



**City of Boyne City**  
Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712  
www.boynecity.com

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**BOYNE CITY  
CITY COMMISSION REGULAR MEETING  
Boyne City Hall  
364 North Lake Street  
Tuesday, January 10, 2017 at 7:00 p.m.**

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CONSENT AGENDA  
The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item(s) on the consent agenda be removed and placed as the last item under new business to receive full discussion. Such requests will be automatically respected.
  - A. Approval of the December 13, 2016 City Commission regular meeting minutes as presented
  - B. Approval of the recommendation of the Board of Review to reappoint Bob Carlile to the Board of Review for a three year term expiring January 31, 2020
  - C. Approval of the recommendation of the Boyne City Historical Commission to appoint Syrina Dawson to fill a term vacancy ending June 30, 2018
  - D. Approval of the recommendation from the Main Street board to reappoint Rob Swartz to the Main Street Board for a four year term expiring January 18, 2021
  - E. Approval of the recommendation from the Main Street Board to appoint Becky Harris to the Main Street Board for a four year term expiring on January 18, 2021.
  - F. Approval to join the MParks membership at the Premier Agency level at a cost of \$495 and authorize the City Manager to execute the documents
  - G. Approval of the recommendation from the Main Street Board to approve the application for, and installation of an Historical Marker by the Boyne City Main Street program as proposed
4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
5. CORRESPONDENCE
  - A. Minutes from the December 10, 2015 Joint Board & City Commission meeting
6. CITY MANAGER'S REPORT
7. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
  - A. Draft Minutes of the December 01, 2016 Parks & Recreation Board meeting minutes
  - B. Draft Minutes of the December 19, 2016 Planning Commission meeting minutes
  - C. Draft Minutes of the December 19, 2016 Historical Commission meeting minutes
  - D. Draft Minutes of the December 29, 2016 Main Street Board meeting minutes

An Equal Opportunity Provider and Employer

**Hometown Feel, Small Town Appeal**

8. OLD BUSINESS

- A. Ted Macksey Rezoning Request Second Reading  
Consideration of a second reading and approval to refer back to the Planning Commission a rezoning request from Ted Macksey for rezoning parcels located on Jefferson Street from Rural Estate District to Multiple Family Residential District to allow the applicant to provide a conditional rezoning application for their consideration and recommendation

9. NEW BUSINESS

- A. Alley Vacation  
Consideration to proceed with the Public Way Vacation request from Darrel and Marcella Hill to vacate the alley between two parcels at 419 E Lincoln Street
- B. Leadership Charlevoix County Project  
Consideration to approve the recommendation from the Parks & Recreation Commission to accept the proposal from the Leadership Charlevoix County Class to allow the purchase and installation of at least one boot brush cleaning station at Avalanche with the exact location to be determined and consider to purchase and install a second station to possible be installed by the LCC participants at the same time or by City Staff
- C. Museum Building Cost Savings  
Consideration to approve cost saving measures approved by the Boyne City Historical Commission for the new museum and authorize the cost savings funds to be applied towards museum planning services and authorize the City Manager to execute the recommendations
- D. Marina Dock Extension Engineering Services  
Consideration to approve the contract with Abonmarche to provide engineering services on a time and materials basis with a not too exceed \$5,000 amount for a "T" shaped pier/dock at the end of the current main pier at the marina and allow the City Manager to sign the required documents

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The Joint Board and City Commission meeting is scheduled for Tuesday, January 17, 2017 at 6:00 p.m.
- The Boyne Area Chamber of Commerce Annual meeting will be held on January 19, 2017 from 5 p.m. to 8:30 p.m. at Boyne Mountain
- The next regular City Commission meeting is scheduled for Tuesday, January 24, 2017 at noon

12. ADJOURNMENT

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



Scan QR code or go to  
[www.cityofboyne.org](http://www.cityofboyne.org)  
click on Boards & Commissions for complete  
agenda packets & minutes for each board

**DECEMBER 13, 2016  
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 364 NORTH LAKE STREET, ON TUESDAY DECEMBER 13, 2016

**CALL TO ORDER**

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

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

Absent: None

Staff: Cindy Grice, Michael Cain, Scott McPherson, Jeff Gaither, Mark Fowler, Barb Brooks and Patrick Kilkenny

Others: There were eleven citizens in attendance.

**CONSENT AGENDA  
MOTION**

2016-12-137  
Moved by Sansom  
Second by Grunch

Approved of the November 29, 2016 City Commission regular meeting minutes as presented

Approved to cancel the December 27, 2016 scheduled City Commission Meeting due to lack of pending business

Approved to opt out of the requirements of PA 152 of 2011 for the coming year and authorize the City Manager and City Clerk / Treasurer to submit any required paperwork

Approved of the Parks & Recreation Commission to appoint Patrick Patoka to serve a second term on the Parks and Recreation Board for a four year term expiring December 31 of 2020

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

**CITIZENS COMMENTS**

None

**CORRESPONDENCE**

None

**CITY MANAGERS  
REPORT**

City Manager Cain reported:

- The City Hall project continues to make progress.
- We have been successful receiving grants these past few weeks. First we received a \$35,318 payment from the MParks program for the trail and related improvements linking Waterworks Park and Avalanche. Next we received notice that we were successful in the Great Lakes Fishery Trust Grant for \$47,500 to help Catt Development with their public fishing pier project. We will be taking action on that at this meeting. Then the big grant day of the year came when the Michigan Natural Trust Fund Board awarded the City up to \$2.44 million to help purchase the Open Space Property and another \$300,000 to help fund the first phase of the non-motorized trail from the Boyne City Airport, past the Boyne Valley Schools, across M-75

and thru Boyne Mountain and then across US 131 into the Village of Boyne Falls. We have also been notified that we will be receiving another \$4,000 from DTE Energy for additional tree planting

- Some 63 trees and bushes have been planted in our right of ways and just under 20 dead or dangerous ones have been removed.
- The City has received the funds from MDOT for the Court and North Lake Street improvement project.
- Congratulations Martha Sulfridge, Wally Barkley and Andy Poineau for bringing the Last Riverdraw to life last week with its placement in and on the banks of the Boyne River. Congratulations to the community, the Boyne City Main Street and the MEDC for taking on the successful crowd funding for this project.
- ACD appears to have all of their equipment and some of the fiber lines to the four cellular antennas they have been installing on North, Grant, Brockway and Pleasant Streets.
- Congratulations to Kim Stevens who will be retiring from the local MSU Extension office with over 25 years of service here in the Boyne community just before the end of the year.

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### **City Manager Recognition**

Mayor Neidhamer congratulated City Manager Cain on his 14<sup>th</sup> anniversary with the City and his major accomplishments during this time.

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

Draft Minutes of the November 3, 2016 Main Street meeting minutes, the November 3, 2016 Parks & Recreation Board meeting minutes; the November 10, 2016 Historical Commission meeting minutes; and the November 21, 2016 Planning Commission meeting minutes were received and filed.

### **Marvin Loding Awards**

Planning Director Scott McPherson and Planning Commission recognition of the 2016 Marvin Loding Award Commercial and Residential winners.

Planning Director Scott McPherson discussed the Marvin Loding Award. The Planning Commission reviewed nominations for the award at their October meeting and selected winners for the commercial and residential categories. Scott announced the 2016 winners as Steven and Deborah Carlson for the residential award category for their home located at 221 North Street and Challenge Mountain as the winners of the Commercial award category.

### **Grand Traverse Band of Ottawa and Chippewa Indians Grant Request**

Consideration to authorize staff to apply for a grant from the Grand Traverse Band of Ottawa and Chippewa Indians in the amount of \$10,000 to purchase two Verizon Modems for the EMS Department and authorize the City Manager to execute the documents.

City Manager Cain discussed the request from EMS director John Lamont. The current technology utilizing Blackberry blue tooth connection that we have is not reliable. The request would be for 82% Tribal and 18% City with a total project cost of \$12,176.

Staff Comments: None

Citizens Comments: None

Board Discussion: Commissioner Grunch said he is very grateful for the grants received by the GTB for the community and is in full support of this request. All other Commissioner are in full support of the request.

**MOTION**

2016-12-138  
 Moved by Towne  
 Second by Sansom

Approved to authorize staff to apply for a grant from the Grand Traverse Band of Ottawa and Chippewa Indians in the amount of \$10,000 to purchase two Verizon Modems for the EMS Department and authorize the City Manager to execute the documents.

Ayes: 5  
 Nays: 0  
 Absent: 0  
 Motion carried

**Great Lakes Fishery Trust Grant Award**

Consideration to approve the Great Lakes Fishery Trust "Access to the Great Lakes Fishery" grant community resolution and allow the City Manager or his designee to complete the necessary documents to implement the grant. Assistant Planner Patrick Kilkenny discussed the grant received from the Great Lakes Fishery Trust to assist Glen Catt with the public access fishing pier called for in the One Water Street development. The grant will provide a 50% match of the project. The fishing pier will be constructed as a removable floating dock, approximately 190' in length, located southwest of the mouth of the Boyne River and complimented by existing public restrooms, public parks and parking and includes a direct connection to the City's Central Business District. The pier will allow anglers of all experience levels and physical abilities to fish safely and conveniently. The City is acting as the applicant only and the project will not require any financial commitment from the City.

