



BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
319 North Lake Street
Tuesday, April 22, 2014 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 April 8, 2014 Regular City Commission meeting minutes as presented
 - B. Approval to contract with M & M Pavement Marking for pavement marking services in the amount of \$26,697.14 and authorize the City Manager to execute the documents
 - C. Approval of recommendation from the Boyne District Library Board to appoint Jack Laurent to the board for a term from May 1, 2014 thru April 30, 2018
4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
5. CORRESPONDENCE
 - A. Correspondence from the State of Michigan Department of Treasury regarding an upcoming Audit of Minimum Assessing Requirements
6. CITY MANAGER'S REPORT
7. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
 - A. March, 2014 Financial Statement
8. UNFINISHED BUSINESS
 - A. Food Truck Discussion
Review of proposed guidelines and consideration to authorize staff to prepare an ordinance for introduction, public hearing and further consideration
9. NEW BUSINESS
 - A. William H. White House at Boyne Avenue Community Development Block Grant
Public Hearings, resolutions, policy, agreement, plans and guidelines required to receive \$140,000 in CDBG funds from MSHDA to assist Northern Homes CDC with funding for the rehabilitation of the William H. White House at 417 Boyne Avenue.
 - i. Public Hearing regarding the project
 - ii. Public Hearing for Input on Community Development and Housing Needs

1. Consideration to appoint City Manager Michael Cain as the Certifying Officer for the Environmental Review for this project and sign all documents related to this grant
2. Consideration to adopt the Fair Housing Resolution and appoint Jane MacKenzie as Fair Housing contact person
3. Consideration to adopt the Program Guidelines, including a conflict resolution process
4. Consideration to adopt the Third Party Administrator Management Plan
5. Consideration to adopt the Grant Administration agreement
6. Consideration to adopt the Section 3 Plan

B. Redevelopment Ready Communities Presentation

C. Court Street Engineering

Consideration to approve a contract with C2AE for Design Engineering Services for Court Street in the amount of \$121,000 and authorize the City Manager to sign the required documents

D. Pleasant Avenue Sewer Construction and Engineering Bids

Consideration to accept the bid from MDC Contracting in the amount of \$123,840 for construction services and the bid from C2AE in the amount of \$10,200 for engineering services for the replacement of sanitary sewer on Pleasant Avenue and authorize the City Manager to sign the contracts.

E. Eveline Township Fire / EMS Service Area Expansion

Consideration to approve the request of Eveline Township to expand the service area of the Boyne City Fire and EMS departments effective Thursday, May 1, 2014

F. FY 2013/2014 Budget Amendments

Consideration to approve the FY 2013/2014 budget amendments as presented in compliance with accounting and budgeting standards

G. Retirees Insurance Stipend

Consideration to approve to add language to section 5.14 (b) of the City of Boyne City's Personnel Policy stating that "Employees hired after January 1, 2014 shall not be eligible for this benefit" and authorize the City Manager to execute the document

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The Boyne City Business Expo and Taste of Boyne will be held Thursday, April 24, 2014 at the former Carter's Store from 3 – 7 p.m.
- The Char-Em ISD Voc Ed Millage renewal election will be on Tuesday, May 6, 2014. Polls will be open from 7 a.m. until 8 p.m. City Hall will be open Saturday, May 3 from 9 a.m. to 2 p.m. to issue and receive absentee ballots.
- The next regular City Commission meeting is scheduled for Tuesday, May 13, 2014 at 7:00 p.m.

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.ci.boyne.mi.us
click on Boards & Commissions for complete agenda packets & minutes for each board

**APRIL 8, 2014
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 319 NORTH LAKE STREET, ON TUESDAY APRIL 8, 2014

CALL TO ORDER

Mayor Ron Grunch called the meeting to order at 7:00 pm followed by the Pledge of Allegiance.

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

Staff: Cindy Grice, Michael Cain, Scott McPherson, Dan Meads, Jeff Gaither, Hugh Conklin, Annie Doyle, Barb Brooks and Andy Kovolski

Others: There were 24 citizens in attendance including representatives from the Petoskey News Review and the Charlevoix County News.

MOMENT OF SILENCE

Mayor Grunch requested a moment of silence for Craig Stackus who passed away recently who is the son of former Mayor Eleanor Stackus

**CONSENT AGENDA
MOTION**

2014-04 037
Moved by Towne
Second by Gaylord

2014-04 037A
Approval of the March 18, 2014 City Commission Budget Work Session minutes as presented
2014-04 037B
Approval of the March 25, 2014 City Regular City Commission meeting minutes as presented

Ayes: 5
Nays: 0
Absent: 0
Motion carried

CITIZENS COMMENTS

Tony Cutler introduced himself to the audience. He is running for State Representative.

CORRESPONDENCE

None

CITY MANAGERS REPORT

City Manager Cain reported:

- We received the additional funds from MDOT for winter maintenance.
 - DPW priorities include spring cleaning operations
 - Free seedling give-away will take place on April 24th at City Hall.
 - We are advising residents to keep their water running until further notice.
-

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

Draft Minutes of the March 6, 2014 Main Street Board Meeting; the March 6, 2014 Parks & Recreation Advisory Board Meeting; the March 10, 2014 Economic Development Corporation Meeting; the March 10, 2014 Local Development Finance Authority Meeting; the March 17, 2014 Planning Commission Meeting; the March 17, 2014 Historical Commission Meeting; and the March 27, 2014 Airport Advisory Board Meeting were received

and filed.

Mayor Grunch opened discussion to the public regarding Food Trucks in Boyne City. Shelly Bush is starting a mobile ice cream parlor. She looked at other areas and thinks she knows where vendors shouldn't be. She said to not be afraid of new business per her past family's Dairy Queen businesses in Ohio. The fee needs to be on the length of time.

Food Truck Discussion

Scott MacKenzie said he loves the idea of food trucks, it's new and exciting. He agrees with general consensus where there should be an area specific for them. He thinks the extra space in Old City Park. There should be a food vendor license and fee.

Jim Baumann said the Chamber hasn't taken a stand on this. He thanked the City for the process used and the neutral presentation. It would be a fun challenge. Remember, let's try something for a year. We can always tinker with it.

Board Discussion: Commissioner Sansom said after research, most are attractive and well done. She knows there's a concern with restaurants. If we did it, where they are placed to spread traffic thru town, in a designated place, with hours of operation being considered. We should have fees, limit them in the first year. Just food trucks or food trailers as well. Commissioner Gaylord said he is still in the information gathering phase and doing his own research on the side. Mayor Pro-Tem Towne said he agrees with Commissioner Sansom and also adds the length of the truck and health permits. He has no opinion yet. Commissioner Neidhamer said he generally agrees with what has been said. General speaking, he is in favor of them, in favor of a fee. He thinks teens and young families would find them attractive. It adds to the vibrancy. We have great restaurants and would have more of a choice. He thinks staff could come up with something fair and equitable and has his support.

Consideration of recommendations of Staff and the Parks & Recreation Board on how to proceed with Dog Park plans on City property located at North Boyne on Ridge Street.

Dog Park Recommendation

Andy Kovolski discussed the recommendation for the Dog Park Plans for property located on North Boyne after several committee meetings. Michelle Carter of the Dog Park Committee discussed they would like to use both lots as presented. There would be an area for large dogs separate from small dogs. Future plans include an agility area. It can start with Phase I at \$30,000 and they already have committed donations for signage and waste receptacles. The Facebook page already has over 340 likes. The community and City have been extremely supportive along with Barb and Andy. They would like approval of the double lot concept and will begin fundraising.

Scott MacKenzie said we couldn't ask for a more dedicated committee of people who have something in common.

Bob Paul, an adjoining property owner inquired on plans for the project. Chris Christensen asked if we are going to prohibit dogs in other areas now that we have a place available for them, for example, Avalanche.

City Manager Cain said there aren't any places dogs are prohibited if they're leashed unless during special events in the parks. This might help with better dog regulations in our existing facilities.

Jim Baumann said it is an attraction for the community. He has planned trips and stopped at dog parks along the way.

Barb Brooks said the committee has generally looked at the concept. It's the general idea, but a work in progress.

Board Deliberation: Mayor Pro-Tem Towne said the committee has done a great job and he supports the recommendation. Commissioner Neidhamer said he is pleased with the progress, commitment and dedication. This is another asset to our community for owners and dogs. He is excited and in favor of this.

Commissioner Sansom said she is in favor. It's about time and will be a nice asset to have. The committee has done a great job.

Commissioner Gaylord inquired about the liability and how it affects the City. How does it affect us? Human nature, we tend to talk about the great things. He has a dog and has not felt the City has treated him different since he has a dog. He has done a lot of research. People don't talk about dogs killed in parks or getting a disease in the park. He appreciates the enthusiasm, but there is another side. When talking City property, he has to factor this in. He added that he can't support this on city property. Dogs are pack animals, there are always dominance issues and dog fights. He can't support the concept of it.

Mayor Grunch said he looks at the playground, looks at liability, at fundraising and is in total support of this.

Commissioner Neidhamer said regarding liability, a municipality is in the business of providing services and liable. We have a skating rink, all fields, a swimming beach without a lifeguard which seems more dangerous than a dog park.

Commissioner Gaylord said obviously everything we do is a potential liability. He said he shared a lot of examples, an area that no one wants to talk about. There is a large number of diseases that are transmitted thru dog waste. Know what our potential problems are. Will there be a city employee there to monitor it? Will there be a fee? A lot of minutia needs to be decided before moving forward.

Janet Depero said she can appreciate all sides. After research, there are types of soil, grass and irrigation that can mitigate these problems. It's a chance to educate people and she wants to be a part of making people aware.

Karen Colburn said she is a firm believer of dog parks. You should have a choice.

Scott McKenzie said this isn't any different than other parks. The responsible people are the ones that will be using the park.

MOTION

2014-04 038
 Moved by Neidhamer
 Second by Sansom

To support construction and implementation of the dog park plans of concept 2, on two City lots, property located at North Boyne on Ridge Street and authorize the Dog Park committee to proceed with fundraising and all other aspects with approval of City staff.

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

**RECESS MEETING
MOTION**

2014-04 039
 Moved by Grunch
 Second by Towne

To recess the meeting at 8:12 pm.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

**RECONVENE MEETING
MOTION**

2014-04 040
 Moved by Grunch
 Second by Towne

To reconvene the meeting at 8:22 pm.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

**PUBLIC HEARING FYE
2015 BUDGET
MOTION**

2014-04 041
 Moved by Grunch
 Second by Towne

Mayor Grunch opened the Public Hearing to hear Citizen comments regarding the General Appropriations for the FYE 2015 Budget as required by statutory regulations at 8:23 pm.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

City Manager Cain discussed the proposed budget for FYE 15. Millage rates are proposed to remain the same. Water/Wastewater utilities are proposed to be increased by 1.6%. There are numerous projects included in this budget.

There were no citizen comments.

2014-04 043
 Moved by Grunch
 Second by Towne

MOTION

Mayor Grunch closed the Public Hearing to at 8:30 pm.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

2014-04 044
 Moved by Towne
 Second by Sansom

**ADOPT FYE 15 MILLAGE
 RATE
 MOTION**

To adopt the Resolution to Establish a Millage Rate of 15.51 for the City of Boyne City FY 2014/2015.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Fee Schedule Resolution.

Commissioner Gaylord is not in favor of increasing the rates and needs more research. Commissioner Neidhamer is ok with the fees as presented and in favor of the 1.65 rate increase in utilities. Commissioner Sansom said she is also in favor, but making sure everything is in good shape. Commissioner Gaylord said because he is not in favor of increasing the rates, doesn't mean he's not in favor of proper maintenance of the system. Mayor Grunch said he thinks the increase is represented by doing the cost of business and keeping pace with the costs. Commissioner Gaylord asked if this is anticipated every year. It's imperative we have a final discussion on this matter. Why don't we wait for a rate review from the SAW grant for that study of the rates? Mayor Pro-Tem Towne said Commissioner Gaylord makes good points, but he is in favor of the fees.

2014-04 045
 Moved by Towne
 Second by Sansom

MOTION

To adopt the Fee Schedule for FY 2014/2015 Resolution.

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

2014-04 045
 Moved by Towne
 Second by Sansom

MOTION

To adopt the General Appropriations Act for FY 2014/2015 Resolution

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Consideration to approve the contract, and any subsequent renewals determined by staff to be in the City's best interests with Integrys Energy Services to supply natural gas for all City Facilities and authorize the City Manager to sign the required documents

Natural Gas Purchase

Andy Kovolski presented the proposed contract to the Commissioner.

Citizens Comments: None

Staff Comments: None

Board Discussion: All are in agreement with the recommendation.

2014-04 046
 Moved by Neidhamer
 Second by Gaylord

MOTION

To approve the contract, and any subsequent renewals determined by staff to be in the City's best interests with Integrys Energy Services to supply natural gas for all City Facilities and authorize the City Manager to sign the required documents

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Consideration to proclaim Thursday April 24, 2014 Arbor Day in the City of Boyne City.

Arbor Day Proclamation

2014-04 047
 Moved by Grunch
 Second by Sansom

MOTION

To proclaim Thursday April 24, 2014 Arbor Day in the City of Boyne City.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Commissioner Gaylord discussed the fluoridation of the City's water supply and directed the City Manager to bring information forward.

Good of the Order

Commissioner Gaylord made a motion to immediately suspend fluoridation in the City's water system.

City Manager Cain said we should make it known to the public first. Dan Meads agrees and is in contact with the MDEQ and the Health Department

and wants facts from both sides. City Manager Cain said it could be an agenda topic with the first meeting of May.

There was a lack of support for the motion, but it is requested to be brought back as an agenda item at a regular meeting.

2014-04 048
 Moved by Grunch
 Second by Towne

**CLOSED SESSION
 MOTION**

To approve the request of the City Manager to go into closed session to consider strategy connected with the negotiation of a collective bargaining agreement as provided in MCL 15.268 (c) of the Michigan Open Meetings Act (PA 267 of 1976 at 9:08 pm

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

2014-04 049
 Moved by Grunch
 Second by Gaylord

**RETURN TO OPEN
 SESSION**

To return to open session at 9:50 pm

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Commissioner Gaylord requested that the next agenda include the retiree insurance stipend be matched with the bargaining unit's language.

**REQUESTED AGENDA
 ITEM**

Moved by Mayor Grunch, seconded by Mayor Pro-Tem Towne to adjourn the regular City Commission meeting of Tuesday, April 8, 2014 at 9:52 p.m.

**ADJOURNMENT
 MOTION**

Ron Grunch
 Mayor

Cindy Grice
 Clerk / Treasurer

MEMORANDUM

TO: MICHAEL CAIN; CITY MANAGER *Mc*
FROM: ANDREW KOVOLSKI; PUBLIC WORKS SUPERINTENDENT *AK*

DATE: 4/17/2014

RE: PAVEMENT MARKING

This year we again combined our bid quantities for Pavement Marking with those from the City of Charlevoix. The reasons for this were twofold; one being the hope that an increase in guaranteed quantities may bring us a better price, the second being an effort at working together with other local governments.

Bids were advertised April 1, 2014 with a due date of April 17, 2014. Bid packages were also mailed to four contractors that perform this work. Only two bids were received by the 10:00 A.M. deadline. They were from M&M Pavement Marking of Grand Blanc, MI in the amount of \$26,697.14 and PK Contracting of Troy, MI in the amount of \$26,849.17. A copy of the bid tab is attached for your review.

RECCOMENDATION:

It is my recommendation that the City Commission approve this contract with M&M Pavement Marking for Pavement Marking Services for the amount of \$26,697.14 and authorize the City Manager to sign the required documents. Funds for this work are available in this year's Street Department budget.

OPTIONS:

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

Michael Cain

From: Cliff Carey
Sent: Thursday, April 17, 2014 4:16 PM
To: Michael Cain *Mc*
Subject: Boyne District Library - Board member

Kathy Anderson has served on the Boyne District Library board for the last 8 years representing Boyne City. She has done a terrific job but because of term limits (max 2-4 yr terms) she is leaving the board at the end of April. The libraries business year is from May1-April 30. After talking with several interested candidates the library would like to recommend Jack Laurent to replace Kathy as a Boyne City library board representative.

The city has a copy of Jack's application.

Cliff

--

Cliff Carey, Director
Boyne District Library
201 E. Main St.
Boyne City, MI 49712

231 582-7861

CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597



BOARD MEMBER APPLICATION

The City understands you are interested in becoming a member on one of the City Advisory Boards/Commissions. We appreciate your interest and future dedication to Boyne City. In order for the City to have information on file as reference when the next board has an opening, we ask you please complete the following and return to City Hall.

Name: JACK LAURENT
Address: 527 E LINCOLN
Telephone: 459-4522 (daytime) 622-2445 (evening)
Email: jack@grantrain.coop
Occupation: Gran Store Manager

Please check any Advisory Board or Commission you may be interested in.

- Airport Advisory Board
- Historical Commission
- Planning Commission
- Board of Review
- Local Development
- Finance Authority
- Historic District Commission

- Economic Development Corporation
- Main Street / DDA Program
- Parks and Recreation Commission
- Housing Commission
- Zoning Board of Appeals

District Library Board - I'm a regular at our library so I would be interested in knowing about openings here too.

Reason(s) you wish to serve:

To give back to the fabulous small town I live and work in. My involvement in two downtown businesses can provide a unique perspective to the Main St BOD.

Other community or civic service activities:

BC Chamber BOD 2007-2010, BOD President 2010
Road Cleanup along US131 2003-present

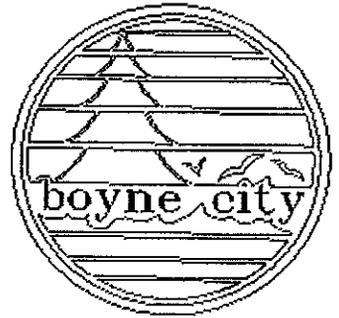
Signature

Date

12/5/13

CITY OF BOYNE CITY

19 North Lake Street Boyne City, MI 49712 (231) 582-6597



BOARD MEMBER APPLICATION

The City understands you are interested in becoming a member on one of the City Advisory Boards/Commissions. We appreciate your interest and future dedication to Boyne City. In order for the City to have information on file as reference when the next board has an opening, we ask you please complete the following and return to City Hall.

See next page for a list of Boyne City Advisory Boards or Commissions, term of appointment, and meeting schedule.

Name: Kenneth E. (Ken) Allen

Address: 501 Spring St.

Email: Kelliotalen@gmail.com

Occupation: RETIRED/CITIZEN

Please check any Advisory Board or Commission you may be interested in.

(Preferences: 1-5)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Airport Advisory Board - #3 | <input checked="" type="checkbox"/> Economic Development Corporation - #5 |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Downtown Development Authority/ Main Street Program |
| <input checked="" type="checkbox"/> Planning Commission - #4 | <input type="checkbox"/> Parks and Recreation Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Housing Commission |
| <input type="checkbox"/> Local Development Finance Authority | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Historic District Commission | <input checked="" type="checkbox"/> District Library Board - #2 |
| | <input checked="" type="checkbox"/> * Broadband Committee - #1 |

Reason(s) you wish to serve: GIVE SERVICE TO CITY OF RESIDENCE; Provide help with Broadband Committee formation and county-wide collaborative initiatives.

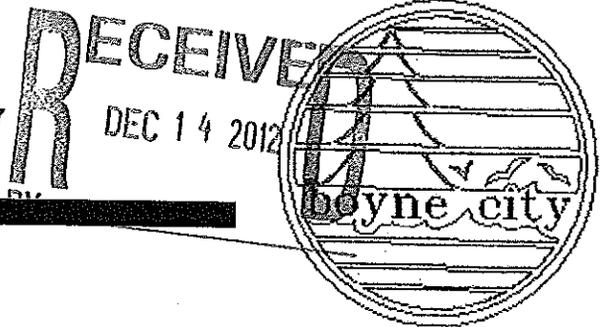
Other community or civic service activities: Charlevoix County Board of Canvassers (Term exp 2014/5); Charlevoix County Roads Steering Committee (Vice Chair)

Signature:

Date:

CITY OF BOYNE CITY

319 North Lake Street Boyne City, MI 49712 (231) 582-6597



BOARD MEMBER APPLICATION

The City understands you are interested in becoming a member on one of the City Advisory Boards/Commissions. We appreciate your interest and future dedication to Boyne City. In order for the City to have information on file as reference when the next board has an opening, we ask you please complete the following and return to City Hall.

See next page for a list of Boyne City Advisory Boards or Commissions, term of appointment, and meeting schedule.

Name: Kimberly A. Altobello
Address: 1794 South M75, Boyne City, MI 49712
Email: kahaltobello@yahoo.com

Occupation: Previously Chief Administrative Officer @ Communications in Southern California. Currently seeking new opportunity in Boyne City.

Please check any Advisory Board or Commission you may be interested in.

- | | |
|--|---|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input checked="" type="checkbox"/> Historical Commission | <input checked="" type="checkbox"/> Downtown Development Authority/ Main Street Program |
| <input type="checkbox"/> Planning Commission | <input type="checkbox"/> Parks and Recreation Commission |
| <input type="checkbox"/> Board of Review | <input type="checkbox"/> Housing Commission |
| <input type="checkbox"/> Local Development | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Finance Authority | <input checked="" type="checkbox"/> District Library Board |
| <input checked="" type="checkbox"/> Historic District Commission | <input type="checkbox"/> Election Commission |

Reason(s) you wish to serve: See Attached Page

Other community or civic service activities: See Attached Page

Signature: Kimberly A. Altobello Date: 12-14-12

Reason(s) you wish to serve:

My main reason for wanting to serve on the Downtown Development Authority/Main Street Program Board is to become very involved in the community that I live in. I sat on two boards and volunteered with a number of non-profit organizations for various events in the previous community that I lived in, which was Santa Clarita in Southern California. I thoroughly enjoy being involved, volunteering and participating in events in the community. I also believe strongly in "giving back" to the community that provides so many wonderful services and activities for their citizens.

Other community or civic service activities:

None at this time, as I am new (returning to my hometown) to the community.

Thank you in advance for your consideration of my request for a seat on your Board.

Respectfully,

A handwritten signature in black ink, appearing to read "Kimberly A. Altobello". The signature is written in a cursive style with a large, sweeping initial "K".

Kimberly A. Altobello



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

R. KEVIN CLINTON
STATE TREASURER

April 11, 2014

Michael Cain, City Manager
City of Boyne City, Charlevoix County
319 N. Lake Street
Boyne City, MI 49712



Dear Mr. Cain:

The State Tax Commission (STC) at their meeting on May 13, 2013, approved the new Audit of Minimum Assessing Requirements (AMAR). The AMAR has replaced both the 14 Point Review and the Mini-Review, which have been eliminated. This letter serves as notification that your local unit has been selected to be reviewed as part of our 2013/14 audit program.

The Commission has contracted with Tax Management Associates (TMA) to conduct the reviews statewide for any local unit that has not recently been reviewed. TMA will be in contact with you to set a schedule for your AMAR review. The Commission expects and appreciates full cooperation from each local unit to complete these reviews in a timely manner. The first step in the process will be for your assessor to send TMA a backup of the archived 2013 BS&A assessment database. TMA will be in contact to make those arrangements as well as provide alternatives if your local unit does not use BS&A.

A copy of the AMAR form with links to requirements and other helpful information is available on the STC Web site at www.michigan.gov/statetaxcommission. If you have any questions regarding the AMAR program, please visit the STC Web site or contact my office at 517-335-3429.

