



City of Boyne City

Founded 1856

319 N. Lake Street

Boyne City, Michigan 49712
www.cityofboynecity.com

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BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
364 North Lake Street
Tuesday, May 9, 2017 at 7:00 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CONSENT AGENDA
The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item(s) on the consent agenda be removed and placed as the last item under new business to receive full discussion. Such requests will be automatically respected.
 - A. Approval of the April 25, 2017 City Commission regular meeting minutes as presented
 - B. Approval of the recommendation from the Zoning Board of Appeals to reappoint Pat Kubesh to the Zoning Board of Appeals board to expire on September 1, 2019
 - C. Approval of the recommendation from the Zoning Board of Appeals to reappoint Roger Reynolds to the Zoning Board of Appeals board to expire on September 1, 2019
 - D. Approval of the recommendation from the Zoning Board of Appeals to reappoint Bob Carlile to the Zoning Board of Appeals board to expire on September 1, 2020
 - E. Approval of the recommendation from the Airport Advisory Board to appoint Leon Vercruysse to the Airport Advisory Board for the 3 year term ending August 24, 2019
4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
5. CORRESPONDENCE
6. CITY MANAGER'S REPORT
7. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
 - A. Draft minutes of the April 5, 2017 Main Street Board Meeting
 - B. Draft minutes of the April 6, 2017 Main Street Board Work Session
 - C. Draft minutes of the April 6, 2017 Parks & Recreation Board Meeting
 - D. Draft minutes of the April 6, 2017 Airport Board Meeting
 - E. Draft minutes of the April 10, 2017 LDFA Meeting
 - F. Draft minutes of the April 17, 2017 Historical Commission Meeting
 - G. Draft Minutes of the April 27, 2017 Airport Board Meeting

8. OLD BUSINESS

A. Open Space Second Appraisal

Consideration to allow staff the opportunity to select a second appraisal bid to not exceed \$6,000 and allow the City Manager to negotiate fees based on services needed and to execute all necessary documents to complete the contract

9. NEW BUSINESS

A. Boyne Valley Trail Phase I Engineering Contract

Consideration to approve the Professional Services agreement with NDG for trail design and construction engineering services for Phase I of the Boyne Valley Trailway as presented

B. City Hall Furniture Bids

Consideration to approve the bid from Interphase Interiors in the amount of \$64,502.47 to provide furnishings including delivery and installation for the new City Facilities and authorize the City Manager to execute the documents

C. Voting Equipment Resolution

Consideration to approve the resolution authorizing the City to apply to the Michigan Secretary of State via the Charlevoix County Clerk's office for a grant to purchase the new voting systems from Dominion Voting Systems

D. Plotter Purchase

Consideration to approve the purchase of an HP T2530 Multifunction printer from Engineering Supply for a unit price of \$8,200 with a cash trade in of \$1,250 for the existing plotter for a total price of \$6,950 and authorize the City Manager to execute the documents

E. Small Garage Move

Consideration to approve the bid of \$2,500 for J & R Building Mover's Inc to move the small garage from the City Hall site to the Wastewater Treatment Plant yard as well as approve the cost of the blocks and concrete to set the garage on

F. Interview Room Small Cameras System

Consideration to approve the bid from Habitec Security to install a camera system in the Police Department Interview / Interrogation Room in the amount of \$2,561.50 and authorize the City Manager to execute the documents

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The next regular City Commission meeting is scheduled for Tuesday, May 23, 2017 at noon

12. ADJOURNMENT

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



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agenda packets & minutes for each board

**APRIL 25, 2017
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 364 NORTH LAKE STREET, ON TUESDAY APRIL 25, 2017

CALL TO ORDER

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

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

Absent: None

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

Others: There were seven citizens in attendance

**CONSENT AGENDA
MOTION**

2017-04-030

Moved by Conklin
Second by Towne

2017-04-030A

Approved the April 11, 2017 City Commission regular meeting minutes as presented

2017-04-030B

Approved to support the Boyne City Main Street application for a special license to serve alcohol on July 7 & 8, 2017 for the Boyne Thunder

2017-04-030C

Approved to proclaim Thursday, April 27, 2017 Arbor Day in the City of Boyne City

2017-04-030D

Approved to proclaim May as National Historic Preservation Month in the City of Boyne City

2017-04-030E

Approved of the Local Governing Body Resolution for Charitable Gaming Licenses as requested by the Boyne Area Chamber of Commerce and Authorize City Staff to submit the required documents in support of this and future similar requests from them

2017-04-030F

Approved to proclaim April 23-29 as Volunteer Appreciation Week in the City of Boyne City

2017-04-030G

Approved the proposed grant agreement with the Health Department of Northern Michigan and TOMMBA for \$18,500 for the Avalanche Trail

Ayes: 5

Nays: 0

Absent: 0

Motion carried

CITIZENS COMMENTS

None

CORRESPONDENCE

None

CITY MANAGERS REPORT

City Manager Cain reported:

- Crack sealing began last week at the Airport.
- The Fire department held a practice / training burn last week on Hull Street

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES

Fiber Internet Service Bids

The March, 2017 Financial Statement was received and filed

Review and consideration of update from City Manager on internet connection alternatives for new City Facilities Complex.

City Manager Cain provided an update regarding internet for the new City Facilities. After much discussion, it appears that we can get direct fiber connections thru Charlevoix County installed at \$363/month with basically unlimited bandwidth up to the County's 1 Gbps over Merit's fiber network. They are pretty sure they can get this all installed prior to the Police and Fire Department's move into the new facility on May 22. This would be a five year agreement, 3 years, plus two one-year renewals. This meets the general framework earlier provided by the county. City Manager Cain added that he thinks it's worth the extra \$1,356 per year to partner with Charlevoix County, and get a much higher bandwidth capacity.

Staff Comments: Barb Brooks agrees.

Citizens Comments: None

Board discussion: Commissioner Conklin inquired who we would contact for help and City Manager Cain said he believes someone from Charlevoix County. All Commissioners are in support. No Motion was required because it fit within the parameters of the April 11, 2017 motion.