Staff Comments: None

Citizens Comments: None

Board Discussion: Mayor Pro-Tem Towne said it is a great project and will allow people to enjoy fishing. All other Commissioners are in approval of this request and project.

2016-12-139  
 Moved by Grunch  
 Second by Towne

**MOTION**

To approve the Great Lakes Fishery Trust "Access to the Great Lakes Fishery" grant community resolution and allow the City Manager or his designee to complete the necessary documents to implement the grant.

Ayes: 5  
 Nays: 0  
 Absent: 0  
 Motion carried

**Sidewalk Café Alcohol Service Report**

Report from Police Chief Jeff Gaither regarding Sidewalk Café Alcohol Service ordinance

Per the request of the City Commission when they approved an ordinance amendment to allow sidewalk services and sales of alcohol, Police Chief Gaither provided a report regarding any issues that may have arisen. After

research of the Police Department call log, no incidents related to alcohol services on the sidewalks were reported. Police officers were polled for any informal reports or complaints and there were none. The Liquor Control Commission office was also contacted and there were no complaints or violations reported. Planning Director Scott McPherson received comments from Commissioners Sansom and Conklin regarding the narrowing of the sidewalks at one location due to tables and perimeter markers. That area was checked and found to be in compliance with the ordinance.

Staff Comments: None

Citizens Comments: Jessica from the Red Mesa Grill said this has been very successful for their restaurant and Café Sante. Ken Allen said he was very happy with this. Rich Berman of the Boyne Tap Room said this is definitely beneficial for sales and ambiance for the businesses.

Board Discussion: Commissioner Sansom thanked the Chief for the report. Her concern was the distance of open space at the area in front of the Red Mesa and it seemed very narrow. Scott said he measured to the clear zone and it met with the zoning requirements. Commissioner Conklin shared the same concern. Commissioner Grunch and Mayor Pro-Tem Towne said they are ok with it. Mayor Neidhamer said the biggest crowd is by the Parkside Grill during stroll the streets and also where the horse and carriage ride pick-ups are.

**Joint Board &  
Commission Meeting**

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Consideration to schedule the City's next Joint Board and Commission meeting to be held on Tuesday, January 17, 2017 at 6:00 p.m. at the temporary City Hall.

Staff Comments: None

Citizens Comments: None

Board Discussion. All are in agreement with the proposed request, but how do we get people to attend.

2016-12-140  
Moved by Neidhamer  
Second by Towne

**MOTION**

To approve to schedule the City's next Joint Board and Commission meeting to be held on Tuesday, January 17, 2017 at 6:00 p.m. at the temporary City Hall.

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

**Good of the Order**

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Mayor Pro-Tem Towne thanked everyone for their support for him and his family during this time after the passing of his mother.

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**Closed Session**  
**MOTION**

2016-12-141  
 Moved by Neidhamer  
 Second by Sansom

To approve the request of the City Manager to go into closed session to consider the purchase of real property as provided in MCL 15.268 (d) of the Michigan Open Meetings Act (PA 267 of 1976) at 7:56 p.m.

Ayes: 5  
 Nays: 0  
 Absent: 0  
 Motion carried

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**Return to Open Session**  
**MOTION**

2016-12-141  
 Moved by Neidhamer  
 Second by Sansom

To return to Open Session at 9:06 p.m.

Ayes: 5  
 Nays: 0  
 Absent: 0  
 Motion carried

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Motion by Mayor Neidhamer seconded by Commissioner Sansom to adjourn the Regular City Commission meeting of Tuesday, December 13, 2016 at 9:06 p.m.

**ADJOURNMENT**

\_\_\_\_\_  
 Tom Neidhamer  
 Mayor

\_\_\_\_\_  
 Cindy Grice  
 Clerk / Treasurer

**CITY OF BOYNE CITY**

**To:** Michael Cain, City Manager *Mc*  
**From:** Cindy Grice, City Clerk/Treasurer *CG*  
**Date:** January 6, 2017  
**Subject:** Board of Review Member  
Appointment



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Board of Review member Bob Carlile's term expires January 31, 2017. At their December BOR meeting, the board approved a recommendation that the City Commission reappoint Bob to the board. Therefore, I am recommending that the City Commission reappoint Bob Carlile to the Board of Review for a three year term, expiring January 31, 2020.

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INTEROFFICE MEMORANDUM

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TO: MICHAEL CAIN-CITY MANAGER *MC*  
FROM: MICHELE HEWITT- DEPUTY TREASURER *MH*  
SUBJECT: HISTORICAL MUSEUM COST SAVINGS  
DATE: 1/6/2017

At our December 19, 2016 meeting, the Boyne City Historical Commission approved an application from Syrina Dawson motioned by Hewitt, second by Kelts to fill vacancy term ending June 30, 2018, all ayes.

We would recommend that the City Commission approve this board application.



## Memo

To: Michael Cain, City Manager *Mc*  
Boyne City City Commissioners

From: Jane Halstead, Recording Secretary

Date: January 5, 2017

Re: Main Street Board Members

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At the Boyne City Main Street Board Meeting held on January 5, 2017, a motion was made by Michelle Cortright and supported by Ben Van Dam to recommend Rob Swartz and Becky Harris to the City Commission to serve as members of the Main Street Board to fill the open 4 year terms beginning 1/18/2017 and ending 1/18/2021. The motion was approved by unanimous voice vote.

**RECOMMENDATION:** That the City Commission approve the appointment of Rob Swartz and Becky Harris to the Main Street Board for the term beginning 01/18/2017 and ending 01/18/2021.

**CITY OF BOYNE CITY****MEMO**

**To:** Michael Cain, City Manager   
**From:** Barb Brooks, Executive Assistant   
**Date:** January 6, 2017  
**Subject:** mParks (Michigan Recreation & Parks Association) Membership

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At the January 6, 2017 Parks & Recreation Board meeting board discussed membership with mParks. The City has participated in membership in the past and as an oversight at some point it was dropped. The general consensus of the board is that mParks and its membership provides a good resource for the City to reach out to and its grant opportunity and programming has provided the City with a lot of value. Kovolski added that there are funds in the budget to cover the cost.

**Recommendation:** The board unanimously agreed to recommend the City Commission join the mParks membership at the premier level at a cost of \$495

**Other Options:**

- Postpone for additional information
- Join as a Basic Agency at the rate of \$320
- Deny the request



December 9, 2016

Patrick Kilkenny  
City of Boyne City  
319 N. Lake Street  
Boyne City, MI 49712

Dear Patrick,

On behalf of mParks, thank you very much for being a part of the 2016 BHC grant. In just a few short months, we were able to implement a series of sustainable and equitable policy and infrastructure changes to greenspaces, such as parks and trails, that created and/or enhanced access to safe and enjoyable places to be fit and active. By improving the aesthetics, accessibility, and safety of your community greenspaces, we were able to increase physical activity in youth and seniors using local parks and trails, and ultimately reducing poor health outcomes and health disparities in Michigan.

mParks and its 2,500+ members work every day to advance access to parks, trails and recreation that enhance the quality of life for all people. Our work draws local, state and national focus to the impact and benefits of parks and recreation at a community level. From education to networking, advocacy to grant programs, and so much more, becoming an mParks member provides numerous opportunities so that you can better support your community. mParks membership ensures access to benefits and services designed with your specific experience and needs in mind.

We encourage you to get involved with the Association and become an mParks member! Enclosed you will find more information on the different types of mParks memberships and the specific benefits that apply to each membership type. This membership pamphlet was sent out with our January membership renewal invoices (*please disregard the renewal instructions on the front of the pamphlet*). Also enclosed is a new member application. Please complete this application and return to mParks to become a member! If you have any questions, feel free to contact Aja Jenks at (517) 485-9888 or [ajenks@mparks.org](mailto:ajenks@mparks.org). We truly hope you consider becoming a member with us.

Thank you,

A handwritten signature in black ink that reads 'Aja Jenks'.

Aja Jenks  
Registrar  
mParks

A handwritten signature in black ink that reads 'Kari Woloszyk'.

