000	60000	60000	60000	60000
101-033-609	MAJOR ST ADMIN SVC FEE	FLAT	17000	17000	17000	17000	17000	17000	17000
101-033-610	LOCAL ST ADMIN SVC FEE	FLAT	14500	14500	14500	14500	14500	14500	14500
	TRANSFER FROM WASTE WATER					250000			
TOTAL ADMIN SVC FEE REVENUE			139500	139500	139500	389500	139500	139500	139500

DRAFT- GF 6/20

GF 4 REV- CHARGES FOR SERV

REV 11-19-19

CHARGES FOR SERVICES			BUDGET	19-20	20-21	21-22	22-23	23-24	24-25
101-034-606.000	DDA MAINTENANCE FEE	FLAT	75000	75000	75000	75000	75000	75000	75000
101-034-606.000	ICE RINK CONCESSION	FLAT	100	0	0	0	0	0	0
101-034-640.000	CABLE FRAN FEES	(1000) / YR	70000	70000	69000	68000	67000	66000	65000
101-034-642.000	CHGS - SERVI & FEES	FLAT	7000	7000	7000	7000	7000	7000	7000
101-034-660.000	POLICE FINES & FEES	FLAT	4000	4000	4000	4000	4000	4000	4000
101-034-660.200	SEX OFF REGIS FEE	FLAT	300	400	400	400	400	400	400
101-034-660.300	POLICE DEPT SURV REV	FLAT	1200	1800	1800	1800	1800	1800	1800
101-034-696.000	SIDEWALK REIMB #1		0	0	0	0	0	0	0
TOTAL CHARGES FOR SERVICES			157600	158200	157200	156200	155200	154200	153200

#1 VOID & REPL WITH NEW ACCOUNT 101-809-696

GF 5 REV - INTEREST - RENTS

REV 11-19-19

DRAFT- GF 7/20

			BUDGET						
INTEREST / RENTALS			19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-035-664	INTEREST EARNINGS	FLAT	2000	1500	500	500	500	500	500
101-035-665	RENT - FACILITY ROOMS	FLAT	2000	2000	2000	2000	2000	2000	2000
101-035-667	RENT - MSU EXT OFFICE	102.00%	14400	14400	14688	14982	15281	15587	15899
101-035-668	RENT - FIRE DEPT	102.00%	30000	30000	30600	31212	31836	32473	33122
101-035-669	RENT - EMS	102.00%	31200	31200	31824	32460	33110	33772	34447
101-035-670	RENT - PARKS	FLAT	2500	3000	4000	4000	4000	4000	4000
TOTAL INTEREST / RENTS			82100	82100	83612	85154	86727	88332	89969

REV 11-19-19

GF 1 EXP - LEGISLATIVE

DRAFT- GF 9/20

LEGISLATIVE		FACTOR	BUDGET 19-20	19-20	20-21 15250	21-22 15250	22-23	23-24	24-25
101-101-703	SALARY – MAYOR / CITY COMM	FLAT	15250	15250	4500	4500	15250	15250	15250
101-101-724	SOCIAL SECURITY	7.65%	1163	1167	1167	1167	1167	1167	1167
101-101-732	MEMBERSHIP DUES-MML	FLAT	3000	4500	4500	4500	4500	4500	4500
101-101-870	TRAINING AND SCHOOLS	FLAT	4500	4500	4500	4500	4500	4500	4500
TOTAL LEGISLATIVE			23913	25417	25417	25417	25417	25417	25417

