



BOYNE CITY
CITY COMMISSION
Goals Update
City Commission Chambers
319 N. Lake Street
Tuesday, October 6, 2020 at 1:00 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
4. Goals Update
5. Request of the City Manager to go into closed session with our attorney regarding Attorney/Client Privilege document as provided in MCL 15.268 (h) of the Michigan Open Meetings Act (PA 267 of 1976)
6. ADJOURN

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City Commission Agendas/Agenda Packet



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

From: Kelsie King-Duff, Executive Director

Date: October 2, 2020

Subject: Goals Update – Boyne City Main Street

Item 4A of the City of Boyne City Goals and High Priority Actions addresses keeping Boyne City's economy strong and resilient by reaffirming community vision for acceptable uses and building forms on potential redevelopment sites in the downtown area. Boyne City Main Street has contributed to the following to this goal:

- Renewal of TIF funding has started and will include a public engagement component related to specified projects.
- Façade grant funding was still able to be provided this year, despite COVID. The façade grant program is a great way to engage downtown property owners on improvement of historic facades.
- Continued assistance to the Redevelopment Ready Certification held by the City of Boyne City.

As new opportunities arise to support this action item, Boyne City Main Street will continue to provide support.

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Tim Faas, Director of Public Works
Date: October 2, 2020
Subject: 2018-2020 City Goals Review



Here is an update on the goals pertaining to Public Works.

Be excellent stewards of taxpayer funds

Each winter, Scott McPherson and I meet to discuss the five year capital projects for Planning Commission update. Updated lists were prepared and submitted to the City Commission for the purposes of the 2019-2020 and 2020-2021 Budgets.

In September 2019 I conducted a PASER evaluation, with assistance from the staff at Networks North-west, of all the non-Federal Aid eligible roads in the city for the purposes of refining the five year capital projects this winter. This will help us ensure the right investment, at the right time, to cost effectively manage the pavement network assets of the city. A five year Streets Capital Investment Strategy was prepared in early 2020 (see attached).

Capital Project planning meetings are held in the fall with Mark Fowler, Larry Fox and myself to better prioritize the projects in the CIP to facilitate designs during the winter and construction as early as possible the following year.

A vehicle replacement plan was developed for the Public Works Motor Pool. During the upcoming winter, I plan to prepare the same list for our major equipment.

Protect Lake Charlevoix and Boyne River

Met a number of times with representatives from East Jordan and Charlevoix regarding pursuit of a common stormwater ordinance for the three (3) communities. An ordinance developed by C2AE, has since been adopted by the City Commission.,

The stormwater design used for street reconstruction projects involves drainage swales and under drain pipes in the grass boulevards to reduce the quantity of run-off delivered to the river and the lake.

Riverside Park has been left to naturalize instead of the manicured mowing practiced in most of the other city parks. This creates habitat for insects, butterflies, birds and other animals and reduces pollutant discharges to the Boyne River.

The conceptual designs for the Open Space and Avalanche Base Area included stormwater bio-swales and natural retention areas replacing "grey" infrastructure with "green".

Met with staff from the Tip of the Mitt Watershed Council on the Green Infrastructure Initiative.

Designing soft shoreline treatments to combat erosion due to the record high water levels in Lake Charlevoix instead of hard (steel & concrete) shoreline treatments.

Enhance recreational opportunities

Several backlogged projects from 2017 and 2018 were completed:

- posts at Rotary Park to delineate the parking areas adjacent to the soccer fields;
- completion of parking lot, signs and landscaping at Riverside Park;
- outdoor picnic shelter at the 1910 Building/ Water Works Park; and
- tennis & pickle ball court reconstruction.

The reconstruction and top dressing of the two main softball fields at Rotary Park was completed by the Public Works staff. In addition, several smaller capital projects were done at Rotary Park that totaled over \$32,000 excluding staff time and equipment costs.

A new user group was created by the Parks & Recreation Commission to enhance the experiences of the users of our softball and baseball fields and improve safety.