Kari Woloszyk  
Health & Wellness Coordinator  
mParks

**Premier Agency**  
Starts at **\$495**

**Basic Agency**  
**\$320**

One Professional Membership	✓	✓
Post Jobs to the mParks Career Center	✓	✓
Discounted Fees for Annual Conference & Trade Show, Professional Development Workshops and Certifications	✓	✓
Weekly Email Newsletter & Subscription to Quarterly Magazine	✓	✓
Access to Members Only Section of the mParks Website	✓	✓
May Serve on mParks Board or Focus Area/Committee	✓	✓
Trails Manual	✓	\$20/ Manual
Eligible for Educational and Professional Development Scholarships	✓	✓
Voting Member Rights & May Nominate for mParks Awards	✓	✓
Access to COAP Marketing Toolkit	✓	✓
Online Consignment Ticket Revenue Program	✓	✓
Participation in mParks Programs and Athletic Tournaments	✓	✓
May Add Additional Employees to Membership Account	✓	\$98.00/ Additional Professional
Print Copy of Annual Membership Directory & Buyer's Guide	✓	✓
Includes up to 10 Board and Commission Members	✓	Additional Fee of \$130.00
Complimentary Access to Online GoTo Meeting and GoToWebinar Software	✓	✓
Apply for Grant Funding	✓	✓
Direct Link to Agency on the mParks Website	✓	
Feature Article in mParks Publications	✓	
Special Conference Sessions and Access	✓	

**Affiliate**  
(Universities, Tour Groups, and Senior Centers Only)  
**\$285**

**Individual Professional**  
**\$130**

**Retired**  
**\$50**

**Associate**  
(Out of State and Part-time Professionals Only)  
**\$50**

**Student**  
**\$35**  
(Free for Affiliate University Students)

✓	✓	✓	✓	✓
\$50/ Job Posting	\$50/ Job Posting	\$50/ Job Posting	\$50/ Job Posting	\$50/ Job Posting
✓	✓	✓	✓	✓
✓	✓	✓	✓	✓
✓	✓	✓	✓	✓
✓	✓	Focus Area/ Committees Only	Focus Area/ Committees Only	Focus Area/ Committees Only
\$20/ Manual	\$20/ Manual	\$20/ Manual	\$20/ Manual	\$20/ Manual
✓	✓			
✓	✓			
✓	✓			
✓	✓			
✓	✓			



## Memo

To: Michael Cain, City Manager *Mc*  
Boyne City City Commissioners

From: Jane Halstead, Recording Secretary

Date: January 5, 2017

Re: Main Street Board Recommends Historic Marker Program Application

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At the Boyne City Main Street Board Meeting held on January 5, 2017, a motion was made by Michelle Cortright and supported by Don Ryde to recommend that the City Commission support the Main Street Board's application to the Historic Marker Program. The motion was approved by unanimous voice vote.

This program will designate that the Boyne City Downtown be listed in the National Register of Historic Places. There is a \$250 application fee and the approval process typically takes one year to complete. A large marker, dimensions 42" x 54" with text on each side is recommended and the cost will be \$3,900. The suggested location for the marker is at the corner of Ray and South Lake Street.

**RECOMMENDATION:** That the City Commission approve the application for, and installation of, a Historic Marker by the Boyne City Main Street program as proposed.

**DECEMBER 10, 2015  
JOINT BOARD AND  
COMMISSION MEETING**

RECORD OF THE PROCEEDINGS OF THE JOINT BOARD AND BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT THE DPW FACILITIES, 1031 ROBINSON STREET, ON THURSDAY DECEMBER 10, 2015 AT 6:00 PM

**CALL TO ORDER**

Mayor Tom Neidhamer called the meeting to order at 6:00 PM followed by the Pledge of Allegiance.

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

Staff: Michael Cain, Cindy Grice, Patrick Kilkenny, Jeff Gaither, Andy Kovolski, Mark Fowler, Lori Meeder, Barb Brooks, and Scott McPherson

Others: There were 7 citizens in attendance,

**Economic Development Corporation/Local Development Finance Authority**

Kelly Bellant discussed the 2015 projects, including the drainage improvements to the Business Park, the walkway and the continuing support of growing our kids with the Fab Lab. There are concerns about affordable housing and daycare in Boyne City for workers in this area. There is growth at Precision Edge, Lexamar's staffing level is at 800, IMI is adding on to their facility. Lexamar is the largest employer in Charlevoix County.

**Election Commission**

Clerk / Treasurer Cindy Grice discussed the roll of the 3 members of the election commission. They meet prior to each election to approve that election's inspectors. There are at least 3 elections in 2016, possible 4.

**Historical District Commission**

Planning Director Scott McPherson said there is currently one vacant seat on the Commission. The Planning Commission works closely with this board and has formally adopted the plan of action. The current big project is the White House that is being renovated.

**Historic Commission**

Commissioner Sansom, a member of this Commission said they currently have four vacant seats. There is a lot of work to be done getting the current museum packed and moved. If anyone knows of anyone who can volunteer and help, please contact us. The 100<sup>th</sup> Anniversary of the LaFrance Fire Truck is in 2017. The board continues to assist with school tours throughout the year.

**Boyne City Housing Commission**

City Manager Mike Cain said the Housing Commission is doing quite well under Jane MacKenzie's leadership. They have recently been confirmed as a premier status agency. The units are full throughout and there is a waiting list on all projects.

**Main Street Board**

Lori Meeder explained the current Brownfield Redevelopment projects currently underway – the Dilworth and the Lake Street Redevelopment project. There are lots of exciting new retailers in town. The events over this past year were well attended. A new event, entitled Boyne Appetit! is scheduled to kick off this winter.

**Team Boyne**

Jim Baumann discussed this group that is the Economic Restructuring Committee of Boyne City Main Street. The group has had recruiting businesses on the agenda and the problem now is there are no vacant buildings. This group will work closely with Main Street and their volunteers.

Jim Baumann said he will be retiring this year. He will be working remotely for three months this winter.

**Boyne Area Chamber**

Mike Sheean said the board works closely with DPW Superintendent Andy Kovolski. In 2015, the Ridge Run Dog Park was further developed. The Archery Group is starting to have events at Avalanche. The BC to Charlevoix trail phase is being rebid. City Manager Cain discussed the new signage in Old City Park. Also discussed was the possible Pavilion project and thoughts of how we deal with that issue. Boyne On the Water also affects City Parks.

**Parks and Recreation Commission**

Planning Director Scott McPherson discussed the Catt Lake Street Redevelopment Project and the changes made to the project throughout the process. The Boyne City Master Plan has been updated. We recently received the Redevelopment Ready Communities certification this past week. The Safe Routes to Schools project should be done during the Summer of 2016.

**Planning Commission**

Assistant Planning & Zoning Director Patrick Kilkenny said this board deals with zoning variance requests. There were four official variance requests in 2015.

**Zoning Board of Appeals**

Richard Bouters said the Labor Day drag race is still going strong. There is a great turnout and it provides good income for the Airport. We participate in the Business Expo every year. Most airports offer courtesy cars and now Boyne City has one. It is a vehicle that was donated by Harbor House Publishers. Between May 5 and November 8, we had 39 people use the vehicle, 62% of those uses were to go downtown Boyne City to shop or have a meal.

**Airport Advisory Board**

Oral Sutliff discussed the role of this Board. The number of appeals heard has dropped significantly in recent years, mostly due to having Assessor Deb Chavez more easily accessible and working directly for the City.

**Board of Review**

Cindy Grice spoke for this Commissioner. They meet every odd numbered year to discuss and recommend possible changes to the City Commissioner's annual compensation. This year, the board chose to keep the compensation the same as the 2013 levels, which were increased for the first time since 2001. All members of the Compensation Commissioner expressed gratitude to the Commissioner's for their hard work and all agree that the compensation is not nearly enough for what they do.

**Compensation Commission**

Cliff Carey discussed the shared circulation services our library offers. This years, there were 60,000 visits. Downloadable music is now offered. The library is open 54 hours per week. Kindles and iPads are offered to be checked out. The library has purchased a 3D printer. Mr. Carey provided an example of an item printed out by the printer.

**Boyne District Library**

Commissioner Hugh Conklin said with good leadership, there is nothing we can't do. Commissioner Sansom said it is an exciting time right now with the new facilities construction coming up. Mayor Pro-Tem Towne thanked all volunteers that work on the various boards. It wouldn't be the City that it is without these individuals. There are many projects to look forward to. Commissioner Grunch said this is a collaboration of all the supporting groups. There are a lot of cities that are trying to model after

**City Commissioners**

us. It's been a fun ride. Mayor Neidhamer said there are over 9 projects starting in the Spring of 2016.

## Staff Comments

Public Works Superintendent Andy Kovolski said he is happy to have the new DPW building on time, on budget. It speaks volumes of the City's commitment to take care of what we have.

Assistant Planning & Zoning Director Patrick Kilkenny said he has been here for 6 months and everyone including the Boards and Commissioner work well together.

Planning Director Scott McPherson discussed the great partnerships we share with Evangeline and Wilson Townships as well.

Harbormaster Barb Brooks said the marina has been self-funded for the past 10 years and been building up a fund balance for capital projects such as replacing the shoppers dock. We are working towards a possible expansion and taking a close look at the right size for our needs.

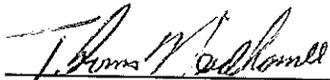
Water / Wastewater Superintendent Mark Fowler said it is great working with everyone. The recent Sommerset Point sewer extension project is nearing completion.