Sincerely,

Kelli Sobel, Executive Director
State Tax Commission

cc: Cindy Grice, City Clerk, City of Boyne City, Charlevoix County
Patrick D. Suboski, Director, Charlevoix County Equalization Department

CASH SUMMARY BY FUND FOR BOYNE CITY

FROM 03/01/2014 TO 03/31/2014

FUND: 101 202 203 206 209 210 211 226 242 248 251 285 295 410 590 592 661

CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 03/01/2014	Total Debits	Total Credits	Ending Balance 03/31/2014
101	GENERAL FUND	3,216,277.07	174,600.16	399,524.01	2,991,353.22
202	MAJOR STREET FUND	(25,479.94)	87,361.39	57,538.90	4,342.55
203	LOCAL STREET FUND	(17,242.05)	47,652.69	31,175.35	(764.71)
206	FIRE FUND	153,003.42	62,003.00	11,631.09	203,375.33
209	CEMETERY FUND	(202.23)	26,263.00	43.52	26,017.25
210	AMBULANCE FUND	2,761.44	132,023.08	51,837.65	82,946.87
211	SPECIAL PROJECTS FUND	690.45	0.00	0.00	690.45
226	RUBBISH COLLECTION FUND	0.00	600.00	600.00	0.00
242	BOYNE THUNDER FUND	44,186.83	57,792.90	569.03	101,410.70
248	DOWNTOWN DEVELOPMENT AUTHORITY	242,382.75	2,597.48	90,127.55	154,852.68
251	LDFA FUND	1,004,479.94	0.00	0.00	1,004,479.94
285	MARINA FUND	205,552.86	300.00	3,670.35	202,182.51
295	AIRPORT FUND	33,310.35	4,638.63	3,568.37	34,380.61
410	BOYNE SENIORS CENTER FUND	494.80	0.00	0.00	494.80
590	WASTEWATER FUND	1,657,115.06	312,640.98	45,265.24	1,924,490.80
592	WATER FUND	262,209.26	60,813.97	28,265.46	294,757.77
661	MOTOR POOL FUND	779,503.76	0.00	20,334.10	759,169.66
	TOTAL - ALL FUNDS	7,559,043.77	969,287.28	744,150.62	7,784,180.43

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2014 NORMAL (ABNORMAL)	MONTH 03/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
031-REVENUES		3,793,662.00	2,528,116.97	5,797.72	1,265,545.03	66.64
032-REVENUES		272,506.00	296,528.90	55,875.00	(24,022.90)	108.82
033-REVENUES		142,000.00	94,666.64	0.00	47,333.36	66.67
034-REVENUES		158,000.00	149,412.74	75,804.40	8,587.26	94.57
035-REVENUES		12,200.00	10,491.71	1,792.14	1,708.29	86.00
036-REVENUES		294,209.00	340,804.62	21,719.45	(46,595.62)	115.84
TOTAL Revenues		4,672,577.00	3,420,021.58	160,988.71	1,252,555.42	73.19
Expenditures						
101-LEGISLATIVE		19,518.00	15,691.69	81.27	3,826.31	80.40
151-PLANNING		155,556.00	131,919.58	17,083.79	23,636.42	84.81
173-GENERAL SERVICES		553,644.00	500,866.58	56,698.42	52,777.42	90.47
191-ELECTIONS		2,200.00	2,627.58	0.00	(427.58)	119.44
208-ACCOUNTING/AUDIT		13,500.00	13,000.20	0.00	499.80	96.30
209-ASSESSMENT/TAXES		70,660.00	58,212.22	5,428.33	12,447.78	82.38
210-LEGAL		60,000.00	31,363.15	2,970.00	28,636.85	52.27
248-GENERAL/OTHER SERVICES		331,800.00	77,476.86	13,348.10	254,323.14	23.35
250-HOUSING		0.00	142,904.92	2,356.00	(142,904.92)	100.00
265-PUBLIC BUILDINGS		1,215,736.00	139,249.14	11,937.24	1,076,486.86	11.45
301-POLICE DEPARTMENT		618,166.00	508,592.03	58,385.63	109,573.97	82.27
706-ENVIRONMENTAL		750.00	804.00	0.00	(54.00)	107.20
751-PARKS & RECREATION		289,600.00	212,107.66	11,813.64	77,492.34	73.24
804-MUSEUM		3,102.00	1,668.17	214.08	1,433.83	53.78
809-SIDEWALKS		108,000.00	6,079.28	560.00	101,920.72	5.63
899-CONTINGENCY		62,215.00	17,857.74	6,070.87	44,357.26	28.70
965-TRANSFERS OUT		1,168,130.00	910,035.02	230,263.00	258,094.98	77.91
TOTAL Expenditures		4,672,577.00	2,770,455.82	417,210.37	1,902,121.18	59.29
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		4,672,577.00	3,420,021.58	160,988.71	1,252,555.42	73.19
TOTAL EXPENDITURES		4,672,577.00	2,770,455.82	417,210.37	1,902,121.18	59.29
NET OF REVENUES & EXPENDITURES		0.00	649,565.76	(256,221.66)	(649,565.76)	100.00

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2014 NORMAL (ABNORMAL)	MONTH 03/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
030-REVENUES		563,741.00	406,655.71	87,361.39	157,085.29	72.14
TOTAL Revenues		<u>563,741.00</u>	<u>406,655.71</u>	<u>87,361.39</u>	<u>157,085.29</u>	<u>72.14</u>
Expenditures						
451-CONSTRUCTION		18,800.00	19,775.89	3,786.82	(975.89)	105.19
463-ROUTINE MAINTANCE		323,200.00	130,895.56	5,456.10	192,304.44	40.50
474-TRAFFIC SERVICE		32,000.00	6,745.51	2,382.34	25,254.49	21.08
478-WINTER MAINTENANCE		103,300.00	224,399.80	21,366.08	(121,099.80)	217.23
482-ADMINISTRATION		86,441.00	73,583.70	24,547.56	12,857.30	85.13
TOTAL Expenditures		<u>563,741.00</u>	<u>455,400.46</u>	<u>57,538.90</u>	<u>108,340.54</u>	<u>80.78</u>
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		<u>563,741.00</u>	<u>406,655.71</u>	<u>87,361.39</u>	<u>157,085.29</u>	<u>72.14</u>
TOTAL EXPENDITURES		<u>563,741.00</u>	<u>455,400.46</u>	<u>57,538.90</u>	<u>108,340.54</u>	<u>80.78</u>
NET OF REVENUES & EXPENDITURES		0.00	(48,744.75)	29,822.49	48,744.75	100.00

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2014 NORMAL (ABNORMAL)	MONTH 03/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
Revenues						
030-REVENUES		935,398.00	723,003.11	47,652.69	212,394.89	77.29
TOTAL Revenues		<u>935,398.00</u>	<u>723,003.11</u>	<u>47,652.69</u>	<u>212,394.89</u>	<u>77.29</u>
Expenditures						
451-CONSTRUCTION		398,863.00	370,985.76	236.82	27,877.24	93.01
463-ROUTINE MAINTANCE		356,800.00	148,458.34	5,323.32	208,341.66	41.61
474-TRAFFIC SERVICE		19,525.00	4,919.45	2,300.84	14,605.55	25.20
478-WINTER MAINTENANCE		100,610.00	143,727.94	18,616.18	(43,117.94)	142.86
482-ADMINISTRATION		59,600.00	51,988.21	4,698.19	7,611.79	87.23
TOTAL Expenditures		<u>935,398.00</u>	<u>720,079.70</u>	<u>31,175.35</u>	<u>215,318.30</u>	<u>76.98</u>
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		<u>935,398.00</u>	<u>723,003.11</u>	<u>47,652.69</u>	<u>212,394.89</u>	<u>77.29</u>
TOTAL EXPENDITURES		<u>935,398.00</u>	<u>720,079.70</u>	<u>31,175.35</u>	<u>215,318.30</u>	<u>76.98</u>
NET OF REVENUES & EXPENDITURES		0.00	2,923.41	16,477.34	(2,923.41)	100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2014 NORMAL (ABNORMAL)	MONTH 03/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 206 - FIRE FUND								
Revenues								
030-REVENUES		513,050.00	37,647.41	62,003.00		475,402.59		7.34
TOTAL Revenues		<u>513,050.00</u>	<u>37,647.41</u>	<u>62,003.00</u>		<u>475,402.59</u>		<u>7.34</u>
Expenditures								
040-EXPENDITURES		513,050.00	450,699.84	11,631.09		62,350.16		87.85
TOTAL Expenditures		<u>513,050.00</u>	<u>450,699.84</u>	<u>11,631.09</u>		<u>62,350.16</u>		<u>87.85</u>
Fund 206 - FIRE FUND:								
TOTAL REVENUES		513,050.00	37,647.41	62,003.00		475,402.59		7.34
TOTAL EXPENDITURES		<u>513,050.00</u>	<u>450,699.84</u>	<u>11,631.09</u>		<u>62,350.16</u>		<u>87.85</u>
NET OF REVENUES & EXPENDITURES		0.00	(413,052.43)	50,371.91		413,052.43		100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2014 NORMAL (ABNORMAL)	MONTH 03/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 209 - CEMETERY FUND								
Revenues								
030-REVENUES		59,565.00	59,528.24	26,263.00		36.76	99.94	
TOTAL Revenues		<u>59,565.00</u>	<u>59,528.24</u>	<u>26,263.00</u>		<u>36.76</u>	<u>99.94</u>	
Expenditures								
040-EXPENDITURES		59,565.00	46,850.61	43.52		12,714.39	78.65	
TOTAL Expenditures		<u>59,565.00</u>	<u>46,850.61</u>	<u>43.52</u>		<u>12,714.39</u>	<u>78.65</u>	
Fund 209 - CEMETERY FUND:								
TOTAL REVENUES		59,565.00	59,528.24	26,263.00		36.76	99.94	
TOTAL EXPENDITURES		<u>59,565.00</u>	<u>46,850.61</u>	<u>43.52</u>		<u>12,714.39</u>	<u>78.65</u>	
NET OF REVENUES & EXPENDITURES		0.00	12,677.63	26,219.48		(12,677.63)	100.00	

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	03/31/2014 NORMAL (ABNORMAL)	MONTH 03/31/2014 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE			
Fund 210 - AMBULANCE FUND								
Revenues								
030-REVENUES		655,700.00	643,741.63	148,552.50		11,958.37		98.18
032-REVENUES		144,160.00	152,638.00	17,230.50		(8,478.00)		105.88
040-EXPENDITURES		(1,850.00)	0.00	0.00		(1,850.00)		0.00
TOTAL Revenues		798,010.00	796,379.63	165,783.00		1,630.37		99.80
Expenditures								
040-EXPENDITURES		653,850.00	720,001.88	70,462.04		(66,151.88)		110.12
045-EXPENSES		144,160.00	0.00	0.00		144,160.00		0.00
TOTAL Expenditures		798,010.00	720,001.88	70,462.04		78,008.12		90.22
Fund 210 - AMBULANCE FUND:								
TOTAL REVENUES		798,010.00	796,379.63	165,783.00		1,630.37		99.80
TOTAL EXPENDITURES		798,010.00	720,001.88	70,462.04		78,008.12		90.22
NET OF REVENUES & EXPENDITURES		0.00	76,377.75	95,320.96		(76,377.75)		100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2014 NORMAL (ABNORMAL)	MONTH 03/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 226 - RUBBISH COLLECTION FUND								
Revenues								
030-REVENUES		33,200.00	31,290.95	0.00		1,909.05	94.25	
TOTAL Revenues		<u>33,200.00</u>	<u>31,290.95</u>	<u>0.00</u>		<u>1,909.05</u>	<u>94.25</u>	
Expenditures								
040-EXPENDITURES		33,200.00	31,290.95	0.00		1,909.05	94.25	
TOTAL Expenditures		<u>33,200.00</u>	<u>31,290.95</u>	<u>0.00</u>		<u>1,909.05</u>	<u>94.25</u>	
<hr/>								
Fund 226 - RUBBISH COLLECTION FUND:								
TOTAL REVENUES		33,200.00	31,290.95	0.00		1,909.05	94.25	
TOTAL EXPENDITURES		<u>33,200.00</u>	<u>31,290.95</u>	<u>0.00</u>		<u>1,909.05</u>	<u>94.25</u>	
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00		0.00	0.00	

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2014 (ABNORMAL)	MONTH 03/31/2014 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 242 - BOYNE THUNDER FUND								
Revenues								
030-REVENUES		139,350.00	242,376.75	57,792.90		(103,026.75)	173.93	
040-EXPENDITURES		(18,560.00)	0.00	0.00		(18,560.00)	0.00	
TOTAL Revenues		120,790.00	242,376.75	57,792.90		(121,586.75)	200.66	
Expenditures								
040-EXPENDITURES		120,790.00	190,955.45	569.03		(70,165.45)	158.09	
TOTAL Expenditures		120,790.00	190,955.45	569.03		(70,165.45)	158.09	
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Fund 242 - BOYNE THUNDER FUND:								
TOTAL REVENUES		120,790.00	242,376.75	57,792.90		(121,586.75)	200.66	
TOTAL EXPENDITURES		120,790.00	190,955.45	569.03		(70,165.45)	158.09	
NET OF REVENUES & EXPENDITURES		0.00	51,421.30	57,223.87		(51,421.30)	100.00	

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2014 (ABNORMAL)	MONTH 03/31/2014 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
030-REVENUES		410,219.00	405,105.64	2,497.48		5,113.36		98.75
TOTAL Revenues		<u>410,219.00</u>	<u>405,105.64</u>	<u>2,497.48</u>		<u>5,113.36</u>		<u>98.75</u>
Expenditures								
731-EXPENDITURES		410,219.00	267,474.29	90,027.55		142,744.71		65.20
TOTAL Expenditures		<u>410,219.00</u>	<u>267,474.29</u>	<u>90,027.55</u>		<u>142,744.71</u>		<u>65.20</u>
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		410,219.00	405,105.64	2,497.48		5,113.36		98.75
TOTAL EXPENDITURES		<u>410,219.00</u>	<u>267,474.29</u>	<u>90,027.55</u>		<u>142,744.71</u>		<u>65.20</u>
NET OF REVENUES & EXPENDITURES		0.00	137,631.35	(87,530.07)		(137,631.35)		100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2014 NORMAL (ABNORMAL)	MONTH 03/31/2014 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 251 - LDFA FUND								
Revenues								
030-REVENUES		341,989.00	225,697.94	0.00		116,291.06	66.00	
TOTAL Revenues		<u>341,989.00</u>	<u>225,697.94</u>	<u>0.00</u>		<u>116,291.06</u>	<u>66.00</u>	
Expenditures								
040-EXPENDITURES		341,989.00	112,511.24	0.00		229,477.76	32.90	
TOTAL Expenditures		<u>341,989.00</u>	<u>112,511.24</u>	<u>0.00</u>		<u>229,477.76</u>	<u>32.90</u>	
Fund 251 - LDFA FUND:								
TOTAL REVENUES		341,989.00	225,697.94	0.00		116,291.06	66.00	
TOTAL EXPENDITURES		<u>341,989.00</u>	<u>112,511.24</u>	<u>0.00</u>		<u>229,477.76</u>	<u>32.90</u>	
NET OF REVENUES & EXPENDITURES		0.00	113,186.70	0.00		(113,186.70)	100.00	

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2014 (ABNORMAL)	MONTH 03/31/2014 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 285 - MARINA FUND								
Revenues								
030-REVENUES		461,550.00	275,602.09	250.00		185,947.91		59.71
TOTAL Revenues		<u>461,550.00</u>	<u>275,602.09</u>	<u>250.00</u>		<u>185,947.91</u>		<u>59.71</u>
Expenditures								
040-EXPENDITURES		461,550.00	309,708.89	3,670.35		151,841.11		67.10
TOTAL Expenditures		<u>461,550.00</u>	<u>309,708.89</u>	<u>3,670.35</u>		<u>151,841.11</u>		<u>67.10</u>
Fund 285 - MARINA FUND:								
TOTAL REVENUES		461,550.00	275,602.09	250.00		185,947.91		59.71
TOTAL EXPENDITURES		<u>461,550.00</u>	<u>309,708.89</u>	<u>3,670.35</u>		<u>151,841.11</u>		<u>67.10</u>
NET OF REVENUES & EXPENDITURES		0.00	(34,106.80)	(3,420.35)		34,106.80		100.00

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2014 (ABNORMAL)	MONTH 03/31/2014 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 295 - AIRPORT FUND								
Revenues								
030-REVENUES		140,700.00	111,259.20	670.00		29,440.80		79.08
TOTAL Revenues		<u>140,700.00</u>	<u>111,259.20</u>	<u>670.00</u>		<u>29,440.80</u>		<u>79.08</u>
Expenditures								
040-EXPENDITURES		140,700.00	30,747.43	2,303.87		109,952.57		21.85
TOTAL Expenditures		<u>140,700.00</u>	<u>30,747.43</u>	<u>2,303.87</u>		<u>109,952.57</u>		<u>21.85</u>
Fund 295 - AIRPORT FUND:								
TOTAL REVENUES		140,700.00	111,259.20	670.00		29,440.80		79.08
TOTAL EXPENDITURES		<u>140,700.00</u>	<u>30,747.43</u>	<u>2,303.87</u>		<u>109,952.57</u>		<u>21.85</u>
NET OF REVENUES & EXPENDITURES		0.00	80,511.77	(1,633.87)		(80,511.77)		100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2014 (ABNORMAL)	MONTH 03/31/2014 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 590 - WASTEWATER FUND								
Revenues								
030-REVENUES		1,111,069.00	962,845.22	268,463.99		148,223.78		86.66
TOTAL Revenues		<u>1,111,069.00</u>	<u>962,845.22</u>	<u>268,463.99</u>		<u>148,223.78</u>		<u>86.66</u>
Expenditures								
590-EXPENDITURES		1,111,069.00	867,594.85	44,914.84		243,474.15		78.09
592-EXPENDITURES		0.00	(95.00)	0.00		95.00		100.00
TOTAL Expenditures		<u>1,111,069.00</u>	<u>867,499.85</u>	<u>44,914.84</u>		<u>243,569.15</u>		<u>78.08</u>
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Fund 590 - WASTEWATER FUND:								
TOTAL REVENUES		1,111,069.00	962,845.22	268,463.99		148,223.78		86.66
TOTAL EXPENDITURES		<u>1,111,069.00</u>	<u>867,499.85</u>	<u>44,914.84</u>		<u>243,569.15</u>		<u>78.08</u>
NET OF REVENUES & EXPENDITURES		0.00	95,345.37	223,549.15		(95,345.37)		100.00

REVENUE AND EXPENDITURE REPORT FOR BOYNE CITY

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2014 (ABNORMAL)	MONTH 03/31/2014 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 592 - WATER FUND								
Revenues								
032-REVENUES		590,000.00	494,793.64		39,825.26		95,206.36	83.86
592-EXPENDITURES		(16,350.00)	0.00		0.00		(16,350.00)	0.00
TOTAL Revenues		573,650.00	494,793.64		39,825.26		78,856.36	86.25
Expenditures								
592-EXPENDITURES		573,650.00	479,176.10		27,265.65		94,473.90	83.53
TOTAL Expenditures		573,650.00	479,176.10		27,265.65		94,473.90	83.53
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Fund 592 - WATER FUND:								
TOTAL REVENUES		573,650.00	494,793.64		39,825.26		78,856.36	86.25
TOTAL EXPENDITURES		573,650.00	479,176.10		27,265.65		94,473.90	83.53
NET OF REVENUES & EXPENDITURES		0.00	15,617.54		12,559.61		(15,617.54)	100.00

PERIOD ENDING 03/31/2014

GL NUMBER	DESCRIPTION	2013-14	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2014 (ABNORMAL)	MONTH 03/31/2014 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 661 - MOTOR POOL FUND								
Revenues								
030-REVENUES		411,040.00	311,835.34	0.00		99,204.66		75.86
TOTAL Revenues		<u>411,040.00</u>	<u>311,835.34</u>	<u>0.00</u>		<u>99,204.66</u>		<u>75.86</u>
Expenditures								
040-EXPENDITURES		411,040.00	257,475.83	20,334.10		153,564.17		62.64
TOTAL Expenditures		<u>411,040.00</u>	<u>257,475.83</u>	<u>20,334.10</u>		<u>153,564.17</u>		<u>62.64</u>
Fund 661 - MOTOR POOL FUND:								
TOTAL REVENUES		411,040.00	311,835.34	0.00		99,204.66		75.86
TOTAL EXPENDITURES		<u>411,040.00</u>	<u>257,475.83</u>	<u>20,334.10</u>		<u>153,564.17</u>		<u>62.64</u>
NET OF REVENUES & EXPENDITURES		0.00	54,359.51	(20,334.10)		(54,359.51)		100.00
TOTAL REVENUES - ALL FUNDS		11,146,548.00	8,504,042.45	919,551.42		2,642,505.55		76.29
TOTAL EXPENDITURES - ALL FUNDS		<u>11,146,548.00</u>	<u>7,710,328.34</u>	<u>777,146.66</u>		<u>3,436,219.66</u>		<u>69.17</u>
NET OF REVENUES & EXPENDITURES		0.00	793,714.11	142,404.76		(793,714.11)		100.00



To: Michael Cain, City Manager

From: Annie Doyle and Hugh Conklin

Date: April 18, 2014

Subject: Mobile Food Vending Recommendations

Please find attached recommendations for the operation of mobile food vending units in Boyne City.

These recommendations were created from the information we gathered in the food truck informational meetings and from the input given to us by the City Commission. The majority of citizens in the food truck informational sessions advised us they were in favor of incorporating food trucks into the community; therefore our recommendations present a framework under which these businesses can operate in Boyne City.

Recommendation

That the City Commission review the proposed guidelines and authorize staff to prepare an ordinance to implement them for introduction, a public hearing and future consideration of approval.

Options

- 1 Postpone for further consideration and/or information.
- 2 Revise the guidelines and/or recommendation from staff.
- 3 Take no action.
- 4 Prohibit Mobile Food Vending in some or all circumstances.
- 5 Other action(s) as determined by the City Commission.

Proposed Definitions.

Mobile Food Vending shall mean vending, serving, or offering for sale food and/or beverages from a mobile food vending unit.

Mobile Food Vending Unit shall mean any motorized or non-motorized vehicle, trailer, cart or other device designed to be portable and not permanently attached to the ground from which food is vended, served, or offered for sale.

Vendor shall mean any individual engaged in the business of Mobile Food Vending; if more than one individual is operating a single stand, cart or other means of conveyance, then Vendor shall mean all individuals operating a single stand, cart or other means or conveyance.

Operate shall mean all activities associated with the conduct of business, including set up and take down and/or actual hours where the Mobile Food Vending Unit is open for business.

Proposed Parameters.

- 1) Exempt local non-profit mobile food vending (such as Lions Food Trailer) from local requirements under this ordinance.
- 2) Allow community events (4th of July, Mushroom Festival, SOBO Arts Festival, Evenings at the Gazebo, Stroll the Streets, Farmers Market, Antique Car Show, Labor Day Car Show, etc.) that reserve public spaces under City policies to include mobile food vending as part of their event, under their rules, exempt from the local requirements under this ordinance.
- 3) Allow mobile food vending on commercially zoned private property where restaurants are a permitted use. *See map for permitted use areas.*
- 4) Allow a maximum of four mobile food vendors to operate at any one time on pre-approved city-owned (public) locations. *See map for proposed locations.*
- 5) An annual permit fee will be charged per vendor per location on private property. No permit fee will be charged if a Boyne City based food service establishment.
- 6) An annual permit fee will be charged per vendor on public property. (This fee will be greater than the amount charged to vendors on private property.)
- 7) An additional \$25 non-refundable application fee shall be required for each application.