GF 2 EXP PLANNING

REV 11-19-19

DRAFT- GF 10/20

PLANNING EXPENSE

	FACTOR	BUDGET 19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-151-705 SALARIES		110328	111342	113682	116070	119541	124061	126799
101-151-712 INSURANCE: LIFE/AD&D	FLAT	200	550	550	550	550	550	550
101-151-713 INSURANCE MEDICAL		28206	27479	28455	29490	30587	31750	32983
101-151-714 SOCIAL SECURITY	7.65%	9205	9309	9505	9704	9994	10372	10601
101-151-715 PENSION		37380	26643	30894	33164	33720	34451	2819
101-151-716 UNEMPLOYMENT		25	11	11	11	11	11	11
101-151-719 SICK/VACATION		10000	10343	10561	10782	11105	11525	11779
101-151-727 SUPPLIES	103.00%	2000	1300	1339	1379	1421	1463	1507
101-151-732 MEMBERSHIP DUES	102.00%	2500	1500	1530	1561	1592	1624	1656
101-151-735 MILLAGE/TRAVEL	FLAT	500	200	200	200	200	200	200
101-151-740 TELEPHONE/UTILITIES	103.00%	1200	1300	1339	1379	1421	1463	1507
101-151-818 PROFESSIONALS / CONTR SVCS	FLAT	2000	1200	1200	1200	1200	1200	1200
101-151-870 TRAINING	FLAT	2000	2000	2000	2000	2000	2000	2000
101-151-911 WORKERS COMPENSATION	102.00%	1200	1125	1148	1170	1194	1218	1242
101-151-970 CAPITOL OUTLAY		500	0	0	0	0	0	0
TOTAL PLANNING EXPENSE		207244	194302	202413	208662	214536	221888	194854

GF 2 EXP PLANNING

REV 11-19-19

DRAFT- GF 10/20

PLANNING EXPENSE

	FACTOR	BUDGET 19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-151-705 SALARIES		110328	111342	113682	116070	119541	124061	126799
101-151-712 INSURANCE: LIFE/AD&D	FLAT	200	550	550	550	550	550	550
101-151-713 INSURANCE MEDICAL		28206	27479	28455	29490	30587	31750	32983
101-151-714 SOCIAL SECURITY	7.65%	9205	9309	9505	9704	9994	10372	10601
101-151-715 PENSION		37380	26643	30894	33164	33720	34451	2819
101-151-716 UNEMPLOYMENT		25	11	11	11	11	11	11
101-151-719 SICK/VACATION		10000	10343	10561	10782	11105	11525	11779
101-151-727 SUPPLIES	103.00%	2000	1300	1339	1379	1421	1463	1507
101-151-732 MEMBERSHIP DUES	102.00%	2500	1500	1530	1561	1592	1624	1656
101-151-735 MILLAGE/TRAVEL	FLAT	500	200	200	200	200	200	200
101-151-740 TELEPHONE/UTILITIES	103.00%	1200	1300	1339	1379	1421	1463	1507
101-151-818 PROFESSIONALS / CONTR SVCS	FLAT	2000	1200	1200	1200	1200	1200	1200
101-151-870 TRAINING	FLAT	2000	2000	2000	2000	2000	2000	2000
101-151-911 WORKERS COMPENSATION	102.00%	1200	1125	1148	1170	1194	1218	1242
101-151-970 CAPITOL OUTLAY		500	0	0	0	0	0	0
TOTAL PLANNING EXPENSE		207244	194302	202413	208662	214536	221888	194854