Police Chief Jeff Gaither discussed the new policy regarding body cameras used by officers. The small cost is the camera. Video storage is the higher cost. It's a great tool for the department. The department works well with the schools and critical incident training. Officers have random visits with schools, having lunch with student and positive contact with students. Officers volunteered their time to assist with building a soccer wall at Rotary Park. One more officer has been trained on a bicycle. We received a grant to send an officer to search and rescue school and the skills learned have been used to assist other departments already. Kyle Smith has been sent to Evidence Tech School while Dan Mercer has gone to a higher level at the Evidence Tech School. Chief Gaither also provided the list of Core Values that the Police Department is expected to live by, reflecting the Department's core values.

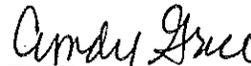
City Manager Cain said there is a common vision in Boyne City. It is everybody working together towards it.

## ADJOURNMENT

Moved by Mayor Neidhamer, seconded by Mayor Pro Tem Towne to adjourn the Joint Board and City Commission meeting of December 10, 2015 at 8:25 p.m.



Tom Neidhamer  
Mayor



Cindy Grice  
Clerk / Treasurer



Approved:

**MEETING OF  
December 1, 2016**

RECORD OF THE PROCEEDINGS OF THE **REGULAR BOYNE CITY PARKS AND RECREATION COMMISSION MEETING HELD AT 6:00 P.M. AT CITY HALL ON THURSDAY, DECEMBER 1, 2016.**

**CALL TO ORDER**

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

**ROLL CALL**

Present: Mike Sheehan, Jo Bowman, Patrick Patoka, Hugh Conklin and Mike Doumanian

Absent: Marie Sheets, Darryl Parish

**MEETING  
ATTENDANCE**

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

Public Present: None

**APPROVAL OF  
MINUTES **\*\*MOTION****

**Patoka moved, Bowman seconded, PASSED UNANIMOUSLY**, a motion approving the November 3, 2016 meeting minutes as presented.

**CITIZENS COMMENTS  
(on non-agenda items)**

None

**DIRECTOR'S REPORT**

Kovolski reported all of the parks are closed except Avalanche which is ready for winter activities as soon as the weather allows and the City has placed an ad for an attendant.

**CORRESPONDENCE**

None

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

**Park Inspection Reports -**

- Alexander gave a report on discussions that took place at the City Commission meeting regarding the Open Space property. The current owners would like to place a conservation easement on the property through the Little Traverse Conservancy as a condition of the sale of the property to the City. This would place restrictions on how the property is used and developed to keep the property "public open space" in perpetuity. There was also discussion regarding grants that have been applied for and possible funding mechanisms to help purchase the property.
- **Disc Golf Update** - None
- **Trail(s) Update** - Boyne City/Charlevoix Trail Phase 2 contract has been awarded.
- **Friends of Avalanche** - There was an inquiry to sprucing up the entrance to the reservoir; removing and/or replacing old signs

and repair or replace the old gate. Conklin also requested further discussion regarding whether horses should be prohibited on Avalanche trails and asked that it be placed on a future agenda.

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**UNFINIHSED  
BUSINESS**

**Charlevoix County  
Parks Millage  
Allocation**

The board reviewed the numbers of the amount the City has contributed through the millage and how much it's received back for projects. They also refined ideas for project applications for the next round of funding allocations that start January 1, 2017. Staff will proceed with working through the application process.

**Board Member Term  
Expirations**

Board member terms expiring on December 31, 2016 are Patrick Patoka, who has expressed an interest in serving another term, and Marie Sheets. Marie expressed her desire to allow her term to expire; however, she further stated that she would be happy to serve until a replacement is found. Bowman moved, Alexander seconded a motion to recommend Sheets be elected to another four year term or until a replacement is found. Board discussion – Patoka stated that if Sheets is ready to done, it doesn't make sense to re-elect her and have her resign when we find a replacement. Secretary Brooks added that it would not be the first time that we have been down a board member and business has always continued to be conducted. Patoka. The general consensus of the board was it could be confusing to advertise we are looking to fill a vacancy that doesn't exist if Sheets is re-elected. Bowman withdrew her motion. No further motion was needed as Sheets term will automatically expire. All of the board members thanked Sheets for her many years of service to the board.

**\*\*MOTION**

**Parish moved, Sheets seconded, PASSED UNANIMOUSLY** to recommend the City Commission appoint Patoka to another four year term expiring December 31, 2020.

**\*\*MOTION**

**Conklin moved, Doumanian seconded, PASSED UNANIMOUSLY** to elect Patoka to serve as the board's Vice Chair.

**NEW BUSINESS**

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**Adoption of the 2017  
Meeting Schedule**

The general consensus of the board was to continue the meetings on the first Thursday of the month and not schedule a regular meeting in July. There was discussion regarding the start time of the meetings. After discussion it was decided to continue to start the meetings at 6 p.m.

**\*\*MOTION**

**Shean moved, Parish seconded, PASSED UNANIMOUSLY** to adopt the 2017 meeting schedule as presented.

**Review of FY 2016/17  
Budget**

Kovolski reviewed the current fiscal budget with the board members and went through each category. There appears to be a shortage due to paying for the MParks project up front but when the reimbursement check comes it will be credited back to that account. At this time nothing seems out of line and everything is within the budgeted amounts.

**FY 2017/18 Budget Discussion**

Kovolski reported that the budget will be probably be status quo and most all of the money allocated in capital outlay will go towards the purchase of the open space and possibly remodeling the river mouth bathrooms.

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**NEXT MEETING**

The next regular meeting of the Parks and Recreation Board is scheduled for Thursday, January 5, 2017 at 6 pm at City Hall.

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**ADJOURNMENT**

The December 1, 2016 meeting of the Parks and Recreation Board adjourned at 7:53 p.m.

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Barb Brooks, Recording Secretary

*Draft*

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

**Meeting of  
December 19, 2016**

Record of the proceedings of the Boyne City Planning Commission regular meeting held at Boyne City Hall, 364 North Lake Street, on Monday December 19, 2016 at 5:00 pm.

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

**Call to Order**

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Present: Ken Allen, Jason Biskner, George Ellwanger, Jane MacKenzie, Tom Neidhamer

**Roll Call**

Absent: Chris Frasz, James Kozlowski, Aaron Place and Joe St. Dennis

**2016-12-19-02**

**Biskner moved, Ellwanger seconded, PASSED UNANIMOUSLY**, a motion to excuse the absence(s) of Chris Frasz, Aaron Place and Joe St. Dennis.

**Excused Absence(s)  
\*\*Motion**

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City Officials/Staff: Planning and Zoning Administrator Scott McPherson and Recording Secretary Pat Haver  
Public Present: 4

**Meeting Attendance**

**2016-12-19-03**

**Allen moved, Neidhamer seconded, PASSED UNANIMOUSLY**, a motion to approve the consent agenda; approval of the Planning Commission minutes from November 21, 2016 as presented.

**Consent Agenda  
\*\*Motion**

**Citizen comments on  
Non-Agenda Items**

None

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

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With the recent Housing Summits; a Housing Committee will be formed to gather information, discuss options and views and those who are interested should contact Planning Director McPherson. Ken Allen expressed an interest in being on this committee and Jane MacKenzie, due to her professional positions, will also be tapped to be on this committee.

**New Business**

**Hill alley vacation  
request**

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Planning Director McPherson reviewed his staff report that was included in the agenda packet. Darrel and Marcella Hill are requesting the alley on Lincoln St. located between their two parcels be vacated. The alley is undeveloped, not maintained and contains no infrastructure now nor are any planned in the future. This alley has significant portions of steep slopes, and is not conducive to access. The application has been reviewed by City Staff and Department Heads and no concerns were raised in regards to this request. Mrs. Hill has spoken with all of the adjoining property owners, who have signed off on this request.

After board discussion, **motion by Allen, seconded by Ellwanger**, to recommend to the City Commission, the requested alley vacation on Lincoln Ave. of Darrel and Marcella Hill as presented.

**2016-12-19-7A**

**Roll Call:**

Aye: Allen, Biskner, Ellwanger, MacKenzie and Neidhamer

Nay: None

Absent: Frasz, Kozlowski, Place and St. Dennis

**Motion Carries**

**Group Day Care ordinance review**

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Planning Director McPherson reviewed his staff report that was included in the agenda packet. As the need for day care facilities continue to grow in Boyne City it has become difficult to secure day care services, is cited by employers as reasons they are understaffed and unable to locate quality members to fill their workforces, staff felt it was time to discuss possible amendments to the Zoning Ordinance. In the last year, staff has been approached by a couple of applicants who were interested in setting up this service, but due to the limits in minimum square footage of the lot size and conditional use requirements they had to be disapproved. After board discussion, staff has been tasked with drafting amendment ordinance language based on the following recommendations by the Planning Commission:

- 1) Principal allowed use by right in all the residential districts and in the Central Business District
- 2) No minimum lot size
- 3) Fenced in play area with a minimum size of 1,200 square feet; not to be located in the front building line

**Minimum Floor Area ordinance review**

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Planning Director McPherson reviewed his staff report that was included in the agenda packet. In reviewing possible actions the city can take to help facilitate the development of more diverse and affordable housing options, the amendment of the zoning regulations can be one of the most effective tools the city has to accomplish this goal. Some possible areas that can be reviewed and amended in housing are minimum floor area, lot area, density, setbacks and required parking. The possibility of tiny houses being allowed has brought inquiries to the planning department. In all of the residential districts, there is a minimum required floor area. The board discussed various areas that changes could be implemented such as changing/lowering the square footage of the floor area, possibly changing the width of a residence and allowing duplexes as a permitted use in all of the residential zoning districts. It was decided that the Housing Committee that is being formed would be the best place to continue with this discussion, so staff will present this item for discussion to that group when it is formed.