Public Hearing – LDFA Renewal

Public Hearing to hear Citizen Comments regarding the proposed Local Development Finance Authority Tax Increment Plan and Development Plan Amendment.

Mayor Neidhamer opened the Public Hearing at 12:25 p.m.

City Manager Cain discussed the original establishment of the City of Boyne City's Local Development Finance Authority (LDFA) in 1997 and the adoption of the original Development Plan.. The area has since been expanded and is now called the Boyne Business Park. Throughout the years, over 13 businesses have set up shop in the park. The Northern Lakes Economic Alliance estimates that about 1,000 employees work through businesses in the park. For a community of some 3,735 people, that employment base is a huge impact, not just for Boyne City but for the entire region.

Having the LDFA in place, along with the TIF district and development plan has helped set the conditions that has encouraged these businesses to locate and grow in Boyne City. Much has been accomplished, but much more needs to be done. The development plan outlines the proposal from the City's LDFA board for a 20 year renewal of the TIF and adoption of the updated plan.

Mac McClelland from Otwell Mawby presented the summary of the proposed development Plan. The overall budget is for \$4,912,225 for the eligible

activities including infrastructure, improvements, and allowable land acquisition. Revenues for this budget are from captured tax revenues.

L DFA Chair, Ralph Gillette said the board is in full approval of the proposed plan and renewal. The park has done a lot for Boyne City.

There was no other public comment.

Mayor Neidhamer closed the Public hearing at 12:37 p.m.

Board Discussion: Mayor Pro-Tem Towne said he is in favor of anything to help economic growth. Commissioner Grunch said it's obvious the business plan worked. Commissioner Conklin said he strongly supports the plan – keep it as loose as possible. All Commissioners are in favor.

MOTION

2017-04-031

Moved by Conklin

Second by Towne

To adopt the resolution regarding the Boyne City Local Development Authority Tax Increment Financing Plan and Development Plan Amendment

Ayes: 5

Nays: 0

Absent: 0

Motion carried

FY 2016/2017 Budget Amendments

Consideration to approve the FY 2016/2017 budget amendments as presented in compliance with accounting and budgeting standards.

Clerk / Treasurer Grice discussed the proposed budget amendments to the FYE 2017 Budget. These have been reviewed by the department heads who agree with the recommendations. The biggest change is in the DDA fund where the S. Lake Street Redevelopment Grant expenditures and revenues were not originally stated.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement with the recommendation.

MOTION

2017-04-032

Moved by Towne

Second by Sansom

To approve the FY 2016/2017 budget amendments as presented in compliance with accounting and budgeting standards.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

**Boyne District Library
Story Walk and Planet
Walk Request**

Consideration to approve the Story Walk and Planet Walk projects in Old City Park and authorize City Staff to work with the Boyne District Library regarding the details of the signs.

Alexa Wright of the Boyne District Library discussed the proposed story walk for Old City Park. It is a way for families to read together outside, promoting literacy and fitness. The pages of a children's story book are laminated and mounted on stakes and presented one at a time down a trail or throughout a park. They can be spaced as close or as far apart as needed. Families can stroll from one page to the next. It is being requested that the story walk be installed after the 4th of July and be in place until Labor Day.

Cindi Place of the Boyne District Library discussed the proposed Planet walk. They would team up with Create Art Studio and local artists to have the children of Boyne City create replicas in sidewalk chalk with a semi-permanent fixant over it of the sun and the planets in our solar system. Students will be charged with determining the to-scale distances between each planet and the sun as well as researching what their planet looks like and its properties. The local artists will be on hand to work with and assist the children in their replicas of the planets. The goal is to have these works of art installed during the month of June and for them to be prominently displayed and advertised until the rare solar eclipse event on August 21.

Citizens Comments: None

Staff Comments: None

Board Discussion: Commissioner Grunch and Mayor Pro-Tem Towne are in agreement. Commissioner Sansom said she has qualms about the temporary signs in Old City Park. Could it possibly be located somewhere else. Those signs do not look that attractive. It would also put out the wrong message regarding the City's own sign ordinance and she is also not in favor of that location. Regarding the sidewalk chalk art, Commissioner Sansom added that the aerosol spray fixant is harmful to the environment. Commissioner Conklin said he shares some of the Old City Park location concerns. He worries about the presentation as proposed. Mayor Neidhamer said let's take the story walk project where the kids are. He likes the idea of Old City Park, Sunset park or even the playground.

MOTION

2017-04-033
Moved by Conklin
Second by Sansom

To approve the Story Walk and Planet Walk projects and authorize City Staff to work with the Boyne District Library regarding the details of the signs and location of the Story Walk

Ayes: 5
Nays: 0
Absent: 0
Motion carried

**Marina Reservation
Policy**

Consideration to adopt the revised City Marina Regulations Section 2 Reservation Policy as presented.

Harbormaster Barb Brooks discussed the proposal to update the marina reservation policy to clean up some language, change the requirements for cancellation and increase the amount of the cancellation fee from \$2.00 to \$5.00 to cover transaction expenses.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement with the recommendation.

MOTION

2017-04-034
 Moved by Grunch
 Second by Towne

To adopt the revised City Marina Regulations Section 2 Reservation Policy as presented

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Road Maintenance Contract

Consideration to extend the contract for the FYE 2017 Pavement Maintenance Project awarded to Reith Riley to include this year's quantities of crush and shape work for an amount not to exceed \$415,488 and authorize the City Manager to sign the required documents. City Manager Cain discussed the request from Public Works Superintendent Andy Kovolski to extend last year's contract with Reith Riley to include this year's quantities. Reith Riley has agreed to hold their unit pricing to complete the project that, due to weather conditions last fall, we were unable to complete. Funds will be available in the budget.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement with the recommendation.

MOTION

2017-04-035
 Moved by Towne
 Second by Conklin

To approve to extend the contract for the FYE 2017 Pavement Maintenance Project awarded to Reith Riley to include this year's quantities of crush and shape work for an amount not to exceed \$415,488 and authorize the City Manager to sign the required documents

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Open Space Appraisal

Consideration to award the contract for the appraisal of the Open Space property.

