



# City of Boyne City

Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712  
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BOYNE CITY  
CITY COMMISSION REGULAR MEETING  
Boyne City Hall  
319 North Lake Street  
Tuesday, August 8, 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 July 25, 2017 City Commission regular meeting as presented
4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
5. CORRESPONDENCE
6. CITY MANAGER'S REPORT
7. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
  - A. Draft minutes of the July 17, 2017 Planning Commission Meeting
  - B. Draft Minutes of the July 29, 2017 Airport Board Meeting
8. OLD BUSINESS
9. NEW BUSINESS
  - A. Boyne City Housing Commission Annual Report
  - B. Fire Truck Purchase  
Consideration to purchase a 2017 demo Fire Tanker Truck from Toyne in the amount of \$194,550 and authorize the City Commission to execute the documents
10. GOOD OF THE ORDER
11. ANNOUNCEMENTS
  - The next regular City Commission meeting is scheduled for Tuesday, August 22, 2017 at noon

An Equal Opportunity Provider and Employer

**Hometown Feel, Small Town Appeal**

12. ADJOURNMENT



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**JULY 25, 2017  
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 JULY 25, 2017

**CALL TO ORDER**

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

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

Absent: None

Staff: Cindy Grice, Michael Cain, Scott McPherson, Barb Brooks, Andy Kovolski, Christi Hoenicki, Mark Fowler, Kelsie King-Duff, John Lamont, Jeff Gaither, Dan Mercer, Kevin Spate, John McLeod and Craig Remsberg

Others: There were nine citizens in attendance including representatives from the Petoskey News Review and Boyne Gazette

**CONSENT AGENDA  
MOTION**

2017-07-066  
Moved by Towne  
Second by Grunch

To approve the July 11, 2017 City Commission regular meeting minutes as presented

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

**CITIZENS COMMENTS**

Roger Smith suggested that somehow the deer herd in the City limits be culled. He has tried to contact animal control about this. Something has to be done and he would like a bow season to be considered in town.

**CORRESPONDENCE**

A thank you note from the Boyne Thunder Committee was received and filed.

**CITY MANAGERS  
REPORT**

City Manager Cain reported:

- City Hall construction is progressing. Paving on North Street is now complete and open. We anticipate we will be in the new City Commission chambers for our next meeting. The small garage behind the now removed DPW building has also been moved to the wastewater treatment plan property
- Bid proposal are being sought for Phase I of the Pavilion project.

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

The June, 2017 Financial Statement was received and filed.

**Police Department  
Commendations**

Police Chief Jeff Gaither commended Assistant Police Chief Kevin Spate for his completion of Northwestern University's School of Police Staff and Command. Kevin earned a final score of 96% in one of the most challenging and rewarding programs in the nation and has completed a staff study with outcomes that will directly benefit the Boyne City Police Department and its officers by addressing mental well-being before it becomes unmanageable. Chief Gaither added that he is very impressed with Kevin's effort and the

benefits the Police Department will have with that knowledge. He also thanked Kevin's family for sharing that time. It is greatly appreciated.

Assistant Police Chief Spate thanked the City Commission for this opportunity.

Chief Gaither also commended Officer Dan Mercer for furthering his education by attending a Michigan State University Police Supervisor Training Course and taking on many additional responsibilities during the six month time frame that the Assistant Chief was away for training. Officer Mercer took on many administrative tasks while working his regular shift with his own responsibilities. Additional duties during this time included field training officer for a newly hired officer, directing and moving of the items in the evidence room from the old building to the new office, reorganizing and cataloging evidence with a new system and also taught the weekly 5<sup>th</sup> grade DARE class as well as a bike safety class to all 4<sup>th</sup> graders in May. This combination of training and tasks was very challenging but were all completed with extreme professionalism.

Officer Mercer said it is a team effort and everyone stepped up.

Chief Gaither thanked everyone in the Police Department for stepping up during this challenging time. They do their job in an exemplary fashion. He also thanked the City Commission for approving this and believes the rewards will be great for the department and the City.

Mayor Neidhamer said he is thrilled with the image portrayed to the Community and this is a shining example of good people doing good things.

#### **Michigan DNR Trust Fund Grant Resolutions**

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Consideration to approve the grant acceptance resolution for Boyne Valley Trailway Development Phase I Grant # TF16-0195 and authorize the City Manager and City Clerk to sign the documents; and consideration to approve the grant acceptance resolution for Boyne City Open Space Acquisition Grant # TF16-0122 and authorize the City Manager and City Clerk to sign the Documents.

Planning Director Scott McPherson discussed the next steps required from the Michigan DNR Trust Fund grant funding for the grant to acquire the open space property at 475 N. Lake Street and for the Boyne Valley Trailway as discussed at previous meetings. As a precondition to accepting the grants, the City must sign and return grant documents and the City Commission is required to pass a resolution accepting the terms of the agreements.

