



City of Boyne City  
Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712  
www.boynecity.com

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BOYNE CITY  
CITY COMMISSION REGULAR MEETING  
Boyne City Hall  
319 North Lake Street  
Tuesday, December 12, 2017 at 7:00 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CONSENT AGENDA  
The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item(s) on the consent agenda be removed and placed as the last item under new business to receive full discussion. Such requests will be automatically respected.
  - A. Approval of the November 28, 2017 City Commission regular meeting minutes as presented
4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
5. CORRESPONDENCE
6. CITY MANAGER'S REPORT
7. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
  - A. Draft Minutes of the November 7, 2017 Main Street Board meeting
  - B. Draft Minutes of the November 7, 2017 Zoning Board of Appeals meeting
  - C. Draft Minutes of the November 09, 2017 Parks & Recreation Commission Meeting
  - D. Draft Minutes of the November 13, 2017 EDC Meeting
  - E. Draft Minutes of the November 13, 2017 Historical Commission Meeting
  - F. Draft Minutes of the November 13, 2017 LDFA Meeting
  - G. Draft Minutes of the November 20, 2017 Planning Commission Meeting
8. OLD BUSINESS
9. NEW BUSINESS
  - A. Fat Bike Event Request  
Consideration to approve the request of Michael Cortright of Michael's Racing to hold a Fat Bike Race from Stiggs on South Park Street to and thru Avalanche Mountain on Saturday, January 20, 2018 subject to details being worked out with City staff

An Equal Opportunity Provider and Employer

**Hometown Feel, Small Town Appeal**

- B. Audit Presentation  
Presentation of the City of Boyne City FYE 2017 Financial Report from Joe Verlin of Gabridge & Company
- C. SAW Grant Aerial Imagery Bids  
Consideration to approve a bid from Ayers Associates for aerial imagery as proposed in the amount of \$23,760 and authorize the City Manager to execute the documents
- D. Meeting Room Rates and Regulations  
Consideration to approve the revised City Facility space use fees and policies as amended, including the specifically permitted use of alcohol as presented
- E. Taser CEW Purchase  
Consideration to approve the purchase of new Taser CEWs and associated equipment in the amount of \$9,810 using the funds donated by Classic Instruments and authorize the City Manager to execute the documents
- F. Request of the City Manager to go into closed session to consider the purchase of real property as provided in MCL 15.268 (d) of the Michigan Open Meetings Act (PA 267 of 1976)

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The City Commission orientation session is scheduled for Friday, December 15, 2017, lunch at 11:30 a.m., session begins at noon at City Hall
- The next regular City Commission meeting is scheduled for Tuesday, January 9, 2018 at 7:00 p.m.

12. ADJOURNMENT



Scan QR code or go to  
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agenda packets & minutes for each board

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**NOVEMBER 28, 2017  
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 28, 2017

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**CALL TO ORDER**

Mayor Neidhamer called the meeting to order at noon followed by the Pledge of Allegiance.

Present: Mayor Tom Neidhamer, Mayor Pro-Tem Ron Grunch and Commissioners Hugh Conklin, Sally Page and Dean Solomon

Absent: None

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

Others: There were two citizens in attendance including a representative from the Charlevoix County News

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**CONSENT AGENDA  
MOTION**

2017-11-107

Moved by Solomon

Second by Page

Approved of the November 14, 2017 City Commission regular meeting minutes as presented

Ayes: 5

Nays: 0

Absent: 0

Motion carried

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**CITIZENS COMMENTS**

Boyer Area Chamber Director Ashley Cousens announced the upcoming Chamber Events, including their board's annual planning session, the Business After Hours on December 14 and the Annual Chamber Meeting on January 18, 2018.

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**CORRESPONDENCE**

None

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**CITY MANAGERS  
REPORT**

City Manager Cain reported:

- Repairs have been completed on the DPW sander truck. The vehicle has been returned and we are awaiting certification before it returns to service.
- Wood chipping work is scheduled to begin this week at the north Boyne site.
- Winter tax bills will be going out later this week.
- The pavilion project is progressing well. We have received a grant in the amount of \$3,412 to be used for restroom improvements.

Andy Kovolski introduced Michael Peterson, who recently started his position with the City in Building Maintenance. Mike brings us experience in electrical, plumbing and heating and we are happy to welcome him to the team.

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

The October, 2017 Financial Statement was received and filed.

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## Police Patrol Vehicle Purchase

Consideration to approve the purchase of a 2018 Police Interceptor Ford Explorer from Bob Mathers Ford in the amount of \$31,525 less the rebate of \$3,728 for a final cost of \$27,812 and authorize the City Manager to execute the documents.

Police Chief Jeff Gaither discussed the request to purchase a Ford Police Interceptor Utility, made with the Explorer body. This SUV type of vehicle would allow us to keep all our equipment in a controlled temperature environment at all times and would allow easier access to the equipment with a lift gate door instead of a trunk. This vehicle would replace the 2013 Ford Police Interceptor. Also important in the Explorer is easier access into and out of the driver's seat. The quote received from Bob Mathers Ford is for a 2018 Police Interceptor Utility in the amount of \$31,525. After the Ford rebate on the vehicle of \$3,728, the final cost of the vehicle is \$27,812.

Staff Comments: None

Citizens Comments: None

Board Discussion: Commissioner Solomon inquired about the old patrol car being kept for a staff car. City Manager Cain said we would prefer to do that and retire the current Crown Victoria staff car. Mayor Pro-Tem Grunch asked if the explorer had a towing package and was informed, not. All Commissioners are in support of the recommendation.

## MOTION

2017-11-108  
Moved by Conklin  
Second by Grunch

To approve the purchase of a 2018 Police Interceptor Ford Explorer from Bob Mathers Ford in the amount of \$31,525 less the rebate of \$3,728 for a final cost of \$27,812 and authorize the City Manager to execute the documents.

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

## Zoning Ordinance Amendment

Consideration of a first reading to amend language for Article V Waterfront Residential District (WRD) and Article XX Schedule of Regulations and schedule a second reading for January 9<sup>th</sup>, 2018.

Planning Director Scott McPherson stated that the Planning Commission was requested by the Zoning Board of Appeals to review and amend Article XX, Section 20.30 note I. This recommendation was made after the Zoning Board of Appeals was unable to interpret the intent of the section and found the text to be confusing and somewhat contradictory. After review by the Planning Commission it was the recommendation the language be deleted as it could not be specifically determined the intent of the section. The proposed amendment is included in the attached Article XX.

The proposed amendment to Article V was proposed by staff to address an issue of waterfront setbacks being required for parcels that do not have water frontage. There are several locations where this occurs and maps showing

the affected locations are attached. On the maps the existing waterfront setback of 35 feet is shown and the proposed 10 foot setback is also shown. As can be seen on the maps there are a number of nonconformities that were created with the 35 foot setback requirement and a number of these would become conforming if the proposed change is adopted. The proposed change would be a text amendment to the WRD district and only the waterfront setback would be changed, all other requirements of the district, including building height and mass, would remain in effect. The proposed amendment would add section 5.60 E to Article V.

Staff Comments: None

Citizens Comments: None

Board Discussion: All Commissioner are in agreement with the recommendation.

## **MOTION**

2017-11-109

Moved by Solomon

Second by Conklin

To approve the first reading to amend language for Article V Waterfront Residential District (WRD) and Article XX Schedule of Regulations and schedule a second reading for January 9<sup>th</sup>, 2018.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

## **Fund Deficit Elimination Resolution**

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Consideration to approve a deficit elimination plan for the State of Michigan Department of Treasury, including amending the FYE 2018 budget to add the transfer of funds from the General Fund to the Local Streets Fund in the amount of \$223,119 to correct the deficit of the Local Streets Fund in the FYE 2017 Financial Report for the City of Boyne City.

Clerk/Treasurer Grice reported that in the City's FYE 2017 Financial Report, on page 75, the City reported a deficit in the Local Streets Fund Balance in the amount of \$223,119. This was primarily due to approximately \$313,292 budgeted as an inter-fund transfer from the General Fund to the Local Streets fund that didn't occur. The Financial statement was prepared and forwarded to the Michigan Department of Treasury. When a deficit is reported, a letter to the municipality is immediately triggered and a deficit elimination plan is required. The following motion would be certified and included with our plan to the State. Attached is a copy of the amended Local Streets budget to reflect the proposed amendment. It is being recommended that a deficit elimination plan is approved for the State of Michigan Department of Treasury, including amending the FYE 2018 budget to add the transfer of funds from the General Fund to the Local Streets Fund in the amount of \$223,119 to correct the deficit of the Local Streets Fund in the FYE 2017 Financial Report for the City of Boyne City.

Staff Comments: None

Citizens Comments: None

Board Discussion: Commissioners discussed the impact on the General Fund and were informed that the change would affect the General Fund in the FYE 2018 budget. However, it would not affect any planned expenditures in FYE 2018.

**MOTION**

2017-11-110  
 Moved by Grunch  
 Second by Page

To approve a deficit elimination plan for the State of Michigan Department of Treasury, including amending the FYE 2018 budget to add the transfer of funds from the General Fund to the Local Streets Fund in the amount of \$223,119 to correct the deficit of the Local Streets Fund in the FYE 2017 Financial Report for the City of Boyne City.

Ayes: 5  
 Nays: 0  
 Absent: 0  
 Motion carried

**Good of the Order**


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Commissioner Conklin commented that it may be time for the property maintenance standards discussion.

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**ADJOURNMENT**

Motion by Mayor Neidhamer seconded by Commissioner Conklin to adjourn the Regular City Commission meeting of Tuesday, November 28, 2017 at 12:47 p.m.

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Tom Neidhamer  
 Mayor

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Cindy Grice  
 Clerk / Treasurer



Approved: \_\_\_\_\_

Meeting of  
November 7, 2017

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING  
HELD ON TUESDAY, NOVEMBER 7, 2017 at 8:30 AM CITY HALL, 319 NORTH  
LAKE STREET

**Call to Order**

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

**Roll Call**

Present: Chris Bandy, Robin Berry, Michael Cain, Michelle Cortright, Becky Harris,  
Pat O'Brien, Rob Swartz, Ben Van Dam

**Meeting  
Attendance**

Absent: Don Ryde

City Staff: Main Street Director Kelsie King-Duff, Recording Secretary Jane  
Halstead, Main Street Assistant Ingrid Day, Executive Assistant Barb  
Brooks

Public: Seven

**Excused Absences  
MOTION**

**Cain moved, Van Dam seconded, PASSED UNANIMOUSLY** to excuse Don Ryde.

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**Approval of Minutes  
MOTION**

**O'Brien moved, Harris seconded, PASSED UNANIMOUSLY** to approve the  
October 3, 2017 minutes as presented.

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**Citizens Comments**

None.

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**Correspondence**

None.

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**Committee Reports**

**Organization Committee**

Rob Swartz reported that the next meeting has been moved to Tuesday, November  
14<sup>th</sup>. There is a long-term funding meeting scheduled for December 8th. The  
committee will have two vacancies in December.

**Promotions Committee**

Earlier-than-the-Bird is November 18<sup>th</sup>.

**Design Committee**

Harris reported that the holiday decorations are on schedule. The Design  
Committee continues to work on outdoor transformation strategies.

**Economic Vitality/Team Boyne**

Jane McKenzie from the Housing Commission spoke at the last meeting. She clarified the status of the Grant Street project. There are no new plans for the project at this time.

**Marketing**

King-Duff said they are still working on banner placement.

**Farmer’s Market**

The Farmer’s Market was held in City Hall last Saturday. It was crowded but it went well. Harris reported that they are spending more money this year on advertising. There will be a special holiday market on the Wednesday before Thanksgiving.

**Change in Order of  
Agenda Items  
MOTION**

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**Cain moved, Swartz seconded, PASSED UNANIMOUSLY** to proceed to agenda item 8B - Boyne Thunder Disbursements.

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**Boyne Thunder Disbursements**

Kelsie King-Duff reported that the proceeds from Boyne Thunder were \$197,143.91 to be divided as follow: Camp Quality \$108,429.15, Challenge Mountain \$19,713.38 and Main Street \$69,000.36. King-Duff presented checks to Jean McDonough and Lisa Luebke of Camp Quality and Elizabeth Looze and Bill Aten of Challenge Mountain.

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**Director’s Report**

Received and filed.

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**Unfinished Business**

None.

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**New Business**

**Billboard**

The billboard contract is up for renewal. The contract is for 3 years at \$205 per month which is a \$10 increase over the last contract. One change out is allowed during the three-year contract. King-Duff will keep the Board in the loop regarding the design of the new billboard. The Board discussed if there was a way to quantify the results of the billboard advertising. Cain suggested reaching out to Boyne Mountain as they have done a study on the effectiveness of billboard advertising.

**Renewal of Billboard  
Contract  
MOTION**

**Cain moved, Bandy seconded, PASSED UNANIMOUSLY** to renew the 3 year contract with Wolverine Sign Works for the Main Street billboard located on 131 for \$205 per month.