DRAFT-

GF 11/20

GF 3 EXP - GEN SERV

REV 12-3-19

EXPENSES

ACCOUNT #	DESCRIPTION	FACTOR	BUDGET	19-20	20-21	21-22	22-23	23-24	24-25
			19-20			21-22	22-23		
			346399	340897	361073	104190	108798	368322	376451
101-173-705	ADMINISTRATIVE SALARIES / WAGES		346399	340897	361073	104190	108798	368322	376451
101-173-709	ADMIN OVERTIME		3300	2248	2362	28969	29770	2428	2482
101-173-712	INSURANCE LIFE / AD&D	FLAT	1900	1900	1900	173421	175650	1900	1900
101-173-713	INSURANCE MEDICAL		92187	90827	102594	32	32	113683	118860
101-173-714	SOCIAL SECURITY	7.65%	32000	29297	32155	31809	32760	30963	31647
101-173-715	PENSION		185000	145211	160619	10000	10000	63635	51647
101-173-716	UNEMPLOYMENT COMPENSATION	FLAT	38	32	32	8000	8000	32	32
101-173-719	VAC / SICK EXPENSE		41600	39817	56888	6000	6000	33999	34749
101-173-727	OFFICES SUPPLIES	FLAT	10000	10000	10000	2000	2000	10000	10000
101-173-730	REPAIRS / MAINTENANCE	FLAT	10000	8000	8000	9124	9397	8000	8000
101-173-731	POSTAGE	FLAT	6000	6000	6000	200	200	6000	6000
101-173-732	MEMBERSHIP / DUES	FLAT	2000	2000	2000	5305	5464	2000	2000
101-173-740	TELEPHONE / UTILITIES	103.00%	8600	8600	8858	5000	5000	9679	9970
101-173-860	CITY VEHICLE EXPENSE	FLAT	200	200	200	6500	6500	200	200
101-173-861	VEHICLE EXPENSE	103.00%	4800	5000	5150	23958	24749	5628	5796
101-173-870	EDUCATION / TRAVEL	FLAT	4000	4000	5000	4916	5014	5000	5000
101-173-900	ADVERTISE / PUBLISHING ORDANICES	FLAT	6500	6500	6500	1000	1000	6500	6500
101-173-910	INSURANCE: LIABILITY & PROPERTY	103.30%	22900	22452	23193			25565	26409
101-173-911	INSURANCE: WORKERS COMP	102.00%	3250	4725	4820	769196	788630	5114	5217
101-173-970	CAPITOL OUTLAY / EQUIPMENT	FLAT	5000	1000	1000			1000	1000
TOTAL GENERAL SERVICES			785674	728705	798342			699649	703861

GF 4 EXP - ELECTIONS - AUDIT

REV 11-19-19

DRAFT-

GF 12/20

ELECTIONS

		BUDGET							
		19-20	19-20	20-21	21-22	22-23	23-24	24-25	
101-191-705 ELECTION WORKERS WAGES		900	900	2800	1000	3000	1100	3200	
101-191-728 ELECTON COSTS	FLAT	1800	1000	1000	1000	1000	1000	1000	
TOTAL ELECTIONS		2700	1900	3800	2000	4000	2100	4200	

ACCOUNTING / AUDIT

		19-20	19-20	20-21	21-22	22-23	23-24	24-25	
101-208-808 ACCOUNTING / AUDIT #1	104.00%	14000	14737	15326	15939	16577	17240	17930	
TOTAL ACCOUNTING / AUDIT		14000	14737	15326	15939	16577	17240	17930	

#1 LST 3 YRS 4%

DRAFT- GF 13/20

GF 5 EXP - ASSES - TAXES - LEGAL

REV 11-19-19

ASSESSMENT / TAXES

	FACTOR	BUDGET 19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-209-731 TAX POSTAGE	101.00%	1900	1900	1919	1938	1958	1977	1997
101-209-802 LEGAL FEE'S	FLAT	0	500	500	500	500	500	500
101-209-803 BOARD OF REVIEW	FLAT	500	500	500	500	500	500	500
101-209-818 CONTRACTED SERVICES	102.00%	63000	61200	62400	63648	64921	66219	67544
101-209-900 TAX MAILING / BILLING FEE'S	101.00%	3000	3000	3030	3060	3091	3122	3153
TOTAL ASSESSMENT / TAXES		68400	67100	68349	69646	70969	72318	73694

LEGAL

		BUDGET 19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-210-802 ATTORNEY FEE'S	FLAT	50000	35000	35000	35000	35000	35000	35000
TOTAL ATTORNEY FEE'S		50000	35000	35000	35000	35000	35000	35000

DRAFT-

GF 14/20

GF 6 EXP - OTHER SERV - ENVIRONMENTAL REV 11-19-19

GEN FUND OTHER SERVICES

			BUDGET						
			19-20	19-20	20-21	21-22	22-23	23-24	24-25
		FACTOR							
101-248-810	STREET LIGHTING	103.00%	53000	58300	60049	61850	63706	65617	67586
101-248-812	LEAF PICK - UP #	DELETE	40000	0	0	0	0	0	0
101-248-818	PROF SERVICES #1	FLAT	15000	40000	10000	10000	10000	10000	10000
101-248-880	COMMUNITY PROMOTION	FLAT	37500	12000	12000	12000	12000	12000	12000
101-248-882	ZONING ENFOR EXP	FLAT	15000	15000	0	0	0	0	0
101-248-971	LAND ACQUISTION		0	3219	0	0	0	0	0

