



City of Boyne City

Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
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BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
319 North Lake Street
Tuesday, April 10, 2018 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 March 27, 2018 City Commission regular meeting as presented
 - B. Approval of the Memorandum of Understanding with the Friendship Centers of Emmet County regarding their Retired and Senior Volunteer Program (RSVP) of Charlevoix and Emmet Counties as presented and authorize the City Manager or his/her designate to complete and return this and such memorandums in the future, so long as there are no significant changes
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 March 6, 2018 Main Street Board Meeting
 - B. Draft minutes of the March 8, 2018 Parks & Recreation Board Meeting
 - C. Draft minutes of the March 12, 2018 EDC Meeting
 - D. Draft minutes of the March 12, 2018 LDFA Meeting
 - E. Draft Minutes of the March 19, 2018 Planning Commission Meeting
 - F. Draft Minutes of the March 22, 2018 Airport Advisory Board Meeting
8. OLD BUSINESS
 - A. Second Reading Zoning Ordinance
Consideration to hold a second reading to approve amendments to the Zoning Ordinance to address the issue of minimum dwelling sizes as proposed

9. NEW BUSINESS

- A. Public Hearing – Proposed FYE 2019 Budget
Public Hearing to hear Citizen comments regarding the General Appropriations for the FYE 2019 Budget as required by statutory regulations
- B. Millage Rate Resolution – General Operating
Consideration to adopt the Resolution to Establish a General Operating Millage Rate of 15.51 for the City of Boyne City FY 2018/2019
- C. Millage Rate Resolution – City Facilities Debt Service
Consideration to adopt the Resolution to Establish a City Facilities Debt Service Millage Rate of 2.30 for the City of Boyne City FY 2018/2019
- D. General Appropriations Act Resolution
Consideration to adopt the General Appropriations Act for FY 2018/2019 Resolution
- E. Fee Schedule Resolution
Consideration to adopt Fee Schedule for FY 2018/2019 Resolution
- F. Airport Mission Statement
Consideration to approve the adopt the revised mission statement for the Boyne City Municipal Airport as recommended by the Airport Board
- G. Lion's Club 50th Anniversary Community Project
Consideration to support the recommendation of the Parks and Recreation Commission and direct staff to work with Mr. Larry Taylor and the Boyne Valley Lions Club to design and locate the 50th Anniversary of Service to the Boyne City community project in a suitable location on the Open Space property
- H. Leadership Charlevoix County Community Service Project
Consideration to grant permission to the Leadership Charlevoix County Class of 2018 and the Tip of the Mitt Watershed Council to release beetles in Riverside Park for the purpose of controlling the spread of Purple Loosestrife in the Boyne River and authorize the City Manager to sign any necessary documents
- I. Marina Work Session
Consideration to schedule a work session to discuss plans form the marina following the regular City Commission meeting on April 24, 2018 with a tentative start time of 1:30 p.m.

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The next regular City Commission meeting is scheduled for Tuesday, April 24, 2018 at noon

12. ADJOURNMENT

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



Scan QR code or go to
www.boyne.org/citycommission
click on Boards & Commissioners for complete
agenda packets & minutes for each board

**MARCH 27, 2018
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 MARCH 27, 2018

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 Sally Page and Dean Solomon

Absent: Commissioner Hugh Conklin

Staff: Cindy Grice, Barb Brooks, Andy Kovolski, Patrick Kilkenny and Craig Remsberg

Others: There was 1 citizen in attendance.

**Excuse Commissioner
Conklin
MOTION**

2018-03-028
Moved by Neidhamer
Second by Solomon

To excuse Commissioner Conklin from attending today's meeting

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

**CONSENT AGENDA
MOTION**

2018-03-029
Moved by Grunch
Second by Page

Approved the March 13, 2018 City Commission regular meeting minutes as presented
Approved the March 20, 2018 City Commission budget work session minutes as presented

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

CITIZENS COMMENTS

None

CORRESPONDENCE

None

**CITY MANAGERS
REPORT**

No report for this meeting

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

**Rivermouth Restroom
Renovation Project
Grant Application
Resolutions**

The February 2018 Financial Statement was received and filed.

i.) Consideration to hold a public hearing to consider comments from the public regarding two separate grant applications to the Michigan Department of Natural Resources, Recreation Passport and Michigan Natural Resources Trust Fund for the Rivermouth Restroom Renovation project; ii) consideration to approve a resolution in support of an grant application to the Michigan Natural Resources Trust Fund in the amount of \$92,800 for the Rivermouth Restroom Renovation project and authorize the City Manager to execute the documents and iii) consideration to approve a resolution in support of an grant application to the Michigan Department of Natural Resources Recreation Passport program in the amount of \$92,800 for the Rivermouth Restroom Renovation project and authorize the City Manager to execute the documents.

Mayor Neidhamer opened the Public Hearing at 12:02 p.m.

Executive Assistant Barb Brooks discussed two separate grants the City is applying for. One from the Michigan Department of Natural Resources Recreation Passport fund and one from the Michigan Department of Natural Resources Trust Fund. It is only possible to receive grant funds from one source, but it allowable to apply to both sources. The grant request is for \$92,800 for the Boyne City Rivermouth Restroom Renovation project.

Citizens Comments: Boyne Area Chamber of Commerce Director Ashley Cousens expressed the support from the Chamber for this request. They have also provided a letter of support.

Mayor Neidhamer closed the Public Hearing at 12:06 p.m.

All Commissioners expressed their support for the resolutions.

MOTION

2018-03-030
Moved by Solomon
Second by Grunch

To approve a resolution in support of a grant application to the Michigan Natural Resources Trust Fund in the amount of \$92,800 for the Rivermouth Restroom Renovation project and authorize the City Manager to execute the documents

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

MOTION

2018-03-031
Moved by Page
Second by Grunch

To approve a resolution in support of a grant application to the Michigan Department of Natural Resources Recreation Passport program in the amount of \$92,800 for the Rivermouth Restroom Renovation project and authorize the City Manager to execute the documents.

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

Marina Rates

Consideration to approve the updated Marina rates effective immediately for use during the 2018 boating season and authorize staff to execute the new rates.

Executive Assistant Barb Brooks discussed the proposed rates for the 2018 Marina Season. In order to implement the 2018 rates, we need to have them adopted prior to the new budget going into effect. The increase is to the seasonal rates only and allows for a discount for those paying by cash or check.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in support of the recommendation.

MOTION

2018-03-032
 Moved by Grunch
 Second by Solomon

To approve the updated Marina rates effective immediately for use during the 2018 boating season and authorize staff to execute the new rates.

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

ACT 51 Resolution

Consideration to approve a resolution to add 528 feet of Robinson Street to the City's Act 51 road system as presented and authorize the City Manager to sign the required documents

Public Works Superintendent Andy Kovolski discussed the resolution to add 528 feet of Robinson Street to our Act 51 road system. This is the section of Robinson that was upgraded during construction of the DPW garage. This will enable the City to collect Act 51 funds for this road segment to help with maintenance and repair.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in support of the recommendation.

MOTION

2018-03-033
 Moved by Solomon
 Second by Page

To approve a resolution to add 528 feet of Robinson Street to the City's Act 51 road system as presented and authorize the City Manager to sign the required documents

Ayes: 4

Nays: 0

Absent: 1, Commissioner Conklin

Motion carried

Good of the Order

Commissioner Solomon discussed his recent meeting attendance at the Michigan Municipal League Capital Conference.

ADJOURNMENT

Motion by Mayor Neidhamer seconded by Mayor Pro-Tem Grunch to adjourn the Regular City Commission meeting of Tuesday, March 27, 2018 at 12:20 p.m.

Tom Neidhamer
Mayor

Cindy Grice
Clerk / Treasurer

DRAFT



City of Boyne City

MEMO

Date: April 6, 2018

To: Mayor Neidhamer and the Boyne City City Commission

From: Michael Cain, City Manager *Mc*

Subject: Friendship Center - Memorandum of Understanding

Attached for the City Commission's review and consideration is a proposed Memorandum of Understanding with the Friendship Centers of Emmet County regarding their Retired and Senior Volunteer Program (RSVP) of Charlevoix and Emmet Counties. They look to renew these memorandums every three years. We have used their services in the past but currently have no active volunteers working for us. Approving this memorandum allows us to again use their services in the future should the need arise. There is no cost to the City.

Since this is a regular occurrence and there is no cost to the City in addition to approving this renewal I would further ask that the City Commission authorize the City Manager or his/her designate in the future to complete and return such memorandums in the future, as long as the conditions do not significantly change.

RECOMMENDATION: That the City Commission approve the proposed Memorandum of Understanding with the Friendship Centers of Emmet County regarding their Retired and Senior Volunteer Program (RSVP) of Charlevoix and Emmet Counties as presented and authorize the City Manager or his/her designate to complete and return this and future such memorandums in the future, so long as there are no significant changes.

Options:

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

Michael Cain

From: Jake Rossow <Jake@emmetcoa.org>
Sent: Friday, April 06, 2018 10:52 AM
To: Michael Cain
Subject: paperwork renewal
Attachments: MEMORANDUM OF UNDERSTANDING rev 5-10.pdf

Good morning Michael,

My name is Jake Rossow from the Retired & Senior Volunteer Program (RSVP). I was going through our files, and it looks like it is time for us to renew some paperwork with Boyne City. I am attaching a copy of the form.

The Memorandum Of Understanding (MOU) is an agreement that RSVP has with all of our partner agencies. It only needs to be renewed every three years, but we do need to have it on file in order to place RSVP volunteers with the agency, and to also be able to count the volunteer hours for RSVP volunteers who are already working with your organization (per federal regulations).

If you have any questions about the MOU, or RSVP in general, please feel free to contact me at this email or the phone number listed below. I look forward to continuing RSVP's partnership with Boyne City!

Thanks,

Jake Rossow

FRIENDSHIP CENTERS OF EMMET COUNTY *Council on Aging*

Project Director

Retired and Senior Volunteer Program of Charlevoix and Emmet Counties

1322 Anderson Rd. ~ Petoskey, Michigan 49770

Phone: 231.347.3211 X29 or toll-free at 888.347.0369 Fax: 231.347.3795

www.emmetcoa.org

**MEMORANDUM OF UNDERSTANDING
BETWEEN
Friendship Centers of Emmet County
Retired and Senior Volunteer Program (RSVP)
of Charlevoix & Emmet Counties
1322 Anderson Road ~ Petoskey, Michigan 49770**

Volunteer Station: CITY OF BOYNE CITY AND CITY OF BOYNE CITY

Address: 319 NORTH LAKE STREET

City: BOYNE CITY State: MI Zip: 49712

Telephone: (231) 582-6597 Fax: (231) 582-6506 E-Mail: MCOUN@BOYNECITY.COM

Dates to be filled in by RSVP Agreement begins on: ___/___/___ ends on: ___/___/___

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. It may also include a Programming for Impact Addendum. This MOU may be amended, in writing, at any time with concurrence of both parties and must be renegotiated at least every three years.

BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING

A. The Retired and Senior Volunteer Program of Charlevoix & Emmet Counties:

1. Recruit, interview, enroll and refer RSVP volunteers to the volunteer station.
2. Instruct RSVP volunteers in proper use of monthly reports, reimbursement guidance and program procedures.
3. Provide RSVP orientation to volunteer station staff prior to placement of volunteers, and at other times, as the need arises.
4. Specify, either by written information or verbally, that RSVP volunteers are participants of RSVP of Charlevoix & Emmet Counties in all publicity regarding your organization, including radio, TV, print or verbal presentation.
5. Furnish accident, personal liability, and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and not primary insurance.
6. Periodically monitor volunteer activities at volunteer station to assess and/or discuss needs of volunteers and the station.
7. Reimburse RSVP volunteers for transportation cost between their home and volunteer station in accordance to RSVP policies.

B. Volunteer Station:

1. Will kindly mention RSVP of Charlevoix & Emmet Counties in any publicity pertaining to the use of RSVP volunteer(s) when dealing with any source of the media.
2. Implement orientation, in-service instruction, or special training of volunteers.
3. Interview and make final decision on assignment of volunteers.
4. Provide with permission background checks on volunteers if needed.
5. If applicable, furnish volunteers with materials required for assignment, as follows:

6. If applicable, furnish volunteers with transportation required during their assignments, as follows:

7. When required, provide reimbursement to the volunteer for parking if the activity is not at the station's regular location.
8. For Programming for Impact assignments, complete the appended Impact Programming Addendum to assess volunteer impact on community needs.
9. Provide supervision of volunteers on assignments.
10. Provide adequate safety of RSVP volunteers.
11. Collect and validate appropriate volunteer reports for submission to the RSVP office on a monthly basis. If the Volunteer Site Report (attached) is used, it must be mailed, faxed or emailed to the RSVP office by the 5th day of each month. All Volunteer Hourly Reports (on which individual record hours) require the signature of the volunteer supervisor from the site if the volunteer is requesting mileage reimbursement from RSVP.
12. Investigate and report any accidents and injuries involving RSVP volunteers immediately to the RSVP office. All reports must be submitted in writing.
13. If meals are provided to volunteers, please complete this portion:

() Contributed meals are **FEDERALLY FUNDED** under:
_____ Title III of the Older Americans Act
_____ Other (federal) funding source.

() Contributed meals are not provided by FEDERAL FUNDS. Meals will be provided to RSVP volunteers at a free or reduced price when **four (4)** hours of service have been or will be volunteered that day over a meal hour, ie: 11:00 a.m. – 3:00 p.m. If the mailing is completed here at the Council on Aging/RSVP office site, RSVP will purchase lunch.

14. When in-kind donations are made, the volunteer station will report these to RSVP of Charlevoix & Emmet Counties by sending a signed voucher. These vouchers will be supplied by RSVP to the station on request. All meals, mileage reimbursement to the volunteers by the station, and any generous donations to RSVP are considered in-kind and are greatly appreciated. RSVP is required by a condition of their grant to match 30% with in-kind donations of community support.

C. Other Provisions:

1. **Separation from Volunteer Service:** The volunteer station may request the removal of an RSVP volunteer at any time. The RSVP volunteer may withdraw from service at the Volunteer Station or from the Retired and Senior Volunteer Program at any time. Discussion of individual separations will occur among RSVP staff, Volunteer Station Staff and the volunteer to clarify the reasons, resolve conflicts, or take remedial action, including placement with another Volunteer Station.
2. **Letters of Agreement:** When in-home assignments of volunteers are made, a letter of agreement will be signed by the parties involved. The document will authorize volunteer service in the home and identify specific volunteer activities, periods, and conditions of service.
3. **Religious activities:** The Volunteer Station will not request or assign RSVP volunteers to conduct or engage in religious, sectarian, or political activities.
4. **Displacement of Employees:** The Volunteer Station will not assign RSVP volunteers to any assignment, which would displace employed workers or impair existing contracts for services.
5. **Accessibility and Reasonable Accommodation:** The Volunteer Station will maintain the programs and activities to which RSVP volunteers are assigned accessible to persons with disabilities and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
6. **Prohibition of Discrimination:** The Volunteer Station will not discriminate against RSVP volunteers or in the operation of its program on the basis of race, color, national origin, sex, age, political affiliation, religion, or on the basis of disability, if the volunteer is a qualified individual with a disability.
7. Specify, either by written information or verbally, that RSVP volunteers are participants in the Volunteer Station's program in all publicity featuring such volunteers, whether it is radio, TV, print or verbal presentation. Display an RSVP placard where the public may view it.
8. Supply statistical data on volunteer impact on community needs to RSVP of Charlevoix & Emmet Counties if requested.
9. Conditions of this Memorandum of Understanding may be amended or terminated in writing at any time at the request of either party. It will be reviewed every three years to permit needed changes.
10. This Memorandum of Understanding contains all the terms and conditions agreed upon by the contracting parties. No other understanding, oral or otherwise, shall be deemed to exist or to bind any other parties hereto.
11. This Memorandum will be in effect upon the dated signature of the Executive Director of The Friendship Centers of Emmet County.