**Adoption of the 2017 meeting calendar**

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Included in the agenda packet is the 2017 meeting calendar for your review and consideration. **Motion by Neidhamer, seconded by Ellwanger, PASSED UNANIMOUSLY**, to adopt the 2017 calendar as presented, meetings to be held the 3<sup>rd</sup> Monday of each month at 5:00 pm.

**\*\*Motion**

**Staff Report**

- 
- The city was successful in receiving grants that they have recently applied for; one for the purchase of the Open Space, one for the development of Phase I of the Boyne City to Boyne Falls non-motorized trail; and one to assist the One Water developer for the proposed fishing pier.
  - In the near future the Planning Commission will be reviewing the Recreation Plan as a few updates need to be considered in order to continue to access several grant opportunities
  - The Police Department followed up with the City Commission on the Sidewalk Café Ordinance, this summer there were no reported problems from service of alcohol within the sidewalk, and Planning Staff received no reports of problems either. The only complaints received were it was felt that one area was too tight for pedestrian traffic, and when measured, it was determined that the table/chair setup fell within the specified

requirements. The Commissioners felt that the first season worked well, so will leave things as they are.

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**Good of the Order**

- Possibly next month Boyne Housing will be submitting a site plan for review by this board; and if that occurs, Jane MacKenzie will not be in attendance when this review takes place
- 

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, January 16, 2017 at 5:00 pm in the Honeywell Meeting Room.

**Adjournment**

**2016-12-19-10**

**MacKenzie moved, Neidhamer seconded, PASSED UNANIMOUSLY** a motion to adjourn the December 19, 2016 meeting at 6:24 p.m.

**\*\*Motion**

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Chair Jane MacKenzie

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Recording Secretary Pat Haver

BOYNE CITY HISTORICAL COMMISSION

Minutes of December 19, 2016  
7:00 pm  
Boyne City Hall Commission Chambers

CALL TO ORDER: 7:02 PM

PRESENT: Kelts, Barden, Sansom, Hewitt.

ABSENT: Lazarz, Alexander

GUEST: Kecia Freed, Syrina Dawson

**APPROVAL OF MINUTES:** Minutes of the September 19, 2016, October 17, 2016, November 10, 2016 meetings, Kelts approved all as written, Hewitt second, all ayes.

**OLD BUSINESS:**

LaFrance updates.

Barden fixed changes to invitation for other fire departments to bring their antique fire trucks, only need deadline for reply. Respond by May 31<sup>st</sup>, 2017 by contacting Michele Hewitt.

Coffee mug design, Kecia will call for price and type of print. Want to be sure it print does not come off and is dishwasher safe.

Postmark, Kecia to have design by mid-May looking for line art work. Sansom recommended Apps she found online that are free. Google 1917 LaFrance firetruck. Maybe use a more simple design for stamp and badge or hat. Syrina suggested we give a mug to each fire department that attends our event with their antique fire truck. Thank you letter and agenda to follow up.

Kecia to contact Kim- main street photographer to get pictures she took of the fire department.

Barden suggested we have the event listed on our local calendars and visitors guide. Get info to Chamber so they can add it with the annual Antique car show info. Hewitt to contact Ashley at Chamber about adding our information, include on Chamber website.

Barden suggested ads in Detroit, Grand Rapids Areas. Main Street uses the Traverse Magazine for events.

Advance advertising, hit all the free spots as possible.

Other sites to have advertise:

Pure Michigan

Traverse Magazine

Local TV stations

Jack's Journal

Chamber Newsletter

Facebook page, use photos that Kim (main street) has taken , utube video. Link off of Chamber and Main Street.

Barden will talk to Chamber about how we can collaborate efforts to advertise. Publicity thru post office to members that collect postmarks.

Petoskey Area visitor's bureau has a grant deadline, Syrina will check on this.

### **NEW BUSINESSES:**

- A. Regular Quarterly schedule, March 20, 2017, June 19, 2017 September 18, 2017, December 18, 2017. 3<sup>rd</sup>. Monday at 5:00pm. Motiond by Sansom, second by Kelts, all ayes. Special meetings as needed.
- B. Board application from Syrina Dawson, Hewitt motioned to accept with a recommendation to city commission to approve, second by Kelts, all ayes.
- C. Concept for new museum, can we save money by holding off on anything in built in's or otherwise. Money saved would go towards planning service. At this point 2,000 would be available. Sansom motioned to have removal of platform, eliminate both walls, and showcase to allow cost savings to be applied towards museum planning services, second by Kelts, all ayes. Approximate cost savings 2,000.
- D. RFP for museum planning services post as normal procedure for the city and invitation to list of bidders that we will mail too. Motioned by Hewitt that we make a recommendation to the city commission to move forward with RFP for the museum planning services, second by Kelts, all ayes.

Budget for FYE 2018 needs to be reviewed.

### **CITIZENS COMMENTS:**

Kelts asked if we had seen the "Last River Draw Sculpture".

### **COMMUNICATIONS:**

Hewitt shared photos that the Charlevoix Museum had sent to us for our collection.

**GOOD OF THE ORDER:**

Sansom wished us all a Happy Holiday.

Kelts will be absent until end of March.

**Next Meeting:** Special meeting January 16, 2017 tentative date if needed at 5:00.

**Adjourned:** 8:30 pm.

DRAFT



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

Meeting of  
December 29, 2016

MINUTES OF THE SPECIAL BOYNE CITY MAIN STREET BOARD MEETING HELD ON THURSDAY, DECEMBER 29, 2016 at 11:00 AM CITY HALL, 364 NORTH LAKE STREET

**Call to Order**

Chair Pat O’Brien called the meeting to order at 11:00 a.m.

**Roll Call**

Present: Jodie Adams, Michael Cain, Michelle Cortright, Pat O’Brien, Don Ryde, Rob Swartz, Ben Van Dam

**Meeting Attendance**

Absent: Chris Bandy, Robin Lee Berry

City Staff: Recording Secretary Jane Halstead

Public: Three

**Excused Absences**

Chris Bandy, Robin Lee Berry

**Old Business**

The Main Street Board met to discuss the Main Street Executive Director position and interview candidate Kelsie King-Duff from the City of Allegan. This was Kelsie’s third interview. Previously she interviewed with the search committee once via Skype and once in person. At the conclusion of the interview, Kelsie left the room and the board discussed the candidate with the consensus being to present Kelsie with an offer of employment. The specifics of the offer were reviewed by the board and agreed on.

**MOTION**

**Cortright moved, Adams seconded** to authorize Michael Cain and the hiring committee to enter negotiations with Kelsie King-Duff regarding the Main Street Executive Director position.