Assistant Planner Patrick Kilkenny discussed the Open Space appraisal services. Requests for proposals were sent to six qualified appraisers on Friday, April 13. Staff received and reviewed a total of three proposals submitted on or before the April 24th deadline. Two of the firms declined to submit due to various constraints and one firm did not reply.

Each of the proposals were submitted by individuals identified on the Michigan Department of Natural Resources certified list of appraisers. The proposals range in total estimated cost from \$4,250 to \$7,500 and date ranges for completion are 30 to 90 days. Each of the certified appraisers have experience working with the Michigan Natural Resources Trust Fund projects. Two of the firms are from Traverse City and the third is located in Charlevoix. It is being recommended to allow staff the opportunity to interview the three appraisal firms individually and select the winning bid at a cost not to exceed \$7,500 and allow the City Manager to negotiate fees based on services needed and to execute all necessary documents to complete the contract.

Staff Comments: None

Citizens Comments: None

Board Discussion: Commissioner Conklin said the appraisal is to the best use, not intended use. Were references provided? Patrick said yes. Mayor Neidhamer said time is an issue. He trusts staff to make the decision. He suggested we use a local appraiser as consultants and to provide insight. All are in agreement with Patrick's recommendation.

MOTION

2017-04-036
Moved by Towne
Second by Conklin

To approve to allow staff the opportunity to interview the three appraisal firms individually and select the winning bid at a cost not to exceed \$7,500 and allow the City Manager to negotiate fees based on services needed and to execute all necessary documents to complete the contract.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

Good of the Order

Commissioner Conklin asked if we would soon be getting into a discussion of when the City clock will be chiming. He also inquired about downtown recycle containers.

ADJOURNMENT

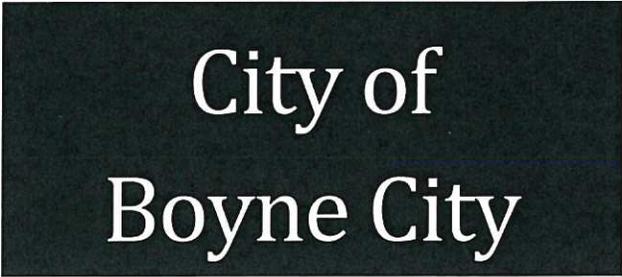
Motion by Mayor Neidhamer seconded by Commissioner Conklin to adjourn the Regular City Commission meeting of Tuesday, April 25, 2017 at 2:01 p.m.

Tom Neidhamer
Mayor

Cindy Grice
Clerk / Treasurer

DRAFT

Pat Haver
319 N. Lake Street
Boyne City, MI 49712
(231) 582-6597
(231) 535-0003 fax
phaver@boynecity.com

The logo for the City of Boyne City, featuring the text "City of Boyne City" in a white serif font on a dark rectangular background.

Memo

To: Michael Cain, City Manager 

From: Pat Haver 

Date: May 3, 2017

Re: Reappointment of Pat Kubesh, Roger Reynolds and Bob Carlile to the Zoning Board of Appeals

The terms of Pat Kubesh and Roger Reynolds expired on September 1, 2016 and the term of Bob Carlile is due to expire on September 1, 2017. All three members have indicated that they are willing to serve another three year term. After board discussion, a motion was made by Murray, seconded by Reynolds, passed unanimously, to recommend to the City Commission the reappointment of Pat Kubesh and Roger Reynolds to a three year term on the Zoning Board of Appeals to expire on September 1, 2019 and Bob Carlile to a three year term on the Zoning Board of Appeals to expire on September 1, 2020.

Planning staff also recommends reappointment to the Zoning Board of Appeals



To: Michael Cain, City Manager

A handwritten signature in black ink, appearing to be "Mc", is written over the text "City Manager".

From: Jane Halstead, Recording Secretary

Date: May 5, 2017

Re: Appointment of Leon Vercruysse to the Airport Advisory Board

At the Airport Board Meeting held April 27, 2017 a motion was made by Oral Sutliff, seconded by Richard Bouters and passed unanimously to recommend to the City Commission the appointment of Leon Vercruysse to fill the seat vacated by the death of Edward Hennessey.

RECOMMENDATION: That the City Commission approve the appointment of Leon Vercruysse to the Airport Advisory Board for the 3 year term ending August 24, 2019.

CITY OF BOYNE CITY

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

APR 20 2017



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: LEON F. VERCRUYSE

Address: 305 FRONT ST. BOYNE CITY MI. 49712

Telephone: (231) 675-4662 (daytime) SAME (evening)

Email: NA.

Occupation: RETIRED G.M. CHEVROLET DIVISION SUPR.

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Economic Development Corporation |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Main Street / DDA 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 type="checkbox"/> District Library Board |
| <input type="checkbox"/> Historic District Commission | |

Reason(s) you wish to serve:

FLEW SINCE 1960 (PRIVATE PILOT LICENCE # 1507284 -1961)

Other community or civic service activities:

25 YEARS OF BOYNE CITY ROTARY CLUB (ACTIVE MEMBER)
15 YEARS DIRECTOR SOFTBALL ACTIVITIES FOR CAMP
QUALITY (1985 THRU 2010)
11 YEARS LAKE CHARLEVOIX ASSOCIATION BOARD MEMBER

Signature Leon F. Vercruyse

Date April 17, 2017

*In Memoriam, James T. Northrup
November 24, 1939-June 8, 2011*

Jim Northrup, along with Bill Freehand and Leon Vercruysse, came to Camp Quality's summer camp for many years passing on their love of the game of baseball to the campers. The boys versus girls baseball game they arranged was always a big hit with the campers. We extend our love and support to his family.



Mister Baseball

Leon Vercruysse, a Camp Quality staple for many years, has finally hung up his spikes at age 84. Campers will remember Leon as the guy that organized the baseball games and wore a Detroit Tigers baseball uniform. Leon was a minor leaguer from 1948 to 1951 but never made it to the majors. He attended the Tigers fantasy camp for 20 years and was on a first name basis with many



former Detroit Tiger greats. He was instrumental in getting Bill Freehand and Jim Northrup (two retired Detroit Tiger greats) to attend Camp Quality Michigan's summer camp for many years and played baseball with the campers. Good Luck Leon and thank you.