Conceptual designs for the N lake Street Connector Trail were vetted by the public providing needed input in advance of moving forward with final trail design work in the future.

An agreement was approved by the City Commission with TOMMBA on licensing of the proposed Old Horton Bay Road property and the adjacent 80 acres for development of multi-use trails. The first project is underway currently to construct a parking lot and trailhead pathway on the site to serve the future multi-use trail network envisioned.

The Boyne Valley Trail was constructed and opened to the public in 2020 providing over 7 miles of paved non-motorized trail between Boyne Falls and the City of Boyne City. Trailhead improvements at the Airport Terminal building are currently under construction that will provide rest rooms and a changing area for users of the trail.

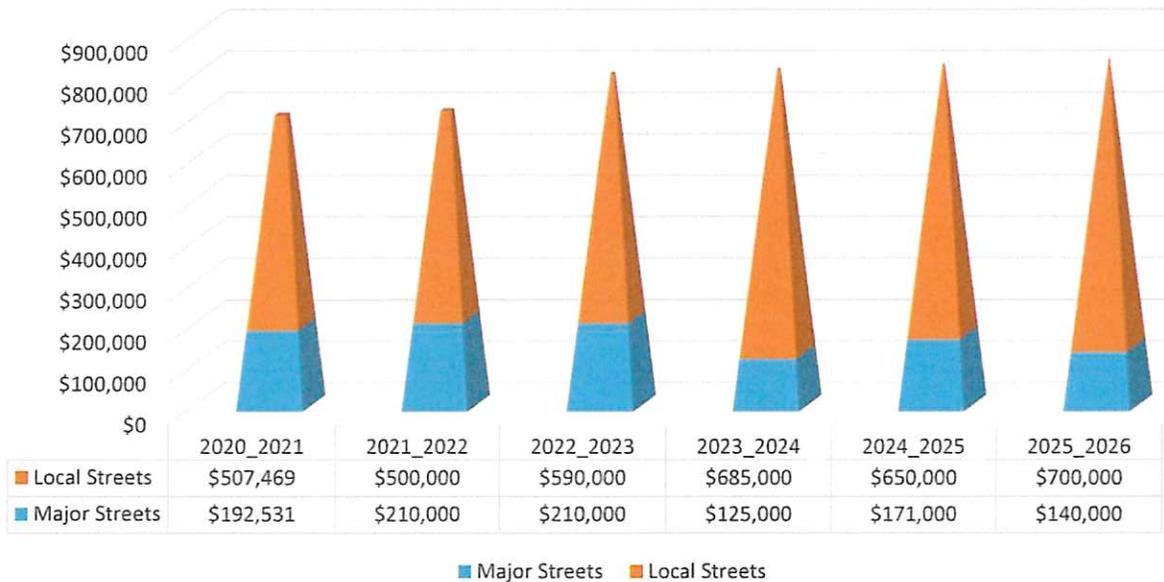
The Avalanche Trail Signage project is presently being completed to provide signage for the hiking trail users. It will also assist emergency responders with victim extractions from the trail system. About forty (40) sign posts are being installed.

The Dog Agility Area is under construction offering yet another form of recreation with your favorite canine.

Streets Capital Budget Projection - 5 Year Plan

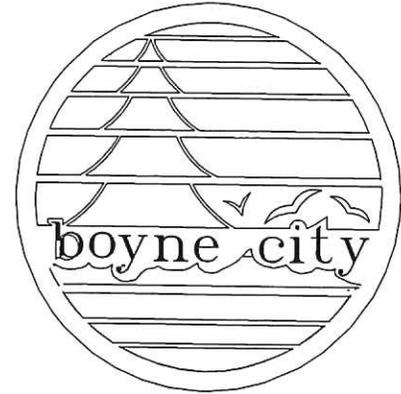
Fiscal Year	Major Streets	Local Streets	Annual Total
2020_2021	\$192,531	\$507,469	\$700,000
2021_2022	\$210,000	\$500,000	\$710,000
2022_2023	\$210,000	\$590,000	\$800,000
2023_2024	\$125,000	\$685,000	\$810,000
2024_2025	\$171,000	\$650,000	\$821,000
2025_2026	\$140,000	\$700,000	\$840,000
Sub-Totals =	\$1,048,531	\$3,632,469	\$4,681,000

