



City of Boyne City

Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712

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(Revised)

BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
319 North Lake Street
Tuesday, August 14, 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 July 24, 2018 City Commission regular meeting minutes as presented
 - B. Approval of the August 7, 2018 City Commission Goal Setting Work Session minutes as presented
 - C. Approval to purchase and install four methane vents for the old City Landfill from Elmer's in the amount of \$4,800 and authorize the City Manager to execute the documents
 - D. Approval to award the commitment package contract to ATA National Title Group LLC in the amount of \$4,025 for the Open Space property closing and allow the City Manager to sign the necessary documents
 - E. Approval to allow Floation Docking Inc. to install the water lines within the dock at a cost of \$9,500 and allow the City Manager to execute the necessary documents
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 July 9, 2018 EDC Board Meeting
 - B. Draft minutes of the July 9, 2018 LDFA Board Meeting
 - C. Draft minutes of the July 16, 2018 Planning Board Meeting
 - D. Draft minutes of the July 19, 2018 Historic District Commission Board Meeting
 - E. Draft minutes of the July 26, 2018 Airport Advisory Board Meeting
8. OLD BUSINESS
 - A. West Michigan Water Extension Special Assessment Roll
Consideration to approve the proposed West Michigan Woodland Water Main project special assessment roll. Full recommendation to be provided prior to meeting

An Equal Opportunity Provider and Employer

Hometown Feel, Small Town Appeal

9. NEW BUSINESS

- A. West Michigan / Woodland Water Extension Project Bids
Consideration to approve the contract for the Michigan / Woodland Water Main extension project to Matt's Underground in the amount of \$279,981.25 and authorize the City Manager to execute the documents
- B. Sanitary Sewer and Storm Sewer CCTV
Consideration to approve the contract for the SAW Sanitary Sewer and Storm Sewer CCTV to Elite Pipeline Services in the amount of \$334,675.00 and authorize the City Manager to execute the documents
- C. Second Reading for 402 State Street Conditional Rezoning
Consideration of a second reading and approval of a conditional rezoning for Parcel #15-051-250-019-00 from Traditional Residential District to Professional Office District
- D. Boyne Valley Trailway Easement
Consideration to approve easement language with Lexamar for construction of the Boyne Valley Trailway as presented and authorize the City Manager to execute the documents
- E. Hiring of City Assessor
Consideration to hire Up North Assessing to provide Citywide Assessing services. Full recommendation to be provided prior to meeting
- F. Water Production Well #2 Service
Consideration to hire Peerless Midwest to over haul the pump motor and clean the well and casing of Well House #2 at a total estimated cost of \$34,100 and authorize the City Manager to execute the documents

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The next regular City Commission meeting is scheduled for Tuesday, August 28, 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

**JULY 24, 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 JULY 24, 2018

CALL TO ORDER

Mayor Neidhamer called the meeting to order at 12:30 p.m. followed by the Pledge of Allegiance.

Present: Mayor Tom Neidhamer, Mayor Pro-Tem Ron Grunch, Commissioner Dean Solomon

Absent: Commissioners Conklin and Page

Staff: Michael Cain, Jane Halstead, Scott McPherson, Jeff Gaither, Kelsie King-Duff, Andy Kovolski, Mark Fowler and Patrick Kilkenny

Others: There were five citizens in attendance including a representative from the Petoskey News Review.

**CONSENT AGENDA
MOTION**

2018-07-086
Moved by Grunch
Second by Solomon

Approved the July 10, 2018 City Commission regular meeting minutes as presented
Approved the appointment of Jody Adams to the Main Street Board with a term expiring January 18, 2019
Approved to purchase a fuel tank for the generator at the Wastewater Plant in the amount of \$9,950 and authorize the City Manager to execute the documents
Approved the appointment of Gow Litzenburger to the Historic District Commission with a term expiring November, 2021

Ayes: 3

Nays: 0

Absent: 2, Commissioner Conklin, Commissioner Page

Motion carried

CITIZENS COMMENTS

None

CORRESPONDENCE

None

**CITY MANAGERS
REPORT**

City Manager Cain reported:

- Congratulations to all involved with Boyne Thunder and the Food Truck Rally – both were a success.
- Thanks to the 30 + participants who attended the Community Goal Setting Event at the Pavilion. The results will be shared with the Commissioners and a work session is scheduled for August 7th.
- There is a retirement party for Jack Bush from 4 - 7pm on Saturday at the Fire Hall.
- New playground equipment will be installed next week at Rotary Park and Old City Park sponsored by the Charlevoix County Park millage

- City Manager Cain will be on vacation from August 3rd through August 12th
- The hydrant flushing is complete
- The documents to secure the Open Space property have been executed and submitted to the State. We hope for a closing on the property before the end of September

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

The June, 2018 Financial Report was received and filed.

**West Michigan Water
Extension Special
Assessment Roll**

Consideration to correct and then approve the proposed West Michigan Woodland Water Main project special assessment roll as recommended.

City Manager Cain reviewed the latest information on the special assessment roll. 615 West Michigan has had a valid water account since the 1980s with a service lead from Bay Street and has been excluded from the special assessment roll. 519 West Michigan also is serviced from Bay Street and has been previously excluded from the roll. There are two issues with 613 Bay Street. We have no documentation that there ever was a legal or appropriate connection for water/sewer service for 613 West Michigan. Water service for 613 West Michigan appears to be provided through the service for 615 West Michigan. Both properties are under the ownership of the Herzog Family.

Cain has consulted with the City Attorney and he advised that 613 should not necessarily be included in the special assessment district because they could potentially access service from the existing Bay Street water main. If the owners at 519 West Michigan allow them to cross their property it would be closer to access service from Bay Street than from West Michigan and it would not be a significant benefit to the Herzogs to be included in the special assessment district.

Further research indicated that three properties, 519, 613 and 615 West Michigan were excluded from the 1992 special assessment district for installation of sanitary sewer service. Research was conducted and former employees contacted to determine the rationale behind the exclusion to no avail. We found no documentation to indicate how the grinder pumps and services leads for sanitary sewer are fed for these three properties. We believe they make a connection on Bay Street.

Based on information obtained since Friday when the agendas went out, City Manager Cain has revised his written recommendation and recommends a postponement of the decision regarding the special assessment roll until the August 14th meeting.

Cain stated that the Commission had 3 options: 1) Approve the roll as discussed at the last meeting and correct the roll and include 613 in the roll 2) adopt a revised roll and exclude 613 and 615 from the roll or 3) postpone the decision until a later date.

Water and sewer services at 613 West Michigan have been obtained improperly for many years and this needs to be resolved. They need to pay the appropriate usage and tap in fees.

A letter from Dan Wollschlager was presented to the City Commission. Received and filed.

The Commissioners discussed the distances from 613 West Michigan to the access points and what the implications would be if 519 West Michigan denied access across their property to owners of 613 West Michigan.

It was discussed whether there has ever been a time when a house would have been permitted to access service through another residence and the answer was no, not in any recent history. The City requires a shut off valve and service line for each service. Changing the roll should not affect the bid process.

The City will review options to recover fees for unpaid consumption fees, quarterly fees and connection fees that have not been collected for 613 West Michigan.

It was questioned whether if those fees are collected could they be applied to the special assessment. City Manager Cain does not see the logic in that. The money should go to support the Water/Wastewater Department.

Dan Wollschlager of 625 West Michigan Ave addressed the Commission and asked that the matter be deferred to a later date. He feels there is no logic in allowing 613 to be exempted from the roll. 613 West Michigan should not benefit from doing something inappropriate. They should not take advantage of their neighbors.

George Ellwanger of 627 West Michigan addressed the Commission and supports Mr. Wollschlager. He does not believe 613 West Michigan should be exempt from the assessment roll.

City Manager Cain said he providing the best recommendation based on the information he has.

Board Discussion: Commissioner Solomon appreciates the discussion. It is appropriate to delay the decision to consider everybody's interest before accepting the roll. All are in agreement.

MOTION

2018-07-087

Moved by Grunch

Second by Solomon

To postpone the approval of the West Michigan Water Extension Special Assessment Roll until the August 14th, 2018 City Commission meeting.

Ayes: 3

Nays: 0

Absent: 2, Commissioner Conklin, Commissioner Page

Motion carried

Dangerous Building Hearing

Consideration to approve a demolition order for a dangerous structure located at 112 West Division Street and authorize the City Manager to execute the necessary documents

Scott McPherson reviewed the history/facts regarding the property located at 112 W Division. The owner of record is David Buitendorp who purchased the property in 2010. Since that time there have been many complaints about the property and numerous letters regarding the condition of the property and violation notices sent to Mr. Buitendorp. In 2017 it was deemed that the dwelling met the definition of a Dangerous Structure and a dangerous structure hearing was held on January 11, 2018. At that hearing, the hearing officer's decision and order contained three deadline dates. The first deadline of March 1, 2018 to close the structure off with OSB or plywood to make it inaccessible was complied with. The second order to clean all damaged trees limbs and debris from the exterior by May 1, 2018 and the third order to demolish the building by June 15, 2018 were not complied with. In addition, the property was forfeited to the County Treasurer for nonpayment of taxes on March 1, 2018. Mr. Buitendorp will have the opportunity to redeem the property prior to the foreclosure hearing scheduled for February 15, 2019.

On June 18, 2018 the hearing officer submitted to the City Commission a report of his finding and a copy of the January 2018 order and a request for the enforcement of the order to demolish the structure. A hearing was scheduled for July 24, 2018 for the City Commission to review the hearing officer's determination.

McPherson had contact with Buitendorp July 16, 2018 and he indicated that he still planned to demolish the building, but due to a pending divorce his assets include the home at 112 W Division are frozen. He does not have the funds available to demolish the home or pay the delinquent taxes at this time.

McPherson recommended that the January 13, 2018 demolition order be approved and the City take all the necessary actions to enforce the order.

Dan Gilmet the officer from the Dangerous Building Hearing agreed with McPherson's assessment and believes the building should be demolished. The home is in a nice residential neighborhood and this is an unfortunate situation affecting the area residents. He stands by his findings and recommendation.

Dave Buitendorp, the owner of the property, addressed the Commission. He had a contractor lined up to take the building down May 1st but personal issues have delayed that.

Mr. Buitendorp hopes he will receive the property in the divorce and be able to take it down approximately September 10th.

Scott McPherson explained how the entire process works. As part of the Dangerous Building and Structure Ordinance the City is required to appoint a Hearing Officer independent of the City. Mr. Gilmet was appointed in 2009 for that purpose. Once a building is deemed a dangerous structure a hearing is scheduled and property posted and the property owner has the opportunity to attend the hearing and show cause as to why the building is not a dangerous structure. After the hearing is completed, the hearing officer has 5 days to prepare a written determination on whether the property should be repaired or demolished and show evidence to support the finding. If the property owner does not meet the deadlines established by the finding, another hearing is set for the City Commission to review the issue. The City Commission determines if the order to demolish should be approved or modified and the Ordinance requires that the Commission take all necessary actions to enforce the order. If there is an order to demolish and the cost to repair the structure is greater than the State Equalized Value which is the case here, the owner shall comply with order of demolition within 21 days. After 21 days the City has the ability to demolish the structure.

Gilmet reviewed his qualifications and experiences in his profession to the Commission. Gilmet has been a building official for 19 years with the City of Alpena and has been very involved in zoning and code enforcement. He is a certified Zoning Administrator through Michigan State University.

Staff Comments: City Manager Cain recommended that the City Commission approve McPherson's recommendation to continue with the process to demolish the structure

Citizen Comment: None

Board Discussion: The Commissioners have a good understanding of the process and are in support demolishing the building. All are in agreement.

MOTION

2018-07-088

Moved by Solomon

Second by Grunch

To approve the demolition order for the dangerous structure located at 112 W Division and proceed with the actions necessary to enforce the order

Ayes: 3

Nays: 0

Absent:2, Commissioner Conklin, Commissioner Page

Motion carried

International Property Maintenance Code

Don Gilmet provided information on the International Property Maintenance Code and how it has been utilized in Alpena where he works. It provides a good reference for guidelines on the exterior of properties pertaining to siding, shingles, debris, vehicles on property etc. Interior guidelines are more difficult to enforce. Gilmet also provided some general information on the property rental registration process that they use in Alpena. Cain stated that Petoskey adopted the International Property Maintenance Code and it has been well received.

Good of the Order

None

ADJOURNMENT

Motion by Mayor Neidhamer to adjourn the Regular City Commission meeting of Tuesday, July 24, 2018 at 2:02 p.m.

Tom Neidhamer
Mayor

Jane Halstead
Recording Secretary

DRAFT

**AUGUST 7, 2018
SPECIAL MEETING**

RECORD OF THE PROCEEDINGS OF THE SPECIAL MEETING OF THE BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 319 NORTH LAKE STREET, ON TUESDAY AUGUST 7, 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, Commissioners Hugh Conklin, Sally Page and Dean Solomon

Absent: None

Staff: Michael Cain, Jane Halstead, Barb Brooks

Others: There were three citizens in attendance including a representative from the Boyne City Gazette.

City Commissioners met to review and prioritize the results of the recent Community Goal Setting Survey. Priorities include Fiscal Responsibility, Communication and Trust (improving public engagement), Housing, Water Quality, Economy/Jobs/Vitality and Parks & Recreation. Another work session will be scheduled and a summary will be presented at a future City Commission meeting.

ADJOURNMENT

Motion by Mayor Neidhamer seconded by Commission Conklin to adjourn the Special City Commission meeting of Tuesday, August 8, 2018 at 1:41 p.m.

Tom Neidhamer
Mayor

Jane Halstead
Recording Secretary

CITY OF BOYNE CITY

To: Michael Cain, City Manager
From: Mark Fowler, W/WW Superintendent *M*
Date: 08/2/2018
Subject: Landfill methane vents

Discussion

At the old City landfill when it was originally capped in the 80's there were 10 methane vents installed. Over the years some have been broken off. The MDEQ requested that we get them repaired or replaced. We were able to repair the PVC risers on three of them, and two are still good. Of the other five that are broken off three are filled with material and we are not able to clean them out and the other two we have not been able to find. There are no prints showing the locations of the original installation of methane vents.

There are only two companies that the MDEQ knew of that installed these type of vents. One is Elmer's out of Traverse City and the other company is out of Bay City. I requested a quote from Elmer's because they were the closest and would not have as much drive time in the cost.

They gave us a quote for \$960 per well for a total cost of \$4,800.

Recommendation

I recommend that the City Commission authorize the City Manager to sign the quote from Elmer's to have the new methane vents installed.

Options:

- 1) Deny the request
- 2) Postpone for further consideration
- 3) Choose the Quote from Elmer's
- 4) Other options as determined by the City Commission

CITY OF BOYNE CITY

To: Michael Cain, City Manager
From: Patrick Kilkenny, Assistant Planner
Date: August 7, 2018
Subject: Open Space Closing



In accordance with Michigan Department of Natural Resources Trust Fund Grant guidelines, the City is required to prepare a complete draft escrow closing package for the Open Space property with the assistance of a title company. The closing package includes a number of MDNR specific forms and associated information that necessitate review by both the buyer and seller, as well as a professional title company.

The Commission may recall the original 2016 MNRTF Open Space Acquisition grant application included estimated “incidental costs” including closing and title work items provided by ATA National Title Group, LLC of Petoskey. The City has developed a solid working relationship with ATA, with ATA assisting on other projects requiring similar expertise.

As the MNRTF Open Space Acquisition project moves into the final stages of closing, Staff recommends hiring ATA National Title Group, LLC to assist with review and development of the complete escrow closing package as required. ATA provided a cost of \$4,025 to complete the title work for the Open Space property.

Recommendation:

Award the commitment package contract to ATA National Title Group, LLC and allow the City Manager to sign the necessary documents.

Options:

- Do not award the contract
- Request additional information
- Other options as determined by the City Commission

*CITY OF BOYNE CITY**MEMO*

To: Michael Cain, City Manager 

From: Barb Brooks, Executive Assistant 

Date: August 10, 2018

Subject: Phase I Marina Expansion Water Lines / Pipe Installation

When the bids came in for the project higher than we had anticipated, staff worked with the engineering firm and contractor to look for alternate cost saving options to keep us within our planned budget. In those discussions, many of the utilities were dropped or minimized from the project. Along with most of the electrical installations was water hook up and piping to and throughout the dock (gangway / head pier and attenuator).

In a recent meeting with Flotation Docking, he proposed that we back into the contract the piping within the dock as a future cost savings. This still would not provide water service to the dock because none of the upland water lines would be installed at this time, it would just be on the dock and stubbed out to a standpipe for future connection. If we choose to not move forward with this work, it will cost us double to have the work completed at a later date because all of the deck boards would have to be removed to install the pipe within the dock.

Flotation Docking has offered a few options (provided below) that range from \$5,000 to \$9,500 based on how much piping we might want to install in this phase. My recommendation is if we are going to move forward with this, we do as much as possible.

I am working with engineer to see if we can find any additional cost savings within the project to offset some of the cost. At this time he was not comfortable committing to any cost savings as we have just started construction. I am also reviewing the marina budget to see if there adjustments that can be made to some of the line items to free up some funds; however, with the project, the marina budget was a little tight this year. I am generally conservative during the budgeting process and have a history of expenditures coming in lower and revenue coming in higher than anticipated but there are never any guarantees.

In thinking about the big picture and moving forward with the marina expansion, I would rather spend \$9,500 now than \$19,000 later as that extra money could be going towards some other future expense.



Approved _____

**MEETING OF
July 9, 2018**

**MINUTES OF THE BOYNE CITY ECONOMIC DEVELOPMENT CORPORATION
MEETING DULY CALLED AND HELD ON MONDAY, July 9, 2018 at CITY
HALL ~ 319 N Lake St, Boyne City**

CALL TO ORDER

Chair Gillett called the meeting to order at 12:00 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**

Friedrich moved, Lory seconded, PASSED UNANIMOUSLY to excuse Pat Anzell
and Marilea Grom

MEETING ATTENDANCE

Staff: Recording Secretary Jane Halstead
Public: None

**MINUTE APPROVAL
MOTION**

Bellant moved, May seconded, PASSED UNANIMOUSLY to approve the
minutes of May 14, 2018.

**HEARING CITIZENS
PRESENT**

None.

UNFINISHED BUSINESS

Great Lakes Energy is moving forward with their new fiber internet service. GLE
acquired 2 properties in the park to expand their operations.

The City Commission authorized a purchase agreement for lot 16. The medical
business interested in the lot is still working through the process.

NEW BUSINESS

City Manager Cain requested to go into closed session to consider the purchase of
real property as provided in MCL 15.268 (d) of the Michigan Open Meetings Act
(PA 267 of 1976).

**CLOSED SESSION
MOTION**

Lory moved, Friedrich seconded, PASSED UNANIMOUSLY to go into closed
session to consider the purchase of real property as provided in MCL 15.268 (d) of
the Michigan Open Meetings Act (PA 267 of 1976) at 12:09 p.m.

**RETURN TO OPEN
SESSION
MOTION**

Cain moved, Lory seconded, PASSED UNANIMOUSLY to return to open session
at 12:45 p.m.

GOOD OF THE ORDER

None.

ANNOUNCEMENTS

The next regular meeting of the EDC is scheduled for September 10, 2018 at Noon.

ADJOURNMENT

The July 9, 2018 Economic Development Corporation meeting was adjourned at 12:45 p.m.

Jane Halstead, Recording Secretary



Approved: _____

**MEETING OF
July 9, 2018**

**MINUTES OF THE BOYNE CITY LOCAL DEVELOPMENT FINANCE
AUTHORITY MEETING DULY CALLED AND HELD ON MONDAY, July 9, 2018 at
City Hall ~ 319 N Lake St, Boyne City**

CALL TO ORDER

Chair Gillett called the meeting to order at 12:45 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, Friedrich seconded, PASSED UNANIMOUSLY to excuse Pat Anzell

**MEETING
ATTENDANCE**

Staff: Recording Secretary Jane Halstead
Public: None

**APPROVAL OF
MINUTES
MOTION**

Cain moved, Friedrich seconded, PASSED UNANIMOUSLY to approve the May 14, 2018 minutes.

**HEARING CITIZENS
PRESENT**

None

CORRESPONDENCE

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

GOOD OF THE ORDER

None.

NEXT MEETING

The next meeting of the Local Development Finance Authority is scheduled for September 10, 2018.

ADJOURNMENT

The May 14, 2018 Local Development Finance Authority meeting was adjourned at 12:47 p.m.

Approved: _____

**Meeting of
July 16, 2018**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday July 16, 2018 at 5:45 pm.

Call to Order

Secretary Ellwanger called the meeting to order at 5:45 p.m.

Roll Call

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

Excused Absences

****Motion**

2018-07-16-02

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

Meeting Attendance

City Officials/Staff: Planning and Zoning Administrator Scott McPherson
Public Present: None

Consent Agenda

****Motion**

2018-07-16-03

Ross moved, Biskner seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda, the Planning Commission minutes from June 18, 2018 as presented.

**Citizen comments on
Non-Agenda Items**

None

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

None

None

Unfinished Business

None

New Business

None

**Staff Report
Good of the Order**

None

Adjournment

****Motion**

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, August 20, 2018 at 5:00 p.m.

2018-07-16-10

St. Dennis moved, Kozlowski seconded, PASSED UNANIMOUSLY a motion to adjourn the July 16, 2018 meeting at 5:51 p.m.

Secretary George Ellwanger

BOYNE CITY
HISTORIC DISTRICT COMMISSION

Minutes of the July 19, 2018

Call to order: 4:02 pm

Present: Kragenbrink, Wellman, Glassford and Bandy

Not Present: None

Staff: McPherson, Hewitt

Guests: none

Approval of minutes of the May 25, 2017 meeting, motioned by Glassford, second by Bandy, all ayes.

Public Comments on Non-Agenda Items:

None

Old Business:

None

New Business:

Review of board application from Gow Litzenger. Motioned by Bandy to accept the application and make a recommendation to city commission for final approval, second by Kragenbrink, all ayes.

Copies of the Michigan Certified Local Government Program manual were handed out to board members for their review. I brief update was provided by Hewitt on the updated filing.

Discussion of setting dates for future training opportunities.

Announcements:

Handout on program hosted by MSU Extension for Historic Preservation 101

Adjournment:

4:13 pm

Next Meeting:

October 25, 2018



Approved: _____

**MEETING OF
JULY 26, 2018**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD HELD JULY 26, 2018.**

CALL TO ORDER

Chair Bouters called the meeting to order at **5:30 p.m.** followed by the pledge of allegiance.

**ROLL CALL
ATTENDANCE**

Present: Richard Bouters, *Jerry Schmidt, Leon Vercruysee, Brian Harrington
Absent:, * Leon Jarema*Bud Chipman *Rod Cortright
Oral Sutliff, Richard Wright
**Ex Officio Members*
Citizens:
Staff: Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES
MOTION**

Motion by **Harrington** Seconded by **Vercruysee** **PASSED UNANIMOUSLY** to excuse Oral Sutliff, Richard Wright, Leon Jarema.

**APPROVAL OF MINUTES
MOTION**

Motion by **Harrington** Seconded by **Vercruysee** **PASSED UNANIMOUSLY** to approve the **June 28, 2018** minutes as written.

CORRESPONDENCE

Certificate of Appreciation to Richard Wright from the Short Wing Piper Club Michigan Chapter for assisting with their Poker Run. (see attached)

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

NONE

COMMITTEES

NONE

UNFINISHED BUSINESS

- A. Hanger Update:** Michael Cain reported that one of the city's hangars remains available for lease. The board discussed the lease stipulation that a hangar tenant be required to maintain Liability Insurance for their Aircraft. Jerry Schmidt & Richard Bouters will research this issue for the August agenda.
- B. Overnight Airplane Parking Update:** Richard Bouters offered an update on Overnight Airplane parking. This study will encompass the dates from June 1, 2018 to August 31, 2018. A report and summary will be presented in September.

C. Request for Proposal for Hunt Consulting: No action taken.

D. Other: Brian Harrington reporting on the progress of weed control in and around the hangars and taxiways.

NEW BUSINESS

A. Other: No new business presented.

GOOD OF THE ORDER

A. Fuel price is \$4.61/gallon as of July 11, 2018.

B. A Young Eagles event will be held at the airport on August 11, 2018 from 9:00 am to 12:00 pm.

ANNOUNCEMENTS

NEXT MEETING

MOTION

A. The next regular Airport Advisory Board meeting is scheduled for **Thursday, August 23, 2018 at 5:30pm** at the Airport Terminal.

B. The Airport will be closed for the Annual Drag Race beginning at Noon on Saturday, September 1, 2018 until 8:00pm on Sunday, September 2, 2018.

ADJOURNMENT

A. The meeting was adjourned **6:04pm** by Chair **Bouters**.

Submitted by:

Richard L. Bouters

Chair – Airport Advisory Board



City of Boyne City

MEMO

Date: August 14, 2018

To: Mayor Neidhamer and the Boyne City City Commission

From: Michael Cain, City Manager *Mc*

Subject: West Michigan/Woodland Water Main Project – Setting of Roll

Well here we are again. First let me express my regret at how long this process has taken and my appreciation for the patience and cooperation shown throughout. This has certainly been a unique process but slowly and surely we have been unraveling many of the questions which have surrounded this process and proposed project.

Tonight we have some more answers for you. First of all the revised bidding is complete and there were significant savings that will be formally considered on item 9A of tonight's agenda. So it appears that rejecting the earlier bids and rebidding the project as approved at our last City Commission meeting has paid off to the tune of some \$43,500 to the water main project alone and possibly some additional savings for the service line connections for the property owners. That takes the total project cost, including contingency, engineering and inspections down to \$326,500 from \$370,000, prior to any financing costs.

In addition since our last meeting there have been additional discussions with members of the Herzog family who own both 613 and 615 West Michigan. At a meeting last Wednesday with Mark Fowler and Michele Hewitt of our staff they indicated their understanding that one of their two properties should be included in the special assessment district. Attached please find an email we received from them today stating that they would like 613 left out. While there is some ambiguity regarding 615 in the email based on the earlier discussion I am now back to being inclined to include them in the Special Assessment District (SAD) roll.

Attached for the City Commission's consideration are three sets of maps and corresponding roll options. The first includes 613 West Michigan, but not 615, for 26 properties in the roll. The second includes 615 West Michigan, but not 613, for again 26 properties on the roll. The third excludes both 613 and 615 West Michigan from the roll, leaving the cost to be spread amongst the remaining 25 properties.

If either 613 or 615 are included in the roll the cost per property owner over twenty years at 3.50% interest on the estimated \$326,500 total cost would be 883.57 per year or \$17,671.40 over the full 20 year period. If neither 613 nor 615 are included in the roll the cost increases by \$35.35 per property per year to \$918.92 or \$18,378.40 over the 20 years, \$707 more for each of the remaining 25 remaining properties.

As called for in section 50-14 of the City's Code of Ordinances on July 10th the City Commission held a public hearing regarding the special assessment roll for this project. The required notices had been advertised in the newspapers, mailed to the affected property owners and yellow public notice signs were set out. The signs are again out for today's meeting. All correspondence that had/has been received by property owners was distributed to the Commission earlier.

Based on the information we have to date it now seems appropriate that the roll be corrected by keeping 615 West Michigan as one of the assessed and paying properties and that 613 West Michigan be left of the roll. This seems to best reflect the Herzog family's desire on the matter. Based on conversations with the City Attorney if

there inclusion on the roll was subsequently challenged and it was removed the rest of the roll would stand, but at the higher cost to the remaining properties. Such corrections in the assessment roll are authorized in the City ordinance.

RECOMMENDATION: That the City Commission correct and then confirm the proposed West Michigan Woodland Water Main project special assessment roll to reflect the lower project costs with the inclusion of 615 West Michigan as recommended.

Options:

- 1) Postpone the matter for further information or consideration.
- 2) Include 613 west Michigan instead of 615 on the roll.
- 3) Exclude both 613 and 615 West Michigan from the roll.
- 4) Modify the recommendation.
- 5) Deny the recommendation.
- 6) Other options as determined by the City Commission.