Staff Comments: None

Citizens Comments: None

Board Discussion: Mayor Pro-Tem Towne said he supports the grants. Commissioner Sansom said she also supports the grants and it is good news. Commissioner Conklin said it is a great day for the City to move forward and carve a future we can enjoy. Commissioner Grunch said this is another example of a team effort and is win-win. Exciting times for Boyne City. Mayor Neidhamer said he agrees with all comments.

**MOTION**

2017-07-067

Moved by Grunch

Second by Towne

To approve the grant acceptance resolution for Boyne Valley Trailway Development Phase I Grant # TF16-0195 and authorize the City Manager and City Clerk to sign the documents; and consideration to approve the grant acceptance resolution for Boyne City Open Space Acquisition Grant # TF16-0122 and authorize the City Manager and City Clerk to sign the Documents.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

**Open Space Funding Update**


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Recommendation of City Manager to use Fund Balance for Local Match.

City Manager Cain said as we have been discussing ways to fund the Open Space Acquisition, a big piece of that puzzle began being answered this spring with the grant award from the Michigan Natural Resources Trust Fund (MDNRTF) which was addressed earlier. Recently two major pieces associated with that grant award were addressed in the approval of legislation transforming the MMRTF board's recommendation into law and the completion of appraisals which help us better define how much grant dollars we will actually receive. Based on the lower of the two appraisals obtained, we expect to receive about \$2,294,000 of the MNRTF grant to go towards the estimated \$3,200,000 purchase price. That leaves an estimated \$895,000 of local match we need to come up with after deducting the \$10,000 grant we have received from the Charlevoix County Community foundation. This is much better than the worst case grant scenario included in this year's proposed budget of \$1,500,000.

The last remaining major unknown, until very recently, was how much money the City could bring to the table. As the Commission was aware we had estimated where our fund balance would be at the end of the last fiscal year as part of the budgeting process. If that number, \$1,961,873, came in on track or higher as part of our annual audit process we felt fairly confident that we would be able to pay for the remaining local match portion of the acquisition ourselves while not going below the City's 25% fund balance minimum or having to go the taxpayers and ask for additional funding for this purchase. The 25% fund balance minimum policy is to safeguard the City and its operations in case of an emergency or another economic downturn. The auditors projected fund balance on April 30, 2017 was \$2,276,210.

In short, it appears that with the grants received, we have sufficient funds between the grants and our available fund balance to purchase the Open Space property. We still have a number of steps to go thru with the State and the sellers in regards to the purchase, but all the pieces seem to be falling into place.

Based on the information to date it is being recommended that the City continue to move forward with the funding of the purchase of the open space acquisition as outlined above and not take any further steps at this time to put

a fund request on the November ballot. Such a request would need to be submitted to the County Clerk by Tuesday, August 15<sup>th</sup> at 4:00 p.m.

Staff Comments: None

Citizens Comments: Roger Smith said he didn't think an additional millage would fly.

Board Discussion: Commissioner Sansom said she is in total favor. Everything is falling into place perfectly. Commissioner Conklin said he agrees and would like to see the property improved quickly. Commissioner Grunch said we did all of this through City wide planning sessions and survey participation. We are also sharing cost burdens for Fire, EMS and Planning with other townships. Thru good management and giving staff credit for a job well done, it's happening. Mayor Pro-Tem Towne said he fully supports and would rather go this route. Mayor Neidhamer said he agrees with all of the Commissioners comments.

### **Mosaic Sculpture at Peninsula Beach Park**

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Consideration to approve the designated location in Peninsula Beach Park for the placement of a mosaic sculpture.

Main Street Executive Director Kelsie King-Duff discussed the request for the installation of a mosaic sculpture in Peninsula Beach Park. This has been discussed by the Main Street Board for some time. The Main Street Design committee recently recommended to the Main Street Board the placement of this and it was approved. The Parks & Recreation board has also recommended the placement. The Planning Department helped in determining which part of Peninsula Beach Park is the Main Street district so the recommended placement of the sculpture is in the district. The Department of Public Works has reviewed this as well. Main Street has \$2,000 budgeted, however more fundraising will likely have to take place before the sculpture can actually be installed.

Staff Comments: City Manager Cain added that the original location was discussed to be at the marina.

Citizens Comments: None

Board Discussion: Commissioner Conklin said he finds this location more favorable than Veteran's Park. Commissioner Grunch said it seems like a good location and supports this. Mayor Pro-Tem Towne agrees with the location and visibility. Commissioner Sansom said she is not excited about this. She wants more background information about the artist. Local artists have been cut out of the opportunity. If Main Street wants to spend money for the community, we should put a notice to artists for this opportunity. This sculpture will block the view. She also added that she is not sure what the motivation is for this particular piece of art. Kelsie said this is an approval of the location, not anything about the art. City Manager Cain added that this is the artist's gift to Boyne City. This artist is becoming local. Mayor Neidhamer agrees with the City Manager and said he embraces the process that got us here.