Approved: _____

Meeting of
April 5, 2017

MINUTES OF THE BOYNE CITY MAIN STREET WORK SESSION HELD ON
WEDNESDAY APRIL 5, 2017 at 4:00 PM CITY HALL, 364 NORTH LAKE STREET

**Meeting
Attendance**

Participants Present: Kelsie King-Duff, Michael Cain, Ashley Cousens, Don Ryde, Sally Van Domelen, Chris Bandy, Rob Swartz, Ben Van Dam, Robin Lee Berry, Karen Guzniczak, Becky Harris, Bob Alger and Jane Halstead (recording secretary)

Facilitators: Patrice Martin of Innovative Community Solutions, Michelle Audette-Bauman and Leigh Young of Michigan Main Street.

Patrice Martin discussed what the Michigan Main Street Refresh program entails. Instead of the focus being on the Four Points process, work is organized around strategies. The Boyne City Main Street transformation strategy will be focusing on outdoor recreation. A 3 to 5 year vision should be defined and goals and measures of success determined.

Defined Vision

Downtown Boyne City is a well-known, welcoming four season community on the water with successful businesses, comprehensive signage, accessible to everyone and high quality public facilities that maximize the experience of Boyne.

Draft Goals

- Expand and update marina
- Replace old restrooms and add new restroom at Old City Park
- Market downtown as recreation hub/destination
- Update Pavilion
- Encourage business development for diverse audiences
- Develop robust signage (in and out of DDA)
- Support full occupancy of store fronts

Representatives from Michigan Main Street will be back at a future date to train on metrics and how to measure success.

The work session concluded at 7:07 p.m.

Jane Halstead, Recording Secretary

Approved: _____

Meeting of
April 6, 2017

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING
HELD ON THURSDAY, APRIL 6, 2017 at 8:30 AM CITY HALL, 364 NORTH LAKE
STREET

Call to Order Chair Michelle Cortright called the meeting to order at 8:30 a.m.

Roll Call Present: Michael Cain, Michelle Cortright, Rebecca Harris, Kelsie King-Duff, Don Ryde, Chris Bandy, Robin Lee Berry

Meeting Attendance Absent: Pat O'Brien, Ben Van Dam

City Staff: Recording Secretary Jane Halstead, Assistant Planning/Zoning Administrator Patrick Kilkenny, City Commissioner Ron Grunch

Public: Two, including Ashley Cousens of Chamber of Commerce

Excused Absences **Cain moved, Ryde seconded, PASSED UNANIMOUSLY** to excuse Pat O'Brien and Ben Van Dam.
MOTION

Approval of Minutes **Cain moved, Harris seconded, PASSED UNANIMOUSLY** to approve the March 2, 2017 minutes as written.
MOTION

Citizens Comments None

Correspondence King-Duff reviewed a letter which she sent to the Liquor Control Commission regarding Bayside Beverage. Boyne City Main Street has never had an agreement with Bayside Beverage to use them as a distributor in exchange for sponsorship.

Committee Reports **Organization Committee**
The Organization Committee meets next week. Boyne Thunder is going smoothly.

Design Committee
Becky Harris reported that The Last River Draw dedication is set for June 8th. The contracts for the Walk-About-Sculpture Show are being worked on.

Team Boyne
Ashley Cousens stated that the Bliss Salon & Spa will open next week. Jim White will be a speaker at the next meeting on April 21st and will discuss the Community Center.

Promotions

Chris Bandy said the Promotions Committee is working on doing an on-land poker run for the non-boaters at Boyne Thunder.

Director's Report

- Kelsie King-Duff and Chris Bandy will be attending the National Main Street Conference in Pittsburgh at the beginning of May.
 - April 13th is the Open House at the new Main Street office located in Fustini's from 4 to 6 pm.
 - Buff up Boyne is scheduled for May 6th. There currently is no lead person as Aaron Place has stepped down. Cain will check with the Lion's to see if they can grill hot dogs.
 - The Promotions Committee is working in conjunction with Boyne Thunder to organize on land poker run.
 - Façade grants are due to the Design Committee by April 27th.
 - The Boyne Bee raised \$2,200. Thanks to Pat O'Brien and the Dilworth for sponsoring the event.
 - King-Duff has been doing webinar grant training.
-

Old Business

Transformation Strategy –Refresh Work Session

The board discussed the Michigan Main Street work session that they participated in on April 5th. It went better than expected. There are some concerns about metrics and the number of volunteers that may be needed to facilitate the gathering of data. Michigan Main Street will be back in the future to discuss the next steps

New Business

Approval of Dedication Date for Last River Draw Sculpture

The Design Committee recommended a June 8th dedication date for the Last River Draw Sculpture.

MOTION

Cain moved, Bandy seconded, PASSED UNANIMOUSLY to approve June 8th, 2017 as the dedication date for the Last River Draw Sculpture.

Approval of Contract with Kim Ritsema

The Board discussed the contract with Kim Ritsema for photography services. The list of events which Kim is to photograph will be reviewed by the Promotions Committee. Harris wants to make sure photos are accessible for Main Street's use via Flickr or other website. The board also discussed the contract negotiation process in general.

MOTION

Cain moved, Harris seconded, PASSED UNANIMOUSLY to extend the existing contract with Kim Ritsema at the discretion of the Main Street Executive Director for a term not to exceed one quarter.

Walk About Sculpture Tour Contract

The Board reviewed the Exhibit Contract and Lease Agreement for the Walkabout Sculpture Show. Item 6 of the contract has been revised in regards to insurance. In addition, it was decided to remove the phrase ‘For securely installing the work’ from item #1 on the contract. It will be the artist’s responsibility to securely install their work.

The new sculptures will be installed in June.

MOTION

Swartz moved, Ryde seconded, PASSED UNANIMOUSLY to approve the Exhibit Contract and Lease Agreement with amendments.