TOTAL GEN FUND OTHER SERVICES 160500 128519 82049 83850 85706 87617 89586

TRANSFER TO RUBBISH-
226-030-818 & 226-030-860

#1-WIESNER= 32680 OTHER= 7320

GEN FUND ENVIRONMENTAL

101-706-808	427 BOYNE AVENUE	FLAT	106000	106000	0	0	0	0	0
101-706-809	LAB TEST - LANDFILL	FLAT	2000	2500	2500	2500	2500	2500	2500

TOTAL GEN FUND ENVIRONMENTAL 108000 108500 2500 2500 2500 2500 2500

GF 7 EXP MUSEUM & SIDEWALK CONST

REV 11-30-19

DRAFT-

GF 15/20

GEN FUND MUSEUM	FACTOR	BUDGET 19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-804-727 SUPPLIES		1000	1000	0	0	0	0	0
101-804-900 MUSEUM PRINTING & PUBLISHING		1000	1000	0	0	0	0	0
101-804-930 MUSEUM REPAIR / MAINT		0	0	0	0	0	0	0
101-804-970 MUSEUM - CAPITOL OUTLAY		3000	3000	0	0	0	0	0
TOTAL MUSEUM		5000	5000	0	0	0	0	0

SIDEWALK CONSTRUCTION

101-809-705 SIDEWALK SALARY & WAGES		1700	0	1736	1772	1826	1895	1937
101-809-727 SUPPLIES	103.00%	2000	2349	2419	2492	2567	2644	2723
101-809-818 CONTRACTED SERVICES		7000	5110	30000	30000	0	0	0
101-809-819 ENGINEERING		0	0	0	0	0	0	0
101-809-696 SIDEWALK REIMBURSEMENT #1	FLAT	0	10	300	300	300	300	300
101-809-860 MOTOR POOL	29.41%	0	0	511	521	537	557	570
TOTAL SIDEWALK CONSTRUCTION		10700	7469	34966	35086	5229	5396	5530

#1 NEW ACCOUNT - VOIDS 101-034-696

GF 8 EXP CONTINGENCY

REV 11-19-19

DRAFT-

GF 16/20

GEN FUND CONTINGENCY		FACTOR	BUDGET 19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-899-714	RETIREE STIPEND FICA	7.65%	465	650	650	650	650	650	650
101-899-801	TAX TRIBUNAL REFUND	FLAT	7900	7900	7900	7900	7900	7900	7900
101-899-899	425 TOWNSHIP REIMBUR	FLAT	7900	10000	10000	10000	10000	10000	10000
101-899-984	POST-RETIRE HEALTH INS	FLAT	21024	21024	30000	30000	30000	30000	30000
101-899-986	RETIREEES STIPEND	FLAT	8403	8500	8500	8500	8500	8500	8500
TOTAL GEN FUND CONTINGENCY			45692	48074	57050	57050	57050	57050	57050

GF 9 EXP GEN FUND TRANSFERS

REV 12-3-19

DRAFT- GF 17/20

		BUDGET						
GEN FUND TRANSFERS		19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-965-987	TRANSFER TO CEMETERY FUND	40050	40050	50000	50000	50000	50000	50000
101-965-988	TRANSFER TO SENIOR CENTER	0	0	0	0	0	0	0
101-965-991	TRANSFER TO AMBULANCE FUND	102.00% 87956	87956	89715	91509	93340	95206	97111
101-965-994	TRANSFER TO FIRE DEPT FUND	102.00% 63000	63000	64260	65545	66856	68193	69557
101-965-997	TRANSFER TO RUBBISH FUND	65000	109606	114015	118633	123292	128392	129329
101-965-998	TRANSFER TO MAJOR STREET FUND	0	228600	111757	62948	80752	99110	76924
101-965-999	TRANSFER TO LOCAL STREET FUND	839922	1181994	714894	833039	752803	672756	596429
TOTAL GENERAL FUND TRANSFERS		1095928	1711206	1144642	1221675	1167043	1113658	1019349