- 8) Each mobile food vendor shall make provision for the proper collection and disposal of all trash generated by their facility.
- 9) No mobile food vendor will utilize any electricity, water and other utilities without the prior written authorization of the power customer; no cable, hoses or similar devices shall be extended across any city street, alley, or sidewalk unless approved in advance by the City.
- 10) Within the designated Mobile Food Vending Areas, a mobile food vendor may only operate between the hours of 7:30 a.m. and 10:30 p.m.
- 11) In city-owned designated Mobile Food Vending Areas, no mobile food vending unit may be left unattended for more than 2 hours; and any mobile food vending unit not in operation shall be removed between the hours of 10:30 p.m. and 7:30 a.m.
- 12) Mobile food vendors and mobile food vending units will not use any flashing or blinking lights or strobe lights.
- 13) Mobile food vendors and mobile food vending units will not use music, amplification devices or "crying out" or any other audible methods to gain attention.
- 14) Permits will be renewed annually. Applications to operate mobile vending units will be accepted at any time City Hall is open for normal operations.
- 15) Prior to the commencement of operations on public property the mobile food vendor shall provide to the City proof of general liability insurance in the amount of \$1,000,000 naming the City as an additional insured.
- 16) The mobile food vending unit must comply with all applicable City codes and ordinances.
- 17) The mobile food vending unit must comply with all applicable federal, state and county regulations.
- 18) The City shall revoke the permit of any vendor engaged in Mobile Food Vending who ceases to meet any requirement of this code or violates any other federal, state, or local regulation, makes a false statement on their application, or conducts activity in a manner that is adverse to the protection of the public health, safety and welfare. Immediately upon such revocation, the City shall provide written notice to the permit holder by certified mail to their place of business or residence as indicated on the application. Immediately upon such revocation, the permit shall become null and void.



City of Boyne City
Proposed Public Foodtruck Locations



Two Food Trucks
Allowed at Each Location





COMMUNITY DEVELOPMENT CORPORATION
Serving the Counties of Antrim, Charlevoix, Cheboygan,
Crawford, Emmet, and Osego.

P.O. Box 86 • 1048 E. Main Street
Boyne City • Michigan 49712

Date: April 17, 2014

To: Michael Cain, City Manager *Mc*
Ron Grunch, Mayor and Boyne City City Commissioners

From: Jane MacKenzie, Executive Director, Northern Homes CDC *JM*

Re: Public Hearing William H. White House at 417 Boyne Avenue CDBG Grant

A public hearing with 2 parts is required for the CDBG grant.

The first part is about the project and the public hearing needs to identify the following items:

1. How the need was identified.
2. How the proposed activities will be funded.
3. The date the application was submitted.
4. Requested amount of federal funds.
5. Estimated portion of the federal funds that will benefit low and moderate income households.
6. Location of project.
7. Displacement of persons or businesses.
8. Nature of proposed activities.

The second part is for Community Input on Community Development and Housing Needs Assessment. I will be asking for public input on:

- A. What are the major housing and community development needs of low and moderate income residents of the City of Boyne City?
 - B. What are other major housing and community development needs of the whole community?
 - C. Comment on planned or potential activities to address the needs stated in A and B above.
- Many of these items were discussed at the Goal Setting session and we can repeat those ideas in the public hearing.

Project Information: In May 2013, the City applied for \$140,000 in CDBG funds from MSHDA to assist Northern Homes CDC with funding for the rehabilitation of the William H. White House at 417 Boyne Avenue. At that time Northern Homes CDC also applied for a \$500,000 grant from the Federal Home Loan Bank of Indianapolis. Both grants have been approved.

Phone
231.582.6244
Fax
231.582.6274



COMMUNITY DEVELOPMENT CORPORATION
Serving the Counties of Antrim, Charlevoix, Cheboygan,
Crawford, Emmet, and Oshtemo.

P.O. Box 86 • 1048 E. Main Street
Boyer City • Michigan 49712

Date: April 16, 2014

To: Michael Cain, City Manager *Mc*
Ron Grunch, Mayor and Boyne City City Commissioners

From: Jane MacKenzie, Northern Homes CDC *JM*

Re: William H. White House at 417 Boyne Avenue

Background: In May 2013, the City applied for \$140,000 in CDBG funds from MSHDA to assist Northern Homes CDC with funding for the rehabilitation of the William H. White House at 417 Boyne Avenue. At that time Northern Homes CDC also applied for a \$500,000 grant from the Federal Home Loan Bank of Indianapolis. Both grants have been approved.

The City has received a Commitment letter for the MSHDA CDBG funds contingent on completion of the Environmental Review process and receiving plans and specifications for the project. In addition there are other resolutions, policies, agreements, plans and guidelines that are required by MSHDA for CDBG grants. They are all attached.

Request:

1. Authorize Mayor Grunch to appoint Michael Cain as the Certifying Officer for the Environmental Review for this project and to sign all documents related to this grant. (Page 1)
2. Adopt the Fair Housing Resolution and appoint Jane MacKenzie as Fair Housing contact person. (Page 2)
3. Adopt the Program Guidelines, including a conflict resolution process (Pages 3-7)
4. Adopt the Third Party Administrator Management Plan (Pages 8 – 12)
5. Approve the Grant Administration Agreement (Pages 13-18)
6. Adopt the Section 3 Plan (Pages 19-24)

Let me know if you have any questions. I can be reached at jane@northernhomes.org or 582-6244.

Phone
231.582.6244
Fax
231.582.6274

CERTIFYING OFFICER DESIGNATION
(for Local Units of Government)

The Certifying Officer, responsible for compliance with all environmental review requirements, is usually the chief elected official for the responsible entity/jurisdiction in which the project is located, or his/her designee. The designee should be an official with the legal authority to unilaterally sign a contract which obligates the grantee. The original of this executed form must be included in the Environmental Review Record.

Designation:

Michael Cain, City Manager, of **City of Boyne City** is the Certifying Officer as defined in 24 CFR Sec. 58.13 for the Environmental Review requirements of MSHDA CDBG funds, Grant Number: HRF-2012-6409

Date: 1/23/13

Designated by: _____
Ron Grunch, Mayor

Acknowledgement:

I, **Michael Cain, City Manager**, accept the responsibilities of the Certifying Officer for **City of Boyne City**, as defined in 24 CFR 58.13. I consent to assume the status of "responsible Federal official" as that term is used in section 102 of the National Environmental Policy Act of 1969 and understand that I am responsible for all the requirements of section 102 of NEPA and the related provisions in 40 CFR parts 1500 through 1508, and 24 CFR part 58, including the related Federal authorities listed in Sec. 58.5 insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.

On behalf of the recipient, I personally accept the jurisdiction of the Federal courts for enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Certifying Officer Signature: _____
Michael Cain
City Manager

Date: 1/23/13

FAIR HOUSING RESOLUTION

WHEREAS, under the Federal Fair Housing Law, Title VIII of the Civil Rights Act of 1968, it is illegal to deny housing to any person because of race, color, religion, gender, physical or mental disabilities or national origin; and,

WHEREAS, under the Michigan Elliott-Larsen Civil Rights Act, PA 453 of 1976, as amended, it is illegal to deny the opportunity to obtain housing to any person because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status;

LET IT BE KNOWN TO ALL PERSONS that it is the policy of **City of Boyne City** to implement programs to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status. Therefore, **City of Boyne City** does hereby pass the following Resolution:

BE IT RESOLVED that in accordance with Executive Order 11063, **City of Boyne City** shall not discriminate in the sale, rental, leasing, or financing of housing because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status;

City of Boyne City will assist all persons who feel they have been discriminated against because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status to seek equity under federal and state laws by providing information to said persons on how to file a complaint with the Michigan Department of Civil Rights.

City of Boyne City will at a minimum post this policy or the Fair Housing poster or other posters, flyers or other information which will bring to the attention of owners of real estate, developers and builders their respective responsibilities and rights under the Federal Fair Housing Law and Michigan Elliott Larsen Act.

This Resolution shall take effect as of the date listed below.

Name:

City of Boyne City

DATE

BOYNE CITY

MSHDA RENTAL REHABILITATION PROGRAM FOR WILLIAM H. WHITE HOUSE AT 417 BOYNE AVENUE

PROGRAM GUIDELINES 2014

GENERAL

Program Purpose: To provide safe and affordable rental housing to low income tenants at or below 80% of Charlevoix County's Area Median Income (AMI) through the rehabilitation of rental units with the assistance of a Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) and Federal Homes Loan Bank of Indianapolis (FHLBI) Affordable Housing Program (AHP) grant.

Location: The project location is 417 Boyne Avenue, Boyne City, Michigan.

Owner: The owner of the project will be Northern Homes Community Development Corporation (Northern Homes), PO Box 86, 1048 East Main Street, Boyne City, MI. 49712. (231) 582-6244

Conflict of Interest: City of Boyne City elected officials and Northern Homes Community Development Corporation board members who have authority or who exercises any responsibility in connection with this program shall be ineligible to participate. Employees of MSHDA and the Federal Department of Housing and Urban Development (HUD) are also ineligible.

Property Management Company: Northern Homes CDC will provide property management services. Their policies will be used, in conjunction with MSDHA, HUD and (FHLBI) policies, to determine which applicants are eligible to reside at the W. H. White House.

Review and Modifications: These Program Guidelines are subject to review and modification by the City and/or Northern Homes to maintain compliance with MSHDA and FHLBI regulations and to improve the overall effectiveness of the program.

Use of Funds

Funds will be used to purchase and rehabilitate the W. H. White House a 4-unit apartment building for low- to moderate- income senior citizens age 55 and older, as well as amenities normally associated with senior housing (e.g. laundry room, storage, hallway).

Level of Improvement: Upon completion the building shall meet local building codes along with Federal Housing Quality Standards (HQS) standards. All rental units in a must meet HQS standards even if they are not directly assisted units.

Financial Feasibility: Following rehabilitation the dwelling unit must be able to financially support itself.

Property Ownership: Northern Homes CDC will be required to sign the CDBG Rental Rehabilitation Program (RRP) mortgage. CDBG-RRP funds will not be committed until the mortgage is fully executed.

FINANCING/MORTGAGE REQUIREMENTS

Project Funding: Up to \$140,000 of CDBG funds will be used for the rehabilitation of W.H. White House. The CDBG funds will be secured in the form of a five-year, 0% interest, forgivable loan to Northern Homes CDC.

Lien Period: A lien will be placed in the property for a period of five (5) years. If the property is sold during the lien period the new owner must assume the balance of the forgivable loan. The lien shall be in the form of a recorded written agreement constituting a "covenant running with the land" guaranteeing the affordability period upon sale of the property. There shall be no pay-off provision during the "Period of Affordability." In the event the owner defaults on the compliance guidelines of the contract, legal action may be taken by Boyne City, the Michigan State Housing Development Authority and/or the U.S. Federal Department of Housing and Urban Development and the owner will be required to reimburse the program the funding received.

AFFORDABILITY REQUIREMENTS

Period of Affordability: There are two sources of funding for this project, CDBG funds from MSHDA and Affordable Housing Program grant funds from the FHLBI. The stricter affordability requirements are imposed by the FHLBI and will apply to this project for 15 years. For a period of 15 years, 2 one-bedroom units must be occupied by tenants whose income is at or below 50% AMI. The other 1 one-bedroom unit and 1 two-bedroom unit must be occupied by tenants whose income is at or below 80% AMI. Rents shall be regulated in accordance with MSHDA and FHLBI requirements for those units. Both tenant income and rental rates will be certified at initial occupancy.

Tenant Income Limits: The maximum household income for households during the first year of occupancy following construction shall not exceed either 50% or 80% of the area median income for family size (as described above). Following are the income limits for the year 2014 determined by HUD/MSHDA (limits subject to annual review and adjustment):

Current Maximum Income Limits by Household Size		
2014		
	<u>1-Person Household</u>	<u>2-Person Household</u>
50%	\$21,250	\$24,250
80%	\$33,950	\$38,800

Initial Rental Rates: At no time during the first year after construction may rents exceed 110% Fair Market Rent for Charlevoix County.

Current Rent Affordability Guideline, Fair Market Rent (includes utilities)
(Following are the maximum allowable rental rates for CDBG assisted apartments in Charlevoix County. Actual rent rates may be lower.)

2014
1-Bedroom: \$620 2-Bedroom: \$751

Note: These rates are estimates only. In the event the tenant is responsible for payment of a portion or all the utilities these rental rates will be lowered in accordance with MSHDA guidelines.

TENANT PARTICIPATION

Tenant Eligibility: Tenants are the central aspect of this program and their cooperation is required to determine their eligibility for renting an apartment. Consequently, the tenant(s) applying to occupy a dwelling unit will be required to submit evidence of income levels in the form of pay stubs, benefit letters and a Michigan Income Tax Return as part of the rental application. Tenants with income in excess of the MSHDA and/or FHLBI guidelines may be over income and not qualified to rent an apartment. All four (4) of units must meet MSDHA and FHLBI tenant qualifications and affordability.

Term of Lease: A minimum 12-month lease shall be required during the 1 year affordability period.

CONTRACTORS

Contractor Requirements: All contractors must possess a current State of Michigan contractor's license(s) and carry active property/liability/workman's compensation insurance. Copy of license(s) and proof of insurance shall be filed with the Housing Administrator's Contractor file. The contractor shall be responsible for obtaining all necessary permits and inspections.

Insurance: Contractors must carry the following insurance coverages:

1. Worker's Compensation-Statutory, if required, in compliance with the Compensation Law of the State of Michigan
 - a. Comprehensive General Liability Insurance
Minimum limit of liability per occurrence of \$1,000,000 Combined Single Limits (Bodily Injury/Property Damage)
 - b. Comprehensive Automobile Liability Insurance
Minimum limit of liability per occurrence of \$1,000,000 Combined Single Limits (Bodily Injury/Property Damage)
- 2.. Contractor shall furnish a Certificate of Insurance to the City prior to commencing construction. Such Certificate shall include a thirty (30) day notification of cancellation or material change in the policy.

Contractor Selection:

Ironwood Construction, LLC has been selected as the general contractor for the rehabilitation of the W.H. White House. The contractor and/or the Northern Homes CDC shall notify the City of any problems or difficulties during the performance of the work; however, the contract is between Northern Homes CDC and the contractor. Northern Homes CDC and the contractor and they are responsible for resolving any issues to the satisfaction of the City in accordance with MSHDA regulations prior to any payment.

Payments to Contractor: The following payment schedule shall apply to all program projects:

1. Draw Request meetings will be held monthly at the construction site and will be attended by the architect, Northern Homes CDC, and Ironwood Construction. Payment requests will be emailed to attendees 3 days prior to the meeting. Payment requests will be in a format approved by the City. After inspection payment will be made for all work completed and materials stored at an insured location, with a 10% retainage.
2. A punch list will be drawn up at the final construction draw request. Retainage will be paid to the contractor after completion of the final punch list.
3. Contractor must provide a signed Final Invoice and Release of Liens and Warranty for final payment.
4. All work shall be guaranteed for twelve (12) months

Change Orders: Any and all change orders to the bid specifications shall be initiated by the Architect and approved by Northern Homes CDC prior to implementation.

**CONTRACTOR AND APPLICANT CONFLICT RESOLUTION PROCESS AND
APPEAL PROCEDURE FOR DENIAL OF BENEFITS**

Appeal Procedure for Denial of Benefits

1. Everyone who is denied benefits must receive written notice of the denial and the reason for the determination.
2. The applicant may appeal the denial in writing to Jane MacKenzie at Northern Homes CDC within 15 days of receipt of the denial.
3. In the event that the applicant is not satisfied with the decision of Jane MacKenzie, he/she may appeal the City of Boyne City's Appeals Committee. They will respond within 15 days.
4. If the applicant feels the issue is not resolved the parties will seek the services of the closest Dispute Resolution/Mediation Program.

MANAGEMENT PLAN

In addition to the information presented in the Implementation and Capacity section of your online application, it is important that Grantees understand their oversight responsibilities for grant implementation by a Third Party Administrator. Please complete this Management Plan and return to your CD Specialist as part of the Special Conditions of your recent grant award. Contact your CD Specialist for an electronic version of this form.

Date:

Grant #: **Application Log # HRF-2012-6409**

Grantee: **City of Boyne City**

Grantee Contact Person: **Michael Cain**

A. List names and titles of Grantee staff responsible for overall grant management and compliance.	
Name	Title
Michael Cain	City Manager

B. Identify the contracted administrator (Third Party Administrator) for this grant.
Northern Homes CDC

C. List names and titles of the Third Party Administrator (TPA) staff responsible for various grant implementation duties.	
Name	Title
Jane MacKenzie	Executive Director

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E. Describe Grantee's internal controls and monitoring procedures to ensure TPA accountability for program progress, compliance and financial management. If an update or report will be used (see #20 above), indicate contents and frequency of submission to the Grantee.

City Staff and Jane MacKenzie will meet on a monthly basis to review project progress, compliance and financial management. Notes from these meetings will be kept in the project file along with construction progress inspection reports.

F. Describe the "money flow". Who and how will grant funds be requested from MSHDA and payments made to contractors? Who has authority to approve payments? What documentation is reviewed? Who will write checks and who will sign them? Give as much detail as necessary to show that required financial management practices are understood and followed.

Construction progress inspections will be completed on a monthly basis. After the inspection Northern Homes will give a memo with attachments to the City requesting CDBG funds. The attachments will show the contractor's request and trade payment breakdown, lien waivers, Northern Homes CDC's request for funds and a sources and uses spreadsheet. Jane MacKenzie will prepare the request for CDBG funds from MSHDA. Michael Cain will submit the request. The City will receive a check from MSHDA and pay the contractor.

G. List any technical assistance received or trainings attended by **Grantee** staff in the last year. Give the names of relevant staff members.

Michael Cain, Cindy Grice and Barb Brooks have administered multiple MEDC CDBG grants in the past 7 years.

H. List any technical assistance received or trainings attended by **Third Party Administrator** staff in the last year. Give the names of relevant staff members.

MSHDA Region 1 updates, Building Michigan Communities Conferences, MDCA trainings all attended by Jane MacKenzie

Authorized Official Name
Authorized Official Title

Date

REQUIRED ATTACHMENTS:

- (1) Copy of **Request for Proposal** (RFP) for Third Party Administrator. Indicate number of proposals received and reasons for selection. If a RFP was not used, indicate NA and explain. The proposed project is the rehabilitation of the William H. White House at 417 Boyne Avenue. This project was initiated by Northern Homes CDC and will be developed and owned by Northern Homes CDC.
- (2) Written description of **TPA previous experience** with Federal and/or MSHDA grants. Identify any significant findings or delays.
- (3) Copy of Administrative **Agreement** (between Grantee and Third Party Administrator).

Northern Homes CDC Previous Experience

Since 2000, Northern Homes Community Development Corporation has administered over \$7,000,000 in grants which includes \$3,524,000 in HOME project grant funds from MSHDA and \$472,000 in CDBG grant funds from MSHDA.

Northern Homes CDC administered the \$472,000 CDBG grant from MSHDA to St James Township for the construction of Forest View Community, 6 apartments for elderly and disabled, on Beaver Island from June 2010 to June 2011. There were no significant findings or delays with this project.

2014 GRANT ADMINISTRATION AGREEMENT

THIS GRANT ADMINISTRATION AGREEMENT is made to be effective this ____ day of April, 2014, between City of Boyne City, a Michigan municipality, whose address is 319 N. Lake St, Boyne City, Michigan, 49712 ("City") and Northern Homes Community Development Corporation (NHCDC), a Michigan nonprofit corporation, whose address is PO Box 86, Boyne City, MI. 49712.

RECITALS

1. Pursuant to an application submitted by the City of Boyne City in 2013, City has received a grant in the amount of \$140,000.00 under the Michigan Community Development Block Grant Housing Program (the "Grant").
2. The Grant is subject to, among other matters, certain terms and conditions contained in a Grant Agreement between the Michigan State Housing Development Authority and the City (Grant Application Log # HRF-2012-6409), a copy of which is attached and incorporated as "Exhibit A".
3. The City determines that it is in the best interest of the City and its citizens to enter into a third party agreement with NHCDC to assist the City with utilizing the Grant funds.
4. The City has determined that NHCDC is a Michigan nonprofit corporation familiar with City-wide housing needs which desires to administer the Grant.
5. The State of Michigan requires that it receive and approve any contract between involving a third-party administrator of the Grant.
6. This Agreement is intended to memorialize the parties' understanding regarding administration of the Grant.
- 7.

AGREEMENT

- A. DUTIES OF NHCDC - NHCDC assumes the following duties and shall perform the following services for City:
- i. Administration of the Grant in accordance with a program approved by the State of Michigan.
 - ii. Administration of the Grant in accordance with all terms, conditions and requirements imposed upon the City in accordance with Exhibit A.
 - iii. Prepare and maintain fiscal controls and accounting procedures relative to the expenditure of all Grant funds, as required by law and in accordance with this Agreement.

- iv. Cooperate with and take all actions requested by the City, or any other authorized governmental entity, relative to the performance of an audit of the grant funds.
- v. Comply with all terms, conditions and requirements imposed upon the City as identified in Exhibit A.
- vi. Maintain office records and books in accordance with standard accounting practices.
- vii. Hire and supervise employees as necessary to perform services in administering the Grant as needed. It is understood that any employees hired shall be employees of NHCDC and not the City. NHCDC shall carry complete workers compensation, unemployment insurance, FICA and shall pay employer related employment taxes for said employees.

- B. COMPENSATION - In consideration for services rendered in its administration of the Grant, NHCDC shall receive pre-approved administration fees in the amount of \$25,200.00 (18 % of total grant funds) in accordance with the terms of the Grant, Exhibit A, Exhibit B, and applicable law.

It is understood that any claims for administration fees as provided for herein shall be submitted by NHCDC to the City in accordance with and subject to, the provisions of Paragraph F.

C. TERM OF AGREEMENT -

- i. Term - This Agreement shall continue in force for a term of twenty-four (24) months, beginning on April 22, 2014 and ending on April 21, 2016, unless otherwise terminated as provided for herein.
- ii. Termination With Notice - The parties acknowledge that the City may terminate this Agreement, at any time with cause, upon providing thirty (30) days written notice to NHCDC.
- iii. Termination Without Notice - The parties acknowledge that this Agreement shall automatically terminate, without notice of any kind, and be of no force or effect, upon the happening of any of the following events:
 - a. If NHCDC violates any term, condition or requirement of the Grant, this Agreement, or applicable law.
 - b. If a competent governmental entity with jurisdiction terminates the Grant.
 - c. If NHCDC is not approved by the State of Michigan as a third-party authorized to administer the Grant.
 - d. If Grant funds are exhausted.

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D. OFFICERS AND EMPLOYEES - All officers and employees of NHCDC are recognized as officers and employees of NHCDC, and not the City. It is understood and agreed by the parties that the City shall have no obligation to compensate, in any manner, officers or employees of NHCDC or to otherwise provide benefits to the same. Instead, any salaries, wages, expenses or benefits of NHCDC's officers and employee shall remain the sole obligation of NHCDC.

E. INSURANCE AND INDEMNIFICATION -

- i. NHCDC shall carry comprehensive general liability insurance on an occurrence basis which shall insure NHCDC; such insurance at all times to be in an amount of not less than One Million Dollars (\$1,000,000) for bodily injury per occurrence, and One Million Dollars (\$1,000,000) for property damage per occurrence.
- ii. NHCDC agrees to hold and save the City, its officers, employees and agents free and harmless from any and all claims, demands, liabilities, loss, costs or expenses in connection with the performance by NHCDC of its obligations hereunder including, without limitation, all injuries to persons or property when NHCDC is carrying out or attempting to carry out its obligations hereunder or acting under the direction, express or implied, of the City, or by reason of NHCDC's failure or refusal to comply or abide by any rule, order, determination, ordinance or law of any federal, state or municipal authority.
- iii. NHCDC agrees to hold and save the City, its officers, employees and agents free and harmless from any and all claims, demands, liabilities, loss costs or expenses arising out of an assertion by NHCDC's agents or employees that they are agents or employees of the City.

F. FINANCIAL ADMINISTRATION -

- i. Depository - City shall receive, hold and maintain all Grant funds to the extent, and in the manner, permitted by law. All Grant funds shall be deposited in a bank or other financial institution to be determined by the City and shall remain under control of the City except as expressly provided for in this Agreement.
- ii. Release of Funds - NHCDC shall submit to City a "Request for Funds Report" concurrent with construction draw requests. The City will review and approve the request and release the funds to NHCDC within thirty (30) days of the request.
- iii. Expenditures - NHCDC will prepare vouchers for payment of Grant expenditures. All vouchers will be subject to City supervisory approval before payment and will be maintained in City grant files for audit and review purposes.