## **Financial Report Review**

The Financial Report was received and filed. Cindy Grice is working on the long-term funding projection.

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## **Other**

- **Open Space** – It has been a time consuming and complicated process. It looks like the purchase may be completed during the first part of 2018.
  - **Pavilion** – Project is moving forward although weather has slowed things down a bit. Concrete is being laid around perimeter and then the roof structure will be started. Bob Kroondyke is doing an excellent job.
- 

## **Good Of The Order**

- Robin Berry is releasing a new album November 10<sup>th</sup> – Weave Me A Parachute.
- The Joint Board & Commission meeting will be held before the end of the year.
- Election today for new Commissioners. They will go through a training/orientation process.
- Cortright attended the Michigan Chamber of Commerce Association meeting with Ashley Cousens. We are all ambassadors for the State of Michigan.
- Cortright brought in a flyer from Evangeline Township “How we treat one another” on how to honor everyone in a community. She would like to do something similar through Main Street. The Board liked the concept and would like to address it at a future meeting.
- Congratulations to Kelsie King-Duff and her husband Joe on his appointment to the Gaylord State Police Post.

## **Future Agenda Item MOTION**

**Cain moved, Van Dam seconded, PASSED UNANIMOUSLY** to add the “How We Treat One Another” topic to the agenda for the next meeting of Main Street.

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## **Adjournment MOTION**

**Cain moved, Swartz seconded, PASSED UNANIMOUSLY** to adjourn the Boyne City Main Street Board meeting of November 7, 2017 at 9:23 a.m.

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Jane Halstead, Recording Secretary

Approved: \_\_\_\_\_

**Meeting Of  
November 7, 2017**

Record of the proceedings of the Boyne City Zoning Board of Appeals meeting held at Boyne City Hall, 319 N. Lake Street, on Tuesday, November 7, 2017 at 5:00 p.m.

**Call To Order**

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

**Roll Call**

Present: Bob Carlile, Pat Kubesh, John McClorey and Lynn Murray  
Absent: Roger Reynolds (Arrived at 5:05 pm)

**Meeting Attendance**

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

**Approval of the Minutes  
MOTION**

**ZBA 2017-11-07-2**

**McClorey moved, Murray seconded, PASSED UNANIMOUSLY**, a motion to approve the October 12, 2017 special meeting minutes as presented.

**Hearing Citizens Present  
Correspondence(s)**

None

**New Business**

**Variance Request  
854 Front St.  
Gran M & Mandy S.  
Jurkovic**

Assist Zoning Administrator Patrick Kilkenny reviewed his staff report that was included in the agenda packet. The applicant is requesting an additional 2 foot variance to the already existing non-conforming structure. The variance request is to extend the deck an additional two feet (2') into the 35' required setback; a total of twelve feet (12') of relief requested from the required 35' waterfront setback. The property owner has filed a joint permit application with the Michigan Department of Environmental Quality/US Army Corp of Engineers for a permit to install new toe stones and re-work existing riprap. As of this time, an approval on the application has not been received from the DEQ.

Roger Reynolds arrived at 5:05 pm

Public Hearing opened at 5:06 pm

**Bob Drost: Representative for the applicants** – Currently the deck is 9 feet by 30 ft, and once a table and chairs is set in place, it is difficult to get around while entertaining. They do not use the deck in the morning, due to the exposure and only use the lower level deck. They would like to install a roof over the upper deck and extend it 2 feet and feel that it will be much more practical and useable. They currently are working on obtaining approval and a permit for shoreline work from the DEQ and Corps of Engineering that will allow them to build out creating a forward movement of the all-time high water mark

**Harry Tuller:** 923 W. Division St. – I am a neighbor, and support the request, I feel that it will not be a problem to the neighbors.

**Carlile** – I see this as a convenience to make the house more livable; I am having difficulty defining the hardship?

**Drost** - Family can't use the deck at all to entertain; if they put a roof on and extend it by the 2 ft it makes a huge difference to the family. They have a permit application for larger boulders to move the shoreline out 2 feet, I need to fix the

steps leading down to the water a second time. This site is unique to the lake, and the deck is in the air, so won't have an impact on the neighboring properties.

**Reynolds** – According to the drawings the steps are a part of the building already and with the deck expansion, they will be eating up a part of these steps leading down to the lawn, and are not going any further into the lawn area.

**Drost** – How are the steps determined?

**Kilkenny** – You can have steps down to the water's edge.

**Reynolds** – If you are not moving the steps, it appears that the deck will be overhanging the steps. **Drost** – Correct, the steps are not moving, just the deck platform for more useable space.

**Reynolds** – Why is a permit needed, if they are not moving the steps?

**Kilkenny** – They are requesting to expand a non-conforming structure, adding new material the full length of the deck, is the reason we are here.

**Carlile** – Hung up on the word hardship; which means they can't use the property at all.

**Drost** – I don't see any negative impact to the neighbors.

Public Hearing closed at 5:21 pm

With no further discussion, Kubesh facilitated the discussion on the General Findings of Fact with the board adding two additional points :

14. *DEQ authorized/approved permit arrived today (received and filed in project file)*
15. *With work on the shoreline as approved, the distance from the proposed deck and water will not change.*

and then moved onto the Findings of Fact under Section 24.80

#### **FINDINGS OF FACT UNDER SECTION 24.80. – NON-USE VARIANCES**

In hearing and deciding appeals for variances, the Board shall adhere to the following criteria in determining whether or not practical difficulties and/or unnecessary hardships exist:

1. Requiring the owner to comply with the regulations governing area, setbacks, frontage, height, bulk, density or other non-use requirements would unreasonably prevent the owner from using the property for a permitted purpose, or would render conformity with such regulations unnecessarily burdensome. *Looking at practical difficulties; affirmative vote taken; passes 3 - 2*
2. The variance granted is the smallest variance necessary to do substantial justice to the owner as well as to other property owners. *Affirmative 2 ft. request is very small*
3. The variance can be granted in such a fashion that the spirit of the ordinance will be observed and public safety and welfare secured. *No*
4. The need for the variance is not self-created. *No*
5. The need for the variance is due to unique circumstances of the property itself, and not due to general conditions in the area or to circumstances related to the owner personally or to others residing on the property.

The Board shall grant no variance if it finds an application does not meet all of the above listed criteria for determining whether or not a practical difficulty and/or unnecessary hardship exists.

**MOTION**

**Motion by McClorey, seconded by Murray** to deny the application under the non-use variance as presented as not meeting items 1, 3, and 4 under the Findings of Fact under Section 24.80

**2017-11-07-5A.**

Roll Call

Ayes: Carlile, McClorey and Murray

Nays: Kubesh and Reynolds

Abstain: None

Absent: None

*Motion Carries*

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

None

**Good of the Order**

Some members of the board questioned their role in not being able to be flexible with some of the requests for variances. They felt in some situations, the applicant did not need to come before the board and should not require a variance. Should the Planning Commission look at the district requirements? Assistant Planning and Zoning Administrator Kilkenny reiterated that much of the requirements for decisions made by the ZBA is outlined in the Planning Enabling Act, which is legislative from the state and is law.

**Announcements**

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

**Adjournment MOTION**

**ZBA 2017-11-7-10**

**Murray moved, Reynolds seconded, PASSED UNANIMOUSLY** a motion to adjourn the Tuesday, October 12, 2017 Boyne City Zoning Board of Appeals meeting at 5:45 p.m.

\_\_\_\_\_  
Pat Kubesh, Chair

\_\_\_\_\_  
Pat Haver, Recording Secretary



Approved:

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**Meeting of  
November 9, 2017**

RECORD OF THE PROCEEDINGS OF THE **REGULAR BOYNE CITY PARKS AND RECREATION COMMISSION MEETING** HELD AT 6:00 P.M. AT CITY HALL ON THURSDAY, NOVEMBER 9, 2017.

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**Call to Order**

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

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**Roll Call**

Present: Mike Sheean, Hugh Conklin, , Lisa Alexander, Darryl Parish, Tom Smith, Gow Litzenburger and Diane Sterling

Absent: Jo Bowman

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**Meeting Attendance**

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

Public Present: Four

Alexander moved, Smith seconded a motion to excuse Bowman from the meeting as she is out of town.

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**Approval of Minutes  
\*\*MOTION**

**Conklin moved, Parish seconded, passed unanimously,** a motion approving the October 5, 2017 meeting minutes as presented.

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**Citizens Comments  
(on non-agenda items)**

None

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**Director's Report**

Parks are shut down for the season and are being winterized. The pavilion project is moving along.

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**Correspondence**

None

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

**Park Inspection Reports**

- Rotary Park - No utility poles have been placed at the soccer parking area yet. Kovolski stated that he has not heard from the soccer groups as to when the poles will be dropped off or if they have secured them for sure. There is still not a resolution regarding the cracks in the newly installed tennis courts.
- Avalanche – Dog waste bags are being used to clean up but not disposed of properly... consider changing the location of the trash container or adding an additional. Trails have been kept clear.

**Park User Groups** – No groups present

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**Unfinished Business**

**Avalanche  
Improvements**

The board reviewed the Avalanche Master Plan regarding design recommendations. Friends of Avalanche and subcommittees have met to discuss various aspects of Avalanche from the landscape/design at the base

of the hill and erosion and trail maintenance on the walking trails. The committees' recommendation is to go out for proposals and bring in a landscape architect and/or an engineer to design and provide cost estimates for improving the base of the hill before making decision on adding or changing any structures, paths, parking, etc. and getting an opinion from an engineer regarding ideas and cost estimates to address the trail erosion issues. **Conklin moved, Parish seconded, PASSED UNANIMOUSLY** that staff move forward with the architectural and/or engineering services RFP process.

**\*\*MOTION**

The board had further discussion of regarding where to place the shade structure that was provided through grant funds led the group to consider placing it in the area of the 1910 Waterworks building instead of at the base of the hill at Avalanche. This would serve the purpose of getting it erected to fulfill our obligation for the grant and add a welcoming feature to the Waterworks Park area for the public to use. **Alexander moved, Sterling seconded, PASSED UNANIMOUSLY** to recommend the shade structure be erected in the vicinity of the 1910 Waterworks building.

**\*\*MOTION**

**2018 Potential Projects & Grant Opportunities**

The board started their discussion by reviewing the 2015 Recreation Plan – Capital Improvement Schedule to determine which projects have been completed, which are in progress and to determine what our current priorities should be. After board review, the general consensus was the following projects (not in any specific order) be considered for further discussion as a priorities based on funding and opportunities that may arise:

- Sunset Park – extend breakwall
- BC-Char Trail – connection to town
- Veterans Park – remodel rivermouth bathrooms
- Peninsula Park/Beach – Install irrigation and landscape around pump station
- BC-BF Trail aka Boyne Valley Trail – develop
- Avalanche Park – improve/pave Parking lot
- Avalanche Park – install mid-slope boardwalk
- Waterfront – develop public beach areas (Open Space)
- Open Space property – Develop a development plan

These will become items of discussion as staff starts working on the upcoming budget in January. A subcommittee made up of Sheean, Litzenburger, Alexander, Kovolski and Brooks will work on a draft development plan for the Open Space property based on input from staff input, Boyne on the Water Plan and giving consideration to the proposed conservation easement.

**New Business**

**Leadership Charlevoix County - Community Service Project**

Darrell Lawson, Syrina Dawson and Stephanie Butterbolt representing Leadership Charlevoix County outlined two possible projects their group is considering for their community service project. The first proposal targets improvements at Riverside Park such as addressing invasive species, native plantings and possible some furnishings. The second proposal addresses the

invasive Purple Loosestrife in rivers and wetland areas which may include Riverside Park and other locations within Charlevoix County. The group would work with CAKE CISMA for their expertise on invasive species. The LCC participants fun-raise for all funds needed for whatever project they take on and generally organize and partake in any labor that is needed as well. There was discussion regarding the types of invasives are in Riverside Park and how they could be eliminated and what should be planted to make the park more attractive as a nature area. The general consensus of the board was there is an interest in both projects and the board was pleased that Riverside Park is being considered in some capacity.

**Board Vice Chair**

With the resignation of Mike Doumanian, there currently is not a Vice Chair for the board. Chair Sheean nominated Tom Smith to take this position. Smith stated he was honored but might have the opportunity to live and work at Big Sky in Montana for the winter therefore might not be the best candidate. He would know more within the next couple weeks. The board opted to postpone the Vice Chair election until the November meeting.

**Next Meeting**

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The next regular meeting of the Parks and Recreation Board is scheduled for Thursday, December 7, 2017 at 6 pm at City Hall

**Adjournment**

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The November 9, 2017 meeting of the Parks and Recreation Board was adjourned at 8:10 p.m.