### **MOTION**

2017-07-068

Moved by Conklin

Second by Towne

To approve the designated location in Peninsula Beach Park for the placement of a mosaic sculpture

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

**Good of the Order**

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None

**ADJOURNMENT**

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Motion by Mayor Neidhamer seconded by Commissioner Grunch to adjourn the Regular City Commission meeting of Tuesday, July 25, 2017 at 12:49 p.m.

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Tom Neidhamer  
Mayor

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Cindy Grice  
Clerk / Treasurer

DRAFT

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

**Meeting of  
July 17, 2017**

Record of the proceedings of the Boyne City Planning Commission regular meeting held at Boyne City Hall, 364 North Lake Street, on Monday July 17, 2017 at 5:00 pm.

**Call to Order**

Secretary Ellwanger called the meeting to order at 5:01 p.m.

**Roll Call**

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

**Meeting Attendance**

City Officials/Staff: Planning and Zoning Administrator Scott McPherson and Recording Secretary Pat Haver  
Public Present: 6

**Excuse Frasz  
\*\*Motion**

**2017-07-17-02**  
**Neidhamer moved, St. Dennis seconded, PASSED UNANIMOUSLY**, a motion to excuse the absence of Chris Frasz.

**Consent Agenda  
\*\*Motion**

**2017-07-17-03**  
**St. Dennis moved, Ross seconded, PASSED UNANIMOUSLY**, a motion to approve the consent agenda; approval of the Planning Commission minutes from May 22, 2017.

**Citizen comments on  
Non-Agenda Items**

None

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

None

**Unfinished Business**

None

**New Business**

Planning Director McPherson reviewed his memo in the agenda packet regarding Planning Commissioners roll in making recommendations to the City Commission. It is an informal policy for all of the cities' boards and commissions. The legislative body is not bound by any of the recommendations that are made to them. Included in the memo is the actual ordinance section that identifies how PC members are appointed, and identifies the process the City Commission goes through when a member needs to be appointed. Proposed policy language is being provided for the Planning Commission review and consideration:

***Expiration of Term***

*Upon the expiration of a term of a sitting planning commission member, and the member wishes to continue membership on the Commission, the sitting member will automatically be considered for reappointment at the meeting prior to the expiration of their term to refill the position. At their discretion, the Planning Commission may consider and recommend any other eligible candidates to fill the vacancy*

***Vacancy of Term***

*Upon a vacancy by any means other than the expiration of the term, the recommendation of appointment to the planning commission shall be included as new business item on the next available agenda. The Planning Commission shall be presented with all the candidates that have completed a Boyne City Board Application and have indicated the Planning Commission as an area of interest on the form. The Planning Commission may only consider applicants that meet the eligibility requirements as stipulated in section 2-257(A)(1) & (2). All potential candidates will be contacted prior to the meeting to confirm continued interest in the appointment and invited to the*

meeting in which they may be considered for recommendation for appointment. At the meeting all applicants in attendance will be provided an opportunity to make presentation to the Planning Commission.

**Recommendation**

In the consideration of a recommendation to fill a vacancy of term the planning commission shall use the membership criteria as listed in Section 2(A)1&2 of the Planning Commission Bylaws as a guide. A motion to recommend appointment to fill only the currently vacant position should be made. A recommendation by the Planning Commission is advisory only and has no legal force or effect. Neither the City Commission nor the Planning Commission is bound in any way by any current or previous recommendations for appointments. The recommendation for the appointment made by the planning commission and the applications of all other eligible applicants considered by the Planning Commission will be submitted to the next available City Commission agenda for their review and consideration.

The most appropriate section would be Section 2 to incorporate this new language into. It has been what the Planning Commission has been doing all along; however, it is now being created to include in the bylaws.

Public Comment opened at 5:13 pm.  
With no comments, closed at 5:13 pm

**\*\*Motion**

After further board discussion, **motion by St. Dennis, seconded by Allen, PASSED UNANIMOUSLY**, to amend the Planning Commission bylaws to include the suggested language as written and place under Section 2.

Because the board has new members since the adoption of the Planning Commission Bylaws in 2009 and as a general review for all of the board members, Planning Director McPherson read, reviewed and facilitated discussion with the board the current bylaws.

**Review proposed  
Veterans Park  
Pavilion Renovation**

Planning Director McPherson facilitated discussion on the proposed renovations. This would be a phased project with the money that has been pledged and raised so far. The pavilion has to be updated; it is in the Recreation Plan and this year's Capital Improvement Plan. The Pavilion Committee members want to move forward with the project. The board liked the proposed layout however, had questions about a couple of minor items. Some of the board members want to see some sort of park layout with everything in the park indicated.

**\*\*Motion**

After board discussion, **motion by Allen, seconded by Neidhamer**, to recommend approval and to move forward with the Veterans Park Pavilion Renovation plans as proposed.