123 West Main Street
Suite 200
Gaylord, MI 49735

P: 989.732.8131
F: 989.732.2714
info@c2ae.com
www.c2ae.com

CITY OF BOYNE CITY
Michigan Avenue Water Main
Construction Budget Estimate 8/13/2018

Bid Amount - Matt's Excavating
Construction Contingency (3%)
Design and Bid Engineering
Construction Engineering
Estimated Total Project Cost

Costs
\$ 280,000
\$ 8,400
\$ 18,900
\$ 19,200
\$ 326,500

Michael Cain

From: Mark Fowler
Sent: Monday, August 13, 2018 6:02 PM
To: Michael Cain
Subject: Fwd: Special Assessment

FYI

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: John H <bcBUCK@outlook.com>
Date: 8/13/18 3:56 PM (GMT-05:00)
To: Mark Fowler <mfowler@boynecity.com>
Subject: Re: Special Assessment

Mr.Fowler,

Please leave 613 grandfathered in. We are still seeking counsel on how 615 will proceed forward with the special assessment. It makes the most sense to let 613 stay as it is. I will pass over the water meter to my mother and Joe when I return to the area.

Thanks, John Herzog

Sent from my iPhone

On Aug 13, 2018, at 10:55 AM, Mark Fowler <mfowler@boynecity.com> wrote:

John

I hate to bother you while you are away. The first item on tomorrow night's City commission agenda is the approval of the Special Assessment Roll. Did you have any more discussions with your mom and brother about which property should be on the Special Assessment roll or what your plans are. I talked to your mom last Thursday and she was going to have Joe call me and talk to you but I have not heard back from anyone.

Thank You

Mark

Mark Fowler
W/WW Superintendent
319 N Lake St
Boyne City, MI 49712
mfowler@boynecity.com

Ph: 231-582-6656

Fax: 231-582-7791

BOYNE CITY PROPOSED SPECIAL ASSESSMENT

Sec. 50-5 Investigation by city assessor All petitions for public improvements shall be investigated by the city assessor to determine whether a sufficient number of valid signatures have been obtained and, if such investigation discloses a deficiency, the said petition shall be returned to the circulator with notice of that fact. Where any lot or parcel of land is owned by more than one person each person having an interest must join in the petition. (Comp. Ords. 1986, 12.405)

Total Cost			\$ 326,500
City Benefit	0%		\$ -
Property Benefit	100%		\$ 326,500
Interest Rate	3.50%		
Term	20		

X	Complete signed parcel
-	Incomplete signed parcel
*	Signed petition

615 WEST MICHIGAN LN

TJ

		Total # of complete signed parcels	54%	2017 Assessed	2017 Taxable	Estimated Projected Value in 5 Years	Unit	Total Assessment	Annual Payment
			14					\$ 326,500	\$ 22,973
1	051-170-043-10	647 Woodland Dr	X	209,800	200,482	469,932	1	\$ 12,557.69	\$883.57
		Sheets Mary Ellen Trust	*						
2	051-170-044-10	645 Woodland Dr	X	337,800	245,852	751,532	1	\$ 12,557.69	\$883.57
		Sarchet Richard Trustee	*						
		Sarchet Betty Trustee	*						
3	051-170-046-25	641 Woodland Dr	X	607,100	494,058	1,343,992	1	\$ 12,557.69	\$883.57
		Barget Bruce	*						
		Barget Net G	*						
4	051-170-048-15	639 Woodland Dr	X	180,500	180,500	405,472	1	\$ 12,557.69	\$883.57
		Final Mile Investment Group LLC	*		signed by Net Barget				
5	051-170-049-10	631 Woodland Dr	X	302,300	227,876	673,432	1	\$ 12,557.69	\$883.57
		Binder Cynthia L Living Trust	*		signed by William Binder				
6	051-027-028-00	643 Michigan Ave W	X	583,400	454,639	1,291,852	1	\$ 12,557.69	\$883.57
		Miller Thomas A	*						
		Miller Barbara R	*						
7	051-027-027-00	635 Michigan Ave W	X	221,700	133,504	496,112	1	\$ 12,557.69	\$883.57
		Shotelis George E Jr.	*						
		Shotelis Judith	*						
8	051-027-029-00	631 Michigan Ave W	X	185,800	104,868	417,132	1	\$ 12,557.69	\$883.57
		Coyle Walter D	*						
		Coyle Susan Lee	*						
9	051-027-030-00	629 Michigan Ave W	X	231,400	193,510	517,452	1	\$ 12,557.69	\$883.57
		Ruggeri Kerry A	*						
		Ruggeri Debiann P	*						
10	051-027-031-00	627 Michigan Ave W	X	337,800	264,559	751,532	1	\$ 12,557.69	\$883.57
		Ellwanger George R	*						
		Ellwanger Barbara J	*						
11	051-027-032-00	625 Michigan Ave W	X	176,700	139,071	397,112	1	\$ 12,557.69	\$883.57
		Wollschlager Daniel J	*						

			Wollschlager Connie	*							
12	051-027-037-00	623 Michigan Ave W		-	249,100	176,216	556,392	1	\$	12,557.69	\$883.57
			Martin Marian F Trust Agmt								
13	051-027-036-00	621 Michigan Ave W		X	165,800	156,138	373,132	1	\$	12,557.69	\$883.57
			Stanley William H Trust	*							
14	051-027-026-00	617 Michigan Ave W		-	161,000	127,018	362,572	1	\$	12,557.69	\$883.57
			Rest Ye Cottage LLC								
15	051-027-025-00	615 Michigan Ave W		-	271,000	186,073	604,572	1	\$	12,557.69	\$883.57
			Herzog Ruth A Revocable Trust								
						Existing Water Connection					
	051-027-024-00	613 Michigan Ave W		-	278,900	203,536	613,580	0	\$	-	\$0.00
			Herzog Ruth A Revocable Trust								
						Existing Water Connection					
	051-027-023-00	519 Michigan Ave W		-	345,000	247,813	759,000	0	\$	-	\$0.00
			Schreiber Family Cottage LLC								
						Existing Water Connection					
16	051-185-001-00	Michigan Ave W		-	19400	5,363	51,052	1	\$	12,557.69	\$883.57
			O Brien Michael								
			O Brien Christine								
17	051-185-002-00	Michigan Ave W		-	19,400	5,363	51,052	1	\$	12,557.69	\$883.57
			O Brien Michael								
			O Brien Christine								
18	051-185-003-00	Michigan Ave W		-	19,400	5,363	51,052	1	\$	12,557.69	\$883.57
			O Brien Phillip Trust								
			O Brien Christine Trust								
19	051-185-004-00	630 Michigan Ave W		-	125,700	104,238	284,912	1	\$	12,557.69	\$883.57
			Carey Leanne E	*							
			Tites Patrick								
						signed by Pat Carey					
20	051-185-005-10	628 Michigan Ave W		-	86,200	77,115	198,012	1	\$	12,557.69	\$883.57
			Austin David K								
21	051-185-007-10	622 Michigan Ave W		X	108,300	75,812	246,632	1	\$	12,557.69	\$883.57
			Cunningham Richard E								
			Cunningham Nancy J	*							
						deceased					
22	051-185-009-10	616 Michigan Ave W		X	100,300	86,324	229,032	1	\$	12,557.69	\$883.57
			Carter Stephanie	*							
23	051-185-010-00	612 Michigan Ave W		-	75,900	50,515	175,352	1	\$	12,557.69	\$883.57
			Herzog Sally A Living Trust								
24	061-027-019-00	520 Michigan Ave W		-	78,600	55,834	181,292	1	\$	12,557.69	\$883.57
			Gilbert Garland								
			Gilbert Mrs.								
25	051-027-018-00	615 Boyne City Rd		-	65,300	27,554	152,032	1	\$	12,557.69	\$883.57
			Davis Cristy								
			Davis Louanne								
26	051-125-002-15	514 Michigan Ave W		-	74,300	59,440	171,832	1	\$	12,557.69	\$883.57
			Minier Danyell								
	051-125-002-20	512 Michigan Ave W		-	67,100	53,067	147,620	0	\$	-	\$0.00
			Coleman Nicholas J								
			Coleman Megan J								
						Existing Water Connection					

1



BOYNE CITY PROPOSED SPECIAL ASSESSMENT

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(Comp. Ords. 1986, 12.405)

Total Cost			\$ 326,500
City Benefit	0%		\$ -
Property Benefit	100%		\$ 326,500
Interest Rate	3.50%		
Term	20		

X	Complete signed parcel
-	Incomplete signed parcel
*	Signed petition

613 W. Michigan Ln

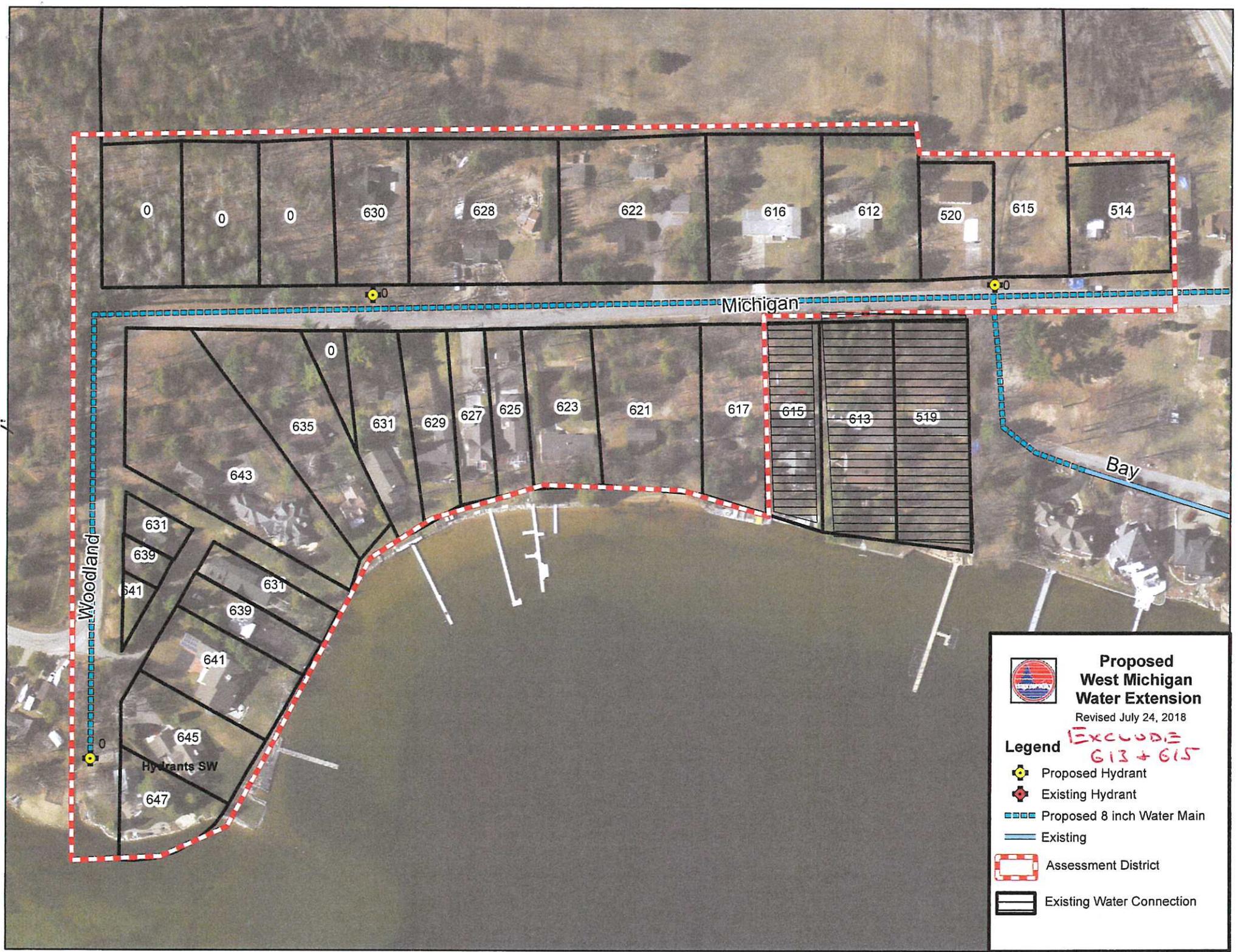
Total # of complete signed parcels	54%	2017 Assessed	2017 Taxable	Estimated Projected Value in 5 Years	Unit	Total Assessment	Annual Payment
14						\$ 326,500	\$ 22,973

H

Parcel #	Parcel ID	Address	Owner(s)	Signature Status	2017 Assessed	2017 Taxable	Estimated Projected Value in 5 Years	Unit	Total Assessment	Annual Payment
1	051-170-043-10	647 Woodland Dr	Sheets Mary Ellen Trust	X *	209,800	200,482	469,932	1	\$ 12,557.69	\$883.57
2	051-170-044-10	645 Woodland Dr	Sarchet Richard Trustee Sarchet Betty Trustee	X *	337,800	245,852	751,532	1	\$ 12,557.69	\$883.57
3	051-170-046-25	641 Woodland Dr	Barget Bruce Barget Net G	X *	607,100	494,058	1,343,992	1	\$ 12,557.69	\$883.57
4	051-170-048-15	639 Woodland Dr	Final Mile Investment Group LLC	X *	180,500	180,500	405,472	1	\$ 12,557.69	\$883.57
5	051-170-049-10	631 Woodland Dr	Binder Cynthia L Living Trust	X *	302,300	227,876	673,432	1	\$ 12,557.69	\$883.57
6	051-027-028-00	643 Michigan Ave W	Miller Thomas A Miller Barbara R	X *	583,400	454,639	1,291,852	1	\$ 12,557.69	\$883.57
7	051-027-027-00	635 Michigan Ave W	Shiotelis George E Jr. Shiotelis Judith	X *	221,700	133,504	496,112	1	\$ 12,557.69	\$883.57
8	051-027-029-00	631 Michigan Ave W	Coyle Walter D Coyle Susan Lee	X *	185,800	104,868	417,132	1	\$ 12,557.69	\$883.57
9	051-027-030-00	629 Michigan Ave W	Ruggeri Kerry A Ruggeri Debiann P	X *	231,400	193,510	517,452	1	\$ 12,557.69	\$883.57
10	051-027-031-00	627 Michigan Ave W	Ellwanger George R Ellwanger Barbara J	X *	337,800	264,559	751,532	1	\$ 12,557.69	\$883.57
11	051-027-032-00	625 Michigan Ave W	Wollschlager Daniel J	X *	176,700	139,071	397,112	1	\$ 12,557.69	\$883.57

			Wollschlager Connie	*							
12	051-027-037-00	623 Michigan Ave W		-	249,100	176,216	556,392	1	\$	12,557.69	\$883.57
			Martin Marian F Trust Agmt								
13	051-027-036-00	621 Michigan Ave W		X	165,800	156,138	373,132	1	\$	12,557.69	\$883.57
			Stanley William H Trust	*							
14	051-027-026-00	617 Michigan Ave W		-	161,000	127,018	362,572	1	\$	12,557.69	\$883.57
			Rest Ye Cottage LLC								
	051-027-025-00	615 Michigan Ave W		-	271,000	186,073	596,200	0	\$	-	\$0.00
			Herzog Ruth A Revocable Trust								
						Existing Water Connection					
15	051-027-024-00	613 Michigan Ave W		-	278,900	203,536	621,952	1	\$	12,557.69	\$883.57
			Herzog Ruth A Revocable Trust								
						Existing Water Connection					
	051-027-023-00	519 Michigan Ave W		-	345,000	247,813	759,000	0	\$	-	\$0.00
			Schreiber Family Cottage LLC								
						Existing Water Connection					
16	051-185-001-00	Michigan Ave W		-	19400	5,363	51,052	1	\$	12,557.69	\$883.57
			O Brien Michael								
			O Brien Christine								
17	051-185-002-00	Michigan Ave W		-	19,400	5,363	51,052	1	\$	12,557.69	\$883.57
			O Brien Michael								
			O Brien Christine								
18	051-185-003-00	Michigan Ave W		-	19,400	5,363	51,052	1	\$	12,557.69	\$883.57
			O Brien Phillip Trust								
			O Brien Christine Trust								
19	051-185-004-00	630 Michigan Ave W		-	125,700	104,238	284,912	1	\$	12,557.69	\$883.57
			Carey Leanne E	*							
			Tites Patrick			signed by Pat Carey					
20	051-185-005-10	628 Michigan Ave W		-	86,200	77,115	198,012	1	\$	12,557.69	\$883.57
			Austin David K								
21	051-185-007-10	622 Michigan Ave W		X	108,300	75,812	246,632	1	\$	12,557.69	\$883.57
			Cunningham Richard E			deceased					
			Cunningham Nancy J	*							
22	051-185-009-10	616 Michigan Ave W		X	100,300	86,324	229,032	1	\$	12,557.69	\$883.57
			Carter Stephanie	*							
23	051-185-010-00	612 Michigan Ave W		-	75,900	50,515	175,352	1	\$	12,557.69	\$883.57
			Herzog Sally A Living Trust								
24	061-027-019-00	520 Michigan Ave W		-	78,600	55,834	181,292	1	\$	12,557.69	\$883.57
			Gilbert Garland								
			Gilbert Mrs.								
25	051-027-018-00	615 Boyne City Rd		-	65,300	27,554	152,032	1	\$	12,557.69	\$883.57
			Davis Cristy								
			Davis Louanne								
26	051-125-002-15	514 Michigan Ave W		-	74,300	59,440	171,832	1	\$	12,557.69	\$883.57
			Minier Danyell								
	051-125-002-20	512 Michigan Ave W		-	67,100	53,067	147,620	0	\$	-	\$0.00
			Coleman Nicholas J			Existing Water Connection					
			Coleman Megan J								

L



Proposed West Michigan Water Extension
 Revised July 24, 2018

Legend

EXCLUDE 613 + 615

- Proposed Hydrant
- Existing Hydrant
- Proposed 8 inch Water Main
- Existing
- Assessment District
- Existing Water Connection

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(Comp. Ords. 1986, 12.405)

Total Cost			\$ 326,500
City Benefit	0%		\$ -
Property Benefit	100%		\$ 326,500
Interest Rate	3.50%		
Term	20		

X	Complete signed parcel
-	Incomplete signed parcel
*	Signed petition

With 613 + 615 West Michigan OUT

Total # of complete signed parcels	56%	2017 Assessed	2017 Taxable	Estimated Projected Value in 5 Years	Unit	Total Assessment	Annual Payment
	14					\$ 326,500	\$ 22,973

Parcel #	Parcel ID	Address	Owner(s)	Signature Status	2017 Assessed	2017 Taxable	Estimated Projected Value in 5 Years	Unit	Total Assessment	Annual Payment
1	051-170-043-10	647 Woodland Dr	Sheets Mary Ellen Trust	X *	209,800	200,482	470,267	1	\$ 13,060.00	\$918.92
2	051-170-044-10	645 Woodland Dr	Sarchet Richard Trustee Sarchet Betty Trustee	X *	337,800	245,852	751,867	1	\$ 13,060.00	\$918.92
3	051-170-046-25	641 Woodland Dr	Barget Bruce Barget Net G	X *	607,100	494,058	1,344,327	1	\$ 13,060.00	\$918.92
4	051-170-048-15	639 Woodland Dr	Final Mile Investment Group LLC	X *	180,500	180,500	405,807	1	\$ 13,060.00	\$918.92
5	051-170-049-10	631 Woodland Dr	Binder Cynthia L Living Trust	X *	302,300	227,876	673,767	1	\$ 13,060.00	\$918.92
6	051-027-028-00	643 Michigan Ave W	Miller Thomas A Miller Barbara R	X *	583,400	454,639	1,292,187	1	\$ 13,060.00	\$918.92
7	051-027-027-00	635 Michigan Ave W	Shiotelis George E Jr. Shiotelis Judith	X *	221,700	133,504	496,447	1	\$ 13,060.00	\$918.92
8	051-027-029-00	631 Michigan Ave W	Coyle Walter D Coyle Susan Lee	X *	185,800	104,868	417,467	1	\$ 13,060.00	\$918.92
9	051-027-030-00	629 Michigan Ave W	Ruggeri Kerry A Ruggeri Debiann P	X *	231,400	193,510	517,787	1	\$ 13,060.00	\$918.92
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			Rest Ye Cottage LLC								
	051-027-025-00	615 Michigan Ave W		-	271,000	186,073	596,200	0	\$	-	\$0.00
			Herzog Ruth A Revocable Trust								
					Existing Water Connection						
	051-027-024-00	613 Michigan Ave W		-	278,900	203,536	613,580	0	\$	-	\$0.00
			Herzog Ruth A Revocable Trust								
					Existing Water Connection						
	051-027-023-00	519 Michigan Ave W		-	345,000	247,813	759,000	0	\$	-	\$0.00
			Schreiber Family Cottage LLC								
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			Cunningham Nancy J	*							
					deceased						
21	051-185-009-10	616 Michigan Ave W		X	100,300	86,324	229,367	1	\$	13,060.00	\$918.92
			Carter Stephanie	*							
22	051-185-010-00	612 Michigan Ave W		-	75,900	50,515	175,687	1	\$	13,060.00	\$918.92
			Herzog Sally A Living Trust								
23	061-027-019-00	520 Michigan Ave W		-	78,600	55,834	181,627	1	\$	13,060.00	\$918.92
			Gilbert Garland								
			Gilbert Mrs.								
24	051-027-018-00	615 Boyne City Rd		-	65,300	27,554	152,367	1	\$	13,060.00	\$918.92
			Davis Cristy								
			Davis Louanne								
25	051-125-002-15	514 Michigan Ave W		-	74,300	59,440	172,167	1	\$	13,060.00	\$918.92
			Minier Danyell								
	051-125-002-20	512 Michigan Ave W		-	67,100	53,067	147,620	0	\$	-	\$0.00
			Coleman Nicholas J								
			Coleman Megan J								
					Existing Water Connection						

W

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(Comp. Ords. 1986, 12.405)

X	Complete signed parcel
-	Incomplete signed parcel
.	Signed petition

Total Cost		\$ 370,000
City Benefit	0%	\$ -
Property Benefit	100%	\$ 370,000
Interest Rate	##### 3.5%	
Term	20	

		Total # of complete signed parcels	54%	2017 Assessed	2017 Taxable	Estimated Projected Value in 5 Years	Unit	Total Assessment	Annual Payment
		14						\$ 370,000	\$ 26,034
1	051-170-043-10	647 Woodland Dr	X	209,800	200,482	471,047	1	\$ 14,230.77	\$1,001.29
		Sheets Mary Ellen Trust	.						
2	051-170-044-10	645 Woodland Dr	X	337,800	245,852	752,647	1	\$ 14,230.77	\$1,001.29
		Sarchet Richard Trustee	.						
		Sarchet Betty Trustee	.						
3	051-170-046-25	641 Woodland Dr	X	607,100	494,058	1,345,107	1	\$ 14,230.77	\$1,001.29
		Barget Bruce	.						
		Barget Net G	.						
4	051-170-048-15	639 Woodland Dr	X	180,500	180,500	406,587	1	\$ 14,230.77	\$1,001.29
		Final Mile Investment Group LLC	.						
			.	signed by Net Barget					
5	051-170-049-10	631 Woodland Dr	X	302,300	227,876	674,547	1	\$ 14,230.77	\$1,001.29
		Binder Cynthia L Living Trust	.						
			.	signed by William Binder					
6	051-027-028-00	643 Michigan Ave W	X	583,400	454,639	1,292,967	1	\$ 14,230.77	\$1,001.29
		Miller Thomas A	.						
		Miller Barbara R	.						
7	051-027-027-00	635 Michigan Ave W	X	221,700	133,504	497,227	1	\$ 14,230.77	\$1,001.29
		Shiotelis George E Jr.	.						
		Shiotelis Judith	.						
8	051-027-029-00	631 Michigan Ave W	X	185,800	104,868	418,247	1	\$ 14,230.77	\$1,001.29
		Coyle Walter D	.						
		Coyle Susan Lee	.						
9	051-027-030-00	629 Michigan Ave W	X	231,400	193,510	518,567	1	\$ 14,230.77	\$1,001.29
		Ruggeri Kerry A	.						
		Ruggeri Debiann P	.						
10	051-027-031-00	627 Michigan Ave W	X	337,800	264,559	752,647	1	\$ 14,230.77	\$1,001.29
		Ellwanger George R	.						
		Ellwanger Barbara J	.						
11	051-027-032-00	625 Michigan Ave W	X	176,700	139,071	398,227	1	\$ 14,230.77	\$1,001.29
		Wollschlager Daniel J	.						
		Wollschlager Connie	.						
12	051-027-037-00	623 Michigan Ave W	-	249,100	176,216	557,507	1	\$ 14,230.77	\$1,001.29
		Martin Marian F Trust Agmt							
13	051-027-036-00	621 Michigan Ave W	X	165,800	156,138	374,247	1	\$ 14,230.77	\$1,001.29
		Stanley William H Trust	.						
14	051-027-026-00	617 Michigan Ave W	-	161,000	127,018	363,687	1	\$ 14,230.77	\$1,001.29

Rest Ye Cottage LLC											
15	051-027-025-00	615 Michigan Ave W	Herzog Ruth A Revocable Trust	-	271,000	186,073	605,687	1	\$	14,230.77	\$1,001.29
	051-027-024-00	613 Michigan Ave W	Herzog Ruth A Revocable Trust	-	278,900	203,536	613,580	0	\$	-	
	051-027-023-00	519 Michgan Ave W	Schreiber Family Cottage LLC	-	345,000	247,813	759,000	0	\$	-	
16	051-185-001-00	Michigan Ave W	O Brien Michael O Brien Christine	-	19400	5,363	52,167	1	\$	14,230.77	\$1,001.29
17	051-185-002-00	Michigan Ave W	O Brien Michael O Brien Christine	-	19,400	5,363	52,167	1	\$	14,230.77	\$1,001.29
18	051-185-003-00	Michigan Ave W	O Brien Phillip Trust O Brien Christine Trust	-	19,400	5,363	52,167	1	\$	14,230.77	\$1,001.29
19	051-185-004-00	630 Michigan Ave W	Carey Leanne E Tites Patrick	-	125,700	104,238	286,027	1	\$	14,230.77	\$1,001.29
20	051-185-005-10	628 Michigan Ave W	Austin David K	-	86,200	77,115	199,127	1	\$	14,230.77	\$1,001.29
21	051-185-007-10	622 Michigan Ave W	Cunningham Richard E Cunningham Nancy J	X *	108,300	75,812	247,747	1	\$	14,230.77	\$1,001.29
22	051-185-009-10	616 Michigan Ave W	Carter Stephanie	X *	100,300	86,324	230,147	1	\$	14,230.77	\$1,001.29
23	051-185-010-00	612 Michigan Ave W	Herzog Sally A Living Trust	-	75,900	50,515	176,467	1	\$	14,230.77	\$1,001.29
24	061-027-019-00	520 Michigan Ave W	Gilbert Garland Gilbert Mrs.	-	78,600	55,834	182,407	1	\$	14,230.77	\$1,001.29
25	051-027-018-00	615 Boyne City Rd	Davis Cristy Davis Louanne	-	65,300	27,554	153,147	1	\$	14,230.77	\$1,001.29
26	051-125-002-15	514 Michigan Ave W	Minier Danyell	-	74,300	59,440	172,947	1	\$	14,230.77	\$1,001.29
	051-125-002-20	512 Michigan Ave W	Coleman Nicholas J Coleman Megan J	-	67,100	53,067	147,620	0	\$	-	\$0.00

City of Boyne City

Notice of Public Hearing

West Michigan / Woodland Water Main Extension

Special Assessment

The Boyne City City Commission will hold a public hearing on Tuesday, July 10, 2018 at 7:00 p.m. in the Commission Chambers (2nd floor) of the Boyne City City Facilities building, 319 North Lake Street, Boyne City, Michigan to review and confirm the special assessment roll for this project. Written comments will be accepted by the City Clerk at the above address if delivered and received prior to Tuesday, July 10, 2018 at 4:30 p.m.

Properties to be included in this special assessment are:

514 West Michigan	051-125-002-15	615 Boyne City Road	051-027-018-00
520 West Michigan	051-027-019-00	612 West Michigan	051-185-010-00
615 West Michigan	051-027-025-00	616 West Michigan	051-185-009-10
617 West Michigan	051-027-026-00	621 West Michigan	051-027-036-00
622 West Michigan	051-185-007-10	623 West Michigan	051-027-037-00
625 West Michigan	051-027-032-00	627 West Michigan	051-027-031-00
628 West Michigan	051-185-005-10	629 West Michigan	051-027-030-00
630 West Michigan	051-185-004-00	631 West Michigan	051-027-029-00
Vacant West Michigan	051-185-003-00	635 West Michigan	051-027-027-00
Vacant West Michigan	051-185-002-00	643 West Michigan	051-027-028-00
Vacant West Michigan	051-185-001-00	631 Woodland Dr	051-170-049-10
639 Woodland Dr	051-170-048-15	641 Woodland Dr	051-170-046-25
645 Woodland Dr	051-170-044-10	647 Woodland Dr	051-170-043-10

The project cost is projected to be \$370,000 to be financed at a cost of 3.5% over a twenty year period with estimated annual payments per parcel of \$1,001.31. The complete roll, plans and specifications are available for review at the Boyne City Hall, 319 North Lake Street, Boyne City, Michigan during regular office hours. Questions regarding this matter may be directed to Michael Cain, City Manager at 231.582.0377.