**Adjournment  
MOTION**

**Cortright moved, Van Dam seconded** to adjourn the December 29, 2016 of the Boyne City Main Street Board at 12:30 p.m.

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

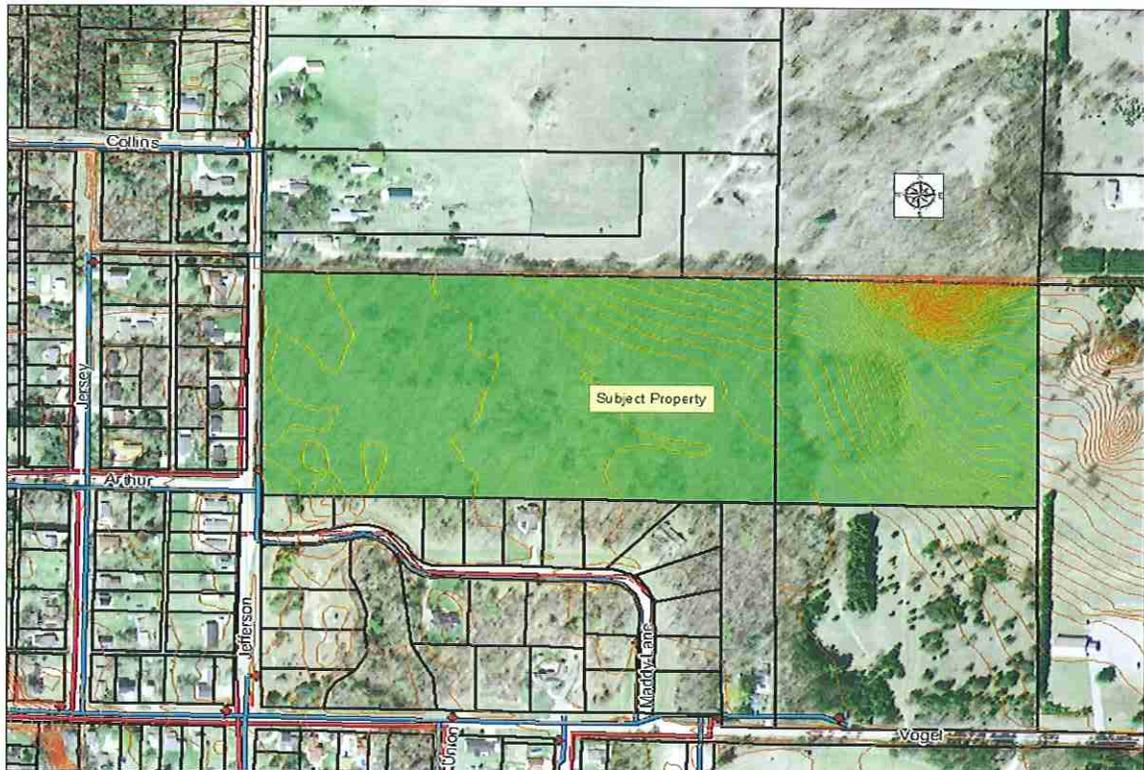
**CITY OF BOYNE CITY**

**To:** Michael Cain, City Manager *Mc*  
**From:** Scott McPherson, Planning Director *SM*  
**Date:** January 10, 2017  
**Subject:** Ted Macksey Rezoning Request Second Reading



**Background**

A rezoning application has been submitted by Ted Macksey to rezone parcels 15-051-026-005-00 and 15-051-026-004-15 from Rural Estate District (RED) to Multiple Family Residential District (MFRD). The parcels are located at 600 Jefferson Street. Parcel 026-005-00 is approximately 20 acres with 660' of frontage on Jefferson Street and measures 1,300 feet deep. Parcel 026-004-15 which is adjacent to the east of 026-005-00 is approximately 10 acres and measure 660ft x 660ft. The properties to the north are in Evangeline Township and are zoned Rural Residential and being used for single family dwellings. The property to the East is in the City of Boyne City and zoned RED and being used for a church. To the South there are properties zoned RED and conditionally zoned MFRD. The properties in the Parkside subdivision are zoned RED and being used for single family dwellings and the Brook is conditionally zoned MFRD and is being used for group senior and assisted living. The properties to the West are zoned Traditional Residential District (TRD) and are being used for single family dwellings, (vicinity zoning map attached). Public sewer and water are located adjacent to the subject property on Jefferson Street. The subject parcel is currently vacant, with majority of the parcel covered with mature forest. On the eastern quarter of the property there is a significant slope and an elevation change of over 40 feet.



## Discussion

Given the size and location of the subject parcels the rezoning requests presents a unique opportunity to the City. The 30 acre tract is one of the few undeveloped large pieces of land left if the City limits and its proximity to city water and sewer make it more cost effective for development. The master plan future land use map designates the property as Residential Open Space, however the plan does also provide for the consideration of parcels not specifically designated as multifamily on a case by case basis. The plan states the following in regards to reviewing these areas: *“The Multiple Family category includes the area owned by the Boyne City Housing Commission at Park Street and Division Street which provides a range of housing types and a senior center with associated senior services. Additional specific locations for future multiple family uses are not designated on the Future Land Use map, but will be considered on a case by case basis, so that the Planning Commission can have the flexibility to review the appropriateness of specific areas when the need arises.”* 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 Planning Commission 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. Housing has been a topic of much discussion over the past months and has been identified and adopted as a goal of the City Commission and providing housing opportunities for all is listed as a goal in the 2015 Boyne City Master Plan.

At the public hearing on September 19, 2016 and at a pre-application conference on May 16, 2016 the applicant discussed potential development concepts for the property with the Planning Commission (minutes of meetings attached). While the applicant identified some potential development concepts, there is no way to require the development of any specific proposals or concepts, the City Commission needs to consider all of the potential uses that could occur in the proposed district. In the MFRD the principle permitted uses and the allowed conditional uses are as follows:

### ***Section 6.20 Principal Permitted Uses.***

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

- A. Single and two family dwellings.*
- B. Multiple family dwellings, including, but not limited to, apartments, apartment houses, townhouses, terraces, efficiency units, and right-of-way houses.*
- C. Public, parochial and private schools including nursery schools; churches, temples, and similar places of worship with a maximum capacity of five-hundred (500) worshipers; libraries; and community buildings.*
- D. Municipal parks, playgrounds, and recreation centers.*
- E. Home occupations in which customers or patrons do not visit the site for the delivery of goods and/or services.*
- F. Accessory structures and uses customarily incidental to the above permitted uses.*

**Section 6.30 Conditional Uses.**

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

- A. *Hospitals, convalescent and nursing homes, and funeral homes. (amended: October 24, 2007)*
- B. *Private recreation areas, uses and facilities including country clubs, marinas, golf courses and swimming pools subject to the following:*
  - 1. *No building shall be located within one-hundred (100) feet of a dwelling.*
  - 2. *Facilities such as licensed restaurants and bars may be permitted when occupying an integral part of the main structure provided there is no exterior display or advertising of said facilities.*
  - 3. *Golf fairways, swimming pools, tennis courts, boat docks, and similar uses shall be located not less than thirty-five (35) feet from any property line and shall comply with the requirements of this Ordinance.*
- C. *Adult foster care group homes and congregate facilities.*
- D. *Tourist homes, boarding houses, rooming houses, lodging houses, and bed and breakfast inns.*
- E. *Home occupations in which customers or patrons visit the site for the delivery of goods and/or services.*
- F. *Public utility transformer stations, substations and gas regulator stations without service or storage yards shall comply with the requirements of this Ordinance and shall be subject to the following: a front yard setback of not less than fifty (50) feet shall be provided (irrespective of the yard requirement of the district in which it is located) and two (2) side yards and a rear yard shall be provided, each shall not be less than twenty-five (25) feet in width. The previously mentioned conditional uses shall be landscaped with a buffer of plant materials that effectively screens the view of the use from property used for residences, public walkways and rights-of-way. The standard buffer shall consist of a landscaped strip at least six feet (6) wide outside the perimeter of the compound. The buffer shall contain a variety of species of plants.*

As per ordinance requirements the Planning Commission considered the criteria of Boyne City Zoning Ordinance section 2.50 C in reviewing the request. One of the criteria of the Section is the requirement of traffic impact analysis. As the proposed change could permit a use that generates more than 100 directional trips per peak hour or more than 1,000 trips per day than the majority of uses that could be developed under the current zoning a traffic impact study was required. The developer contracted with Progressive AE and a traffic impact study prepared by Peter LaMourie PE, PTOE was completed and has been provided to the City.

To provide a baseline of existing conditions traffic counts on Jefferson and Vogel streets were completed in September and October. On Jefferson Street traffic counts were collected near the Collins Street intersection for eleven 24 hour periods from September 14-24. During this time the 24 hour traffic counts ranged from 84 to 125 trips heading south with the Average Daily Trips (ADT) of 109 and from 83 to 141 heading north with the ADT of 115. The ADT in both directions over the 11 day period was 224 which represents between 1.87% and 2.24% of the daily carrying capacity of the street. The peak-hour trips for Jefferson Street during this period was at 3pm on September 19<sup>th</sup> with 39 trips (14 north, 25 south) which is between 3.54% and 4.33% of the peak hour capacity.

On Vogel Street traffic counts were collected near the Maddy Lane intersection for eight 24 hour periods from October 2-9. During this time the 24 hour traffic counts ranged from 145 to 191 trips heading east with the Average Daily Trips (ADT) of 168 and from 88 to 126 heading north with the ADT of 107. The ADT in both directions over the 8 day period was 275 which

represents between 2.29% and 2.75% of the daily carrying capacity of the street. The peak-hour for Vogel Street during this period was at 5pm on October 5th with 47 trips (17 east, 30 west) which is between 4.27% and 5.22% of the peak hour capacity.

## **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 October 20, 2014, 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 the proposed zoning ordinance amendment. The proposed ordinance amendment was submitted to the City Commission for a First Reading on November 15, 2016 and the proposed ordinances were reviewed and the Commission and the proposed amendment was scheduled for a second reading. As required by the Boyne City Charter, ordinances cannot be adopted until at least one month after the meeting it is introduced and was scheduled for a second reading on February 24, 2015. If adopted by the Commission the ordinance must be published at least one week prior before its final passage. The Commission should review the proposed amendment and use the amendment criteria as listed in section 2.50(C) of the zoning ordinance as a guide in making their decision on the proposed amendment. Section 2.50 (C) is as follows:

### **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.<sup>3</sup> 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 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.
- D. Any amendment for the purpose of conforming to a decree of a court of competent jurisdiction shall be adopted by the City Commission and published, without necessity of a public hearing or referral thereof to any other board or agency.