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Barb Brooks, Recording Secretary



Approved \_\_\_\_\_

**MEETING OF  
November 13, 2017**

**MINUTES OF THE BOYNE CITY ECONOMIC DEVELOPMENT CORPORATION  
MEETING DULY CALLED AND HELD ON MONDAY, November 13, 2017 at  
CITY HALL ~ 319 N Lake St, Boyne City**

**CALL TO ORDER**

Chair Gillett called the meeting to order at 12:04 p.m.

**ROLL CALL**

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

**EXCUSED ABSENCES  
MOTION**

**Cain moved, Cortright seconded, PASSED UNANIMOUSLY** to excuse  
Pat Anzell, Todd Fewins and Josette Lory

**MEETING ATTENDANCE**

Staff: Recording Secretary Jane Halstead  
Public: One

**MINUTE APPROVAL  
MOTION**

**Bellant moved, Friedrich seconded PASSED UNANIMOUSLY** to approve the  
minutes of August 28, 2017.

**CORRESPONDENCE**

None

**UNFINISHED BUSINESS**

None

**NEW BUSINESS  
MOTION**

**Cain moved, Cortright seconded,** to approve the 2018 Meeting Calendar as presented.

**GOOD OF THE ORDER**

None.

**ANNOUNCEMENTS**

The next regular meeting of the EDC is scheduled for January 8, 2018 at Noon.

**ADJOURNMENT**

The November 13, 2017 Economic Development Corporation meeting was adjourned  
at 12:13 p.m.

\_\_\_\_\_  
Jane Halstead, Recording Secretary

BOYNE CITY HISTORICAL COMMISSION

Minutes of November 13, 2017

7:00 p.m.

Boyne City Hall

CALL TO ORDER: 7:02 pm

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

ABSENT: Kelts.

GUEST: Kecia Freed, Monica Kroondyk, Ed May

**Minutes**

Motion by Alexander, second by Dawson to approve minutes from September 18, 2017 meeting, all ayes.

**Old Business**

None

**New Business**

A. Barden gave an update on the progress of the new board. They have met twice and are working to get By-Laws complete and finalize application for the 501C-3 status. They have broken down into smaller groups to focus on the many project that need to be worked on. Barden is the official liaison between the new board and the current board. First order of business is to become an official board. New board needs to understand the collection. Monica has a good inventory of photos at the library to be used for reference. Planning field trips to other museum to see how they operate, first stop will be Harbor Springs. The name that has been selected for filing purposes is "The Boyne Heritage Center".

Barden had a list of six questions for our board.

1. Q-What funds will the Historical Commission be offering to the new board as seed money? Any from our fundraising this summer?  
A-Hewitt provided the amount of money we currently have in our budget which is approximately 39,000. And we made 766.00 from our fundraising. It was to soon to make a determination on how much we could offer from budget but we agreed to cover the cost for the filing fee. Motioned by Dawson to cover fee for the 501C-3 application not to exceed 766.00, second by Alexander, all ayes.
2. Q- In what format does Laura have all of the artifacts cataloged? How can we share this information and best utilize it? Would Laura be willing to help the new boards collection committee and the Boyne Library with the transfer of information and data?

A-Sansom photographed and cataloged each item as she packed it away. It was later redone for Joe to look at and new catalog numbers were assigned. Most of the collection is color coded by categories, such as books, and pictures. The boxes that were done over were labeled for permit display and rotating display and not to be used. Monica explained that the library has additional licensed for Past Perfect software and would give the museum on so we can share information easier.

Ed May will volunteer to enter info into Past Perfect. May will need access to collection. Need location to move items to so he can work on this.

May has turned over his entire collection to the Library. With the Past Perfect program you can type in a location, name or place and it will pull everything related to it.

May shared that when he was scanning the museum photos he found some to have moisture issues and he was concerned about making sure we had proper storage. We will have to look and see if we need to repack boxes.

May will digitize all items. Monica mentioned that she will see about having Georgiana and Patrick to help. May will take box home to work on it. It was decided not to move any of the artifacts at this time only the framed pictures to be photographed here at city hall.

Archival sleeves will be needed and storage units needed.

Barden suggested we do it all at one time.

Alexander said we need to come up with a plan.

Sansom said that all our loose photos have been digitized by the library and the only ones not done are framed.

May said he can photograph framed pictures once they are cleaned up good. We figure we have approximately 100 framed photos. All are wrapped and in storage.

Its was estimated that it would take May one week to photograph all the framed pictures. Once we secure a location at city hall for him he can start work.

3. Q-I would like to have a discussion about the care and responsibility of the artifacts during the transition period. Ed May and appointed library employee have volunteered time to work on data entry. I want everyone on the current Historical Commission to feel 100% comfortable with what is done with the artifacts, because we need to start compiling the inventory and properly store everything. What are some possible plans and procedures for the new board to go through all of the artifacts, by prioritizing artifacts, excluding the moving of very large pieces a time? I want to make sure everyone is comfortable with the individuals that will be archiving the artifacts.

- A-It was explained where and how items are packed and stored at this time. We do not have any space available to bring them to city hall for viewing and cataloging. With the pictures that Sansom has taken and the cataloging that she did and the older documents that were used for receipting accepted items we should be able to piece this together. Hewitt to get copies of documents for new board to look over and download photos on a flash drive.
4. Q-Joe, has he completed his agreement? We need clarity on this whole issue.  
A-Discussion between the board and Kecia took place. Many questions were asked about the storyline indicated in the agreement and Kecia was able to explain the process behind it. Once discussion was over board was ready to approve final payment to Project Arts & Ideas, motioned by Alexander, second by Raycraft to make final payment, all ayes.
5. Q-What does the Commission expect to see from the new board before we go before the City Commission for their “blessings”?  
A- Sansom explained that she felt she would like to see specific visions, have Non-profit status, funding and revenue to move forward.  
Raycraft said that once the application for the 501C-3 is filed you can start fundraising you would just need to use someone to facilitate your money. City to hopefully handle that for new board.
6. Q-Based on updates from Barden, any thoughts or questions?  
A- Barden indicated that an attorney should look over everything. May mentioned Steve Sawyer a retired attorney living in the area who does some volunteering with legal issues and may help us. Alexander asked what is the new board’s scope. Guidelines of what will be the area (range) for the new museum. The focus needs to stay Boyne City, not other communities. Dawson talked about some overlapping will need to be done regarding the area. Barden said this is still being discussed. The story is Boyne City but outside influences are also a part of this. Similar to the way the Chamber went from City to Area. Kecia said the theory will be Boyne City and surrounding area. So many levels of the area to tell the story. These may not be necessary for permanent displays but rotating displays and possible lectures series. Sansom said the hub will basically be Boyne City with touches of the area. Kroondyk added from a fundraising aspect they will help us support the museum. Raycraft said that to relate to surrounding areas do interactive displays monthly. Concerned about Heritage in the name and what it represents. Kecia explained that in order to file for the 501C-3 the new board had to provide a name so they agreed on “The Boyne Heritage Center”. Name change for DBA can be changed to something else. Branding may need to be done.  
A lot of the overall vision and direction for the new museum are in the original packets.
- B.** Dawson said she was underwhelmed with the presentation by Joe. Discussion of the report from Joe vs. the agreement continued. Some felt the storyline was lacking but that he met requirements.  
Kecia gave explanation of the storyline, thematic or chronological. Originally Joe thought thematic but they referred back to the RFP.

Alexander thinks this was misleading and anyone of us to do the same info that he provided. She thinks a local historian should do the Phase II. Raycraft thought the uniqueness was not there. Kecia said that they have and will reach out to local historians. Hewitt asked who they considered local historians. Kecia replied that Bob Morgridge, Georganna Monk, Patrick McCLeary and a couple of other names. Monica also added Ed May. It was agreed that Joe would continue with Phase II once we figure out the funding and between both boards will be very clear on communication and scope of project than we can determine a date to start Phase II.

C. Budget review was already discussed earlier in the meeting.

### **Citizens Comments**

None

### **Communications**

Hewitt shared an update from Michigan Museum Association about future work sessions are now available thru remote access. This is a great opportunity and Hewitt will share schedule of future workshops for board to view. Possibly we could set up a computer here at city hall so the board could attend.

**Next Meeting,** January 15, 2018 at 7:00 pm

Discussion was had regarding only meeting four times a year and how difficult it is to accomplish things. With the new board needed our assistance it will be necessary to meet monthly. Raycraft motioned that we meet monthly rather than quarterly starting January of 2018, second by Dawson, all ayes.

**Adjournment:** 9:45 pm



Approved: \_\_\_\_\_

**MEETING OF  
November 13, 2017**

**MINUTES OF THE BOYNE CITY LOCAL DEVELOPMENT FINANCE  
AUTHORITY MEETING DULY CALLED AND HELD ON MONDAY, November 13,  
2017 at City Hall ~ 319 N Lake St, Boyne City**

**CALL TO ORDER**

Chair Gillett called the meeting to order at 12:13 p.m.

**ROLL CALL**

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

**EXCUSED ABSENCES**

**Friedrich moved, Cain seconded, PASSED UNANIMOUSLY** to excuse Pat Anzell,  
Todd Fewins and Josette Lory

**MEETING  
ATTENDANCE**

Staff: Recording Secretary Jane Halstead  
Public: One

**APPROVAL OF  
MINUTES  
MOTION**

**Cain moved, Friedrich seconded, PASSED UNANIMOUSLY** to approve the  
August 28, 2017 minutes.

**HEARING CITIZENS  
PRESENT**

None

**CORRESPONDENCE**

None

**UNFINISHED BUSINESS**

**Business Park Inquiries**

Michael Cain reported that the previous inquires on vacancies in the park did not pan out at  
this time.

Cain will be contacting the City Attorney to clarify “first right of refusal” issues.

**Board Vacancy**

Todd Fewins will remain on the Board until a replacement is found.

**NEW BUSINESS**

**Budget Update**

A reminder to be thinking about next year’s budget.

**2018 Calendar  
MOTION**

**Cortright moved, Friedrich seconded, PASSED UNANIMOUSLY** to approve the  
2018 calendar as presented.

**GOOD OF THE ORDER** The new Commissioners, Dean Solomon and Sally Page will be sworn in tonight at the City Commission meeting.

Upcoming meetings include the Joint Board & Commission meeting which will probably occur before the end of the year and the Community Goal Setting Meeting which will be held in the Spring/Summer of 2018.

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**NEXT MEETING** The next meeting of the Local Development Finance Authority is scheduled for Monday, January 8th, 2018.

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**ADJOURNMENT** The November 13, 2017 Local Development Finance Authority meeting was adjourned at 12:44 p.m.

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Pete Friedrich, LDFA Secretary

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Jane Halstead, Recording Secretary

Approved: \_\_\_\_\_

**Meeting of  
November 20, 2017**

Record of the proceedings of the Boyne City Planning Commission regular meeting held at Boyne City Hall, 319 North Lake Street, on Monday November 20, 2017 at 5:00 pm.

**Call to Order**

Vice Chair Place called the meeting to order at 5:16 p.m.

**Roll Call**

Present: Ken Allen (Arrived at 5:16 pm), Jason Biskner, George Ellwanger, Tom Neidhamer, Aaron Place  
Absent: Chris Frasz, James Kozlowski, Jeff Ross and Joe St. Dennis

**2017-11-20-02**

**Excused Absences  
\*\*Motion**

**Neidhamer moved, Biskner seconded, PASSED UNANIMOUSLY**, a motion to excuse the absence of Frasz, Kozlowski, Ross and St. Dennis.

**Meeting Attendance**

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

**Consent Agenda  
\*\*Motion**

**2017-11-20-03**

**Neidhamer moved, Ellwanger seconded, PASSED UNANIMOUSLY**, a motion to approve the Planning Commission minutes from October 16, 2017 as presented.

**Citizen comments on  
Non-Agenda Items**

Ted Macksey wanted to update the board with the progress that is being made on his development property on Jefferson St. Planning stages are moving cautiously along, looking at single family, multifamily and apartment/condo type units. He is still in the design phases and has spoken with some banks who are very excited about the potential and helping financially, and is working with others who are possible financial backers. He wanted to discuss a couple of items in the zoning ordinance that he feels need to be addressed. Several commission members from various city boards have attended housing summits, and he believes that the 24 ft. width requirement in the General Provisions is too restrictive. He passed out samples of smaller width homes that are far more flexible and cost effective to build and own, and would like the Planning Commission to discuss possible amendments to the ordinance to allow smaller width homes. The second item is in the Traditional Residential District where accessory buildings and attached garages are to be setback at least 10 feet from the front of the residences. Again, he feels that this is too restrictive and eats into the usable space in the rear lot. He presented the board with examples of models that he feels are within keeping to the spirit of good architecture and acceptable plans to his point of view utilizing bedrooms over the garages that are in line or set out from the front of the houses. He would like the Planning Commission to place these items on a future agenda for in-depth discussion. The board members discussed the request and has directed staff to place this on the next available agenda as an item for discussion.