NHCDC will prepare and submit a monthly financial statement to the City. The statement will reflect current month activity as well as cumulative Grant activity for all accounts associated with the Grant.

- iv. Records - NHCDC shall maintain and retain all financial records in accordance with the terms, conditions and requirements of the Grant, Exhibit A, Exhibit B, and applicable law.
- v. No City Obligation - The parties acknowledge and agree that the City shall not be required to expend any of its funds, except for the Grand funds identified herein, as a result of any provision contained in this Agreement.

G. MISCELLANEOUS PROVISIONS -

- i. Notice - All notices permitted or required hereunder shall be in writing and either mailed or personally delivered to the address above stated. If by mail, notice shall be deposited in the United States mail, postage prepaid, registered or certified mail, return receipt requested, and addressed to the party to whom notice is directed. If by personal delivery, notice shall be personally delivered to the party to whom notice is directed.
- ii. Severability - The invalidity or unenforceability of any provision of this Agreement shall not affect the enforceability or validity of remaining provisions and this Agreement shall be construed in all respects as if any invalid or unenforceable provision were omitted.
- iii. Waiver - No term, condition, covenant or provision contained in this Agreement may be waived except in a writing signed by the waiving party. No oral statements, course of conduct or course of dealing shall be deemed a waiver. No waiver by any party hereto of any violation or breach of this Agreement shall be deemed or construed to constitute a waiver of any other violation or breach, or as a continuing waiver of any violation or breach.
- iv. Applicable Law - This Agreement shall be interpreted, construed and governed according to the laws of the United States of American and the State of Michigan.
- v. Captions - The captions or headings to the various paragraphs contained in this Agreement are for convenience only and shall to no extent affect the meaning, scope or interpretation hereof.
- vi. Counterparts - This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which shall constitute one instrument.
- vii. Merger and Modification - This constitutes the entire Agreement between the parties with respect to the subject matter hereof and any prior discussions or negotiations.
- viii. Assignment - This Agreement may not be assigned, in whole or in part.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF BOYNE CITY,
a Michigan Municipality

By: _____
Michael Cain, City Manager

NORTHERN HOMES COMMUNITY DEVELOPMENT CORPORATION,
a Michigan nonprofit corporation

By: _____
Jane S. MacKenzie, Executive Director

ADMINISTRATION BUDGET SUBMISSION

It is understood and agreed that the City of Boyne City has retained Northern Homes Community Development Corporation (NHCDC), an experienced nonprofit housing entity, as a third party administrator to provide administrative and management services in the delivery of the eligible activity.

NHCDC may be reimbursed for its documented administrative and management costs from the CDBG administrative funds awarded to the project. NHCDC may invoice for staff time and other direct costs. Consistent with the pre-award costs policy of CDBG, NHCDC may be reimbursed for pre-award time and costs back to the submission of the CDBG application, up to 25% of the total administrative cost.

NHCDC Administrative and Management Costs will not exceed \$25,200.00

Staff Time: Executive Director \$38.59 per hour

Mileage: Applicable Federal Rate, currently \$0.56 per mile.

Section 3 Plan

Project: William H White House at 317 Boyne Avenue.

Grantee: City of Boyne City
319 N. Lake Street
Boyne City, MI. 49712

Administrator: Northern Homes Community Development Corporation,
(Northern Homes)
PO Box 86
Boyne City, MI. 49712-0086

Staff responsible for Section 3 implementation:

Jane MacKenzie
Executive Director
jane@northernhomes.org
(231) 582-6244

Project Description:

Purchase and rehabilitation of a 2,000 square foot historic structure, at 417 Boyne Avenue, for 4 apartments for low to moderate income senior citizens.

The City of Boyne City shall comply with the requirements of 24 CFR part 135.
Sections of 24 CFR part 135 requirements are paraphrased below:

What is the purpose of Section 3?

Ensure that employment and other economic opportunities generated by financial assistance from HUD shall, to the greatest extent feasible, be directed to low- and very-low income individuals, especially recipients of government assistance for housing, and to business concerns they own or that employ them.

Implementation for Section 3 Business Concerns:

A qualified general contractor has been selected for this project. After the contract is awarded the contractor will be asked by Northern Homes if they will be hiring any new employees for that project. Subcontractors will be identified by the general contractor. Subcontractors will be asked if they are Section 3 business concern and if they will be hiring any new employees for this contract.

Preference given to

- Section 3 Business Concerns.

Definition of Section 3 business concern:

1. At least 51% or more owned by Section 3 residents, or

2. The businesses' permanent full-time employees include persons, at least 30% of whom are currently Section 3 residents, or
3. The business provides evidence of a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to a Section 3 business concern as defined in the first two bullets.

A business concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence that the business concern is a Section 3 business concern. (Forms are attached)

All contracts will include the Section 3 Clause.

Implementation for New Hires:

When a Business Concern notifies Northern Homes that they will be hiring a new employee for that project Northern Homes will encourage the Business Concern to hire a Section 3 resident.

Definition of Section 3 resident: A Charlevoix County resident who

1. resides in public housing, or
2. low- and very –low income persons who live in Charlevoix County.

Numerical goals for meeting the greatest extent feasible requirement:

- 30% of the aggregate number of new hires for each year over the duration of the project are Section 3. and;
- At least 10% of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with rehabilitation.

Forms

Northern Homes CDC will use the attached forms posted to verify and document new hires, Sec 3 Businesses, and Sec 3 employees.

Section 3 opportunities available

This project will involve:

- Rehabilitation of one structure at 317 Boyne Avenue, Boyne City.

Contractor Meeting Activities:

- Notice: At the start of the grant, after Release of Funds, a required Contractor Meeting will be held. At the meeting we will also discuss the federal regulations and reporting that the contractor will be required to meet and complete, including Section 3 requirements and reporting..
- Assistance: At the Contractor Meeting the contractor will be provided with information from Northern Lakes Economic Alliance regarding support services available through the Small Business Administration, Department of Commerce and SBTDC and other State and local agencies.
- Northern Homes and the general contractor will offer training to subcontractors regarding Section 3 compliance.

Rehabilitation of the W. H. White House at 317 Boyne Avenue, Boyne City

- Northern Homes CDC's staff will ensure all contracts include Section 3 Contract Clause.
- The General Contractor will complete forms to verify if they are a Section 3 Business Concern. The General Contractor will also verify if they are hiring employees.
- The General Contractor will identify the sub-contractors they will be using. Sub-contractors will also be asked to verify if they are hiring employees.
- Northern Homes CDC will provide contractors with contacts at Michigan Works and the Youth Build program through Northwest Michigan Council of Governments to make job opportunities available to Section 3 residents. Northern Homes CDC will document the number of Section 3 jobs created.
- Section 3 reports will be completed and submitted to MSDHA.

Submitted by:

Northern Homes Community Development Corporation

_____, April 12, 2014

Jane S. MacKenzie
Executive Director

Section 3 Resident Certification – to be signed by the Section 3 Resident

“Low income” resident means the household earns below 80% of the median income for a household of their size based on the county the live in.

Section 3 Residents must live in Charlevoix County.

Maximum total household income to qualify as a Section 3 Resident:

	1 person	2 people	3 people	4 people	5 people	6 people
80%	\$33,950	\$38,800	\$43,650	\$48,500	\$52,400	\$56,300

Instructions to employer: Complete this form for every employee that is a Section 3 resident, with resident signature. Return this form to Northern Homes CDC.

Employee

Name: _____

Employee

Address: _____

Employee Telephone Number: _____

Is the Employee a public housing resident? Y () N ()

If yes, name of development; _____

Is the employee a Section 3 resident because they are a low-income individual living in Antrim, Charlevoix or Emmet County? Y () N ()

Annual income from all sources for household last year: _____

Number of people in household: _____

County: _____

To be signed by the Section 3 Resident

I certify that the above statements are true, complete, and correct to the best of my knowledge and belief.

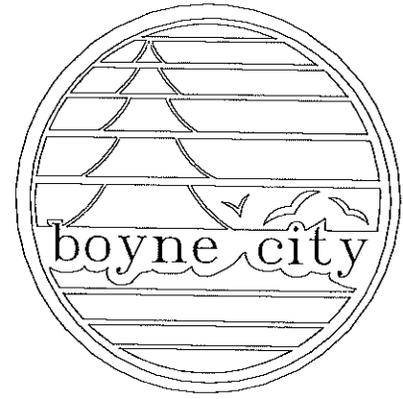
Name (signature) _____

Name (printed) _____

Employer (printed) _____

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Scott McPherson, Planning Director *SM*
Date: April 22, 2014
Subject: Redevelopment Ready Community Presentation



Background

On March 14, 2014 the City was provided with the Redevelopment Ready Communities (RRC) Final Report of Findings. An electronic copy of the report was distributed to the City Commission and has also been provided to other relevant City Boards and Commissions and has been made available to the public. For your reference a hard copy of the report is also being provided. The report is an in-depth assessment, report of findings and support for implementation of recommended strategies needed to achieve RRC certification. The evaluation measures a community to the six RRC best practices which were distributed and discussed at the initial RRC presentation in May of last year.

Representatives from the MEDC will be making the presentation on the Final Report and they have indicated that the presentation will take about 30 minutes with some additional time for questions. At the March 25th City Commission meeting the Commission rescheduled the April 22nd City for 7pm to specifically allow for the presentation. The purpose of the presentation is intended for informational purposes only and no action at this meeting is required. Within 30 days of receiving the presentation on the report it is requested by the MEDC that the Commission adopt a resolution of support for the continued participation in the program.

redevelopment ready
communities®



Redevelopment Ready Communities®
Community Assessment Report



City of Boyne City
Evaluation Findings

March 2014

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Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for investments that create places where people want to live, work and play.

In January 2013, the Michigan Economic Development Corporation (MEDC) announced the first open application round for communities interested in achieving RRC certification. MEDC received submissions from 36 communities across the state. Boyne City's application scored in the top eight and was selected to receive a full RRC assessment. We applaud the city's efforts in working to achieve RRC certification. The foundation of the evaluation is the RRC best practices. Developed by experts in the public and private sector, the best practices are the standard to achieve certification and designed to create a predictable experience for investors, businesses and residents working within a community. Communities must demonstrate that all

best practice evaluation criteria have been met to receive RRC certification. While the report of findings outlines recommended actions to meet each best practice criteria, the city may choose its own path of alternate strategies as long as the required criteria is being accomplished. Boyne City is the seventh community to be evaluated under the statewide RRC program.

Boyne City is well on their way to becoming redevelopment ready. The city has a culture of good planning that spans well over a decade. The city embraces gathering public input for major projects by holding biannual community-wide goal setting sessions. The city also strongly encourages developers to work with the citizens at the beginning of the development process to ensure public support. Boyne City was one of the first communities selected to participate in the Michigan Main Street program, which has helped the city maintain and strengthen their downtown. While the spirit of redevelopment exists, the city does need to document internal processes, adopt a capital improvements plan and create a property information package for prime redevelopment opportunities. Completing these steps will assist Boyne City's competitiveness and ultimately the accomplishment of receiving RRC certification.

“Boyne City has been successful because everybody works together. They have a culture that I have not experienced in many other communities.”

—Glen Catt
President and CEO of Catt Development

“Boyne City sets the benchmark for what a community's development process should be.”

—Dave Luesink
President of Bay Winds Federal Credit Union

The basic assessment tool for evaluation is the RRC Best Practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC best practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team’s research, observation and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes a community’s development materials, including, but not limited to: the master plan;

redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; and website. Researchers observe the meetings of the community’s governing body, planning commission, zoning board of appeals and other committees as applicable. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community’s degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or outdated.

This report represents the findings of the evaluation of the city of Boyne City redevelopment processes and practices. All questions should be directed to the RRC team at RRC@michigan.org.

Best Practice 1.1—The plans

Best practice 1.1 evaluates community planning and how the redevelopment vision is embedded into the master plan, capital improvements plan, downtown development plan and corridor plan. The master plan sets expectations of those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future while assisting the city in achieving its stated goals.

Boyne City has a long history with master planning and each new plan builds upon the previous one. Boyne City’s most recent master plan was adopted in 2007. The city is currently updating the 2007 plan, with an expected completion date of July of 2014. While the existing master plan reflects the community’s desired direction for the future and designates priority redevelopment areas, it lacks strategies, timelines and tools to accomplish the stated goals and actions for redevelopment.

A capital improvements plan is an important tool used to assist with the implementation of the master plan visions and goals. Boyne City does not currently have

an adopted CIP. The Michigan Planning Enabling Act, Public Act 33 of 2008 requires a city to adopt a CIP for public structures or improvements, in general order of their priority that in the planning commission’s judgment will be needed or desirable and can be undertaken within the ensuing six year period. Developing a CIP brings departments together that are rarely thought of as players in the redevelopment process. Planning for future investment is not only a best practice for redevelopment readiness, but a CIP encourages project coordination internally and externally, and assists with implementing the community vision established during the master planning process. A comprehensive CIP also makes a community more competitive in securing available funding by showing funders the city is properly planning for the future needs of the community.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a master plan in the past five years or has a master plan update in development.	✓	
	The master plan identifies a strategy for redevelopment or a redevelopment plan.	<input type="checkbox"/> Identify strategies for redevelopment in the master plan as outlined in RRC Best Practice 1.1	6 months
	The governing body has adopted a capital improvements plan.	<input type="checkbox"/> Adopt a capital improvements plan in accordance with Public Act 33 of 2008 as outlined in RRC Best Practice 1.1	12 months
	The governing body has adopted a downtown development plan.	✓	
N/A	The governing body has adopted a corridor improvement plan.		

Best Practice 1.2—Public participation

Best practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Boyne City demonstrates exceptional execution of public participation, using both traditional and innovative techniques to engage stakeholders. The city holds a semiannual community-wide goal setting session after every city council election. City boards, commissions and staff rely on the community supported goals developed during these sessions to help with

decision making. The city holds charrettes for major public projects, uses social media to engage the public and shares the outcome of all public participation efforts. The city has a public participation plan identifying the key stakeholders in the city and the methods they use to gather public participation. This plan will help the city maintain the high level of public participation they gather, while evaluating the effectiveness of these efforts in the future.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a public participation policy for engaging a diverse set of community stakeholders in land use decisions.	✓	
	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
	The community shares outcomes of all public participation processes.	✓	

Best Practice 2.1—Zoning regulations

Best practice 2.1 evaluates the city’s zoning ordinance to determine how well it regulates and implements the goals of the master plan. Inflexible or obsolete zoning regulations can discourage redevelopment. Boyne City’s zoning ordinance goals and objectives are connected with the master plans goals and objectives. The city’s master plan states “Downtown Boyne City is a high density, mixed-use growth center that has blended the need for concentrated and efficient development with a respect for the city’s architectural heritage and natural environment.” The city’s zoning ordinance works to achieve this by requiring build to lines within the downtown, allows for outdoor dining and ground floor signage standards. The city allows for flexibility in their zoning code through

the conditional rezoning process. While the city has not considered a traditional form based code, they do have clearly defined and documented design standards in the central business district’s zoning requirements.

The city’s zoning ordinance is accessible online and free of charge and contains graphics to help portray definitions and requirements. The zoning ordinance also contains standards for green infrastructure such as native species plantings, vegetation within parking areas, and stormwater control measures. While the city’s zoning regulations meet the criteria for this best practice, the city should put the graphics within the zoning ordinance online so they are easily accessible to the general public.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a zoning ordinance that reflects the goals of the current master plan.	✓	
	The zoning ordinance is easy to read and accessible online.	✓	
	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	✓	
	The zoning ordinance includes flexible zoning tools to encourage development and redevelopment.	✓	
	The zoning ordinance allows for a variety of housing options.	✓	
	The zoning ordinance includes elements for improved non-motorized transportation.	✓	
	The zoning ordinance allows for flexible parking requirements.	✓	
	The zoning ordinance includes standards for green infrastructure to improve storm water management, mitigate heat island effect of large paved surfaces and improve the health and appearance of the community.	✓	

Best Practice 3.1—Site plan review policy

Best practice 3.1 evaluates the city’s site plan review policies, project tracking and availability of development information. Boyne City’s site plan review process is clearly articulated in the zoning ordinance. It outlines the responsibilities for the applicant, planning director, planning commission and other committees as applicable. Tracking development projects through the review process is the job of the planning director. The city should implement a method to track development projects that allows for increased transparency, keeps

staff well informed, provides clarification as to the status of a project and can assist in measuring the results of the approval process.

While staff is very helpful at guiding applicants through the development process, the city is in need of a “Guide to Development.” Creating a guide to development that contains specific instructions, flowcharts, application forms, submittal deadlines and requirements for each development process allows instant access to information after normal business hours.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The zoning ordinance articulates a thorough site plan review process.	✓	
	The zoning ordinance documents the responsibilities of the governing body, staff, ZBA, planning commission and other reviewing bodies.	✓	
	The community has a method to track development projects.	<input type="checkbox"/> Develop and implement an internal system for project tracking as outlined in RRC Best Practice 3.1	3 months
	The community annually reviews the fee schedule.	✓	
	A “Guide to Development” is maintained online that explains policies, procedures and steps to obtain approvals.	<input type="checkbox"/> Develop a “Guide to Development” as outlined in RRC Best Practice 3.1	12 months

Best Practice 3.2—Site plan review process

Best practice 3.2 evaluates the community’s site plan review procedures and internal/external communication. The purpose of the site plan review procedures is to ensure plans for specific types of development comply with the zoning ordinance. Site plan review procedures and review timelines should be communicated in a clear and concise manner to prospective developers and business owners. To do this, sound internal procedures need to be in place and followed.

Boyne City’s planning director is the qualified intake professional that receives and processes applications and

site plans. In our business interviews, all interviewees indicated that the city provides exemplary customer service. While the city follows the development plan requirements spelled out within the zoning ordinance, there is no documented internal review procedure. The city should work to create an internal review procedure to help define the roles of each official that is part of the process. This can also help guide staff in the absence of key officials.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
Green	The community has a qualified intake professional or project manager.	✓	
Red	The community has a clearly documented internal staff review policy.	<input type="checkbox"/> Develop an internal staff review policy including timelines and joint team review process as outlined in RRC Best Practice 3.2	3 months
Green	The community defines and offers conceptual site plan review meetings for applicants.	✓	
Green	The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.	✓	
Green	The appropriate departments engage in joint site plan team reviews.	✓	
Green	The community promptly acts on special land use, variance or rezoning requests.	✓	
Green	The community annually reviews the successes and challenges with the site plan review procedures.	✓	

Best Practice 4.1—Training for elected officials, board members and staff

Best practice 4.1 assesses how a community encourages training and tracks training needs for appointed and elected officials, board members and staff. Trainings provide officials and staff with an opportunity to learn, build their knowledge and ultimately make more informed decisions about land use and redevelopment issues. Boyne City has a dedicated source of funding for all departments, boards, and commissions and encourages all members to attend them regularly. The city has started to track the trainings attended by city officials. This will help to identify any additional training needs. The city also regularly conducts communitywide collaborative study sessions.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a dedicated source of funding for training.	✓	
	The community identifies training needs of the governing body, boards, commissions and staff based on the stated goals in the redevelopment strategy.	✓	
	The community encourages board and commission members to attend trainings.	✓	
	The planning commission, zoning board of appeals and the governing body conducts collaborative study sessions.	✓	

Best Practice 4.2—Recruitment and orientation

Best practice 4.2 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials and board members. Planning commission members should be recruited based on requirements articulated in Michigan Public Act 33 of 2008, the Michigan Planning Enabling Act. Boyne City actively recruits members of the community to serve on their boards and commissions. They have the application on their website and routinely post notices in the newspaper however, they do not set any expectations for the open positions. The city should consider drafting expectations for each board and committee, so applicants understand the position they are applying for.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community sets expectations for boards and commission positions.	<input type="checkbox"/> Establish a process and criteria for selecting members for open board and commission positions as outlined in RRC Best Practice 4.2	3 months
	The community provides orientation packets to newly appointed and elected members.	✓	

Best Practice 5.1—Redevelopment Ready Sites®

Best practice 5.1 assesses how a community identifies, visions and markets their priority redevelopment sites. Boyne City was provided the opportunity to work with Peter Allen and a team of University of Michigan students by the MEDC. The RRSites project completed an in-depth analysis of three prime redevelopment areas within the city. The report focused on the SoBo Lakefront, Ray Street Infill and Riverfront Boutique Hotel. These areas are all located within the Central Business District and redevelopment of these sites is vital to assisting in the revitalization of downtown. While initial research has

been done through the RRSites project, the city should take the study and build upon it to identify what kinds of support they may be willing to offer a potential project. The city also needs to package property information for interested developers who may want to pursue a project on one of their top priority redevelopment sites. This information will assist developers with upfront due diligence and help identify possible obstacles before the formal development process starts. Once these steps are complete the city will be better positioned to get developers at the table.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community identifies and prioritizes individual redevelopment sites.	✓	
	The community forms a steering committee(s) for prioritized redevelopment sites.	✓	
	The community gathers preliminary development research for prioritized redevelopment sites.	✓	
	A public visioning session is held for the prioritized redevelopment sites.	✓	
	Available resources for the prioritized redevelopment sites are identified.	<input type="checkbox"/> Identify available resources for redevelopment sites as outlined in RRC Best Practice 5.1	6 months
	A “Property Information Package” for the prioritized redevelopment site(s) is assembled.	<input type="checkbox"/> Assemble a property information package for identified redevelopment sites as outlined in RRC Best Practice 5.1	6 months
	Prioritized redevelopment sites are actively marketed.	<input type="checkbox"/> Market identified redevelopment sites according to plan developed by steering committee as outlined in RRC Best Practice 5.1	6 months

Best Practice 6.1—Economic strategies

Best practice 6.1 evaluates what goals and actions a community has identified to assist in strengthening its overall economic health. Strategic economic development planning is critical to attracting jobs and investment in communities. Creating an economic development strategy for Boyne City that connects the master plan and future capital improvements plan, while coordinating with the municipal budget, will help the city focus resources where they matter most. This strategy will assist in identifying potential economic opportunities within the city and

region. Boyne City, through the Michigan Main Street program, drafted a “Cultural Economic Development Strategy.” While the strategy does not identify a timeline, benchmarks or primary economic development tools the city is willing to use, it does connect to the master plan, identifies the unique economic opportunities and challenges of Boyne City. The city should amend this document to include timelines, benchmarks and tools, or incorporating economic development strategies into their master plan.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has approved an economic development strategy.	<input type="checkbox"/> Revise and adopt the 2007 draft economic development strategy in accordance with expectations as outline in Best Practice 6.1	6 months
	The governing body annually reviews the economic development strategy.	<input type="checkbox"/> Review the economic development strategy during the city’s annual budget review	6 months

Best Practice 6.2—Marketing and promotion

Best practice 6.2 evaluates how the community promotes and markets itself. Community marketing and promotion can take many forms, but the goal is to create a positive image that rekindles community pride and improves consumer and investor confidence. While Boyne City is working with the chamber of commerce and the Main Street program to market the city, they are lacking a formal marketing strategy. Drafting a formal marketing strategy will help the city focus their efforts

on how they strategically manage their resources to promote Boyne City.

The city’s website is very user friendly and updated frequently, but is lacking information such as a guide to development, capital improvements plan, and a property information packages. Once these documents are completed, they should be uploaded to the city’s website so they are accessible to residents and developers.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has developed a marketing strategy.	<input type="checkbox"/> Develop an internal marketing strategy for the city in accordance with expectations as outlined in Best Practice 6.2	12 months
	The community has an updated, user-friendly municipal website.	<input type="checkbox"/> Update the city’s website to include capital improvements plan, guide to development, and property information packages once completed as outlined in Best Practice 6.2	12 months

MEMORANDUM

TO: MICHAEL CAIN; CITY MANAGER 

FROM: ANDREW KOVOLSKI; PUBLIC WORKS SUPERINTENDENT 

DATE: 4/18/14

RE: COURT STREET ENGINEERING SERVICES

As you are aware Court Street from Lynn Street to Park Street and North Lake Street from Lynn Street to Court Street is in dire need of reconstruction. This road project is in line to receive funding thru the MDOT Local Agency Task Force in 2015. This is the same funding stream utilized for the Division Street Project.