**2017-7-17 7B**

Roll Call:

Aye: Allen, Biskner, Ellwanger, Kozlowski, Neidhamer, Ross and St. Dennis

Nay: None

Absent: Frasz and Place

*Motion Carries*

**Staff Report**

- Met with representatives of the Redevelopment Ready Community Organization in regards to the M75 Corridor Plan with the City of Boyne City, Boyne Valley and Wilson Townships due to a lot of transition in the corridor.
- Sav A Lot development is looking at next year for starting. The township and the City are in negotiations for a needed 425 agreement due to a need to

upgrade the water and sewer facilities on this development project.

- Access management with driveways and how they are aligned is important along with maintenance and approval. Because we are an RRC certified municipality MEDC is willing to offer technical assistance on an Access Management Plan.
- Boyne Valley Trailway is moving forward and the contract has been signed with NDG for trail design and construction engineering.

**Good of the Order**

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- Commissioner St. Dennis had over heard discussion about cutting down the Maple trees on Elm Street, is anyone aware of this? McPherson indicated that he had not heard of anything, and the City's policy is not to remove trees that are healthy, just those that are diseased or dying. April Raycraft from the audience indicated that it was Consumers that was removing some trees due to interference with the power lines.
  - Move in date to the new City Facilities is looking at July 28<sup>th</sup> or 29<sup>th</sup>.

**Adjournment**

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The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, August 21, 2017 at 5:00 pm in the new City Facilities Commission Chambers.

**2017-7-17-10**

**\*\*Motion**

**St. Dennis moved, Kozlowski seconded, PASSED UNANIMOUSLY** a motion to adjourn the July 17, 2017 meeting at 6:40 p.m.

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Secretary George Ellwanger

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Recording Secretary Pat Haver



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

**MEETING OF  
JULY 27, 2017**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY  
AIRPORT ADVISORY BOARD HELD JULY 27, 2017**

**CALL TO ORDER**

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

**ROLL CALL  
ATTENDANCE**

**Present:** Richard Bouters, Brian Harrington, Jerry Schmidt  
\* Leon Jarema Oral Sutliff, Leon Vercruysee\*Rod Cortright  
**Absent:**, \*Bud Chipman  
*\*Ex Officio Members*

**Citizens:**

**Staff:** Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES  
MOTION**

NONE

**APPROVAL OF MINUTES  
MOTION**

Motion by **Sutliff** Seconded by **Harrington** **PASSED UNANIMOUSLY** to approve the **June 29, 2017** minutes as written.

**CORRESPONDENCE**

NONE

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

NONE

**COMMITTEES**

NONE

**UNFINISHED BUSINESS**

- A. **General Utility Licensing – Obstruction Issues:** 1. Airport Fence: The out of compliance sections of Airport fence along Brockway St. were measured and staked to establish a 126ft. boundary from the centerline of the runway. Board members will meet with representatives from the street department and water department to explore solutions for fence and fire hydrant relocation. 2. School Obstructions: Michael Cain met with the school superintendent to discuss possible solutions regarding light pole obstructions at the Elementary School and Bus garage.

**B. Other: None**

## NEW BUSINESS

- A. Cooper Lease Renewal – Hangar A12:** In February of 2018, Hangar A12 will revert to City Ownership. The current tenant, John Cooper has expressed interest to continue leasing this hangar from the city. The board discussed possible lease rates based upon hangar size and market value. A motion by **Schmidt**, seconded by **Harrington** was made to recommend to the City Commission to set the fee for Hangar A12 at \$400.00 per month or \$4800.00 per year with 2 months free if the full year is paid, with John Cooper responsible for all utilities. During discussion, a **Secondary Motion by Sutliff**, seconded by **Harrington PASSED UNANIMOUSLY** to table the original motion until the August 24, 2017 Airport Advisory Board meeting.
- B. New Hangar Location:** In response to an inquiry regarding the building of a new hangar at the airport, the board reviewed possible locations. The recommendation by board will be to position a new hangar in the space at the intersection of taxiway's A & D.
- C. Tie Down Fees:** The airport currently has an honor system in place regarding Overnight Parking of Aircraft and Vehicle. Fees and instructions for payment are posted in the terminal. The board is recommending that additional signs be erected outside the terminal to inform pilots of these fees. The board will also look at solutions to monitor ramp parking during peak activity.
- D. August Meeting Location:** Motion by **Schmidt**, seconded by **Sutliff PASSED UNANIMOUSLY** to hold the August 24, 2017 Airport Advisory Board meeting at the New City Hall.

## GOOD OF THE ORDER

- A. The Aviation Fuel price is \$4.08 per gallon as of July 3, 2017.**
- B. A Young Eagles event with Free Airplane Rides for youth ages 8 – 17yrs. will be held at the airport on August 12, 2017 from 9am – 12noon, weather permitting.**
- C. Bike Trail – Boyne City to Boyne Falls:** Grants have been accepted and construction is scheduled to begin in early 2018. The Airport will be a Trailhead for this project and grants will be looked into to assist with Terminal renovations.