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

McPherson advised the board that an M75 Corridor Planning meeting was recently held with members of Wilson and Boyne Valley Townships, along with consultants Kathleen Duffy and Brad Strader, to help develop a draft plan to be reviewed at the January 15, 2018 meeting. As a benefit of being an RRC Community, MEDC has paid for the entire cost of this plan. As a cooperative initiative commissioners from both Wilson and Boyne Valley Townships will be asked to attend for discussion.

Unfinished Business None

**New Business**

**Public Hearing for Zoning Ordinance Amendments to Article V**

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Planning Director McPherson reviewed his staff report that was included in the agenda packet. As directed by the Commission, staff developed amendment language for Article V Waterfront Residential District (WRD). The proposed change would be a text amendment to the WRD district and only the front yard setback would change for non-waterfront parcels, all other requirements of the district would remain the same and the proposed language would add section 5.60 E to Article V. which would read: *Non-Waterfront Parcels: Parcels in the Waterfront Residential District that do not have waterfrontage shall have a minimum front yard setback of 10 (ten) feet.*

Public Hearing opened at 5:28 pm

**Stu Lorton: 810 N. Lake St.** - Had questions about the specific regulations of the district and if any of them would change along with the proposed setback? Nothing else in the district would change except the front yard setback for non-waterfront homes in the Waterfront District. As a homeowner in this district, he would like to endorse this change.

With no additional public comments, the public hearing was closed at 5:29 pm

The board discussed the proposed amendment and were in agreement that it made a lot of sense, is less restrictive to those owners of lots and that it better fit into the front yard setback requirements of the other districts in the city. The board reviewed Section 2.50 Amendment Criteria, and felt that this amendment met the criteria under 2, 3, 4 and 11. With no further board discussion, **motion by Ellwanger, seconded by Allen** to recommend to the City Commission to establish a first hearing for the Zoning Ordinance Amendment to Article V, based on meeting criteria 2, 3, 4 and 11 under Section 2.50.

**\*\*Motion**

**2017-11-20-7A.1**

**Roll Call:**

Ayes: Allen, Biskner, Ellwanger, Neidhamer, and Place

Nays: None

Absent: Frasz, Kozlowski, Ross and St Dennis

*Motion Carries*

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Public Hearing opened at 5:35 pm

**Public Hearing for Zoning Ordinance Amendments to Article XX**

Planning Director McPherson reviewed this portion of his staff report that was included in the agenda packet. The proposed Article XX Schedule of Regulation amendment was requested of the Planning Commission by the ZBA to review Section 20.30 note l; due to the inability to interpret the intent of the section due to confusing and contradictory text. The amendment would not change how things were calculated regarding setbacks on public alleys, just eliminate bad language. Section 20.30 l would be deleted which currently reads: ~~*No rear yard or side yard setback is required where such property abuts a public alley, providing the accessory buildings in the rear yard shall meet the required setback.*~~

With no public comments, public hearing closed at 5:37 pm

The board reviewed Section 2.50 Amendment Criteria, and felt that this amendment met the criteria under 4 and 5.

**\*\*Motion**

With no further board discussion, **motion by Allen, seconded by Ellwanger** to recommend to the City Commission to establish a first hearing for the Zoning Ordinance Amendment to Article XX, based on meeting criteria 4 and 5 under Section 2.50.

**2017-11-20-7A.2**

**Roll Call:**

Ayes: Allen, Biskner, Ellwanger, Neidhamer, and Place

Nays: None

Absent: Frasz, Kozlowski, Ross and St Dennis

*Motion Carries*

**Staff Report**

Planning Director McPherson talked about upcoming meetings that are held annually with the City Commission and boards. The Goal Setting session that typically takes place after a new commission is seated in January are looking at holding it during the spring or summer when more residents are in town for feedback. They are also looking at different ways to garner more interest and comments. The annual Joint Boards and Commission meeting is held to update everyone on what each board has accomplished and looked into during the previous year, are looking at coming up with a particular item to focus on. As things progress, we will keep the board up to date

**Good of the Order**

None

**Adjournment**

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, December 18, 2017 at 5:00 p.m.

**\*\*Motion**

**2017-11-20-10**

**Allen moved Ross seconded, PASSED UNANIMOUSLY** a motion to adjourn the November 20, 2017 meeting at 5:41 p.m.

\_\_\_\_\_  
Vice Chair Aaron Place

\_\_\_\_\_  
Recording Secretary Pat Haver



# City of Boyne City

# MEMO

Date: December 8, 2017

To: Mayor Neidhamer and the Boyne City City Commission

From: Michael Cain, City Manager *Mc*

Subject: Fat Bike Event Request

The Park and Recreation Commission, at their regular December 7, 2017 meeting, considered the request of Michael Cortright to hold a Fat Bike Race in cooperation with Stiggs Brew Pub on Saturday, January 20, 2018. Materials regarding the request provided by Mr. Cortright are attached. It is anticipated that Mr. Cortright will be at Tuesday's City Commission meeting.

The event is being timed to coordinate with and celebrate the anniversary of Stiggs opening. As noted in the attached materials the timed race is scheduled to start and end in the public parking lot south of Stiggs, travel up and down South Park Street and thru the 1910 building and wellfield site along the new trail into and then thru Avalanche on the groomed bike trails. A separate request has been filed for Stiggs use of the parking lot.

The event is going to be a fundraiser for the TOMMBA (Top of Michigan Mountain Bike Association) although the event is being organized and operated by Mr. Cortright's company, Michael's Racing. Mr. Cortright indicated that he hoped that this would become an annual event during a quiet time of the year.

The Commission expressed concerns about traffic on or crossing Park Street and Mr. Cortright said the intersections would be protected and details would be worked out with City Personnel in advance. The Commission also wanted to be sure that potential conflicts with other park users would be minimized. Mr. Cortright said they would be and that caution tape and similar measures would be used to keep riders on the proper trails and notify users of cross traffic.

City Manager Cain asked about insurance coverage for the event. Mr. Cortright said it would be provided by his organization.

After further discussion it was moved by Conklin and supported by Litzenburger to recommend to the City Commission that the proposed Fat Bike Race be approved for Saturday, January 20 2018.

The motion carried.

**RECOMMENDATION:** That the City Commission approve the request of Michael Cortright of Michael's Racing to hold a Fat Bike Race from Stiggs on South Park Street to and thru Avalanche Mountain on Saturday, January 20, 2018 subject to details being worked out with City staff.

#### Options:

- 1) Postpone the matter for further information or consideration.
- 2) Modify the recommendation.
- 3) Deny the recommendation.
- 4) Other options as determined by the City Commission.



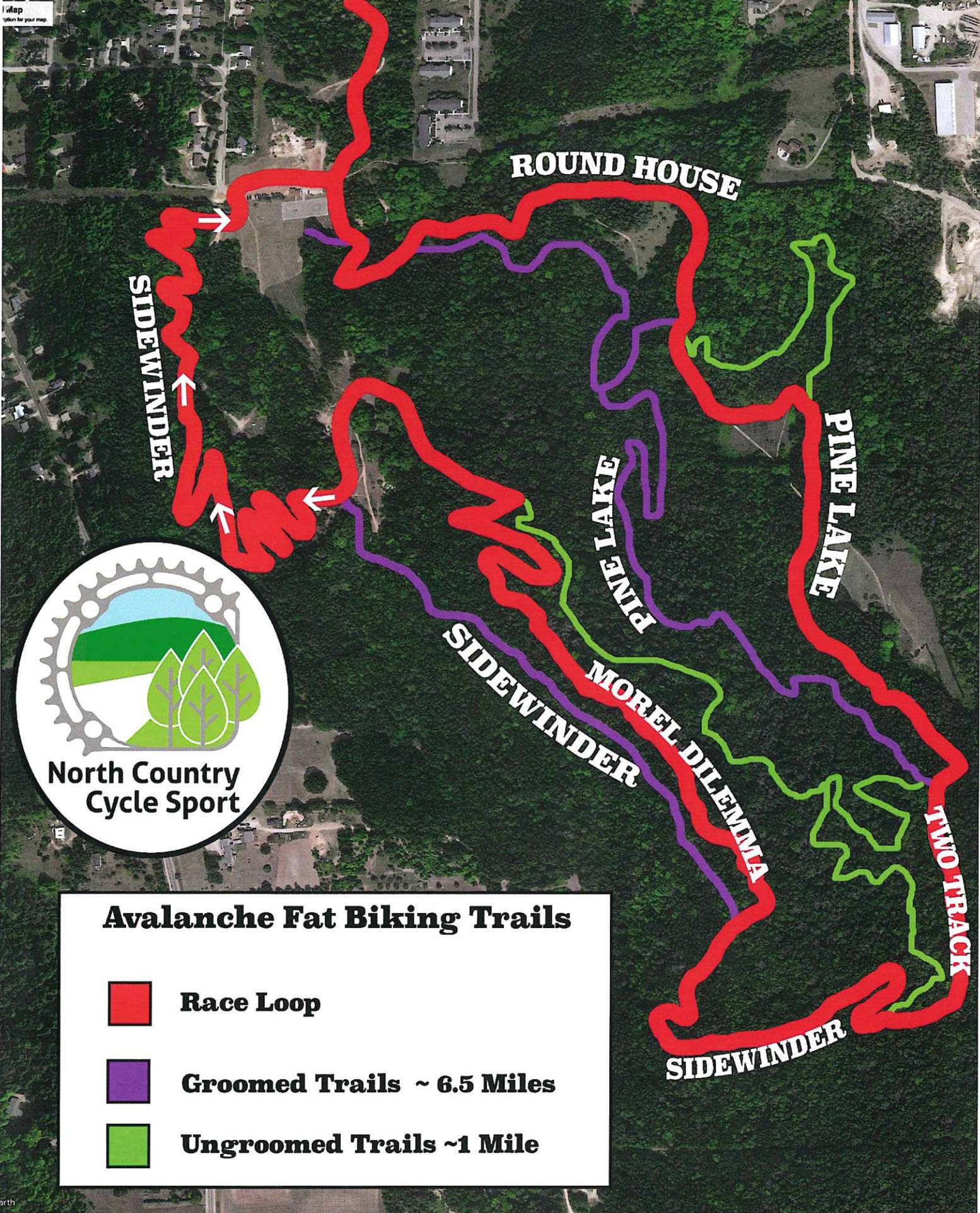
# Fat Bike Race

## Points of Consideration

- All proceeds go to Top Of Michigan Mountain Bike Association (Tommba)
- Race will be held January 20<sup>th</sup>
- Start/finish in front of Stiggs Brewing
  - Stiggs is celebrating 1 year anniversary same day
    - ☞ Parking lot will be tented
    - ☞ After party, band, etc.
- 35-80 racers
- \$50 entry fee
- Most unique race course in lower peninsula
- If approved, propose for the race to be an annual event with the goal of being a stop in the Michigan fat bike series
- Lots of state-wide interest
  - One of Michigan's fastest racers would like to attend
- One more way to get Boyne "on the map" for cycling

**START  
&  
FINISH**



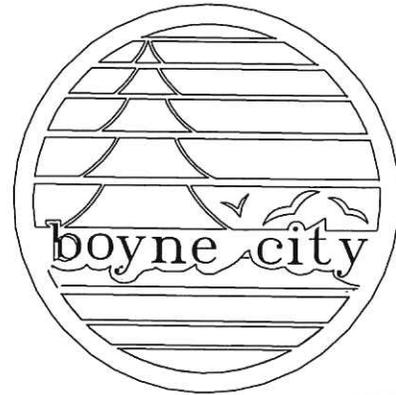


### Avalanche Fat Biking Trails

-  **Race Loop**
-  **Groomed Trails ~ 6.5 Miles**
-  **Ungroomed Trails ~1 Mile**

**CITY OF BOYNE CITY**

**To:** Michael Cain, City Manager *MC*  
**From:** Scott McPherson, Planning Director *SM*  
**Date:** December 12, 2017  
**Subject:** SAW Grant Aerial Imagery Bids



**Background**

Last fall the City received funding approval for the Storm Water Management and Wastewater (SAW) grant application submitted in 2013. The MDEQ established the Strategic Water Quality Initiatives Fund (SWQIF) for the planning, design and construction of improvements for the collection and treatment of wastewater and/or stormwater systems. The submitted grant request was for a total estimated project amount of \$749,373.00 of which the City would be required to match 10% totaling \$74,973.00. Its primary focus is to encourage developing asset management programs that outline cost-effective operation and maintenance measures. Through the grant program funding is provided to communities to develop Wastewater Management Plans (WAMP), Stormwater Asset Management Plans (SAMP), and Stormwater Management Plans (SWMP). In addition to the development of the plans the purchase of computer hardware, software and training to develop and maintain the data are also grant eligible.