The scope of work for this project would include the following:

- Project Length – 2,900 feet
- Installation of Storm sewer near full length
- New concrete curb and gutter roadway- 28 feet back of curb to back of curb
- Sub-grade undercutting and geotextile stabilization as required
- Sub-grade drainage as required
- 2 course Asphalt paving

In order to get this project into the MDOT Bid Letting program we should commission design engineering by June 1, 2014. Attached to this memorandum you will find a proposal from C2AE for Engineering Services. This proposal covers Design Engineering, Construction Engineering and Asphalt Testing. They propose to complete this work for a cost of \$121,000.00.

Because of the probability of bad soils in this area; we will also want to have soil borings performed in the project area to determine the amount of undercut required. Soil Boring proposals will be solicited by the City separate from this contract.

RECCOMENDATION:

It is my recommendation that the City Commission approve this contract with C2AE for Design Engineering Services in the amount of \$121,000.00 and authorize the City Manager to sign the required documents. Funds for this work are available in the FYE-15 Street Department budget.

OPTIONS:

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

**Proposal for Design and Construction
Phase Engineering Services
For N. Lake and Court Street Reconstruction**

Presented to:
City of Boyne City
Charlevoix County, Michigan

April 17, 2014





April 17, 2017

Mr. Andy Kovolski, Streets/Parks Superintendent
City of Boyne City
319 N. Lake Street
Boyne City, MI 49712

Re: Proposal for Engineering Services
N. Lake and Court Street Design and Construction

Dear Andy, Michael and City Commissioners:

We are very pleased to provide the City with this proposal for design and construction phase services for the N. Lake and Court Street project. As we discussed, this project is scheduled for FY2015 construction through the MDOT Local Agency Programs, Category D funding. C2AE has previously provided the City with assisting in preparing the programming and cost estimates to apply for this funding.

The City has decided that they would like to bid the project in the winter of 2014/2015 and the construction of the project to begin in the spring or early summer of 2015. Because of the extremely long lead times in order to meet the time requirements for the MDOT program, it is necessary to begin the project design in the near future.

This proposal includes a project statement of understanding, scope of services and corresponding fee schedule for design and construction phase services. C2AE is very familiar with the MDOT Local Agency Program requirements and has the required training, software and expertise for completing this project. We currently have four additional projects in this program and also completed the design and construction phase services for the Boyne City Pleasant/Division Resurfacing, Division Street Reconstruction and State Street projects.

We greatly appreciate the opportunity to submit this proposal for consideration and look forward to continuing to work with the City on this project. If the terms, as stated in this proposal, are acceptable, please return one signed copy to our office. If you have any questions, feel free to contact us.

Respectfully Submitted,

C2AE

Larry M. Fox, P.E.
Principal,
Director of Michigan Municipal Infrastructure

LMF/kb

Attachments

http://sharepoint.c2ae.com/marketing/Proposals/00-InProgress/BoyneCity_NCourt/Ltr_NCourt_140415.doc

Michigan: Escanaba • Gaylord • Grand Rapids • Kalamazoo • Lansing

New York: Canton

AUTHORIZATION TO PROCEED
City of Boyne City

By: _____

Date: _____



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Project Background

The City of Boyne City is currently on the Rural Task Force funding list for a MDOT Category D Grant for N. Lake and Court Street for FY2015. The project limits will be N. Lake Street from Lynn Street to Court Street, and Court Street from N. Lake to N. Park Street. The estimated construction cost is \$770,000 and total estimated project cost with contingencies and engineering is \$970,000.

The construction of the project will be completed during spring/summer 2015. In order to meet the time lines necessary for MDOT funding projects and the MDOT letting schedule, along with the City's desire to bid this project in late 2014, it is important that the design be initiated very soon.

The City has requested that C2AE provide a proposal for the design and construction phase services. All design and construction work needs to be completed in compliance with MDOT Local Agency Standards.

The reconstruction of N. Lake and Court Street is anticipated to include the following:

- Full road reconstruction on N. Lake from Lynn Street to Court Street
- Full road reconstruction on Court Street from Lynn to N. Park Street
- New storm sewer as required (near full length)
- Subgrade undercutting and geotextile, subgrade underdrains
- Concrete curb and gutter full length, 28' back to back (2 - 12' asphalt lanes, no parking)
- Pavement design estimated at 6" aggregate base and 385 lb/syd (3-1/2") HMA pavement
- No sidewalks or pathways are anticipated
- No major sanitary sewer improvements are anticipated, but sanitary service replacements at Court/Lynn are planned
- No major water main improvements are anticipated
- No irrigation or street lighting is anticipated

A preliminary project cost opinion is attached for additional project background information.

C2AE has completed numerous MDOT Local Agency projects in the past, which is an important benefit to the City of Boyne City. Improper documentation of construction items can subject the City to additional construction costs, as MDOT will not participate in the payment for improperly documented items. The MDOT Traverse City TSC is very particular with construction documentation.

Recent C2AE/MDOT Local Agency projects include Boyne City Pleasant/Division Resurfacing, Division Street Reconstruction and State Street Reconstruction, as well as current projects for the City of Gaylord, City of East Jordan and Otsego County Road Commissions. C2AE has the qualified office and field personnel with the necessary certifications, as well as the required design and construction software to complete these MDOT local agency projects.

Engineer's Opinion of Costs

Project Number: N. Lake & Court St. Estimate Number: 4: 2014 N.Lake:Lynn to Court/Court:Lynn to Park	Project Engineer: C2AE - Fox, Lawrence Date Created: 4/16/2014 Fed/State #: Fed Item: Control Section:
Project Type: Road Reconstruction Location: City of Boyne City	
Description: N. Lake St.: Lynn St. to Court St. Court St.: Lynn St. to N. Park St.	

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1500001	Mobilization, Max. ____ 70000	1.000	LS	\$70,000.00	\$70,000.00
0002	2010001	Clearing	0.300	Acre	\$10,000.00	\$3,000.00
0003	2020002	Tree, Rem, 19 inch to 36 inch	5.000	Ea	\$525.00	\$2,625.00
0004	2020004	Tree, Rem, 6 inch to 18 inch	5.000	Ea	\$250.00	\$1,250.00
0005	2030011	Dr Structure, Rem	0.000	Ea	\$225.00	\$0.00
0006	2040020	Curb and Gutter, Rem	0.000	Ft	\$5.00	\$0.00
0007	2050041	Subgrade Undercutting, Type II	7,650.000	Cyd	\$9.00	\$68,850.00
0008	2057002	_ Machine Grading, Modified, Court St.	23.000	Sta	\$3,000.00	\$69,000.00
0009	2057002	_ Machine Grading, Modified, N. Lake St.	6.000	Sta	\$2,000.00	\$12,000.00
0010	2080020	Erosion Control, Inlet Protection, Fabric Drop	0.000	Ea	\$75.00	\$0.00
0011	2080036	Erosion Control, Silt Fence	2,850.000	Ft	\$1.75	\$4,987.50
0012	3010002	Subbase, CIP	200.000	Cyd	\$8.00	\$1,600.00
0013	3020016	Aggregate Base, 6 inch	8,490.000	Syd	\$4.50	\$38,205.00
0014	3080010	Geotextile, Stabilization	7,600.000	Syd	\$1.25	\$9,500.00
0015	4020033	Sewer, CI A, 12 inch, Tr Det B	720.000	Ft	\$33.00	\$23,760.00
0016	4020034	Sewer, CI A, 15 inch, Tr Det B	20.000	Ft	\$36.00	\$720.00
0017	4020035	Sewer, CI A, 18 inch, Tr Det B	2,250.000	Ft	\$38.00	\$85,500.00
0018	4020036	Sewer, CI A, 24 inch, Tr Det B	120.000	Ft	\$55.00	\$6,600.00
0019	4027001	_ Exploratory Trenching	50.000	Ft	\$25.00	\$1,250.00
0020	4030005	Dr Structure Cover, Adj, Case 1	2.000	Ea	\$350.00	\$700.00
0021	4030006	Dr Structure Cover, Adj, Case 2	2.000	Ea	\$375.00	\$750.00
0022	4030010	Dr Structure Cover, Type B	15.000	Ea	\$600.00	\$9,000.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0023	4030050	Dr Structure Cover, Type K	20.000	Ea	\$675.00	\$13,500.00
0024	4030200	Dr Structure, 24 inch dia	20.000	Ea	\$900.00	\$18,000.00
0025	4030210	Dr Structure, 48 inch dia	14.000	Ea	\$1,300.00	\$18,200.00
0026	4030220	Dr Structure, 60 inch dia	1.000	Ea	\$2,200.00	\$2,200.00
0027	4030312	Dr Structure, Tap, 12 inch	0.000	Ea	\$300.00	\$0.00
0028	4030318	Dr Structure, Tap, 18 inch	2.000	Ea	\$320.00	\$640.00
0029	4030324	Dr Structure, Tap, 24 inch	1.000	Ea	\$350.00	\$350.00
0030	4040073	Underdrain, Subgrade, 6 inch	4,600.000	Ft	\$4.50	\$20,700.00
0031	5010050	HMA, 4E1 385 lbs/syd-in (3.5 inches)	1,550.000	Ton	\$65.00	\$100,750.00
0032	5010061	HMA Approach 250 lbs/syd-in (2.25 inches)	115.000	Ton	\$90.00	\$10,350.00
0033	8010005	Driveway, Nonreinf Conc, 6 inch	380.000	Syd	\$30.00	\$11,400.00
0034	8027001	_ Curb and Gutter, Conc, Det F4, Modified	5,310.000	Ft	\$15.00	\$79,650.00
0035	8050010	Curb Sloped, HMA	200.000	Ft	\$1.50	\$300.00
0036	8070095	Post, Mailbox Special	20.000	Ea	\$75.00	\$1,500.00
0037	8117001	_ Pavt Mrkg, Polyurea, 24 inch, Stop Bar	120.000	Ft	\$8.50	\$1,020.00
0038	8117001	_ Pavt Mrkg, Polyurea, 6 inch, Crosswalk	360.000	Ft	\$2.50	\$900.00
0039	8117001	_ Pavt Mrkg, Wet Reflective, Polyurea, 4 inch, White	100.000	Ft	\$1.00	\$100.00
0040	8117001	_ Pavt Mrkg, Wet Reflective, Polyurea, 4 inch, Yellow	5,500.000	Ft	\$1.00	\$5,500.00
0041	8117001	_ Recessing Pavement Markings, Longit	5,500.000	Ft	\$0.50	\$2,750.00
0042	8120012	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	8.000	Ea	\$125.00	\$1,000.00
0043	8120013	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	8.000	Ea	\$25.00	\$200.00
0044	8120140	Lighted Arrow, Type C, Furn	2.000	Ea	\$350.00	\$700.00
0045	8120141	Lighted Arrow, Type C, Oper	2.000	Ea	\$115.00	\$230.00
0046	8120170	Minor Traf Devices	1.000	LS	\$10,000.00	\$10,000.00
0047	8120231	Pavt Mrkg, Type NR, Tape, 4 inch, Yellow, Temp	300.000	Ft	\$2.00	\$600.00
0048	8120250	Plastic Drum, High Intensity, Furn	100.000	Ea	\$25.00	\$2,500.00
0049	8120251	Plastic Drum, High Intensity, Oper	100.000	Ea	\$2.25	\$225.00
0050	8120350	Sign, Type B, Temp, Prismatic, Furn	600.000	Sft	\$4.25	\$2,550.00
0051	8120351	Sign, Type B, Temp, Prismatic, Oper	600.000	Sft	\$1.25	\$750.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0052	8120370	Traffic Regulator Control	1.000	LS	\$12,000.00	\$12,000.00
0053	8160028	Mulch Blanket, High Velocity	7,000.000	Syd	\$1.50	\$10,500.00
0054	8160100	Slope Restoration, Type A	12,000.000	Syd	\$2.50	\$30,000.00
0055	8230421	Water Shutoff, Adj, Case 1	2.000	Ea	\$175.00	\$350.00
0056	8230422	Water Shutoff, Adj, Case 2	2.000	Ea	\$100.00	\$200.00
0057	8230431	Gate Box, Adj, Case 1	4.000	Ea	\$275.00	\$1,100.00
0058	8230432	Gate Box, Adj, Case 2	4.000	Ea	\$265.00	\$1,060.00
Estimate Total: \$771,072.50						



Scope of Service

C2AE will work closely with the City of Boyne City and Michigan Department of Transportation to provide a cost-effective and high-quality deliverable for the N. Lake and Court Street Project.

Design Phase

1. **Project Initiation Meeting:** Conduct a project initiation meeting with the City to review the project parameters, scope of services and project schedule contained in the project management plan. Review the previous plans with the City with respect to any desired changes. Obtain a clear understanding of the role of all parties. Set the proper course to achieve local input throughout the project.
2. **Topographic Survey:** Provide a topographic survey of the entire length of the roadway for full plan and profile drawings. The survey will use GPS equipment for direct input into computers for field data collection and base drawing creation. A topographic survey was completed for this section of roadway in 2009 when the City was preparing to have projects ready for stimulus funding. Therefore, the original topo survey will be utilized and then updated to current conditions. The design fee has been discounted to account for this previous work.
3. **Program Application:** Assist the City in preparing the MDOT Program Application information, including environmental and historical clearances, accident history report, pavement design and other required elements.
4. **Soil Borings:** C2AE will solicit proposals for soil borings and soils report from soil boring contractors and coordinate the work of the contractor. The cost to complete the soil borings is not included in this proposal and will be paid separately by the City.
5. **Preliminary Plans:** Prepare plan view drawings for the reconstruction project, indicating the limits of storm sewer and drainage improvements, curb construction, and street surfacing. Provide full plan and profile drawings of the proposed reconstruction limits. Provide typical road construction cross sections and details.
6. **Easements:** C2AE will identify any areas requiring grading permits or easements and the City will prepare and obtain those permits or easements.
7. **Special Provisions:** Prepare special provisions to be used in conjunction with the 2012 MDOT Standard Specifications for Construction to establish the quality of all materials, equipment, installation and construction.
8. **Preliminary Quantities and Cost Estimate:** Provide an itemized breakdown of estimated quantities, estimated unit costs and estimated total cost for all project components. The estimate will utilize the MDOT-required MERL software.



Scope of Service

6. **Grade Inspection/Review Meeting:** Provide the necessary plan submittals, coordinate and participate in an on-site Grade Inspection/Review meeting with representatives of the City, MDOT and other interested members of the project team and affected utility companies.
7. **Final Engineer's Cost Estimate:** Provide a final itemized breakdown of construction quantities and unit cost for all of the pay items used on the project.
8. **Permits:** Assist in the preparation all necessary permit applications for submission by the City to the applicable governmental agencies. Permit fees for such permits (where applicable) shall be paid for by the City.
9. **Final Plans and Special Provisions:** Prepare final plans and any special provisions applicable for the project. Include maintaining traffic, striping and signing plans in accordance with the Michigan Manual of Uniform Traffic Control Devices. Submit electronically, the required plans, special provisions and cost estimate for inclusion in an MDOT bid letting.

Construction Phase Services

Provide construction phase services, including administration and on-site observation and testing, throughout project construction:

1. **Construction Administration:**
 - a. Attend and conduct a preconstruction conference to review the project with the City, Contractor, Sub-contractor(s), utility companies, MDOT and other interested parties. Review project schedule. Record meeting minutes and distribute.
 - b. Consult with City during construction.
 - c. Prepare modifications and supplementary sketches required to resolve actual field conditions encountered.
 - d. Review product and material certifications. Maintain status of tested materials information.
 - e. Issue instructions from the City to the contractor; issue necessary interpretations and clarifications of contract documents; and prepare-required change orders.
 - f. Prepare biweekly pay estimates.
 - g. Attend monthly (or more frequent) progress meetings.
 - h. Attend final project inspection with the City and Contractor representatives. Prepare final



Scope of Service

punch list for project completion.

- i. Preparation of record drawings upon project completion.
 - j. All construction documentation will be performed utilizing the current version of FieldManager software.
 - k. Accept, review and maintain Contractor submitted Certified Payrolls in accordance with MDOT requirements. Perform wage rate interviews per MDOT requirements.
2. Construction Observation and Testing:
- a. Provide on-site observation services based upon the type of construction work in progress (to monitor compliance with plans, specifications and all other contract documents). Provide appropriate reports to the City. All IDR's will be prepared using FieldBook software, per MDOT requirements.
 - b. Provide survey layout of lines and grades as required to complete construction.
 - c. Provide field material density testing services for backfill, subgrade, base course and hot mix asphalt courses.
 - d. Provide laboratory testing services for aggregate, concrete and hot mix asphalt.
3. Project Closeout
- a. Initiate the Project Acceptance Report and conduct a final project inspection with the City and MDOT.
 - b. Initiate and conduct a final project records review with MDOT and submit the required paperwork for project closeout and final payment.



Engineering Fee

C2AE proposes to provide engineering services as follows:

Total Design Fee	\$46,750 Lump Sum
Construction Engineering Fee	\$71,250 Estimated, Time and Materials
HMA Quality Testing (Subconsultant)	\$3,000 Estimated, Time and Materials

The following assumptions are used to form the basis for the determination of the engineering fee for the project.

- For the purposes of this proposal, C2AE is basing the required construction hours on a 10 week, 50 working day construction period.
- We estimate that the Contractor's work will require one person, full time for construction observation. We estimate 50 days at 10 hours per day for a total of 500 observation and testing hours for an Engineering Technician.
- We estimate that construction surveying and staking will require 60 hours of a one person survey crew.
- We estimate that contract administration will require approximately 12 hours per week of combined time for a Project Manager and Project Engineer, and an additional 40 hours for contract closeout procedures.
- We estimate that HMA Quality Assurance Testing will require an engineering technician for approximately 24 hours.
- The hourly estimate provided in this proposal is based on 50 working days (500 observation and testing hours) by the Contractor to complete the work. The Engineer has no control over the Contractor's schedule or ability to complete the work in a timely fashion. Should the Contractor require more than 50 working days (500 observation and testing hours) to complete the work, a prorated budget increase will be necessary.

Project Schedule

C2AE proposes the following project schedule:

C2AE will complete the project design based MDOT Local Agency Program Schedule based on a December 2014 or January 2015 bid letting, to allow construction to begin in early spring of 2015.

Program Application Submittal	7/12/13
GI Package Submittal (65% complete design)	7/26/13
Final Plan Submittal	9/27/13
Letting Date	12/06/14
Construction Period	May to mid-July 2015



**Standard Contract Provisions
Design and Construction**

The parties to this agreement, Capital Consultants, Inc., a Michigan Corporation doing business as C2AE in the State of Michigan, hereinafter called the A/E CONSULTANT and the City of Boyne City, Michigan, hereinafter called the OWNER, hereby agree to the following conditions:

- A. Limit of Scope: The services provided by the A/E CONSULTANT shall be limited to those described in the Scope of Services.
- B. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the A/E CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the A/E CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The A/E CONSULTANT shall notify the OWNER of the changed conditions necessitating renegotiation, and the A/E CONSULTANT and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
- C. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such services in writing. Additional services will be billed monthly as work progresses and invoices are due upon receipt.
- D. Standard of Care: In providing services under this Agreement, the A/E CONSULTANT will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.
- E. Code Compliance: The A/E CONSULTANT shall put forth reasonable professional efforts to comply with applicable laws, codes and regulations in effect as of the date of submission to building authorities. Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the A/E CONSULTANT to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provision of this Agreement.
- F. Permits and Approvals: The A/E CONSULTANT shall assist the OWNER in applying for those permits and approvals normally required by law for projects similar to the one for which the A/E CONSULTANT's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents, and other services normally provided by the A/E CONSULTANT and included in the scope of Basic Services of this Agreement.
- G. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the A/E CONSULTANT has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the A/E CONSULTANT's opinions of probable construction costs are made on the basis of the A/E CONSULTANT's professional judgment and experience. The A/E CONSULTANT makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the A/E CONSULTANT's opinion of probable construction cost.
- H. Schedule for Rendering Services: The A/E CONSULTANT shall prepare and submit for OWNER approval a schedule for the performance of the A/E CONSULTANT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the A/E CONSULTANT's reasonable control.



**Standard Contract Provisions
Design and Construction**

- I. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, work sheets, plans, preliminary material tables, supportive data, documents and other materials produced by the A/E CONSULTANT in the course of and for the purpose of meeting this contract are the property of the A/E CONSULTANT, and shall remain in the possession of the A/E CONSULTANT. The OWNER shall have access to the above named material during normal business hours of the A/E CONSULTANT during and after completion of this contract. The OWNER may obtain copies of any of the above named material. Copies of electronic media may be obtained by the OWNER. (See Alteration and Reuse of CAD Information provision of this Agreement.)
- J. Alteration and Reuse of CAD Information: Because computer aided design/drafting (CAD) information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, the A/E CONSULTANT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the A/E CONSULTANT in CAD form. Copies shall be for information and used by the OWNER for the specific purpose for which the A/E CONSULTANT was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the A/E CONSULTANT's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the A/E CONSULTANT harmless, from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the unauthorized modification of these materials.
- K. Record Documents: Upon completion of the work, the A/E CONSULTANT shall compile for and deliver to the OWNER a reproducible set of Record Documents. The A/E CONSULTANT shall also provide electronic information utilizing the appropriate elevation datum and State Plane coordinate system for insertion of the record information into the City's GIS base draw. These Record Documents will show significant changes made during construction.
- L. Payment Terms: Invoices will be submitted by the A/E CONSULTANT monthly, are due upon receipt and shall be considered past due if not paid within thirty (30) calendar days of the due date.
- M. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the A/E CONSULTANT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after receipt of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the A/E CONSULTANT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
- N. Abandonment of Work: If any work is abandoned or suspended, the A/E CONSULTANT shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.



**Standard Contract Provisions
Design and Construction**

- O. **Betterment:** If, due to the A/E CONSULTANT's negligence, a required item or component of the project is omitted from the A/E CONSULTANT's construction documents, the A/E CONSULTANT shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event will the A/E CONSULTANT be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the project.
- P. **Indemnification:** The A/E CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER, its officers, directors and employees (collectively, OWNER) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the A/E CONSULTANT's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the A/E CONSULTANT is legally liable.
- Q. **Consequential Damages:** Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the A/E CONSULTANT, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the A/E CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
The parties do not intend to confer any benefits on any person, firm, or corporation other than A/E CONSULTANT and OWNER. There are no third party beneficiaries. In no event shall either party, or their agents, servants, representatives or employees be liable for indirect, special or consequential damages to third parties. Both OWNER and the A/E CONSULTANT shall require waivers of consequential damages protecting all the entities or persons herein and all contracts and subcontracts with others involved in this project.
- R. **Full-Time Construction Observation:** The A/E CONSULTANT will provide full-time project representation in order to observe the progress and quality of the work completed by the Contractor. Such observation is not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather is to allow the A/E CONSULTANT, as an experienced professional, to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the Contract Documents.
The A/E CONSULTANT shall keep the OWNER informed about the progress of the work and shall endeavor to guard the OWNER against deficiencies in the work.
The A/E CONSULTANT shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents. The A/E CONSULTANT shall not be responsible for any acts or omissions of the Contractor, subcontractor, any entity performing any portions of the work, or any agents or employees of any of them. The A/E CONSULTANT does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.
- S. **Jobsite Safety:** Neither the professional activities of the A/E CONSULTANT, nor the presence of the A/E CONSULTANT or its employees and subconsultants at a construction/project site, shall relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means,



**Standard Contract Provisions
Design and Construction**

methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The A/E CONSULTANT and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The OWNER agrees that the General Contractor shall be solely responsible for jobsite safety, and warrants that this Intent shall be carried out in the OWNER's contract with the General Contractor. The OWNER also agrees that the OWNER, the A/E CONSULTANT and the A/E CONSULTANT's subconsultants shall be indemnified by the General Contractor and shall be made additional insureds under the General Contractor's policies of general liability insurance.