### **Recommendation**

Given the variety of uses that could be permitted under the MFRD, many of which are not being considered by the developer, a conditional rezoning application appears to be a more appropriate application in this case. The applicant has consulted with staff and has indicated a more focused application would be a better option. Based on this understanding it is being recommended that the application be referred back to the planning commission to allow the applicant to provide a conditional rezoning application for their consideration and recommendation.

### **Options**

1. Approve the rezoning as submitted.
2. Deny the rezoning.
3. Other options as determined by the City Commission

**CITY OF BOYNE CITY**

**To:** Michael Cain, City Manager *MC*  
**From:** Scott McPherson, Planning Director *SM*  
**Date:** January 10, 2017  
**Subject:** Application for Alley Vacation



**Background**

An application for the vacation of a public way has been submitted by Darrel and Marcella Hill 419 E Lincoln Street. They are requesting the alley located between their two parcels be vacated. The alley is 16.5 wide and 330 feet in length and runs between Lincoln Street and the undeveloped portion of Cedar Street east of Grant Street. The alley is undeveloped and not maintained and contains no infrastructure. There is a steep slope on a significant portion of the alley so it is unlikely that the alley would be developed for access in the future and all of the adjacent property owners have signed a petition in support of the vacation. The proposal has been reviewed by City staff and no issues or concerns were identified with the request.



### **Process**

Before a street or alley can be vacated by the City Commission a recommendation on the proposed vacation request from the Planning Commission is required. As per Chapter 54 of the Boyne City Code of Ordinances, Article II Vacating Streets or Alleys section 54-26, after receiving the report of the Planning Commission, the City Commission shall determine whether to proceed further and if so the procedure shall be as hereinafter set forth:

- (1) The city shall have published a notice of the hearing and date of said hearing on the petition for the vacating of the street, alley, or portion thereof, by publishing the notice thereof once each week for three consecutive weeks in a newspaper printed or circulated within the city;
- (2) The city shall also cause copies of said published notice to be posted in three of the most public places within the city;
- (3) The city shall also cause to be mailed, by first class mail, a copy of said notice of hearing to those persons shown by the last known city assessor's records, to be the owners of each lot or parcel of land which abuts said street, alley, or portion thereof to be vacated; and
- (4) The city shall cause to be mailed, by certified mail, a copy of said published notice to the state treasurer and to all of the public utilities providing services in the city, if said street, alley, or portion thereof sought to be vacated is connected to a county road; then, a copy of said notice shall also be mailed to the board of county road commissioners.

### **Action**

The Planning Commission reviewed the request at their regular meeting on December 19, 2016 and based on findings that; the alley can never be developed for though access due to topographical constraints; and, the alley is not currently maintained or plowed by the City; and, the street does not contain sewer or water mains; and, a review by City staff foresaw no future use of this portion of street for or by the City, the Planning Commission recommended the alley as requested be vacated. Based on the report of the Planning Commission the City Commission determines if the application should proceed and if so directs staff to schedule a public hearing and distribute notice in accordance with the required procedures.

### **Recommendation**

Proceed with the requested street vacation and direct staff to schedule and notice the required public hearing.

### **Options**

1. Determine not to proceed with the street vacation request
2. Postpone action on the request pending further information
3. Other action as determined by the Commission

**CITY OF BOYNE CITY****MEMO**

**To:** Michael Cain, City Manager   
**From:** Barb Brooks, Executive Assistant   
**Date:** January 6, 2017  
**Subject:** Leadership Charlevoix County – Boot Brush Cleaning Station Proposal

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At the January 6, 2017 Parks & Recreation Board meeting, a proposal from the Leadership Charlevoix County (LCC) class of 2017 to participate in their community service project was presented for consideration. The proposal is to install a “Boot Brush Cleaning Station” at Avalanche to reduce the introduction of invasive species into the park. The station consists of the ground mounted brush, a stone/gravel collection box around the perimeter of the brush and an educational sign. Their partner organization is the Charlevoix-Antrim-Kalkaska-Emmet Coordinated Invasive Species Management (CAKE CISMA). This would be fully funded and installed through LCC participants and CAKE CISMA would assist the City with any future maintenance and/or replacement. Attached is the information that was included in the Parks & Rec. agenda packet.

The general consensus of the board was that it was a great idea and they really like the concept. There was a lot of discussion regarding the installation location. The board considered where it would be most visible, get the most use, not be in the way and where another sign would not be intrusive and detract from the aesthetics of the park. Board members inquired into cost of the station, which was reported to be approximately \$500, and thought maybe the City could fund a second station to cover two locations on the property. Because the installation will not take place until spring, there is time to finalize plans and determine the exact location(s) and determine if the City will want to add a second station.

**Recommendation:** The board unanimously agreed to recommend the City Commission accept the proposal from the Leadership Charlevoix County Class to allow the purchase and installation of at least one boot brush cleaning station at Avalanche with the exact location to be determined and consider to purchase and installation of a second station to possibly be installed by the LCC participants at the same time or by City staff.

**Other Options:**

- Postpone for additional information
- Choose a different park
- Only allow the installation of one station
- Deny the request

## Leadership Charlevoix County Community Service Project 2017

As part of the Leadership Charlevoix County program, we have a community service project on which we all work to improve quality of life in Charlevoix County. This year, our group of 20 participants has decided to focus on a project with environmental impact. We plan to install boot brush stations to heavily used trails in Charlevoix County to both help stop the spread of invasive species as well as to increase awareness about the dangers of invasive species in Northern Michigan.

We would like to install a boot brush station at Avalanche Park. As a heavily used trail, by both locals and tourists, we think this is an ideal place in the Boyne Area to raise awareness about invasive species. We will have more information forthcoming about what specific invasive species threats may exist at Avalanche in the coming weeks. Some common invasive species include wild parsnip, which closely resembles Queen Anne's Lace, but if touched, can cause the skin to break out in painful blisters and boils. Other invasives include garlic mustard and a variety of knotweeds, which are less toxic to humans, but still pose a threat to the biodiversity of an area, which decreases life-sustaining plants on which other species of birds and animals rely.

For reference, we have included a photo of what a boot brush station could look like. The actual design we've been talking about with our partner (Charlevoix, Antrim, Kalkaska, Emmet Coordinated Invasive Species Management Area - CAKE CISMA) would actually also include a large box filled with gravel, on which the station would be placed - to help stop the spread of invasive species by providing an inhospitable environment underneath the actual boot brush, so that invasives that fall off people's boots would not be able to regrow around the kiosk. The example I've included is an example used elsewhere in Michigan, to help you get the idea of what we're working on.

We are currently reaching out to land owners and starting to work with them to get permission and input about where one of these stations might go. If the city is interested, we would love the opportunity to present our ideas to the appropriate committee or group to seek approval for installation of a boot brush station. Other members of our group will be working on fundraising, marketing, station design, and more, once we know what locations we are targeting.

What is the process to gain approval?

How long does it take to get permission/approval?

## Stop Invasive Hitchhikers!

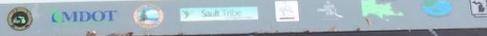


Use this **boot brush** before and after your hike to remove dirt and invasive seeds.



Seeds of invasive plants hitchhike on your shoes' lugs and laces, allowing invasive plants to spread quickly and crowd-out native plants. It takes time and costs money to remove the invaders. Stopping the unintentional spread of seeds is the best way to protect the native landscape.

The hitchhiking seeds could be spread throughout the state. This invader crowds out native plants and produces toxins, preventing other plants from growing nearby. Always clean seeds from shoes and gear before and after visiting any area.



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INTEROFFICE MEMORANDUM

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TO: MICHAEL CAIN-CITY MANAGER *Mc*  
FROM: MICHELE HEWITT- DEPUTY TREASURER *MH*  
SUBJECT: HISTORICAL MUSEUM COST SAVINGS  
DATE: 1/5/2017

At our December 19, 2016 meeting, the Boyne City Historical Commission approved cost savings for the new museum. Sansom motioned to have removal of platform, eliminate both walls and showcase to allow cost savings to be applied towards museum planning services, second by Kelts, all ayes.

We would recommend that the City Commission approve this motion for cost savings.

*CITY OF BOYNE CITY**MEMO*

**To:** Michael Cain, City Manager 

**From:** Barb Brooks, Executive Assistant 

**Date:** January 5, 2017

**Subject:** Marina Dock Extension Engineering Services

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**Background:** The 2016 Boyne Thunder event was extremely successful. In the fall, as the Boyne Thunder committee members recapped the event and discussed finances, one of the subjects that came up is “how we could we re-invest some of the proceeds into the event to improve on future events”. A sub-committee was formed to research ideas and report back to the full committee for consideration. The sub-committee, which I served on, vetted ideas such as an addition to the shoppers dock, boat launch improvements and providing some form of additional dock space, both temporary and permanent. After much discussion, the Boyne Thunder committee decided that adding a permanent “T” shaped pier/dock to the end of the current main pier made the most sense. It will add 50’ to the length of the current pier heading south with a 30’ and 50’ finger pier extending each direction, east and west (layout of the marina is attached to this memo for a visual). It is anticipated that this configuration would allow for minimally 8-10 more boats to be put in the water for the event and would be installed prior to the 2017 event. The cost of accomplishing this is at a minimum \$40,000 plus engineering fees.