**Discussion**

When the SAW grant was initially prepared and submitted in 2013 the development of new aerial imagery and topographic data was not included in the grant request. In 2004 the City had obtained high resolution black and white imagery and 2' contours and at the time of the grant submittal it was determined that this existing data would be sufficient for the development and modeling of the SAMP and SWMP. With the passage of time since the original grant submittal and upon further reflection of the amount of development and topographic changes that have occurred within the City it was determined that the City should use this opportunity to update the aerial imagery and topographic data in order to develop the most accurate stormwater plans as possible. Documentation of the changes and need for the updated imagery and contours was submitted to the DEQ and the collection of the data was approved as an eligible SAW grant item. While the original grant amount cannot be increased, the grant does allow the reallocation of specific line items. After reviewing the original grant budget it was verified that sufficient funds can be reallocated to accommodate the inclusion of the proposed project. Funds for the purchase of the data would be allocated as follows: SAW grant 90%; DPW 5% and W-WW 5%.

Bids for the work were requested from three aerial imagery companies. The deliverables for the project include color aerial imagery at .5 foot pixel resolution and 2' contours for the City and immediate surrounding areas that influence drainage into the City. As the optimal time for the acquiring aerial imagery is in the spring a project for the spring of 2018 is being proposed. Bids from the following vendors were received:

Air-Land Surveys	\$31,760.00
Aerocon	\$39,735.00
Ayers Associates	\$23,760.00

**Recommendation**

As staff has complete confidence that each of the vendors could provide the City high quality service and data on this project it is recommended that the low bid of \$23,760.00 submitted by Ayers Associates be approved.

**Options**

1. Approve another vendor.
2. Do not approve the project
3. Take no action pending further information.
4. Other action as the Commission deems appropriate.

Larry M. Fox  
Principal Owner  
C2AE  
architecture | engineering  
123 W. Main Street, Suite 200  
Gaylord, MI 49735

RE: City of Boyne City, Charlevoix County MI Mapping

Dear Mr. Fox,

Thank you for the opportunity to submit a proposal for mapping services for the City of Boyne City, Michigan. Ayres Associates, an engineering firm with 13 offices in 7 states, has a strong history of involvement in engineering projects in the State of Michigan. Our company also features a geospatial division with substantial experience providing aerial mapping and imagery services throughout Michigan and the Upper Midwest.

Ayres Associates is proud to say that ALL work for this project will be done within the United States.

### **Proposed Services**

It is our understanding that there is an upcoming mapping project for the City of Boyne City, Michigan. This data will primarily be used for watershed modeling, storm water planning, floodplain determination, and structure estimation.

#### **Lidar Acquisition**

Ayres Associates proposes to use Lidar to develop topographic mapping products for this mapping area. We will acquire Lidar using a fixed-wing aerial platform and will process the point cloud to a bare-earth surface model. To support the development of a 2-foot contour surface model, we will collect Lidar at an average density of 2.2 pts/m<sup>2</sup>.

Lidar and imagery acquisition will be acquired to support mapping for the approximate 9.5 square mile area. The cost for establishing the ground control is not included in our proposed fees as the control will be completed by the client.

#### **Bare Earth Lidar Data Processing**

All Lidar processing is performed by specialists at Ayres Associates. Our specialists have built a long resume of Lidar services engineering applications throughout the upper Midwest. Our staff uses an efficient methodology for Lidar processing. The raw Laser data to bare earth filter process requires adjustments to the algorithms based on terrain type. Based on the project area different values will be applied based on the terrain slope, proximity of adjacent points and the structure of these points. Localized processing and adapting the filtering process is paramount in providing a product that meets or exceeds the mapping specifications.

#### **Digital Orthoimagery**

Orthoimagery will be prepared for the area from aerial imagery collected simultaneously with the Lidar mission. Orthoimagery will be delivered at 6-inch resolution in GeoTIFF and MrSID formats for use in CAD or GIS software systems.

#### **Coordinate System and Datum**

All data for each project area will be reference to the Michigan State Plane Central Zone, NAD 83 International Feet, NAVD 88, GEOID12B in U.S. survey feet.

#### **Accuracy**

The Lidar acquisition parameters and Lidar editing will be conducted to support a vertical accuracy of 0.61-ft or greater on flat surfaces using NSSDA testing and reporting procedures. Our proposed scope and fees do not include conducting an accuracy test, but we can provide this service upon request.

## Standard Lidar Deliverables

Final deliverable Lidar products will include:

- Processed/classified Lidar data in LAS format
- 2ft contours and Civil 3D surface in DWG format.
- Digital orthoimagery in GeoTIFF and MrSID format

## Proposed Schedule

Ayres Associates proposes the following schedule for completion of this project:

- Flight: Spring 2018 when ground conditions are clear of snow (weather dependent)
- Data delivered: Within 45 days after flight completion

## Proposed Fees

Ayres Associates will provide the services described above for the following lump sum fees:

- Flight, Data Processing, Mapping  
Total Fees: \$ 23,760.00

Ayres Associates is excited about this effort and we appreciate the opportunity to work with you to develop this project. I hope that we have provided the information you require to proceed. In the event that you require additional information or clarification of any issue, please feel free to contact me at 608.443.1230.

Sincerely,

Ayres Associates Inc

Matt Vinopal, GISP  
Supervisor  
Direct: 608.443.1221  
Cell: 608-212-2013  
[vinopalm@AyresAssociates.com](mailto:vinopalm@AyresAssociates.com)

Map Attachment A



25 October 2017

Mr Lawrence M Fox - PE  
C2AE  
123 W Main Street - Suite 200  
Gaylord MI 49735



Re: Boyne City SAW GRANT  
Boyne City, MI

Dear Mr Fox:

We are pleased to submit the following proposal for photogrammetric services covering the above-referenced project as discussed in our conversation and email.

**Aerial Photography:**

New color aerial photography will be acquired in the Spring of 2018 as foliage, ground, and weather conditions permit. The photography will be taken with color film at a negative scale suitable for the requested photogrammetric services. On completion of the photography, the film will be processed, checked, and annotated; and one set of color .JPG image files will be furnished for your files.

**Ground Control:**

It is our understanding that the ground control will be furnished to us. The control locations can be targeted prior to flight, or a file identifying the horizontal and vertical control locations will be forward.

The horizontal control required for the mapping should consist of NAD83 Michigan State Plane coordinates, and the vertical control should be established on NAVD88 datum.

**Analytical Triangulation:**

Using the furnished horizontal and vertical control, analytical triangulation will be performed using the softcopy process to supplement the ground control.

In the softcopy analytical triangulation process, the aerial negatives are scanned and image correlation technology is used to perform passpoint selection, numbering and measurement as an automated process. The ground control locations and additional passpoint locations are measured interactively. A fully analytical bundle adjustment is performed using INPHO MATCH-AT software to produce final X Y Z coordinates for all points.

**Topographic Mapping:**

On completion of the analytical triangulation, mass points and breaklines will be collected in locations that will define the terrain in a manner that 2' contours can be accurately generated through terrain modeling software covering the project area limits described by the blue line on the Boyne Falls USGS you provided, estimated at 7 square miles.

---

Aerocon Photogrammetric Services Inc

4515 Glenbrook Road  
Willoughby OH 44094  
Phone 800.717.1342  
Fax 440.946.2646

BOYNE CITY SAW GRANT  
Page 2 of 3  
10/25/2017

As the data is collected, it will be transferred to an interactive graphic station for editing and the enhancement of cartographic quality. The edited digital mapping will be furnished to you electronically in AutoCAD DWG format containing contours and spot elevations. The point and breakline files used to generate the TIN will also be furnished.

**Digital Orthophotography:**

Color digital orthophotography will be generated at a .5' pixel resolution, delivered in TIFF & MrSID formats and include, World, and Frame files on DVD. The orthophotography limits will extend slightly beyond the 2' contour limits to include the breakwalls and boat docks in Lake Charlevoix.

**Standards:**

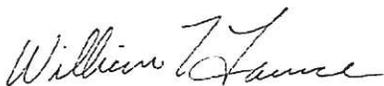
All of the work will be performed in accordance with established practices and procedures of the profession, and in conformity with accepted mapping standards. Areas obscured by foliage, vegetation, or shadows will be defined to indicate that detail and contours in these areas are approximated and may not be reliable, and it is recommended that they be supplemented or checked with field surveys.

Each digital orthophoto image will be produced in accordance with project requirements, and with photogrammetric profession standards and techniques.

Thank you for the opportunity to present this proposal. Should you have any questions, or require additional information, please feel free to contact us.

Sincerely,

AEROCON PHOTOGRAMMETRIC SERVICES, INC.



William T Faunce - CP, PLS, PPS  
Production Manager

WTF  
bf 1025-1

---

**Aerocon Photogrammetric Services Inc**

4515 Glenbrook Road  
Willoughby OH 44094  
Phone 800.717.1342  
Fax 440.946.2646



085 04 00      085 03 00      085 02 00      085 01 00      085 00 00      084 59 00      084 58 00      084 57 00      084 56 00

15 14 00

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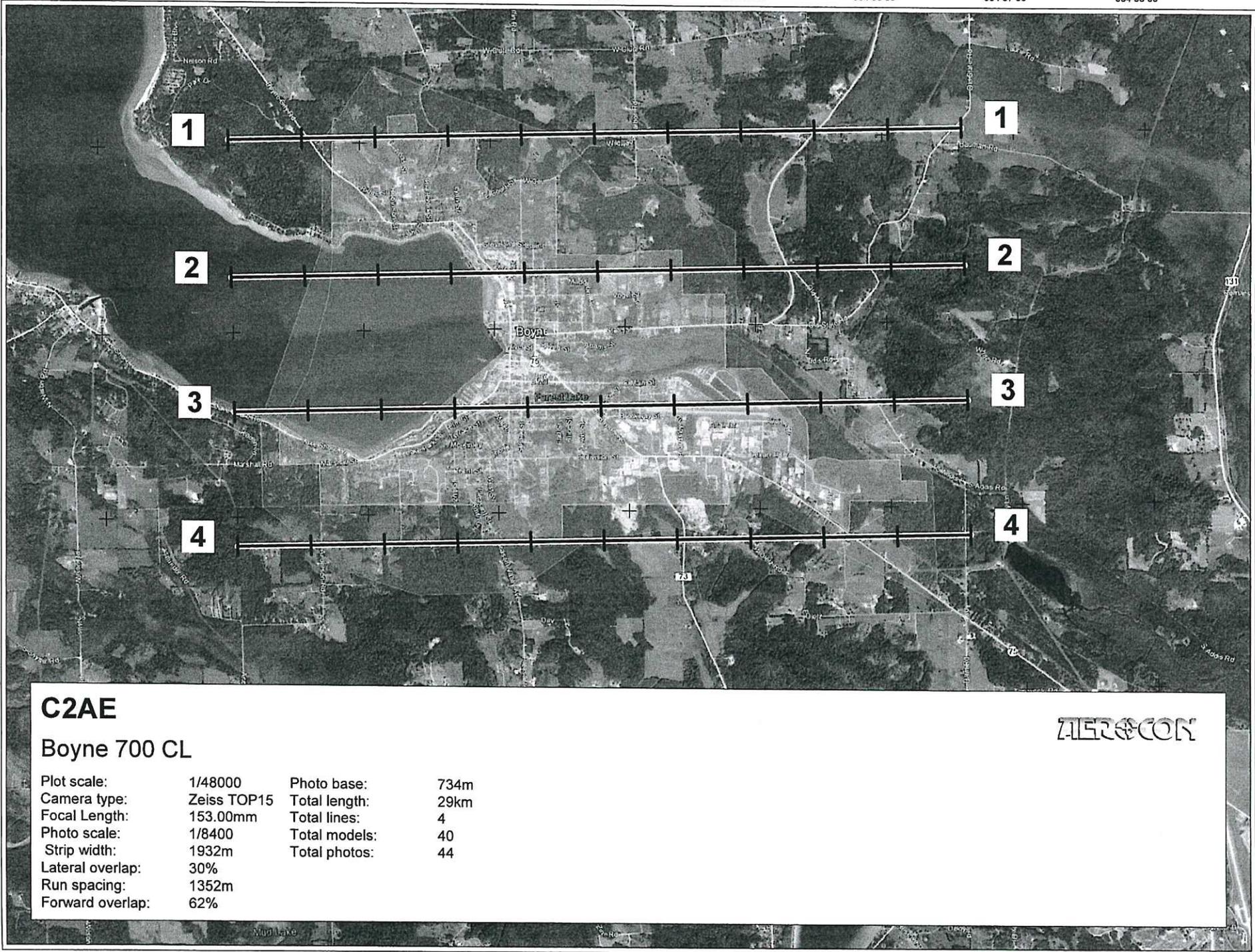
45 14 00

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45 10 00



# C2AE

## Boyer 700 CL

Plot scale:	1/48000	Photo base:	734m
Camera type:	Zeiss TOP15	Total length:	29km
Focal Length:	153.00mm	Total lines:	4
Photo scale:	1/8400	Total models:	40
Strip width:	1932m	Total photos:	44
Lateral overlap:	30%		
Run spacing:	1352m		
Forward overlap:	62%		



085 04 00      085 03 00      085 02 00      085 01 00      085 00 00      084 59 00      084 58 00      084 57 00      084 56 00



November 21, 2017

Mr. Larry Fox, PE  
C2AE  
123 West Main Street, Suite 200  
Gaylord, MI 49735

RE: City of Boyne City  
Charlevoix County, MI

Dear Mr. Fox:

Thank you for allowing Air Land Surveys to provide you with a proposal for the above referenced project. Our approach to the project and list of services are as follows.