Cynthia Grice

City Clerk/Treasurer

City of Boyne City, MI



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Proposed West Michigan Water Extension

Legend

-  Existing Hydrant
-  Proposed Hydrant
-  Existing Water Main
-  Proposed 8 inch Water Main
-  Assessment District
-  Existing Water Connections



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

August 8, 2018

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

Re: Michigan/Woodland Water Main Extension Project

Dear Mike and City Commissioners:

Five (5) bids for the above project were opened on August 8, 2018; attached is a tabulation of the bids for your information. The low bid was submitted by Matt's Underground of Kalkaska in the amount of \$279,981.25. Their bid was based on Directional Drilling installation. Their proposed construction schedule is 9/7/2018 to 10/19/2018. There was a minor irregularity with their bid in that they did not submit page BF-1 which contains acknowledgement of Addendum #1. However, we do have evidence that it was received and included in their bid. We would recommend that the irregularity be waived.

The second bid was by Ben's Mighty Mole of Croswell in the amount of \$287,000. Their bid was also based on Directional Drilling installation. Their bid schedule was 9/1/2018 to 10/10/2018. The third low bid was submitted by MDC Contracting in the amount of \$328,478.50 (Open Cut). The two remaining bidders ranged from \$354,563.50 to \$413,041.00.

The City of Boyne City has previously checked references for Matt's Underground and found them qualified to complete the work.

Based on the bid price, contractor's qualifications and proposed schedule, we recommend the award of this project to Matt's Underground Utility Construction, the low responsive, responsible bidder, in the amount of \$279,981.25.

Please call if you have any questions.

Very Truly Yours

C2AE

A handwritten signature in blue ink that reads 'Larry M. Fox'. The signature is written in a cursive style.

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

LMF/kb

Enclosures

BID TABULATION

Michigan/Woodland Water Main Extension Project
 City of Boyne City
 Charlevoix County, Michigan

Option A - Open Cut Construction				Matt's Underground Kalkaska, MI		Ben's Mighty Mole, LLC Croswell, MI		MDC Contracting, LLC Charlevoix, MI		Tri-County Excavating Harbor Springs, MI	
Item	Description	Unit	Quant.	Cost	Total	Cost	Total	Cost	Total	Cost	Total
A1	Mobilization	LSUM	1		\$0.00		\$0.00	\$25,540.00	\$25,540.00	\$28,000.00	\$28,000.00
A2	Utility Location Investigation	EACH	8		\$0.00		\$0.00	\$300.00	\$2,400.00	\$500.00	\$4,000.00
A3	Remove Concrete Approach	SYD	85		\$0.00		\$0.00	\$9.00	\$765.00	\$10.00	\$850.00
A4	Irrigation Systems, Protect	LSUM	1		\$0.00		\$0.00	\$800.00	\$800.00	\$10,000.00	\$10,000.00
A5	Tree Removal and Clearing	LSUM	1		\$0.00		\$0.00	\$8,100.00	\$8,100.00	\$5,000.00	\$5,000.00
A6	Dewatering	LSUM	1		\$0.00		\$0.00	\$68,760.00	\$68,760.00	\$50,000.00	\$50,000.00
A7	Utility Trench, Special	LFT	500		\$0.00		\$0.00	\$8.10	\$4,050.00	\$8.00	\$4,000.00
A8	Water Valve, 8 inch	EACH	5		\$0.00		\$0.00	\$1,520.00	\$7,600.00	\$2,000.00	\$10,000.00
A10	Water Main, 8 inch	LFT	2,435		\$0.00		\$0.00	\$36.50	\$88,877.50	\$34.50	\$84,007.50
A11	Fire Hydrant Assembly	EACH	3		\$0.00		\$0.00	\$4,465.00	\$13,395.00	\$4,000.00	\$12,000.00
A12	1" Dia. Tapping Saddle and Corporation Stop	EACH	27		\$0.00		\$0.00	\$340.00	\$9,180.00	\$500.00	\$13,500.00
A13	Water Service, 1"	LFT	925		\$0.00		\$0.00	\$25.00	\$23,125.00	\$25.00	\$23,125.00
A14	Curb Stop & Box, 1 inch	EACH	27		\$0.00		\$0.00	\$464.00	\$12,528.00	\$1,000.00	\$27,000.00
A15	Connect To Existing Water Main	EACH	1		\$0.00		\$0.00	\$5,320.00	\$5,320.00	\$4,200.00	\$4,200.00
A16	6" Aggregate Drive	SYD	131		\$0.00		\$0.00	\$8.00	\$1,048.00	\$10.00	\$1,310.00
A17	6" 22A Aggregate Base	SYD	516		\$0.00		\$0.00	\$10.00	\$5,160.00	\$10.00	\$5,160.00
A18	HMA Pavement (330#/syd) Drives and Crossings	TON	93		\$0.00		\$0.00	\$262.00	\$24,366.00	\$200.00	\$18,600.00
A19	6" Concrete Drive Approach	SFT	765		\$0.00		\$0.00	\$6.80	\$5,202.00	\$7.00	\$5,355.00
A20	Traffic Control and Signage	LSUM	1		\$0.00		\$0.00	\$10,500.00	\$10,500.00	\$22,000.00	\$22,000.00
A21	Erosion Control Measures	LSUM	1		\$0.00		\$0.00	\$3,250.00	\$3,250.00	\$7,000.00	\$7,000.00
A22	Restoration: 3" Topsoil and Class A Seed	SYD	2,432		\$0.00		\$0.00	\$3.50	\$8,512.00	\$8.00	\$19,456.00
Option A Total Bid				No Bid	\$0.00	No Bid	\$0.00		\$328,478.50		\$354,563.50

Option B - Horizontal Directional Drilling				Matt's Underground Kalkaska, MI		Ben's Mighty Mole, LLC Croswell, MI		MDC Contracting, LLC Charlevoix, MI		Tri-County Excavating Harbor Springs, MI	
Item	Description	Unit	Quant.	Cost	Total	Cost	Total	Cost	Total	Cost	Total
B1	Mobilization	LSUM	1	\$3,750.00	\$3,750.00	\$20,000.00	\$20,000.00		\$0.00	\$28,000.00	\$28,000.00
B2	Utility Location Investigation	EACH	8	\$850.00	\$6,800.00	\$552.00	\$4,416.00		\$0.00	\$500.00	\$4,000.00
B3	Dewatering	LSUM	1	\$18,000.00	\$18,000.00	\$5,000.00	\$5,000.00		\$0.00	\$40,000.00	\$40,000.00
B4	Utility Trench, Special	LFT	200	\$26.00	\$5,200.00	\$8.00	\$1,600.00		\$0.00	\$10.00	\$2,000.00
B5	Water Valve, 8 inch	EACH	5	\$3,275.00	\$16,375.00	\$1,560.00	\$7,800.00		\$0.00	\$2,500.00	\$12,500.00
B6	Water Main, 8 inch	LFT	2,435	\$43.75	\$106,531.25	\$65.00	\$158,275.00		\$0.00	\$65.00	\$158,275.00
B7	Fire Hydrant Assembly	EACH	3	\$6,450.00	\$19,350.00	\$4,800.00	\$14,400.00		\$0.00	\$5,000.00	\$15,000.00
B8	1" Dia. Tapping Saddle and Corporation Stop	EACH	27	\$975.00	\$26,325.00	\$340.00	\$9,180.00		\$0.00	\$1,000.00	\$27,000.00
B9	Water Service, 1 inch	LFT	925	\$28.00	\$25,900.00	\$30.00	\$27,750.00		\$0.00	\$25.00	\$23,125.00
B10	Curb Stop & Box, 1 inch	EACH	27	\$1,025.00	\$27,675.00	\$450.00	\$12,150.00		\$0.00	\$1,000.00	\$27,000.00
B11	Connect to Existing Water Main	EACH	1	\$10,310.00	\$10,310.00	\$3,500.00	\$3,500.00		\$0.00	\$6,000.00	\$6,000.00
B12	Traffic Control & Signage	LSUM	1	\$4,485.00	\$4,485.00	\$10,000.00	\$10,000.00		\$0.00	\$20,000.00	\$20,000.00
B13	Erosion Control Measures	LSUM	1	\$3,150.00	\$3,150.00	\$2,929.00	\$2,929.00		\$0.00	\$7,000.00	\$7,000.00
B14	Restoration	LSUM	1	\$6,130.00	\$6,130.00	\$10,000.00	\$10,000.00		\$0.00	\$20,000.00	\$20,000.00
Option B Total Bid					\$279,981.25		\$287,000.00	No Bid	\$0.00		\$389,900.00
				Option A Bid	No Bid	No Bid		\$328,478.50		\$354,563.50	
				Option B Bid	\$279,981.25	\$287,000.00		No Bid		\$389,900.00	
				denotes error							
Construction Dates				9/7/2018	10/19/2018	9/1/2018	10/10/2018	4/1/2019	5/13/2019	4/18/2019	5/30/2019

I certify that this is a true and correct tabulation of the bids received by City of Boyne City, Charlevoix County, Michigan, Wednesday, August 8, 2018.

Other Bids: Elmer's Crane and Dozer - Option A \$413,041.00


 Larry M. Fox, PE
 Date: 8/8/2018



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

August 8, 2018

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

Re: SAW Sanitary Sewer and Storm Sewer CCTV

Dear Mike:

Six (6) bids for the above project were opened on August 8, 2018; attached is a tabulation of the bids for your information. The low bid was submitted by Elite Pipeline Services of Allendale, MI in the amount of \$334,675.00. There was an irregularity noted in their bid in that they did not fill in the "City of Boyne City" as the Owner on the Bid Bond form. This has since been corrected and we recommend that the irregularity be waived.

The second low bid was by Monchilov Excavating of Fairgrove, MI in the amount of \$373,970.00. The remaining bids ranged from \$383,360.50 to 421,927.50.

The low bid is very close to the allotted SAW program CCTV budget of \$317,000. Adjustments can be made to the project to keep the costs within the SAW budget, or the budget can be adjusted by reduction of other work items.

We have not previously worked with Elite Pipeline Services for CCTV work. However, a review of their references indicates that they are capable and qualified to complete the work. They have also indicated that they are comfortable with their bid amount and the completion timeframe.

As this work if being funded through a SAW Grant from the MDEQ, the project should be awarded to the low responsive, responsible bidder. Based on the bid price and contractor's qualifications in completing the work, we recommend the award of this project to Elite Pipeline Services, the low responsive, responsible bidder, in the amount of \$334,675.00.

Please call if you have any questions.

Very Truly Yours,

C2AE

A handwritten signature in cursive script that reads "Larry Fox".

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

LMF/kb

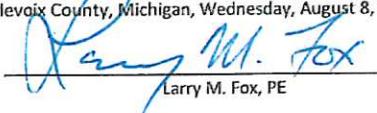
BID TABULATION
 Sanitary Sewer and Storm Sewer CCTV
 City of Boyne City
 Charlevoix County, Michigan

SANITARY SEWER				Elite Pipeline Services Allendale, MI		Monchilov Exc. Fairgrove, MI		Pipetek Infrastructure Plymouth, MI		Perceptive Services & Op. Plainwell, MI		Greenscape Lake, MI		American Waste, Inc. Kalkaska, MI	
Item	Description	Unit	Quant.	Cost	Total	Cost	Total	Cost	Total	Cost	Total	Cost	Total	Cost	Total
1	Clean and Televis 8 inch Sanitary - PACP	Ft	98,570	\$1.35	\$133,069.50	\$1.50	\$147,855.00	\$1.80	\$177,426.00	\$2.15	\$211,925.50	\$2.00	\$197,140.00	\$2.15	\$211,925.50
2	Heavy Cleaning 8 inch Sanitary - PACP	Ft	19,720	\$1.50	\$29,580.00	\$0.50	\$9,860.00	\$0.00	\$0.00	\$0.75	\$14,790.00	\$1.20	\$23,664.00	\$1.70	\$33,524.00
3	Clean and Televis 10 inch Sanitary - PACP	Ft	8,330	\$1.45	\$12,078.50	\$1.50	\$12,495.00	\$1.85	\$15,410.50	\$2.15	\$17,909.50	\$2.00	\$16,660.00	\$2.15	\$17,909.50
4	Heavy Cleaning 10 inch Sanitary - PACP	Ft	1,670	\$1.50	\$2,505.00	\$0.50	\$835.00	\$0.00	\$0.00	\$0.75	\$1,252.50	\$1.20	\$2,004.00	\$1.70	\$2,839.00
5	Clean and Televis 12 inch Sanitary - PACP	Ft	8020	\$1.55	\$12,431.00	\$1.50	\$12,030.00	\$1.90	\$15,238.00	\$2.15	\$17,243.00	\$2.25	\$18,045.00	\$2.15	\$17,243.00
6	Heavy Cleaning 12 inch Sanitary - PACP	Ft	1,610	\$1.75	\$2,817.50	\$0.50	\$805.00	\$0.00	\$0.00	\$0.75	\$1,207.50	\$1.15	\$1,851.50	\$1.70	\$2,737.00
7	Clean and Televis 15 inch Sanitary - PACP	Ft	3,320	\$1.60	\$5,312.00	\$1.50	\$4,980.00	\$1.95	\$6,474.00	\$2.15	\$7,138.00	\$2.25	\$7,470.00	\$2.15	\$7,138.00
8	Heavy Cleaning 15 inch Sanitary - PACP	Ft	670	\$1.95	\$1,306.50	\$0.50	\$335.00	\$2.00	\$1,340.00	\$1.00	\$670.00	\$1.20	\$804.00	\$1.70	\$1,139.00
9	Clean and Televis 18 inch Sanitary - PACP	Ft	770	\$1.85	\$1,424.50	\$1.50	\$1,155.00	\$2.15	\$1,655.50	\$2.15	\$1,655.50	\$2.25	\$1,732.50	\$2.15	\$1,655.50
10	Heavy Cleaning 18 inch Sanitary - PACP	Ft	160	\$2.50	\$400.00	\$0.50	\$80.00	\$6.00	\$960.00	\$1.15	\$184.00	\$1.30	\$208.00	\$1.70	\$272.00
11	Clean and Televis 24 inch Sanitary - PACP	Ft	60	\$3.00	\$180.00	\$1.50	\$90.00	\$6.00	\$360.00	\$2.55	\$153.00	\$2.25	\$135.00	\$2.25	\$135.00
12	Heavy Cleaning 24 inch Sanitary - PACP	Ft	20	\$2.80	\$56.00	\$0.50	\$10.00	\$25.00	\$500.00	\$3.90	\$78.00	\$1.50	\$30.00	\$1.70	\$34.00
Subtotal Sanitary Sewer					\$201,160.50		\$190,530.00		\$219,364.00		\$274,206.50		\$269,744.00		\$296,551.50
STORM SEWER															
13	Mobilization (All Divisions)	LS	1	\$8,950.00	\$8,950.00	\$40,000.00	\$40,000.00	\$20,000.00	\$20,000.00	\$6,000.00	\$6,000.00	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00
14	Clean and Televis 12 inch Storm - PACP	Ft	27,100	\$1.75	\$47,425.00	\$2.00	\$54,200.00	\$2.50	\$67,750.00	\$2.15	\$58,265.00	\$2.50	\$67,750.00	\$2.15	\$58,265.00
15	Heavy Cleaning 12 inch Storm - PACP	Ft	5,420	\$1.85	\$10,027.00	\$1.00	\$5,420.00	\$0.00	\$0.00	\$0.75	\$4,065.00	\$1.30	\$7,046.00	\$2.40	\$13,008.00
16	Clean and Televis 15 inch Storm - PACP	Ft	4,750	\$2.15	\$10,212.50	\$2.00	\$9,500.00	\$2.50	\$11,875.00	\$2.15	\$10,212.50	\$2.50	\$11,875.00	\$2.15	\$10,212.50
17	Heavy Cleaning 15 inch Storm - PACP	Ft	950	\$2.30	\$2,185.00	\$1.00	\$950.00	\$2.00	\$1,900.00	\$1.00	\$950.00	\$1.30	\$1,235.00	\$2.40	\$2,280.00
18	Clean and Televis 18 inch Storm - PACP	Ft	2,400	\$2.20	\$5,280.00	\$2.00	\$4,800.00	\$2.75	\$6,600.00	\$2.15	\$5,160.00	\$2.50	\$6,000.00	\$2.15	\$5,160.00
19	Heavy Cleaning 18 inch Storm - PACP	Ft	480	\$2.20	\$1,056.00	\$1.00	\$480.00	\$2.00	\$960.00	\$1.25	\$600.00	\$1.35	\$648.00	\$2.40	\$1,152.00
20	Clean and Televis 24 inch Storm - PACP	Ft	7,180	\$2.00	\$14,360.00	\$2.00	\$14,360.00	\$2.75	\$19,745.00	\$2.55	\$18,309.00	\$2.75	\$19,745.00	\$2.15	\$15,437.00
21	Heavy Cleaning 24 inch Storm - PACP	Ft	1,440	\$2.35	\$3,384.00	\$1.00	\$1,440.00	\$2.00	\$2,880.00	\$3.90	\$5,616.00	\$1.50	\$2,160.00	\$2.40	\$3,456.00
22	Clean and Televis 30 inch Storm - PACP	Ft	910	\$3.00	\$2,730.00	\$2.00	\$1,820.00	\$3.15	\$2,866.50	\$2.55	\$2,320.50	\$2.75	\$2,502.50	\$2.25	\$2,047.50
23	Heavy Cleaning 30 inch Storm - PACP	Ft	190	\$3.50	\$665.00	\$1.00	\$190.00	\$5.00	\$950.00	\$3.90	\$741.00	\$2.00	\$380.00	\$2.40	\$456.00
24	Clean and Televis 36 inch Storm - PACP	Ft	2,000	\$5.50	\$11,000.00	\$2.00	\$4,000.00	\$3.15	\$6,300.00	\$2.65	\$5,300.00	\$3.00	\$6,000.00	\$2.25	\$4,500.00
25	Heavy Cleaning 36 inch Storm - PACP	Ft	400	\$3.95	\$1,580.00	\$1.00	\$400.00	\$6.00	\$2,400.00	\$3.90	\$1,560.00	\$2.25	\$900.00	\$2.40	\$960.00
26	Clean and Televis 48 inch Storm - PACP	Ft	400	\$8.00	\$3,200.00	\$2.00	\$800.00	\$3.15	\$1,260.00	\$3.55	\$1,420.00	\$3.50	\$1,400.00	\$2.50	\$1,000.00
27	Heavy Cleaning 48 inch Storm - PACP	Ft	80	\$5.75	\$460.00	\$1.00	\$80.00	\$9.50	\$760.00	\$5.25	\$420.00	\$2.50	\$200.00	\$2.40	\$192.00
28	Catch Basin Cleaning	Ea	50	\$150.00	\$7,500.00	\$500.00	\$25,000.00	\$55.00	\$2,750.00	\$50.00	\$2,500.00	\$85.00	\$4,250.00	\$75.00	\$3,750.00
29	Maintaining Traffic (All Divisions)	LS	1	\$3,500.00	\$3,500.00	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Subtotal Storm Sewer					\$133,514.50		\$183,440.00		\$163,996.50		\$128,439.00		\$136,591.50		\$125,376.00

TOTAL BID AMOUNT \$334,675.00 \$373,970.00 \$383,360.50 \$402,645.50 \$406,335.50 \$421,927.50

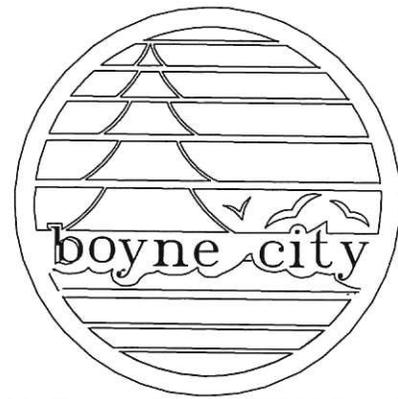
denotes error

I certify that this is a true and correct tabulation of the bids received by City of Boyne City,
 Charlevoix County, Michigan, Wednesday, August 8, 2018.

 8/10/2018
 Larry M. Fox, PE Date

CITY OF BOYNE CITY

To: Michael Cain City Manager
From: Scott McPherson, Planning Director 
Date: August 14, 2018
Subject: 402 State Conditional Zoning Second Reading



Background

A written conditional rezoning offer has been submitted by Ron and Kyle Mills for property owned by Christopher Kinner to rezone parcel 15-051-250-019-00 from Traditional Residential District (TRD) to Professional Office District (POD). The offer has been attached for your review. The parcel is located at 402 State Street which is on the southeast corner of State and Jefferson Streets. The parcel is 60' x 132 with 60' of frontage on State Street and 132' of frontage on Jefferson Street. The properties adjacent on all sides are zoned TRD with the parcels to the south, east and west and being used for single family dwellings. The properties to the north are being used for a church and a pre-existing nonconforming commercial use. The subject parcel has an existing vacant 20' x 28' structure that was previously used for a nonconforming commercial use that has been abandoned.



Discussion

The subject parcel has been unused for many years and the existing building has not been maintained and is in need of significant repair. While the property does have a history of commercial use, any associated nonconforming rights with that use have clearly been abandoned. Over the years there have been several inquiries about potential uses for the structure and property. These inquiries were mostly for some type of commercial activity that could not be permitted due to the current zoning. The conditional zoning offer stipulates that the existing building will be repaired and renovated but will not be enlarged in any way. The property will be used for a professional office featuring insurance, finances, investments and similar services. If the property is transferred to another owner, a similar professional office use may continue or the parcel will be converted to residential use. If the conditional zoning is approved a development plan specifically detailing the all site improvements to include building improvements, landscaping, storm water runoff, parking, and site access would need to be submitted for approval by Planning Commission.

The future land use plan designation for the property is Neighborhood Residential and the goals of the master plan do not appear to specifically support this request. The City Commission should keep in mind that the master plan is intended to serve as a guide that should be used to help determine land uses and development policies that affect the community's physical development. It defines general planning goals, policies and action plans that provide a philosophical base for use by the City as it guides future growth and land use in Boyne City. Because it is a guide, the master plan is not intended to be rigidly administered, changing conditions in the community may affect the goals and philosophy established when the plan was originally developed.

In this case a strong argument can be made that the proposed conditional zoning request is a spot zone. The Commission should be aware that spot zoning approvals are difficult to defend against legal challenges and can also weaken the City's ability to deny similar future requests that are unsupported by the Master Plan. While improving the property from its current state is appealing, the City Commission should carefully consider the potential ramifications of taking actions contrary to the Master Plan. It is advised that if the proposed zoning is approved the Master Plan should be amended to reflect this policy change that is not currently supported by the plan.

It should be noted that since the first reading of the proposed ordinance amendment it has been brought to the attention of City Staff that another interested party has made an offer on the property and has plans to improve and use the property for residential use.

Process

In accordance with the Michigan Zoning Enabling Act and the Boyne City Zoning Ordinance Section 2.40 Amendment Procedures, a public hearing was held by the Planning Commission on June 18, 2018 and after reviewing the Amendment Criteria as required by the Boyne City Zoning Ordinance Section 2.50 C, the Planning Commission recommended approval of the proposed conditional zoning ordinance amendment. The proposed ordinance amendment was submitted to the City Commission for a First Reading on June 26, 2018 and the proposed ordinance was reviewed by the Commission and the proposed amendment was scheduled for a second reading on August 12, 2018. As required by the Boyne City Charter, ordinances cannot be adopted until at least one month after the meeting it is introduced.

Section 2.50 Amendment Criteria.

- C. For amendment requests to change, create, extend or reduce a mapped zoning district, the Planning Commission and City Commission shall use the following as a guide:
1. The proposed zoning district is more appropriate than any other zoning district, or more appropriate than adding the desired use as a conditional land use in the existing zoning district.
 2. The property cannot be reasonably used as zoned, and the applicant cannot receive a reasonable return on investment through developing the property with one (1) of the uses permitted under current zoning at the time of purchase or at the time of securing legal control of the property.
 3. The proposed zone change is supported by and consistent with the goals, policies and future land use map of the adopted City Comprehensive Plan, including any sub-area or corridor studies. If conditions have changed since the Comprehensive Plan was adopted, as determined by the Planning Commission, the consistency with recent development trends in the area shall be considered.
 4. The proposed zone change is compatible with the established land use pattern, surrounding uses, and surrounding zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, infrastructure and potential influence on property values, and is consistent with the needs of the community.
 5. All the potential uses allowed in the proposed zoning district are compatible with the site's physical, geological, hydrological and other environmental features.
 6. The change would not severely impact traffic, public facilities, utilities, and the natural characteristics of the area, or significantly change population density, and would not compromise the health, safety, and welfare of the City. The Planning Commission may require a general impact assessment in accordance with the requirements of this Ordinance if it determines the proposed zoning change could have a negative impact upon traffic, public facilities, utilities, natural characteristics, population's density, or other concerns. A traffic impact study in accordance with the requirements of this Ordinance shall be required if the proposed rezoning district permits uses that could generate one hundred (100) or more directional trips during the peak hour, or at least one thousand (1,000) trips per day more than the majority of the uses that could be developed under current zoning.
 7. The rezoning would constitute and create an isolated and unplanned spot zone granting a special privilege to one landowner not available to others.
 8. The change of present district boundaries is consistent in relation to existing uses, and construction on the site will be able to meet the dimensional regulations for the proposed zoning district listed in the Schedule of Regulations.

9. There has been a change of conditions in the area supporting the proposed rezoning.
10. Adequate sites are neither properly zoned nor available elsewhere to accommodate the proposed uses permitted in the requested zoning district.
11. There was a mistake in the original zoning classification.
12. The request has not previously been submitted within the past one (1) year, unless conditions have changed or new information has been provided.

Recommendation

The proposed conditional zoning offer includes little in regards to conditions beyond the normal requirements of the zoning ordinance and appears to be a spot zone. Currently there is another purchase offer for the property from a party with the intent to improve and use the property for conforming residential purpose. Given these facts the proposed ordinance amendment is not recommended for adoption.

Options

1. Approve the amendment as presented.
3. Postpone for further consideration or review.
4. Other options as determined by the City Commission

SECTION 1 - TITLE

CONDITIONAL REZONING AGREEMENT

between

Christopher Kinner, PO Box 683, Charlevoix MI 49720

(the Applicant) and the

City of Boyne City, Charlevoix County, Michigan

(the City)

for the rezoning of property located at

402 State St, Boyne City, MI. 49712

Property Identification Number 15-051-250-019-00

SECTION 2 - PROPERTY AND PARTIES

THIS CONDITIONAL REZONING AGREEMENT is made of this 14th day of August 2018, by Christopher Kinner, Owner, PO Box 683 Charlevoix, MI 49720, herein after referred to as the Applicant of certain property having the Property Identification Number 15-051-250-019-00 and the City of Boyne City, Charlevoix County, Michigan herein after referred to as the City of Boyne City.

SECTION 3 – CONDITIONAL REZONING OFFER

WHEREAS, The Applicant being the owner of certain property located at 402 State St, Boyne City, MI. 49712, Property Identification Number 15-051-250-019-00, legally described as:

CITY OF BOYNE CITY WM H WHITE & CO ADDN TO VILL OF BOYNE W 60 FT OF LOT 19

have petitioned the City of Boyne City for the conditional rezoning of this property from the Traditional Residential District (TRD) to Professional Office District (POD) zoning classification as set forth in the City of Boyne City Zoning Ordinance, effective May 23, 2001, as amended to date, for the purpose of improving the existing structure located on the parcel for use as a professional office, featuring insurance, finances, investments and similar services as described and limited by Exhibit A and permitted by 8.20B of the City of Boyne City Zoning Ordinance.