Mark C’s Trees Contract

The contract with Mark C’s Trees to maintain trees , planter beds, install banners and perform miscellaneous odd jobs needs to be renewed. Work will begin in late April or early May depending on weather.

MOTION

Harris moved, Bandy seconded, PASSED UNANIMOUSLY to renew the contract with Mark C’s Trees at current rates.

Budget Review

The Board reviewed the FYE 2018 Budget. The amount allocated to the Streetscape line item may not be adequate if the Board decides to purchase new Christmas lights this year. Cain noted that property tax collections are steadily decreasing and Main Street has to be mindful of how we use our funding.

MOTION

Harris moved, Ryde seconded, PASSED UNANIMOUSLY to adopt the budget as presented and recommend the budget to the City Commission.

Financial Report Review

The Board reviewed the Financial Report.

Good Of The Order

- The Great Lakes Swimmers will be performing at Freshwater Studio on April 15th.
- Cain said the City is considering a possible millage request on the November ballot to fund the purchase of the Open Space.
- The City is applying for grants to fund the first phase of the Marina Expansion.

- The new City facilities are coming along nicely – hope to have the police and fire departments move in at the end of May and the rest of the departments move in during July.
 - The Michigan Mountain Bike Festival is August 25th to 27th. TOOMBA has raised \$220,000 for the trails at Avalanche.
 - Mathers Ford has its 100th anniversary of being a Ford Dealership this year. Classic Instruments and Van Dam Boats have been in business 40 years. These milestones need to be celebrated. Main Street and the Chamber plan to work together to recognize and celebrate these achievements.
 - Stroll the Streets sponsorships remain at \$250 this year. May consider a lesser sponsorship level for future years to involve more people.
 - Wi-Fi in Boyne was discussed. It draws people to parks etc. Boyne City currently has a limited bandwidth.
 - Business After Hours is at En Vogue Salon on April 20th.
-

ADJOURNMENT

The Boyne City Main Street Board meeting of April 6, 2017 was adjourned by Chair Michelle Cortright at 9:58 a.m.

Jane Halstead, Recording Secretary



Approved:

**MEETING OF
April 6, 2017**

**RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY
PARKS AND RECREATION COMMISSION MEETING HELD AT
6:00 P.M. AT CITY HALL ON MONDAY, APRIL 6, 2017.**

CALL TO ORDER

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

ROLL CALL

Present: Mike Sheean, Darryl Parish, Lisa Alexander and Mike Doumanian

Absent: Jo Bowman, Hugh Conklin and Tom Smith

****MOTION**

Alexander moved, Parish seconded, PASSED UNANIMOUSLY to excuse the absence of Bowman, Conklin and Smith

**MEETING
ATTENDANCE**

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

Public Present: Three

**APPROVAL OF
MINUTES **MOTION**

Doumanian moved, Alexander seconded, PASSED UNANIMOUSLY, a motion approving the March 2, 2017 meeting minutes as presented.

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

Alexa Wright from the Boyne District Library approached the board regarding a couple projects the library would like to implement this summer. They are proposing a "Story Walk" in Old City Park. The project consists of signs (pages out of story book) along the sidewalk starting at the beginning of the book until the end, usually around 12 to 20 signs/pages. The signs would be similar style and size of real estate signs. This would be a seasonal pilot project and if it is well received, the library would like to consider something more permanent. The general consensus of the board was they were supportive of the idea but didn't want to see the project installed until after the 4th of July. Due to the congestion of the duck race and raft race they can see them getting damaged or becoming a hazard. Their second proposal is to install a Planet Walk. This would start near City Hall and progress down the sidewalk along Lake St. to Main St. Sidewalk chalk with a sealer over it would be used to draw the planets on the sidewalk. The goal is to have it installed in June and be on display until the Solar Eclipse event on August 21. The board thought this was a unique project and was also in favor.

****MOTION**

Parish moved, Alexander seconded, PASSED UNANIMOUSLY to recommend the City Commission approve the projects presented by the Boyne District Library with the Story Walk not to be installed until after the 4th of July.

DIRECTOR'S REPORT

Parks are being prepped for spring/summer opening
Fitness Trail at the dog park is moving forward
Latitude 45 is having a Giant bike demo day at Avalanche
The proposed fishing pier at the end of Water St. will be installed this summer

CORRESPONDENCE

None

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES**Park Inspection Reports -**

- There are trees and branches down at Avalanche on the paths
 - **Dog Park** - The committee's latest fund-raisers brought in over \$800 in donations and are busy planning more activities. They expressed a safety concern over younger children coming to the park unsupervised. Kovolski stated that he would discuss this with the city manager and police chief to see what they think and added if they are misbehaving and causing problems the police should be called at that time. Members of the committee also requested if the dog park could be added to the list of places that are cleaned up during Buff Up Boyne.
-

**UNFINISHED BUSINESS
FY 2017/18 Budget**

Kovolski stated that the budget was recommended to the City Commission with no changes since it was reviewed at the February meeting.

Parks Brochure / Map

Brooks reported that she met with Michelle Cortright from Harbor House to discuss the map project. She had hoped to have something to us by our meeting which didn't happen but we should see a proposal within the next few days.

Board Member Vacancy

Applications on hand are from Jerry Douglas and Gow Litzenburger. Litzenburger has not been a City resident for a full year but is close. Douglas has served on the board in the past. Kim Evans has also stated that she is interested but has yet to submit an application.

NEW BUSINESS**Park Signage**

The board discussed when it is appropriate to allow businesses to advertise on signs in parks and the aesthetics. The general consensus was that board would consider proposed signage and sponsorships as a part of the overall project request review on an individual basis, provide feedback to the applicant and make their recommendations to the City Commission.

NEXT MEETING

The next regular meeting of the Parks and Recreation Board is scheduled for Thursday, May 4, 2017 at 6 pm at City Hall.

ADJOURNMENT

The April 6, 2017 meeting of the Parks and Recreation Board adjourned at 6:51 p.m.