Streets Capital Budget Projection - 5 Year Plan



CITY OF BOYNE CITY

To: Michael Cain, City Manager 
From: Scott McPherson, Planning Director 
Date: October 6, 2020
Subject: Goals Update - Planning Department Task List



The status of the Planning Department goals task list items are as follows:

1. Improve the City's Capital Improvement Plan

Ongoing – Additional information and maps of capital assets, SAW assessments of Sanitary and Storm Systems, Paser ratings and scheduled capital road improvements now included in the plan.

2. Inventory city properties for potential housing development

Complete-GIS layer of all cities properties has been developed and reviewed for potential housing

3. Develop property maintenance standards

Complete-International Property Maintenance Code adopted by the City Commission and effective as of September 29, 2020.

4. Review zoning ordinance and master plan with intention to eliminate housing barriers

Complete Planning Commission completed review zoning ordinance and drafted proposed amendments to help eliminate housing barriers. Amendments adopted by City Commission in January 14, 2020.

5. Examine issues arising from short term rentals.

In Process-Data base of short-term rentals compiled and mapped.

6. Research successful private/public partnerships in housing development

Ongoing -Continue to work with Boyne Housing Solutions Committee to explore options for potential public private partnerships such as the use of landbanks to facilitate housing development.

7. Reaffirm community vision for acceptable uses and building form on potential redevelopment sites.

Incomplete- No specific activities on this to report.

8. Review Master Plan and zoning ordinance to assure adequate opportunities exist for commercial, office, residential and mixed uses and especially small and home based businesses.

Complete- Master Plan and Zoning ordinance reviewed. Commercial and offices uses allowed in POD, CBD, TCD, GCD, RC/IND and PID this appears adequate area for these uses, home occupations and home based business currently allowed by right and conditional use in RED, TRD, WRD and MFRD this appears to be adequate area for these uses, Mixed uses allowed in WMD, CBD and TCD several redevelopment opportunities for mixed uses in these areas, several sites identified and deemed priority sites by the planning commission for RRC recertification. Limited area available for new small lot single family and multifamily residential uses. While expansion of these districts may help, available infrastructure is a limiting factor.

9. Develop storm water ordinance in cooperation with East Jordan and Charlevoix.

Complete- Ordinance adopted November 12, 2019 and agreement signed with Charlevoix County for administration and enforcement.

**City of Boyne City goals and high priority actions
2018-2020**

As approved - January 22, 2019

Be excellent stewards of taxpayer funds. Develop tools and processes to allocate City funds efficiently and better forecast future City financial needs and challenges.

High priority actions:

- 1A • Create a five-year financial forecast model using internal and external expertise
Lead: City Manager and Clerk/Treasurer
Target Completion: January 2020
- 1B • Improve the City's Capital Improvement Plan process.
Lead: Planning Director, Director of Public Works, Planning Commission
Target Completion: December 2020

Engage our Community. Get residents involved in Boyne City government more often. Make it easy for residents to learn about City policies, operations and actions.

High priority actions:

- 2A • Update and upgrade City's website so that it is streamlined, easy to navigate, responsive on a variety of devices, and meets accessibility standards.
Lead: Executive Assistant
• Target Completion: July 2020
- 2B • Improve quality of email newsletter and social media communications and develop a publication strategy.
Lead: Executive Assistant
Target Completion: January 2020
- 2C • Improve strategies for recruiting residents to serve on city boards and commissions.
 - *Come up with a common process for filling board/commission vacancies*
 - *Advertise open board positions using newsletters and social media*Lead: City Clerk
Target Completion: September 2019

3

Increase housing availability. Work with all segments of the community to develop and implement a common vision leading to a sustainable mix of housing options in and around Boyne City that maintains our community character. Align our City regulations and plans to support this vision.