SECTION 4- STATUTORY AUTHORITY

WHEREAS, the applicant has requested the conditional rezoning of the subject property for the purpose of improving the existing structure located on the parcel for use as a professional office, featuring insurance, finances, investments and similar services and in such forsaking all other uses that may permitted by right, by special use permit, or by any other means in the POD Zoning Classification by a contract that stipulates the terms of and conditions for use, of the property under the authority of Section 405 of the Michigan Zoning Enabling Act, P.A. 110 of 2006 (MCL125.404) and Article X of the City of Boyne City Zoning Ordinance, effective May 23, 2001, as amended to date.

SECTION 5 - TERMS AND CONDITIONS

NOW, THEREFORE, in consideration of the premises and rights reserved, herein, and in order to accomplish the forgoing purposes, the undersigned hereby agree:

1. To rezone the subject property to allow for the use for a professional office to be served with extensions of municipal sanitary sewer and water systems and private utilities, all pursuant to federal, state and local rules and regulations as may be applicable and all pursuant to the preliminary plans and narratives attached herein and in such forsaking all other uses that may permitted by right, by special use permit, or by any other means in the POD Zoning Classification.
2. The use as described in the Conditional Rezoning Offer shall be developed subject to the following time frames: Within six (6) months of the signature date of the Conditional Zoning Agreement, a Development Plan shall be submitted to the Boyne City Planning Commission. Within six (6) months of approval of the Final Development Plan, the applicant shall obtain all necessary permits from all City, County and State agencies for the site work, extension of all utilities. The applicant shall commence construction of the project within six (6) months from obtaining City, County and State permits.
3. It is understood by all parties that this Conditional Rezoning Offer included in this Conditional Zoning Agreement and all corresponding conditions and limitations were proposed voluntarily by the applicant, and that the City in its review and determination have relied upon the same.
4. The property shall be developed or used in a manner that conforms to the requirements of the POD District and all specific conditions and limitations as incorporated into this Conditional Zoning Agreement.
5. That this Conditional Zoning Agreement shall be binding upon and inure to the benefit of the applicant and landowner and the City of Boyne City, and their respective heirs, successors, assigns receivers or transferees.
6. That if the rezoning becomes void under the Zoning Ordinance no development shall take place and no permits will be issued unless and until a new Zoning District classification for the property has been established or a new rezoning has been approved.
7. That each of the conditions and limitations in the Conditional Zoning Agreement are necessary and reasonably related and roughly proportional in nature and extent to the impact created by the uses or activities authorized in the Zoning Agreement.
8. That no part of the Conditional Zoning Agreement shall permit any activity, use, or condition that would otherwise be prohibited in the Zoning District to which the property is rezoned.
9. That the proposed improvements to the existing structure submitted with and for the Conditional Rezoning offer and referenced herein in Exhibit "B" shows the nature, size and design of the of the proposed improvements to the existing structure. Prior to the issuance of any permits or commencement of any construction activities, a Final Development Plan, meeting all the requirements as specified by Article XIX Development Requirements, must be approved by the Boyne City Planning Commission

and other applicable agencies. The Final Development Plan approved by the Planning Commission shall be incorporated into this document and attached as Exhibit "C".

SECTION 7 - OTHER REPRESENTATIONS AND AGREEMENTS

This Conditional Zoning Agreement constitutes the entire agreement between the parties with respect to the matter set forth herein, and there are no representations, warranties, covenants, or obligations except as set forth herein. This Agreement supersedes all prior contemporaneous agreements, understandings, negations statements and discussion, written or oral, of the parties hereto, relating to the matters contemplated by the Agreement.

SECTION 8 - VIOLATION AND ENFORCEMENT

The failure of any party to complain or enforce of any act or omission on the part of another party, no matter how long the same may continue, shall not be deemed to be an acquiescence or waiver by such party of any of its rights hereunder. No waiver by any party at any time, expressed or implied, or any breach of any provision of this Conditional Zoning Agreement shall be deemed a waiver of a breach of any other provision of this Conditional Zoning Agreement or a consent to any subsequent breach of the same or any other provision of this Conditional Zoning Agreement. If any action by any party shall require the consent or approval of another party(ies), such consent or approval of such action shall not be deemed a consent to or approval of any other provision of this agreement.

SECTION 9- GOVERNING LAW

This Conditional Zoning Agreement shall be governed by the laws of the State of Michigan.

SECTION 10 - DELIVERY OF NOTICES

Notice shall be deemed as given hereunder upon personal delivery to the addresses set forth below, or if properly addressed, one (1) day after depositing such notice, with postage prepaid, in a United States mailbox or one (1) day after depositing such notice in the custody of a nationally recognized overnight delivery service. Notice shall be deemed properly addressed if sent to the following address.

Applicant and Property Owner: Christopher Kinner, PO Box 683. Charlevoix MI, 49720

SECTION 11 - SIGNATURE BY FACSIMILE

The parties agree that this Conditional Zoning Agreement may be executed by facsimile or in counterparts, and that all counterparts together, with or without facsimile signatures, shall constitute one integrated agreement and be deemed an original document.

SECTION 12 - RECORDING WITH REGISTER OF DEEDS

This document or Affidavit or Memorandum giving notice of this document shall be recorded with the Charlevoix County and City of Boyne City Register of Deeds Office.

IN WITNESS WHEREOF, the undersigned has executed this **CONDITIONAL REZONING AGREEMENT** for and on behalf of the City of Boyne City, Charlevoix County, Michigan pursuant to a resolution duly approved by the City of Boyne City Board of Commissioners on the date first above written.

FOR THE City of Boyne City:

By: _____

Its: Mayor

By: _____

Its: Clerk

STATE OF MICHIGAN)

)SS

COUNTY OF CHARLEVOIX)

On this ____ day of _____, 2018, before me, a Notary Public, in and for said County, appeared

_____ of the City of

Boyne City for and on behalf of the City of Boyne City

Notary Public

Acting in _____ County, Michigan

My Commission Expires:

EXHIBIT A



Ron E. Mills
335 Silver St PO Box 92 Boyne City, MI 49712
Phone: 231.582.0964 Fax: 231.582.0965
Ronmills@twin-valley.net
www.MillsFinancial.net

Letter Of Intent

Regarding Property 402 State St

Proposal:

402 State St. shall now follow the commercial zoning ordinances of Boyne City, specifically that found in Article VIII "PROFESSIONAL OFFICE DISTRICT" of the Boyne City Code of Ordinances. The change in zoning from residential to commercial will be contingent on the property being used for a specific business purpose only. In this case, it will only be used for a professional office, featuring insurance, finances, investments, and similar services (Section 8.20 B). In the event of the sale of the property, this zoning contingency would also apply to the new purchaser (meaning a new owner would have to follow this proposed zoning contingency, using it for a professional office of the same category (Section 8.20 B), or it would return to residential zoning).

All Development requirements (Section 8.40) will also be met. These include:

- a) Limited building modifications, with plan approval.
- b) Adequate parking and public entry, including ramp access.
- c) Clear adequate signage, with very minimal interference.
- d) Proper dimensions and lot requirements
- e) POD allowed landscaping and features
- f) Internal standards to code and ordinance
- g) Meeting all other zoning Provisions

Based on these requirements, here are some specifics that we will and will not do as part of our conditions for re-zoning:

1. We will not have any neon or overly bright signage
2. We will not have any instance where traffic is obstructed
3. We will have proper parking, and it will be more than sufficient for the size of the office
4. We will only have two office spaces operating on the premises, and will not be adding more
5. There will be no loud machinery, noise pollution, or other sound that would be inappropriate for a residential area
6. There will be a maximum of 4-6 cars at any given time
7. The sidewalk will not be blocked off in the front of the building
8. We will have heating and air in the building
9. We will have ramp access
10. We will have a fully functional bathroom, for ourselves as well as clients coming in

We thank you for your consideration,

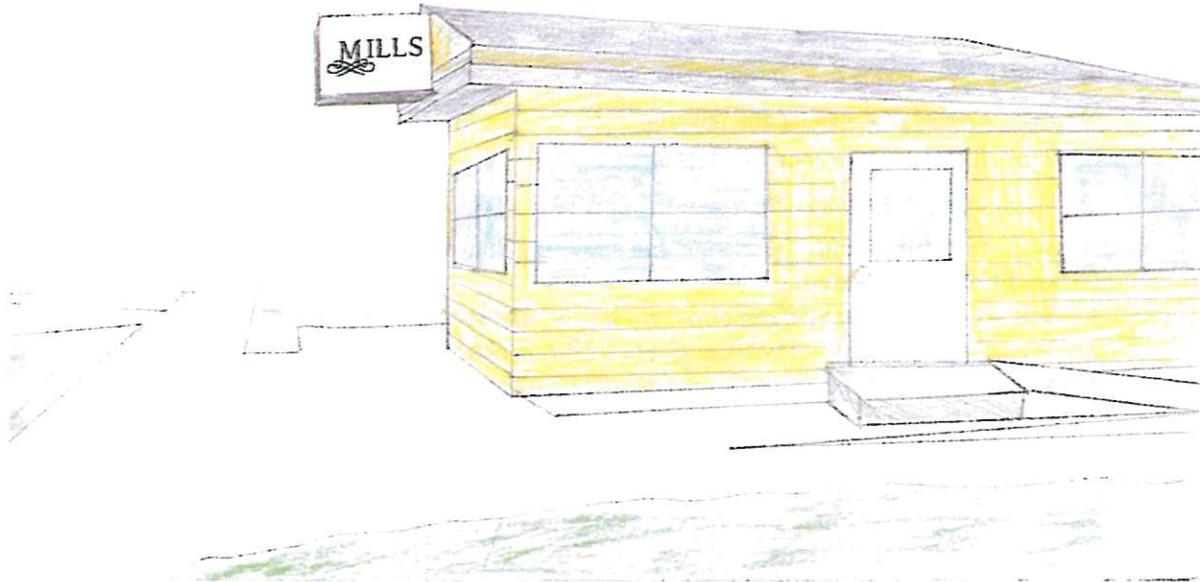
A handwritten signature in black ink, appearing to read "Ron Mills".

Ron Mills

A handwritten signature in black ink, appearing to read "Kyle Mills".

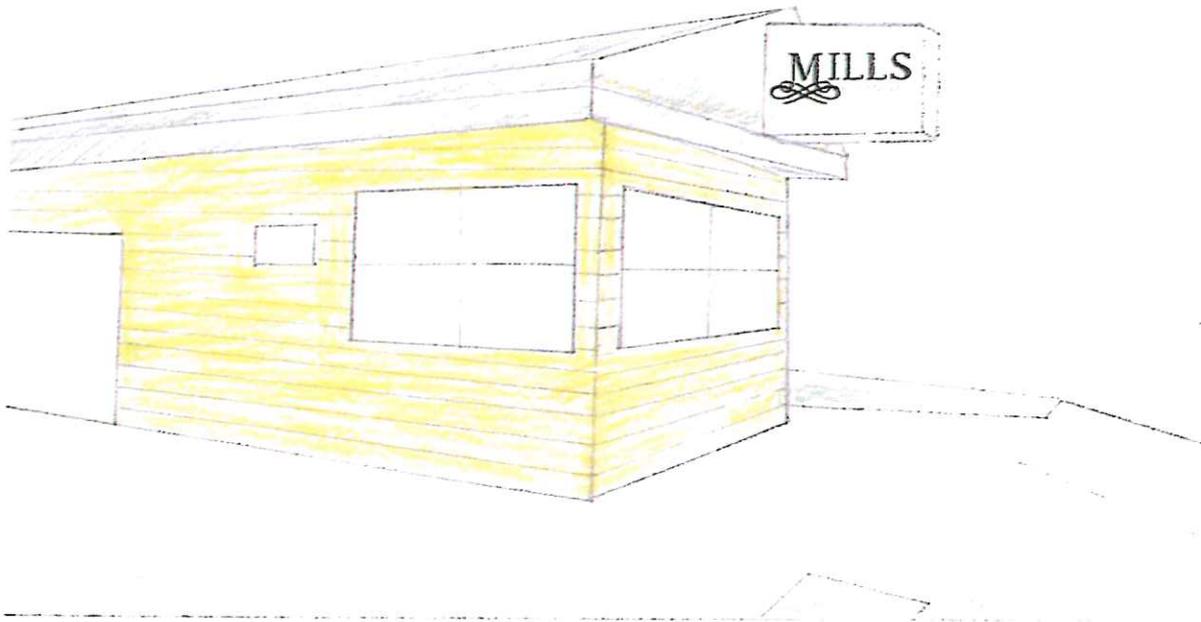
Kyle Mills

EXHIBIT B



Sign, new door & windows
& Ramp

EXHIBIT B



Sign in front

EXHIBIT B



Parking

CITY OF BOYNE CITY

To: Michael Cain, City Manager
From: Scott McPherson, Planning Director *SM*
Date: August 12, 2018
Subject: Boyne Valley Trailway Easement



Background

In 2015 the City Commission passed motions approving design concepts and that the City act as the grant applicant for the submittal of grant requests to the Michigan Department of Natural Resources Trust Fund and Michigan Department of Transportation Transportation Alternatives Programs for the construction of a trail from Boyne City to Boyne Falls.

While the location of the trail is primarily on City owned property it does include a few locations where easements are required to cross private property. To date all necessary easements have been obtained with the exception of the Lexamar property.

Normally easements for trails or similar purposes are routinely executed without prior review by the City Commission. However, in this case representatives from Lexamar have placed conditions in the easement that would limit the City's ability to require landscaping of the Lexamar property to screen the property from the trail.

Given this requirement and potential implications for the future this easement is being brought to the City Commission for review.

Recommendation

Approve proposed easement language as presented.

Options

1. Do not approve.
2. Take no action pending further information.
3. Other action as the Commission deems appropriate.

NON-MOTORIZED VEHICLE AND SIDEWALK EASEMENT AGREEMENT

THIS NON-MOTORIZED VEHICLE AND SIDEWALK EASEMENT AGREEMENT (this "Agreement") is made as of _____, 2018, by MAGNA EXTERIORS OF AMERICA, INC., formerly known as Decoma International of America, Inc., a Delaware corporation, whose address is: 100 Lexamar Drive, Boyne City, MI 49712, ("Grantor"), and the CITY OF BOYNE CITY, a Michigan Municipal Corporation, 319 N. Lake Street, Boyne City MI, 49712 ("Grantee") upon the following terms and conditions.

Background

A. Grantor is the owner of certain adjacent parcels of real property located on Lexamar Drive in the City of Boyne City, County of Charlevoix, State of Michigan, commonly known as Parcel Nos. 051-300-012-00 and 051-336-168-15, and legally described on Exhibit A (collectively, the "Property").

B. Grantor desires to establish and convey to Grantee an easement over those portions of the Property legally described on Exhibit B (the "Easement Areas") and approximately depicted by the sketch attached as Exhibit C, for the purposes and upon the terms and conditions set forth herein, and Grantee desires to accept same.

Accordingly, NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties agree as follows:

Agreement

1. Agreement of Easement. Grantor hereby grants, conveys and declares to Grantee a non-exclusive easement (the "Easement") to construct, use, repair, and replace a non-motorized vehicle trail and sidewalk within the Easement Areas described on Exhibit B and Exhibit C. The Easement shall include the right (a) to construct such nonmotorized trail on any part of the Easement Areas, together with all necessary appurtenant facilities, including, but not limited to, landscaping, lighting, signage and paving within the Easement Areas, and (b) to excavate within the Easement Areas as may be necessary for installation, repairs, and maintenance of all facilities placed within the Easement Areas. The Easement Areas shall be used only for the permitted purposes, and for no other purpose and the Easement shall terminate if and when Grantee discontinues use of the Easement for the permitted purposes. In no event shall motorized vehicles be allowed to utilize the trail except for maintenance related work or for public safety purposes. In addition, notwithstanding the foregoing, Grantee expressly agrees and

acknowledges that the Easement and the rights granted hereby are subject and subordinate to all pre-existing easements, restrictions and other matters and interests of record, and Grantor makes no representation or warranty whatsoever as to the nature of pre-existing matters, their potential effect on Grantee's ability to make use of the Easement and Easement Areas for the intended purposes, or whether Grantee may need to negotiate with, and/or obtain approval from, other pre-existing holders of an interest or right to use the Easement Areas, including, without limitation, existing utility and service providers.

2. Maintenance of the Easement Areas. Grantee, by acceptance of this Easement, agrees that it shall be responsible for the maintenance of the Easement Areas and all improvements made by Grantee within the Easement Areas in good condition and repair, and in a condition safe for the use of the general public. Grantee shall restore and repair any damage caused by Grantee's work within the Easement Areas, whether such damage be to the Easement Areas or the abutting lands and improvements.

3. Indemnification. Grantee shall defend and indemnify Grantor, and its successors, assigns, agents, employees, guests, invitees, independent contractors, tenants and licensees against and hold them harmless from any and all claims, loss, liability or damages, of whatever kind or nature, including without limitation reasonable attorneys' fees (a) arising out of or in connection with this Easement or the use of the Easement Areas, or (b) occurring within the Easement Areas at any time, for any reason, except for Grantor's sole negligence.

4. Grantor's Use of Property; Screening.

(a) The Easement granted by Grantor to Grantee herein, in no way, constitutes Grantor's current or future agreement to limit, confine, modify, curtail, further screen, or otherwise alter in a manner whatsoever the existing uses of the Property, and all other permitted current and future uses of the Property pursuant to applicable zoning ordinances and laws. For the sake of clarity, the parties acknowledge and agree that, should Grantee desire further screening or buffering of Grantor's current and/or future uses of the Property from the Easement Areas, whether on its own behalf or on behalf of other third parties who may petition or otherwise seek to compel Grantee to take action, Grantee shall have sole responsibility, at Grantee's sole cost, to install, maintain and repair such additional screening or buffer.

(b) Should Grantee desire to install further screening or buffer within the Easement Areas, it shall first provide written notice of same to Grantor, together with a reasonably detailed proposal and description/depiction of the screening or buffer to be installed by Grantee. Grantor's consent to such proposal shall be a condition to Grantee's right to install same, provided, however, that Grantor shall not unreasonably withhold consent provided that the proposed screening or buffer does not materially and adversely impair Grantor's ability to access and use the Property for then-existing or future-permitted purposes or impose any new economic obligation upon Grantor.

(c) Should Grantee desire to install further screening or buffer outside of the Easement Areas, upon other areas of the Property, it shall first provide written notice of same to Grantor, together with a reasonably detailed proposal and description/depiction of the screening

or buffer to be installed by Grantee and, if applicable, any proposed amendment to this Agreement in connection with installation, maintenance and repair of any such additional screening or buffering improvements. Grantor's consent to such proposal, including any proposed modification to this Agreement, shall be a condition to Grantee's right to install same, which consent may be withheld in Grantor's sole and absolute discretion.

5. Consideration. This Easement is granted for the sum of less than \$100.00 and is exempt from State transfer tax pursuant to MCL 207.526(a) and from County transfer tax pursuant to MCL 207.505(a).

EXECUTED on this _____ day of _____, 2018.

GRANTOR:

MAGNA EXTERIORS OF AMERICA, INC., f/k/a
Decoma International of America, Inc.

By: _____
Its: _____

STATE OF MICHIGAN)
) SS
COUNTY OF CHARLEVOIX)

The foregoing instrument was acknowledged before me this ____ day of _____, 2018, by _____, the _____, of the MAGNA EXTERIORS OF AMERICA, INC., f/k/a Decoma International of America, Inc., a Delaware corporation, on behalf of the corporation.

_____, Notary Public
_____ County, Michigan
My Commission Expires: _____

(Signatures continue on following page)

*(Signature Page to Non-Motorized Vehicle and Sidewalk Easement Agreement
between Magna Exteriors of America, Inc. and City of Boyne City)*

GRANTEE:

CITY OF BOYNE CITY

By: _____
Its: _____

STATE OF MICHIGAN)
) SS
COUNTY OF CHARLEVOIX)

The foregoing instrument was acknowledged before me this ____ day of _____, 2018, by _____, the _____, of the CITY OF BOYNE CITY, a Michigan Municipal Corporation, on behalf of the corporation

When recorded return to: GRANTOR

Drafted without
opinion of title by:
James J. Murray (P40413)
303 Howard Street, Petoskey, MI 49770

_____, Notary Public
_____ County, Michigan
My Commission Expires: _____

Open.06056.60760.18800792-1

Exhibit A

(Legal Description of Property)

Land situated in the City of Boyne City, County of Charlevoix, State of Michigan, is described as follows:

Lot 12, BOYNE CITY AIR INDUSTRIAL PARK, as recorded in the plat thereof as recorded in Liber 2 of Plats, page 365, Charlevoix County Records. EXCEPT THEREFROM, the railroad right of way.

The Northeast 1/4 of the Southeast 1/4, Section 36, Town 33 North, Range 6 West, lying South of the Boyne River; and ALSO the Southeast 1/4 of the Southeast 1/4 of Section 36, Town 33 North, Range 6 West, EXCEPT the railroad right of way. ALSO Commencing at the South 1/4 of corner of Section 36, Towns 33 North, Range 6 West; thence S89°59'20" E 599.15' along the South line of said Section 36 to the Point of Beginning; thence N02°31'30" E 1199.62'; S87°21'23" E 736.63'; thence S02°31'30" W 1165.75' along the East 1/8 line of said Section 36; thence N89°59'20" W 737.34' along the South line of said Section 36 to the Point of Beginning, being part of the Southwest Quarter of the Southeast Quarter Section 36, T33N, R6W, being a part of Lot #12 Boyne Air Industrial Park according to the plat as recorded in Liber 2 of Plats, Pages 365-369, Charlevoix County Records EXCEPT a parcel of land on part of the SE 1/4 of Section 36, T33N, R6W, Evangeline Township, Charlevoix County, Michigan, described as commencing at the S 1/4 corner of said Section; thence N89°59'30" E 1336.46 along the South line of said Section; thence N02°31'30" E 1253.25' along the East 1/8 line of said Section to the Point of Beginning; thence continuing N02°31'30" E 562.70' along the East 1/8 line of said Section; thence S50°49'10" E 687.44'; thence S44°50'02" E 163.54'; Thence S72°19'03" E 177.89'; thence S80°40'30" E 31.75'; thence S25°58'29" E 56.00'; thence S28°45'43" E 3.24'; thence N81°38'45" W 563.89'; thence N87°21'23" W 340.77 to the Point of Beginning.

(Also known as Parcel No. 051-300-012-00 and Parcel No.051-336-168-15)

Exhibit B

(Legal Descriptions of Easement Areas)

Easement 051-300-012-00:

A parcel of land located in the Southeast 1/4 of Section 36, Town 33 North, Range 06 West, City of Boyne City, Charlevoix County, Michigan described as: Commencing at the Southeast corner of said Section 36; thence N89°33'34"W along south section line of said Section 36, 449.48 feet to the southeast corner of Lot 12 Boyne City Air Industrial Park (Liber 2, Page 365-369); thence N3°03'57"E along the east line of said Lot 12, 67.58 feet to the Point of Beginning; thence N89°33'34"W parallel to the south section line of said Section 36, 20.02 feet to a line 20.00 feet perpendicular measurement to the east line said Lot 12; thence N3°03'57"E parallel to the east line of said Lot 12, 1058.04 feet to the north line of said Lot 12; thence S86°56'22"E along north line said Lot 12, 20.00 feet to the east line of said Lot 12; thence S3°03'57"W along the east line of said Lot 12, 1057.12 feet to the Point of Beginning. Contains 0.49 acres more or less.

Easement 051-336-168-15:

A parcel of land located in the Southeast 1/4 of Section 36, Town 33 North, Range 06 West, City of Boyne City, Charlevoix County, Michigan described as: Commencing at the Southeast corner of said Section 36; thence N89°33'34"W along south section line of said Section 185.73 feet to the Point of Beginning; thence continuing N89°33'34"W 46.91 feet; thence N49°48'03"W 10.54 feet; thence along a tangent curve to the left 182.33 feet (Radius 262.75 feet, Delta 39°45'32", Chord 178.70 feet, Chord Bearing N69°40'49"W); thence N89°33'34"W parallel with the south section line of said Section 37.59 feet to the east line of Lot 12, Boyne City Air Industrial Park (Liber 2, Page 365-369); thence N3°03'57"E along east line Lot 12, 1057.12 feet to the Northeast corner of Lot 12; thence N86°56'22"W along the north line of Lot 12, 20.00 feet; thence N3°03'57"E 34.91 feet to the south line of City of Boyne City property parcel #051-336-168-20; thence S81°12'34"E along south line of said parcel 30.15 feet; thence S3°03'57"W parallel to the east line Lot 12, 10.00 feet perpendicular measurement, 1043.02 feet; thence S44°33'34"E 21.91 feet; thence S89°33'34"E 10.00 feet; thence along a tangent curve to the right 203.15 feet (Radius 292.76, Delta 39°45'32", Chord 199.10 feet, Chord Bearing S69°40'49"E); thence S49°48'03"E 46.61 feet to the Point of Beginning. Contains 0.44 acres more or less.

Exhibit C

(Sketch of Easement Area)



NDG **Northwest Design Group**
CONSULTING ENGINEERS
ARCHITECTS ENGINEERS PLANNERS SURVEYORS

FIELD CREW: MAN
DRAWN: MAN
CHECKED:
DATE: 08/01/2017
REVISED:
SHEET:
SCALE: 1" = 250'

CLIENT:
SEC. TOWN: 32N RANGE: 06W
COUNTY: CHARLEVOIX
FILE No.

Michael A. Natchezel PS 59551



City of Boyne City

MEMO

Date: August 14, 2018

To: Mayor Neidhamer and the Boyne City City Commission

From: Michael Cain, City Manager *Mc*

Subject: Assessing Services – Hiring of City Assessor

Up until 2012 assessing services for Boyne City had been provided by the Charlevoix County. At that time Charlevoix County told us, as well as East Jordan and Charlevoix, that they would no longer provide those services. Working together the three cities sent out RFPs and sought a firm that could provide the services for hopefully all of us. After interviewing several of the firms that responded we hired Debra Chavez and her firm DC Assessing for a three year term. That agreement was renewed by all three communities for another three year term. That term expires on August 31st of this year.

Working together again our three cities again sought proposals for providing these services. A copy of the RFP and the responses were provided earlier with the agenda packet. Deb Chavez will be 'retiring' again at the end of their arrangement with our communities and as such DC Assessing did not submit a proposal to extend their services. Three of the four firms that submitted proposals were interviewed by representatives of the three communities and the Charlevoix County Equalization Department, which the Assessor for our communities will have to work closely with. Both Cindy Grice and I participated in the group interviews with the firms.

It was the unanimous opinion of all those who participated in the interviews that we should retain the services of Up North Assessing, Inc. of Cheboygan, MI. References were checked and came back fine.

Throughout this latest process the City of Charlevoix made it clear that they were looking at other options to meet not only their assessing but other needs, like GIS, as well. After the interviews and in consultation with us and East Jordan, Charlevoix is in the process of hiring Joe Lavender of Up North Assessing, Inc. as a full time employee to serve as their assessor and perform other duties as well. This will not prevent him and Up North Assessing, Inc. from meeting the needs of us, East Jordan and possibly some other communities as well.

While this is a slightly different arrangement than has been used over the past six years all three cities believe that this mutual arrangement is the best one for us at this time.

Currently we have \$58,000 budgeted for these services in account 101-209-818 as shown on page 2-4 of our current budget. Up North Assessing's proposal specifies costs of \$60,000, \$61,200 and \$62,400 during the three years of the proposed term, which is scheduled to begin on September 1st of this year. This slight difference can be adjusted toward the end of our fiscal year. A sample contract is attached for your review.

Joe Lavender and Nick Couture from Up North Assessing are scheduled to be present at tonight's City Commission meeting to introduce themselves, their firm and answer any questions we may have.

RECOMMENDATION: That the City Commission approve the hiring of Up North Assessing, Inc. and Joe Lavender as Boyne City's City Assessor and authorize the City Manager and City Clerk to execute the necessary

documents to implement this hiring based on the terms specified in the RFP at the cost of \$60,000, \$61,200 and \$62,400 for the next three years beginning September 1, 2018.

Options:

- 1) Postpone for further information or consideration.
- 2) Hire another firm.
- 3) Consider some other arrangement.
- 4) Other options as determined by the City Commission.