## ANNOUNCEMENTS NEXT MEETING MOTION

- A. The next regular Airport Advisory Board meeting is scheduled for Thursday, August 24, 2017 at 5:30pm at the New City Hall.**

## ADJOURNMENT

- A. The meeting was adjourned 6:22pm by Chair Schmidt.**

Richard L. Bouters-Secretary\_\_\_\_\_



## Boyne City Housing Commission

829 S. Park Street, Boyne City, MI. 49712 Phone: 231-582-6203

DATE: August 2, 2017  
 TO: Michael Cain, City Manager, Tom Neidhamer, Mayor, and City Commissioners  
 FROM: Jane MacKenzie, Executive Director  
 RE: 2015-2016 Annual Report of the Boyne City Housing Commission

The Boyne City Housing Commission, BCHC, is pleased to present to you its report on operations for the 2015-2016 fiscal year. Included is a brief presentation of our programs, accomplishments and plans. A copy of our audited financial statements is on file at the city offices for your review. Since this is our first Annual Report I have presented I will also cover some background information on BCHC and the accomplishments from the past 4 years.

### **Background on BCHC**

The Boyne City Housing Commission was established by the City of Boyne City January 30, 1967. BCHC is a Public Housing Authority, PHA, and is a governmental unit. BCHC operates under a Board of Commissioners with 5 members who are appointed by the City Manager. Our fiscal year is October 1 to September 30. In 1970 the first 24 apartments of Litzenburger Place were built along with 16 houses on Wenonah and Harris Streets. In 1980 the two story addition was completed at Litzenburger Place that includes 30 one-bedroom apartments and 10 houses were built on Jersey, Jefferson, Ann, First and Main Streets.

### **Programs**

BCHC operates two programs, Public Housing and Housing Choice Voucher. These programs are operated with funding from the US Department of Housing and Urban Development, HUD. HUD establishes the requirements for these programs.

**Public Housing** – BCHC owns 79 units of Public Housing including 53 one-bedroom apartments in Litzenburger Place at 829 South Park Street and 26 two- and three-bedroom single-family houses scattered throughout Boyne City. One apartment at Litzenburger Place has been converted into office space.

**Housing Choice Voucher, HCV** – BCHC has 60 Vouchers that we manage. When a household receives a voucher they can use it to rent a privately owned rental unit in Charlevoix County. The household pays 30% of their adjusted income for rent and utilities and BCHC pays the remainder to the landlord, up to Reasonable Rent standards.

### **Financial Highlights and Analysis from the 2015-2016 Audit**

- The auditor determined that the financial statements “presented fairly in all material respects, the financial position of the business-type activities of the Boyne City Housing Commission”, which is the highest opinion the auditor can give.

- The term “net position” refers to the difference between assets and liabilities. The Housing Commission’s total net position at September 30, 2016 was \$1,190,529. The net position increased \$74,833 from the prior year.
- Operating revenues for BCHC were \$754,105 during the year. This was an increase of \$24,920 from the previous year.
- Expenses for the Housing Commission were \$751,676 for the year, an increase of \$48,632 from the previous year.
- The audit noted one finding. Our funds on deposit at the bank on September 30, 2016 exceeded the federal insured amount. This has been corrected.

### **2015-2016 Accomplishments**

- We replaced the roof on the 2-story portion of Litzenburger Place. While tearing off the shingles we found large areas where the sheathing had rotted. Those areas were replaced and a second layer of sheathing was added over the whole roof. It is now very sound and strong.
- The waterline to the building developed a hole. It was dug up and replaced.
- A Physical Needs Assessment was completed that estimated the remaining life expectancy of components of the building and an estimated cost to replace them. It is a very useful report for planning capital improvements.
- An Energy Audit was also completed that estimated cost savings from replacing components, such as boilers, with higher efficiency replacements.
- A new pick-up truck was purchased.
- Staff held picnics for all residents and asked for their ideas for improvements to the apartments and houses. We are working through the practical ideas on the lists.
- Staff Changes - Brenda Thompson resigned and moved out of state in October 2015. Cindy McCort was hired in January 2016.
- HUD has a rating system for Public Housing called PHAS. Our 9/30/2016 PHAS score was 98 out of 100. We are considered a High Performer.
- HUD has a rating system for the Housing Choice Voucher program called SEMAP. Our 9/30/2016 score was 85 out of 100. We are a Standard Performer.
- HUD has a rating system for maintenance of our properties called REAC. Our 9/30/2015 score was 99 out of 100. We have an excellent maintenance team. Since our REAC and PHAS scores in 2015 resulted in a High Performer rating, HUD will not do another REAC inspection until 2018. We do have annual inspections of all of our units by an outside firm to ensure they remain up to HUDs REAC standards.

### **Challenges**

- BCHC’s retirement benefit is a Defined Benefit (pension) program through MERS. In 2016 MERS made changes to their actuarial assumptions regarding longevity and investment returns. The changes in assumptions reduced our funded portion to 61% as of 12/31/2015 with an unfunded accrued liability of \$434,006. BCHC has made additional payments to MERS to work toward reducing our liability.
- HUD is requiring all Public Housing properties to go smoke free within all buildings and within 25 feet of the buildings. We already are smoke free inside Litzenburger Place, but our smoking area is attached to the building. Now all of the houses and Litzenburger will be smoke free and we will move the smoker’s area at Litzenburger to 25 feet away from the building by October 1, 2017.