12. The total number of RSVP volunteer assignments projected to be available with the Volunteer Station on an annual basis is: _____. It is projected that these assignments will be at the following locations, in approximately the following numbers:

.....
The Volunteer Station representative who will serve as a liaison with RSVP and who will be responsible for volunteer orientations and supervision is:

Name: Michael Cain Title: City Manager
Phone: (211) 582-6597

.....
Signed:

Name & Title, Volunteer Station Date
Person with proper legal authority to sign agreement

Friendship Centers of Emmet County ~ Council on Aging
Jacob Rossow, Project Director Date
RSVP of Charlevoix & Emmet Counties

Denneen Smith, Executive Director Date
Friendship Centers of Emmet County ~ Council on Aging



Approved: _____

Meeting of MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING
March 6, 2018 HELD ON TUESDAY, MARCH 6, 2018 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, Michael Cain, Michelle Cortright, Becky Harris, Patrick Little, Pat O'Brien, Don Ryde

Meeting Attendance Absent: Robin Berry, Rob Swartz
City Staff: Main Street Director Kelsie King-Duff, Recording Secretary Jane Halstead, Assistant Planner Patrick Kilkenny, Main Street Assistant Ingrid Day

Public: One

Excused Absences MOTION Cain moved, Ryde seconded, PASSED UNANIMOUSLY to excuse Rob Swartz.

Approval of Minutes MOTION Cain moved, Bandy seconded, PASSED UNANIMOUSLY to approve the February 6, 2018 minutes as presented.

Citizens Comments Ashley Cousens of the Chamber of Commerce stated Business After Hours is scheduled for March 15th at Linda's Real Estate.

Correspondence A letter from Triston Cole was received and filed.

Committee Reports
Organization Committee
The Organization Committee worked on the Boyne Thunder agreement. When it is finalized, Michelle Cortright and Kelsie King-Duff will meet with the beneficiaries of the funds generated from Boyne Thunder. The parking study has been tabled for now. The Committee is researching whether funds may be available for a parking study through Michigan's Redevelopment Ready Community program.

Promotions Committee
The Promotions Committee did not meet this month. The Promotions Committee will combine with the Marketing Committee and will meet with 2nd Tuesday of the month.

Design Committee

The Design Committee reviewed the façade grant application. They also are working on the National Register sign and downtown holiday decorations for next year. There will be two new Walk-About-Sculptures this year. The Boyne Bee is March 21st sponsored by Charlevoix State Bank.

Economic Vitality/Team Boyne

Team Boyne met with the potential new owners of the BRI.

Marketing

The Board has been discussing billboards and digital marketing methods.

Boyne Thunder

Registration on March 1st went well. As of today, there is one spot left (120 boats total). There are 55 sponsors this year.

Farmer’s Market

Becky Harris reported that Missy Jollette is doing a great job.

Director’s Report

Received and filed. King-Duff referenced a letter received from Mac McClelland prepping Main Street/DDA for invoices which Catt Development will be submitting next month for reimbursement based on a TIF Plan amendment adopted in 2015.

King-Duff reported that the Michigan Historic Preservation Network is encouraging local municipalities to join in a coalition to bring back Michigan State’s Rehab Tax Credit.

MOTION

Cain moved, Bandy seconded, PASSED UNANIMOUSLY to add Boyne City Main Street to the list of supporters of the Michigan Historic Preservation Network Impact Coalition.

Unfinished Business

None

New Business

Budget Review

The Budget was reviewed by the Organization Committee and it is recommended that it be sent to the City Commission for approval.

MOTION

Bandy moved, Ryde seconded, PASSED UNANIMOUSLY to send the proposed budget to the City Commission for approval.

Graphic Design Services Agreement

The contract with Kecia Freed for graphic design services is due for renewal. King-Duff recommended its renewal.

MOTION

Cain moved, O’Brien seconded, PASSED UNANIMOUSLY to renew the Graphic Design Services agreement with Kecia Freed Design as presented.

Office Space Lease Agreement

A new lease for the Main Street office is needed as we will now be renting directly from Bob Kroondyk rather than sub-letting from Wes Dilworth. The rent remains the same.

MOTION

Cain moved, Ryde seconded, PASSED UNANIMOUSLY to approve the lease agreement as presented.

Financial Report Review

The Financial Report was received and filed.

Good Of The Order

- The Spelling Bee benefiting the Walk-About-Sculpture Show is on March 21st.
 - The Pavilion renovation is progressing well.
 - On February 13th the City Commission approved money to renovate the restrooms at the Pavilion.
 - The Park & Recreation Commission is considering applying for a grant from the MDNR to renovate the river mouth restrooms.
 - The Sportsman is currently being gutted and cleaned for renovation and reuse. Little Lena's will be torn down.
 - The next round of fundraising for the next phase of the Pavilion renovation will begin soon.
 - Local Flavors collaboration with the Boyne Arts Collective will continue through March with artists working in the store on Saturday mornings.
-

Adjournment
MOTION

Cain moved, Ryde seconded, PASSED UNANIMOUSLY to adjourn the Boyne City Main Street Board meeting of March 6, 2018 at 9:09 a.m.

Jane Halstead, Recording Secretary



Approved:

**Meeting of
March 8, 2018**

RECORD OF THE PROCEEDINGS OF THE **REGULAR BOYNE CITY PARKS AND RECREATION COMMISSION MEETING** HELD AT 5:00 P.M. AT CITY HALL ON THURSDAY, MARCH 8, 2018.

Call to Order

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

Roll Call

Present: Mike Sheean, Hugh Conklin, Diane Sterling, Jo Bowman, Tom Smith and Gow Litzenburger

Absent: Lisa Alexander

Meeting Attendance

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

Public Present: four

****MOTION**

Bowman moved, Litzenburger seconded, PASSED UNANIMOUSLY to excuse the absence of Lisa Alexander

**Approval of Minutes
MOTION

Conklin moved, Smith seconded, PASSED UNANIMOUSLY a motion approving the February 6, 2018 meeting minutes as presented.

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

Members of the Boyne Valley Garden Club asked for permission to renovate the garden in Veterans Park on the southwest side of the playscape. It is a raised bed and the boards are starting to decay. The general consensus of the board was to let the garden club do what they do best and work out the details with staff. The board also expressed gratitude towards all of the volunteerism the garden club does to help beautify Boyne City.

Director's Report

Kovolski reported that the Avalanche activities have been shut down due to the weather including the sledding hill as it has been icy. He is considering opening up the warming house and allowing sledding again as we have had enough fresh snow to cover the hill again. The ice skating rink will not re-open this season.

Correspondence

None

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

Park Inspection Reports – Michael Cortright has been doing a great job grooming and it seems the trails are getting used.

**Unfinished Business
Parks & Recreation
Brochure**

The board reviewed the draft editorial portion of the proposed brochure. Most of the suggestions were grammatical. Secretary Brooks asked the corrections be emailed so they could be passed on to Harbor House for inclusion. The next step will be to review the final draft that will include

the park amenities matrix, photos and maps.

FY 2018/19 Proposed Budget Review

Kovolski went down through each expenditure line item and explained what is attributing to an increase or decrease from the previous year and what type of expenses fall under each line item. Under "Professional Services" there is money budgeted to continue studying Avalanche improvements and under "Capital Outlay" are funds budgeted for the Rivermouth Restroom project, trail engineering and Open Space Planning.

Board Member Vacancy

The board has had a vacancy since the resignation of Daryl Parish. Greg Vadnais filled out a board member application in December. Greg stated he has lived in Boyne City for approximately 10 years, works in Gaylord in the gas and oil industry, has ties to the Michigan Natural Resources Trust Fund Board, a passion for Boyne City and an interest in Parks and Recreation. **Conklin moved, Litzenburger seconded, PASSED UNANIMOUSLY** to recommend to the City Commission the appointment of Greg Vadnais to the Parks and Recreation Commission to fill the vacancy left by Daryl Parish for a term ending 12/31/19

****MOTION**

**New Business
Rivermouth Restroom Project Grant Opportunities**

Brooks indicated that staff has conducted some research and thinks it is worth applying to the Michigan Department of Natural Resources (MNDR) for a recreational grant to renovate the Rivermouth Restrooms. The only way we are guaranteed to not get the money is to not apply. Char Wehner of the Boyne Valley Garden Club stated she oversees the flower boxes and beds and at the Rivermouth bathrooms and hears a lot of feedback about the condition of them or that they are not operational at times. She added that any improvement would be greatly appreciated as they get a lot of use. Brooks said that staff is looking at the Recreation Passport Grant due to the types of projects that fall under the criteria and the amount of money we are asking to receive. Greg Vadnais asked why we wouldn't apply to the Michigan Natural Resources Trust Fund (MNRTF). Brooks will check to see if you can submit multiple applications for the same project as they are different pots of money but all within the MDNR. **Bowman moved, Conklin seconded, PASSED UNANIMOUSLY** a motion to recommend that the City Commission consider submitting grant applications to the MDNR Recreation Passport Program and the MNRTF if multiple applications can be submitted and we can meet the application requirements.

****MOTION**

The next regular meeting of the Parks and Recreation Board is scheduled for Thursday, April 5, 2018 at 5 pm at City Hall.

Next Meeting

The March 8, 2018 meeting of the Parks and Recreation Board was adjourned at 6:18 p.m.

Adjournment

Barb Brooks, Recording Secretary



Approved _____

**MEETING OF
March 12, 2018**

**MINUTES OF THE BOYNE CITY ECONOMIC DEVELOPMENT CORPORATION
MEETING DULY CALLED AND HELD ON MONDAY, March 12, 2018 at
CITY HALL ~ 319 N Lake St, Boyne City**

CALL TO ORDER

Chair Gillett called the meeting to order at 12:02 p.m.

ROLL CALL

Present: Kelly Bellant, Michael Cain, Pete Friedrich, Ralph Gillett, Josette Lory,
Drew May
Absent: Pat Anzell, Michelle Cortright, Marilea Grom

**EXCUSED ABSENCES
MOTION**

Cain moved, Friedrich seconded, PASSED UNANIMOUSLY to excuse Pat Anzell,
Michelle Cortright and Marilea Grom

MEETING ATTENDANCE

Staff: Recording Secretary Jane Halstead
Public: Seven

**BOYNE BLAZE
ROBOTICS**

Representatives from the Boyne City High School Blaze Robotics team gave a presentation on their group and their latest competition where they won the Chairman’s Award. The team has qualified for the State Competition. Ralph Gillett presented Boyne Blaze Robotics with a check for \$500.

**MINUTE APPROVAL
MOTION**

Friedrich moved, May seconded, PASSED UNANIMOUSLY to approve the minutes of January 8, 2018.

**HEARING CITIZENS
PRESENT**

Ashley Cousens of the Boyne City Chamber of Commerce reminded everyone about Business After Hours at Linda’s Real Estate on March 15th.

**UNFINISHED BUSINESS
Business Park Inquiries**

There was a recent inquiry regarding installing a 150 foot cell tower in the park. This did not receive a positive response from members of the EDC/LDFA. Mike also forwarded the request to the Airport Board to get their input.

Cain and Ashley Cousens met with a manufacturer who is considering moving into the park. They have not committed as of yet.

Chamber Ad

The Board reviewed the proof of the Industrial Park’s ad for this year’s Chamber Guide. It was suggested to remove one of the outdoor scenes and replace it with a photo of downtown during Boyne Thunder and possibly making a connection from the star on the map to the photo of the Business Park sign.

NEW BUSINESS

The Joint Board and Commission meeting held on February 8th was informative and went well. The main topic was housing. The City is looking at all property it owns for development potential.

ANNOUNCEMENTS

The next regular meeting of the EDC is scheduled for May 14, 2018 at Noon.

ADJOURNMENT

The January 8, 2017 Economic Development Corporation meeting was adjourned at 12:47 p.m.

Jane Halstead, Recording Secretary



Approved: _____

**MEETING OF
March 12, 2018**

**MINUTES OF THE BOYNE CITY LOCAL DEVELOPMENT FINANCE
AUTHORITY MEETING DULY CALLED AND HELD ON MONDAY, March 12,
2018 at City Hall ~ 319 N Lake St, Boyne City**

CALL TO ORDER

Chair Gillett called the meeting to order at 12:47 p.m.

ROLL CALL

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

**EXCUSED ABSENCES
MOTION**

Cain moved, Gillett seconded, PASSED UNANIMOUSLY to excuse Pat Anzell and Michelle Cortright

**MEETING
ATTENDANCE**

Staff: Recording Secretary Jane Halstead
Public: One

**APPROVAL OF
MINUTES
MOTION**

May moved, Lory seconded, PASSED UNANIMOUSLY to approve the January 8, 2018 minutes.

**HEARING CITIZENS
PRESENT**

None

CORRESPONDENCE

A letter from the MEDC was received and filed.

UNFINISHED BUSINESS

None

**NEW BUSINESS
Budget Discussion**

The fund balance remains just under \$1,000,000. Funds are available but not budgeted. No major road maintenance is required at this time. Improving the lighting at the Moll Drive intersection is being considered.

GOOD OF THE ORDER

The job fair recently held in Gaylord was well attended. General consensus is that is hard to find skilled labor.

NEXT MEETING

The next meeting of the Local Development Finance Authority is scheduled for May 14, 2018.

ADJOURNMENT

The March 12, 2018 Local Development Finance Authority meeting was adjourned at 1:02 p.m.

Approved: _____

**Meeting of
March 19, 2018**

Record of the proceedings of the Boyne City Planning Commission regular meeting held at Boyne City Hall, 319 North Lake Street, on Monday March 19, 2018 at 5:00 pm.

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

Call to Order

Present: Ken Allen, Jason Biskner, George Ellwanger, Chris Frasz, Tom Neidhamer, Jeff Ross and Joe St. Dennis

Roll Call

Absent: Jim Kozlowski and Aaron Place

Excused Absences

****Motion**

2018-03-19-02

St. Dennis moved, Ellwanger seconded, PASSED UNANIMOUSLY, a motion to excuse the absence of Kozlowski and Place.