CITY OF CHARLEVOIX

ASSESSING SERVICES
CITIES OF BOYNE CITY, CHARLEVOIX AND EAST JORDAN, MICHIGAN
Bid Opening at City Hall
July 9, 2018 – 10:00am

Bidder Name	Total Cost
Up North Assessing, Inc. Cheboygan, MI	YEAR 1 - \$150,000 YEAR 2 - \$153,000 YEAR 3 - \$156,000
Great Lakes Assessing, Inc. Cadillac, MI	YEAR 1 - \$150,780 \$20.00/parcel
Kevin G. Hunter Grayling, MI	YEAR 1 - \$74,040 YEAR 2 - \$80,088 YEAR 3 - \$84,600
Tony Olson Vanderbilt, MI	YEAR 1 - \$125,000 YEAR 2 - \$145,000 YEAR 3 - \$165,000

Request for Proposals
Assessing Services
Cities of Boyne City, Charlevoix and East Jordan, Michigan

Introduction

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

2018 Community Information

	<i>Boyne City</i>	<i>Charlevoix</i>	<i>East Jordan</i>
2010 Population	3,735	2,513	2,351
Land area (sq. miles)	3.91	2.04	3.06
SEV (2018, L-4024)	225,038,700	317,362,000	62,924,185
TV	188,973,594	251,277,141	55,432,184
Number of Parcels	3,158	2,783	1,434
# of Residential [401]	2,748	2,274	1,153
# of Commercial[201]	196	214	117
# of Industrial [301]	20	17	17
# of Agricultural [101]	0	0	0
# of Personal Property [251, 351]	188	275	144
Utilities [551]	6	3	3
IFT	9	7	5

Assessing services for the three Cities have been jointly contracted since 2012. Based on the proposals, it is possible that the three Cities would enter into a three-year contract with the candidate who is awarded a contract under this Request for Proposals. Specific information regarding tax tribunal cases is available upon request.

Right of Refusal

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

Specific Services Required

- Current certification to legally perform the duties of Assessor for the Cities of Boyne City, Charlevoix, and East Jordan (including regulatory changes that may occur during the agreement)
- Proficient in BS&A/Equalizer software
- Maintain local phone number, email address and a minimum of eight (8) scheduled office working hours at each City Hall per week plus additional availability for meetings with residents, agents, and other interested parties

- Respond promptly to inquiries from both City staff, residents, county equalization staff and other interested parties
- Plan, supervise, and participate in the appraisal, re-appraisal, and assessment of all real and personal properties in the Cities in accordance with State law and their respective City Charters and ordinances
- Perform on-site inspections in compliance with Michigan law and to properly account for changes in property characteristics
- Maintain assessment rolls for each individual City, including ad valorem, specific tax rolls (IFTs, OPRAs, PILTs, TIFs, DDAs, etc.), and special assessments in order to ensure compliance with State law and the City Charters
- Keep the property record field cards up-to-date
- In consultation with City staff, perform land division and combinations as necessary, complying with the State's Land Division Act and County/City procedures for land divisions
- Prepare the winter and summer assessment rolls for each City Treasurer
- Analyze property sales of all property classes within the three Cities to determine property values and appropriate assessment adjustments, including vacant land values
- Process all Principal Residence Exemptions (PREs), rescissions, Property Transfer Affidavits and Transfer Deeds
- Process all poverty and veterans exemption applications
- Verify millage rates for each City Council or City Commission. Obtain millage rates from other taxing jurisdictions.
- File all necessary State and County reports pertaining to the Assessment and Tax Rolls annually.
- Prepare a report for each City regarding the status of the Assessing Department and the Assessment Roll and present it to the City Council/Commission. Attend City Council/Commission, Board of Review (if required by City Charter) and/or committee meetings as needed.
- Complete Apex land and building footprint sketches for all real properties
- Maintain accurate ownership and address information and process address change requests in a timely fashion
- Update each City Treasurer's Department personnel with pertinent information on all name and address changes made to the database(s). All assessment files will be the property of and kept at the respective City Halls.
- Track all building permits and re-assess all properties with construction activity requiring a building permit to ensure that assessments are accurate
- Maintain parcel and tax maps including any future GIS component to this
- Process Personal Property Statements, including conducting an annual inspection to ensure an up-to-date list of personal property. Comply with all Personal Property Tax reporting requirements to the State of Michigan, tracking any required reductions.
- Upon request, meet with taxpayers regarding assessment determinations and to explain appeal procedures
- Respond to complaints pertaining to assessing property
- Act as the liaison in communicating with the public, media, and other governmental agencies on assessing issues
- Provide assessment information to the public similar to how the Cities currently provides this information on their websites. Send out printed assessment notices to all property owner in accordance with State laws.
- Represent each City in defense of existing and future assessment appeals to the Board of Review, the Small Claims division of the Michigan Tax Tribunal, and the full Michigan Tax Tribunal

- Coordinate with the respective City attorneys in the defense of appeals
- Prepare changes to the roll based on decisions of the Board of Review and/or Michigan Tax Tribunal
- Coordinate with Charlevoix County Equalization Department office to facilitate the digital and manual transfer of data and values
- Communicate openly and in a timely fashion with City staff and the public in handling appeals to ensure the Board of Review has all available information to render their decisions. The Assessor is expected to present a positive professional image in both dress and conduct while interfacing with City staff and the public.
- Update market values for land and buildings owned by the Cities. Said information obtained shall be used for insurance purposes, depreciation and to establish lease values.
- Perform all other duties incidental to the normal duties of an Assessor
- Make timely taxable value estimates. Timing of the taxable value estimates will need to be negotiated with each City.
- Assist with the AMAR and advise each municipality of standard and recommended actions to ensure each municipality remains in full compliance with the State Tax Commission
- Conduct all action in accord with the Supervising Preparation of the Assessment Roll and any other guidance, statute, or best practice as now or in the future may be created

City Clerical/Administrative Assistance Services Offered

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

Proposal Requirements

The selection process will be focused upon quality-based selection criteria. Those interested in submitting sealed proposals must submit six copies. The proposals shall include a list of current clients and projects along with a list of references (minimum of three). The respondent should provide:

- Copy of his/her Level II or higher Certification document, documentation of any other related certifications
- The total annual compensation rate to provide the assessment services in the above Specific Services Required and in accordance with the applicable laws of the State of Michigan for the years 9/1/2018-8/31/2019, 9/1/2019-8/31/2020 and 9/1/2020-8/31/2021. The Cities will pay the annual compensation rate based upon progress of the work that has been completed. Bidders shall express their fees for each year of the three-year contract for each individual municipality in a not-to-exceed sum to include all of the Assessor's costs, including but not limited to: labor, materials, transportation costs, meals, lodging, Board of Review, Small Claims divisions of the Michigan Tax Tribunal and the full Michigan Tax Tribunal expenses. All incidental expenses will be the responsibility of the Assessor(s) or Assessing Firm.

Other information

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

Evaluation Criteria

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

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

Deadline

Six copies of the Proposal shall be delivered in a sealed package to Joyce Golding, Charlevoix City Clerk at the address below. Packages should be clearly marked "City Assessor RFP". Proposals are due and will be opened at 10am EDT on July 9, 2018. Proposals received after this time will not be considered.

Charlevoix City Clerk
210 State Street
Charlevoix, MI 49720

Questions and/or clarification can be directed to the Charlevoix City Manager at (231) 547-3270 or markh@charlevoixmi.gov.

Assessing Services Proposal

City of Charlevoix

Boyne City

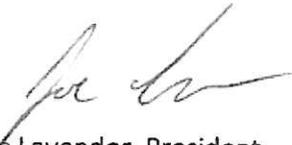
City of East Jordan

Up North Assessing, Inc
350 S Huron St
Cheboygan, MI 49721
231-420-8420
upnorthassessor@gmail.com

July 7th 2018

Please accept this proposal for assessing services as requested by the RFP published by the City. I have attached a scope of services, along with experience and some samples of past work. I have been conducting assessing services and have maintained very positive relationships with Township Boards, City Councils, Taxpayers, Real Estate Professionals, etc. I recognize that the assessor is there to serve the public and educate taxpayers and professionals to better serve the community.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Joe Lavender", written in a cursive style.

Joe Lavender, President
Up North Assessing, Inc

Assessing Services currently being provided by Up North Assessing, Inc.

- Eveline Township, Charlevoix County
- City of Rogers City, Presque Isle County
- Grant Township, Cheboygan County
- Mackinaw Township, Cheboygan County (Village of Mackinaw City included)

Assessing Services currently utilizing Joseph Lavender as an employee

- Bliss Township, Emmet County
- Carp Lake Township, Emmet County
- Little Traverse Township, Emmet County
- West Traverse Township, Emmet County

* ** The current employment and contracting assessing services will change significantly if Up North Assessing is awarded the assessing services bid.

Assessing Experience

- Twenty-Three Years in the assessment administration profession
- City Assessor for City of Cheboygan
- Equalization Director for Cheboygan County
- Past instructor for assessor education courses
- Defended successfully full and small claims tax tribunals
- MAAO (3) Assessing Certification
- Personal Property Examiner Certification from State of Michigan
- Very proficient with BS&A software
- Utilize the latest technology for assessment administration

References

- Paul Teike, Carp Lake Township Supervisor cindyteike@hotmail.com 231-373-7138
- Joe Hefele, City Manager, Rogers City jhefele@rogerscity.com 989-734-2191
- Clayton McGovern, Assessor claym1952@gmail.com 231-627-5873

Proposed Cost for Services

Boyne City

- 9/1/2018 – 8/31/2019 \$60,000
- 9/1/2019 – 8/31/2020 \$61,200
- 9/1/2020 – 8/31/2021 \$62,400

Charlevoix

- 9/1/2018 – 8/31/2019 \$60,000
- 9/1/2019 – 8/31/2020 \$61,200
- 9/1/2020 – 8/31/2021 \$62,400

YEAR #1 - 150,000
#2 153,000
#3 156,000

East Jordan

- 9/1/2018 – 8/31/2019 \$30,000
- 9/1/2019 – 8/31/2020 \$30,600
- 9/1/2020 – 8/31/2021 \$31,200

Scope of Services

- Conduct office hours at each city one day per week. Up North Assessing will provide 8 hours once a week during most of the year. Up North Assessing would like to provide 5 office hours and 3 hours of field work during days of proper weather to allow for regular property inspections. (reasonable expectations for a few days off per year for vacations, etc.)
- Review 20% of all properties annually. This includes an onsite property inspection, digital photos, and providing an up to date apex digital sketch. "see attachment 1"
- Respond and attend all small claims tax tribunal appeals.
- Respond and work with the City legal counsel on all full tax tribunal cases.
- Provide access via email Monday-Friday. Response time is usually less than 24 hours.
- Provide access via phone Monday-Friday.
- Work with all city staff and taxpayers to provide any services needed outside the normal office hours.
- Stay current on all tax laws and policies
- Strive to obtain substantial compliance on future AMAR audits.
- Annually conduct sales analysis. This includes both land values and economic condition factors.
- Provide a detailed analysis to the March Board of Review of market trends and land value conclusions. "see attachment 2"
- Maintain assessment rolls both ad-valorem and special acts.
- Perform land divisions as required
- Prepare tax rolls
- Process all paperwork needed for an accurate assessment roll. Including but not limited to deeds, property transfer affidavits, exemption requests, real property statements, etc.
- Prepare any information with all the proper documentation for any board of review actions, including but not limited to veteran's exemptions, poverty exemptions, PRE changes, etc.
- Keep up to date owners addresses and share with the appropriate departments.
- Annually review and inspect all new construction building permits and place on the assessment roll.
- Process all personal property statements and small business taxpayer exemptions.
- Supervise all aspects of the preparation of the assessment according the attached State guidelines. "see attachment 3"
- Provide any assistance or guidance to property tax matters to City staff and departments upon request.



STATE OF MICHIGAN
STATE TAX COMMISSION

This is to certify that

Joseph E. Lavender

is a

Michigan Advanced Assessing Officer (3)

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

CERTIFICATE NO.

EXPIRATION DATE

R-7687 MAAO (3) 12/31/2018

Executive Director, State Tax Commission



STATE OF MICHIGAN
STATE TAX COMMISSION



This is to certify that

Joseph E. Lavender

is a

Michigan Certified Personal Property Examiner

Issued under the provisions of Act 40, Public Acts of 1969, being
Section 211.22a of the Michigan Compiled Laws.

CERTIFICATE NO.

EXPIRATION DATE

1335 MCPPE December 31, 2018

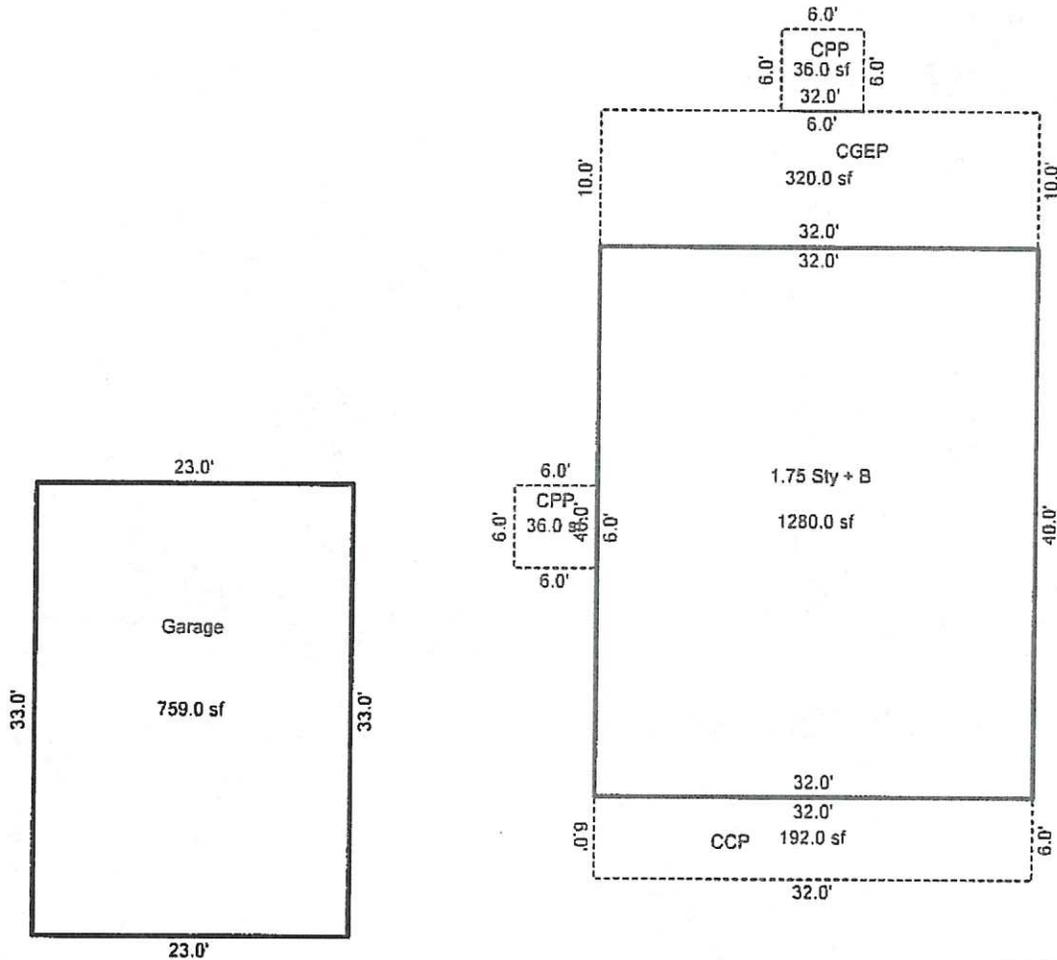
Executive Director, State Tax Commission

SKETCH/AREA TABLE ADDENDUM

SUBJECT INFO

File No.: Parcel No.: 006-116-026-00
 Property Address: 9963 FERRY RD
 City: EAST JORDAN County: Charlevoix State: MI ZipCode: 49727
 Owner: O LEARY JAMES V JR
 Client: 00000 Client Address:
 Appraiser Name: Inspection Date:

SKETCH



Sketch by Apex Sketch

AREA CALCULATIONS SUMMARY

Code	Description	Factor	Net Size	Perimeter	Net Totals
GLA1	First Floor	1.0	1280.0	144.0	1280.0
GAR	Garage	1.0	759.0	112.0	759.0
P/P	Porch	1.0	320.0	84.0	
	Porch	1.0	192.0	76.0	
	Porch	1.0	36.0	24.0	
	Porch	1.0	36.0	24.0	584.0

COMMENT TABLE 1

COMMENT TABLE 2

COMMENT TABLE 3

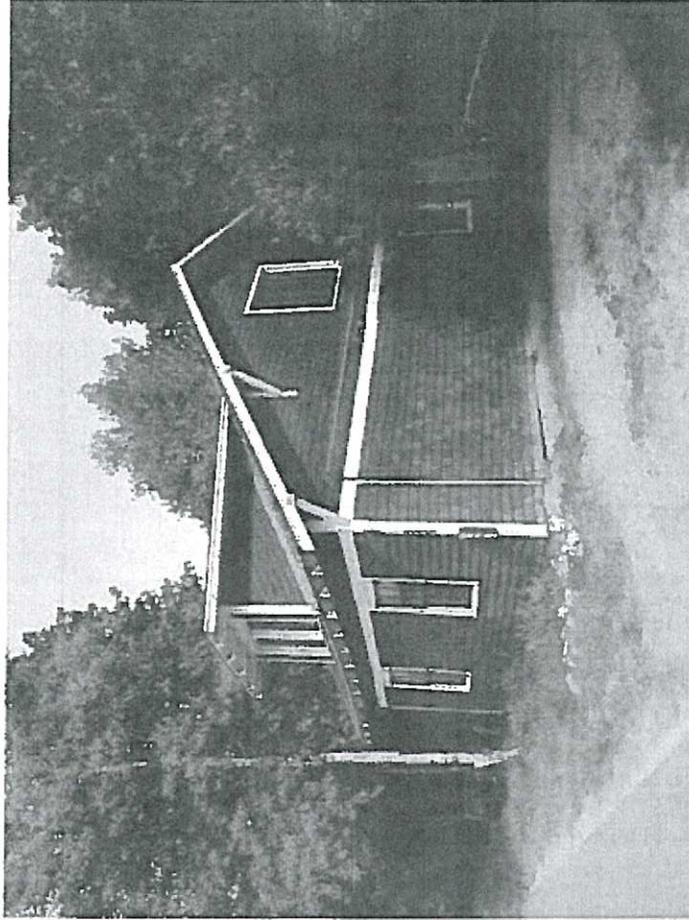
Net LIVABLE (rounded) 1,280



006-116-026-00

9963 FERRY RD

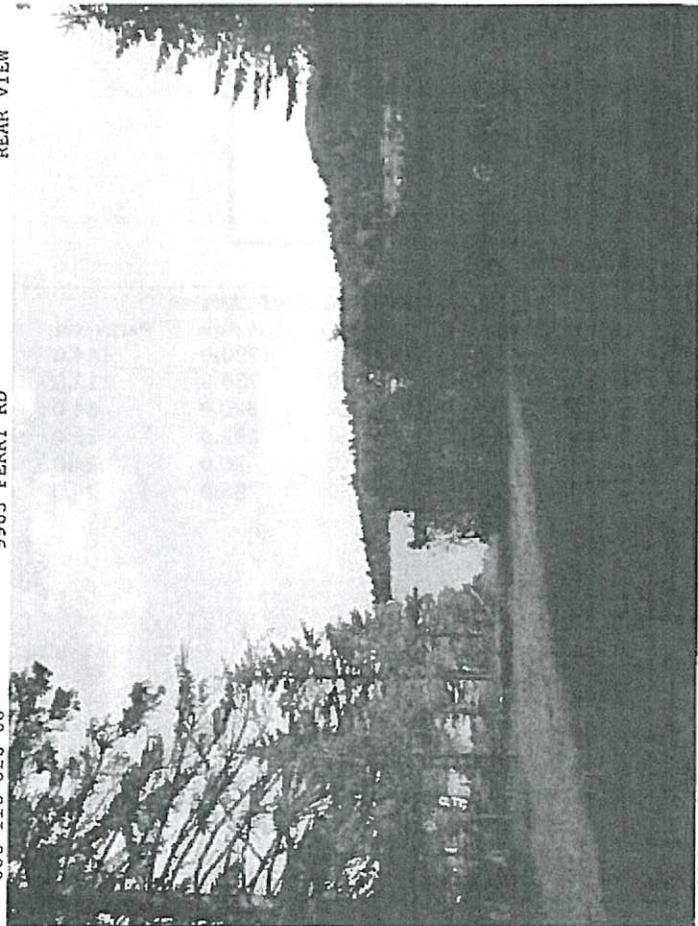
REAR VIEW



006-116-026-00

9963 FERRY RD

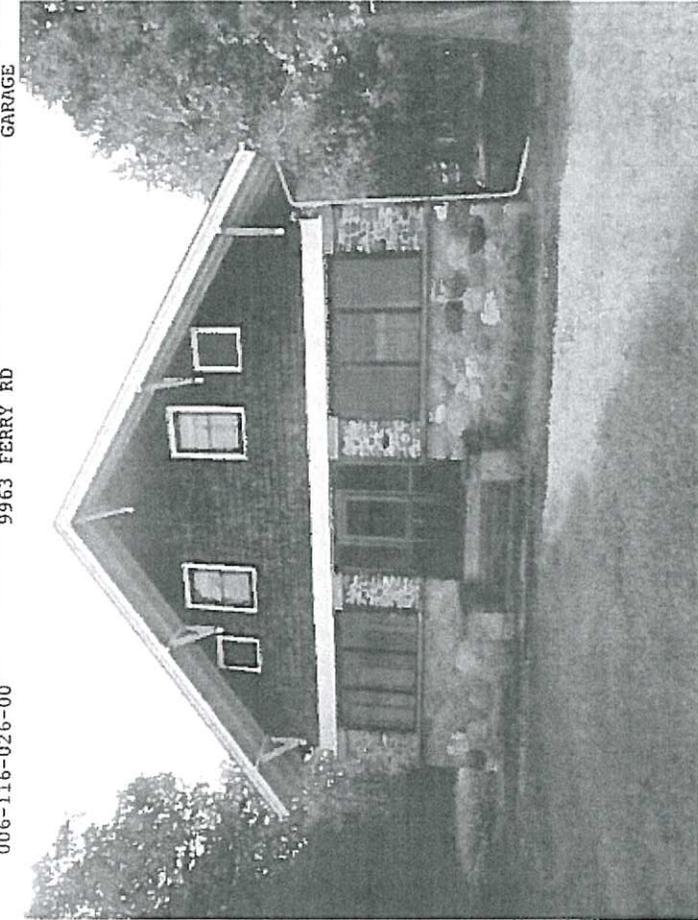
GARAGE



006-116-026-00

9963 FERRY RD

WATER VIEW



006-116-026-00

9963 FERRY RD

FRONT VIEW

Eveline Township, Charlevoix County

2018 Assessment Roll Submission

March 6th 2018

Eveline Board of Review,

I hereby submit the 2018 Assessment Roll. The assessments overall have increased for 2018. The residential lakefront seen an increase along with general township residential properties. There have been a lot of changes to the land values within the database. This has resulted in some properties having abnormal increases/decreases. This is a one time change to properties and will have more level adjustments in the future. I have also separated the south arm of Lake Charlevoix from the rest of the Lake. This has shown to have a lower value per front foot.

Attached are sales and details of various areas throughout the township from my sales and data analysis.

Respectfully Submitted,

Joe Lavender

Joe Lavender, Assessor

**Eveline Township
Board of Review**

Property Class	2018 Projection TCV	2018 Assessments	Minimum Assessed Allowed	Allowed Reductions without County Factor
101 Agriculture	14,863,701	7,509,100	7,284,700	224,400
201 Commercial	7,690,815	3,824,300	3,769,268	55,032
301 Industrial	27,702	13,800	13,577	223
401 Residential	639,792,306	319,222,200	314,138,022	5,084,178

Increase in Taxable Value	Increase in Taxes (estimated)	
	Homestead	Non-Homestead
100	\$2.40	\$4.19
200	\$4.80	\$8.39
300	\$7.20	\$12.58
400	\$9.60	\$16.78
500	\$11.99	\$20.97
600	\$14.39	\$25.16
700	\$16.79	\$29.36
800	\$19.19	\$33.55
900	\$21.59	\$37.75
1,000	\$23.99	\$41.94
1,100	\$26.39	\$46.14
1,200	\$28.79	\$50.33
1,300	\$31.18	\$54.52
1,400	\$33.58	\$58.72
1,500	\$35.98	\$62.91
1,600	\$38.38	\$67.11
1,700	\$40.78	\$71.30
1,800	\$43.18	\$75.49
1,900	\$45.58	\$79.69
2,000	\$47.98	\$83.88
2,250	\$53.97	\$94.37
2,500	\$59.97	\$104.85
2,750	\$65.97	\$115.34
3,000	\$71.96	\$125.82
3,250	\$77.96	\$136.31
3,500	\$83.96	\$146.79
3,750	\$89.95	\$157.28
4,000	\$95.95	\$167.76

Lake Charlevoix Waterfront Land Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Assmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual	Est. Land Value	Effic. Frant	Dollars/FF
006-019-013-15	5901 FERRIS LEWIS LN (PVT)	10/23/15	\$900,000	WD	\$900,000	\$342,900	38.10	\$685,825	\$501,275	\$287,100	100.0	\$5,013
006-019-019-10	5761 FERRY RD	08/15/16	\$483,000	WD	\$483,000	\$254,100	52.61	\$508,288	\$264,693	\$289,971	101.0	\$2,621
006-029-052-00	4757 LAKESHORE RD	06/23/15	\$440,000	WD	\$440,000	\$189,900	43.16	\$379,864	\$275,461	\$215,325	75.0	\$3,673
006-108-004-10	4850 SEQUANOTA DR (PVT)	10/17/16	\$530,000	WD	\$530,000	\$256,200	48.34	\$512,494	\$476,866	\$459,360	160.0	\$2,880
006-108-004-25	4800 SEQUANOTA DR (PVT)	03/04/16	\$800,000	WD	\$800,000	\$435,500	54.44	\$870,933	\$735,818	\$806,751	281.0	\$2,619
006-113-001-45	3540 CHULA VISTA DR	08/28/15	\$565,000	WD	\$565,000	\$284,800	50.41	\$569,637	\$426,013	\$430,650	150.0	\$2,840
006-113-014-10	3390 CHULA VISTA DR (PVT)	08/29/16	\$449,900	WD	\$449,900	\$165,100	36.70	\$330,263	\$334,962	\$215,325	75.0	\$4,466
006-114-010-20	7025 VEDDER FISHER DR (PVT)	01/13/17	\$599,000	WD	\$599,000	\$265,300	44.29	\$530,673	\$355,427	\$287,100	100.0	\$3,554
006-114-015-00	7435 BAY DR (PVT)	06/25/15	\$640,000	WD	\$640,000	\$326,400	51.00	\$652,773	\$386,296	\$399,069	139.0	\$2,779
006-115-015-15	8105 FERRY RD	06/23/16	\$1,875,000	WD	\$1,875,000	\$788,400	42.05	\$1,576,836	\$619,716	\$321,552	112.0	\$5,533
006-115-025-30	8695 SPINNAKER LN (PVT)	06/23/15	\$650,000	WD	\$650,000	\$343,400	52.83	\$686,739	\$350,136	\$386,875	125.0	\$2,801
006-116-019-20	3828 HEMINGWAY RD	10/14/15	\$575,000	WD	\$575,000	\$357,200	62.12	\$714,316	\$291,334	\$430,650	150.0	\$1,842
006-116-025-00	9913 FERRY RD	10/13/16	\$850,000	WD	\$850,000	\$458,300	53.92	\$916,631	\$579,344	\$645,975	225.0	\$2,575
006-117-036-00	3700 LAKE ST (PVT)	08/20/15	\$310,000	WD	\$310,000	\$230,400	74.32	\$460,729	\$136,371	\$287,100	100.0	\$1,364
006-276-077-00	8945 SPINNAKER LN	04/30/15	\$725,000	WD	\$725,000	\$333,300	45.97	\$666,601	\$374,209	\$315,810	110.0	\$3,402
006-325-004-00	11250 EVERGREEN LN (PVT)	07/13/16	\$1,217,000	WD	\$1,217,000	\$594,100	48.82	\$1,188,255	\$602,945	\$574,200	200.0	\$3,015
006-325-005-10	11180 EVERGREEN LN (PVT)	07/26/16	\$2,000,000	WD	\$2,000,000	\$649,900	32.45	\$1,297,770	\$1,086,944	\$384,714	134.0	\$8,112
006-325-010-10	11191 EVERGREEN LN (PVT)	11/04/16	\$930,000	WD	\$930,000	\$464,200	49.91	\$928,316	\$524,206	\$522,522	182.0	\$2,880
006-536-005-00	9405 PINE LAKE RD (PVT)	06/05/15	\$800,000	WD	\$800,000	\$341,300	42.66	\$682,671	\$461,849	\$344,520	120.0	\$3,849
006-536-008-00	9345 PINE LAKE RD (PVT)	06/19/15	\$900,000	WD	\$900,000	\$539,600	59.96	\$1,079,243	\$139,438	\$318,681	111.0	\$1,256
006-536-009-00	9325 PINE LAKE RD (PVT)	12/01/15	\$985,000	WD	\$985,000	\$408,600	41.48	\$817,167	\$463,546	\$295,719	103.0	\$4,500
006-536-016-00	9195 PINE LAKE RD (PVT)	06/18/15	\$315,000	WD	\$315,000	\$208,100	66.06	\$416,295	\$315,000	\$416,295	145.0	\$2,172
006-536-023-10	9065 PINE LAKE RD (PVT)	04/15/15	\$1,450,000	WD	\$1,450,000	\$778,400	53.68	\$1,556,826	\$452,802	\$559,628	193.0	\$2,346
006-545-004-00	11000 EVERGREEN LN (PVT)	02/12/16	\$1,349,000	WD	\$1,349,000	\$710,300	52.65	\$1,420,670	\$1,349,000	\$1,401,048	488.0	\$2,764
006-545-007-00	EVERGREEN LN (PVT)	06/19/15	\$595,000	WD	\$595,000	\$189,700	30.87	\$367,488	\$595,000	\$367,488	128.0	\$4,648
006-675-002-00	7885 CEDAR LN (PVT)	04/09/15	\$380,000	LC	\$380,000	\$202,400	53.26	\$404,865	\$262,235	\$287,100	100.0	\$2,622
006-675-013-00	7905 CEDAR LN (PVT)	05/16/16	\$700,000	WD	\$700,000	\$343,900	49.13	\$687,882	\$299,218	\$287,100	100.0	\$2,992
006-675-016-00	7945 CEDAR LN (PVT)	06/31/15	\$360,000	WD	\$360,000	\$198,300	55.08	\$396,639	\$279,171	\$315,810	110.0	\$2,538
Totals:			\$22,372,900		\$22,372,900	\$10,653,000		\$21,306,689	\$12,939,265	\$11,853,432	4,117.0	
											Average	
											per FF	\$3,143