After being fully vetted, the committee voted unanimously to invest up to \$35,000 towards the project to improve the event. The committee then approached the Main Street Board for additional financial support. Main Street agreed to provide \$8,000 in financial support. The marina’s investment will be to take on the responsibility of engineering costs.

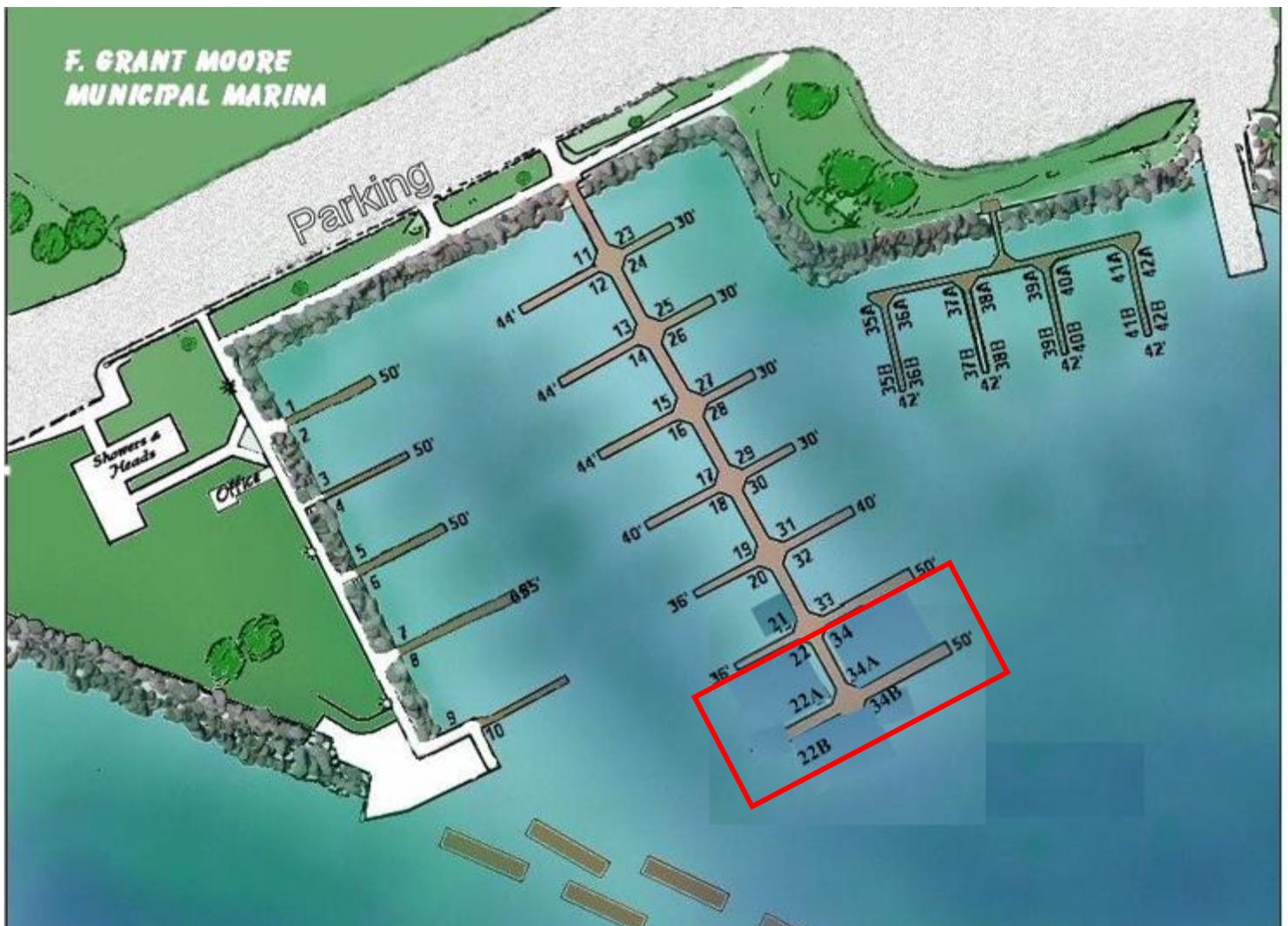
I reached out to representatives at Abonmarche, which is the firm the City has been working with on all aspects of the marina expansion and projects such as dredging, shoppers dock replacement and finger pier replacements that took place a couple years ago. Generally when we contract for engineering services, we ask for a proposal with the amount they require to complete or see the project through. In this case, Abonmarche believes it would be in the City’s best interest to contract with them on a time and material basis. Their reasoning is that it is a relatively small project and they feel that outside of the engineering and preparing the bid documents, city staff will be able to manage the rest; however they want to leave the door open in case we find ourselves needing additional assistance. The contract as proposed by Abonmarche is attached for your review.

In order to complete the project before the first of July 2017, engineering should take place over the next month, bids should be advertised and received during the month of February and awarded in March.

**Recommendation:** To approve the contract with Abonmarche to provide engineering services on a time and material basis with a not to exceed \$5,000 and allow the City Manager to sign the required documents.

**Additional Options:**

- Postpone for additional information
- Request a contract with a set amount for services
- Approve the contract with a different amount Not to Exceed
- Other options the Commission deems appropriate



December 9, 2016

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

Re: Professional Consulting Services – Main Dock Expansion  
F. Grant Moore Municipal Marina

Dear Barb:

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

### **UNDERSTANDING**

In recent years, Abonmarche has provided engineering services to the City of Boyne City for planning and construction of improvements to the F. Grant Moore Municipal Marina. Those efforts have allowed the City to obtain permits and begin undertaking construction as part of a significant expansion of its existing marina facilities. The city is currently evaluating various grants, loans, and local bonding options for financing additional improvements. While those efforts are underway, the City has received a donation to expand its main floating dock to better service its existing clients and host its yearly Boyne Thunder event. It is our understanding that this dock expansion will not include utilities (i.e. electric, water, telecommunications).

At this time, we have been asked to submit a proposal for preparing a design and bidding documents to solicit quotes for construction and installation of this dock extension.

### **SCOPE OF SERVICES**

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

#### Design and Construction Documents

Abonmarche will prepare up to three (3) options for an expansion of the existing main floating dock. This expansion will fit within the current marina footprint as defined by the existing floating wave attenuators and be generally consistent with the overall expansion plan

previously permitted by the Michigan Department of Environmental Quality. The design options will be electronically transmitted to Mrs. Barbara Brooks for evaluation and selection.

Abonmarche will incorporate the selected design into a bid package consisting of plans and specifications for construction of the proposed dock expansion.

**FEES**

We propose to complete this work on a Time and Materials Basis. For the scope of work outlined above, we anticipate the fees could range between \$3,500 and \$5,000. Potential savings could be realized depending on the level of design required. Our actual billings will be based on current billable rates and reimbursement for expenses. A copy of our billable rates is attached for your reference. Your signature in the space provided below will authorize us to commence with the work. If you have any questions or need further clarification, please feel free to contact me at our office.

Sincerely,

ABONMARCHE



Daniel A. Dombos II, PE  
Senior Project Engineer



Christopher J. Cook, PE  
President/CEO

AUTHORIZED BY:

DATE:

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## Engineering

Firm Principal	\$210
Senior Registered Engineer/Senior Project Manager	\$130-170
Project Engineer / Project Manager	\$100-130
Staff Engineer	\$75-85
Landscape Architect	\$70-110
CADD Technician	\$70-80
Construction Technician	\$60-75

## Architecture

Senior Licensed Project Architect	\$115-130
Project Manager	\$85-90
Architectural Draftsman/Design Specialist	\$80-85
Architectural Technician	\$75-85

## Surveying

Survey Manager	\$100-115
Senior Surveyor	\$100-115
Project Surveyor	\$100-115
Survey Crew Manager	\$90-100
Survey Crew Chief	\$65-75
Survey Technician/Staff Surveyor	\$50-60
CADD Technician	\$70-80
One-Person Crew with Robotic Total Station	\$95
One-Person with Ground Penetrating Radar	\$90-110
Travel- Ground Penetrating Radar	\$30
GIS Specialist	\$75
GIS Technician	\$60

## Auxiliary Services

IT Manager & Systems Administrator	\$75
Administrative/Executive Assistant	\$45-100
Development Services Professionals	\$65-150

\* Effective 05/01/2016

\* Rates subject to change

# January 2017

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

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

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

# February 2017

February 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 29	30	31	Feb 1	2 8:30am Main Street Board mtg. 6:00pm Parks & Rec	3	4
5	6	7 5:00pm ZBA	8	9	10	11
12	13	14 Valentine's Day (United States) Winter Tax Due Date 7:00pm City Commission	15	16 5:00pm Historic District	17	18
19	20 President's Day (United States) 5:00pm Planning Commission	21	22	23 5:30pm Airport Advisory Board	24	25
26	27	28 12:00pm City Commission	Mar 1	2	3	4