Meeting Attendance

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

Public Present: 3

Consent Agenda

****Motion**

2018-03-19-03

Neidhamer moved, Ross seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda, the Planning Commission minutes from February 19, 2018 as presented.

**Citizen comments on
Non-Agenda Items**

None

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

None

Unfinished Business

None

New Business

Planning Director McPherson reviewed his staff report included in the agenda packet. Van Dam Marine Co. is proposing a 25' x 80' shop addition and a 34' x 80' two story office addition to replace the existing office structure and to give them additional bench and tool space in the shop. The proposed shop addition will match the height and color scheme of the existing structure and the proposed office space will be located to the north end of the structure; with the sketch plan indicating these materials will be different. They are indicating that the area in front of the building will be paved. This will be an amendment of a previously approved sketch plan review.

**Sketch Plan Review
Van Dam Marine Co.
at 970 E. Division St.**

Steve VanDam: Owner – By looking at this rendering, you can see that we have proposed a visual contrast from the shop and the office area. We will paint the old shop building the same color to match the newer siding used for the shop expansion. We are at a point in the business where we need to step up our game to continue to improve our image with the success of the business. We will temporarily move the existing office to the east and rotate it 90 degrees to use during the construction phase, we will not be putting it on a foundation. Once the construction is completed, we will move the structure to possibly use for the Boyne Boat Yard office, may sell or donate it, or may put someplace on the property and use for entry level intern housing.

Biskner – What is the timing of the project? **VanDam** – we anticipate to be done by

the end of the year, 6 to 9 months.

St. Dennis – Will the flag pole be lit? **VanDam** – we have not determined that as of yet, our current one is not lit, and I know that is not correct etiquette.

St. Dennis – They have solar kits with downward lighting to protect the dark sky that could be used. **VanDam** – We did not know something like that existed we would definitely be on board with that, and will check it out.

At this point, Chair Frasz read through and facilitated discussion on the Finding of Facts, Section 19.4 Development Plan Approval Criteria. (filed)

****Motion**

After board discussion, **motion by Ross, seconded by Ellwanger** to approve the amended sketch plan review submitted by VanDam Marine at 970 E. Division Street as presented.

Roll Call:

2018-3-19 7A

Ayes: Allen, Biskner, Ellwanger, Frasz, Neidhamer, Ross and St. Dennis

Nays: None

Absent: Kozlowski and Place

Abstain: None

Motion Carries

**Adoption of the M-75
Corridor Plan review
proposed ordinance
amendment
recommendations**

Planning Director McPherson reviewed the final draft report that was included in the agenda packet. The report has incorporated the suggestions that were made by Wilson Township and the City. It reflects the vision of the corridor from the point of each of the communities and is a good mix. Some of the suggestions regarding shared driveways, access management, architecture, landscaping, and signage will be handled by the communities, and some are mandated by MDOT such as wider shoulders and a middle turn lane. Unknown if they will occur, however, it is easier to get some of the suggestions to fruition if there is a plan in place, especially one that involves 3 communities that have created a plan cooperatively. With no further board discussion, **motion by St. Dennis, seconded by Allen** recommending approval of the M75 Corridor Plan to the City Commission as presented.

****Motion**

Roll Call:

2018-3-19 7B

Ayes: Allen, Biskner, Ellwanger, Frasz, Neidhamer, Ross and St. Dennis

Nays: None

Absent: Kozlowski and Place

Abstain: None

Motion Carries

Additionally, the MEDC Team submitted proposed changes/additions to our zoning ordinance, Section XXIII Landscape Standards and Section XXIV Access Management requirements. Staff is willing to do a comparison with what we have currently and what has been proposed. Perhaps the board should review the documents and have discussions at a future meeting.

Staff Report

- During a recent meeting, when the planning report was submitted to the City Commission for review, Commissioner Solomon asked a question regarding a development work plan for the Planning Commission; it is not anything that has been done in the past, but would be a good idea and with the new goal

setting process upcoming, when it is completed, it may be a valuable exercise for the commission to look at to implement some of the goals and what you may want to accomplish over the next year. This would be a stand - alone meeting to focus on this primary objective.

- Planning Director McPherson will be out of the office next week, if you have any questions, Patrick Kilkenny will be available.
- Tomorrow, March 20th will be an all-day budget work session with the Commissioners and Department Heads.

Good of the Order

- Will the Rivermouth bathrooms share the same color & material scheme as the new city hall and the pavilion? Unknown what the materials will be, Trust Fund Grants have been applied for to help with the renovations.
- Ross inquired about any future plans to install bathroom facilities in Old City Park. At this point, infrastructure is in place; however, there are no current plans for restroom facilities. It was noted that there are no public facilities in this part of town, and are really needed for the various festivals and events held.

Adjournment ****Motion**

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, April 16, 2018 at 5:00 p.m.

2018-03-19-10

Neidhamer moved Ross seconded, PASSED UNANIMOUSLY a motion to adjourn the March 19, 2018 meeting at 6:19 p.m.

Chair Chris Frasz

Recording Secretary Pat Haver



Approved: _____

**MEETING OF
March 22nd, 2018**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD held March 22nd, 2018.**

CALL TO ORDER

Chair Richard Bouters called the meeting to order at 5:30 PM followed by the pledge of allegiance.

**ROLL CALL
ATTENDANCE**

Present: Richard Bouters, Brian Harrington, Richard Wright, Leon Jarema

Absent: Leon Vercruysee, Oral Sutliff, Bud Chipman, Jerry Schmidt
**Ex Officio Members*

Citizens: Kenneth Allen, Rod Ludgin

EXCUSED ABSENCES

Motion by Harrington Seconded by Wright, **PASSED UNANIMOUSLY** to excuse Leon Vercruysee, Oral Sutliff, Bud Chipman, Jerry Schmidt

Staff: Airport Manager/City Manager, Michael Cain

APPROVAL OF MINUTES

Approval of the February 22nd meeting minutes as written.

Motion by Harrington, seconded by Wright passed unanimously to approve the February 22nd, 2018 minutes as written.

CORRESPONDENCE

None

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

Ken Allen provided a brief review of his general survey of General Aviation airport throughout south and southwest United States.

1. The shortage of hangars is universal
2. Jet fuel – “Easy Money”
3. Appeared that airport rotating beacons were generally missing. Boyne City airport has never had one.

Rod Ludgin commented that although the runway was nicely plowed this winter the taxiways were not cleared wide enough. Although high wing aircraft can maneuver more easily with their wings above snow banks, low wing aircraft require a wider snow cleared zone of operation. A snow removal protocol should be available to Department of Public Works (DPW) employees delineating the needs, safety requirements and processes for effective snow plowing.

COMMITTEES

Review of 2018 Boyne City Municipal Airport goals:

1. **Obtain General Utility Status Designation by January 1, 2020** (Richard Wright – Champion, Richard Bouters – Team Member)

On March 5th and 6th, 2018 employees from DPW cleared trees and shrubs from the north side of the approach end RWY 09. The area cleared included all tree/scrub growth within 125 feet of the runway centerline from the runway approach end fence to the taxiway. Tree stumps need to be level cut with ground, chips removed. (Update: Subsequently level cut in the following days shortly after the AAB meeting) North side, west end trees (pine) remain within 125 of the runway center line. That area remains flooded with frozen snow melt. South side of runway just past mid-point cleared.

2. **Establish Airport Budget** (Michael Cain, Richard Bouters, Richard Wright)

Compiled, completed and submitted by Airport Manager for City approval.

3. **Airport Internet Upgrade** (Richard Bouters)

Deferred to Michael Cain. Boyne City terminal building internet upgrade is unfeasible at this time due to unexpected service constraints. Additional time is needed to reevaluate other options.

4. **Review and Revise Airport Mission Statement** (Richard Bouters and Richard Wright – Team Members)

Richard Wright explained the research expended for this goal, the *How To, Don't Do* and *Examples*. Following closely the method to develop the mission statement was presented culminating with the actual draft mission statement. Michael Cain asked for a memo addressed to the City Commission explaining the same. Richard Wright will draft the accompanying memo for Cain's review and edits. Upon completion Richard Wright will present the memo and draft mission statement to the City Commissioners for approval.

5. **Review and Revise Boyne City Municipal Airport Emergency Plan** (Richard Wright)

The Airport Advisory Board (AAB) generally approved all changes made during the rewrite of The Boyne City Municipal Airport Emergency Plan. The plan is rewritten in checklist formatting using terse bullet statements regarding immediate emergency actions. Further, sections of the plan are reordered by placing, in order, critical responses to emergencies threatening life, safeguarding property and preventing collateral damage. Major sections of the plan are:

COMMITTEES (CONTINUED)

- Table Of Contents
- Emergency Actions
- Law Enforcement
- Fire Fighting / Rescue
- Airport Manager
- Follow-On Actions
- Federal / State Information
- Emergency Contacts

Minor administrative changes are the addition of a **Table of Contents** and a title/signature page including **Introduction, Purpose, Scope and Review**. An **Approved** section follows the Review paragraph containing signature blocks for the Boyne City Airport Manager, Chief of Police and Fire Chief. Following annual Emergency Plan reviews each of the named persons above will sign the document capturing their document approval and recording their annual review date. The onus is on the AAB to ensure the document is available to each person for annual review and signature.

Pages numbers are reformatted:

**Page __ of __
Revised Day/Month/Year**

fashion enabling the reader of the document that they have all pages of the document and the current year revision copy.

With concerns of exposing critical first action responses to persons with malicious intent the Airport Manager elected not to post the plan within the Airport Section of the City of Boyne City's web site. He did suggest providing a digital copy of the plan to Boyne City Law Enforcement and Fire Chief officials. The Airport Manager also suggested sending Mr. Randy Collier (Michigan Department of Transportation – Aviation, MDOT) a copy of the plan for review and comments.

Richard Wright committed to attend the April 10th City of Boyne City Commissioner's meeting for formal presentation and acceptance of the plan.

6. **Develop Airport Ground Traffic Management Plan** (Brian Harrington)

Airport Advisory Board Member Brian Harrington presented a thorough plan for vehicular control on the airport movement areas. Co-developed with City of Boyne City authorities who control other than aircraft parking permits on the airport the *Boyne City Airport Parking – Rules and Regulations* delineate mandatory procedures for non-aviation vehicular traffic. While issuing airport parking permits the airport parking plan is issued by city employees with the actual parking permit.

As part of the plan additional reflecting traffic signs; **SLOW Aircraft Have Right of Way** will be posted at the gated entrance to the airport taxiways.

7. **Review Overnight Ramp and Tie-Down Fees** (Richard Bouters)

In progress, first draft available for AAB review at 26th, 2018 April meeting.

8. **Community Involvement** (Richard Wright)

During the month of March 2018 Richard Wright requested and received a **Community Business Assessment (CBA)** worksheet from the MDOT aviation offices. Upon completion, mailing and receipt back to MDOT the worksheet provides a basis for algorithm computations showing an estimated airport economic stimulus to the immediate community. At the March meeting Airport Advisory Board members provided key information to complete the worksheet. Follow-on actions are for Richard to complete the electronic worksheet copy and forward it to MDOT.

Representatives of the AAB will present the CBA to the City of Boyne City commissioners when MDOT completes its economic impact analysis.

9. **Obtain Runway Distance Markers** (Leon Jarema, Richard Wright, John Cooper – Purchaser and Airport Hangar Tennent)

Discussions between Mr. John Cooper and Richard Wright during March revealed that Mr. Cooper will consider any reasonable quote provided by FFA compliant Runway Distance Marker (RDM) vendors. Mr. Cooper will pay for three double sided, unlighted markers. Solar powered markers may be considered if marginal costs are not unreasonable. Richard reported to the AAB that proposals were received by four vendors; *ADB SafeGate, AGM, Astronics, and Flight Light*. He further stated that before the April AAB meeting Richard will create a spreadsheet capturing the four proposals relative costs in an intuitive layout for Mr. Cooper's review. Information sharing with Mr. Cooper is planned prior to the April 26th AAB meeting.

COMMITTEES (CONTINUED)

Airport Advisory Board discussion included other issues for resolution. One issue is to determine if the RDMs are installed on the north or south side of the runway. According to AAB member

Leon Jarema, "...the prevailing Boyne City Airport wind favors runway 27..." Therefore the most logical installation would place markers on south side of the runway, the pilot-in-command's side. Conversely Mr. Cooper prefers the north side of the runway.

Installation costs present another critical issue for installation. FAA compliant RDM installation for lighted markers could potentially be cost prohibitive. In that the Boyne City unlighted distance markers planned for purchase could be installed without following the compliance requirements for lighted markers, and in the future, the RDMs were to be upgraded to lighted markers new installation would be required.

Another issue requiring clear, concise and recorded agreement is who will burden the cost of RDM installation?
The RDM spreadsheet reflects unresolved issues and the plan for successful resolution.

UNFINISHED BUSINESS

Rod Cortright accepted ownership of Boyne City Airport Advisory Board 2018 goal, **Airport Snow Plow Training and Protocol.**

NEW BUSINESS

Hangar A3 is now available for rent.

GOOD OF THE ORDER

The Aviation Fuel price is \$4.24 per gallon as of October 23, 2017.

ANNOUNCEMENTS

On Friday March 2, 2018 Richard Bouters and Richard Wright met with the CVX Airport Manager, Matthew Wyman. Each person shared general airport management information geared towards partnering and good airport community relations. The following bullet statements reflect vital information directly related to the Boyne City AAB 2018 goals.

- Runway Distance Markers - None
- Airport Budget
 - Airport manager is steward
 - Budget is indexed to goals
- CVX Airport Advisory Board – None
- Mission Statement
 - Written and available
 - Author unknown
- Weather Reporting – AWOS-3
- Airport Zoning – Unsure
- Emergency Plan
 - Not on website
 - Shared with first responders

- Airport Master Plan
 - Created by QOE
 - Must go for a public hearing
- Hangars
 - Airport owned
 - Year-to-year lease
 - Tenants own indefinitely from the ground up, may sell
 - Covenants – No business, must have aircraft
 - Inspections – Yes, at any time
- Ground Traffic Plan
 - Gate is controlled by proximity card
 - Covers movement and non-movement areas
 - “Minimum Standards”, is governing document issued by Charlevoix City Council. Boyne’s is *Airport Rules*.
- Wildlife Control
 - USDA on site for wildlife mitigation
 - Permits issued for seagulls and geese
 - Predatory decoys
 - Cannon
- CVX Airport Web Site
 - <http://www.flycvx.com>
 - Controlled by city IT personnel
 - Input by airport manager
- Fuel Farm
 - 36 months records on-hand
 - Charter is to comply with more stringent standards where possible
 - 100 LL prices is \$4.74

Reported problem of aircraft refueling hose not recoiling. DPW has new explosion proof switch on ordered.

NEXT MEETING

The next regular Airport Advisory Board meeting is schedule for Thursday, April 26th, 2018 at 5:30 P.M. at the Airport Terminal.

ADJOURNMENT

The meeting was adjourned at 7:20 P.M. by AAB Chair, Richard Bouters.