High priority actions:

- 3A • Inventory all available City properties for potential housing development.
Lead: City Manager, Planning Director
Target completion: September 2019
- 3B • Develop a property maintenance standards ordinance to provide additional tools for improving substandard housing units.
Lead: Planning Director
Target completion: July 2020
- 3C • Review Zoning Ordinances and the Master Plan with the intention to eliminate unnecessary barriers to providing needed housing options, especially for families and workers.
Lead: Planning Director
Target completion: October 2020
- 3D • Examine issues arising from short term (less than monthly) rentals and their community impacts
 - o *Determine Next Steps*
Lead: Planning Director
Target completion: November 2019
- 3E • Research successful private/public partnerships in housing development.
Lead: Housing Summit Team, Planning Director
Target completion: December 2019

4

Keep Boyne City's economy strong and resilient. Foster a strong local year-round economy that builds upon existing businesses and welcomes compatible ones. Focus efforts and resources to create family sustaining jobs. Enhance City plans and policies to further support business development.

High priority actions:

- 4A • Reaffirm community vision for acceptable uses and building forms on potential redevelopment sites in the downtown area.
Lead: Main Street Executive Director, Planning Director
Target completion: July 2020
- 4B • Review the city Master Plan and Zoning Ordinance to assure that adequate opportunities exist for commercial, office, residential and mixed uses, especially small and home-based businesses.
Lead: Planning Director
Target completion: October 2020
- 4C • Acquire property for business park expansion and work with adjoining townships to develop expansion plans.
Lead: City Manager
Target completion: July 2020

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Protect Lake Charlevoix and Boyne River. Protect and enhance lake and river water quality, especially impacts of storm water runoff.

High priority actions:

S_A

- Engage regional partners and City engineer to :
 1. Review already identified issues and recommended remedies
 2. Evaluate additional areas of concern
 3. Determine estimated costs for improvements and possible timeline
 4. Review City's practices along lakeshore and Boyne River
 5. Review development standards for both public and private properties

Lead: Director of Public Works
Target completion: May 2020

S_B

- Develop City storm water ordinance in cooperation with East Jordan, Charlevoix and other regional partners.
Lead: Planning Director, Director of Public Works
Target completion: May 2020

S_C

- Develop plan and cost estimates for storm water discharge options
Lead: Director of Public Works
Target completion: May 2020

S_D

- Investigate options rain gardens and natural retention areas... move from "Gray" infrastructure to "Green" infrastructure
Lead: Director of Public Works
Target completion: December 2019



CITY OF BOYNE CITY

MEMO

To: Michael Cain, City Manager 
From: Barb Brooks, Executive Assistant 
Date: October 2, 2020
Subject: Goal Setting – Public Relations / Communications

WEBSITE – I have reached out to Gaslight Media as to what it would take to make upgrades and freshen up the look our website. Some ADA compliance is not an issue with the website itself, it is with the scanning of documents that we upload. Optical Character Recognition “OCR” scanning software is needed for all of our uploaded scanned documents, such as the agenda packets. This software should be able to be purchased and incorporated into our copier/printer.

SOCIAL MEDIA – The City should open up an Instagram account and link it to the City’s facebook page. A more active presence on Twitter could also be looked at. Depending on the demographic of who the target audience plays a large role in what outlet should be used for specific messages.

E-NEWSLETTER – A regularly scheduled newsletter would make sense, whether it is once a week, every couple weeks or once a month. Setting a deadline for department heads to provide content would be key.

In the case of both social media and the newsletter, the administrator is reliant on the departments to provide content. We also need to look at the process of who is responsible for posting and a backup plan when the primary person is unavailable. This will be discussed administratively and some re-organization will be considered to better handle the flow of communications.