**Aerial Imagery:**

New aerial imagery will be acquired in the spring of 2018 to support the requested photogrammetric services.

**Ground Control:**

The ground control needed for this project will be provided by you. Photo identifiable control points will be selected and sent to you in a digital format for acquisition, or preflight targeting could be utilized.

**Digital Mapping:**

For the +/- 7 square mile project area, mass points and break lines will also be collected in locations that will define the terrain in a manner that 2-foot contours can be generated.

The digital mapping will be emailed to you in AutoCAD DWG format containing the contours and spot elevations. Points and break lines will also be delivered, as well as a surface file if requested.

**Digital Ortho Imagery:**

Color digital ortho imagery, covering the same limits as the digital mapping, will also be generated at a .5-foot pixel resolution and delivered in TIFF, World, and MrSID file formats.

**Standards:**

All of the work will be performed in accordance with National Map Accuracy Standards. Areas obscured by foliage, vegetation, or shadows will be defined to indicate that detail and contours in these areas are approximated and may not be reliable, and it is recommended that they be supplemented or checked with field surveys.

Aerial Photography/Mapping | UAV Services | Digital Orthophotography

540 S. Saginaw Street, Suite 200 • Flint, MI 48502 • (810) 762-6800 • Fax: (810) 762-6801 • Toll Free: (800) GIS-IMAP

[www.airlandsurveys.com](http://www.airlandsurveys.com)

Mr. Larry Fox, PE  
November 21, 2017  
Page 2

**Fee:**

Aerial Imagery, Two Foot Contours and Digital Orthophotography: **\$31,760.00**

Once again, thank you for the opportunity to present this proposal. Should you have any questions, please let us know. If you would like to authorize and proceed forward with this project, please sign in the space provided below and return the document at your earliest convenience.

Sincerely,  
Air-Land Surveys



Dennis P. Sauers Jr. – CP, PPS  
Certified Photogrammetrist

Attachments

*Having reviewed this proposal, including the attached statement of terms and conditions which is a part thereof, acceptance of this proposal is hereby confirmed. AIR LAND SURVEYS is authorized to proceed with the work.*

Accepted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

## TERMS AND CONDITIONS

The Owner will designate a representative with the authority to provide direction, receive and review information, and make decisions regarding the project. Decisions and direction shall be provided in a timely manner, so as to not delay the project.

Air Land Surveys (the consultant) will perform services in a timely manner, consistent with sound professional practice. The Consultant will strive to perform the services within the established schedule, if any. Services are considered to be complete when deliverables have been presented to the Owner.

The Owner will provide the Consultant with all available information pertinent to the site of the project and access to the project site.

The Consultant will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

Services provided by the Consultant shall be performed with the care and skill normally exercised by other members of the profession practicing under similar conditions.

The Owner shall promptly notify the Consultant of defects or suspected defects in the work.

The Consultant's opinions of construction costs will be based upon experience and historical information.

The Consultant will be responsible for the safety precautions and programs of its employees only.

If the Consultant is reviewing work by contractors or others on behalf of the Owner, the Consultant may only recommend to the Owner that work which does not conform to the project requirements be rejected.

Payment for work completed shall be made within thirty days of invoicing. Unless otherwise provided, invoices will be submitted monthly as the work progresses.

In the event additional work is needed because of a change in scope or unforeseen conditions, the Consultant will submit a proposal defining the modified scope of work and any modifications to the schedule and fee for the Owner's approval.

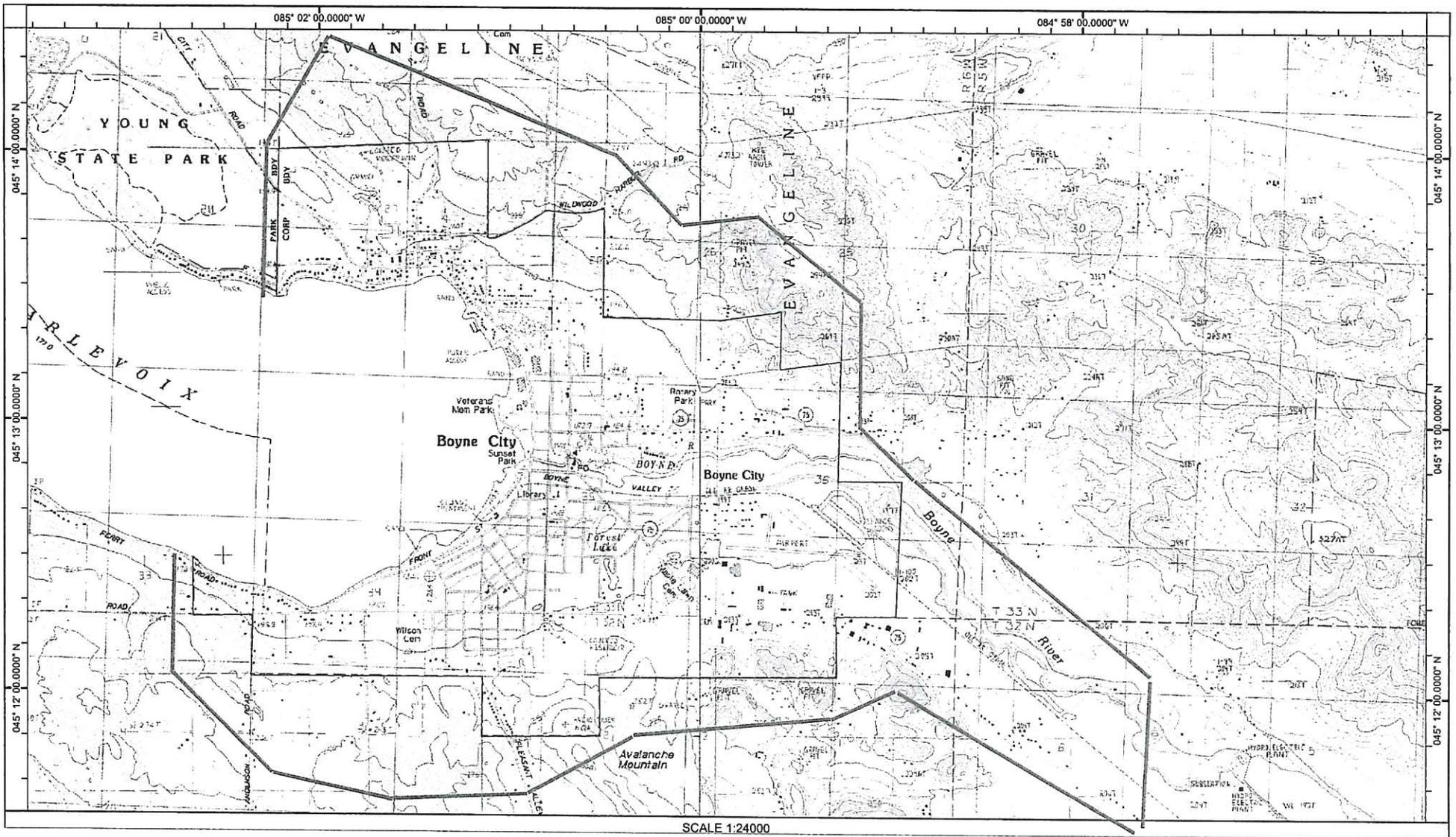
All documents prepared by the Consultant in completing this work are considered the Consultant's property as instruments of service and are not intended for re-use by the Owner or others.

The Consultant is an independent contractor, responsible to the Owner for the results of this undertaking and is not an employee or agent of the Owner.

The Owner agrees to limit Air Land Survey's total liability to the Owner and any contractors on the project to the Consultant's fee.

The Owner and Consultant each bind themselves and any partners, successors, and assigns of the other party to this agreement. Neither party will assign, sublet, or transfer their interest in this agreement without the consent of the other party.

The terms of this agreement shall be governed by the laws of the State of Michigan. In the event a provision of this agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.



SCALE 1:24000



Proposed SAW Aerial  
Imagery Development Changes

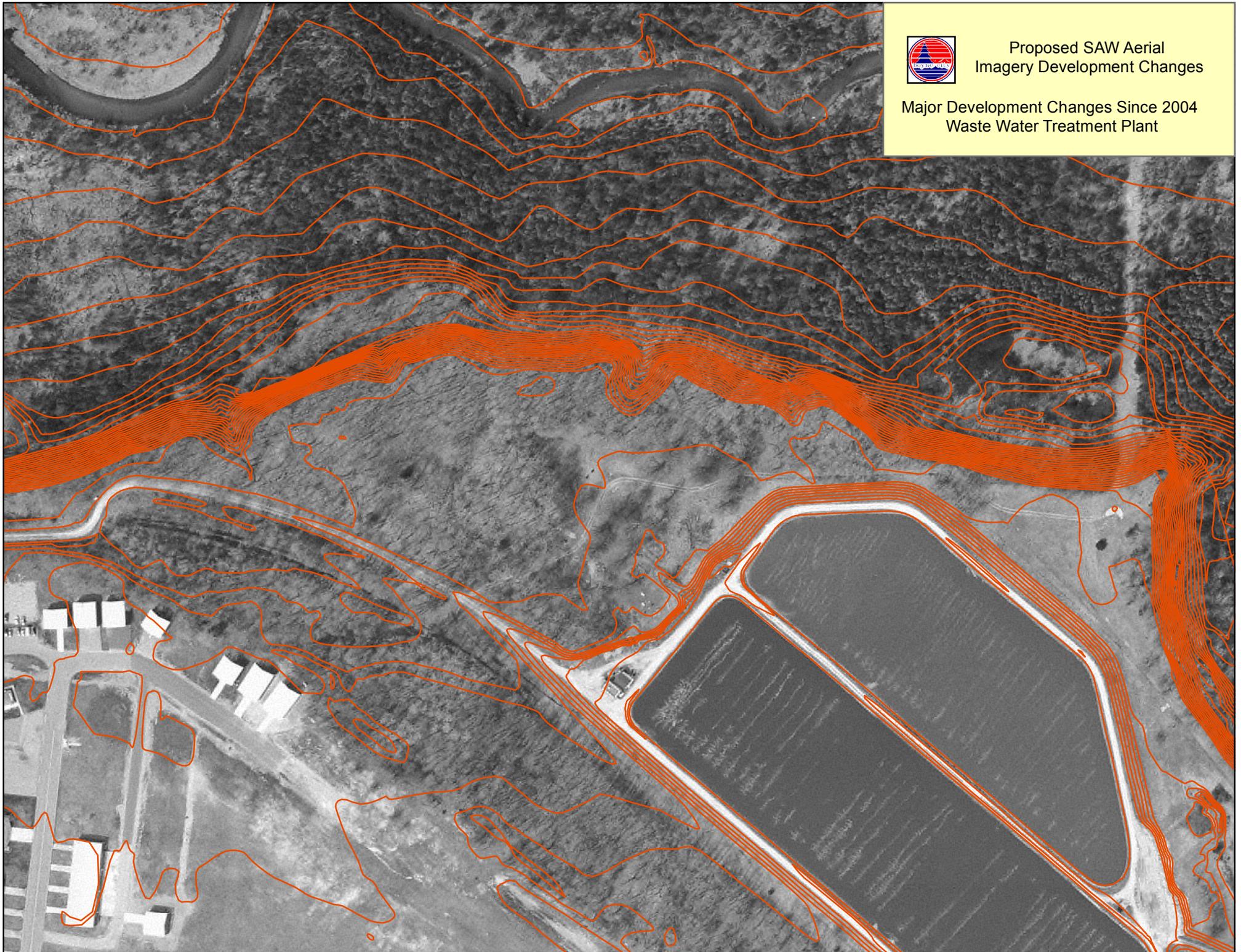
Major Development Changes Since 2004  
Downtown Area