Richard K. Wright -Secretary_____

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Scott McPherson, Planning Director *SM*
Date: April 10, 2018
Subject: Ordinance Amendments Second Reading

**Background**

As directed by the Planning Commission planning staff has developed draft amendments to address the issue of minimum dwelling sizes. Amendments to the definition of dwelling, the schedule of regulations and additional language to the TRD, WRD and RED districts is being proposed.

Discussion

Proposed amendments for the definition of dwelling, Article III, Article IV, Article V and Article XX have been provided. Proposed additions are shown in *italics* and proposed deletions are shown with ~~strikethrough~~. The proposed amendment to the dwelling definition eliminates several of the qualitative minimum standards that are included in the definition such as the minimum dwelling width, foundation requirements and eave overhang. Some of these standards were either relocated into the design requirements for the Rural Estate District (RED) in section 3.40(H), the Traditional Residential District (TRD) section 4.40(A)(7) or Waterfront Residential District (WRD) section 5.40(A)(6) or incorporated into the schedule of regulations section 20.10. The changes to the design requirement sections in the residential district incorporated the requirements for the foundation, 1 foot overhang, and the prohibition of exposed towing mechanism, wheels or undercarriage. The proposed amendment to section 20.10, schedule of regulation included that addition of a minimum dwelling size width category with the inclusion of a minimum 24' width requirement for the RED, TRD and WRD districts. As discussed the minimum width for a single family dwelling located in the Multi-Family Residential District (MFRD) would be eliminated by this proposed amendment. To address the issue that was brought up by the Planning Commission in regards to lot size for a single family dwelling in the MFRD, a change is being proposed to section 2.30 note g. The current note g stipulates that: "Apartments shall comply with the applicable standards for the MFRD listed in Section 20.10. Single family detached dwellings shall comply with the applicable standards for the TRD listed in Section 20.10. All other uses shall comply with the applicable standards for the CBD listed in Section 20.20."

Staff sees several issues that should be addressed and is proposing several amendments to note g as follows:

~~"Apartments shall comply with the applicable standards for the MFRD listed in Section 20.10. Single family detached dwellings shall comply with the applicable *height, and setback*, standards for the TRD listed in Section 20.10. All other uses shall comply with the applicable standards for the CBD listed in Section 20.20."~~

The elimination of the first sentence that requires apartments in the MFRD meet the standards of Section 20.10 is being proposed as this stipulation is redundant. Apartments in the MFRD are required to meet the standards of 20.10 regardless of this statement. However, it is noted that in the

Minimum Lot per Unit column of the MFRD district does not include a minimum area, only reference to note g is currently in the column. So while the current lot in the MFRD would have a minimum width of 100', there is not a minimum lot area, unless the property is being used for a single family dwelling. To address this oversight a minimum lot area of 21,780 square feet for a MFRD lot is being proposed.

The second proposed amendment to note g is the addition of the language that single family dwellings are subject to the *lot, height and setback standards* of section 20.10. This stipulation would require that single family dwellings in the MFRD must meet the TRD lot requirements of 50 width, area of 5,445 square feet, setbacks of front yard 10', sides yard minimum 5' total of 15', rear yard 15' and maximum height of 2.5 stories or 30 feet.

The third proposed change to note g is to eliminate the last sentence that stipulates all other uses (meaning anything but apartments and single family dwellings) comply with the standards for the CBD district listed in section 20.20. It should be noted that the only standards in section 20.20 for the CBD district are a minimum height of 3.5 stories or 45 feet, which is 1 story or 10 feet higher than permitted in the MFRD. The CBD district does not require any setbacks and permits 100% lot coverage. This stipulation does seem consistent with the MFRD district and its deletion is being proposed.

Some of the proposed changes relocate existing standards to other section of the ordinance that are more appropriate. The proposed changes would have the regulatory effect is the change establishing a minimum lot area for the MFRD, the elimination of the minimum dwelling width for a single family dwelling located in the MFRD district, and elimination of the provision that allows uses other than apartments and single family district to comply with the CBD requirements in section 20.20.

Process

In accordance with the Michigan Zoning Enabling Act and the Boyne City Zoning Ordinance Section 2.40 Amendment Procedures, a public hearing was scheduled for the Planning Commission on February 19, 2018. The proposed ordinance amendment was submitted to the City Commission for a First Reading on February 27, 2018 and the proposed ordinance was reviewed by the Commission and the proposed amendment was scheduled for a second reading on April 10, 2018. As required by the Boyne City Charter, ordinances cannot be adopted until at least one month after the meeting it is introduced. The Commission should review the proposed amendment and use the amendment criteria as listed in section 2.50(B) of the zoning ordinance as a guide in making their decision on the proposed amendment. Section 2.50 (B) is as follows:

Section 2.50 Amendment Criteria.

- B. For amendment requests to change or to add additional regulations or standards to a district or a use, the Planning Commission and City Commission shall use the following as a guide:
 - 1. The proposed rule, change or addition helps to reinforce the Comprehensive Plan.
 - 2. The proposed rule, change or addition is in keeping within the spirit and intent of this Ordinance, and with the objectives of the zoning district.

3. The problem or issue which the change is intended to address cannot be accomplished in another, more appropriate fashion.
4. The proposed amendment would correct an error in the Ordinance.
5. The proposed amendment would clarify the intent of the Ordinance.
6. Documentation has been provided indicating problems and conflicts in implementation or interpretation of specific sections of this Ordinance.
7. The proposed amendment would address changes to county, state or federal legislation.
8. The proposed amendment would address potential legal issues or administrative problems with this Ordinance based on recent case law or opinions rendered by the Attorney General of the State of Michigan.
9. The proposed amendment would promote compliance with changes in other city ordinances and/or county, state, or federal regulations.
10. The proposed amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items.
11. Other criteria as determined by the Planning Commission or City Commission which would protect the health, safety, and welfare of the public, protect public and private investment in the City, promote implementation of the goals and policies of the Comprehensive Plan, and enhance the overall quality of life in the City.

Options

1. Approve the ordinance as presented.
2. Do not approve as presented
3. Postpone for further consideration or review.
4. Other options as determined by the City Commission

Recommendation

The proposed ordinance amendment is recommended for adoption as presented.

ARTICLE III RURAL ESTATE DISTRICT (RED)

Section 3.10 Purpose.

The purpose of this residential district is to provide a pleasant and attractive living environment which is consistent with the existing development, respects the unique natural environment, and is compatible with the land needs of on-site wells and septic systems. The intended character and nature of this district is a rural estate without municipal water and sanitary sewer service, with lot sizes of sufficient size as to not require such service. The Rural Estate District (RED) is intended to be a setting for a predominance of low-density and large-lot housing, typically in transitional locations between more intense urban development and rural or open lands.

Section 3.20 Principal Permitted Uses.

No building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses, unless otherwise provided in this Ordinance:

- A. Single family detached dwellings.
- B. Municipal parks, playgrounds, and recreation centers.
- C. Residential cluster housing developments, i.e., houses on smaller building sites but consistent with overall parcel density limits
- D. Agriculture uses on five (5) acres or more in area.
- E. Home occupations in which customers or patrons do not visit the site for the delivery of goods and/or services.
- F. Adult foster care family homes, provided, this subsection shall not apply to adult foster care facilities, licensed by a state agency, for the care and treatment of persons released from or assigned to adult correctional institutions.
- G. Family day care homes.
- H. Accessory structures and uses customarily incidental to the above permitted uses.
- I. The keeping of four (4) hens per parcel provided that:
 - 1. No person shall keep any rooster
 - 2. No person shall slaughter or dress chickens outdoors

3. Chickens shall be provided with a covered enclosure and/or a fenced enclosure in the rear yard.
4. All covered enclosures shall be kept a minimum of ten (10) feet from the rear and side lot line.
5. Covered enclosures shall be so constructed or repaired as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure.
6. All feed and other items associated with the keeping of chickens are to be stored as to not attract rodents.
7. Hens and their enclosures must be kept in a neat, clean and sanitary condition from offensive odors, excessive noise, or other condition that would constitute a nuisance. (amended: March 19, 2012)

Section 3.30 Conditional Uses.

The following uses shall be considered conditional and shall require a conditional use approval, and shall comply with any applicable conditional use requirements of Article XXV:

- A. Private recreation areas, uses and facilities including country clubs, marinas, golf courses and swimming pools subject to the following:
 1. No building shall be located within one-hundred (100) feet of a dwelling.
 2. Facilities such as licensed restaurants and bars may be permitted when occupying an integral part of the main structure, provided there is no exterior display or advertising of said facilities.
 3. Golf fairways, swimming pools, tennis courts, boat docks, and similar uses shall be located not less than thirty-five (35) feet from any property line.
 4. Access shall be directly from and onto a major thoroughfare or regional arterial, and not through a residential neighborhood.
- B. Public utility transformer stations, substations and gas regulator stations without service or storage yards shall comply with the requirements of this Ordinance and shall be subject to the following: a front yard setback of not less than fifty (50) feet shall be provided (irrespective of the yard requirement of the district in which it is located) and two (2) side yards and a rear yard shall be provided, each shall not be less than twenty-five (25) feet in width. The previously mentioned conditional uses shall be landscaped with a buffer of plant materials that effectively screens the view of the use from property used for residences, public walkways and rights-of-way. The standard buffer shall consist of a landscaped strip at least

six (6) feet wide outside the perimeter of the compound. The buffer shall contain a variety of species of plants.

- C. Cemeteries, provided that no buildings or structures shall be located nearer than two-hundred (200) feet to the boundary line of any adjacent parcel, and that access shall be directly from and onto a major thoroughfare or regional arterial, and not through a residential neighborhood.
- D. Churches, synagogues and temples.
- E. Home occupations in which customers or patrons visit the site for the delivery of goods and/or services.
- F. Plant nurseries and greenhouses.
- G. The raising and keeping of fowl, cows, and/or rabbits on areas of five (5) acres or less for owner's use and consumption only, with a maximum of one-hundred (100) animal units.
- H. Private stables for the keeping of horses and ponies for private use.
- I. One (1) roadside stand solely for the sale of produce grown on the land used for agricultural purposes, provided adequate vehicular access and off-street parking is provided as determined by the Planning Commission.
- J. The raising of fur bearing animals, animals for medical experimentation, dog kennels, veterinary clinics and riding stables, excluding concentrated animal feeding operations (CAFO's), on an area with a minimum of ten (10) acres but not more than twenty-five (25) acres in area only, with a maximum of ten (10) animal units.
- K. Funeral homes. (amended: October 24, 2007)

Section 3.40 Development Requirements.

The following requirements shall be met within a Rural Estate District (RED).

- A. Development plan approval as specified in Article XIX of this Ordinance, except single family dwellings and home occupations as a principal permitted use.
- B. Off-street parking, loading, and access management standards for all uses as specified in Article XXIV of this Ordinance.
- C. Signs for all uses as specified in the Boyne City Sign Ordinance.
- D. Height, area, lot coverage and yard regulations as specified in Article XX of this Ordinance.
- E. Landscaping requirements as specified in Article XXIII of this Ordinance.

- F. Design, architectural, and building material standards as specified in Article XXII of this Ordinance.
- G. Provisions relating to all zoning districts (as applicable in each separate case) as specified in Article XXI of this Ordinance.
- H. *Dwellings must be firmly and permanently attached to a solid concrete block, poured-in-place concrete, or stone foundation, or a foundation of other suitable materials, set upon concrete footings, below frost level. Foundation shall completely extend from the structure to footings and enclose the entire perimeter of the structure. Foundation and footings shall be constructed in accordance with the all applicable building code and all state regulations. No dwelling shall have exposed wheels, towing mechanism, or undercarriage. All dwellings shall have overhangs of not less than one (1) foot as measured horizontally from the side of the structure to the outside edge of the eave and gable end.*

ARTICLE IV TRADITIONAL RESIDENTIAL DISTRICT (TRD)

Section 4.10 Purpose.

The purpose of this district is to provide a pleasant and attractive residential living environment of a medium density, primarily on previously platted residential lots and served with community water and sanitary sewer facilities, characterized by compact, concentrated development patterns. It is the further intent of this district to provide for such uses as schools, churches, libraries, parks, playgrounds, and other public and semi-public uses, along with certain home occupations and offices, accessory apartments, and others, to coexist on a limited and structured basis along side and with residential uses.

Section 4.20 Principal Permitted Uses.

No building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses, unless otherwise provided in this Ordinance.

- A. Single family detached dwellings.
- B. Public, parochial and private schools including nursery schools; churches, temples, and similar places of worship with a maximum capacity of five-hundred (500) worshipers; libraries; and community buildings.
- C. Municipal parks, playgrounds, and recreation centers.
- D. Adult foster care family homes, provided, this subsection shall not apply to adult foster care facilities, licensed by a state agency, for the care and treatment of persons released from or assigned to adult correctional institutions.
- E. Home occupations in which customers or patrons do not visit the site for the delivery of goods and/or services.
- F. Family day care homes.
- G. Accessory structures and uses customarily incidental to the above permitted uses.
- H. The keeping of four (4) hens per parcel provided that:
 - 1. No person shall keep any rooster
 - 2. No person shall slaughter or dress chickens outdoors
 - 3. Chickens shall be provided with a covered enclosure and/or a fenced enclosure in the rear yard.

4. All covered enclosures shall be kept a minimum of ten (10) feet from the rear and side lot line.
5. Covered enclosures shall be so constructed or repaired as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure.
6. All feed and other items associated with the keeping of chickens are to be stored as to not attract rodents.
7. Hens and their enclosures must be kept in a neat, clean and sanitary condition from offensive odors, excessive noise, or other condition that would constitute a nuisance. (amended: March 19, 2012)

Section 4.30 Conditional Uses.

The following uses shall be considered conditional and shall require conditional use approval, and shall comply with any applicable conditional use requirements of Article XXV:

- A. Attached or detached accessory apartments, provided the site contains an owner occupied single family dwelling, limited to one (1) accessory apartment per site. Accessory apartments can be attached to either a single family dwelling or a detached garage. Detached accessory apartments shall have a minimum side yard and rear yard setback of ten (10) feet. Off-street parking shall be in accordance with D.1.a of this subsection.
- B. Private recreation areas, uses and facilities including, marinas, and swimming pools subject to the following:
 1. No building shall be located within one-hundred (100) feet of a dwelling.
 2. Facilities such as licensed restaurants and bars may be permitted when occupying an integral part of the main structure, provided there is no exterior display or advertising of said facilities.
 3. Swimming pools, tennis courts, boat docks, and similar uses shall be located not less than thirty-five (35) feet from any property line.
- C. Home occupations in which customers or patrons visit the site for the delivery of goods and/or services.
- D. Two-family dwellings.
 1. Criteria for granting conditional uses for two-family dwellings in a Traditional Residential District (TRD).