Lake Charlevoix South Arm Waterfront Land Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Assmt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual	Est. Land Value	Effec. Front	Dollars/FF
006-116-033-25	3345 ROSS LN (PVT)	10/02/15	\$749,000	WD	\$749,000	\$345,900	46.18	\$691,839	\$325,081	\$267,520	100.0	\$3,251
006-116-042-35	3006 ROSS LN (PVT)	10/21/16	\$490,000	WD	\$490,000	\$333,900	68.14	\$667,771	\$192,233	\$370,004	131.0	\$1,467
006-116-045-20	3435 ROSS LN (PVT)	07/13/16	\$1,050,000	WD	\$1,050,000	\$493,900	47.04	\$987,738	\$527,382	\$465,120	180.0	\$2,930
006-121-004-00	2300 WISHING WELL LN (PVT)	04/29/16	\$520,000	WD	\$520,000	\$285,600	56.85	\$591,286	\$290,474	\$361,760	140.0	\$2,075
006-121-005-00	2270 WISHING WELL LN (PVT)	05/27/16	\$457,500	WD	\$457,500	\$194,900	42.60	\$389,758	\$360,142	\$292,400	100.0	\$3,601
006-121-006-00	2220 WISHING WELL LN (PVT)	09/16/15	\$440,000	WD	\$440,000	\$152,600	34.68	\$305,172	\$440,000	\$300,152	103.0	\$4,272
006-121-027-00	2350 M-66 N	07/31/15	\$605,000	WD	\$605,000	\$320,600	52.99	\$641,215	\$290,865	\$327,080	120.0	\$2,424
006-127-013-00	1699 MOUNTAIN RD	12/02/16	\$679,000	WD	\$679,000	\$329,000	48.45	\$658,079	\$537,721	\$516,800	200.0	\$2,689
006-127-019-20	8820 GAUNT RD	05/19/16	\$395,000	WD	\$395,000	\$177,300	44.89	\$354,518	\$298,882	\$258,400	100.0	\$2,989
006-128-008-00	1590 SLEEPY HOLLOW LN (PVT)	12/18/15	\$600,400	WD	\$600,400	\$322,100	53.65	\$644,270	\$214,530	\$258,400	100.0	\$2,145
006-225-006-00	9367 BIRCH TERRACE RD	08/14/15	\$725,000	WD	\$725,000	\$341,400	47.09	\$682,894	\$326,346	\$284,240	110.0	\$2,967
006-401-001-00	10256 FERRY RD	07/28/16	\$485,000	WD	\$485,000	\$279,000	57.53	\$558,068	\$242,180	\$315,248	122.0	\$1,985
006-640-008-00	1845 COTTAGE TRL (PVT)	05/19/15	\$915,000	WD	\$915,000	\$401,600	43.89	\$803,148	\$375,420	\$263,568	102.0	\$3,681
Totals:			\$8,110,900		\$8,110,900	\$3,987,800		\$7,975,756	\$4,421,256	\$4,281,092	1,608.0	
											Average	
											per FF=>	\$2,750

Lake Nowland Waterfront Land Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Assmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual	Est. Land Value	Effec. Front	Dollars/FF
006-119-005-20	BROCK RD	10/04/17	\$120,000	WD	\$120,000	\$60,000	50.00	\$119,900	\$120,000	\$119,900	275.0	\$436
006-119-014-00	2621 HIDDEN VALLEY LN (PVT)	08/25/17	\$500,000	WD	\$500,000	\$241,600	48.32	\$483,202	\$148,034	\$131,236	301.0	\$492
Totals:			\$620,000		\$620,000	\$301,600		\$603,102	\$268,034	\$251,136	576.0	
											Average	
											per FF=>	\$465

Lake Nowland Hidden Valley Land Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Assmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual	Est. Land Value	Effec. Front	Dollars/FF
006-440-006-00	2273 HIDDEN VALLEY LN (PVT)	09/05/17	\$134,500	WD	\$134,500	\$55,600	41.34	\$111,244	\$66,856	\$43,600	100.0	\$669
006-440-009-00	2383 HIDDEN VALLEY LN (PVT)	04/10/15	\$125,000	WD	\$125,000	\$53,000	42.40	\$106,036	\$62,564	\$43,600	100.0	\$626
Totals:			\$259,500		\$259,500	\$108,600		\$217,280	\$129,420	\$87,200	200.0	
											Average	
											per FF=>	\$647

Sommerset Pointe Site Value Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual
006-635-053-00	910 POINTE DR (PVT)	07/15/15	\$501,550	WD	\$501,550	\$331,100	66.02	\$662,198	\$163,852
006-635-063-00	860 POINTE DR (PVT)	07/02/15	\$525,000	WD	\$525,000	\$331,700	63.18	\$663,395	\$186,105
006-635-064-00	860 POINTE DR (PVT)	04/05/16	\$772,000	WD	\$772,000	\$450,300	58.33	\$900,622	\$195,878
006-635-071-00	840 POINTE DR (PVT)	06/15/15	\$489,000	WD	\$489,000	\$279,900	57.24	\$559,744	\$253,756
006-636-017-00	4541 SOMMERSET LN (PVT)	12/01/15	\$527,500	WD	\$527,500	\$297,400	56.38	\$594,813	\$257,187
006-636-018-00	4541 SOMMERSET LN (PVT)	06/01/16	\$699,000	WD	\$699,000	\$310,400	44.41	\$620,844	\$402,656
006-636-020-10	4541 SOMMERSET LN (PVT)	05/08/15	\$699,000	WD	\$699,000	\$306,000	43.78	\$611,948	\$411,552
006-636-024-10	24 SOMMERSET LN (PVT)	05/27/16	\$900,000	WD	\$900,000	\$363,800	40.42	\$727,526	\$496,974
006-636-055-00	900 POINTE DR	11/21/16	\$571,000	WD	\$571,000	\$331,500	58.06	\$663,061	\$232,439
006-636-056-00		10/06/16	\$757,000	WD	\$757,000	\$387,400	51.18	\$774,849	\$306,651
006-636-058-00	890 POINTE DR (PVT)	07/02/15	\$699,000	WD	\$699,000	\$382,400	54.71	\$764,785	\$258,715
006-636-061-00	870 POINTE DR (PVT)	08/01/17	\$635,000	WD	\$635,000	\$382,400	60.22	\$764,785	\$194,715
006-636-062-00	870 POINTE DR (PVT)	10/27/16	\$839,000	WD	\$839,000	\$336,100	40.06	\$672,270	\$491,230
006-636-065-00	4541 SOMMERSET LN (PVT)	03/15/17	\$599,900	WD	\$599,900	\$389,400	64.91	\$778,873	\$145,527
Totals:			\$9,213,950		\$9,213,950	\$4,879,800		\$9,759,713	\$3,997,237
								Average	
								Site Value	\$285,516.93

Hemingway Pointe Site Value Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual
006-435-003-00	4000 HEMINGWAY POINTE CLL	05/04/15	\$550,000	WD	\$550,000	\$174,400	31.71	\$348,703	\$310,897
006-435-005-00	4000 HEMINGWAY POINTE CLL	08/21/17	\$549,900	WD	\$549,900	\$193,800	35.24	\$387,569	\$271,931
006-435-017-00	4000 HEMINGWAY POINTE CLL	11/14/15	\$340,000	WD	\$340,000	\$182,000	53.53	\$363,885	\$85,715
006-435-025-00	4000 HEMINGWAY POINTE CLL	09/25/15	\$320,000	WD	\$320,000	\$176,300	55.09	\$352,531	\$77,069
006-435-040-00	4000 HEMINGWAY POINTE CLL	06/14/17	\$304,500	WD	\$304,500	\$185,800	61.02	\$371,547	\$42,553
006-435-041-00	4000 HEMINGWAY POINTE CLL	08/28/17	\$212,000	WD	\$212,000	\$144,600	68.21	\$289,237	\$72,763
006-435-046-00	4000 HEMINGWAY POINTE CLL	10/28/16	\$380,000	WD	\$380,000	\$181,600	47.79	\$363,099	\$126,501
006-435-050-00	4000 HEMINGWAY POINTE CLL	09/30/15	\$450,000	WD	\$450,000	\$176,100	39.13	\$352,151	\$207,449
006-435-053-00	4000 HEMINGWAY POINTE CLL	10/19/16	\$405,000	WD	\$405,000	\$168,300	41.56	\$336,628	\$177,972
006-435-061-00	4000 HEMINGWAY POINTE CLL	12/11/15	\$297,900	WD	\$297,900	\$164,700	55.29	\$329,444	\$118,456
006-435-065-00	4000 HEMINGWAY POINTE CLL	06/15/17	\$385,000	WD	\$385,000	\$206,500	53.64	\$412,982	\$81,618
Totals:			\$4,194,300		\$4,194,300	\$1,954,100		\$3,907,776	\$1,572,924
								Average	
								Site Value	\$142,993.09

Charlevoix Shores Estates Site Value

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual
006-275-003-00	FERRY RD	06/01/17	\$13,000	WD	\$13,000	\$11,300	86.92	\$22,500	\$13,000
006-275-016-00	STARBOARD LN	11/08/15	\$9,000	WD	\$9,000	\$11,300	125.56	\$22,500	\$9,000
006-275-017-00	STARBOARD LN	09/15/15	\$13,000	WD	\$13,000	\$11,300	86.92	\$22,500	\$13,000
006-275-022-00	3560 STARBOARD LN	09/29/15	\$181,000	WD	\$181,000	\$90,600	50.06	\$181,105	\$22,395
006-276-040-00	BRIDGE DR	06/01/17	\$12,000	WD	\$12,000	\$11,300	94.17	\$22,500	\$12,000
006-276-056-00	BRIDGE DR	10/03/16	\$15,000	WD	\$15,000	\$11,300	75.33	\$22,500	\$15,000
006-276-057-00	PORT DR	08/31/15	\$22,000	WD	\$22,000	\$11,300	51.36	\$22,500	\$22,000
006-276-061-00	BRIDGE DR	11/07/16	\$21,000	WD	\$21,000	\$11,300	53.81	\$22,500	\$21,000
Totals:			\$286,000		\$286,000	\$169,700		\$338,605	\$127,395
								Average	
								Site Value	\$15,924.38

Charlevoix Shores Estates Site Value (Lake View)

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual
006-276-068-00	COMMODORE DR	10/05/17	\$44,000	WD	\$44,000	\$26,300	59.77	\$52,500	\$44,000
Totals:			\$44,000		\$44,000	\$26,300		\$52,500	\$44,000
								Average	
								Site Value	\$44,000

Birch Ridge Trail Site Value Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual
006-215-001-00	9069 BIRCH CT (PVT)	10/11/16	\$15,000	WD	\$15,000	\$23,000	153.33	\$45,963	\$15,000
Totals:			\$15,000		\$15,000	\$23,000		\$45,963	\$15,000
								Average	
								Site Value	\$15,000

Blue Water Trail Site Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual
006-032-021-25	346 BLUE WATER TRL (PVT)	06/30/16	\$60,000	WD	\$60,000	\$156,900	261.50	\$313,780	\$60,000
006-230-003-00	BLUE WATER TRL (PVT)	12/06/16	\$67,500	WD	\$67,500	\$35,000	51.85	\$70,000	\$67,500
006-230-006-00	BLUE WATER TRL (PVT)	06/16/16	\$77,500	WD	\$77,500	\$35,000	45.16	\$70,000	\$77,500
006-230-011-00	BLUE WATER TRL (PVT)	02/15/17	\$92,000	WD	\$92,000	\$35,000	38.04	\$70,000	\$92,000
Totals:			\$297,000		\$297,000	\$261,900		\$523,780	\$297,000
Average									
Per Site									\$74,250

Cleavenger Back Site Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual
006-300-004-00	ORCHARD DR (PVT)	11/10/16	\$60,000	WD	\$60,000	\$30,000	50.00	\$60,000	\$60,000
Totals:			\$60,000		\$60,000	\$30,000		\$60,000	\$60,000
Average									
Site Value									\$60,000

Cleavenger View Site Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual
006-300-021-00	279 KADEN LN (PVT)	06/16/17	\$730,000	WD	\$730,000	\$267,400	36.63	\$534,844	\$255,156
006-300-024-00	354 KADEN LN (PVT)	09/21/16	\$665,000	WD	\$665,000	\$342,700	51.53	\$685,308	\$164,692
006-300-029-00	164 KADEN LN (PVT)	03/31/16	\$235,500	WD	\$235,500	\$94,600	40.17	\$189,205	\$231,295
Totals:			\$1,630,500		\$1,630,500	\$704,700		\$1,409,357	\$651,143
Average									
Site Value									\$217,047.67

Lake Shore Rd Land Analysis (Water Influence)

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Assmt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual	Est. Land Value	Effec. Front	Dollars/FF
006-030-058-40	5732 LAKESHORE RD	08/24/17	\$395,000	WD	\$395,000	\$94,300	23.87	\$188,589	\$206,411	\$0	100.0	\$2,064
006-032-041-10	4218 LAKESHORE RD	09/20/16	\$530,000	WD	\$530,000	\$179,700	33.91	\$359,334	\$170,666	\$0	75.0	\$2,276
006-033-004-25	3927 LAKESHORE RD	04/14/16	\$190,000	WD	\$190,000	\$27,800	14.63	\$55,615	\$134,385	\$0	60.0	\$2,240
006-033-018-15	3098 LAKESHORE RD	08/31/17	\$514,000	WD	\$514,000	\$146,200	28.44	\$292,414	\$137,220	\$0	60.0	\$2,287
006-033-025-00	3122 LAKESHORE RD	05/05/17	\$270,000	WD	\$270,000	\$44,400	16.44	\$88,880	\$181,120	\$0	75.0	\$2,415
006-450-006-00	4848 LAKESHORE RD	09/30/16	\$400,000	WD	\$400,000	\$88,600	22.15	\$177,274	\$222,726	\$0	96.0	\$2,320
Totals:			\$2,299,000		\$2,299,000	\$581,000		\$1,162,106	\$1,052,528	\$0	466.0	
											Average	
											per FF=>	\$2,259

Residential/Ag Acreage Analysis 1-5 Acres

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual	Est. Land Value	Net Acres	Total Acres
006-031-014-45	787 SNYDER RD N	12/11/17	\$155,000	WD	\$155,000	\$66,300	42.77	\$132,686	\$35,208	\$12,994	5.00	5.00
006-107-015-40	11419 ROBERTS RD W	10/31/14	\$169,000	WD	\$169,000	\$84,500	50.06	\$169,144	\$30,699	\$30,843	4.15	4.15
006-107-018-85	11550 SEQUANOTA HEIGHTS DR (PV	02/25/16	\$140,000	WD	\$140,000	\$62,000	44.29	\$123,995	\$34,609	\$18,604	2.16	2.16
006-115-006-20	8530 FERRY RD	10/03/14	\$12,000	WD	\$12,000	\$0	0.00	\$6,988	\$12,000	\$6,888	1.81	1.81
006-115-027-10	COMMODORE DR	06/11/14	\$7,500	WD	\$7,500	\$4,900	65.33	\$9,801	\$7,500	\$9,801	1.32	1.32
006-127-007-15	1280 MOUNTAIN RD	10/24/15	\$18,000	LC	\$18,000	\$8,000	44.44	\$16,087	\$10,823	\$8,910	1.20	1.20
006-131-016-00	11335 FLAGG RD	12/12/16	\$110,000	WD	\$110,000	\$54,400	49.45	\$108,866	\$13,831	\$12,697	4.50	4.50
006-133-008-15	282 RANNEY RD N	07/07/17	\$122,500	WD	\$122,500	\$54,500	44.49	\$108,978	\$25,848	\$12,326	2.00	2.00
Totals:			\$734,000		\$734,000	\$334,700		\$676,545	\$170,618	\$113,163	22.14	22.14
											Average	
											per Net Acre=>	7,704.93

Residential/Ag Acreage Analysis 5-14 Acres

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual	Est. Land Value	Net Acres	Total Acres
006-031-013-00	530 ADVANCE RD N	01/08/16	\$32,000	WD	\$32,000	\$35,300	110.31	\$70,516	\$32,000	\$19,200	9.60	9.60
006-115-012-10	PENINSULA RD N	05/12/17	\$32,000	LC	\$32,000	\$26,400	82.50	\$52,710	\$32,000	\$52,710	10.00	10.00
006-115-012-30	3305 PENINSULA RD N	10/16/15	\$45,000	WD	\$45,000	\$102,300	227.33	\$204,507	\$45,000	\$37,838	10.05	10.05
006-118-013-25	11104 FERRY RD	08/28/17	\$45,000	WD	\$45,000	\$17,100	38.00	\$34,209	\$45,000	\$34,209	9.09	9.09
006-119-001-35	2833 SEQUANOTA RD	04/22/16	\$42,000	WD	\$42,000	\$15,200	36.19	\$30,314	\$31,303	\$19,617	6.70	6.70
006-120-010-10	3385 WASHINGTON ST	09/22/17	\$150,000	WD	\$150,000	\$66,900	44.60	\$133,783	\$55,750	\$39,533	10.00	10.00
006-122-009-40	2485 PENINSULA RD N	08/18/15	\$140,000	WD	\$140,000	\$80,300	57.21	\$160,169	\$18,340	\$33,509	10.00	10.00
006-123-006-15	7535 LOOMIS RD	08/14/15	\$151,000	WD	\$151,000	\$65,500	43.38	\$131,097	\$48,366	\$28,463	9.00	9.00
006-127-007-20	1210 MOUNTAIN RD	03/03/17	\$220,100	WD	\$220,100	\$122,100	55.47	\$244,125	\$6,364	\$30,389	6.80	6.80
006-129-006-25	1646 SEQUANOTA RD	08/01/17	\$164,900	WD	\$164,900	\$105,000	63.67	\$210,077	\$13,703	\$58,885	8.50	8.50
Totals:			\$1,022,000		\$1,022,000	\$635,900		\$1,271,507	\$322,831	\$354,353	89.74	89.74
											Average	
											per Net Acre=>	3,597.56

Residential/Ag Acreage Analysis 15-23 Acres

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual	Est. Land Value	Net Acres	Total Acres
006-031-009-25	509 ADVANCE RD N	07/10/15	\$440,000	WD	\$440,000	\$198,400	45.09	\$396,854	\$81,426	\$38,280	20.00	10.00
006-032-019-15	111 WILSON RD N	04/11/16	\$50,000	WD	\$50,000	\$165,400	330.80	\$330,756	\$50,000	\$101,822	17.00	17.00
006-107-001-20	SEQUANOTA DR (PVT)	07/25/17	\$80,000	WD	\$80,000	\$61,300	76.63	\$122,513	\$80,000	\$122,513	22.50	22.50
006-117-011-30	3840 SEQUANOTA RD	05/26/16	\$40,000	WD	\$40,000	\$51,400	128.50	\$102,774	\$23,311	\$86,085	15.81	15.81
006-120-013-15	2319 M-66 N	03/23/16	\$237,500	WD	\$237,500	\$142,000	59.79	\$283,935	\$61,920	\$108,355	19.90	19.90
006-133-011-45		12/18/15	\$190,000	WD	\$190,000	\$110,900	58.37	\$221,876	\$59,382	\$91,258	16.76	16.76
Totals:			\$1,037,500		\$1,037,500	\$729,400		\$1,458,708	\$356,039	\$548,313	111.97	101.97
											Average	
											per Net Acre=>	3,179.77

Residential/Ag Acreage Analysis 24-33 Acres

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual	Est. Land Value	Net Acres	Total Acres	
006-118-015-00	FERRY RD	05/08/17	\$67,500	WD	\$67,500	\$31,000	45.93	\$61,932	\$67,500	\$61,932	30.00	20.00	
Totals:			\$67,500		\$67,500	\$31,000		\$61,932	\$67,500	\$61,932	30.00	20.00	
											Average per Net Acre=>		2,250.00

Residential/Ag Acreage Analysis 34-55 Acres

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land Residual	Est. Land Value	Net Acres	Total Acres	
006-132-005-10	545 RANNEY RD I	12/29/16	\$172,500	WD	\$172,500	\$70,700	40.99	\$141,362	\$124,344	\$83,206	40.00	40.00	
006-134-004-00	901 PENINSULA F	08/31/17	\$83,210	WD	\$83,210	\$55,000	66.10	\$109,964	\$83,210	\$109,964	53.00	53.00	
006-134-004-00	901 PENINSULA F	06/30/17	\$83,000	WD	\$83,000	\$41,800	50.36	\$83,557	\$83,000	\$83,557	54.24	53.00	
Totals:			\$338,710		\$338,710	\$167,500		\$334,883	\$290,554	\$286,727	147.24	146.00	
											Average per Net Acre=>		1,973.34

CHARLEVOIX COUNTY 2017

(MAINLAND)

RURAL WEST LARGE ACREAGE VACANT LAND SALES ANALYSIS

APRIL 1, 2015 THRU MARCH 31, 2017

RURAL WEST 10 AC

RURAL WEST IS DEFINED AS THOSE PARCELS GENERALLY LYING WEST OF HWY US 131

SALE DATE	PIN	CLASS	SIZE- AC (LESS R/W)	SALE PRICE	PRICE PER AC	ROAD	TOWNSHIP	POSSIBLE INFLUENCES
2/24/2017	002-008-015-35	402	8.6	30,000	3,488	DEER LAKE RD E	BV	NEAR BMTN. FARMING COMMUNITY
7/19/2016	002-015-005-50	401	10.7	45,000	4,206	CHERRY HILL RD	BV	SEASONAL RD. NEAR BOYNE FALLS, FARMING COMMUNITY
10/16/15	006-115-012-30	402	9.32	45,000	4,828	PENINSULA RD N	EVE	FARMING COMMUNITY
07/22/15	007-126-003-00	402	9.75	10,000	1,026	CHURCH RD	HAY	SEASONAL RD
11/06/15	007-134-003-10 + 1	402	10.5	35,000	3,333	MAPLE GROVE RD	HAY	SEASONAL RD INTERSECTING NEAR GOLFCOURSE
08/17/16	009-021-011-10	402	9.75	25,000	2,564	KLOOSTER RD	MAR	OWNS ADJ. FARMING COMMUNITY
11/12/15	008-034-024-85	402	9	18,500	2,056	TIMBERLINE TRL (PVT)	HUD	
08/17/16	008-021-011-10	402	9.75	25,000	2,564	KLOOSTER RD	MAR	OWNS ADJ. FARMING COMMUNITY
12/31/15	009-023-001-80	402	9.8	20,000	2,041	FOREST SHORES DR (PVT)	MAR	FARMING COMMUNITY
08/05/15	008-025-016-20	402	9.8	30,000	3,061	FOREST RIDGE TRL	MAR	OWNS ADJ. PT LOW. RD INTERSECTS. FARMING COMMUNITY
05/26/15	009-027-012-10	402	9.85	26,500	2,690	HIGHLAND WAY (PVT)	MAR	FARMING COMMUNITY
4/30/2015	011-019-006-55 + 1	402	9.4	20,000	2,128	OLD ORCHARD TRL (PVT)	NOR	FARMING COMMUNITY
08/30/16	014-018-001-80	402	9.6	22,000	2,292	DETOUR RD	SA	FARMING COMMUNITY, BORDERS CREEK, NEAR COUNTY LINE
5/3/2016	015-014-001-55	402	8.9	30,000	3,371	ZINK RD	WIL	FARMING COMMUNITY

AVERAGE: 2,832
AGGREGATE MEAN: 2,836

County Base Rate
10 AC - 2,800/AC

RANGES

MEDIAN 2,627
MINIMUM 1,026
MAXIMUM 4,828

OUTLIERS

02/06/17	015-023-004-85	402	10.2	5,000	480	DEER RIDGE RD (PVT)	WIL	NEAR BMTN. NO ACCESS BUT OWNER ALSO OWNS ROAD PARCEL
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RURAL WEST 11-17 AC

SALE DATE	PIN	CLASS	SIZE- AC (LESS R/W)	SALE PRICE	PRICE PER AC	ROAD	TOWNSHIP	POSSIBLE INFLUENCES
04/11/16	006-032-019-15	402	13.1	50,000	3,817	WILSON RD N	EVE	NEAR LK CX, FARMING COMMUNITY
05/26/16	008-117-011-30	402	15.0	40,000	2,667	SEQUANOTA RD	EVE	FARMING COMMUNITY
10/24/16	007-110-008-20	402	12.3	12,500	1,016	OLD 31 N	HAY	LG RD FRTG. NEAR LK MICH
10/13/15	007-116-001-40	402	14.5	29,500	2,034	OLD 31 N	HAY	NEAR FARMING COMMUNITY
11/08/16	009-025-034-00	402	14.8	28,500	1,925	SAMUEL LN (PVT)	MAR	NEAR SM LK, FARMING COMMUNITY
03/18/16	011-030-005-15	402	14.6	24,090	1,648	BARNARD RD	NOR	OWNS ADJ. FARMING COMMUNITY
3/18/2016	011-030-005-20	402	14.7	24,090	1,639	BARNARD RD	NOR	OWNS ADJ. FARMING COMMUNITY
03/18/16	011-125-010-10	402	17.6	28,910	1,639	BARNARD RD	NOR	OWNS ADJ. FARMING COMMUNITY
12/02/16	011-135-037-25	402	15.8	60,000	3,797	OLD DIXIE HWY	NOR	FARMING COMMUNITY
12/21/15	015-014-001-25	402	16.5	33,000	2,006	PLEASANT VALLEY RD	WIL	NEAR SM LK, FARMING COMMUNITY