GF 10 EXP - PUB BLDS

REV 11-19-19

DRAFT-

GF 18/20

EXPENSES

ACCOUNT #	DESCRIPTION	FACTOR	BUDGET						
			19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-265-705	SALARIES / WAGES		31000	36224	36988	37767	38900	40375	41269
101-265-709	OVERTIME		1500	1355	1384	1413	1455	1511	1544
101-265-711	SAFETY EQUIPMENT	103.00%	4700	4700	4841	4986	5136	5290	5449
101-265-712	INSURANCE: LIFE/AD&D	FLAT	375	375	375	375	375	375	375
101-265-713	INSURANCE: MEDICAL		4915	6390	6390	6390	6390	6390	6390
101-265-714	SOCIAL SECURITY	7.65%	2761	2903	2964	3027	3118	3236	3308
101-265-715	PENSION		25388	15825	17125	18388	18513	19011	6709
101-265-716	UNEMPLOYMENT COMP	FLAT	4	10	10	10	10	10	10
101-265-719	VACATION / SICK		2000	371	378	386	398	413	422
101-265-727	SUPPLIES	103.00%	25000	20000	20600	21218	21855	22510	23185
101-265-730	REPAIR / MAINTENANCE	104.00%	28000	17500	18200	18928	19685	20473	21291
101-265-735	GAS & OIL		1300	0	0	0	0	0	0
101-265-740	UTILITIES / TELEPHONE	102.00%	45000	59908	61106	62328	63575	64846	66143
101-265-818	CONTRACTED SERVICES	104.00%	55000	70522	73343	76277	79328	82501	85801
101-265-860	MOTOR POOL	12.77%	1700	4800	4901	5005	5155	5350	5469
101-265-861	VEHICLE EXPENSES		0	0	0	0	0	0	0
101-265-870	TRAVEL & TRAINING	FLAT	500	500	500	500	500	500	500
101-265-910	INS / LIABILITY & EQUIPMENT	103.30%	3100	2172	2244	2318	2395	2474	2555
101-265-911	WORKERS COMPENSATION	102.00%	4100	3150	3213	3277	3343	3410	3478
101-265-940	BUILDING RENTAL		0	0	0	0	0	0	0
101-265-975	MAJOR EQUIPMENT PURCHASES		0	0	0	0	0	0	0
TOTAL PUBLIC BUILDINGS			236343	246705	254563	262594	270129	278675	273898