- a. A parking area shall be provided for the occupant of both units which shall be hard surfaced, preferably asphalt, brick or concrete, and shall have at least two (2) parking spaces for each dwelling unit (not less than four (4) spaces).
 - b. The applicant shall submit a site plan (drawn to scale and indicating the setbacks) and a floor plan of both units showing the present use and the proposed use of each room in the structure. Any permit granted allowing the conditional use shall designate the number of bedrooms allowed in each unit and such number shall not thereafter be increased.
 - c. The size and architecture shall be in harmony with the existing neighborhood in which it is located and will not be detrimental to the future orderly development of the nearby properties.
 - d. Any refuse and garbage collection area or devices shall comply with 35.052, Section 2, Containers, of the City of Boyne City General Ordinances.
 - e. The applicant shall compile a list and provide a map of existing duplex units, multiple family units, rooming houses, and care facilities within three-hundred (300) feet of the proposed structure. The Planning Commission shall be entitled to consider the density of such units and limit the density within that area.
- E. Public utility transformer stations, substations and gas regulator stations without service or storage yards shall comply with the requirements of this Ordinance and shall be subject to the following: a front yard setback of not less than fifty (50) feet shall be provided (irrespective of the yard requirement of the district in which it is located) and two (2) side yards and a rear yard shall be provided, each shall not be less than twenty-five (25) feet in width. The previously mentioned conditional uses shall be landscaped with a buffer of plant materials that effectively screens the view of the use from property used for residences, public walkways, and rights of-way. The standard buffer shall consist of a landscaped strip at least six feet (6) feet wide outside the perimeter of the compound. The buffer shall contain a variety of species of plants.
- F. Funeral homes. (amended: October 24, 2007)

Section 4.40 Development Requirements.

A. Building Design.

- 1. All exterior walls of a building that are greater than six (6) feet in length shall be constructed parallel to or at right angles to the side lot lines of the lot whenever the lot is rectilinear in shape.

2. The primary entrance to a dwelling shall be located along the front wall of the building, unless otherwise required for barrier-free access. Such entrance shall include an architectural feature such as a porch, landing or portico.
 3. Accessory buildings and attached garages shall have a front yard setback that is at least ten (10) feet greater than the front setback of the principal building that is located on the front portion of the lot.
 4. A rooftop or second floor addition shall not overhang the lower front or side exterior walls of the existing building. This requirement shall not exclude recessed dormers or entranceways.
 5. In the event that a new dwelling is proposed to be constructed on the rear portion of a lot which has frontage on two (2) streets and an alley, the front of such new dwelling shall face the street on which the dwelling is addressed.
 6. The minimum pitch of the roof of any building shall be five to twelve (5:12) and the maximum pitch of the roof of any building shall be twelve to twelve (12:12), except that additions to existing dwelling units may be constructed with a pitch that matches any roof pitch of the existing dwelling unit. Additionally, the roof pitch of a dormer, turret or similar architectural feature may not exceed twenty-four to twelve (24:12) and the roof pitch of a covered porch may be flat whenever the roof of such a porch is also considered to be the floor of a second story deck.
 7. *Dwellings must be firmly and permanently attached to a solid concrete block, poured-in-place concrete, or stone foundation, or a foundation of other suitable materials, set upon concrete footings, below frost level. Foundation shall completely extend from the structure to footings and enclose the entire perimeter of the structure. Foundation and footings shall be constructed in accordance with the all applicable building code and all state regulations. No dwelling shall have exposed wheels, towing mechanism, or undercarriage. All dwellings shall have overhangs of not less than one (1) foot as measured horizontally from the side of the structure to the outside edge of the eave and gable end.*
- B. Landscape / Hardscape Material. A maximum of forty percent (40%) of the front yard of a lot may be covered with inorganic material such as asphalt or cement concrete, paving stone, flagstone, rock or gravel.
- C. Access. Whenever a lot has frontage along an alley, any new off-street parking area located on such lot must obtain access from such adjoining alley; provided, however, that such alley access shall not be required when a new detached garage is proposed to be accessed from an existing driveway that has a curb cut along a public street, or when alley access is determined by the Street Superintendent to be a hazard to persons or vehicles.

- D. Site Design. Permanent, open, off-street parking areas for all permitted principal uses, other than single-family dwellings, shall not be located any closer to a public street right-of-way than the distance by which the principal building is set back from the street right-of-way. This provision shall not be construed to preclude temporary parking in driveways.
- E. Additional Requirements. The following requirements, unless superseded by the standards of this Article, shall be met within a Traditional Residential District (TRD).
1. Development plan approval as specified in Article XIX of this Ordinance, except single family dwellings used and home occupations as a principal permitted use.
 2. Off-street parking, loading, and access management standards for all uses as specified in Article XXIV of this Ordinance.
 3. Signs for all uses as specified in the Boyne City Sign Ordinance.
 4. Height, area, lot coverage and yard regulations as specified in Article XX of this Ordinance.
 5. Landscaping requirements as specified in Article XXIII of this Ordinance.
 6. Design, architectural, and building material standards as specified in Article XXII of this Ordinance.
 7. Provisions relating to all zoning districts (as applicable in each separate case) as specified in Article XXI of this Ordinance.

ARTICLE V WATERFRONT RESIDENTIAL DISTRICT (WRD)

Section 5.10 Purpose.

The purpose of this district is to provide a pleasant and attractive residential living environment of a low density, primarily on lots with frontage upon Lake Charlevoix and other bodies of water within the City. It is the further intent and purpose of this district to ensure that development within such lots remains at a sustainable density and scale, and does not unreasonably obstruct views, view sheds, scenic vistas, or degrade the quality of the surface waters of Lake Charlevoix and other bodies of water from other lots and public rights-of-way.

Section 5.20 Principal Permitted Uses.

No building or land shall be used and no building shall be erected except for one (1) or more of the following specified uses, unless otherwise provided in this Ordinance.

- A. Single family detached dwellings.
- B. Municipal parks, playgrounds, and recreation centers.
- C. Adult foster care family homes, provided, this subsection shall not apply to adult foster care facilities, licensed by a state agency, for the care and treatment of persons released from or assigned to adult correctional institutions.
- D. Home occupations in which customers or patrons do not visit the site for the delivery of goods and/or services.
- E. Family day care homes.
- F. Accessory structures and uses customarily incidental to the above permitted uses, excepting that boat houses shall not be permitted.

Section 5.30 Conditional Uses.

The following uses shall be considered conditional and shall require conditional use approval, and shall comply with any applicable conditional use requirements of Article XXV:

- A. Private recreation areas, uses and facilities including marinas, and swimming pools subject to the following:
 - 1. No building shall be located within one-hundred (100) feet of a dwelling.

2. Facilities such as licensed restaurants and bars may be permitted when occupying an integral part of the main structure, provided there is no exterior display or advertising of said facilities.
 3. Swimming pools, tennis courts, boat docks, and similar uses shall be located not less than thirty-five (35) feet from any property line.
- B. Home occupations in which customers or patrons visit the site for the delivery of goods and/or services.
- C. Public utility transformer stations, substations and gas regulator stations without service or storage yards shall comply with the requirements of this Ordinance and shall be subject to the following: a front yard setback of not less than fifty (50) feet shall be provided (irrespective of the yard requirement of the district in which it is located) and two (2) side yards and a rear yard shall be provided, each shall not be less than twenty-five (25) feet in width. The previously mentioned conditional uses shall be landscaped with a buffer of plant materials that effectively screens the view of the use from property used for residences, public walkways and rights-of-way. The standard buffer shall consist of a landscaped strip at least six feet (6) feet wide outside the perimeter of the compound. The buffer shall contain a variety of species of plants.

Section 5.40 Development Requirements.

A. Building Design.

1. The primary entrance to a dwelling shall be located along the front wall of the building, unless otherwise required for barrier-free access. Such entrance shall include an architectural feature such as a porch, landing or portico. However, a waterfront may have a primary entrance to the street.
2. Accessory buildings and attached garages shall have a front yard setback that is at least ten (10) feet greater than the front setback of the principal building that is located on the front portion of the lot.
3. A rooftop or second floor addition shall not overhang the lower front or side exterior walls of the existing building. This requirement shall not exclude recessed dormers or entrance ways.
4. In the event that a new dwelling is proposed to be constructed on the rear portion of a lot which has frontage on two (2) streets and an alley, the front of such new dwelling shall face the street.
5. The minimum pitch of the roof of any building shall be five to twelve (5:12) and the maximum pitch of the roof of any building shall be twelve to twelve (12:12), except that additions to existing dwelling units may be constructed with a pitch that matches

any roof pitch of the existing dwelling unit. Additionally, the roof pitch of a dormer, turret or similar architectural feature may not exceed twenty-four to twelve (24:12) and the roof pitch of a covered porch may be flat whenever the roof of such a porch is also considered to be the floor of a second story deck.

6. *Dwellings must be firmly and permanently attached to a solid concrete block, poured-in-place concrete, or stone foundation, or a foundation of other suitable materials, set upon concrete footings, below frost level. Foundation shall completely extend from the structure to footings and enclose the entire perimeter of the structure. Foundation and footings shall be constructed in accordance with the all applicable building code and all state regulations. No dwelling shall have exposed wheels, towing mechanism, or undercarriage. All dwellings shall have overhangs of not less than one (1) foot as measured horizontally from the side of the structure to the outside edge of the eave and gable end.*
- B. Landscape / Hardscape Material. A maximum of forty percent (40%) of the front yard of a lot may be covered with inorganic material such as asphalt or cement concrete, paving stone, flagstone, rock or gravel.
 - C. Access. Whenever a lot has frontage along an alley, any new off-street parking area located on such lot must obtain access from such adjoining alley; provided, however, that such alley access shall not be required when a new detached garage is proposed to be accessed from an existing driveway that has a curbcut along a public street, or when alley access is determined by the City Engineer to be a hazard to persons or vehicles.
 - D. Site Design. Permanent open off-street parking areas for all permitted principal uses, other than single-family dwellings, shall not be located any closer to a public street right-of-way than the distance by which the principal building is set back from the street right-of-way. This provision shall not be construed to preclude temporary parking in driveways.
 - E. Watercraft / Dock Limitation. Each single family detached dwelling shall be limited to the docking of three (3) watercraft. There shall not be more than one (1) dock per every one hundred (100) feet of waterfront. However, any waterfront lot, regardless of frontage, without a dock as of the adoption of this Ordinance, may be permitted one (1) dock.
 - F. Additional Requirements. The following requirements, unless superceded by the standards of this Article, shall be met within a Waterfront Residential District (WRD).
 1. Development plan approval as specified in Article XIX of this Ordinance, except single family dwellings and home occupations as a principal permitted use.
 2. Off-street parking, loading, and access management standards for all uses as specified in Article XXIV of this Ordinance.

3. Signs for all uses as specified in the Boyne City Sign Ordinance.
4. Height, area, lot coverage and yard regulations as specified in Article XX of this Ordinance with the following exception: Within the area described as follows: from the edge of Lake Charlevoix along the centerline of West Michigan Avenue to the centerline of North Lake Street to the intersection of Lower Lake Street, building height shall be defined as the vertical distance measured from the highest point of the finished grade adjacent to the building (excluding berms, flower boxes, and other similar increases in elevation) to the highest point of the roof of the building (excluding chimneys, antennas, and similar items) and such building height in this area shall not exceed thirty (30) feet.
5. Landscaping requirements as specified in Article XXIII of this Ordinance.
6. Design, architectural, and building material standards as specified in Article XXII of this Ordinance.
7. Provisions relating to all zoning districts (as applicable in each separate case) as specified in Article XXI of this Ordinance.

Section 5.50 Nonconforming Uses and Structures

Two-family and multiple-family residential dwellings shall be prohibited in the Waterfront Residential District (WRD). Nonconforming structures and uses which were existing at the time of enactment of this Ordinance shall be subject to, and shall continue to conform to, the requirements of the respective zoning district in which the property was located prior to the adoption of this Ordinance. Such existing structures shall be allowed to be reconstructed and updated on the existing foundations, but such existing structures shall not be expanded.

Garages, decks, and open porches which meet the requirements of this Ordinance, or the requirements of the respective zoning district in which the property was located prior to the adoption of this Ordinance, may be added to such structures which were lawfully existing within the Waterfront Residential District (WRD) at the time of adoption of this Ordinance.

Section 5.60 Setbacks

- A. Waterfront Setback: For the purposes of this Ordinance the waterside of the structure shall be considered the front yard; except for docks, shoreline protection structures and walkways six (6) feet or less in width, all other structures shall be located a minimum of thirty-five (35) feet upland from the high water elevation as defined.
- B. Wetland Setback: All structures or additions to existing structures shall be setback a minimum of twenty-five (25) feet from areas defined as wetlands in the Boyne City Comprehensive Plan.

- C. Road Setback: For the purposes of this Ordinance the road side will be considered a rear yard and subject to the provisions of Article XX.

- D. Viewshed of Lake Charlevoix: The siting of all buildings and structures along the City=s lakefront shall comply with Section 21.17.

ARTICLE XX SCHEDULE OF REGULATIONS

Section 20.10 Residential Districts.

Zoning District	Minimum Lot Area Per Unit		Maximum Height of Structure		Minimum Yard Setback (Per Lot In Feet)				Minimum Dwelling Size		Maximum Percentage of Lot Area Covered by All Buildings h
	Area in Square Feet	Width In Feet	In Stories	In Feet	Front	Sides k		Rear	Floor Area In Sqft	Width	
						At Least One	Total of Two				
Rural Estate District (RED) n	10,890	100	2.5	30	30 c	10 k	30 k	30 l	800 first floor 1,200 if more than one story	24	30%
Traditional Residential District (TRD) n	5,445	50	2.5	30	10 c	5 k	15 k	15 l	672 first floor 1,000 if more than one story	24	40%
Waterfront Residential District (WRD) e, l, m, n,	5,445	66	2.5	30	35	5 k	15 k	15	672 first floor 1,000 if more than one story	24	30%
Multiple Family Residential District (MFRD) e, l, m, n, g	g21,780	100	2.5	35	40 d	25 d	50 d	50 d	500	-	30%
Manufactured Housing District	See Article VII Manufactured Housing Park District										

Section 20.20 Mixed Use and Non-Residential Districts.

Zoning District	Minimum Lot Area Per Unit		Maximum Height of Structure		Minimum Yard Setback (Per Lot In Feet)				Minimum Floor Area Per Unit (Square Feet)	Maximum Percentage of Lot Area Covered by All Buildings i
	Area in Square Feet	Width In Feet	In Stories	In Feet	Front j	Sides c, l		Rear l		
						At Least One	Total of Two			
Professional Office District (POD)	5,445	50	2.5	35	10	5	15	15	672	60%
Waterfront Marina District (WMD) e, l, m, n,	5,445	50	2.5	35	10	5	15	15	672	60%
Central Business District (CBD)	-	-	3.5	45	-	-	-	-	-	100%
Transitional Commercial District (TCD)	5,445	50	2.5	35	10	5	15	15	672	60%
General Commercial District (GCD)	10,890	75	2.5	35	10	5 a	15	15 b	-	60%
Regional Commercial/Industrial District (RC/ID)	21,780	100	2.5	35	20	10 a	25	25 b	-	60%
Planned Industrial District (PID)	21,780	100	2.5	35	50	25 a	50	25 b	-	40%
Community Service District (CSD) f, n	5,445	50	2.5	35	10	5	15	15	672	40%
Flood Hazard District (FHD)	All structures shall be set back a minimum of fifteen (15) feet from the 100 year floodplain. See Article XVI Flood Hazard District for the remaining regulations.									