Barb Brooks, Recording Secretary

Draft



Approved: _____

**MEETING OF
APRIL 6, 2017**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD HELD APRIL 6, 2017**

CALL TO ORDER

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

**ROLL CALL
ATTENDANCE**

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

Citizens:

Staff: Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES
MOTION**

NONE

**APPROVAL OF MINUTES
MOTION**

Motion by **Sutliff** Seconded by **Harrington PASSED UNANIMOUSLY** to approve the **February 23, 2017** minutes as written.

CORRESPONDENCE

NONE

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

NONE

COMMITTEES

UNFINISHED BUSINESS

- A. Safety Seminar:** The Airport Advisory Board will sponsor an Aviation Safety Seminar on Wednesday, May 10, 2017 at 6:00pm in the airport terminal. The Seminar will be presented by the FAA Safety Team. During the Seminar, the FAA will present the Wright Brothers Master Pilot Award to board member Leon Jarema in recognition of 50 years of continued service to General Aviation. A planning update was given by Richard Bouters.
- B. Budget Update:** City Manager Michael Cain presented the 2017-18 budget to the Airport Board for review. Questions were answered and no changes requested by the board.

- C. **Runway Distance Markers:** No new progress to report regarding this item. Work will begin as weather permits.
- D. **Phone & Internet:** City staff are working on a plan to bring Spectrum Phone & Internet into the terminal within the next few weeks.
- E. **Other:** The Board discussed options regarding budgeting and planning to assist in moving forward with satisfying some of the FAA requirements for Obstructions around the airport. The board will invite a representative from the City Planning office to the April 27, 2017 meeting for further discussion.

NEW BUSINESS

- A. **Young Eagles Airplane Rides:** The Harbor Springs EAA Chapter will be at the Boyne City Airport to offer free airplane rides on Saturday, August 12, 2017 from 9am-12 noon. Any youth ages 8 – 17yr. may stop by for a Free airplane ride over Boyne City. The board will assist with marketing this event.
- B. **Other:** 1. The board requests that the city street crews fill and patch a hole at the end of Taxiway B, in front of hangar B17. 2. The board requested that the city street crews remove and clean all debris left on Airport property from the this past winter's snow dumping operations.

GOOD OF THE ORDER

- A. The Airport fuel price is \$4.26/gal. as of October 28, 2016.

ANNOUNCEMENTS NEXT MEETING MOTION

- A. The next regular Airport Advisory Board meeting is scheduled for **April 27, 2017 at 5:30pm** at the Airport Terminal.

ADJOURNMENT

- A. The meeting was adjourned **6:26pm** by **Chair Schmidt.**

Richard L. Bouters-Secretary_____



Approved: _____

**MEETING OF
April 10, 2017**

**MINUTES OF THE BOYNE CITY LOCAL DEVELOPMENT FINANCE
AUTHORITY SPECIAL MEETING DULY CALLED AND HELD ON MONDAY,
APRIL 10, 2017 at City Hall ~ 364 N Lake St, Boyne City**

CALL TO ORDER

Chair Gillett called the meeting to order at 12:03 p.m.

ROLL CALL

Present: Kelly Bellant, Michael Cain, Michelle Cortright, Pete Friedrich, Todd Fewins,
Ralph Gillett, Josette Lory
Absent: Pat Anzell

EXCUSED ABSENCES

Cortright moved, Cain seconded, PASSED UNANIMOUSLY to excuse Pat Anzell

**MEETING
ATTENDANCE**

Staff: Recording Secretary Jane Halstead
Public: One – Mac McClelland

**CITY COMMISSION
QUORUM**

City Commissioner's Hugh Conklin, Ron Grunch and Tom Neidhammer were present.

**HEARING CITIZENS
PRESENT**

None

**UNFINISHED
BUSINESS**

TIF Plan and Development Plan Amendment

Mac McClelland, Consulting Engineer with Otwell Mawby was present to discuss the Tax Increment Financing Plan and Development Plan Amendment.

The City of Boyne City established the Local Development Financing Authority November 12, 1996 and the City Commission approved the adoption of the Development and TIF Plan on April 29, 1997. The current TIF Plan is set to expire April 29th, 2017. If the Plan Amendment is adopted it will provide for a twenty year extension until April 25, 2037.

MOTION

Friedrich moved, Lory seconded PASSED UNANIMOUSLY to approve the amended Tax Increment Financing Plan and Development Plan Amendment as written and recommend the Boyne City City Commission approve the plan.

NEW BUSINESS

The Board discussed whether the Noon meeting time on Monday is convenient for everyone or if a Friday Noon meeting would be better. The meeting schedule will stay as is for now.

GOOD OF THE ORDER

None.

ANNOUNCEMENTS

The next meeting of the Local Development Finance Authority is scheduled for Monday, May 8, 2017.

ADJOURNMENT

The April 10, 2017 Local Development Finance Authority meeting was adjourned at 12:47 p.m.

Pete Friedrich, LDFA Secretary

Jane Halstead, Recording Secretary

Special Meeting
Minutes of April 17, 2017
7:00 pm
City Hall

CALL TO ORDER: 7:02 PM

PRESENT: Barden, Sansom, Hewitt, Dawson, Alexander, Raycraft.

ABSENT: Lazarz, Kelts

GUEST: none.

Lafrance Fire Truck Celebration:

Alexander asked about the grants that the DDA has available for façade work.

Aug. 11 and Aug 12th celebration dates during the Antique Car Show.

Need list of fire stations from Kecia for the mailing of the flyers. Hewitt will follow up on this.

Alexander to do mailing when we get a mailing info.. Contact fire chief for a list and each person to take a county to send a flyer to. Website firedept.net.

Alexander- Charlevoix, Grand Traverse, Leland

Hewitt- Alpena, Roscommon, Emmet

Dawson- Cheboygan, Mackinaw City, Presque Isle, Mackinaw Island

Sansom- Kalkaska, Antrim

Barden- Otsego, Crawford, Montmorency

Raycraft- Chippewa, Mackinaw

Hewitt will do mailing labels

Confirm open house date with fire chief with the dates of Aug. 11 & Aug. 12.