- T. Hazardous Materials: As used in this Agreement, the term *hazardous materials* shall mean any substances, including but not limited to asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the project site.

Both parties acknowledge that the A/E CONSULTANT's Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event the A/E CONSULTANT or any other party encounters any hazardous or toxic materials, or should it become known to the A/E CONSULTANT that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the A/E CONSULTANT's services, the A/E CONSULTANT may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the OWNER retains appropriate consultants or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

The OWNER agrees, without waiving defenses of governmental immunity, and notwithstanding any other provision of this agreement but only to the extent permitted by law, to indemnify and hold harmless the A/E CONSULTANT, its officers, partners, employees and consultants (collectively, A/E CONSULTANT) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the negligence or misconduct of the A/E CONSULTANT.

- U. Change Orders/Stop Work Orders: The A/E CONSULTANT and the OWNER agree that any construction contract change orders or stop work orders must be approved in writing by the OWNER.
- V. Dispute Resolution: The OWNER agrees, without waiving defenses of governmental immunity, and notwithstanding any other provision of this agreement but only to the extent permitted by law, that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing for arbitration as set forth below and the parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto. Any time expended in mediation shall not be included in calculating the time for filing arbitration.



*Standard Contract Provisions
Design and Construction*

If mediation fails to resolve the claim or dispute, the matter shall be submitted to arbitration with the American Arbitration Association under the Construction Industry rules, unless the parties agree otherwise or unless a plaintiff not a party hereto institutes litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto.

No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder, or in any other manner, any additional person not a party to this Agreement except by written consent of the parties and such consent to arbitration involving an additional person(s) shall not constitute consent to arbitration of any dispute not described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person(s) shall be specifically enforceable under the prevailing arbitration law.

The decision rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. In the event either party makes a claim or brings action against the other party for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including attorneys' fees) incurred by the other party in defense of such claim or action.

CITY OF BOYNE CITY

To: Michael Cain, City Manager 
From: DM Dan Meads, W/WW Superintendent
AK Andy Kovolski, DPW Superintendent
Date: 4/17/2014
Subject: Engineering and Sewer Addition to the Pleasant Valley Project

Background

The City Commission previously approved the design and bidding of this project at the first meeting in March of this year. The construction phase Engineering costs, and the actual construction costs were included in the FYE15 budget and were approved.

Discussion

The project has been out for bid, and the division A, low bid (\$97,790.00) for the sanitary sewer is well below the estimated cost of \$120,000.00 which was budgeted. The construction phase engineering costs are \$10,200.00 which is the same as the original amount discussed in March.

There is an additional \$26,050.00 increase in storm sewer costs that were included as part of this bid, (division B) to replace the storm sewer between Division Street and Morgan Street.

The total cost of the low bid from MDC Contracting is \$123,840.00. The bid tab and engineering contract are attached.

Available Options

The Commission may choose to postpone this project to a later date, accept the bids from MDC Contracting for \$123,840.00, and C2AE for \$10,200 for construction services for the replacement of sanitary sewer on Pleasant Valley and authorize the City Manager to complete the necessary paperwork, or refer this back to staff with directions.

Financial

The funds are available in the FYE 15 budget.

Recommendation

I recommend that the City Commission accept the bids from MDC Contracting for \$123,840.00, and C2AE for \$10,200.00, for construction services for the replacement of sanitary sewer on Pleasant Valley and authorize the City Manager to sign the contracts.



April 17, 2014

City of Boyne City
c/o Mr. Michael Cain, Manager
319 N. Lake Street
Boyne City, MI 49712

Re: Pleasant Avenue Sanitary and Storm Sewer Replacement

Dear Mike and City Commissioners:

Three (3) bids for the above project were opened on April 16, 2013; attached is a tabulation of the bids for your information. The low bid was submitted by MDC Contracting of Charlevoix in the amount of \$123,840.00. The second bid was by Team Elmers of Gaylord in the amount of \$138,615.00. The third bid was by Tri County Excavating of Harbor Springs in the amount of \$152,286.00.

We feel that the bids are reasonable and reflective of the current bidding market. The low bid is about 7% below the engineer's estimate. The second bid was 12% above the low bid.

We have previously worked with MDC Contracting on numerous projects. Based on our previous experience we believe that MDC Contracting is qualified and capable of completing this project. MDC is also named as the underground subcontractor to Rieth Riley on the Pleasant/Division Resurfacing project, which provides an advantage in project coordination. The Resurfacing project will immediately follow the sewer project.

Therefore, we recommend the award of this project to MDC Contracting, the low responsive, responsible bidder, in the amount of \$123,840.00.

Please call if you have any questions.

Very Truly Yours,

C2AE

Larry M. Fox, P.E.
Director, Michigan Municipal Infrastructure

LMF/kb

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Enclosures



Unit Price Bid Tabulation for
 Pleasant Avenue
 Sanitary and Storm Sewer Replacement
 Boyne City, Michigan

Division A		Sanitary Sewer Replacement Between Trent Street and Prospect Street		MDC Contracting Charlevoix, MI		Team Elmer's Gaylord, MI		Tri County Excavating Harbor Springs, MI		
#	Description	Estimated Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
A1	Remove Drainage Structure or Manhole	5 EACH	\$100.00	\$500.00	\$250.00	\$1,250.00	\$250.00	\$1,250.00	\$250.00	\$1,250.00
A2	Remove Concrete Curb and Gutter	29 LFT	\$5.00	\$145.00	\$10.00	\$290.00	\$6.00	\$174.00	\$6.00	\$174.00
A3	Remove Concrete Sidewalk and Driveways	8 SYD	\$300.00	\$2,400.00	\$15.00	\$120.00	\$20.00	\$160.00	\$20.00	\$160.00
A4	Water Main Relocation (Allowance)	1 EACH	\$3,500.00	\$3,500.00	\$2,000.00	\$2,000.00	\$5,500.00	\$5,500.00	\$2,100.00	\$2,100.00
A5	4" Dia. Sanitary Manhole including Casting	4 EACH	\$2,500.00	\$10,000.00	\$3,000.00	\$12,000.00	\$2,100.00	\$8,400.00	\$2,100.00	\$8,400.00
A6	8" Dia. PVC SDR-35 Sanitary Sewer	1,250 LFT	\$35.00	\$43,750.00	\$40.00	\$50,000.00	\$35.00	\$43,750.00	\$35.00	\$43,750.00
A7	8"x6" Sanitary Sewer Wye	15 EACH	\$325.00	\$4,875.00	\$400.00	\$6,000.00	\$175.00	\$2,625.00	\$175.00	\$2,625.00
A8	6" Dia. PVC SDR-35 Sanitary Sewer Lead	450 LFT	\$14.00	\$6,300.00	\$30.00	\$13,500.00	\$25.00	\$11,250.00	\$25.00	\$11,250.00
A9	Connect To Existing Sewer Lead	15 EACH	\$200.00	\$3,000.00	\$100.00	\$1,500.00	\$125.00	\$1,875.00	\$125.00	\$1,875.00
A10	6" 22A Aggregate Base (roadway)	800 SYD	\$7.00	\$5,600.00	\$10.00	\$8,000.00	\$11.40	\$9,120.00	\$11.40	\$9,120.00
A11	22A Aggregate Base Approach (drives)	40 TON	\$30.00	\$1,200.00	\$20.00	\$800.00	\$21.00	\$840.00	\$21.00	\$840.00
A12	HMA Hand Patching	60 TON	\$130.00	\$7,800.00	\$135.00	\$8,100.00	\$140.00	\$8,400.00	\$140.00	\$8,400.00
A13	6" Concrete Drive Approach	72 SFT	\$10.00	\$720.00	\$10.00	\$720.00	\$7.00	\$504.00	\$7.00	\$504.00
A14	Concrete Curb & Gutter, Match Existing Type	29 LFT	\$40.00	\$1,160.00	\$25.00	\$725.00	\$25.00	\$725.00	\$25.00	\$725.00
A15	Traffic Control and Signage	1 LSUM	\$9,000.00	\$9,000.00	\$7,500.00	\$7,500.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00
				\$7,790.00		\$112,505.00		\$111,573.00		\$111,573.00

Division B		Storm Sewer Replacement Between Division Street and Morgan Street		MDC Contracting Charlevoix, MI		Team Elmer's Gaylord, MI		Tri County Excavating Harbor Springs, MI		
#	Description	Estimated Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
B1	Water Main Relocation (Allowance)	1 EACH	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$3,300.00	\$3,300.00	\$3,300.00	\$3,300.00
B2	Connect to Existing Storm Manhole	1 EACH	\$400.00	\$400.00	\$250.00	\$250.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
B3	24" Dia. Storm Sewer	153 LFT	\$65.00	\$9,945.00	\$50.00	\$7,650.00	\$75.00	\$11,628.00	\$75.00	\$11,628.00
B4	4" Storm Manhole (Including casting)	1 Each	\$3,400.00	\$3,400.00	\$2,500.00	\$2,500.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
B5	6" 22A Aggregate Base	350 SYD	\$7.00	\$2,450.00	\$10.00	\$3,500.00	\$13.50	\$4,725.00	\$13.50	\$4,725.00
B6	HMA Hand Patching	60 TON	\$130.00	\$7,800.00	\$135.00	\$8,100.00	\$140.00	\$8,400.00	\$140.00	\$8,400.00
B7	HMA Curb	110 LFT	\$0.50	\$55.00	\$1.00	\$110.00	\$6.00	\$660.00	\$6.00	\$660.00
B8	Traffic Control and Signage	1 LSUM	\$1,000.00	\$1,000.00	\$3,000.00	\$3,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00
				\$26,050.00		\$26,110.00		\$40,713.00		\$40,713.00

Total Division A \$97,790.00
 Total Division B \$26,050.00
 Total Bid Amount \$123,840.00

I certify that this is a true and correct tabulation of bids received by the City of Boyne City on Wednesday, April 16, 2014.

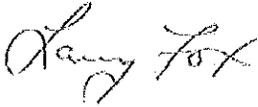
Larry M. Fox
 Larry M. Fox, P.E.
 Date 4/17/14

Mr. Dan Meads
March 6, 2014
Page 2 of 2

C2AE greatly appreciates the opportunity to submit this proposal for consideration and looks forward to assisting you with this project. Should you have questions or comments, please contact us at your convenience. Thank you.

Respectfully,

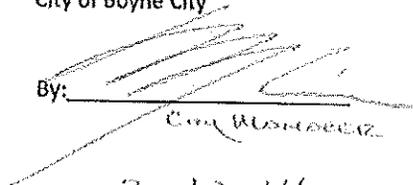
C2AE



Larry M. Fox, P.E.
Principal, Director of Northern Municipal Infrastructure

Approved By:
City of Boyne City

By:


Dan Meads

Date:

3.12.14

LMF/keb

[http://sharepoint.c2ae.com/marketing/Proposals/2013/Boyne City Pleasant_Division/Amend2_BC_Dlv_Pleasant.doc](http://sharepoint.c2ae.com/marketing/Proposals/2013/Boyne%20City%20Pleasant_Division/Amend2_BC_Dlv_Pleasant.doc)



City of Boyne City

MEMO

Date: April 18, 2014

To: Mayor Grunch and the Boyne City City Commission

From: Michael Cain, City Manager *Mc*
Dennis Amesbury, Fire Chief *D.A.*
John Lamont, EMS Director *JL*

Subject: Eveline Township Fire and EMS coverage

As the City Commission may recall we have been approached by Eveline Township on several occasions over the past few months about the possibility of extending the areas of their Township we provide Fire and EMS coverage to.

Township Supervisor John Vrondran has confirmed that the Eveline Township board has approved requesting that the City of Boyne City extend its Fire and EMS service areas in the Township, with an effective time and date of 12:00:00 a.m. Thursday, May 1, 2014. The areas that would be new to us have been and are currently served by the City of East Jordan's Fire and EMS departments. Copies of this memo have been provided to the City of East Jordan and the CCE Central Dispatch Authority to insure they are fully aware what is being proposed by Eveline Township and to make sure there are no implementation issues should the City Commission choose to proceed with this request.

The areas to be covered are shown in color on the attached map. The new boundaries would extend from and include the entire length of Ferry Road north to Lake Charlevoix and also the entire length of Sanderson Road including it and the area west to the South Arm of Lake Charlevoix.

Our departments have reviewed the proposed new boundaries and believe that we can service them well without the need for additional equipment or personnel due to this expansion.

Revenues for both our Fire and EMS departments would increase with the expanded service areas. Neither of those increases have been included in the recently approved budget for 2014/15. The Fire Department's charges are based upon 0.6750 mills of the taxable value covered. Based upon calculations received from the Township the taxable value of the property covered in Eveline Township increases from \$48,990,335 to \$128,922,824, or by \$79,932,489. That would equate to an increase in revenue of \$53,954 for the Fire Department at the current contribution rates. The revenues for the EMS are based primarily on the number of residential units covered and we are waiting for a final figure from the Township to be able to calculate that increase. These adjustments would be handled by budget changes in the new fiscal year.

No changes to our existing Fire or EMS agreements with the Township would be necessary to add the additional coverage area.

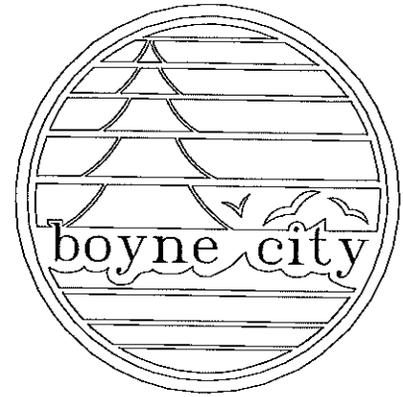
RECOMMENDATION: That the City Commission approve the request of Eveline Township to expand the service area of the Boyne City Fire and EMS departments effective Thursday, May 1, 2014.

Options:

- 1) Postpone the matter for further consideration and/or information.
- 2) Revised the proposed coverage areas.
- 3) Deny the request and leave the coverage as is.
- 4) Other options as determined by the City Commission.

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Cindy Grice, City Clerk/Treasurer *cg*
Date: April 19, 2013
Subject: FYE 12/13 Budget Amendments



BACKGROUND

Attached, please find the amendments to the FYE 2014 budget for your review. Following, I have highlighted some of the necessary amendments. The Department Heads have reviewed and agreed with the recommended amendments.

DISCUSSION/FINANCIAL

GENERAL FUND REVENUES:

The overall decrease in revenues is due to the planned allocation from Fund Balance to assist in funding City Facility improvements. Revenue Sharing is higher than anticipated.

GENERAL FUND EXPENDITURES

Expenditures are less primarily due to the Facilities project budgeted in Fund 265 – Public Buildings. The funds were not spent in FYE 14 and have been budgeted in FYE 15.

MAJOR STREETS FUND – 202 and LOCAL STREET FUND – 203

Although winter maintenance costs were considerably higher due to the cold and snow, less money was spent on projects and maintenance than anticipated. We also received \$24,044 in additional Winter Maintenance Funds from the State of Michigan to assist with the additional winter maintenance costs incurred.

RECOMMENDATION

My recommendation is that above amendments to the FYE 2014 Budget be approved in compliance with accounting and budgeting standards.

BUDGET AMENDMENTS FYE 04/30/14

ACCT	817	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
GENERAL FUND				
031 PROPERTY TAX REVENUES				
400	Allocated from Fund Balance	\$1,184,446	\$0	(\$1,184,446)
402	Property Tax Collections	\$2,496,896	\$2,522,861	\$25,965
403	Delinquent Personal	\$4,000	\$20,000	\$16,000
404	Misc taxes/PILOT	\$4,820	\$4,820	\$0
445	Prop Tax Penalty/Interest	\$20,000	\$14,000	(\$6,000)
447	Prop Tax Admin Fees	\$83,500	\$83,400	(\$100)
	SUB-TOTAL	\$3,793,662	\$2,645,081	(\$1,148,581)
032 STATE SHARED REVENUES				
452	Liquor Licenses	\$6,200	\$6,467	\$267
574	Revenue Sharing	\$240,000	\$278,883	\$38,883
574.1	EVIP Revenue	\$24,906	\$53,801	\$28,895
578	Police Training Funds	\$1,400	\$1,211	(\$189)
579	Grants - State/Federal	\$0	\$0	\$0
582	Election Reimbursement	\$0	\$362	\$362
	SUB-TOTAL	\$272,506	\$340,724	\$68,218
033 ADMINISTRATIVE SERVICE FEES				
603	Housing Commission	\$2,500	\$2,500	\$0
604	Fire Department	\$5,000	\$5,000	\$0
605	LDFA	\$30,000	\$30,000	\$0
606	DDA	\$7,500	\$7,500	\$0
607	Motor Pool	\$5,500	\$5,500	\$0
608	Water/Wastewater	\$60,000	\$60,000	\$0
609	Major Street Fund	\$17,000	\$17,000	\$0
610	Local Street Fund	\$14,500	\$14,500	\$0
	SUB-TOTAL	\$142,000	\$142,000	\$0
034 CHARGES FOR SERVICES				
606	DDA Maintenance Fee	\$75,000	\$75,000	\$0
640	Cable Franchise Fees	\$56,000	\$63,076	\$7,076
642	Charges for Permits & Fees	\$7,000	\$5,500	(\$1,500)
660	Police/Ordinance Fines	\$5,000	\$5,850	\$850
660.1	Police Fees / Drug Seizure Fnds	\$0	\$0	\$0
696	Sidewalk Replacement	\$15,000	\$20	(\$14,980)
		\$158,000	\$149,446	(\$8,554)
035 INTEREST AND RENTALS				
664	Interest Earnings	\$4,000	\$4,500	\$500
667	Rent-City Hall Building	\$7,000	\$10,900	\$3,900
670	Rent-City Owned Property	\$1,200	\$1,000	(\$200)
		\$12,200	\$16,400	\$4,200

036 OTHER REVENUES				
582	Election Reimbursements	\$400	\$0	(\$400)
586	Grants/Local Contribution	\$0	\$5,100	\$5,100
587	Museum Contributions	\$300	\$412	\$112
672	Police Bike Donations	\$0	\$1,500	\$1,500
673	Land & Equipment Sales	\$0	\$0	\$0
675	Contributions/General	\$1,000	\$30	(\$970)
677	Housing Commission Reimb.	\$230,000	\$240,000	\$10,000
678	Planning/Township Reimb	\$62,509	\$68,028	\$5,519
690	Misc Income	\$0	\$39,798	\$39,798
691	Repayment from Amb Fund	\$0	\$93,795	\$93,795
		\$294,209	\$448,663	\$154,454

GRAND TOTAL GENERAL FUND REVENUES				
		\$4,672,577	\$3,742,314	(\$930,263)

GENERAL FUND EXPENDITURES

101 LEGISLATIVE SERVICES				
703	Compensation/Mayor/Comm	\$12,000	\$12,000	\$0
714	Social Security	\$918	\$918	\$0
732	Membership/MML Dues	\$3,100	\$2,301	(\$799)
870	Training/Travel/Meetings	\$3,500	\$1,000	(\$2,500)
SUB-TOTAL		\$19,518	\$16,219	(\$3,299)
151 PLANNING				
705	Salaries/Planning	\$88,635	\$84,450	(\$4,185)
712	Insurance: Life AD&D	\$350	\$400	\$50
713	Insurance: Medical	\$20,988	\$21,000	\$12
714	Social Security	\$7,431	\$7,431	\$0
715	Pension	\$18,106	\$17,700	(\$406)
716	Unemployment Comp	\$546	\$621	\$75
719	Sick/Vacation	\$8,500	\$4,760	(\$3,740)
727	Supplies	\$2,000	\$2,000	\$0
732	Membership Dues	\$1,500	\$200	(\$1,300)
735	Mileage/Travel	\$2,000	\$1,000	(\$1,000)
740	Telephone/Utilites	\$500	\$500	\$0
818	Professional/Contracted Svcs	\$1,500	\$1,000	(\$500)
870	Education/Travel	\$2,000	\$1,855	(\$145)
911	Workers Compensation	\$500	\$155	(\$345)
970	Capital Outlay	\$1,000	\$0	(\$1,000)
SUB-TOTAL		\$155,556	\$143,072	(\$12,484)

173	GENERAL SERVICES			
705	Salaries/Wages	\$270,669	\$278,342	\$7,673
709	Overtime	\$2,000	\$1,600	(\$400)
712	Insurance:Life/AD&D	\$1,760	\$2,568	\$808
713	Insurance: Medical	\$73,000	\$76,000	\$3,000
714	Social Security	\$23,715	\$25,000	\$1,285
715	Pension	\$71,000	\$80,000	\$9,000
716	Unemployment Compensation	\$1,700	\$2,622	\$922
719	Vacation/Sick Time	\$21,500	\$20,500	(\$1,000)
727	Office Supplies	\$10,000	\$9,000	(\$1,000)
730	Repairs/Maintenance	\$8,000	\$6,000	(\$2,000)
731	Postage	\$6,000	\$6,000	\$0
732	Membership/Dues	\$1,900	\$1,900	\$0
740	Telephone/Utilities	\$6,000	\$7,400	\$1,400
818	Contracted Services	\$500	\$0	(\$500)
861	Vehicle Expenses	\$4,500	\$4,265	(\$235)
870	Training/Schools/Travel	\$5,000	\$5,000	\$0
900	Advertise/Publishing/& Prop	\$6,000	\$6,000	\$0
910	Insurance: Liability/Property	\$19,000	\$29,378	\$10,378
911	Insurance: Workers Comp	\$1,400	\$1,400	\$0
970	Capital Outlay	\$20,000	\$1,000	(\$19,000)
	SUB-TOTAL	\$553,644	\$563,975	\$10,331
191	ELECTIONS			
705	Wages Election Workers	\$1,800	\$778	(\$1,022)
728	Election Costs	\$400	\$1,849	\$1,449
	SUB-TOTAL	\$2,200	\$2,627	\$427
208	ACCOUNTING/AUDIT			
808	Professional Services	\$13,500	\$13,000	(\$500)
	SUB-TOTAL	\$13,500	\$13,000	(\$500)
209	ASSESSMENT/TAXES			
731	Tax Postage	\$3,800	\$3,976	\$176
802	Legal Fees	\$10,000	\$1,520	(\$8,480)
803	Board of Review	\$800	\$605	(\$195)
818	Contracted Services	\$55,160	\$56,574	\$1,414
900	Tax Mailing/Billing Costs	\$900	\$200	(\$700)
	SUB-TOTAL	\$70,660	\$62,875	(\$7,785)
210	LEGAL			
802	Misc Legal/Court Costs	\$60,000	\$38,000	(\$22,000)
	SUB-TOTAL	\$60,000	\$38,000	(\$22,000)
248	GENERAL FUND OTHER			
250	Housing Commission	\$230,000	\$240,000	\$10,000
810	Streetlighting	\$70,000	\$62,000	(\$8,000)
812	Leaf Pick	\$20,000	\$10,615	(\$9,385)
818	Professional Servces	\$500	\$26,000	\$25,500
880	Community Promotion	\$5,000	\$5,615	\$615
971	Land Acquisition	\$6,300	\$3,358	(\$2,942)
	SUB-TOTAL	\$331,800	\$347,588	\$15,788

265 PUBLIC BUILDINGS

705	Salaries/Wages	\$27,669	\$27,600	(\$69)
709	Overtime	\$1,224	\$1,000	(\$224)
711	Safety Equipment	\$5,000	\$5,700	\$700
712	Insurance: Life AD&D	\$400	\$350	(\$50)
713	Insurance: Medical	\$12,780	\$9,000	(\$3,780)
714	Social Security	\$2,163	\$2,100	(\$63)
715	Pension	\$7,000	\$11,500	\$4,500
716	Unemployment Compensation	\$100	\$340	\$240
719	Vacation/Sick Expense	\$3,600	\$3,600	\$0
727	Supplies	\$15,000	\$21,000	\$6,000
730	Repair/Maintenance	\$3,000	\$4,000	\$1,000
735	Gas & Oil	\$1,800	\$3,800	\$2,000
740	Utilities/Telephone	\$21,000	\$24,000	\$3,000
818	Contracted Services	\$52,000	\$21,200	(\$30,800)
860	Motor Pool	\$2,000	\$3,500	\$1,500
861	Vehicle Maintenance	\$2,000	\$2,000	\$0
870	Training/Travel	\$200	\$600	\$400
910	Insurance/Liability/Equip	\$1,800	\$2,896	\$1,096
911	Workers Comp	\$2,000	\$1,000	(\$1,000)
970	Capital Outlay/Equip	\$55,000	\$23,000	(\$32,000)
975	Facility Improvements	\$1,000,000	\$10,000	(\$990,000)
	SUB-TOTAL	\$1,215,736	\$178,186	(\$1,037,550)