## **Community Support**

- The Boyne District Library visits once a month and brings books, books on CD and DVDs.
- Etta Nu does a special breakfast in the spring and dinner in the fall for Litzenburger residents.
- Commodities are distributed once a month at and TFAP is distributed quarterly.
- Flu Shots are available once a year at Litzenburger Place.
- Project Fresh sign-ups are also held once a year at Litzenburger Place.
- Compassionate Hearts donated some larger AC units in 2013 for the second floor hallway at Litzenburger Place.
- Local organizations and individuals donated funds to purchase candy for the annual Community Halloween party.

## **General Information about the Boyne City Housing Commission**

### **Qualifications for Renters**

- Applicants are given up to four preference points based on if they currently live in Boyne City, Charlevoix County, are age 62 or older or disabled, currently working or going to school or receiving Social Security. A household with four preference points is moved to the top of the list over a household with three preference points. All applications with four preference points, for example, are then placed in the order based on the date a completed application was received.
- We screen all applicants for criminal history, rental history, credit history and evictions.
- Household income cannot exceed 80% of the area median income at the signing of the lease. Their income can increase after they move in and their rent increases.
- Currently a single person household's gross income cannot exceed \$33,850. A 6-person household's income cannot exceed \$56,050.
- Housing Choice Voucher renters must rent their apartment within Charlevoix County. After one year they can move within the county, within the state, or within the United States.
- For Public Housing 40% of our new move-ins must be at or below 30% of the Area Median Income. For Vouchers 70% of new move-ins must be at or below 30% of the Area Median Income. Sometimes we have to skip over higher income households on our waitlist to meet these requirements. The maximum income for a one-person household at 30% is \$12,700. The maximum income for a six-person household at 30% is \$32,960.

### **Rent Rate**

- All renters pay rent based on 30% of their adjusted income for Public Housing and Housing Choice Vouchers. Deductions are allowed for elderly, disability and children. Additional adjustments are made for medical expenses and child care for working adults.
- All income and assets are verified prior to move in and annually. In addition, households are required to notify us within 10 days of a change in income, and income is verified again. We are also notified of changes in income through the federal EIV system.

### **Funding**

The Boyne City Housing Commission receives its funding from 7 sources.

**Rent** – We receive rent from up to 79 households. On average each household pays \$377 per month. In FYE 2016 BCHC received \$271,993 in net tenant rental revenue.

**Public Housing Operating Grant** – A monthly grant from HUD for operating public housing. In FYE 2016 BCHC received \$104,557 in Operating Grant funds.

**Capital Fund Program** – An annual grant from HUD for capital needs and operating funds for public housing. In FYE 2016 BCHC received \$158,209 in Capital Grant funds. This included portions of 2014 and 2015 and all of 2016 funds. \$72,934 of the funds were spent on capital improvements and \$85,275 was spent on operating expenses and purchasing the pick-up truck. BCHC's annual Capital Fund allocation varies from \$75,000 to \$88,000 per year. For small PHAs HUD allows up to 100% of the funds to be used for operating expenses. BCHC's practice has been to use 50% for operating and 50% for capital needs.

**Housing Assistance Payment** – For the Housing Choice Voucher program. These funds can only be used to pay landlords. On average each renter pays \$286 to their landlord and BCHC pays \$302 from HAP funds to the landlord on their behalf. In FYE 2016 BCHC received \$207,986 in HAP payments.

**Voucher Administration Fee** – Payment from HUD to BCHC to manage the Housing Choice Voucher program. In FYE 2016 BCHC received \$19,186 in Voucher Administration Revenue from HUD.

**Fee for Services** – Deer Meadows pays a monthly fee to BCHC for management and maintenance services. In FYE 2016 BCHC received \$45,600 in fees from Deer Meadows.

**Miscellaneous** - Laundry and Vending and Cable. In FYE 2016 BCHC received \$19,488 in miscellaneous revenue.

### **2013 to 2015 Accomplishments**

- In 2012 the Boyne City Housing Commission was designated a "Troubled" PHA. In February 2014 BCHC completed requirements of recovery agreement and action plan and was no longer a Troubled PHA.
- Updated policies including Financial, Internal Control, Procurement, Personnel, Admissions and Continued Occupancy Policy for Public Housing (ACOP) and Administrative Plan for Housing Choice Vouchers
- Established procedures for rent collection, late fees, repayment plans, reasonable accommodation requests and evictions.
- Officially separated from the City on 1/1/2014. Prior to that date BCHC's payroll had been processed with the City's and we used the City's Employer Identification Number. The Affordable Care Act made us review this arrangement and, after conversations with HUD, we made the split official on 1/1/2014.
- Additional Physical Improvements: Purchased front load washers for accessibility; renovated 2nd floor hallway, laundry and library; sealed and striped parking lot; purchased new computers and server for the office; switched to digital cable; redecorated first floor laundry room; replaced trash room floor and repainted; remodeled the craft room into an exercise room; Consumers Energy installed LED lights April 2015 in all resident apartments; removed dead and dying trees between our houses on Jefferson and Jersey Streets.
- Our vacancy rate has reduced from 3.3% in 2013 to 1.2% in 2016. Out of 79 apartments/houses only 16 moved in 2016. Average turnover rate for market rate apartments is 50%, for subsidized apartments it is 39%. BCHC's turnover rate for 2016 was 20%.