Proposed SAW Aerial  
Imagery Development Changes

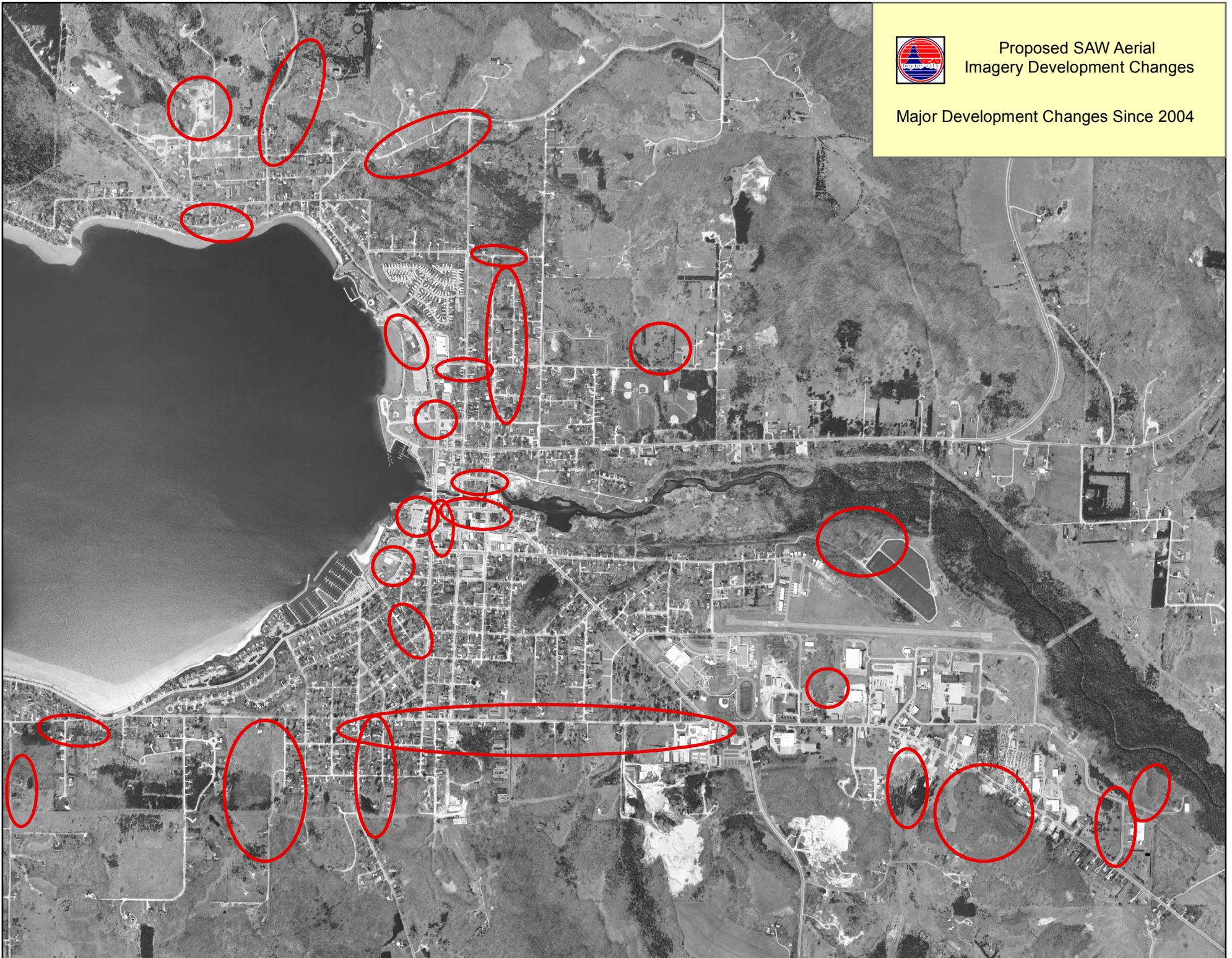
Major Development Changes Since 2004  
Waste Water Treatment Plant





Proposed SAW Aerial  
Imagery Development Changes

Major Development Changes Since 2004



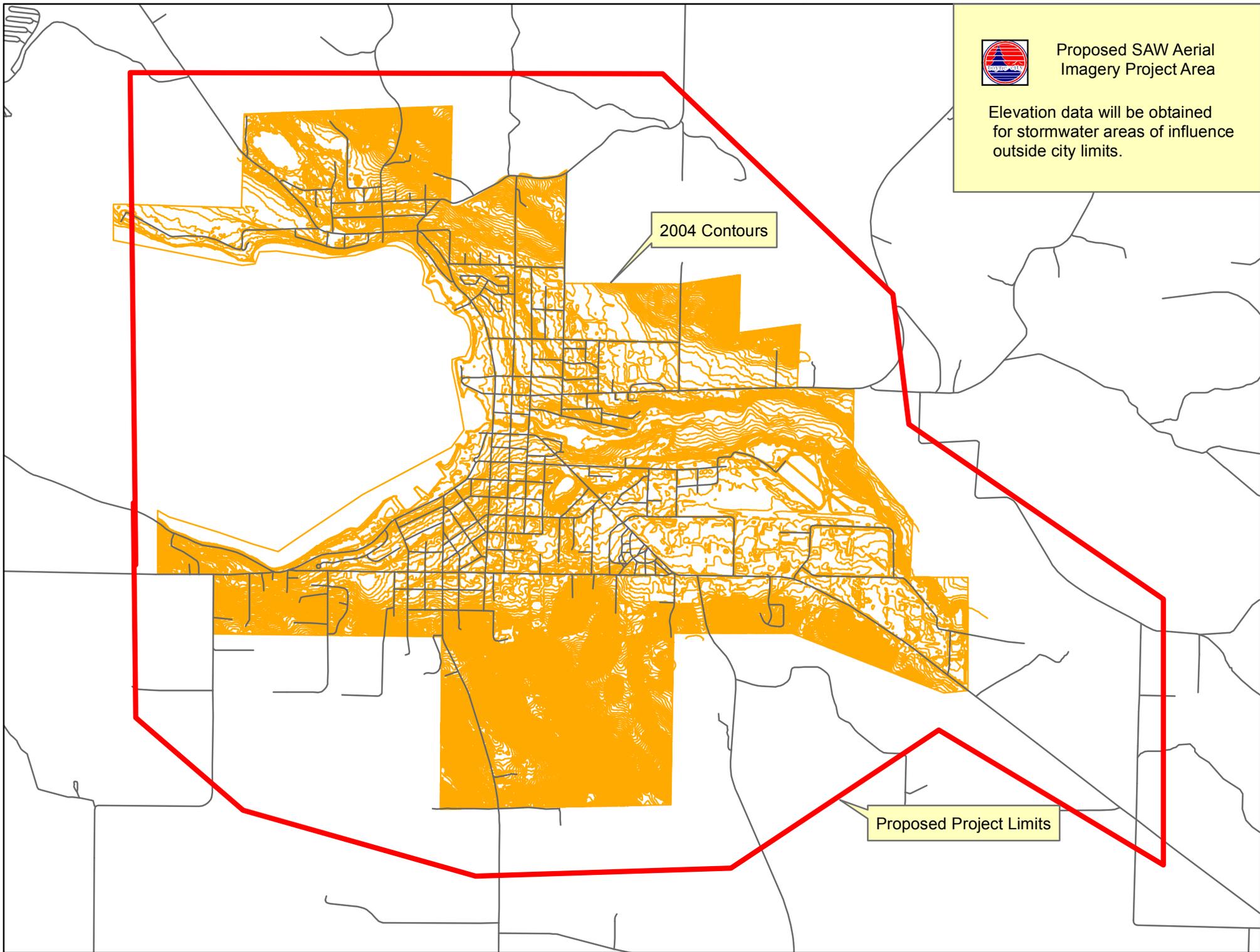


## Proposed SAW Aerial Imagery Project Area

Elevation data will be obtained  
for stormwater areas of influence  
outside city limits.

2004 Contours

Proposed Project Limits



**City of Boyne City****MEMO**

Date: December 8, 2017

To: Mayor Neidhamer and the Boyne City City Commission

From: Michael Cain, City Manager 

Subject: Meeting Room Policies

As the City Commission may be aware we have five very nice meeting rooms that are available for general use in our new City Facility building. We have more rooms and rooms of greater desirability than we had in our previous buildings. There are the two smaller meeting rooms on the first floor outside the Police Department and City Offices, the Training room which is next to the kitchen and also on the first floor and the Parkview and Commission Chambers on the second floor. Also available as a separate space on the second floor is the outdoor patio. While although not rooms, we have the lobby areas on both floors.

Since we have more fully moved into this building there has been an outpouring of interest in the use of our available spaces. We have had interest from local service clubs and community organizations, like we did and accommodated in our old buildings. We have had additional interest in everything from area school groups, local businesses to weddings. As I'm sure you are well aware the indoor Farmers Market has been using most of the first floor's public spaces (lobby and training room) since November and plans on doing so until spring when they move back outside to Veterans Park.

The public's response and interest in making use of this new community resource is great and pretty much what we hoped and designed the facility to do. Up to this point we have been using, as best we can, the existing City policies and rates that were designed and implemented for our old City Hall as we've learned more about this building and how the public might want to use it. Behind this memo is our current fee schedule, Room Use Priorities, and general regulations. On several occasions we've improvised to try and meet the spirit of these documents and practices as we've tested and learned new things, such as working with the Farmers Market and Munson Healthcare Boyne Rehab Center's free community fitness class (a copy of their flyer is also attached).

At this point we're asking the City Commission to review the matter and give further direction to staff. For your review and consideration are proposed updates to our fees and use policies. We are proposing that we approve them using all non- conflicting portions of the existing priorities, rules and regulations, see how they work, and make any necessary changes as part of the upcoming budget adoption process in the spring. I'm sure there will be things we learn and or haven't anticipated yet. The existing rules and regulations give the City Manager the flexibility to deal with most circumstances as they arise.

Also associated with this discussion is the consideration of whether we would allow the use of alcohol in any of the reserved spaces. We did not allow this in the old City Hall, mainly out of past practice. We have already had several inquiries regarding this possibility, from service clubs and community groups to others that would like to hold small weddings here. I have, after consulting with our insurance company, already allowed two local community groups to do so on a trial basis and there have been no problems. We allow similar uses and functions in our parks and have not had a problem that I can recall. Many communities do not allow alcohol in their parks. Our insurance company has no problem with us allowing alcohol service as long as they are insured and list the City of Boyne City as an additional insured. We have received such certificates in our trials to date.

Like many things we have done here in Boyne City, I think it is worth continuing to try, see how it works and if necessary adjust accordingly. Such uses would only be allowed in specifically allowed meeting spaces, could not be kept or consumed in any offices or work spaces or by any City employees while on duty.

RECOMMENDATION: That the City Commission approve the revised City Facility space use fees and policies as amended, including the specifically permitted use of alcohol, as presented.

Options:

- 1) Postpone the matter for further information or consideration.
- 2) Modify the recommendation.
- 3) Deny the recommendation.
- 4) Other options as determined by the City Commission.

**PUBLIC CITY HALL MEETING ROOM FEES**  
**1 May 2017- 30 April 2018**

The meeting room of the city hall of the City of Boyne City shall be made available for use upon the following priorities and for the charges hereinafter set forth:

	<u>2017 FYE</u>	<u>2018 FYE</u>	<u>Change</u>	<u>% Increase</u>
<b>FIRST PRIORITY</b>				
Meetings of the City Commission	N/C	N/C	\$0.00	0%
<b>SECOND PRIORITY</b>				
City Advisory Boards	N/C	N/C	\$0.00	0%
<b>THIRD PRIORITY</b>				
City Departments/Staff	N/C	N/C	\$0.00	0%
<b>FOURTH PRIORITY</b>				

Public groups, which are defined as groups of citizens meeting regarding matters of concern to the entire community, open to the entire community. Examples of such groups are: Chamber of Commerce, Junior Chamber of Commerce, Public Conservation Groups, Seniors, etc. There will be no charge for public groups.

- (a) A public group which schedules regular meetings throughout the year shall have priority over other public groups which do not meet regularly. Meetings shall be limited to four a month of any one group.
- (b) A meeting of public group concerning a matter of general public interest attracting the largest number of citizens shall have priority over a meeting of less public interest except a regularly scheduled meeting.
- (c) A public group from within the city would have priority over a public group from outside the city.

**FIFTH PRIORITY**

Private groups based within the City of Boyne City. A private group is defined as any group other than a public group whose meetings are not open to all members of the public. Examples of private groups are clubs, associations, special purpose organizations, and any for profit organizations.