Section 20.30 Notes for Schedule of Regulations.

The following letters refer to the charts containing the schedule of regulations in Sections 20.10 and 20.20:

- a. Except for Section 21.46 C., all side yards abutting residentially zoned land shall have a minimum distance of twice the one yard requirement.
- b. All rear yards abutting residentially zoned land shall have a minimum distance of fifty (50) feet between the principal building and rear property line.
- c. Parking shall not be permitted in any required front yard, notwithstanding off-street parking requires in CBD and PID districts.
- d. Multiple family dwellings which have all off-street parking provided behind the dwelling and have the main entrance to the building facing a public street may reduce required minimum yard setbacks (per lot in feet) as follows:

Front	Sides		Rear
	Least One	Total of Two	
5	-	-	30

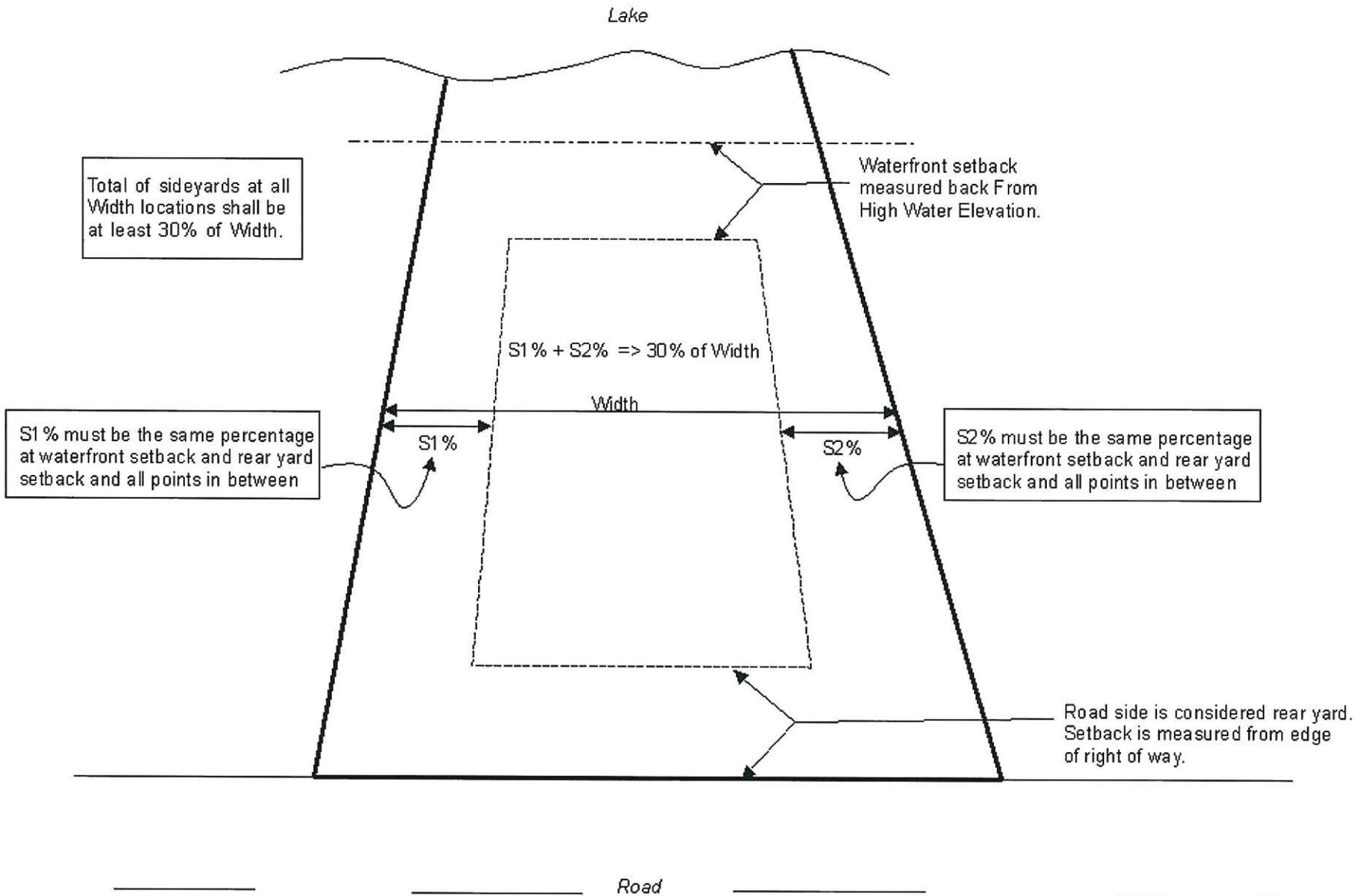
- e. The Planning Commission may waive these standards if it determines it is necessary, in order to preserve public views and scenic vistas from being unreasonably obscured by development of lakeside properties or properties near bodies of water, to allow flexibility in the siting and construction of new buildings in such zoning districts.
- f. The Planning Commission may waive these standards if it determines it is necessary for the development of a site to be compatible with surrounding uses and buildings if such a site is adjacent to the CBD.
- g. ~~Apartments shall comply with the applicable standards for the MFRD listed in Section 20.10. All other uses shall comply with the applicable standards for the CBD listed in Section 20.20.~~ Single-family detached dwellings shall comply with the applicable *height and setback* standards for the TRD listed in Section 20.10.
- h. The total floor space in all buildings on the lot may not exceed one and one-half (1 1/2) times the total net lot area (floor area ratio of 1.5).
- i. The minimum floor area per dwelling unit shall not include areas of basements, breezeways, unenclosed porches, terraces, attached garages, attached sheds or utility rooms.
- j. In all zoning districts, except the CBD and PID Districts, the required front yard setback shall not be used for off-street parking, loading or unloading, and shall remain as open space, unoccupied and unobstructed from the ground upward, except for landscaping, plant materials or vehicle access drives; unless use of the front yard setback for off-street parking is determined necessary by the Planning Commission due to the size and configuration of the lot.
- k. In all residential districts, the width of side yards which abut upon a street on the same side or on the opposite side of the same block, upon which other residential lots front, shall not be less than the required front yard setback for homes which front upon such side street.

l. Setbacks

- 1) Waterfront Setback: For the purposes of this Ordinance the waterside of the structure shall be considered the front yard; except for docks, shoreline protection structures and walkways six (6) feet or less in width, all other structures shall be located a minimum of thirty-five (35) feet upland from the high water elevation as defined.
- 2) Wetland Setback: All structures or additions to existing structures shall be set back a minimum of twenty-five (25) feet from areas defined as wetlands in the Boyne City Comprehensive Plan.
- 3) Road Setback: For the purposes of this Ordinance the road side will be considered a rear yard and subject to the provisions of Article XX.

m. Height, area, lot coverage and yard regulatory is specified in Article XX of this Ordinance with the following exception: Within the area described as follows: from the edge of Lake Charlevoix along the centerline of West Michigan Avenue to the centerline of North Lake Street to the intersection of Lower Lake Street, building height shall be defined as the vertical distance measured from the highest point of the finished grade adjacent to the building (excluding berms, flower boxes, and other similar increases in elevation) to the highest point of the roof of the building (excluding chimneys, antennas, and similar items) and such building height in this area shall not exceed thirty (30) feet.

n. The minimum combined side yard setbacks for buildings and structures on waterfront parcels shall not be less than thirty percent (30%) of the width of the corresponding cross section of the parcel. The percentage used for each side yard setback shall be consistent along the entire length of each side yard. Additionally, side yard setbacks may not be less than the minimum setback as listed for the district as required by this section unless specifically allowed by other provisions of this ordinance. (effective: December 31, 2008)



Dwelling: Any structure, building, or portion thereof, on-site built, prefabricated, preassembled, or pre-built, having cooking facilities *and contains lavatory and bathing facilities in a separate room*, which is designed, used, and occupied wholly as the home, residence or sleeping place for complete living accommodations of one (1) family, either permanently or transiently, ~~complying with not less than the following minimum standards:~~

- ~~1. **Foundation:** The structure must be firmly and permanently attached to a solid concrete block, poured in place concrete, or stone foundation, or a foundation of other suitable materials, set upon concrete footings, below frost level. Said foundation shall be completely extend from the structure to said footings and enclose the entire perimeter of the structure. Said foundation and footings shall be constructed in accordance with the building code and all state regulations.~~
- ~~2. The exterior width of any structure as measured along the width of the dwelling and, also, as measured along the depth of the dwelling shall not be less than twenty four (24) feet, excluding eave overhang.~~
- ~~3. All structures have overhangs of not less than one (1) foot as measured horizontally from the side of the structure to the outside edge of the eave and gable end.~~
- ~~4. No structure shall have exposed wheels, towing mechanism, or undercarriage.~~
- ~~5. The foregoing standards do not apply to a mobile home located within a licensed mobile home park except to the extent required by state law.~~
- ~~6. The structure contains a full kitchen, and contains lavatory and bathing facilities in a separate room.~~

~~In no case shall a travel trailer, mobile home, motor home, automobile chassis, tent or other portable building be considered a dwelling. In cases of mixed occupancy where a building is occupied in part as a dwelling unit, the part so occupied shall be deemed a dwelling unit for the purpose of this Ordinance and shall comply with the provisions hereof relative to dwellings.~~

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Cindy Grice, City Clerk/Treasurer *CG*
Date: April 5, 2018
Subject: Budget Adoption



The following items are being brought to the City Commission for consideration in order to complete the budget and appropriations process for FYE 2018 / 2019

- The Public Hearing - it is necessary that a Public Hearing be held as required by statutory regulations in order to hear citizen comments regarding the General Appropriations Act. This hearing will give citizens the opportunity to discuss the proposed FYE 2019 Budget.
- The resolution adopting the General Operating Millage Rate.
- The resolution adopting the City Hall Facilities Debt Service Millage Rate.
- The resolution adopting the General Appropriations Act for FYE 2018 / 2019.
- The resolution adopting the Fee Schedule.

If you have further questions, please contact me at any time.

CITY OF BOYNE CITY
 RESOLUTION OF ADOPTION NO. 2017-04-XXX
 GENERAL APPROPRIATIONS ACT
 For 2018 / 2019 (1 May 2018 - 30 April 2019)

Section 1. The funds necessary to defray the operating expenses and long-term debt obligations of the City of Boyne City and the estimated revenues by source for the Fiscal Year Ending 30 April 2019 are projected to be as follows:

REVENUES
 (By Source)

GENERAL FUND

Property Taxes	2,753,440
Tax Penalties, Administration, and Interest	
Allocated from Fund Balance	240,091
State Shared Revenues and Grants	607,977
Administrative Service Fees	139,500
Charges for Services	162,450
Interest and Rentals	79,100
<u>Other Sources</u>	<u>74,307</u>
Total Revenue Available to Appropriate	4,056,865

MAJOR STREET FUND

State Highway Receipts	325,000
Grants/Service Fees/Road Millage	364,474
<u>Transfers from General Fund</u>	<u>80,826</u>
Total Revenue Available to Appropriate	770,300

LOCAL STREET FUND

State Highway Receipts	135,000
Grants/Service Fees/Road Millage	159,314
<u>Transfers from General Fund</u>	<u>795,071</u>
Total Revenue Available to Appropriate	1,089,385

RUBBISH FUND

<u>Transfers from General Fund</u>	<u>56,000</u>
Total Revenue Available to Appropriate	56,000

CEMETERY DEPARTMENT

Service Fees/Misc.	17,000
Allocated from Fund Balance	27,205
<u>Transfers from General Fund</u>	<u>50,000</u>
Total Revenue Available to Appropriate	94,205

AMBULANCE DEPARTMENT

Township/City Service Fees	79,180
Service Fees/Grants/Misc.	843,028
<u>Transfers from General Fund</u>	<u>79,500</u>
Total Revenue Available to Appropriate	1,001,708

FIRE DEPARTMENT FUND

Township Service Fees	219,972
Transfers from General Fund	63,000
<u>Allocated from Fund Balance</u>	<u>5,048</u>
Total Revenue Available to Appropriate	288,020

MARINA FUND

Allocated from Fund Balance	246,500
User Fees	159,200
<u>Grants</u>	<u>248,000</u>
Total Revenue Available to Appropriate	653,700

AIRPORT FUND

Gasoline Sales	65,000
Miscellaneous Income	57,250
<u>Allocation from Fund Balance</u>	<u>0</u>
Total Revenue Available to Appropriate	122,250

DDA FUND

Allocated from Fund Balance	21,325
<u>Tax Captures/Other</u>	<u>316,328</u>
Total Revenue Available to Appropriate	337,653

FARMERS MARKET FUND

<u>Revenues</u>	<u>53,720</u>
Total Revenue Available to Appropriate	53,720

BOYNE THUNDER FUND

<u>Event Revenues</u>	<u>306,800</u>
Total Revenue Available to Appropriate	306,800

CITY FACILITIES DEBT SERVICE FUND

<u>Tax Revenues</u>	<u>444,493</u>
Total Revenue Available to Appropriate	444,493

CITY FACILITIES CONSTRUCTION FUND

<u>Allocated from Fund Balance</u>	<u>219,688</u>
Total Revenue Available to Appropriate	219,688

LDFA FUND

Tax Captures/Other	142,670
Total Revenue Available to Appropriate	142,670

WASTEWATER FUND

Allocated from Fund Balance	218,425
Operating Income	1,004,332
Non-Operating Income	990,441
Total Revenue Available to Appropriate	2,213,198

WATER FUND

Allocated from Fund Balance	21,377
Operating Income	690,095
Non-Operating Income	311,500
Total Revenue Available to Appropriate	1,022,972

MOTOR VEHICLE FUND

Billings to Other Funds and Miscellaneous	269,100
Total Revenue Available to Appropriate	269,100

TOTAL REVENUES - ALL FUNDS	\$13,142,727
LESS INTER-FUND TRANSFERS	(1,124,397)

TOTAL REVENUES, LESS TRANSFERS	\$12,018,330
--------------------------------	--------------

EXPENDITURES

GENERAL FUND

General Services	1,269,159
Public Buildings	212,440
Police	773,569
Parks and Recreation	677,300
Transfers to Other Funds	1,124,397
Total General Fund Expenditures	\$4,056,865

OTHER FUNDS

Major Streets	770,300
Local Streets	1,089,385
Rubbish Collection	56,000
Cemetery	94,205
City Facilities Debt Fund	444,493
City Facilities Construction Fund	219,688
Ambulance	1,001,708
Fire Department	288,020
Marina/Launch Ramp	653,700
Airport	122,250

DDA	337,653
Farmers Market	53,720
Boyne Thunder	306,800
LDFA	142,670
Water Fund	1,022,972
Wastewater Fund	2,213,198
Motor Pool	269,100
Other Funds Total Expenditures	\$9,085,862
 TOTAL EXPENDITURES - ALL FUNDS	 \$13,142,727
LESS INTER-FUND TRANSFERS	<u>(1,124,397)</u>
(Motor Pool and General Fund Transfers)	
GRAND TOTAL CITY EXPENDITURES	\$12,018,330

Section 2. The City's assessor is hereby authorized and instructed to spread upon the City tax roll for FY 2018 / 2019 the amounts indicated in section 1.