301 POLICE DEPT			
705	Salaries/Wages:Chief/Asst Chf	\$97,392	\$54,920 (\$42,472)
706	Salaries/Wages Dispatchers	\$33,827	\$35,500 \$1,673
709	Salaries/Wages: OT Holiday	\$15,500	\$16,500 \$1,000
710	Salaries/Wages: Officers	\$203,010	\$240,652 \$37,642
712	Insurance: Life/AD&D	\$2,700	\$1,559 (\$1,141)
713	Insurance: Medical	\$80,000	\$57,172 (\$22,828)
714	Social Security	\$27,900	\$28,161 \$261
715	Pension	\$45,000	\$35,058 (\$9,942)
716	Unemployment	\$2,184	\$3,825 \$1,641
719	Vacation/Sick Expenses	\$29,000	\$26,500 (\$2,500)
727	Supplies	\$7,200	\$7,200 \$0
729	Supplies: Ammo & Shooting	\$2,400	\$2,400 \$0
731	Bike Patrol	\$275	\$275 \$0
735	Gas & Oil	\$12,558	\$12,558 \$0
740	Telephone/Utilities	\$5,500	\$4,800 (\$700)
745	Cleaning/Food Allowance	\$5,520	\$5,520 \$0
754	Uniforms	\$6,200	\$5,800 (\$400)
817	Drag Race Expense	\$0	\$0 \$0
850	Radio Maintenance	\$2,000	\$1,200 (\$800)
860	Motor Pool	\$0	\$0 \$0
861	Vehicle Expense	\$7,000	\$5,000 (\$2,000)
870	Training/Travel/Memberships	\$4,000	\$4,000 \$0
871	State Training Fund (302)	\$1,500	\$1,500 \$0
910	Insurance: Liability/Equip	\$11,500	\$18,343 \$6,843
911	Workers Compensation	\$4,000	\$4,000 \$0
970	Capital Outlay/Equipment	\$12,000	\$9,500 (\$2,500)
	SUB-TOTAL	\$618,166	\$581,943 (\$36,223)
706 Environmental			
809	Lab Testing	\$750	\$804 \$54
	SUB-TOTAL	\$750	\$804 \$54

751	PARKS AND RECREATION			
702	Salaries/Wages: Ice Rink	\$7,000	\$7,555	\$555
705	Salaries/Wages Parks	\$75,000	\$65,000	(\$10,000)
709	Overtime	\$2,500	\$3,609	\$1,109
713	Insurance: Medical	\$21,000	\$17,000	(\$4,000)
714	Social Security	\$5,600	\$5,500	(\$100)
715	Pension	\$500	\$500	\$0
716	Unemployment Comp	\$600	\$1,900	\$1,300
719	Vacation/Sick Time	\$3,600	\$3,600	\$0
727	Supplies	\$30,000	\$40,000	\$10,000
730	Maintenance	\$10,000	\$6,000	(\$4,000)
738	Civic Projects	\$1,000	\$2,000	\$1,000
740	Utilities/Telephone	\$24,000	\$24,000	\$0
808	Professional Services	\$5,000	\$5,000	\$0
818	Contracted Services	\$22,000	\$22,000	\$0
860	Motor Pool	\$50,000	\$50,000	\$0
910	Insurance: Liability/Equipment	\$1,200	\$2,500	\$1,300
911	Workers Compensation	\$600	\$600	\$0
970	Capital Outlay/Equipment	\$20,000	\$20,000	\$0
975	Avalanche	\$10,000	\$2,700	(\$7,300)
	SUB-TOTAL	\$289,600	\$279,464	(\$10,136)
804	MUSEUM			
705	Salaries	\$1,000	\$700	(\$300)
714	Social Security	\$77	\$54	(\$23)
740	Utilities	\$1,000	\$1,300	\$300
900	Printing/Publishing	\$0	\$0	\$0
930	Repairs/Maintenance	\$25	\$100	\$75
970	Capital Outlay	\$1,000	\$0	(\$1,000)
	SUB-TOTAL	\$3,102	\$2,154	(\$948)
809	SIDEWALK CONSTRUCTION			
705	Salary & Wages	\$12,000	\$6,000	(\$6,000)
727	Supplies	\$16,000	\$5,500	(\$10,500)
818	Contracted Services	\$80,000	\$2,000	(\$78,000)
	SUB-TOTAL	\$108,000	\$13,500	(\$94,500)
899	CONTINGENCY			
714	Retiree Stipend FICA	\$584	\$596	\$12
801	Tax Tribunal Refund	\$3,000	\$4,200	\$1,200
899	425 Township Reimb	\$5,000	\$5,187	\$187
984	Post Ret Health Insurance	\$46,000	\$46,000	\$0
986	Retiree Stipend	\$7,631	\$8,096	\$465
	SUB-TOTAL	\$62,215	\$64,079	\$1,864

965 TRANSFERS OUT				
987	Transfer to Cemetery Fund	\$47,165	\$47,165	\$0
991	Transfer to Ambulance Fund	\$100,000	\$115,000	\$15,000
994	Transfer to Fire Dept	\$62,000	\$62,000	\$0
997	Transfer to Rubbish Fund	\$33,200	\$31,290	(\$1,910)
998	Transfer to Major Street	\$236,265	\$236,265	\$0
999	Transfer to Local Street	\$689,500	\$689,500	\$0
SUB-TOTAL		\$1,168,130	\$1,181,220	\$13,090

GRAND TOTAL GENERAL FUND EXPENDITURES		\$4,672,577	\$3,488,706	(\$1,183,871)
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ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
MAJOR STREETS REVENUES				
400	Allocated from Fund balance	\$0	\$0	\$0
548	Metro Act Funds-PA 48	\$12,000	\$15,878	\$3,878
549	State Highway Receipts	\$232,246	\$265,000	\$32,754
580	Grant Proceeds	\$0	\$0	\$0
664	Interest Earnings	\$0	\$0	\$0
691	Transfer from General Fund	\$236,265	\$236,265	\$0
691.1	Trsf from WW Fund	\$0	\$0	\$0
691.2	Trsf from Wtr Fund	\$0	\$0	\$0
691.3	Trsf from DDA Fund	\$0	\$0	\$0
692	Road Millage Funds	\$83,230	\$61,711	(\$21,519)
693	Transfer from LDFA	\$0	\$0	\$0
	SUB-TOTAL	\$563,741	\$578,854	\$15,113

MAJOR STREETS EXPENDITURES

451	CONSTRUCTION			
705	Salaries/Wages	\$2,000	\$2,000	\$0
709	Overtime	\$200	\$150	(\$50)
713	Medical Insurance	\$2,000	\$1,500	(\$500)
714	Social Security	\$500	\$300	(\$200)
715	Pension	\$2,400	\$3,000	\$600
818	Engineering	\$10,000	\$32,500	\$22,500
860	Motor Pool	\$1,700	\$3,000	\$1,300
970.15	Division Street	\$0	\$0	\$0
987.2	S Park Street	\$0	\$0	\$0
987	Major Street Construction	\$0	\$0	\$0
	SUB-TOTAL	\$18,800	\$42,450	\$23,650

463	MAINTENANCE			
705	Salaries/Wages	\$32,000	\$32,000	\$0
709	Overtime	\$6,000	\$6,000	\$0
713	Medical Insurance	\$18,000	\$19,000	\$1,000
714	Social Security	\$3,000	\$3,500	\$500
715	Pension	\$18,000	\$21,000	\$3,000
716	Unemployment	\$200	\$1,078	\$878
719	Vacation/Sick Time	\$12,000	\$8,500	(\$3,500)
727	Supplies	\$10,000	\$8,500	(\$1,500)
730.1	Strain Pole Accident Damage	\$0	\$1,428	\$1,428
819	Tree Replacement	\$15,000	\$3,690	(\$11,310)
860	Motor Pool	\$27,000	\$30,000	\$3,000
930	Repairs & Maintenance	\$180,000	\$30,000	(\$150,000)
931	Bridge Inspection	\$2,000	\$0	(\$2,000)
	SUB-TOTAL	\$323,200	\$164,696	(\$158,504)

474 TRAFFIC SERVICE				
705	Salaries/Wages	\$4,000	\$2,000	(\$2,000)
709	Overtime	\$1,000	\$415	(\$585)
713	Medical Insurance	\$1,400	\$1,000	(\$400)
714	Social Security	\$300	\$150	(\$150)
715	Pension	\$1,300	\$2,400	\$1,100
727	Supplies	\$6,000	\$3,500	(\$2,500)
860	Motor Pool	\$4,000	\$1,500	(\$2,500)
930	Repairs & Maintenance	\$14,000	\$10,000	(\$4,000)
SUB-TOTAL		\$32,000	\$20,965	(\$11,035)

478 WINTER MAINTENANCE				
705	Salaries/Wages	\$29,000	\$38,000	\$9,000
706	Sidewalk Maintenance	\$0	\$0	\$0
709	Overtime	\$7,000	\$25,000	\$18,000
713	Medical Insurance	\$5,000	\$14,000	\$9,000
714	Social Security	\$2,300	\$5,500	\$3,200
715	Pension	\$10,000	\$13,500	\$3,500
719	Vacation/Sick Time	\$6,000	\$8,000	\$2,000
727	Supplies	\$15,000	\$10,000	(\$5,000)
860	Motor Pool	\$22,000	\$110,000	\$88,000
930	Repairs & Maintenance	\$7,000	\$35,000	\$28,000
SUB-TOTAL		\$103,300	\$259,000	\$155,700

482 ADMINISTRATION				
705	Salaries/Wages	\$25,984	\$25,984	\$0
711	Safety Equipment	\$0	\$15	\$15
712	Insurance: Life/AD&D	\$150	\$150	\$0
713	Medical Insurance	\$7,000	\$8,000	\$1,000
714	Social Security	\$2,000	\$2,200	\$200
715	Pension	\$6,200	\$7,000	\$800
716	Unemployment	\$140	\$140	\$0
750	Admin Service Fees	\$17,000	\$17,000	\$0
808	Accounting/Audit	\$1,500	\$500	(\$1,000)
870	Training/Travel/Membership	\$1,000	\$600	(\$400)
910	Insurance: Liability/Equipment	\$1,000	\$2,000	\$1,000
911	Workers Compensation	\$5,000	\$2,237	(\$2,763)
990	Maj. Sts Loan Repayment	\$15,943	\$15,993	\$50
991	Debt Serv. Bonds	\$3,524	\$3,524	\$0
SUB-TOTAL		\$86,441	\$85,343	(\$1,098)

GRAND TOTAL MAJOR STREET EXPENDITURES		\$563,741	\$572,454	\$8,713
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ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
LOCAL STREETS REVENUES				
548	Allocated from Fund Balance	\$73,898	\$0	(\$73,898)
548	Metro Act Funds	\$9,000	\$0	(\$9,000)
549	State Highway Receipts	\$85,000	\$120,000	\$35,000
580	Grant Proceeds	\$0	\$64,800	\$64,800
642	Charges/Services & Fees	\$0	\$0	\$0
664	Interest Earnings	\$0	\$0	\$0
691	Transfers from General Fund	\$689,500	\$689,500	\$0
692	Road Millage Funds	\$78,000	\$61,711	(\$16,289)
	SUB-TOTAL	\$935,398	\$936,011	\$613

LOCAL STREET EXPENDITURES

451 CONSTRUCTION				
705	Salaries/Wages	\$3,500	\$1,200	(\$2,300)
709	Overtime	\$200	\$200	\$0
713	Medical Insurance	\$900	\$900	\$0
714	Social Security	\$263	\$120	(\$143)
715	Pension	\$2,400	\$3,000	\$600
818	Engineering	\$50,000	\$54,700	\$4,700
860	Motor Pool	\$3,500	\$1,000	(\$2,500)
987	Contracted Const Services	\$338,100	\$313,716	(\$24,384)
	SUB-TOTAL	\$398,863	\$374,836	(\$24,027)
463 MAINTENANCE				
705	Salaries/Wages	\$54,000	\$50,000	(\$4,000)
709	Overtime	\$1,500	\$1,000	(\$500)
713	Medical Insurance	\$22,000	\$18,000	(\$4,000)
714	Social Security	\$4,500	\$3,500	(\$1,000)
715	Pension	\$18,500	\$24,000	\$5,500
716	Unemployment	\$300	\$1,800	\$1,500
719	Vacation/Sick Time	\$10,000	\$9,000	(\$1,000)
727	Supplies	\$16,000	\$12,000	(\$4,000)
819	Tree Replacement	\$25,000	\$22,160	(\$2,840)
860	Motor Pool	\$55,000	\$50,000	(\$5,000)
930	Repairs & Maintenance	\$150,000	\$30,000	(\$120,000)
	SUB-TOTAL	\$356,800	\$221,460	(\$135,340)
474 TRAFFIC SERVICE				
705	Salaries/Wages	\$7,000	\$1,600	(\$5,400)
709	Overtime	\$100	\$100	\$0
713	Medical Insurance	\$2,200	\$2,200	\$0
714	Social Security	\$525	\$180	(\$345)
715	Pension	\$1,700	\$2,000	\$300
727	Supplies	\$6,000	\$5,000	(\$1,000)
860	Motor Pool	\$2,000	\$3,000	\$1,000
	SUB-TOTAL	\$19,525	\$14,080	(\$5,445)

478	WINTER MAINTENANCE			
705	Salaries/Wages	\$30,000	\$42,500	\$12,500
709	Overtime	\$4,000	\$14,000	\$10,000
713	Medical Insurance	\$9,000	\$11,000	\$2,000
714	Social Security	\$3,000	\$4,800	\$1,800
715	Pension	\$8,500	\$11,000	\$2,500
716	Unemployment	\$110	\$1,500	\$1,390
719	Vacation/Sick Time	\$5,000	\$8,500	\$3,500
727	Supplies	\$12,000	\$10,000	(\$2,000)
860	Motor Pool	\$28,000	\$85,000	\$57,000
930	Repairs & Maintenance	\$1,000	\$1,000	\$0
	SUB-TOTAL	\$100,610	\$189,300	\$88,690
482	ADMINISTRATION			
705	Salaries/Wages	\$20,600	\$25,989	\$5,389
711	Safety Equipment	\$500	\$100	(\$400)
712	Insurance:Life/AD&D	\$200	\$150	(\$50)
713	Medical Insurance	\$9,000	\$8,000	(\$1,000)
714	Social Security	\$2,000	\$2,000	\$0
715	Pension	\$6,000	\$6,800	\$800
716	Unemployment	\$100	\$100	\$0
750	Admin Service Fees	\$14,500	\$14,500	\$0
808	Accounting/Audit	\$500	\$500	\$0
870	Training/Travel/Membership	\$200	\$200	\$0
910	Insurance: Liability/Equipment	\$1,000	\$2,000	\$1,000
911	Workers Compensation	\$5,000	\$2,236	(\$2,764)
	SUB-TOTAL	\$59,600	\$62,575	\$2,975
GRAND TOTAL LOCAL STREETS EXPENDITURES		\$935,398	\$862,251	(\$73,147)

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
AMBULANCE DEPARTMENT FUND - Fund 210				
REVENUES				
400	Allocated from Fund Balance	\$0	\$51,365	\$51,365
626	Contractuals	\$416,874	\$390,000	(\$26,874)
627	Private (other ins, non ins)	\$0	\$0	\$0
628	Contract Services	\$58,000	\$76,300	\$18,300
642	Liability Ins. Reimbursement	\$399	\$399	\$0
664	Interest Earnings	\$0	\$200	\$200
680	Township/City Capital Funding	\$76,427	\$76,427	\$0
690	Donations	\$4,000	\$78,500	\$74,500
691	Transfers from General Fund	\$100,000	\$100,000	\$0
696	Equipment & Vehicle Sales	\$0	\$0	\$0
032-626	BVTWSP Contractuals	\$0	\$155,000	\$155,000
	SUB - TOTAL	\$655,700	\$928,191	\$272,491
EXPENDITURES				
707	Wages	\$298,500	\$312,500	\$14,000
712	Insurance/Life, AD&D	\$400	\$260	(\$140)
713	Medical Insurance	\$7,100	\$5,538	(\$1,562)
714	Social Security	\$24,000	\$24,500	\$500
715	Pension	\$4,800	\$4,900	\$100
716	Unemployment Insurance	\$0	\$380	\$380
719	Vacation/Sick Expense	\$1,250	\$2,016	\$766
727	Medical Supplies	\$18,500	\$16,997	(\$1,503)
730	Repairs & Maintenance	\$10,500	\$4,200	(\$6,300)
735	Gas & Oil	\$10,000	\$9,200	(\$800)
740	Utilities	\$7,000	\$8,000	\$1,000
819	Contracted Services - Billing	\$12,000	\$13,000	\$1,000
850	Radios	\$1,500	\$1,350	(\$150)
854	Uniforms	\$1,500	\$1,475	(\$25)
860	Motor Pool	\$5,000	\$3,800	(\$1,200)
870	Training	\$5,600	\$9,853	\$4,253
910	Insurance: Liability/Property	\$3,000	\$3,861	\$861
911	Insurance: Workers Comp	\$3,000	\$1,333	(\$1,667)
940	Facilities Rent	\$19,200	\$19,200	\$0
951	ALS Intercepts	\$0	\$0	\$0
957	Bad Debt (uncollectible)	\$38,000	\$35,484	(\$2,516)
970	Capital/Outlay/Equipment	\$25,000	\$0	(\$25,000)
971	Vehicle Replacement	\$0	\$0	\$0
990	Return of City Advance	\$0	\$93,795	\$93,795
999	BC Contractual Write Offs	\$158,000	\$117,789	(\$40,211)
045-957	BVTWSO Bad Debt	\$0	\$10,860	\$10,860
045-958	BGTWSP Coll Reimb	\$0	\$105,000	\$105,000
045-999	BVTWSP Cont Write Offs	\$0	\$122,900	\$122,900
	SUB - TOTAL	\$653,850	\$928,191	\$274,341

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
CEMETERY FUND - Fund 209				
REVENUES				
400	Allocation from Fund Balance	\$0	\$0	\$0
633	Changes for Lots/Services	\$12,000	\$12,400	\$400
664	Interest Earning	\$0	\$0	\$0
670	Donation	\$400	\$0	(\$400)
691	Transfers from General Fund	\$47,165	\$47,400	\$235
	SUB - TOTAL	\$59,565	\$59,800	\$235
EXPENDITURES				
705	Salaries/Wages	\$7,500	\$5,000	(\$2,500)
709	Overtime	\$1,200	\$1,600	\$400
713	Medical Insurance	\$1,100	\$1,350	\$250
714	Social Security	\$665	\$690	\$25
727	Supplies	\$2,000	\$2,000	\$0
730	Repairs/Maintenance	\$2,500	\$13,045	\$10,545
740	Telephone/Utilities	\$400	\$400	\$0
818	Contracted Services	\$26,000	\$21,000	(\$5,000)
860	Motor Pool	\$5,000	\$5,500	\$500
910	Insurance: Liability/Property	\$600	\$1,100	\$500
911	Workers Compensation	\$600	\$100	(\$500)
970	Capital Outlay	\$12,000	\$0	(\$12,000)
	SUB - TOTAL	\$59,565	\$51,785	(\$7,780)

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
FIRE DEPARTMENT FUND - FUND 206				
REVENUES				
400	Allocated from Fund Balance	\$247,550	\$220,448	(\$27,102)
628	Township Service Fees	\$203,500	\$203,500	\$0
664	Interest Earnings	\$0	\$0	\$0
675	Contributions	\$0	\$0	\$0
691	Transfers from General Fund	\$62,000	\$62,000	\$0
	SUB - TOTAL	\$513,050	\$485,948	(\$27,102)
EXPENDITURES				
707	Salaries - Vol/Officers	\$76,000	\$77,000	\$1,000
713	Insurance	\$0	\$150	\$150
714	Social Security	\$4,800	\$5,890	\$1,090
727	Supplies & Hose	\$16,500	\$10,000	(\$6,500)
730	Equipment Maintenance	\$25,000	\$17,500	(\$7,500)
735	Gas & Oil	\$5,500	\$4,500	(\$1,000)
737	Fire Hydrant Fees	\$27,500	\$27,500	\$0
750	Administrative Service Fee	\$5,000	\$5,000	\$0
819	Engineering	\$20,000	\$0	(\$20,000)
850	Radio Maintenance	\$1,000	\$1,000	\$0
860	Motor Pool	\$3,000	\$2,000	(\$1,000)
861	Vehicle Maintenance	\$0	\$3,000	\$3,000
870	Training	\$6,500	\$6,000	(\$500)
910	Insurance: Liab/Prop	\$6,750	\$10,620	\$3,870
911	Insurance: Workers Comp	\$1,750	\$703	(\$1,047)
940	Building Rental/Maintenance	\$23,750	\$23,750	\$0
970	Capital Outlay/Equipment	\$0	\$0	\$0
976	Fire Truck Replacement	\$290,000	\$301,985	\$11,985
990	Principal	\$0	\$0	\$0
991	Interest Expense	\$0	\$0	\$0
	SUB - TOTAL	\$513,050	\$496,598	(\$16,452)

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
MARINA FUND - Fund 285				
REVENUES				
400	Allocated from Fund Balance	\$140,458	\$20,446	(\$120,012)
624	Boat Trailer Parking	\$0	\$311	\$311
628	Marina User Fees/Seasonal	\$54,000	\$48,045	(\$5,955)
629	Marina User Fees/Transient	\$26,000	\$28,030	\$2,030
630	Launch Ramp User Fees	\$13,000	\$18,575	\$5,575
631	Water Street Marina	\$20,000	\$28,825	\$8,825
631	Krueger Marina	\$0	\$3,524	\$3,524
668	Sponsorship	\$0	\$200	\$200
670	Sale of Ice/Misc Income	\$1,000	\$1,417	\$417
680	Grants/State	\$207,092	\$157,774	(\$49,318)
	SUB - TOTAL	\$461,550	\$307,147	(\$154,403)
EXPENDITURES				
705	Salaries/Wages	\$43,000	\$32,712	(\$10,288)
705.1	Salaries/Wages-Water St Mar	\$6,000	\$4,271	(\$1,729)
709	Overtime	\$2,000	\$1,675	(\$325)
713	Medical Insurance	\$750	\$625	(\$125)
714	Social Security	\$3,700	\$2,940	(\$760)
715	Pension Costs	\$150	\$109	(\$41)
716	Unemployment Compensation	\$1,000	\$3,702	\$2,702
727	Supplies	\$7,000	\$7,818	\$818
727.1	Supplies/Water St Marina	\$500	\$809	\$309
727.2	Water St Marina Reimb	\$7,000	\$24,052	\$17,052
727.3	Krueger Marina Reimb	\$0	\$1,858	\$1,858
730	Repairs/Maintenance	\$10,000	\$13,125	\$3,125
740	Telephone/Utilities	\$8,000	\$11,500	\$3,500
754	Uniforms	\$500	\$459	(\$41)
818	Contracted Services	\$45,000	\$40,500	(\$4,500)
860	Motor Pool	\$2,000	\$3,000	\$1,000
870	Training/Travel	\$750	\$251	(\$499)
910	Insurance: Liability/Property	\$700	\$965	\$265
911	Insurance: Workers Comp	\$1,500	\$75	(\$1,425)
970	Capital Outlay/Equipment	\$320,000	\$179,000	(\$141,000)
975	Buildings/Equipment	\$2,000	\$2,172	\$172
	SUB - TOTAL	\$461,550	\$331,618	(\$129,932)