AVERAGE: 2,219

County Base Rate
16 AC - 2,200/AC

RANGES

MEDIAN 1,966
MINIMUM 1,016
MAXIMUM 3,817

OUTLIER

07/24/15	002-015-001-50 + 1	402	16.6	70,000	4,217	BOYNE VIEW PASS (PVT)	BV	NEAR BMTN. STRUCTURE?
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CHARLEVOIX COUNTY 2017

continued

RURAL WEST 18-25 AC

SALE DATE	PIN	CLASS	SIZE- AC (LESS R/W)	SALE PRICE	PRICE PER AC	ROAD	TOWNSHIP	POSSIBLE INFLUENCES
11/03/18	001-131-012-00	402	20.2	38,000	1,881	HORTON BAY RD N	BAY	
01/11/17	008-107-014-20	402	21.5	42,000	1,953	M-66 N	EVE	HWY
08/18/18	007-110-033-25	402	18.0	25,000	1,389	UPPER BAY SHORE RD	HAY	
10/19/15	007-136-009-50	402	20.0	32,900	1,645	DALTON RD	HAY	OWNS ADJ. SEASONAL RD
07/17/15	010-018-023-15 +1	402	20.3	44,800	2,212	M-75 N	MEL	HWY
09/23/15	011-031-004-10	402	19.3	40,900	2,074	PARSONS RD	NOR	OWNS ADJ
07/10/15	015-012-001-40	402	20.0	40,000	2,000	HERRMANN DR (PVT)	WIL	OWNS ADJ

AVERAGE: 1,879

County Base Rate

20 AC - 2,000/AC

25 AC - 1,900/AC

RANGES

MEDIAN 1,953

MINIMUM 1,389

MAXIMUM 2,212

OUTLIERS

09/29/15	005-107-001-20	401	21.9	150,000	6,849	SEQUANOTA DR (PVT)	EVE	OWNS ADJ CX SOUTH ARM LK FRNT
03/25/16	010-005-015-70 +1	402	24.4	65,000	2,664	US 131 N	MEL	HWY. NEAR WALLOON GOLFCOURSE
04/23/15	014-075-001-00 +9	402	23.0	150,000	6,522	SUNSET RIDGE (PVT)	SA	RES SITE CONO, 9 SITES

RURAL WEST 28-35 AC

SALE DATE	PIN	CLASS	SIZE- AC (LESS R/W)	SALE PRICE	PRICE PER AC	ROAD	TOWNSHIP	POSSIBLE INFLUENCES
05/15/15	009-021-002-25	402	28.6	75,000	2,626	KLOOSTER RD	MAR	FARMING COMMUNITY
08/03/15	011-018-007-25	402	29.7	60,000	2,019	FERRY RD	NOR	FARMING COMMUNITY
11/10/16	014-033-004-50	102	30.3	50,000	1,650	RANNEY RD S	SA	FARMING COMMUNITY
07/13/16	051-020-005-00 +1	402	30.4	30,000	987	JEFFERSON ST	BC	BORDER\$ BC RES

AVERAGE: 1,820

County Base Rate

30 AC - 1,800/AC

RANGES

MEDIAN 1,835

MINIMUM 987

MAXIMUM 2,626

OUTLIER

09/09/16	014-025-009-00	102	33.1	125,000	3,776	FAIR RD	SA	
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RURAL WEST 36-42 AC

SALE DATE	PIN	CLASS	SIZE- AC (LESS R/W)	SALE PRICE	PRICE PER AC	ROAD	TOWNSHIP	POSSIBLE INFLUENCES
09/30/15	007-123-007-00	402	39.0	92,000	2,359	STOLT RD	HAY	BORDERS CONSERVANCY
05/12/15	014-001-005-20 +1	402	36.0	78,000	2,167	ADVANCE RD N	SA	
09/08/15	014-008-010-00	402	39.0	59,900	1,536	LACROIX RD	SA	FARMING COMMUNITY
08/22/16	014-024-009-00 +1	402	42.5	57,500	1,353	HITCHCOCK RD	SA	BORDERS EAST JORDAN
04/15/16	014-028-017-50	102	38.7	50,000	1,291	BAILEY RD	SA	FARMING COMMUNITY
08/23/16	015-028-012-40	402	39.5	40,000	1,013	FULLER RD	WIL	FARMING COMMUNITY, NEAR COUNTY LINE

AVERAGE: 1,620

County Base Rate

40 AC - 1,800/AC

RANGES

MEDIAN 1,444

MINIMUM 1,013

MAXIMUM 2,359

OUTLIER

10/30/15	002-007-014-00	402	39.5	155,000	3,924	DEER LAKE RD E	BV	NEAR BOYNE MTN
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CHARLEVOIX COUNTY 2017

continued

RURAL WEST >42 AC

SALE DATE	PIN	CLASS	SIZE- AC (LESS R/W)	SALE PRICE	PRICE PER AC	ROAD	TOWNSHIP	POSSIBLE INFLUENCES
12/30/13	011-007-011-50	402	62.5	110,000	1,760	US 31 S	NOR	HWY. BORDERS CONSERVANCY, FARMING COMMUNITY
10/30/15	014-029-003-10	402	70.1	140,654	2,006	NELSON RD	SA	
10/18/16	014-032-004-20 *1	402	80.0	56,000	700	ROGERS RD	SA	CO LINE
12/20/16	015-015-003-40	402	48.8	82,500	1,691	BEHLING RD	WIL	

AVERAGE: 1,539

County Base Rate

50 AC - 1,500/AC

100 AC - 1,400/AC

RANGES

MEDIAN 1,725

MINIMUM 700

MAXIMUM 2,006

OUTLIERS

01/30/18	007-103-027-10	402	88.1	210,000	2,384	US 31 N	HAY	NEAR LAKE MICHIGAN
05/03/16	015-014-018-15*1	402	78.2	30,000	384	ZINK RD	WIL	FARMING COMMUNITY

Lake Charlevoix Waterfront ECF Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Assmt.	Aid/Adj. Sale	Cur. Appraisal	Land + Yard	Bldg. Residual	Cost Min. \$	E.C.F.
006-019-013-15	5901 FERRIS LEWIS LN (PVT)	10/23/15	\$900,000	WD	\$900,000	\$354,300	39.37	\$708,579	\$287,337	\$612,663	\$291,719	2.100
006-019-019-10	5761 FERRY RD	08/15/16	\$483,000	WD	\$483,000	\$260,400	53.91	\$520,754	\$289,971	\$193,029	\$159,822	1.208
006-029-048-40	4954 LAKESHORE RD	09/30/16	\$455,000	WD	\$455,000	\$253,400	55.69	\$506,840	\$292,965	\$162,035	\$148,113	1.094
006-029-052-00	4757 LAKESHORE RD	06/23/15	\$440,000	WD	\$440,000	\$194,600	44.23	\$389,243	\$215,613	\$224,387	\$120,242	1.866
006-032-028-30	4054 LAKESHORE RD	08/25/15	\$464,000	WD	\$464,000	\$174,800	37.57	\$389,623	\$205,014	\$257,986	\$99,452	2.594
006-032-039-10	4256 LAKESHORE RD	10/16/15	\$330,000	WD	\$330,000	\$191,500	58.03	\$382,989	\$229,486	\$100,514	\$119,551	0.841
006-032-041-10	4218 LAKESHORE RD	09/20/16	\$530,000	WD	\$530,000	\$264,400	49.89	\$528,759	\$174,079	\$355,921	\$245,623	1.449
006-032-050-30	777 BLUE WATER TRL (PVT)	06/26/15	\$138,000	WD	\$138,000	\$198,400	145.88	\$386,720	\$280,056	(\$154,056)	\$73,867	(2.004)
006-033-004-25	3927 LAKESHORE RD	04/14/16	\$190,000	WD	\$190,000	\$95,600	50.32	\$191,155	\$135,540	\$54,460	\$38,515	1.414
006-108-004-10	4850 SEQUANOTA DR (PVT)	10/17/16	\$530,000	WD	\$530,000	\$257,700	48.62	\$515,473	\$460,320	\$69,680	\$38,193	1.824
006-108-004-25	4800 SEQUANOTA DR (PVT)	03/04/16	\$800,000	WD	\$800,000	\$437,300	54.66	\$874,598	\$805,751	(\$6,751)	\$46,985	(0.144)
006-113-001-45	3540 CHULA VISTA DR	08/28/15	\$565,000	WD	\$565,000	\$288,800	51.12	\$577,574	\$430,650	\$194,350	\$101,748	1.320
006-113-016-10	3390 CHULA VISTA DR (PVT)	08/29/16	\$649,900	WD	\$649,900	\$168,400	37.43	\$335,836	\$215,325	\$234,575	\$84,142	2.788
006-114-010-20	7025 VEDDER FISHER DR (PVT)	01/13/17	\$599,000	WD	\$599,000	\$272,700	45.44	\$544,375	\$290,708	\$308,292	\$175,700	1.755
006-114-015-00	7435 BAY DR (PVT)	06/25/15	\$640,000	WD	\$640,000	\$333,600	52.14	\$667,244	\$399,341	\$240,659	\$185,528	1.297
006-115-015-15	8105 FERRY RD	06/23/16	\$1,875,000	WD	\$1,875,000	\$823,700	43.93	\$1,647,325	\$342,351	\$1,532,649	\$903,722	1.696
006-115-025-30	8635 SPINNAKER LN (PVT)	06/23/15	\$650,000	WD	\$650,000	\$351,900	54.14	\$703,772	\$388,438	\$261,562	\$218,375	1.198
006-115-031-15	8299 FERRY RD	12/05/16	\$1,385,000	WD	\$1,385,000	\$1,053,900	76.09	\$2,107,747	\$760,265	\$624,735	\$999,616	0.625
006-116-019-20	3828 HEMINGWAY RD	10/14/15	\$575,000	WD	\$575,000	\$365,100	63.50	\$730,221	\$435,772	\$139,228	\$203,912	0.683
006-116-025-00	8913 FERRY RD	10/13/16	\$850,000	WD	\$850,000	\$544,900	64.11	\$1,089,786	\$807,460	\$42,540	\$195,517	0.218
006-116-050-10	3145 BREEZY POINT LN (PVT)	07/18/16	\$215,000	WD	\$215,000	\$98,100	45.63	\$196,287	\$106,227	\$108,773	\$62,375	1.744
006-117-036-00	3700 LAKE ST (PVT)	08/20/15	\$310,000	WD	\$310,000	\$235,300	75.90	\$470,531	\$289,065	\$20,935	\$125,669	0.167
006-125-001-00	9553 BIRCH TERRACE RD	08/07/15	\$477,000	WD	\$477,000	\$203,800	42.73	\$407,587	\$284,935	\$192,065	\$95,523	2.011
006-276-077-00	8345 SPINNAKER LN	04/30/15	\$725,000	WD	\$725,000	\$342,700	47.27	\$685,443	\$396,620	\$388,380	\$241,567	1.608
006-325-004-00	12250 EVERGREEN LN (PVT)	07/13/16	\$1,217,000	WD	\$1,217,000	\$611,500	50.25	\$1,223,098	\$578,100	\$638,900	\$446,673	1.430
006-325-005-10	11180 EVERGREEN LN (PVT)	07/16/16	\$2,000,000	WD	\$2,000,000	\$670,000	33.50	\$1,340,085	\$556,703	\$1,443,297	\$546,308	2.660
006-325-010-10	11191 EVERGREEN LN (PVT)	11/04/16	\$930,000	WD	\$930,000	\$475,700	51.15	\$951,428	\$523,558	\$406,442	\$296,509	1.372
006-450-006-00	4848 LAKESHORE RD	09/30/16	\$400,000	WD	\$400,000	\$197,100	49.28	\$394,138	\$219,900	\$180,100	\$120,663	1.493
006-536-005-00	9105 PINE LAKE RD (PVT)	06/05/15	\$800,000	WD	\$800,000	\$351,000	43.88	\$701,979	\$344,520	\$455,680	\$247,548	1.840
006-536-008-00	9345 PINE LAKE RD (PVT)	06/19/15	\$900,000	WD	\$900,000	\$561,300	62.37	\$1,122,672	\$318,681	\$581,319	\$556,781	1.044
006-536-009-00	9325 PINE LAKE RD (PVT)	12/01/15	\$985,000	WD	\$985,000	\$423,200	42.96	\$846,412	\$305,000	\$680,000	\$374,939	1.814
006-536-023-10	9065 PINE LAKE RD (PVT)	04/15/15	\$1,450,000	WD	\$1,450,000	\$806,600	55.63	\$1,613,283	\$569,689	\$880,311	\$722,648	1.218
006-675-002-00	7885 CEDAR LN (PVT)	04/09/15	\$380,000	LC	\$380,000	\$205,800	54.16	\$411,590	\$287,100	\$92,900	\$86,212	1.078
006-675-013-00	7905 CEDAR LN (PVT)	05/16/16	\$700,000	WD	\$700,000	\$353,100	50.73	\$710,184	\$297,320	\$402,680	\$285,917	1.408
006-675-016-00	7945 CEDAR LN (PVT)	08/31/15	\$360,000	WD	\$360,000	\$200,600	55.72	\$401,206	\$316,655	\$43,345	\$58,553	0.740
Totals:			\$24,695,900		\$24,695,900	\$12,622,700		\$25,245,444		\$11,903,385	\$8,714,199	1.368

Lake Charlevoix South Arm Waterfront ECF Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Asmnt.	Asd/Adj. Sale	Cur. Appraisal	Land + Yard	Bldg. Residual	Cost Mat. \$	E.C.F.
006-019-013-15	5901 FERRIS LEWIS LN (PVT)	10/23/15	\$900,000	WD	\$900,000	\$356,500	39.61	\$713,025	\$914,537	\$585,463	\$291,719	2.007
006-019-019-10	5761 FERRY RD	08/15/16	\$483,000	WD	\$483,000	\$267,900	55.47	\$535,760	\$317,443	\$165,557	\$159,822	1.036
006-029-052-00	4757 LAKESHORE RD	06/23/15	\$440,000	WD	\$440,000	\$200,100	45.48	\$400,264	\$236,013	\$203,987	\$120,242	1.696
006-108-004-10	4850 SEQUANOTA DR (PVT)	10/17/16	\$530,000	WD	\$530,000	\$278,000	52.45	\$556,014	\$503,840	\$26,160	\$39,195	0.685
006-113-001-45	3540 CHULA VISTA DR	08/28/15	\$565,000	WD	\$565,000	\$305,200	54.02	\$610,437	\$471,450	\$93,550	\$101,747	0.919
006-113-014-10	3390 CHULA VISTA DR (PVT)	08/29/16	\$449,900	WD	\$449,900	\$175,300	38.96	\$350,663	\$235,725	\$214,175	\$84,142	2.545
006-114-010-20	7025 VEDDER FISHER DR (PVT)	01/13/17	\$599,000	WD	\$599,000	\$278,900	46.56	\$557,873	\$317,908	\$281,092	\$175,670	1.600
006-114-015-00	7435 BAY DR (PVT)	06/25/15	\$640,000	WD	\$640,000	\$345,300	53.95	\$690,581	\$437,149	\$202,851	\$185,529	1.093
006-115-015-15	8105 FERRY RD	06/23/16	\$1,875,000	WD	\$1,875,000	\$803,700	42.86	\$1,607,300	\$372,815	\$1,502,185	\$903,723	1.662
006-115-025-30	8695 SPINNAKER LN (PVT)	06/23/15	\$650,000	WD	\$650,000	\$360,400	55.45	\$720,739	\$422,438	\$227,562	\$218,376	1.042
006-116-025-00	9913 FERRY RD	10/13/16	\$850,000	WD	\$850,000	\$488,900	57.52	\$977,831	\$710,755	\$139,245	\$195,517	0.712
006-276-077-00	8945 SPINNAKER LN	04/30/15	\$725,000	WD	\$725,000	\$348,300	48.04	\$696,521	\$366,540	\$358,460	\$241,567	1.484
006-325-004-00	11250 EVERGREEN LN (PVT)	07/13/16	\$1,217,000	WD	\$1,217,000	\$621,300	51.05	\$1,242,655	\$632,500	\$584,500	\$446,673	1.309
006-325-010-10	11191 EVERGREEN LN (PVT)	11/04/16	\$930,000	WD	\$930,000	\$488,900	52.57	\$977,820	\$573,062	\$356,938	\$296,309	1.205
006-536-005-00	9405 PINE LAKE RD (PVT)	06/05/15	\$800,000	WD	\$800,000	\$357,700	44.71	\$715,311	\$377,160	\$422,940	\$247,548	1.708
006-536-008-00	9345 PINE LAKE RD (PVT)	06/19/15	\$900,000	WD	\$900,000	\$554,700	61.63	\$1,109,435	\$348,873	\$551,127	\$556,780	0.990
006-536-009-00	9325 PINE LAKE RD (PVT)	12/01/15	\$985,000	WD	\$985,000	\$422,600	42.50	\$845,183	\$333,016	\$651,984	\$374,939	1.739
006-536-023-10	9065 PINE LAKE RD (PVT)	04/15/15	\$1,450,000	WD	\$1,450,000	\$804,700	55.50	\$1,609,322	\$622,185	\$827,815	\$722,648	1.146
006-675-002-00	7685 CEDAR LN (PVT)	04/09/15	\$380,000	LC	\$380,000	\$216,000	56.84	\$432,065	\$314,300	\$65,700	\$86,212	0.762
006-675-013-00	7905 CEDAR LN (PVT)	05/16/16	\$700,000	WD	\$700,000	\$357,500	51.07	\$715,082	\$324,520	\$375,480	\$285,917	1.313
Totals:			\$16,068,900		\$16,068,900	\$8,031,900		\$16,063,881		\$7,836,671	\$5,733,274	E.C.F. => 1.367

Premium Residential & Condos ECF Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Assmnt.	Asd/Adj. Sale	Cur. Appraisal	Land + Yard	Bldg. Residual	Cost Man. \$	E.C.F.
006-032-023-40	158 LAKE RIDGE TRL (PVT)	06/17/16	\$377,000	WD	\$377,000	\$191,800	50.88	\$383,625	\$77,758	\$299,242	\$305,867	0.978
006-275-005-00	8874 HALYARD WAY	08/30/16	\$183,000	WD	\$183,000	\$64,900	35.46	\$129,713	\$18,000	\$165,000	\$111,713	1.477
006-275-022-00	3560 STARBOARD LN	09/29/15	\$181,000	WD	\$181,000	\$91,600	50.61	\$183,193	\$18,052	\$162,948	\$165,141	0.987
006-275-028-00	3462 COMMODORE DR	06/06/16	\$69,000	WD	\$69,000	\$70,900	102.75	\$141,829	\$20,597	\$48,403	\$121,232	0.399
006-275-028-00	3462 COMMODORE DR	10/25/16	\$134,000	WD	\$134,000	\$70,900	52.91	\$141,829	\$20,597	\$113,403	\$121,232	0.935
006-276-053-00	3385 BRIDGE DR	03/11/16	\$307,500	WD	\$307,500	\$120,500	39.19	\$241,049	\$19,430	\$288,070	\$221,619	1.300
006-276-063-00	3653 COMMODORE DR	08/28/15	\$72,000	WD	\$72,000	\$42,100	58.47	\$84,187	\$16,000	\$56,000	\$68,187	0.821
006-300-024-00	354 KADEN LN (PVT)	09/21/16	\$665,000	WD	\$665,000	\$285,400	42.92	\$570,828	\$240,917	\$424,083	\$329,911	1.285
006-300-029-00	164 KADEN LN (PVT)	03/31/16	\$235,500	WD	\$235,500	\$110,700	47.01	\$221,435	\$217,000	\$18,500	\$4,435	4.171
006-440-009-00	2383 HIDDEN VALLEY LN (PVT)	04/10/15	\$125,000	WD	\$125,000	\$54,000	43.20	\$108,063	\$65,105	\$59,895	\$42,958	1.394
Totals:			\$2,349,000		\$2,349,000	\$1,102,800		\$2,205,751		\$1,635,544	\$1,492,295	1.096

General Township Residential/AG ECF Analysis

Parcel Number	Street Address	Sale Date	Sale Price	Instr.	Adj. Sale \$	Cur. Assmt.	Asd/Adj. Sale	Cur. Appraisal	Land + Yard	Bldg. Residual	Cost Man. \$	E.C.F.
006-031-009-25	509 ADVANCE RD N	07/10/15	\$440,000	WD	\$440,000	\$198,400	45.09	\$396,854	\$34,280	\$401,720	\$440,509	0.912
006-031-013-00	530 ADVANCE RD N	01/08/16	\$32,000	WD	\$32,000	\$35,300	110.31	\$70,516	\$19,200	\$12,800	\$54,131	0.236
006-032-007-00	901 ADVANCE RD N	10/07/16	\$102,785	MLC	\$102,785	\$47,400	46.12	\$94,738	\$37,290	\$65,495	\$64,476	1.016
006-107-009-20	11980 SHAW RD	12/21/15	\$435,000	WD	\$435,000	\$290,200	66.71	\$580,392	\$52,925	\$382,075	\$556,400	0.687
006-107-015-10	11339 ROBERTS RD W	11/23/15	\$167,000	WD	\$167,000	\$67,900	40.66	\$135,709	\$25,955	\$141,045	\$115,774	1.218
006-107-018-85	11550 SEQUANOTA HEIGHTS DR (PVT)	02/25/16	\$140,000	WD	\$140,000	\$61,000	43.57	\$122,034	\$17,131	\$122,869	\$110,657	1.110
006-114-019-90	7923 FERRY RD	12/31/15	\$140,000	WD	\$140,000	\$87,600	62.57	\$175,220	\$43,924	\$96,076	\$138,498	0.694
006-114-021-00	7573 FERRY RD	11/24/15	\$34,500	WD	\$34,500	\$21,300	61.74	\$42,675	\$7,895	\$26,507	\$36,584	0.725
006-115-005-55	3205 MOUNTAIN RD	02/21/17	\$159,000	WD	\$159,000	\$85,200	53.58	\$170,441	\$35,970	\$123,030	\$141,847	0.857
006-115-030-80	8766 DUSTIN LN (PVT)	05/07/15	\$365,000	WD	\$365,000	\$228,300	62.55	\$456,573	\$60,063	\$304,937	\$418,260	0.729
006-117-027-10	3678 WASH NGTON ST	11/06/15	\$23,500	WD	\$23,500	\$24,900	105.96	\$49,750	\$17,220	\$6,280	\$34,314	0.183
006-117-029-00	10495 FIFTH ST	04/11/16	\$93,000	WD	\$93,000	\$43,700	46.89	\$87,409	\$17,220	\$75,780	\$74,039	1.024
006-117-051-00	3688 SWEETBRIER LN	06/22/16	\$225,000	WD	\$225,000	\$115,300	51.24	\$230,442	\$128,644	\$96,356	\$114,251	0.843
006-120-013-15	2319 M-66 N	03/23/16	\$237,500	WD	\$237,500	\$119,400	50.27	\$238,842	\$65,107	\$172,393	\$183,265	0.941
006-122-009-40	2485 PENINSULA RD N	08/18/15	\$140,000	WD	\$140,000	\$81,300	58.07	\$162,630	\$41,399	\$98,601	\$127,881	0.771
006-123-006-15	7535 LOOMIS RD	08/14/15	\$151,000	WD	\$151,000	\$67,500	44.70	\$135,007	\$32,373	\$118,627	\$108,264	1.096
006-124-018-00	2615 FAIRWAY FOREST DR (PVT)	08/11/15	\$122,500	WD	\$122,500	\$48,700	39.76	\$97,456	\$15,410	\$107,030	\$86,546	1.237
006-127-007-20	1210 MOUNTAIN RD	03/03/17	\$220,100	WD	\$220,100	\$133,100	60.47	\$266,130	\$59,598	\$160,502	\$217,851	0.737
006-128-005-00	9643 PHELPS RD	02/25/16	\$51,000	WD	\$51,000	\$41,600	81.57	\$83,163	\$11,439	\$39,561	\$75,658	0.523
006-131-016-00	11335 FLAGG RD	12/12/16	\$110,000	WD	\$110,000	\$65,400	59.45	\$130,842	\$36,854	\$73,146	\$99,143	0.738
006-132-005-10	545 RANNEY RD N	12/29/16	\$172,500	WD	\$172,500	\$69,100	40.06	\$133,156	\$90,000	\$82,500	\$50,797	1.624
006-133-011-45		12/18/15	\$190,000	WD	\$190,000	\$91,900	48.37	\$183,898	\$61,186	\$128,814	\$129,443	0.995
006-375-001-00	5142 LAKESHORE RD	03/07/16	\$75,000	WD	\$75,000	\$42,000	56.00	\$84,023	\$31,872	\$43,128	\$55,012	0.784
006-403-002-10	10400 SECOND ST	10/13/15	\$110,000	WD	\$110,000	\$65,800	59.82	\$101,980	\$11,070	\$98,930	\$95,897	1.032
006-404-006-00	3420 FULSOME ST	05/01/15	\$116,000	WD	\$116,000	\$53,000	45.69	\$106,053	\$19,311	\$96,689	\$91,500	1.057
006-425-013-00	3645 WASHINGTON ST	06/26/15	\$82,000	WD	\$82,000	\$39,600	48.29	\$79,202	\$8,118	\$73,882	\$74,983	0.985
006-425-013-00	3645 WASHINGTON ST	08/24/16	\$105,000	LC	\$105,000	\$39,600	37.71	\$79,202	\$8,118	\$96,882	\$74,983	1.292
006-450-023-00	4130 POPLAR LN	05/12/15	\$225,000	WD	\$225,000	\$67,100	29.82	\$134,134	\$33,811	\$191,189	\$105,826	1.807
006-560-009-10	898 ADVANCE RD N	05/23/16	\$175,000	WD	\$175,000	\$69,200	39.54	\$138,350	\$40,654	\$134,346	\$103,055	1.304
006-600-006-00	4147 SEQUANOTA RD	09/15/15	\$113,000	WD	\$113,000	\$51,300	45.40	\$102,658	\$17,546	\$95,454	\$89,781	1.063
006-600-007-00	11248 SEQUANOTA HEIGHTS DR (PVT)	07/08/15	\$167,000	WD	\$167,000	\$95,300	57.07	\$190,657	\$15,769	\$151,231	\$184,481	0.820
006-600-008-00	SEQUANOTA HEIGHTS DR (PVT)	03/04/15	\$107,000	WD	\$107,000	\$93,700	87.57	\$187,560	\$58,326	\$48,674	\$158,764	0.307
006-600-009-00	4148 M-66 N	07/25/16	\$145,000	WD	\$145,000	\$81,200	56.00	\$162,397	\$42,105	\$102,895	\$126,880	0.811
006-600-009-50	11405 SEQUANOTA HEIGHTS DR (PVT)	10/28/16	\$108,000	WD	\$108,000	\$62,800	58.15	\$125,614	\$17,710	\$90,290	\$113,823	0.793
006-600-011-00	11601 SEQUANOTA HEIGHTS DR (PVT)	10/31/16	\$106,000	WD	\$106,000	\$56,200	53.02	\$112,303	\$17,588	\$88,412	\$99,910	0.885
006-600-013-00	11763 SEQUANOTA HEIGHTS DR (PVT)	02/22/16	\$150,000	WD	\$150,000	\$70,500	47.00	\$141,038	\$16,100	\$133,900	\$131,791	1.016
006-600-014-00	11817 SEQUANOTA HEIGHTS DR (PVT)	12/11/15	\$95,000	WD	\$95,000	\$68,000	71.58	\$135,987	\$16,100	\$79,900	\$126,463	0.624
006-650-022-10	3755 SWEETBRIER	07/24/15	\$180,000	WD	\$180,000	\$89,000	49.44	\$178,028	\$24,223	\$155,777	\$162,242	0.960
Totals:			\$5,810,385		\$5,810,385	\$3,068,800		\$6,108,053		\$4,516,783	\$5,173,988	E.C.F. => 0.873

State Tax Commission Supervising Preparation of the Assessment Roll

Michigan Compiled Law (MCL) 211.10d(9) states, "An assessor who certifies an assessment roll in which he or she did not have direct supervision is guilty of a misdemeanor." When signing the assessment roll, Assessors of Record are required to annually certify that they have met the following guidelines:

1. Form 4689, *STC Request for Changes in Personal or Employment Information for a Certified Assessor*, must be filed with the State Tax Commission by the certified assessor within 30 days of becoming the Assessor of Record for a local unit of government or Equalization Director for a county, or when a change in contact information occurs.
2. The assessor must sign the pre-Board of Review assessment roll certificate for the current assessment year by the first Monday in March or by the date specified by charter for delivery of the assessment roll to the Board of Review.
3. The assessor or the assessor's assistant(s) must timely deliver the certified assessment roll (original hard copy) to the local Board of Review for its required March meetings.
4. The assessor or the assessor's assistant(s) must timely deliver an original hard copy of the assessment roll to the County equalization department. This assessment roll is to have attached a post-Board of Review certificate which must be signed by the Board of Review.
5. The assessor or the assessor's assistant(s) must timely provide a copy of the assessor's database to the County equalization department.
6. The assessor must complete, sign (where applicable), and timely submit State Tax Commission Forms L-4021 and L-4022. These forms are to be submitted to the County equalization department and Form L-4022 is also to be submitted to the State Tax Commission.
7. The assessor must file all required State Tax Commission and equalization forms in a timely manner (in accordance with the State Tax Commission calendar and applicable statutes and administrative Rules).
8. The assessor or the assessor's assistant(s) must perform the following specific duties annually (if an assistant, the assessor must have direct supervision in all of the following tasks):
 - a. Appraise and assess taxable property (including new construction and including ensuring the taxable value uncapping of property following transfers of ownership).
 - b. Prepare and maintain the assessment roll, property classifications, property descriptions, special act rolls and other assessment records and have an established procedure to update records on a regular basis.
 - c. Attend Board of Review meetings if requested by the Township or City.
 - d. Attend meetings with the public at the Township or City municipal office facility.