My job at BCHC is made easier by having a dedicated and caring staff. We have had many challenges over the past 4 years but each time the staff has stepped up and worked together toward solutions to each challenge. In addition the Housing Commission board members provide valuable insight, guidance and solutions for governance of the Boyne City Housing Commission.

**Boyne City Housing Commission Board Members:**

John Drury, President  
Susan Conklin, Vice President  
Judy Hartlep, Secretary  
Sarah Niederpruem, Commissioner  
Dennis Jason, Commissioner

**Boyne City Housing Commission Staff:**

Jane MacKenzie, Executive Director  
Cindy McCort, Program Manager  
Claudia Laursen, Bookkeeper  
Nanette Long, Administrative Assistant  
Kevin Moore, Maintenance Staff  
Bill McCary, Maintenance Staff



**Boyne City Fire  
Department**  
[www.boynecity.com](http://www.boynecity.com)  
(231) 582-6597  
319 North Lake Street  
Boyne City, MI 49712  
Fax: (231) 582-5705  
Voicemail: (231) 582-3642  
[boynefire@boynecity.com](mailto:boynefire@boynecity.com)

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August 3, 2017

Michael Cain  
City Manager  
319 N. Lake St.  
Boyne City, MI 49712

Mr. Cain:

The Fire Department is seeking to buy a 2017 demo tanker truck from Toyne for a price of \$194,550 and have the funds in our department budget. We have researched prices for other demo tankers and found Toyne the best price at this time .We feel this truck will be a great fit and fill all our needs in our service area. The truck has a 2300 gal water tank, and newton swivel quick dump,300 gal a minute pump with a 2500 gal drop tank included.

Bids from other dealers :

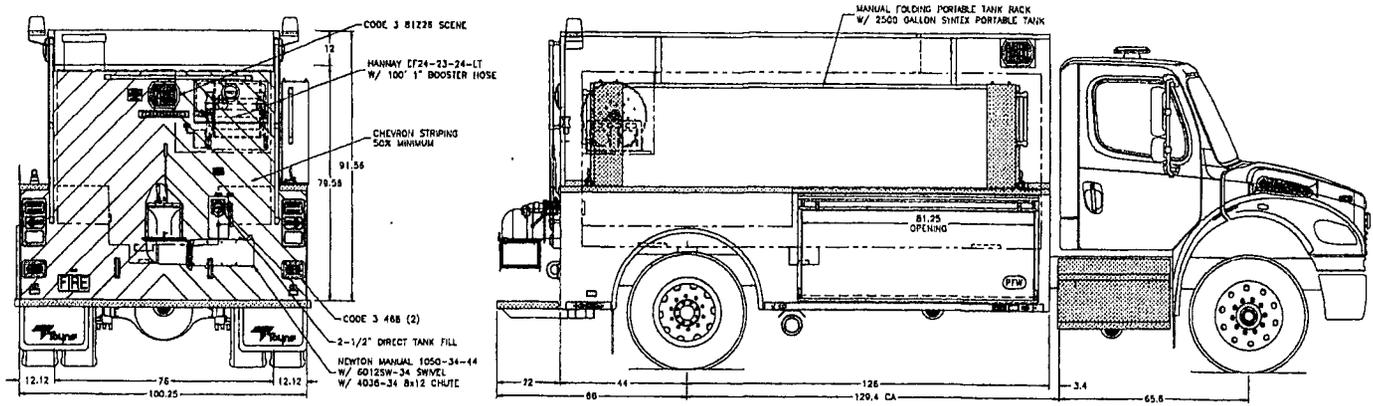
Midwest fire- 2000 gal demo model \$213,000 not one available at this time.  
West Shore Fire- No demos at this time to bid one out \$250,000+  
No other dealers had demos available at this time.

The fire department recommends to go with Toyne for \$194,550 with a 10% down payment to hold this truck. Which should be available sometime in September.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dennis Amesbury".