People choice award for best fire truck, could sell tickets to make money for voting. Proceeds to go to museum fund

Judging of fire trucks , prizes awarded

Games:

Fireball

Bucket brigade

Water pumping contest

Fire department to help with games, maybe the women's auxiliary

Fire department to meet with us next time we meet to go over plans

Next meeting May 1, 2017 at 7:00 pm

Post mark info needs to be sent to post office with line art print, submit 10 weeks prior to event.
Deadline May 12th.

Hand out surveys for the museum at business after hours. Drop off some at the senior center.

Photos need to be determined

Sansom needs to know items separated out for exhibit or pictures

Display and museum updates, scanning and cataloging for Joe.

Adjournment: 8:38 pm

DRAFT



Approved: _____

**MEETING OF
APRIL 27, 2017**

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

CALL TO ORDER

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

**ROLL CALL
ATTENDANCE**

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

Citizens: Ron Ludgin, Leon Vercruysse
Staff: Airport Manager/City Manager, Michael Cain
City Planner, Scott McPherson

**EXCUSED ABSENCES
MOTION**

NONE

**APPROVAL OF MINUTES
MOTION**

Motion by **Sutliff** Seconded by **Harrington** **PASSED UNANIMOUSLY** to approve the **April 6, 2017** minutes as written.

CORRESPONDENCE

NONE

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

NONE

COMMITTEES

UNFINISHED BUSINESS

- A. General Utility Licensing – Planning:** City Planner Scott McPherson discussed planning options regarding Approach Obstructions issued by the FAA. Scott will identify and map the obstructions listed and provide this information to the board. The board will focus on three items from the MDOT inspection sheet dated November 2015 in an effort to clear the path to General Utility Licensing. The board/city will also attempt to enlist assistance from MDOT Office of Aeronautics with regard to these items. Scott will report back to the Board by the May 25, 2017 meeting.

B. Safety Seminar – Wednesday, May 10, 2017: Richard Bouters reported on the progress for planning.

C. Other

NEW BUSINESS

- A. Crack Sealing:** Crack sealing of the Airport Runway and Taxiways has been completed.
- B. Leon Vercruyse Board Member Application:** Motion by **Sutliff** seconded by **Bouters**, **PASSED UNANIMOUSLY** to recommend that the City Commission to appoint Leon Vercruysee to the vacant seat on the Airport Advisory Board.
- C. Other:** 1. The Airport Radio License is due for renewal with the city Police department completing this process. 2. An inquiry was received by the City regarding building a hangar at the Airport. City Manger Michael Cain will report more details as they are available.

GOOD OF THE ORDER

- A.** The Airport fuel price is \$4.22/gal. as of April 21, 2017.

ANNOUNCEMENTS

NEXT MEETING

MOTION

- A.** The next regular Airport Advisory Board meeting is scheduled for **Thursday, May 25, 2017 at 5:30 p.m.** at the Airport Terminal.

ADJOURNMENT

- A.** The meeting was adjourned **6:25 p.m.** by **Chair Schmidt.**

Richard L. Bouters-Secretary_____

CITY OF BOYNE CITY

To: Michael Cain, City Manager *MC*

From: Patrick Kilkenny, Assistant Planner *PK*

Date: May 5, 2017

Subject: Open Space Appraisal Services



Background: Staff provided two memos at the April 25, 2017 City Commission meeting regarding Open Space appraisal services. Requests for proposals were sent to six qualified appraisers on Friday, April 13, 2017. Each of the proposals were submitted by individuals identified on the Michigan Department of Natural Resources certified list of appraisers and have experience working on Trust Fund projects. The proposals range in total estimated cost from \$4,250 - \$7,500, and date ranges for completion are 30 - 90 days.

- **Nichols Appraisal Services - Traverse City, MI:**
Estimated Cost \$5,000 - \$7,500 / Completion Date 60-90 days
- **Northern Michigan Real Estate Consultants - Traverse City, MI:**
Estimated Cost \$4,250 / Completion Date: 45 days
- **Michigan Appraisal Company, Inc. - Charlevoix, MI:**
Estimated Cost \$6,000 / Completion Date: 30-45 days

Each of the three proposals submitted were reviewed and Staff interviewed the firms individually on May 1st to gather additional detail. Per the City Commission's motion at the April 25th meeting, Staff identified a winning bid and has moved forward with a contract with the lowest qualified bidder, Andy Sill of Northern Michigan Real Estate Consultants of Traverse City at \$4,250.

The Michigan Natural Resources Trust Fund (MNRTF) requires at least two appraisals to be submitted for acquisition projects. With the City's current timeline in identifying potential funding options for the Open Space acquisition, Staff believes it is in the City's best interest to move forward with contracting a second appraisal firm for services. The two appraisals will ultimately determine the funding amount required to be provided by the City as well as the amount allocated by the MNRTF.

Recommendation: that the City Commission allow Staff the opportunity to select a second appraisal bid not to exceed \$6,000, and allow the City Manager negotiate fees based on services needed and to execute all necessary documents to complete the contract.

Options:

- Postpone recommendation for additional information
- Approve subject to revision
- Other options as determined by the City Commission

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Scott McPherson, Planning Director *SM*
Date: May 9, 2017
Subject: Boyne Valley Trail Phase I Engineering Contract

**Background**

In 2015 the City Commission passed motions approving design concepts and that the City act as the grant applicant for the submittal of grant requests to the Michigan Department of Natural Resources Trust Fund and Michigan Department of Transportation Transportation Alternatives Programs for the construction of a trail from Boyne City to Boyne Falls. These motions were in support of a grant application that was submitted for the 2015 grant cycle. Due to issues that were associated with MDOT Transportation Alternatives Program application the MDNRTF grant application was withdrawn revised for resubmittal in 2016. To maximize funding potential, the application was revised for the trail to be designed in two phases. The City Commission passed a resolution of support for the resubmittal of phase I of a grant request and funding approval was received in 2016. Phase I of the Trailway project is 3.6 miles that begins in Boyne City with a trailhead at the Boyne City Airport with existing paved parking and modern bathroom facilities. At mile point 1.4 the trail provides access to the Boyne River Nature Area that includes a pavilion, benches and a nature trail leading to the Boyne River. At mile point 2.4 the trail passes through the Boyne Valley Township Park with planned future improvements for trail users that include parking, benches, solar lighting, and vault restrooms. Phase I ends at mile point 3.6 where the trail connects to the Boyne Falls Public School and includes use of the paved parking lot

Discussion

With Phase I moving from grant phase to design and construction, a Professional Services Agreement for the project is needed to secure design engineering and construction administration services. The attached contract submitted by NDG (Northwest Design Group Consulting Engineers) is for engineering design and construction services for Phase I. The attached agreement provides an estimate \$132,415 for design engineering services and \$58,075 for construction engineering services. Engineering costs are reimbursable from the MDNRTF and the original commitment of \$35,000 for this project made by the City remains unchanged.