- e. Assist legal counsel in the prosecution or defense of cases arising out of assessment administration activities.
 - f. Appear before the Michigan Tax Tribunal (both Entire Tribunal and Residential Property and Small Claims Division) to defend property tax appeals.
 - g. Appear before the Township or City governing body when requested.
 - h. Conduct personal property canvasses.
 - i. Ensure the accuracy of land divisions and splits and combinations of parcels.
 - j. Respond to general inquiries for assessment records and inquiries for assessment records made under the Freedom of Information Act. Assessment records identified in MCL 211.10a must be made accessible and available for inspection and copying by the public regardless of the location of the records (e.g., local unit public offices, office/home of the Township Supervisor, office/home of the assessor, other). The assessor must identify when records are available for inspection and copying as required by MCL 211.10a.
 - k. Provide reports to the Township or City governing body when requested.
 - l. Ensure that the mass appraisal methods and procedures employed are in compliance with requirements of the *Uniform Standards of Professional Appraisal Practice* and the State Tax Commission's *Assessor's Manual*.
9. Pursuant to MCL 211.10e, the assessor or the assessor's assistant(s) must use only a current version of the State Tax Commission *Assessor's Manual* or other STC approved manual.
10. Pursuant to MCL 211.10e, the assessor or the assessor's assistant(s) must use, maintain and calculate as necessary, the following assessment records:
- a. Appraisal record card system
 - b. Personal property record system
 - c. Tax (cadastral) maps
 - d. Land value studies and maps
 - e. Economic condition factor determinations
 - f. Current year assessment roll
 - g. Photos of dwellings and outbuildings affixed to appraisal record cards and/or stored electronically using assessing software
 - h. Homeowner's principal residence and qualified agricultural property exemption documents
 - i. Record of site visits to individual parcels
 - j. Historical assessment data
11. The assessor or the assessor's assistant(s) must ensure that the assessment roll contains the following information:
- a. Name and address of property owner
 - b. Legal description or approved parcel identification number
 - c. School district code
 - d. Property classification
 - e. Assessed valuation
 - f. Capped valuation
 - g. Taxable valuation
 - h. Board of Review valuation column

- i. Michigan Tax Tribunal and/or State Tax Commission valuation column
 - j. Homeowner's principal residence or qualified agricultural property exemption percentage
 - k. Date of last transfer of ownership
 - l. Leasehold improvements identifier, if applicable
 - m. The value of Mathieu Gast non-considered improvements (under MCL 211.27), if applicable
12. The assessor or the assessor's assistant(s) must ensure that the true cash value on the appraisal record cards matches the true cash value indicated by the assessor's value on the assessment roll.

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AGREEMENT FOR ASSESSING SERVICES

THIS AGREEMENT shall be deemed effective the 1st day of October 2017 among Rogers City, within Presque Isle County, MI (City), Up North Assessing, INC., whose address is 350 S Huron St, Cheboygan MI 49721 (the Company).

Recitals

- A. The City desires to engage the services of the Company to perform City property assessment services.
- B. The Company has the time, skills, knowledge and desire to perform assessment duties under the terms and conditions of this Agreement.
- C. The parties, therefore, desire to specify their respective rights and obligations in this Agreement.

Agreement

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties hereby agree as follows:

- 1) Engagement of Services. The City hereby contracts with the Company to perform property assessment services under the terms and conditions of this Agreement.
- 2) Contractor Duties. The Company hereby designates Nick Couture as the individual to perform the assessing services contemplated under this Agreement on behalf of the Company (collectively the Company), who shall devote his best efforts when performing the property assessing services under this Agreement, including but not limited to the following:
 - a) The Company shall complete fieldwork on all properties within the City every five years. Complete fieldwork is defined as a physical inspection of the property, a sketch and picture of the structures, and the ability to print a card.
 - b) The Company shall use the State Assessor Manual as a guideline when appraising properties.
 - c) The Company will hold weekly office hours at the City Assessing Office. The office hours will be one day each week mutually agreed upon by the City and the Company. The morning will be designated for phone calls, meetings, processing of paperwork, etc. The afternoon will be designated for conducting property inspections and updating assessing record cards.
 - d) The Company will designate an Assessing Officer to sign the assessment roll and perform the duties of the City Assessor as stated in the State Tax Commission policy attached as Addendum A.

- e) The Company shall keep all records up to date and have them available for inspection according to the City public records policy. A current backup copy will be maintained monthly at the Assessing office in Rogers City.
- f) The Company shall annually maintain:
 - i) Land value rates and economic condition factors for all property in the City.
 - ii) Prepare all splits and combinations of property
 - iii) Process all deeds and sales within the City
 - iv) Inventory all new construction annually
 - v) Process all transfer affidavits
 - vi) Process all principle residence affidavits, qualified agricultural affidavits, and all special exemption forms as necessary.
- 3) Ownership of Records. The City shall retain ownership of all the materials, files and records pertaining to real and personal property assessments within the City. All records and files will remain at the City Assessors office in Rogers City.
- 4) Software and Required Equipment:
 - a) The City shall maintain the proper licensing from BS&A software including a computer with the recommended hardware requirements set forth by BS&A software.
 - b) The City will provide the sketching software Apex and the proper licensing.
 - c) The City will provide the most recent GIS layer that integrates with BS&A software.
- 5) Expenditures. The Company is not authorized to make any purchases or charge any expenditure to the City without prior approval of the City manager or its authorized representative.
- 6) Independent Contractor. The parties hereby acknowledge and agree that the Company is performing assessing services by this Agreement as an independent contractor and is not acting as an employee or agent of the City. As a result of the Company's status as an independent contractor, the City shall not be responsible for any state or federal income tax withholdings and shall not be responsible for providing worker's compensation insurance coverage for the Company.
- 7) No Employment Benefits; Insurance coverage.
- 8) Company Duties and Supervision. Company shall devote their best efforts when performing assessing duties under this Agreement, including but not limited to the following:
 - a) Company shall be responsible for supervising the Employees of the Company and all individuals designated to perform the assessing services contemplated under this Agreement on behalf of the Company in all aspects of the assessing services to be performed by the Company under this Agreement.

- b) Company shall be responsible to and shall report to the City Manager and will provide a quarterly report to the City Manager on any relative matters if requested
- 9) Insurance. Throughout the term of this Agreement and any renewals, the Company shall obtain and maintain public liability insurance in the sum of not less than ONE MILLION and 00/100 DOLLARS (\$1,000,000.00) for damages relating to any one person or for damages relating to any one occurrence. This insurance policy shall name the City as an additional named insured and shall contain a provision that the policy cannot be terminated, canceled, or substantially altered without thirty (30) days written notice to the City. The Company shall provide notice of compliance with this insurance provision upon request of the City.
- 10) Indemnification. The Company shall indemnify and hold harmless the City, its officers, board members, assigns, agents, employees, and insurance companies from any and all damages, legal fees or expenses, losses, claims and actions which may arise out of performing the services contemplated by this Agreement.
- 11) Term of Agreement; Renewals. This Agreement shall be for a term beginning October 1, 2017 and ending, September 30, 2018.
- 12) Annual Renewal: Terms and conditions of the agreement shall be subject to annual review with formal adoption on any changes to terms and conditions of the agreement to be adopted as of October 1, of each year.
- 13) Contractor Compensation. During the term of this Agreement, the Company shall be paid ~~per year~~ per year payable in monthly installments of \$ ~~per month~~.
- 14) No Assignment. Because of the personal nature of the services to be provided under this Agreement, the Company may not assign this Agreement to any other person or entity.
- 15) Background check. Employee and all individuals designated to perform the assessing services contemplated under this Agreement on behalf of the Company shall consent to and will execute any forms necessary for the City to obtain a background check on them by the Michigan State Police if required by the City.
- 16) Driver's license and motor vehicle. During the term of this Agreement and any renewals Employee and all individuals designated to perform the assessing appraisal services contemplated under this Agreement on behalf of the Company shall maintain a valid Michigan driver's license and shall own or have the right to operate a reliable motor vehicle properly licensed and insured as required under the laws of the State of Michigan.
- 17) Termination. The City or the Company may terminate this Agreement by given to the other party thirty (30) days written notice of the intent to terminate this Agreement. In the event this Agreement is terminated as provided herein the last month's check due the Company for compensation and expenses may be held by the City until all City property and equipment are returned.
- 18) Notice. Any notice required under this Agreement by any party shall be in writing to the party to be so notified and sent by certified mail, return receipt requested, to such address as noted herein, unless such address is changed and both parties have been notified consistent with this paragraph.

- 19) **Governing Law.** The parties agree that the validity, construction, enforcement and interpretation of this Agreement shall be governed by the laws of the State of Michigan.
- 20) **Amendments.** This Agreement may be amended by the mutual consent of all parties that is documented in writing and signed by all parties.
- 21) **Entire Agreement.** The Agreement contains the entire Agreement of the parties herein and supersedes all prior agreements and understandings, oral or written, if any, among the parties.
- 22) **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions, and this Agreement shall be construed as if such invalid or unenforceable provision were omitted.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective the day and year first above written.

Rogers City

By: _____
Joe Hefele
Its: Manager

Dated: _____

By: _____
Terri Koss
Its: Clerk

Dated: _____

Up North Assessing, Inc.
Federal EIN: 81-5365229

By: _____
Joseph Lavender, President

Dated: _____

Addendum A

State Tax Commission Supervising Preparation of the Assessment Roll

Michigan Compiled Law (MCL) 211.10d(9) states, "An Assessor who certifies an assessment roll in which he or she did not have direct supervision is guilty of a misdemeanor." Assessors will be required to certify on an annual basis that they met the following guidelines when signing an assessment roll:

1. The Assessor must sign the pre-Board of Review assessment roll certificate for the current assessment year by the first Monday in March or by the date specified by charter for delivery of the assessment roll to the Board of Review.
2. The Assessor or the Assessor's assistant(s) (under the direct supervision of the Assessor) must timely deliver the certified assessment roll (original hard copy) to the local Board of Review for its required March meetings.
3. The Assessor or the Assessor's assistant(s) (under the direct supervision of the Assessor) must timely deliver an original hard copy of the assessment roll to the County Equalization Department. This assessment roll is to have attached a post-Board of Review certificate which must be signed by the Board of Review.
4. The Assessor or the Assessor's assistant(s) (under the direct supervision of the Assessor) must timely provide a copy of the Assessor's database to the County Equalization Department.
5. The Assessor must complete, sign (where applicable), and timely submit State Tax Commission Forms L-4021 and L-4022. These forms are to be submitted to the County Equalization Department and Form L-4022 is also to be submitted to the State Tax Commission.
6. The Assessor must file all required State Tax Commission and Equalization forms in a timely manner (in accordance with the State Tax Commission calendar and applicable statutes and administrative rules).
7. The Assessor or the Assessor's assistant(s) (under the direct supervision of the Assessor) must perform the following specific duties annually (if an assistant, the Assessor must have direct supervision in all of the following tasks):
 - a. Appraise and assess taxable property (including new construction and including ensuring the taxable value uncapping of property following transfers of ownership).
 - b. Ensure that all claims for exemptions are complete and valid and maintain proper records regarding approved exemptions and the denial of exemptions.
 - c. Prepare and maintain the assessment roll, property classifications, property descriptions, special act rolls and other assessment records and have an established procedure to update records on a regular basis.
 - d. Attend Board of Review meetings if requested by the Township.
 - e. Attend meetings with the public at the Township or City municipal office facility.
 - f. Assist legal counsel in the prosecution or defense of cases arising out of assessment administration activities.
 - g. Respond to all inquiries and appear before the Michigan Tax Tribunal (both Entire Tribunal and Residential Property and Small Claims Division) to defend property tax appeals.
 - h. Respond to all inquiries of the State Tax Commission in a timely manner.
 - i. Appear before the Township or City governing body when requested.
 - j. Conduct personal property canvasses.
 - k. Ensure the accuracy of land divisions and splits and combinations of parcels.

- l. Respond to general inquiries for assessment records and inquiries for assessment records made under the Freedom of Information Act. Assessment records identified in MCL 211.10a must be made accessible and available for inspection and copying by the public regardless of the location of the records (e.g., local unit public offices, office/home of the Township supervisor, office/home of the Assessor, other). The Assessor must identify when records are available for inspection and copying as required by MCL 211.10a.
 - m. Provide reports to the Township or City governing body when requested.
 - n. Ensure that the mass appraisal methods and procedures employed are in compliance with requirements of the *Uniform Standards of Professional Appraisal Practice* and the State Tax Commission's *Assessor's Manual*.
8. Pursuant to MCL 211.10e, the Assessor or the Assessor's assistant(s) (under the direct supervision of the Assessor) must use only a current version of the State Tax Commission *Assessor's Manual* or other Commission approved manual.
9. Pursuant to MCL 211.10e, the Assessor or the Assessor's assistant(s) (under the direct supervision of the Assessor) must use and maintain the following assessment records:
- a. Appraisal record card system
 - b. Personal property record system
 - c. Tax (cadastral) maps
 - d. Land value studies and maps
 - e. Economic condition factor determinations
 - f. Current year assessment roll
 - g. Photos of dwellings and outbuildings affixed to appraisal record cards and/or stored electronically using assessing software
 - h. Homeowner's principal residence and qualified agricultural property exemption documents
 - i. Record of site visits to individual parcels
 - j. Historical assessment data
10. The Assessor or the Assessor's assistant(s) (under the direct supervision of the Assessor) must ensure that the assessment roll contains the following information:
- a. Name and address of property owner
 - b. Legal description or approved parcel identification number
 - c. School district code
 - d. Property classification
 - e. Assessed valuation
 - f. Capped valuation
 - g. Taxable valuation
 - h. Board of Review valuation column
 - i. Michigan Tax Tribunal and/or State Tax Commission valuation column
 - j. Homeowner's principal residence or qualified agricultural property exemption percentage
 - k. Date of last transfer of ownership
 - l. Leasehold improvements identifier, if applicable
 - m. The value of non-considered improvements (under MCL 211.27), if applicable
11. The Assessor or the Assessor's assistant(s) (under the direct supervision of the Assessor) must ensure that the true cash value on the appraisal record cards matches the true cash value indicated by the Assessor's value on the assessment roll.

Michigan Army National Guard

1071st Maint. Co.

Camp Grayling

Grayling MI

Date of Employment: 01/92 to 01/98

Title: 63W10 Wheel Vehicle Repair

Supervisor: Kenneth Halstead

Duties: Disassemble, inspect, clean, repair and reassemble components of military vehicles; use precision tools related to mechanical work on related equipment; perform any task given; and always perform duties in a military manner.

Larry D. Hunter

P.O. Box 56

Grayling, MI 49738

(989) 348-5701

Date of employment: 10/94 to 02/02

Title: Clerical data entry

Supervisor: Larry D. Hunter, 989 745-5492

City of Grayling Assessor

Duties: Assist with fieldwork within the City of Grayling; enter data into computer system; print assessment change notices, personal property mailers, and assessment rolls.

I was limited in this position because I could not perform any assessor's duties within the jurisdiction of the Crawford County Equalization Department.

PERSONAL SUMMARY:

I have worked in the assessment administration field since 1993. I began in the Equalization Department with a level 1 certification. I acquired the level II certification within one year, and then obtained my level III certification in 2002. I have worked with Manatron, Apex and BS&A software packages. I prefer the BS&A software with Apex package.



STATE OF MICHIGAN
STATE TAX COMMISSION

This is to certify that

Kevin G. Hunter

is a

Michigan Advanced Assessing Officer (3)

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

R-6898 MAAO (3) 12/31/2018

Heather S. Fink
Executive Director, State Tax Commission

MICHIGAN USA
DRIVER LICENSE



H 536 465 275 341 ISS 08-12-2015
DOB 05-04-1970 EXP 05-04-2019 050473

KEVIN GERARD HUNTER
166 N WILCOX BRIDGE RD
GRAYLING, MI 49738-0675

Sex M Hgt 505 Eyes BLU
Lic Type D End NONE
Restrictions Corrective Lens




Kevin G. Hunter

DD16064520680350 Rev 01-21-2011

Current Clients & Projects:

Nester Township – Roscommon County

8755 Maple Valley Road

St. Helen, MI 48656

(989) 389-1199

References:

Jamie Houserman	Assessor/Equalization Director	989-205-0599 (cell) 989-275-7650 (office)
Nancy McNamara	Township Supervisor – Nester Twp	989-426-4394
William Whiting	Township Supervisor – retired	989-426-9041
Mike Houserman	Assessor	989-302-0848
Jacque Smith	Retail Owner 7-11	231-384-2506
Joe Ruddy	Friend	989-370-6172

PROPOSAL PURPOSE

The purpose of this proposal is to provide Boyne City, City of Charlevoix, and City of East Jordan (Known herein as "The Cities") with costs and credentials of Tony Olson, MCAO and G. Ann Olson, MCAT (Known herein as "The Assessor") for assessing services for the time period of 9/1/2018 to 8/31/2021. All portions of this proposal are open to negotiation.

CREDENTIALS

Tony Olson, PE, MCAO R-9489

Certified MCAO (Level II) November 2016, Currently Township Supervisor (Wilmot Twp., Cheboygan County) since 2013, Board of Review Chairman 2010 -2013. Currently enrolled in State Tax Commission MAAO (Level III) Oct 2017 program with an anticipated Completion date of August 2018.

Commercial Appraisals conducted for Mackinac County Equalization Department. Field measurements, property review for valuation and Apex Sketch generation and modifying.

Professional Engineer since 2005, B.S. Civil Engineering from Michigan Technological University, 3 years of mortgage survey and meet and bounds survey experience. Currently employed with the Michigan Department of Transportation. (Selection by The Cities for this contract will end my employment with MDOT)

G. Ann Olson, MCAT T-2130

Certified MCAT (Level I) June 2018, currently employed with Otsego County Land Use department. Facilitate building permit process, working with zoning and health department to complete the process.

SALARY REQUIREMENTS

Total compensation for assessing of all three cities will not exceed \$125,000/year to be paid for proportionately by each city based on the parcel count of each city.

City of East Jordan:	$(1,434/7375 = 0.1944)$	$\$125,000 * 0.1944 = \$24,300/\text{year}$
City of Charlevoix:	$(2,783/7,375 = 0.3774)$	$\$125,000 * 0.3774 = \$47,175/\text{year}$
Boyne City:	$(3,158/7,375 = 0.4282)$	$\$125,000 * 0.4282 = \$53,525/\text{year}$

The above salary is for year 9/1/2018 through 8/31/2019. The above salary amounts will be increased yearly by \$20,000 for years 9/1/2019 through 8/31/2020 (\$145,000/yr) and 9/1/2020 through 8/31/2021 (\$165,000/yr). No additional costs will be charged to The Cities regarding:

labor, materials, transportation costs, meals, lodging, Board of Review, Small Claims divisions of the Michigan Tax Tribunal and the full Michigan Tax Tribunal expenses. All incidental expenses will be included in the above salaries with exception of computer hardware requests and administrative support from city employees.

This salary does not cover the costs associated with a complete re-appraisal of any particular city. Re-appraisal costs will require further negotiation on a case by case basis.

IT REQUESTS(S)

- One Laptop to be paid for proportionally between participating Cities.
- One external hard drive for each City to paid for by each respective city.
- Access to The Cities network(s) during office hours.
- BS&A software to be provided by the The Cities.

REQUIRED OFFICE HOURS

To allow additional time for field work and appraisals, office hours will vary according to time of year.

May 1st through November 30th: Minimum 4 office hours at each City per week. *

December 1st through April 30th: Minimum 8 office hours at each City per week.

The Assessor will be available by appointment at any time throughout the year in either City. With exception of Sundays, Federal/City holidays, and Christmas & New Year's Eve days.

*September 1, 2018 through November 30, 2018 of first year will be a minimum of 8 hours per week in each City to facilitate gaining familiarity of assessing units.

SUMMARY OF SERVICES TO BE PROVIDED

The following services will be provided to the Cities and inclusive in the above salary compensation:

- Maintain certification to legally perform the duties of Assessor for the Cities of Boyne City, Charlevoix, and East Jordan (including regulatory changes that may occur during the agreement)
- Utilize BS&A/Equalizer software

- Maintain local phone number, email address and scheduled office working hours at each City Hall per week plus additional availability for meetings with residents, agents, and other interested parties
- Respond promptly to inquiries from both City staff, residents, county equalization staff and other interested parties
- Plan, supervise, and participate in the appraisal and assessment of all real and personal properties in the Cities in accordance with State law and their respective City Charters and ordinances
- Perform on-site inspections in compliance with Michigan law and to properly account for changes in property characteristics
- Maintain assessment rolls for each individual City, including ad valorem, specific tax rolls (IFTs, OPRAs, PILTs, TIFs, DDAs, etc.), and special assessments to ensure compliance with State law and the City Charters
- Keep the property record field cards up-to-date
- In consultation with City staff, perform land division and combinations as necessary, complying with the State's Land Division Act and County/City procedures for land divisions
- Prepare the winter and summer assessment rolls for each City Treasurer
- Analyze property sales of all property classes within the three Cities to determine property values and appropriate assessment adjustments, including vacant land values
- Process all Principal Residence Exemptions (PREs), rescissions, Property Transfer Affidavits and Transfer Deeds
- Process all poverty and veterans' exemption applications
- Verify millage rates for each City Council or City Commission. Obtain millage rates from other taxing jurisdictions.
- File all necessary State and County reports pertaining to the Assessment and Tax Rolls annually.
- Prepare a report for each City regarding the status of the Assessing Department and the Assessment Roll and present it to the City Council/Commission. Attend City Council/Commission, Board of Review (if required by City Charter) and/or committee meetings as needed.
- Complete Apex land and building footprint sketches for all real properties

- Maintain accurate ownership and address information and process address change requests in a timely fashion
- Update each City Treasurer's Department personnel with pertinent information on all name and address changes made to the database(s). All assessment files will be the property of and kept at the respective City Halls.
- Track all building permits and re-assess all properties with construction activity requiring a building permit to ensure that assessments are accurate
- Maintain parcel and tax maps including any future GIS component to this
- Process Personal Property Statements, including conducting an annual inspection to ensure an up-to-date list of personal property. Comply with all Personal Property Tax reporting requirements to the State of Michigan, tracking any required reductions.
- Upon request, meet with taxpayers regarding assessment determinations and to explain appeal procedures
- Respond to complaints pertaining to assessing property
- Act as the liaison in communicating with the public, media, and other governmental agencies on assessing issues
- Provide assessment information to the public similar to how the Cities currently provides this information on their websites. Send out printed assessment notices to all property owner in accordance with State laws.
- Represent each City in defense of existing and future assessment appeals to the Board of Review, the Small Claims division of the Michigan Tax Tribunal, and the full Michigan Tax Tribunal
- Coordinate with the respective City attorneys in the defense of appeals
- Prepare changes to the roll based on decisions of the Board of Review and/or Michigan Tax Tribunal
- Coordinate with Charlevoix County Equalization Department office to facilitate the digital and manual transfer of data and values
- Communicate openly and in a timely fashion with City staff and the public in handling appeals to ensure the Board of Review has all available information to render their decisions. The Assessor is expected to present a positive professional image in both dress and conduct while interfacing with City staff and the public.
- Update market values for land and buildings owned by the Cities. Said information obtained shall be used for insurance purposes, depreciation and to establish lease values.

- Perform all other duties incidental to the normal duties of an Assessor
- Make timely taxable value estimates. Timing of the taxable value estimates will need to be negotiated with each City.
- Assist with the AMAR and advise each municipality of standard and recommended actions to ensure each municipality remains in full compliance with the State Tax Commission
- Conduct all action in accord with the Supervising Preparation of the Assessment Roll and any other guidance, statute, or best practice as now or in the future may be created.

Prepared and submitted by:  Date: 7/3/18

Tony Olson
17672 Otsego Road
Vanderbilt, MI 49795
(989)370-0675
tolson525@gmail.com

APPENDIX A

Tony Olson MCAO Certificate (See Attached)

G. Ann. Olson MCAT Certificate (See Attached)



STATE OF MICHIGAN
DEPARTMENT OF TREASURY

This is to certify that

Tony S. Olson

is a

Michigan Certified Assessing Officer

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

R-9489 MCAO 12/31/2018


Executive Director, State Tax Commission



This is to certify that

Gloria A. Olson

is a

Michigan Certified Assessing Technician

Issued under the provisions of Act 206, Public Acts of 1893,
Being Section 211.10d of the Michigan Compiled Laws.

T-2130 MCAT 12/31/2018


Executive Director, State Tax Commission

CITY OF BOYNE CITY

To: Michael Cain, City Manager 

From: Mark Fowler, W/WW Superintendent 

Date: 08/13/2018

Subject: Water Production Well #2 Service

Discussion

We discovered water coming out of a small crack in the back of the foundation at well house #2 which is the first well south of the 1910 Building off of Division Street. This is our main water production well for our south wellfield. The water would only come out while the well pump was running and after it had been on for a couple of hours. We thought there may be a crack in the well casing. So, we contacted Peerless Midwest to have them come check it out. They pulled the pump and televised the well.

They did not find any cracks in the casing that would cause the water to come out from the foundation. They believe that the water coming out the back of the building is from the floor drain. The pump seal water drains through the floor to a small gravel pit under the building. The static water level when they pulled the pump is at 2.8 ft. So the thought is after the pump has been running for a couple of hours and with the ground water table so high the discharged seal water can't soak into the ground and is coming out through the crack.

The televising found some other issues though. There are large portions of the screen that are completely plugged and there is about 5 feet of sediment in the bottom of the well. I asked them to provide a quote for cleaning and pump/motor overhaul. They quoted me \$34,100.

This includes \$7,300.00 we have into the project so far for the pulling and reinstalling of the pump and the televising of the casing which has been done. The pump and motor overhaul is estimated at \$14,300 and the cleaning of the well and casing is \$12,500.

The last time the pump and motor were overhauled was 2005 by Peerless. There are no records of the well and casing having ever been cleaned. Currently the pump is still out and at Peerless Midwest awaiting our decision. Peerless has been doing all the well work for the City for the past 18 years and my experience with them over the years has always been positive. They have always been fair and reasonable. I do not see any advantage for the City to bid the work at this point in the matter.

Doing the entire project will use up the rest of the maintenance money in the water budget for the year. But, the casing needs to be cleaned and they already have the pump pulled which will keep us from having to spend that money again if we were to do it at a later date.

Rather than have the well out of service for an additional two weeks we are requesting this matter be added to the August 14th agenda. Under current circumstances our other water productions wells can handle the City's water needs. While this is important, it is not currently urgent.

Recommendation

I recommend that the City Commission authorize the City Manager to accept and sign the quote from Peerless Midwest to overhaul the pump motor and clean the well and casing at a total estimated cost of \$34,100.

Options:

- 1) Deny the request
- 2) Postpone for further consideration
- 3) Choose the Quote from Peerless Midwest
- 4) Other options as determined by the City Commission

August 2018

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 29	30	31	Aug 1	2 8:30am Main Street Board mtg. 6:00pm Parks & Rec	3	4
5	6	7	8	9	10	11 Antique Auto Show/Flea M
12 Antique Auto Show/Flea Market	13	14 7:00pm City Commission	15	16 5:00pm Historic District	17	18
19	20 5:00pm Planning Commission	21	22	23 5:30pm Airport Advisory Board	24	25
26	27	28 12:00pm City Commission	29	30	31	Sep 1

September 2018

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

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