Section 3. The City' assessor is hereby authorized and instructed to spread upon the City tax roll for FY 2018 / 2019 all unpaid special assessments, sidewalk, curbs, water or sewer, and repair bills on record in the City of Boyne City against respective properties.

Section 4. The taxes levied and spread by the City of Boyne City are collected twice a year. The taxes to defray city operations and obligations are levied and made payable on 1 July 2018; taxes collected for schools, county, and other voted purposes shall be levied and collected as provided by the general property tax laws of the State of Michigan.

Section 5. The budget for FY 2018 / 2019 of the City of Boyne City has been prepared in compliance with Michigan P.A. 621 of 1978, as amended, the Uniform Budgeting and Accounting Act. The General Fund is adopted at the activity level. Details can be obtained at the City Clerk's office.

Section 6. Pursuant to section 19 (2) of Michigan P.A. 621 of 1978, as amended, the City Manager is hereby permitted to execute transfers between appropriations without the prior approval of the City Commission. However, in no case shall said transfer result in a fund over-expenditure or a transfer exceeding \$10,000. Purchases not covered in the approved budget will follow existing administrative policy except for utilities and operational supplies.

Section 7. Pursuant to the provisions of Michigan P.A. 503 of 1982 and a resolution adopted by the City Commission of Boyne City on 11 October 1983, the City Commission authorizes the imposition of a one percent property tax

administration fee to offset costs incurred in assessing property values, collecting the property tax levies, and in the review and appeal processes.

Section 8.

Contractual Change Orders: The City Manager, with the City Clerk's signed approval, may approve change orders on contracts approved originally by the City Commission of up to ten thousand dollars (\$10,000.00) per change order. These change orders must be within the scope of the original contract. Negative change orders of up to fifty percent (50%) of the original contract do not need to be brought before the City Commission.

Section 9.

This General Appropriations Act for FY 2018 / 2019 takes effect 1 May 2018. Detail of the budget is available at City Hall for public inspection.

Cindy Grice, City Clerk/Treasurer

**CITY OF BOYNE CITY
COUNTY OF CHARLEVOIX**

Resolution No. 2018-04-0XX

**TO ESTABLISH A MILLAGE RATE OF 15.51
FOR THE CITY OF BOYNE CITY
FY 2018 / 2019 (May 1, 2018- April 30, 2019)**

WHEREAS, the City of Boyne City, Charlevoix County, Michigan, has approved \$12,018,330 in operating expenses for all City Funds which includes Prior Year Fund Balances for the FY 2018 / 2019 City Budget; and

WHEREAS, of this amount, \$2,632,740 is to be raised by taxes for operation;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Commission of the City of Boyne City, Charlevoix County, Michigan, that the City Commission does hereby establish a City of Boyne City millage rate of 15.51 for operation.

ROLL CALL

Aye:

Nay:

Abstain:

Absent:

RESOLUTION DECLARED ADOPTED.

Cindy Grice, City Clerk/Treasurer

**CITY OF BOYNE CITY
COUNTY OF CHARLEVOIX**

Resolution No. 2018-04-0XX

**TO ESTABLISH A MILLAGE RATE OF 2.30
FOR THE CITY OF BOYNE CITY
FY 2018 / 2019 (May 1, 2018- April 30, 2019)**

WHEREAS, the City of Boyne City, Charlevoix County, Michigan, has approved \$421,137 in Principal and Interest expenses for the City Facilities Debt Funds, which includes the Prior Year Fund Balance for the FY 2018 / 2019 City Budget; and

WHEREAS, of this amount, \$444,493 is to be raised by taxes for principal and interest expenditures for the City Facilities Construction Debt, approved by the voters of the City of Boyne City in May, 2015;

NOW, THEREFORE, BE IT HEREBY RESOLVED by the City Commission of the City of Boyne City, Charlevoix County, Michigan, that the City Commission does hereby establish a City of Boyne City millage rate of 2.3 for debt service.

ROLL CALL

Aye:

Nay:

Abstain:

Absent:

RESOLUTION DECLARED ADOPTED.

Cindy Grice, City Clerk/Treasurer

**CITY OF BOYNE CITY
COUNTY OF CHARLEVOIX**

BOYNE CITY FEE SCHEDULE FY 2018/2019

WHEREAS, the City of Boyne City recognizes the need to provide user services to the public,
and;

WHEREAS, the City of Boyne City is responsible for the efficient operation of its various
departments and the costs incurred in providing such services.

NOW, THEREFORE, BE IT RESOLVED that the City of Boyne City hereby adopts the
Boyne City Fee Schedule as presented in appendix "B" of the May 1, 2018, through
April 30, 2019 Boyne City Budget.

ROLL CALL

Aye:

Nay:

Abstain:

Absent:

RESOLUTION DECLARED ADOPTED.

Cindy Grice, City Clerk/Treasurer

Date: April 5, 2018



To: Michael Cain, City Manager; City Commissioners, City of Boyne City, Michigan

From: Richard Wright, Boyne City Airport Advisory Board – Secretary

Subject: New Boyne City Airport Mission Statement

Introduction On February 22nd, 2018 at its regular monthly meeting the Boyne City Airport Advisory Board unanimously adopted 26 short and mid-term goals for calendar years 2018 through 2020. The advisory board is excited to accomplish these goals and in-fact has already achieved substantial forward progress. From those 26 goals the fourth goal, **Review and Revise Airport Mission Statement** was adopted to provide a solid guiding statement to focus the airport board members attention and subordinate their activities. Collectively the board agreed the existing mission statement:

To enhance the economy of Boyne City by providing a safe, inviting transportation alternative for citizens, manufactures and visitors.

did not address the needs of vital Boyne City Airport stakeholders and users. It rapidly became evident a new, relevant and living Boyne City Municipal Airport Mission Statement was needed.

Work to develop a new mission statement was not created in a vacuum nor was it a singular one man endeavor. Working as a team the Boyne City Airport Advisory Board unanimously created, edited and adopted a meaningful, complete yet eloquent statement to meet the public and city's need. This draft mission statement is now available to The City of Boyne City Commissioners for review, questioning and upon agreement, adoption.

New Mission Statement *Provide an aviation gateway to world class living, recreational, dining, shopping and business attractions in northwest Michigan by ensuring the Boyne City Airport offers premier flight safety, friendly and convenient amenities to the aviation community with citizen responsible stewardship and management.*

Reason As a battle guidon serves to rally soldiers on the battle field focusing their individual efforts into a concentrated lethal force a business entities' mission statement signals to its customers and employees , *this is who we are, what we do and what we provide*. It provides guidance. As revised, The Boyne City Airport Mission Statement provides that guidance in a concise, easy to read and understand statement.

Method The Boyne City Airport Mission Statement team began with a survey of existing general aviation airport mission statements. Then armed with a general understanding of the scope and format of those statements the team conducted a web search of how to create a meaningful mission statement; what to include, what to leave out.

After several attempts the team eventually developed an answer to the general question of what a mission statement provides. It answers, *The Want*, or more commonly referred to in business as *The Market Niche*. Collectively all members of the Boyne City Airport Advisory Board agree that the Boyne City Airport provides the Boyne City and the aviation community:

- Safety – First and foremost
- Services – To city business, citizens and to the flying community
- Location – Very close proximity to highly valued regional attraction
- Convenience – Unencumbered aviation access to services provided
- Prudent Governance – Airport Advisory Board unmitigated dedication to the City of Boyne City and its citizens

What the airport provides for the flying public After general agreement of those key services provided by the Boyne City Airport the team created a detailed lengthy narrative description titled: *Why Fly Boyne*. *Why Fly Boyne* is not a question, rather it is a statement to pilots and aircraft operators, i.e. “...here is why you should use the Boyne City Airport.”

Why Fly Boyne

The Boyne City Airport (N98) is the aviation gateway to world class living, recreational, dining and shopping attractions in northwest Michigan, Boyne Country. N98 provides safe, convenient, aviation friendly services for local and intenerate air traffic operations. Placing flight safety first N98 provides two instrument approaches to a paved 4000 foot lighted runway with timely seasonal turf management and snow plowing. Pilots avoid frustrating flight delays when operating in Boyne’s non-congested and uncontrolled airspace. Upon landing pilots enjoy complete turn-around services through competitively priced 100LL fuel, a lighted and a heated terminal facility complete with Wi-Fi connectivity and a curtesy car offered at no charge.

What the airport provides to Boyne City Using the same *what does the airport provide* logic the mission statement team then asked - what does the airport provide to Boyne City? The immediate and best airport contribution to Boyne City is local economy stimulation. Owners, operators and employees of local dining and shopping business, real estate, recreational and industrial organizations all benefit from a viable airport system. The airport also serves as a gateway to local citizens desiring an introduction to the world of flying. Finally through an Airport Advisory Board consisting of aviation and business professionals the Boyne City Airport ensures sound, responsible and careful citizen property stewardship.

Consolidation Combining the two narratives of what the airport provides to the aviation community and to Boyne City required a great deal of thought, deletions, additions and coordination before a consolidated statement was produced. Reproduced here is the final mission statement revision for your consideration.

Provide an aviation gateway to world class living, recreational, dining, shopping and business attractions in northwest Michigan by ensuring the Boyne City Airport offers premier flight safety, friendly and convenient amenities to the aviation community with citizen responsible stewardship and management.

Going Forward The Airport Advisory Board envisions posting its mission statement in at least two locations providing the public a clear and concise narrative of what the airport provides to its users and the local community. Airport users will read the mission statement attractively posted in the airport terminal and on the Boyne City – Airport web site page allowing browsers to view just what it is that the Boyne City Airport is all about.

RECOMMENDATION: That the City Commission adopt the revised mission statement for the Boyne City Municipal Airport as recommended by the Airport Board.

Options:

1. Postpone for additional information and/or consideration
2. Modify the request
3. Deny the request
4. Other options as determined by the City Commission

MEMORANDUM

TO: MICHAEL CAIN; CITY MANAGER *Mc*

FROM: ANDREW KOVOLSKI; PUBLIC WORKS SUPERINTENDENT *AK*

DATE: 4/6/18

RE: LIONS CLUB 50TH ANNIVERSARY COMMUNITY PROJECT

Attached to this memorandum please find information from Larry Taylor of the Boyne Valley Lions Club regarding a community project they would like to do to celebrate their 50th Anniversary of service to the Boyne City Community. At this stage the project involves placing of a seating area with benches, a water fountain and some landscaping at the "Open Space" property.

Mr. Taylor presented this proposed project to the Parks and Recreation Commission at their April 5th, 2018 meeting. After the presentation and questions from Commissioners they unanimously voted to recommend the City Commission direct staff to work with Mr. Taylor on this project.

RECOMMENDATION:

It my recommendation that the City Commission support the recommendation of the Parks and Recreation Commission and direct staff to work with Mr. Taylor and the Lions Club to design and locate this project in a suitable location on the "Open Space" property.

OPTIONS:

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

Proposed Seating Group in Open Space Area

Larry Taylor

Boyne Valley Lions Club Secretary



Background

- ▶ Boyne Valley Lions motto is "We Serve"
- ▶ The Lions in 2017 celebrated their 50th anniversary serving the community
- ▶ In recognition of 50 years being part of the community, the Lions Club wants to present the City with a lasting gift

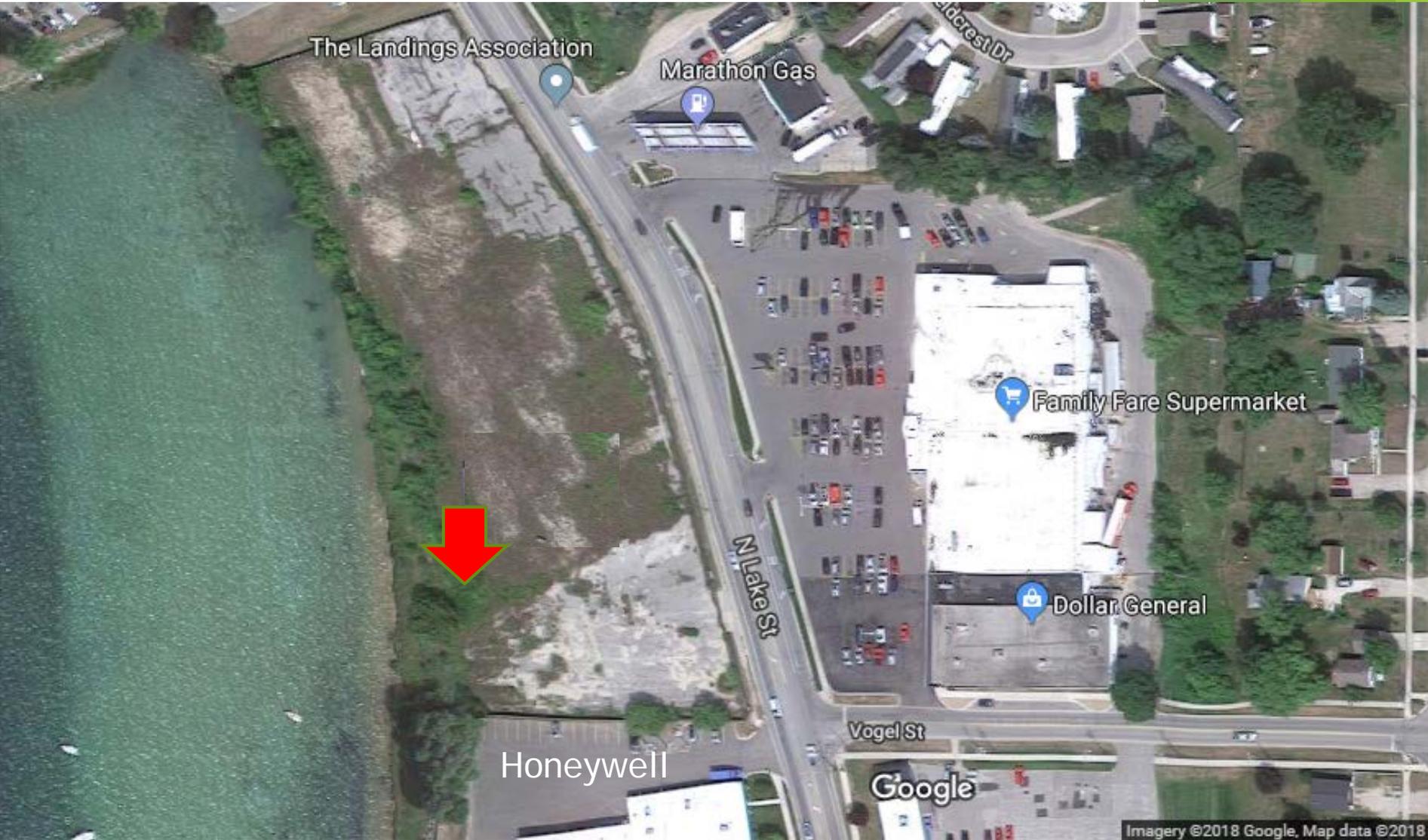


Proposal

- ▶ The Boyne Valley Lions Club is earmarking \$7,500 to place a seating group in the Open Space area
 - ▶ The grouping would include:
 - ▶ City approved bench
 - ▶ Three level drinking fountain
 - ▶ Trash receptacle
 - ▶ Appropriate landscaping around the area including tree(s)
 - ▶ Plaque commemorating the Lions Club gift and 50th anniversary



Overhead View





View from across the street



Draft Rendering



Water connection



Approximately 200 feet

Next Steps?