GF 11 EXP - POLICE

REV 12-5-19

DRAFT- GF 19/20

EXPENSES

ACCOUNT #	DESCRIPTION	FACTOR	BUDGET						
			19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-301-705	SALS / WAGES: CHIEF / ASST CHIEF		128764	112663	151419	154285	158900	164908	168549
101-301-706	WAGES: SUPPORT SPECIALIST		40107	44378	46453	47332	48748	50591	51708
101-301-709	SALARIES / WAGES: OT / HOLIDAYS		27500	32424	32137	31817	34099	35701	36459
101-301-710	SALARIES / WAGES: OFFICERS		259820	253232	250996	248492	266317	278829	284748
101-301-712	INSURANCE: LIFE / AD & D	FLAT	2500	2500	2500	2500	2500	2500	2500
101-301-713	INSURANCE: MEDICAL		89482	98623	102086	105605	121738	123623	128800
101-301-714	SOCIAL SECURITY	7.65%	35000	36838	39742	39783	41992	43819	44764
101-301-715	PENSION		116556	148067	192342	207460	211423	215543	56407
101-301-716	UNEMPLOYMENT		2000	300	300	300	300	300	300
101-301-719	VACATION / SICK EXPENSE		44542	38847	38503	38119	40854	42773	43681
101-301-727	SUPPLIES	103.00%	8000	7000	7210	7426	7649	7879	8115
101-301-729	AMMO & SHOOTING SUPPLIES	103.00%	300	2800	2884	2971	3060	3151	3246
101-301-730	SEX OFFENDER REGISTRATION FEES	FLAT	300	300	300	300	300	300	300
101-301-731	BIKE PATROL	FLAT	1000	1000	1000	1000	1000	1000	1000
101-301-735	GAS & OIL	FLAT	11000	11444	11444	11444	11444	11444	11444
101-301-740	TELEPHONE & UTILITIES	103.00%	5000	4206	4332	4462	4596	4734	4876
101-301-745	CLEANING / FOOD ALLOWANCE	103.00%	4830	5000	5150	5305	5464	5628	5796
101-301-754	UNIFORMS	103.00%	6000	5800	5974	6153	6338	6528	6724
101-301-818	POLICE CONTRACTED SERVICES		8500	18380	17780	18946	19341	19753	21267
101-301-850	RADIO MAINTENANCE	FLAT	2000	1500	1500	1500	1500	1500	1500
101-301-861	VEHICLE EXPENSES	103.00%	8000	8000	8240	8487	8742	9004	9274
101-301-870	TRAINING / TRAVEL / MEMBERSHIP	103.00%	9000	9270	9548	9835	10130	10433	10746
101-301-871	STATE TRAINING FUND	103.00%	1500	1500	1545	1591	1639	1688	1591
101-301-910	INSURANCE: LIABILITY / EQUIPMENT#	103.30%	12000	1448	1496	1545	1596	1649	1703
101-301-911	WORKERS COMP	102.00%	6500	5850	5967	6086	6208	6332	6459
101-301-970	CAPITOL OUTLAY		5000	0	0	53575	45750	12550	50500
TOTAL POLICE			835201	851368	940849	1016320	1061627	1062161	962458

#NO RECORD 5 YR

GF 12 EXP - PARKS

REV 12-4-19

DRAFT-

GF 20/20

EXPENSES

ACCOUNT #	DESCRIPTION	FACTOR	BUDGET						
			19-20	19-20	20-21	21-22	22-23	23-24	24-25
101-751-702	SAL / WAGES: PART TIME ICE RINK		8000	4963	5068	5175	5330	5532	5655
101-751-705	SAL / WAGES: GENERAL PARKS		82200	80183	83942	85711	88283	91631	93659
101-751-709	OVERTIME		3500	3278	3347	3418	3520	3654	3734
101-751-713	INSURANCE: MEDICAL		16953	25376	26352	27387	28484	29647	30880
101-751-714	SOCIAL SECURITY	7.65%	8019	6764	7065	7198	7403	7712	7883
101-751-715	PENSION		6410	35239	38872	41845	42442	43231	13988
101-751-716	UNEMPLOYMENT COOMPENSATION		10	10	10	10	10	10	10
101-751-719	VACATION / SICK TIME		4000	371	378	386	398	413	422
101-751-727	SUPPLIES	103.00%	45000	25775	26548	27344	28165	29010	29880
101-751-730	MAINTENANCE	104.00%	33000	24278	25249	26259	27309	28402	29538
101-751-730	CIVIC PROJECTS		4000	4000	4000	4000	4000	4000	4000
101-751-740	UTILITIES / TELEPHONE	103.00%	27000	25750	26523	27318	28138	28982	29851
101-751-808	PROFESSIONAL SERVICES		141000	314438	0	0	0	0	0
101-751-818	CONTRACTED SERVICES	104.00%	26000	37364	38859	40413	42029	43711	45459
101-751-860	MOTOR POOL	72.13%	74000	63783	66621	69292	70065	72723	74332
101-751-870	TRAVEL / TRAINING	FLAT	2000	2000	2000	2000	2000	2000	2000
101-751-910	INS: LIABILITY / EQUIPMENT	103.30%	2100	1448	1496	1545	1596	1649	1703
101-751-911	WORKERS COMPENSATION	102.00%	1200	900	918	936	955	974	994
101-751-970	CAPITOL OUTLAY / EQUIPMENT		569000	73000	330000	770000	300000	350000	120000
101-751-971	BC TO BVT TRAIL CONSTRUCTION		902000	1775720	0	0	0	0	0
101-751-972	BVT TO BF TRAIL CONSTRUCTION		518750	0	0	0	0	0	0
101-751-974	PENINSULA BEACH PAVILION		0	0	0	0	0	0	0
			2474142	3049639	687248	1140239	680128	743280	493988