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
AIRPORT FUND - Fund 295				
REVENUES				
400	Allocated from Fund Balance	\$36,074	\$27,034	(\$9,040)
625	Airport Gasoline Sales	\$75,500	\$97,000	\$21,500
630	Event Revenues	\$8,000	\$4,113	(\$3,887)
670	Rent - Terminal	\$4,876	\$17,310	\$12,434
675	Rent - Hangar	\$16,250	\$0	(\$16,250)
690	Charges for Services/Fees	\$0	\$207	\$207
691	Transfers from General Fund	\$0	\$0	\$0
	SUB - TOTAL	\$140,700	\$145,664	\$4,964
EXPENDITURES				
705	Salaries/Wages	\$6,000	\$7,000	\$1,000
713	Medical Insurance	\$2,000	\$1,500	(\$500)
714	Social Security	\$500	\$500	\$0
716	Unemployment Compensation	\$100	\$100	\$0
727	Supplies	\$2,500	\$3,500	\$1,000
730	Repairs/Maintenance	\$1,250	\$1,250	\$0
736	Aviation Fuel (for sale)	\$65,000	\$90,000	\$25,000
740	Telephone/Utilities	\$5,500	\$7,500	\$2,000
818	Engineering	\$50	\$0	(\$50)
819	Environmental (formerly 706)	\$250	\$250	\$0
860	Motor Pool	\$10,000	\$14,000	\$4,000
870	Training/Travel	\$500	\$70	(\$430)
880	Events	\$500	\$400	(\$100)
910	Insurance: Liability/Equipment	\$3,750	\$4,294	\$544
911	Insurance: Workers Comp	\$300	\$300	\$0
970	Capital Outlay/Equipment	\$2,500	\$0	(\$2,500)
975	Airport Improvements	\$40,000	\$15,000	(\$25,000)
	SUB - TOTAL	\$140,700	\$145,664	\$4,964

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
DOWNTOWN DEVELOPMENT AUTHORITY FUND 248				
REVENUES				
400	Allocated from Fund Balance	\$37,219	\$0	(\$37,219)
405	Property Tax Collections	\$313,000	\$278,320	(\$34,680)
579	Grants	\$0	\$10,032	\$10,032
580	Grants	\$0	\$0	\$0
664	Interest Earnings	\$0	\$0	\$0
670	Committee Revenues	\$25,500	\$22,000	(\$3,500)
670.1	Theater Revenues	\$15,000	\$75	(\$14,925)
671	Façade Match	\$0	\$0	\$0
672	VSCI Revenues	\$0	\$0	\$0
675	Contributions	\$0	\$1,500	\$1,500
676	Special Events - Poker Run	\$0	\$26,756	\$26,756
680	Radio Shack Façade Funds	\$0	\$0	\$0
680	Farmers Market Revenues	\$19,500	\$37,960	\$18,460
	SUB - TOTAL	\$410,219	\$376,643	(\$33,576)
EXPENDITURES				
705	Salaries/Wages	\$37,500	\$38,000	\$500
712	Insurance: Life/AD&D	\$250	\$250	\$0
713	Medical Insurance	\$6,279	\$7,100	\$821
714	Social Security	\$3,200	\$3,200	\$0
716	Unemployment	\$300	\$300	\$0
719	Sick/Vacation	\$3,000	\$3,360	\$360
727	Office Supplies	\$500	\$200	(\$300)
728	Office Operating Expense	\$7,500	\$21	(\$7,479)
729	Office Equipment	\$750	\$0	(\$750)
730	Repairs/Maintenance	\$2,500	\$130	(\$2,370)
732	Membership Dues	\$3,450	\$3,450	\$0
733	Professional Library/Subscrip	\$500	\$173	(\$327)
740	Utilities/Internet Service	\$940	\$940	\$0
750	Administrative Svc Fee	\$7,500	\$7,500	\$0
760	Design Committee Expenses	\$6,750	\$3,300	(\$3,450)
761	Design Engineering/Consulting	\$0	\$11,000	\$11,000
762	Design Capital Improvements	\$93,500	\$19,000	(\$74,500)
763	Streetscape Amenities	\$36,500	\$23,500	(\$13,000)
782	Business Recruitment/Retent	\$27,000	\$4,000	(\$23,000)
790	Farmers Market Expenses	\$19,000	\$32,000	\$13,000
810	Committee/Event Expenses	\$0	\$0	\$0
811	Boyne Thunder Expenses	\$0	\$20	\$20
812	Organization Comm Expense	\$7,500	\$6,500	(\$1,000)
818	Contracted Services	\$0	\$0	\$0
870	Training/Travel	\$4,000	\$7,520	\$3,520
900	Advertising/Publishing	\$9,300	\$8,650	(\$650)
902	Promotions Comm Expenses	\$13,600	\$10,700	(\$2,900)
910	Promotions Comm Events	\$33,000	\$30,000	(\$3,000)
940	Facilities Rent	\$3,600	\$3,600	\$0
942	Service/Maintenance Fees	\$75,000	\$75,000	\$0
992	Downtown Loan Principal Pymt	\$5,978	\$5,978	\$0
993	Interest/Downtown Loan	\$1,322	\$1,322	\$0
	SUB - TOTAL	\$410,219	\$306,714	(\$103,505)

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
BOYNE THUNDER FUND 242				
REVENUES				
676.1	Beverage Sales	\$5,000	\$5,391	\$391
676.2	Registrations	\$60,000	\$85,000	\$25,000
676.25	Auction Proceeds	\$10,000	\$25,400	\$15,400
676.26	Cruise / Beach Party Proceeds	\$8,000	\$4,407	(\$3,593)
676.29	Merchandise Sales	\$9,000	\$9,767	\$767
676.34	Sponsorship	\$45,000	\$105,998	\$60,998
676.345	Misc Drawings	\$2,350	\$1,500	(\$850)
676.35	Expense Reimb	\$0	\$9,120	\$9,120
	SUB - TOTAL	\$139,350	\$246,583	\$107,233
EXPENDITURES				
811	Misc Expenditures	\$0	\$5,996	\$5,996
811-050	Bank Service Charges	\$0	\$2,300	\$2,300
811-060	Auction Expenditures	\$0	\$12,770	\$12,770
811.2	Merchandise	\$17,000	\$17,031	\$31
811.21	Camp Quality/Non Profit Part	\$42,240	\$49,691	\$7,451
811.22	Contract Labor	\$400	\$400	\$0
811.23	DJ Expense	\$750	\$600	(\$150)
811.24	Insurance	\$4,500	\$3,950	(\$550)
811.25	Licenses & Permits	\$100	\$200	\$100
811.26	Meals & Entertainment	\$37,600	\$40,995	\$3,395
811.27	Advertising & Publishing	\$5,500	\$4,975	(\$525)
811.29	Sales Tax	\$1,500	\$4,509	\$3,009
811.3	Supplies	\$1,200	\$1,200	\$0
811.305	Utilities /Web Design	\$0	\$1,500	\$1,500
811.31	Tent Rental	\$3,500	\$3,300	(\$200)
811.32	Utilities	\$0	\$570	\$570
811.35	Prizes Paid	\$5,000	\$4,000	(\$1,000)
811.37	Reg Refunds	\$0	\$4,500	\$4,500
811.385	Aerial Filming	\$0	\$9,120	\$9,120
811.395	transfer to Main Street fund	\$0	\$26,756	\$26,756
811.36	Dockage Fees	\$1,500	\$1,020	(\$480)
	SUB - TOTAL	\$120,790	\$195,383	\$74,593

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
LOCAL DEVELOPMENT FINANCE AUTHORITY FUND - 251				
REVENUES				
400	Allocated from Fund Balance	\$96,867	\$0	(\$96,867)
402	Property Tax Collections	\$245,122	\$225,698	(\$19,424)
664	Interest Earnings	\$0	\$0	\$0
	SUB - TOTAL	\$341,989	\$225,698	(\$116,291)
EXPENDITURES				
726	Administrative	\$500	\$0	(\$500)
750	Administrative Svc Fee	\$30,000	\$30,000	\$0
802	Legal Services	\$5,000	\$0	(\$5,000)
808	Community Promotion	\$7,500	\$7,500	\$0
818	Contracted Svs/Eng	\$42,500	\$10,000	(\$32,500)
819	Professional Services	\$10,000	\$5,000	(\$5,000)
825	AIP Right Of Way Construct	\$15,000	\$0	(\$15,000)
870	Training/Travel	\$1,500	\$100	(\$1,400)
871	Workforce Training Program	\$75,000	\$14,282	(\$60,718)
900	Advertising/Publishing	\$10,000	\$4,000	(\$6,000)
971	Capital Outlay-Entrance Sign	\$5,000	\$0	(\$5,000)
987	Contracted Const -CDBG	\$75,000	\$0	(\$75,000)
988	Contracted Services	\$0	\$0	\$0
992	CDBG Loan Principal	\$64,989	\$64,989	\$0
	SUB - TOTAL	\$341,989	\$135,871	(\$206,118)

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
WASTEWATER FUND				
REVENUES - WASTEWATER				
400	Allocated from Fund Balance	\$1,996	\$0	(\$1,996)
403	Delinquent Account/Taxes	\$2,500	\$1,583	(\$917)
579	Grants	\$0	\$0	\$0
581	Grants - CDBG	\$0	\$0	\$0
641	Wastewater User Fees	\$846,500	\$890,000	\$43,500
642	Charges/Services/Other Fees	\$0	\$0	\$0
643	Penalties/late fees	\$5,000	\$9,000	\$4,000
648	Tap In Fees	\$2,200	\$1,170	(\$1,030)
664	Interest Earnings	\$500	\$0	(\$500)
690	Miscellaneous Income	\$0	\$0	\$0
690.2	Boyne USA Sewer Maint Escro	\$0	\$0	\$0
691	Boyne Mtn. Loan Payments	\$225,606	\$225,606	\$0
693	CDBG Downtown Proj Repymt	\$26,767	\$26,767	\$0
	SUB-TOTAL	\$1,111,069	\$1,154,126	\$43,057

WASTEWATER EXPENSES

705	Salaries/Wages	\$106,250	\$68,000	(\$38,250)
709	Overtime	\$12,500	\$11,500	(\$1,000)
711	Safety Equipment	\$500	\$376	(\$124)
712	Insurance: Life & AD&D	\$250	\$200	(\$50)
713	Insurance: Medical	\$35,000	\$22,000	(\$13,000)
714	Social Security	\$9,084	\$6,500	(\$2,584)
715	Pension	\$9,500	\$10,200	\$700
716	Unemployment Compensation	\$600	\$805	\$205
719	Vacation/Sick Time	\$10,000	\$6,500	(\$3,500)
726	Supplies - Lab	\$3,000	\$1,000	(\$2,000)
727	Supplies - General	\$7,500	\$6,000	(\$1,500)
730	Repairs/Maintenance	\$50,000	\$50,000	\$0
731	Postage	\$1,250	\$1,450	\$200
735	Gas & Oil	\$2,000	\$1,000	(\$1,000)
740	Telephone/Utilities	\$155,000	\$155,000	\$0
745	Chemicals	\$40,000	\$42,000	\$2,000
750	Admin Service Fees	\$30,000	\$30,000	\$0
802	Legal Fees	\$1,000	\$0	(\$1,000)
808	Accounting/Audit Fees	\$1,000	\$500	(\$500)
809	Environmental Service Fees	\$10,000	\$9,000	(\$1,000)
818	Engineering	\$10,000	\$13,000	\$3,000
860	Motor Pool	\$5,000	\$200	(\$4,800)
861	Vehicle Expense	\$0	\$1,000	\$1,000
870	Training/Travel/Membership	\$6,000	\$4,000	(\$2,000)
910	Insurance: Liability/Equip	\$5,000	\$8,200	\$3,200
911	Workers Compensation	\$2,000	\$703	(\$1,297)
970	Capital Outlay	\$80,000	\$80,000	\$0
981	Sewer Line Construction	\$0	\$6,425	\$6,425
990	SRF - Principal	\$395,000	\$395,000	\$0
991	SRF - Interest	\$123,635	\$123,635	\$0
	SUB-TOTAL	\$1,111,069	\$1,054,194	(\$56,875)

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
REVENUES - WATER				
403	Delinquent Account/Taxes	\$2,500	\$1,055	(\$1,445)
579	Grants- State/Federal	\$0	\$0	\$0
581	Grants, CDBG	\$0	\$0	\$0
641	Water User Fees	\$551,000	\$547,415	(\$3,585)
642	Water Chgs Services & Fee	\$0	\$5,812	\$5,812
643	Penalties/late fees	\$7,500	\$8,200	\$700
645	Fire Hydrant Fees	\$25,000	\$25,000	\$0
648	Tap-in Fees	\$4,000	\$6,263	\$2,263
664	Interest Earnings	\$0	\$500	\$500
	SUB-TOTAL	\$590,000	\$594,245	\$4,245
WATER DEPARTMENT EXPENSES				
705	Salaries/Wages	\$115,000	\$120,000	\$5,000
709	Overtime	\$15,000	\$14,500	(\$500)
711	Safety Equipment	\$500	\$200	(\$300)
712	Insurance: Life & AD&D	\$125	\$200	\$75
713	Insurance: Medical	\$34,500	\$30,000	(\$4,500)
714	Social Security	\$9,945	\$10,000	\$55
715	Pension	\$10,000	\$10,500	\$500
716	Unemployment Compensation	\$580	\$800	\$220
719	Vacation/Sick Time	\$12,750	\$7,500	(\$5,250)
727	Supplies - General	\$15,000	\$10,000	(\$5,000)
728	Meters/Materials	\$25,000	\$15,000	(\$10,000)
730	Repairs/Maintenance	\$27,000	\$24,000	(\$3,000)
731	Postage	\$1,500	\$1,500	\$0
735	Gas & Oil	\$9,000	\$9,500	\$500
740	Telephone/Utilities	\$37,500	\$53,000	\$15,500
745	Chemicals	\$7,500	\$4,500	(\$3,000)
750	Admin Service Fees	\$30,000	\$30,000	\$0
802	Legal Fees	\$1,000	\$0	(\$1,000)
808	Accounting/Audit Fees	\$1,500	\$500	(\$1,000)
809	Lab Testing	\$3,500	\$5,271	\$1,771
818	Engineering	\$15,000	\$3,150	(\$11,850)
860	Motor Pool	\$2,500	\$1,500	(\$1,000)
861	Vehicle Maintenance	\$0	\$1,500	\$1,500
870	Training/Travel/Membership	\$2,000	\$2,309	\$309
900	Publishing	\$1,500	\$1,104	(\$396)
910	Insurance: Liability/Equip	\$2,000	\$2,896	\$896
911	Workers Compensation	\$2,000	\$1,500	(\$500)
964	N East Street	\$0	\$0	\$0
970	Capital Outlay	\$76,750	\$76,750	\$0
970.2	S Park Street Reconstruction	\$0	\$0	\$0
981	Water Line Construction	\$0	\$0	\$0
990	DWRF Principal	\$90,000	\$151,817	\$61,817
991	DWRF Interest	\$25,000	\$25,000	\$0
	SUB-TOTAL	\$573,650	\$614,497	\$40,847
GRAND TOTAL WTR/WSTWTR FUND EXPENSES				
		\$1,684,719	\$1,668,691	(\$16,028)

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
MOTOR POOL FUND				
REVENUES				
400	Allocated from Fund Balance	\$117,040	\$16,711	(\$100,329)
607	Billings to Fire Department	\$0	\$0	\$0
608	Billings to Water/Wastewater	\$3,000	\$2,000	(\$1,000)
609	Billings to Major Streets	\$70,000	\$144,500	\$74,500
610	Billings to Local Streets	\$90,000	\$139,000	\$49,000
611	Billings to General Fund	\$75,000	\$53,500	(\$21,500)
612	Billings to Airport Fund	\$8,000	\$14,000	\$6,000
613	Billings to Amb Fund	\$0	\$0	\$0
614	Billings to Marina Fund	\$1,500	\$2,500	\$1,000
615	Billings to Cemetery Fund	\$5,000	\$5,500	\$500
616	Rubbish Pick up	\$4,200	\$2,389	(\$1,811)
664	Interest Income	\$250	\$250	\$0
667	Building Rent/Fire Dept	\$22,000	\$22,000	\$0
673	Equipment Sales	\$15,000	\$15,000	\$0
690	Miscellaneous Sales	\$50	\$1,013	\$963
695	Trsf Cap from Genl Fund	\$0	\$0	\$0
		\$411,040	\$418,363	\$7,323
EXPENDITURES				
705	Salaries/Wages	\$0	\$1,500	\$1,500
706	Salaries/Compost	\$12,000	\$11,000	(\$1,000)
709	Overtime	\$0	\$28	\$28
711	Safety Equipment	\$0	\$0	\$0
712	Insurance: Life/AD&D	\$0	\$0	\$0
713	Insurance: Medical	\$1,200	\$1,400	\$200
714	Social Security	\$640	\$750	\$110
715	Pension	\$0	\$0	\$0
716	Unemployment Compensation	\$0	\$0	\$0
719	Vacation/Sick Time	\$0	\$0	\$0
727	Supplies	\$20,000	\$30,000	\$10,000
730	Repairs/Maintenance	\$2,000	\$2,000	\$0
735	Gas & Oil	\$40,000	\$48,500	\$8,500
740	Utilities	\$19,000	\$26,000	\$7,000
750	Administrative Service Fees	\$5,500	\$5,500	\$0
818	Contracted Services	\$68,000	\$64,000	(\$4,000)
910	Insurance: Liability/Equipment	\$7,000	\$10,620	\$3,620
911	Insurance: Workers Comp	\$700	\$700	\$0
968	Depreciation	\$40,000	\$40,000	\$0
970	Capital Outlay	\$195,000	\$145,000	(\$50,000)
991	Interest Expense	\$0	\$0	\$0
	SUB-TOTAL	\$411,040	\$386,998	(\$24,042)

ACCT	ACCOUNT TITLE	CURRENT BUDGET	AMENDED BUDGET	INCREASE <DECREASE>
RUBBISH COLLECTION FUND - 226				
REVENUES				
691	Transfers from General Fund	\$33,200	\$31,291	(\$1,909)
		\$33,200	\$31,291	(\$1,909)
EXPENDITURES				
705	Salaries/Wages	\$6,500	\$6,858	\$358
713	Medical Insurance	\$2,000	\$976	(\$1,024)
714	Social Security	\$500	\$502	\$2
818	Contracted Services	\$20,000	\$20,566	\$566
860	Motor Pool	\$4,200	\$2,389	(\$1,811)
		\$33,200	\$31,291	(\$1,909)



City of Boyne City

MEMO

Date: April 17, 2014
To: Mayor Grunch and the Boyne City City Commission
From: Michael Cain, City Manager *Mc*
Subject: Non-Union Retiree Health Insurance Coverage

In February 2005 the City Commission approved major changes to the post retirement benefits future non-union retirees (including possibly me) would receive. First the retirement program for employees hired after June 1, 2004 was changed from a defined benefit (DB) program to a defined contribution (DC) program. This change was a long term cost savings and stabilization for the City. Also at that time a retiree health insurance coverage stipend was added for up to ten years of coverage after 25 years of service, along with other requirements. The addition of this benefit, which was being provided to unionized City employees, was an additional cost to the City. Copies of the current non-union language and seniority list are attached. Wherever possible the City has, in recent years, tried to keep in consideration benefit levels between various employee groups so they do not get too far out of line with one another.

The City is required to report its expected Other Post Employment Benefit (OPEB) and show a plan for funding them. Several years ago we had an actuarial study done on our RHIC costs and have been setting aside funds to help cover that future cost. Thru the end of this fiscal year we have set aside some \$260,000 for this purpose which is slightly over 50% of the estimated outstanding costs, as determined by the last study. The maximum value of this benefit to an employee, and cost to the City per employee, is \$31,744.80.

Since added in 2005 language phasing out the retiree health insurance coverage (RHIC) stipend over a period of time has been added to the unionized employee bargaining agreements. The City does not provide other health care benefits for its retiree's other than this program.

The Police Union contract provides that employees hired after December 10, 2009 are not eligible for this benefit. The DPW, Water/Wastewater, Maintenance contract provides that employees with less than 10 years of seniority as of March 29, 2012 would not be eligible for this benefit.

It has been the desire of the City Commission to phase out this benefit for all City employees over a period of time.

RECOMMENDATION: That the City Commission approve adding language to section 5.14 (b) of the City's personnel policy stating that: 'Employees hired after January 1, 2014 shall not be eligible for this benefit.'

Options:

- 1) Postpone the matter for further consideration and/or information.
- 2) Deny the request and leave the policy as is.
- 3) Select another hired after date or other criteria for the new language.
- 4) Other options as determined by the City Commission.

-Section 5.14 Retiree Health Insurance Coverage:

This section needs to be modified to clarify retiree payment requirements and to add language regarding the insurance stipend provided to retirees. The revised section would read as follows:

(a) If an employee retires from the City, s/he is eligible to purchase medical, dental, prescription and vision insurance through the City if currently provided to full time non-union employees and acceptable to the insurance carrier by paying for such coverages a month in advance. Payments for such coverages are due on the 1st of each month. Retirees who are more than thirty (30) days in arrears in their insurance payments shall have their coverages canceled back to the final date of paid coverage. Once coverages are ended they can not be re-established. The city reserves the right to modify coverages or change providers from time to time.

(b) The City will pay for full time non-union employees who retire from the City after February 1, 2005, up to a continuous ten (10) year period from the date of a qualified retiree's retirement, the following monthly amounts towards the monthly premiums of coverages currently available to retirees:

One person: \$125.98

Two Person: \$264.54

One Comp: \$105.62

Two Comp: \$231.60

One Comp plus One Person: \$231.60

- (1) This payment covers the following components of the monthly premium: General Medical, Prescription Drugs, Major medical and currently Blue Cross/Blue Shield.
- (2) The earliest point at which this coverage can begin is the point at which an employee turns age 55 and has 25 years of service with the City. The maximum length of the coverage is ten (10) continuous years. An employee can choose the starting point of this coverage within the parameters of the insurance carrier.
- (3) If an employee retires from the City and is employed by an employer who provides health insurance coverage, the City will pay up to one-half (1/2) of the employee's monthly share of the premium, but no more than the amounts stated in (b) above.
- (4) If an employee retires from the City and is covered as a dependent on a health insurance policy issued by a spouse's employer, the City will pay up to one-half (1/2) of the difference between the employees share of the monthly premiums for single (1) and two-person (2) coverage as provided by the spouse's employer, but no more than the amounts stated in (b) above.
- (5) If an employee retires from the City and qualifies for Medicare, the City will pay up to one-half (1/2) of the premium for a supplemental medical health insurance policy from the date at which the employee would normally qualify for Medicare, but no more than the amounts stated in (b) above.

seniority list.txt
Employee Seniority Report

Name	Employee Id	Hire Date	Longevity Date	Employee
	100113	08/05/2013		ANNIE E DOYLE
	100325	09/12/2007		JEFFREY D GAITHER
	100337	04/30/2007		DONALD J SPROUL
	100180	03/06/2007		PATRICIA A HAVER
	100217	10/23/2006		HUGH CONKLIN
	100339	01/09/2006		SYRINA J DAWSON
	100190	12/13/2004		BARBARA A BROOKS
	100185	06/28/2004		JOHN M LAMONT
	100181	02/16/2004		ANDREW J KOVOLSKI
	100171	10/12/2003		SCOTT MCPHERSON
	100124	12/10/2002		MICHAEL C CAIN
	100145	09/01/2000		KAREN SEELEY
	100111	03/02/1987		MICHELE L HEWITT
	100110	09/03/1985		CYNTHIA M GRICE

April 2014

April 2014							May 2014						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

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

May 2014

May 2014						
S	M	T	W	T	F	S
		6	7	1	2	3
4	5			8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2014						
S	M	T	W	T	F	S
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					

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