	<u>2017 FYE</u>	<u>2018 FYE</u>	<u>Change</u>	<u>% Increase</u>
Private Resident Groups (Monday-Friday)	\$25.00	\$25.00	\$0.00	0%
Private Resident Groups (Weekends & Holidays)	\$50.00	\$50.00	\$0.00	0%

**SIXTH PRIORITY**

Private Groups based outside of the City of Boyne City				
Private Non-Resident Groups (Monday-Friday)	\$35.00	\$35.00	\$0.00	0%
Private Non-Resident Groups (Weekends & Holidays)	\$60.00	\$60.00	\$0.00	0%

3

**RULES AND REGULATIONS  
CITY HALL PUBLIC MEETING ROOMS  
GENERAL REGULATIONS**

- (a) In the case of groups which meet regularly, the city manager, with the advice and consent of the city commission, shall during the month of January of each year, review the scheduling of all such groups and amend, adjust, or terminate future meetings in order to equitable permit all such groups desiring to utilize the facilities to do so on an equitable sharing basis.
- (b) All public or private groups shall be required to clean up and leave the premises in a clean, orderly condition including meeting room, hall-way, and restrooms. The city manager may establish a user fee for any group, with sum based upon the actual cost of cleaning and maintaining the premises. A rental fee may be charged to help defray costs of maintaining this room and area.
- (c) The city manager may establish a user fee which is less for any group which uses the facility on a regular schedule (weekly, monthly, bi-monthly, quarterly) pre-arranged, and which group has left the facility in a clean, orderly condition. A greater service charge may be made to groups which do not use the facility on a regular base or which do not leave the premises clean and orderly. The city manager, or his representative, may increase or decrease the service charge to any group at any time based upon the group's care of the premises, or may immediately terminate present or future use of the facility by the group if the facility is not being properly cared for or if disorderly persons are permitted to remain on the premises.
- (d) In the event of damage or unreasonable uncleanliness, the group using the premises shall be required to pay the city for such damage or uncleanliness caused by the group or any individual present at the meeting regardless of who may have been individually responsible, at actual cost of clean-up by city personnel.
- (e) Under no circumstances shall alcoholic beverages or drugs be served, used, or allowed upon the premises without prior written permission of the city manager.
- (f) The city manager may establish further rules and regulations for use of the premises and any group shall be responsible for compliance with such rules for the use of the premises.
- (g) No smoking allowed.
- (h) No pets or animals are allowed at any time on the premises with the exception of leader dogs.
- (i) Children must be under adult supervision at all times especially while any meeting is in session.

4

# Free Fitness CLASS

---

Commencing  
November 17<sup>th</sup>

Every Tuesday &  
Friday

6:30am-7:30am

At City Hall

In the Training  
Room

*Boot Camp  
Style For All  
Levels*

**BYO:**

Towel &  
Water Bottle

Suitable Clothing &  
Footwear

**\*\*Under 16 must be  
supervised by an adult\*\***

Provided by:



**MUNSON HEALTHCARE**  
Boyne Rehab Center

A Service of Charlevoix Hospital

# City Hall Reservation Request

City of Boyne City

319 N Lake Street, Boyne City, MI 49712 (231) 582-6597

Area Reserved: check all that apply

City Commission Chambers

Parkview Conference Room

Outdoor Patio

Community Training Room

Community Training Room Kitchen

East Conference Room

West Conference Room

Cleaning Deposit

Alcohol  Yes  No

Room Fee:

\$ 100.00

\$ 75.00

\$ 100.00

\$ 100.00

\$ 50.00

\$ 50.00

\$ 50.00

\$ 100.00

*If yes, certificate of insurance must be provided naming the City of Boyne City as additionally insured*

Total fee(s) for reservations: \_\_\_\_\_

Reservation Date: \_\_\_\_\_

Time of Event: Start \_\_\_\_\_ End \_\_\_\_\_

Name of Group: \_\_\_\_\_ Non-Profit: (  )

Type of Activity: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Waiver of Liability:** In consideration of the City of Boyne City allowing us to reserve the property indicated above, we agree to assume any and all liability and to hold the City of Boyne City harmless against any liability which may arise due to the use of the above property, except for those claims arising out of the sole negligence of the City of Boyne City, its agents, and/or employees.

We further acknowledge that the City of Boyne City assumes no responsibility for any damages or injuries which may occur during the use of the property indicated except for those claims arising out of the sole negligence of the City of Boyne City, its agents, and/or employees.

We further agree to abide by all ordinances, laws, and regulations of the City of Boyne City and the State of Michigan.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only - Do not write below this line**

Fees Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials \_\_\_\_\_

Cancellation Contact Person: \_\_\_\_\_ Date: \_\_\_\_\_

Refund Authorization: (  ) No Refund (  ) Refund 6 Staff Initials \_\_\_\_\_

## Conditions of Use

**Rental Fees:** Total rental fees are due and payable on the day the reservations are made. Rental fees may be reduced by the City for non-profit groups and organizations.

**Cleaning/Damage Deposit:** A \$100.00 cleaning/damage deposit will be due and payable for any reservation; returnable upon final inspection and approval from City staff.

**Damages to the Facilities:** Cost for repairs and cleaning will be the responsibility of the party signing the agreement. The security deposit will be used toward any costs, and the party will be responsible for damages incurred above the \$100.00 deposit.

**Cancellation Policy:** Reservations cancelled at least thirty (30) days prior to your reservation date, your payment will be refunded. Cancellations with less than thirty (30) days' notice **will not** be refunded, unless the space is re-reserved in which case all but \$25.00 will be returned.

**Reservations:** Reservations are only for the date and time indicated on the form.

**Check In:** Before using any of our facilities on the weekend or after hours, someone from your group must check in at the front counter of City Hall to sign out a key. City Hall's regular office hours are Monday – Friday from 7:30 a.m. – 4:30 p.m. If your event is during the weekend, you must check in no later than 4:00 p.m. on the Friday prior to your reservation.

**Check Out:** Keys must be returned to the front office of City Hall within two (2) days of your function. If your event is on the weekend or after hours, you are responsible for securing the building prior to your departure.

## Rules and Regulations

- \* Alcoholic beverages are permitted; however, additional insurance certification naming the City of Boyne City as additionally insured is required prior to your event.
- \* No stapling, nailing, tacking, or taping signs/banners, and decorations on or to any part of the walls or windows.
- \* Open flames and incense are prohibited throughout City Hall, with the exception of caterer's sterno or other food warming methods.
- \* You are responsible for cleaning the tables, floors, kitchenette (if used) and the room(s) after your function within the time indicated on your reservation form.
- \* Trash containers are provided for your use and extra trash bags will be available.
- \* Trash must be removed from the premises.
- \* If you move tables and/or chairs, put them back how they were set up when you arrived.
- \* No furniture or fixtures may be moved outside.
- \* If you reserve one of the rooms adjacent to the patio, make sure the patio door(s) are locked.
- \* When you leave the room, make sure all windows are locked and doors are closed.
- \* No smoking is permitted within city hall facilities or on the outdoor patio. Smoking is permitted in the parking lot only, and no cigarette butts are to be left on the ground.
- \* Persons, organizations, groups or businesses using any of the rooms within the city facilities, agree to hold the City of Boyne City harmless from any injury, loss, damage, liability, costs or expense that may arise during, or be caused by, use of the city hall facilities or grounds.



# BOYNE CITY POLICE

319 North Lake St. Boyne City, MI 49712 • police@boynecity.com • Phone: (231) 582-6611 • Fax: (231) 582-3670

To: Michael Cain, City Manager *Mc*  
From: Jeff Gaither, Police Chief *JG*  
Date: December 8, 2017  
RE: Taser CEW Purchase

With the ongoing process of keeping our equipment up to date, the police Department is looking to replace the current Tasers that our officers carry with an updated model. The Taser is a Conducted Electrical Weapon (CEW) that uses high voltage and low amps to subdue combative subjects by disrupting the nerve signals to muscles.

The CEW is a non-lethal intermediate weapon that our officers carry and have used on several occasions to effect an arrest on combative, dangerous, or threatening persons. The weapon has proven to reduce officer and suspect injuries. The Police Department has an officer that is a trained instructor and provides annual recertification to all of our officers. All uses of force including the use of a CEW are documented and reviewed per policy, by the Chief.

The current CEWs which were purchased in 2010 with Drag Race funds and some city funds, are past their recommended life cycle of 5 years. This means that they are no longer supported with updates and that normal wear and tear has diminished the confidence level of these important tools. Since they are carried on the officer's duty belts, they are subjected to weather, dirt, seatbelts, and other conditions that may affect their usefulness.

The Axon Company that makes the Tasers has done extensive testing and stands firmly behind their product, both the mechanics and the legal aspect. There are other companies that make this type of weapon but none that have the reputation and backing that Taser has.

The cost for the new Taser CEWs with holsters, cartridges, a data port download unit, and an extended 5 year warranty is \$9810. This includes a significant discount of \$976 for purchasing before the end of the year. The price quote was set up for a 5 year payment plan, however Axon will allow us to pay the full price at one time.

The Police Department received a donation of \$10,000 from Classic Instruments which will cover the cost of the new updated ECDs. That money was deposited in the city's account.

---

*Jeff Gaither, Chief of Police*

## Recommendation

That the City Commission approve the purchase of new Taser CEWs and associated equipment in the amount of \$9810 using the funds that were donated by Classic Instruments.

## Other Options

Delay the purchase of the new CEWs until a future date

Look at other models of CEWs

Other options as determined by the Commission

This is the quote that includes 5 yr warranty on all Tasers

**Axon Enterprise, Inc.**  
Protect Life.

The "TASER 60" Plan



17800 N 85th St.  
Scottsdale, Arizona 85255  
United States  
Phone: (800) 978-2737  
Fax: (888) 855-5281

**Tavis Tannehill**  
(231) 582-6611  
ttannehill@boyncity.com

**Quotation**  
Quote: Q-129165-1  
Date: 8/9/2017 10:40 AM  
Quote Expiration: 9/29/2017  
Contract Start Date\*: 9/29/2017  
Contract Term: 1 year

**AX Account Number:**  
409911

**Bill To:**  
Boyne City Police Department - MI  
319 N Lake St.  
Boyne City, MI 49712  
US

**Ship To:**  
Tavis Tannehill  
Boyne City Police Department - MI  
319 N Lake St.  
Boyne City, MI 49712  
US

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Ashley Bittl	800-978-2737	abittl@taser.com	Fedex - Ground	Net 30

\*Note this will vary based on the shipment date of the product.

Year 1 Due Net 30

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
8	11003	HANDLE, YELLOW, CLASS III, X26P	USD 0.00	USD 0.00	USD 0.00	USD 0.00
8	85181	TASER 60 YEAR 1 PAYMENT: X26P BASIC	USD 264.00	USD 2,112.00	USD 800.00	USD 1,312.00
7	11501	HOLSTER, BLACKHAWK, RIGHT, X26P	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	11504	HOLSTER, BLACKHAWK, LEFT, X26P	USD 0.00	USD 0.00	USD 0.00	USD 0.00
8	22010	PPM, BATTERY PACK, STANDARD, X2/ X26P	USD 0.00	USD 0.00	USD 0.00	USD 0.00
8	34200	Cartridge - 15'	USD 0.00	USD 0.00	USD 0.00	USD 0.00
8	44203	CARTRIDGE - 25' HYBRID	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	22013	KIT, DATAPORT DOWNLOAD, USB, X2/ X26P	USD 176.49	USD 176.49	USD 176.49	USD 0.00
<b>Year 1 Total Before Discounts:</b>						USD 2,288.49
<b>Year 1 Discount:</b>						USD 976.49
<b>Year 1 Net Amount Due:</b>						USD 1,312.00

Year 2

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
8	85182	TASER 60 YEAR 2 PAYMENT: X26P BASIC	USD 264.00	USD 2,112.00	USD 0.00	USD 2,112.00
<b>Year 2 Total Before Discounts:</b>						USD 2,112.00
<b>Year 2 Net Amount Due:</b>						USD 2,112.00

Year 3

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
8	85183	TASER 60 YEAR 3 PAYMENT: X26P BASIC	USD 264.00	USD 2,112.00	USD 0.00	USD 2,112.00
<b>Year 3 Total Before Discounts:</b>						USD 2,112.00
<b>Year 3 Net Amount Due:</b>						USD 2,112.00

Year 4

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
8	85184	TASER 60 YEAR 4 PAYMENT: X26P BASIC	USD 264.00	USD 2,112.00	USD 0.00	USD 2,112.00
<b>Year 4 Total Before Discounts:</b>						USD 2,112.00
<b>Year 4 Net Amount Due:</b>						USD 2,112.00

Year 5

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
8	85185	TASER 60 YEAR 5 PAYMENT: X26P BASIC	USD 264.00	USD 2,112.00	USD 0.00	USD 2,112.00
<b>Year 5 Total Before Discounts:</b>						USD 2,112.00
<b>Year 5 Net Amount Due:</b>						USD 2,112.00

<b>Subtotal</b>	USD 9,760.00
<b>Estimated Shipping &amp; Handling Cost</b>	USD 50.00
<b>Grand Total</b>	USD 9,810.00

**Hardware Shipping Estimate**

Typically, hardware shipment occurs between 4 – 6 weeks after purchase date. Product availability for new or high demand products may impact delivery time.

**TASER 60 Sales Terms and Conditions**

This quote contains a purchase under the TASER 60 Plan. If your purchase only includes the TASER 60 Plan, CEWs, and CEW accessories, then this purchase is solely governed by the TASER 60 Terms and Conditions posted at: <http://www.axon.com/legal>, and the terms and conditions of Axon's Master Services and Purchasing Agreement do not apply to this order. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

# December 2017

December 2017							January 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

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

# January 2018

January 2018							February 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28			

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