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*

From: Tim Faas, Director of Public Works *TF*

Date: December 6, 2019

Subject: **Open Space Property, Avalanche Property & Master Plan Meeting Schedule Recommendation**

**BACKGROUND:**

In order to solicit public input and present findings to the elected officials of the City of Boyne City, a series of meetings is required for the Parks & Recreation planning projects being undertaken by Beckett & Raeder. Below is the required schedule to meet the February 1, 2020 deadline for completion.

Open Space & Avalanche Properties

December 4, 2019	5:30 PM	Public Input Session
January 9, 2020	5:30 PM	Public Input/City Commission Work Session #1 – Preliminary Design Concepts *
February 13, 2020	5:30 PM	Public Input/City Commission Work Session #2 – Final Design Plans *

* This is a joint meeting with the Parks & Recreation Commission

2020-2024 Parks & Recreation Master Plan

January 9, 2020	5:00 PM	Plan Presentation @ Parks & Recreation Commission Meeting
January 14, 2020	7:00 PM	Public Hearing & Plan Adoption @ City Commission Meeting
January 31, 2020	11:59 PM	Upload Deadline to MDNR website

RECOMMENDATION:

It is my recommendation that the City Commission approve the schedule of meetings for the Open Space Property Designs, Avalanche Property Designs and the Parks & Recreation Master Plan Update as presented.

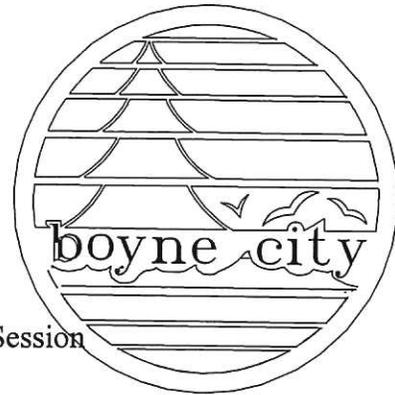
OPTIONS:

1. That this matter be postponed for further information or consideration
2. That this matter be approved subject to some revision
3. Other options as determined by the City Commission

Encl:

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Scott McPherson, Planning Director *SKM*
Date: December 10, 2019
Subject: International Property Maintenance Code Work Session



Discussion

As requested a work session is being scheduled to review the International Property Maintenance Code prior to moving forward with formal adoption. It is recommended that Don Gilmet, who is the City of Alpena Building Official and Boyne City Dangerous Building Hearing Officer attend the session if possible. The initial date proposed for Monday January 6 at 5:30 pm could be scheduled but Mr. Gilmet, would not be available. Mr. Gilmet could be available on Thursday January 16th or Tuesday January 21st.

Recommendation

Schedule work session for 5:30 pm on Thursday January 16th.

Other options:

1. Schedule work session for 5:30 pm on Tuesday January 21st
2. Schedule work session for 5:30 pm on Monday January 6th.
3. Schedule work session for another date and/or time as determined by the Commission.

December 2019

December 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Dec 1	2	3 5:00pm ZBA	4	5 8:30am Main Street Board mtg.	6	7
8	9	10 7:00pm City Commission	11	12 5:00pm Parks & Rec	13	14
15	16 5:00pm Planning Commission 7:00pm Historical Commission	17	18	19	20	21
22	23	24 Christmas Eve (United States) City Offices closed 12:00pm City Commission	25 City Offices Closed Merry Christmas 11:00am Christmas Dinner (Presbyterian Church)	26	27	28
29	30	31 City Offices closed New Year's Eve (United States)	Jan 1, 20	2	3	4

January 2020

January 2020							February 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	2	3	4	5	6	7	1
12	13	14	8	9	10	11	9	10	11	12	13	14	8
19	20	21	15	16	17	18	16	17	18	19	20	21	15
26	27	28	22	23	24	25	23	24	25	26	27	28	22
			29	30	31								29

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