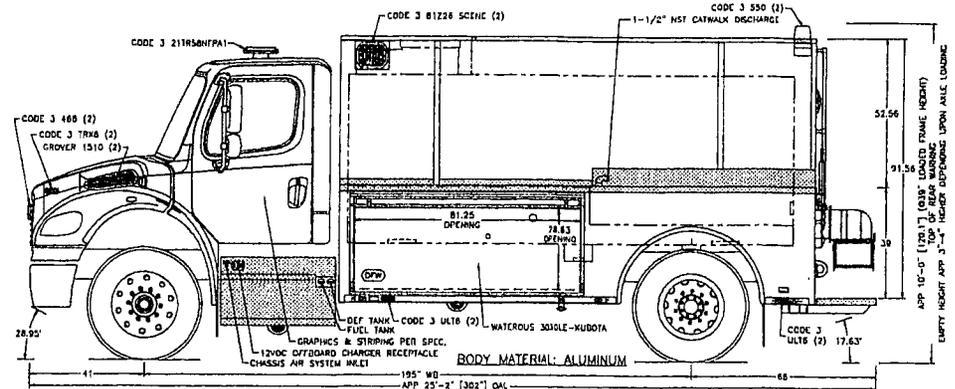
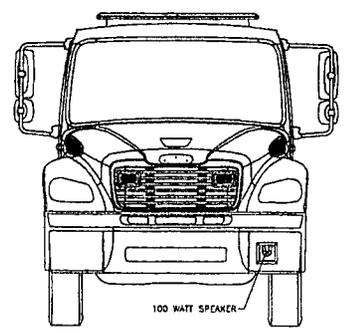
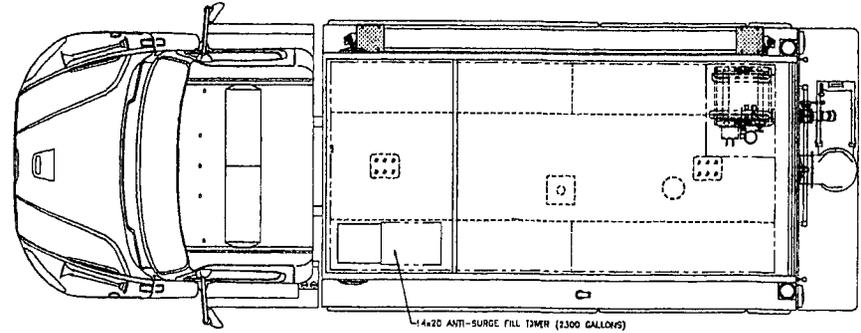
Dennis Amesbury, Chief  
Boyne City Fire Department



TREADBRITE TEXTURE NOT SHOWN IN TOP VIEW

REFERENCE SCALE IN INCHES

COMP.	HEIGHT	WIDTH	USABLE DEPTH	GRADE	FT.
DFW	36.62	87.88	-	28	52.18
PFV	36.62	87.88	-	28	52.18



**NOTE:**  
 DIMENSIONS SHOWN ARE APPROXIMATE AND ARE SUBJECT TO MINOR CHANGE AS MAY BE FOUND NECESSARY DURING CONSTRUCTION. MINOR DETAILS MAY NOT BE SHOWN. IF DISCREPANCIES EXIST BETWEEN THIS DRAWING AND THE WRITTEN SPECIFICATIONS PROVIDED BY TOYNE, THE WRITTEN SPECIFICATIONS SHALL PREVAIL.

ORIGINAL DRAWING	24FEB17	CHASSIS:	FREIGHTLINER M2-106	SCALE:	1/66	SHEET:	A
AS BUILT - RICK	16MAY17	WB-CA-AF:	195"-129.4"-43" D16	CITY:	DEMO		
		BODY MATL:	ALUMINUM	STATE:	DEM		
		PUMP:	WATEROUS 3030LE-KUBOTA	DLR:	?		
		TANK:	2300 UPF POLY-TANK III	CAD:	SCHUMACHER		
		FOAM SYSTEM:	N/A	DATE:	24 FEB 2017		
		GENERATOR:	N/A	FILE:	11209DEM-A		

**12029 DEMO**  
 COMMERCIAL TANKER

BREDA, IA 51436  
 800-648-3358  
 WWW.TOYNE.COM

# August 2017

August 2017							September 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
	August 1	2	3 6:00pm Parks & Rec	4	5 6:00am Mich Mtn. Mayhem
					6
7	8 7:00pm City Commission	9	10	11	12 Antique Auto Show/Flea Market
					13 Antique Auto Show/Flea Market
14 Antique Auto Show/Flea Market	15	16	17 5:00pm Historic District	18	19
					20
21 5:00pm Planning Commission	22 12:00pm City Commission	23	24 5:30pm Airport Advisory Board	25	26
					27
28	29	30	31		

# September 2017

September 2017							October 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	3	4	5	6	7	8	1	2					
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
							29	30	31				

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
				September 1	2
					3
4 Labor Day (United States)	5 5:00pm ZBA	6	7 8:30am Main Street Board mtg. 6:00pm Parks & Rec	8	9
					10
11 12:00pm EDC/LDFA	12 7:00pm City Commission	13	14	15	16
					17
18 5:00pm Planning Commission 7:00pm Historical Commission	19	20	21	22	23
					24
25 12:00pm City Commission	26	27	28 5:30pm Airport Advisory Board	29	30