- ▶ Approval from board to proceed with proposal
- ▶ Gow Litzenburger to obtain approval from current owner of property to begin work on proposal
- ▶ Order seating items:
 - ▶ Bench(s), drinking fountain, waste container
- ▶ Work with city to bring water to grouping site
- ▶ Finalize landscaping plan to present to this board
- ▶ Begin installations with necessary approvals



Checklist:

- ▶ Approval to proceed
- ▶ Where does the Lions Club obtain approved benches and waste container?
- ▶ How do we get water to grouping?
- ▶ Landscaping requirements/ limitations?
- ▶ Water fountain winterizing (i.e. blow out supply lines)
- ▶ What are we missing?



Boyne Valley Lions

Harry Ahlborn	Chad Culver	Peter Moss
Rick Allen	Jeffrey Derenzy	Kerry Peck
Ken Allen	Tracey Donaldson	Yoland Pethers
Bill Avery	Jill Drury	Dr. Rick Pethers
Justin Bigbee	John Drury	Bob Prebble
Bob Bobowski	Jackie Dunlop	James Richman
Katie Bobowski	Chris Faulkner	Nathan Slezak
Michael Cain	Jim Felton	Wilma Socia
Cliff Carey	Ralph Gillett	Todd Sorenson
Mike Castiglione	Robert	Oral Sutliff
Debra Chavez	Goodenough	Eleanor Sutliff
John Cool	Ron Grunch	Larry Taylor
	Elaine Grunch	Julie Taylor
	Rex Judkins	Jeff Uloth
	Joyce Lambie	Mike Wagner
	Gow Litzenburger	Justin Weisler
		Jim White





TRADITIONAL DRINKING FOUNTAINS

Classic Series

MODEL M-C76B OLD STYLE ADA COMPLIANT DRINKING FOUNTAIN WITH BI-LEVEL BOWLS

STANDARD FEATURES

Model M-C76B is a drinking fountain of Victorian-era design. This unit has bi-level bowls to meet ADA requirements. The fountains include polished, cast brass bowls and stainless steel bubblers operated by separate stainless steel pushbutton controls. Standard model is seasonal, not freeze resistant and includes a protective, high gloss, black enamel finish. Heavy-duty cast iron construction with cast brass bowls ensures trouble-free reliability. Field-serviceable components are easily accessible.

SUGGESTED SPECIFICATIONS

Drinking fountain shall be Murdock model M-C76B. Unit shall be furnished with one fountain bowl mounted on the pedestal and one fountain bowl mounted on an arm.

Pedestal and arm shall be heavy duty iron castings and base of pedestal shall have four mounting holes. Pedestal and arm shall be finished with a heavy grade of oil-based black enamel. Access cover shall be secured with vandal resistant stainless steel screws.

Bowls shall be round, solid brass castings. Unit shall be activated by self-closing pushbutton, needing less than 5 pounds of force, which activates an internally mounted valve with adjustable stream regulators controlling the water flow. Bubblers shall be stainless steel and operate on a water pressure range of 30 - 105 psig. All solid brass castings shall conform to ASTM standards B61 and B62, Unit shall conform to ANSI A117.1, 2010 ADA Standards for Accessible Design, ANSI/NSF 61-9, and Public Law 111-380.



Standard Model: M-C76B

OPTIONS

(additional costs may be incurred)

- FRU2 Underground freeze-resistant valve for two bowls ¹
- FRU3 Underground freeze-resistant valve for three bowls ¹
- PF Pet fountain with pushbutton valve ¹
- Chrome plated cast brass bowls
- Powder-coated cast brass bowls
- Polished brass bubblers
- Brown Pedestal and arm color brown
- Green Pedestal and arm color green

Options Notes:

¹ See separate option sheet.

² This option is not available freeze-resistant.

Custom color finishes available upon request.

Please visit www.murdockmfg.com for most current specifications.



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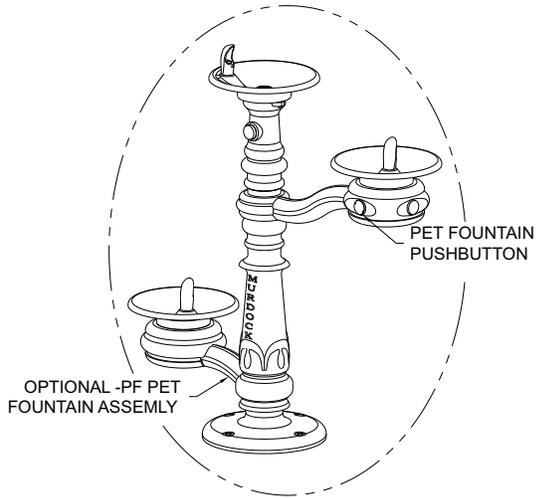


TRADITIONAL DRINKING FOUNTAINS

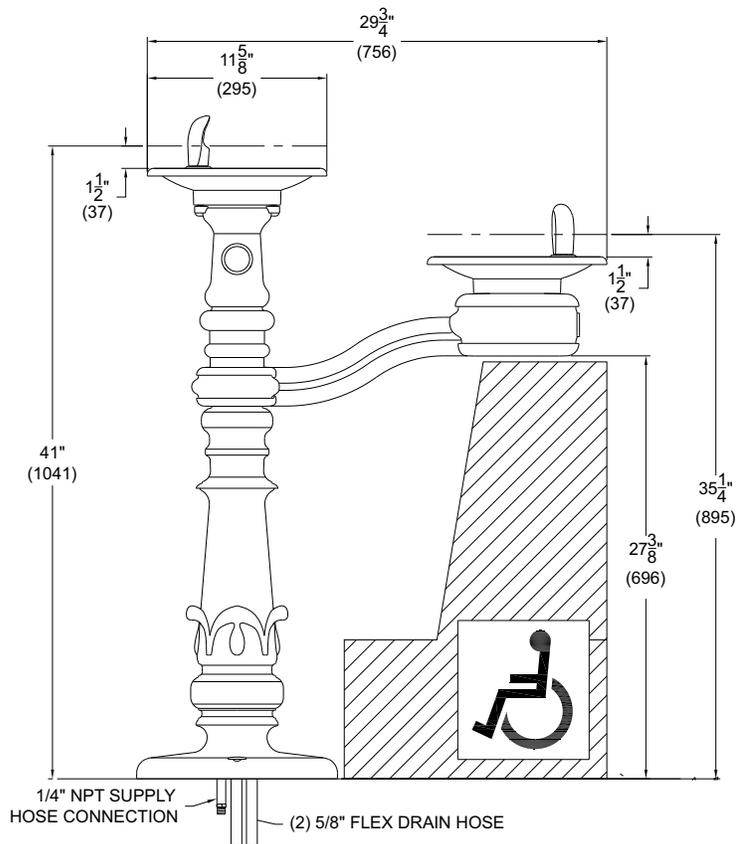
All dimensions are subject to manufactures tolerance of plus or minus 1/2" nominal and subject to change without notice. Murdock Mfg. assumes no responsibility for use of void or superseded data. Dimensions may change with the addition of optional accessories. Murdock Mfg.™, Member of Morris Group International™. Please visit www.Murdockmfg.com for most current specifications.

Classic Series

MODEL M-C76B OLD STYLE ADA COMPLIANT DRINKING FOUNTAIN WITH BI-LEVEL BOWLS



**SHOWN WITH OPTIONAL
-PF FOR REFERENCE**



Murdock Mfg.™ warrants that its products are free from defects in material or workmanship under normal use and service for a period of one year from date of shipment. Murdock's liability under this warranty shall be discharged solely by replacement or repair of defective material, provided Murdock™ is notified in writing within one year from date of shipment, F.O.B. Industry, California.

SELECTION SUMMARY & APPROVAL FOR MANUFACTURING	Model Number & Options _____	Quantity _____	All dimensions are subject to manufactures tolerance of plus or minus 1/2" nominal and subject to change without notice. Murdock assumes no responsibility for use of void or superseded data. Dimensions may change with the addition of optional accessories. Murdock Mfg.™, Member of Morris Group International™. Please visit www.murdockmfg.com for most current specifications.
	Company _____		
	Contact _____	Title _____	
	Signature (Approval for Manufacturing) _____	Date _____	

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*CITY OF BOYNE CITY**MEMO*

To: Michael Cain, City Manager 

From: Barb Brooks, Executive Assistant 

Date: April 6, 2018

Subject: Leadership Charlevoix County Community Service Project

The Leadership Charlevoix County (LCC) Class of 2018 has taken on a community service project of controlling and combatting the spread of Purple Loosestrife. Purple Loosestrife is an invasive plant that spreads and takes over rivers, streams, wetland areas and lake shorelines. Loosestrife is known to be in the Boyne River and also areas along Lake Charlevoix.

The 2018 LCC class has partnered with Tip of the Mitt Watershed Council to address the invasive Purple Loosestrife. An effective way to control the spread of this highly invasive loosestrife is through the release of beetles that feed on and defoliate the plants, inhibiting its growth. This was tried in 1994 and been found to be a proven, safe method to control loosestrife.

Because of property we own along the Boyne River, Boyne City, along with a handful of other jurisdictions and property owners, has been chosen as a prime location for beetle release. The LCC class would like to release beetles at Riverside Park with continued guidance from representatives at the Watershed Council. The release of the beetles will not disturb or damage the property and after the release the City is not responsible for maintaining or caring for the beetles.

The LCC class has consulted with Friends of the Boyne River who also support this project and the control of Purple Loosestrife. This was presented at the April 5th Parks and Recreation Commission meeting and they voted unanimously to recommend approval of this project as well.

In order of the "Loosestrife Beetle Release" to take place, the City must enter into a contract with the Tip of the Mitt Watershed Council to grant permission to access the property and release the beetles in the intended area. A copy of the contract is attached to this memo.

Recommendation: To grant permission to the Leadership Charlevoix County Class of 2018 and the Tip of the Mitt Watershed Council to release beetles in Riverside Park for the purpose of controlling the spread of Purple Loosestrife in the Boyne River and authorize the City Manager to sign any necessary documents.



Agreement with Tip of the Mitt Watershed Council

Purple Loosestrife Defoliating Beetle Contract

Thank you for agreeing to allow the release of loosestrife defoliating beetles on your property. Approved by the United States Department of Agriculture in 1994 as a biological control agent, the release of *Galerucella calmarensis* and *Galerucella pusilla* beetles is a safe and proven method for managing purple loosestrife. Since then, successful colonies of loosestrife beetles have been established across Michigan, and the spread of the highly invasive purple loosestrife has been minimized.

Background

The Tip of the Mitt Watershed Council has partnered with the Leadership Charlevoix County (LCC) 2018 class to provide groups in Northern Michigan with the opportunity to purchase and release Loosestrife Beetles. Tip of the Mitt Watershed Council will work with Biological Control of Weeds of Bozeman, Montana, to order and ship the beetles. The LCC class will work with local groups to identify sites in need of purple loosestrife control and raise funds to purchase beetles for treatment.

Based upon the presence of purple loosestrife on your property and the proper conditions for successful loosestrife beetle control, your property has been selected as a loosestrife beetle release site. Therefore, we ask that you complete this form and return to the Tip of the Mitt Watershed Council. A completed form signifies your interest, understanding, and agreement to the following.

- The property owner grants permission to LCC to access the site to release loosestrife defoliating beetles to control the spread of purple loosestrife. LCC will release the beetles at the site in early to mid-June. The release will be limited to one day.
- Tip of the Mitt Watershed Council and the LCC will raise funds and order beetles to be released at the intended site. The property owner is not responsible for providing funds to purchase the beetles.
- LCC will pick up the beetles from the Tip of the Mitt Watershed Council and deliver to the intended site and release the beetles in June 2018. The property owner is not responsible for the release of the beetles.
- The Loosestrife defoliating beetles will feed exclusively on purple loosestrife, which will inhibit the growth and spread of purple loosestrife.
- Access to the property and release of the beetles will not disturb or damage the property.
- The property owner is not responsible for the maintenance or care of the beetles once released.

Property Owner's Name:

Address:

Phone:

Email:

Property Owner's Signature & Date

Tip of the Mitt Watershed Council
426 Bay Street
Petoskey, MI 49770
231-347-1181 office
231-347-5928 fax
eli@watershedcouncil.org
www.watershedcouncil.org



CITY OF BOYNE CITY

MEMO

To: Michael Cain, City Manager 
From: Barb Brooks, Executive Assistant 
Date: April 5, 2018
Subject: Marina Work Session

During the budget work session, it was discussed that we might want to consider holding a work session to discuss plans for the marina and review what we have, what we need, what we would like to accomplish, how much it will cost, and it would be funded.

On April 24th the City's contracted marina engineering firm will have a representative here in the morning for a pre-bid meeting with prospective contractors for Phase I of our new floating wave attenuator. The engineer is willing to stay into the afternoon to attend the work session to and help us navigate through some of our options and answer questions.

Recommendation: To schedule a work session following the regular City Commission meeting on April 24, 2018 with a tentative start time of 1:30 p.m.

Other Options:

- Schedule a different date and/or time
- Do not schedule a work session at this time

April 2018

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

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 1 ← Boyne City Schools Spring Break	2	3	4	5 8:30am Main Street Board mtg. 6:00pm Parks & Rec	6	7
8	9	10 7:00pm City Commission	11	12	13	14
15 Tax Day (United States)	16 5:00pm Planning Commission	17	18	19	20	21
National Volunteer Week						
22	23	24 12:00pm City Commission	25	26 5:30pm Airport Advisory Board	27	28
29	30	May 1	2	3	4	5

May 2018

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

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 29	30	May 1 5:00pm ZBA	2	3 8:30am Main Street Board mtg. 6:00pm Parks & Rec	4	5 8:00am Buff Up Boyne
6	7	8 7:00pm City Commission	9	10	11	12
13 Mother's Day (United States)	14 12:00pm EDC/LDFA	15 Marina Open	16	17 5:00pm Historic District	18	19
20	21 5:00pm Planning Commission	22 12:00pm City Commission	23	24 5:30pm Airport Advisory Board	25	26
27	28 Memorial Day Parade/Events (United States)	29	30	31	Jun 1	2