Recommendation

Approve the Professional Services agreement with NDG for trail design and construction engineering services for Phase I of the Boyne Valley Trailway as presented.

Options

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



2940 Parkview Drive
Peloskey, Michigan 49770
(v) 231.348.1180 (f) 231.348.1185
www.ndgconsulting.com

March 23, 2017

Boyne Valley Trailway Team
Michael D. Sheean
633 Forest Park Lane
Boyne City, Michigan 49712

Re: Boyne Valley Trailway – Phase I
Professional Services Agreement -Trail Design and Construction Engineering

Dear Boyne Valley Trailway Team:

With the Boyne Valley Trailway – Phase I moving from grant phase to design development and construction, we would like to request that Professional Services Agreement for the project be approved to add design engineering services and construction administration services to develop and construct the project. With this project moving forward and being administered through the Michigan Department of Transportation (MDOT) for design and construction our work plans and budgets presented as part of this contract have been developed to follow their requirements.

We respectfully request approval of the attached Professional Services Agreement. Please contact us with any questions or comments.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. Boyle", is written over a light blue horizontal line.

David S. Boyle, P.E.
Civil/Municipal/Transportation Section Manager

Enclosures: Professional Services Agreement Amendment

Cc: Scott McPherson, City of Boyne City
Michael Cain, City of Boyne City
Sue Hobbs, Boyne Valley Township
Hugh Conklin
Tom Niedhamer, City of Boyne City
Bill Aten, Challenge Mountain



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www.ndgconsulting.com

March 23, 2017

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

Re: Boyne Valley Trailway – Phase I
Engineering Services Contract

Dear Mr. Cain:

Pursuant to your request, Northwest Design Group, LLC (NDG) is submitting a professional engineering services contract for the Boyne Valley Trailway – Phase I project. This project understanding and scope is based on our understanding of the project to date and in the future and will become our agreement for services upon your approval.

Scope of Project

Our understanding of the project is based on our conceptual design and grant application work for the entire project to date. We understand that the City of Boyne City (Client) intends to construct a non-motorized trail in cooperation with the Michigan Department of Natural Resources (MDNR), and Michigan Department of Transportation (MDOT). The 3.6-mile long first phase of the project is conceived to run along the north and south sides of M-75, commencing at the wastewater treatment facility in Boyne City and ending at the entrance of Boyne Falls Public Schools, where Phase II is anticipated to continue. The Boyne Falls Public Schools parking lot will be available for use as a trailhead for trail users. The project will include a bituminous pathway, possible drainage improvements, possible retaining walls, site amenities, signage, landscaping, and restoration work.

Further, we understand that this project will be funded in part with Michigan Natural Resources Trust Fund (MNRTF) and Transportation Alternatives Program (TAP) funds. The funding sources require that the design and construction meet certain state and federal criteria. As such, we will design the project to meet applicable current standards, as well as the Charlevoix County Road Commission's standards. Geometric design will comply with AASHTO requirements, and the path width and vertical alignment will be chosen to fit cohesively with the existing road grade and adjacent properties. We understand the construction will be accomplished by a single MDOT Local Agency Programs type construction contract.

Scope of Services

Our work will include the full scope of engineering services needed to prepare drawings and specifications for the construction, following a typical MDOT Local Agency Project design process.

Our work will be performed in phases, including the tasks described below.

- **Preliminary Design shared use path**
 - Compile existing data, including old road plans, aerial survey and conceptual plans.
 - Perform boundary surveys to establish the right-of-way limits along M-75 as well as the locations of easements provided for the trail route. Provide stakes for use during design and construction.
 - Complete topographic surveys as-needed to supplement existing aerial mapping.
 - Update base plan and digital terrain model.
 - Design the path horizontal and vertical alignments.
 - Design stormwater control measures to function with existing road drainage.
 - Design trail typical sections and site details.
 - Design a pavement structure suitable for the trail users.
 - Design roadway and driveway intersection crossings.
 - Design retaining structures where required.
 - Design signage along trail and at roadway intersections.
 - Design landscaping and site amenities.
 - Prepare preliminary CADD drawings, special provisions, and cost estimate.
 - Prepare Programming forms.
 - Prepare permit applications, assist and advise Client as to technical matters related to any permits needed pursuant to Michigan PA 451 (wetlands protection, inland lakes and streams, soil erosion and sedimentation control sections).
 - Attend and preside at the preliminary plan review meeting (grade inspection).

- **Final Design shared use path**
 - Revise the design as required by the Client and as agreed to at the preliminary plan review meeting.
 - Perform final design calculations.
 - Prepare final construction drawings, specifications and estimate for advertisement and bid letting by MDOT.
 - Submit final plans to MDOT, MDNR, and Client for approval, and then to MDOT for advertisement and bid letting.

- **Construction Engineering shared use path**
 - Perform the duties of the Project Engineer as defined by the construction contract documents.
 - Stake primary control references.
 - Observe the construction and test construction materials in the field and in the asphalt plant per MDOT/FHWA requirements. Issue notices of noncompliance as needed and require the contractor to correct deficient work.
 - Administer the construction contract, issue work orders, change orders and the like as needed, and build and maintain a complete record of the construction using Field Manger software.
 - Advise Client on the quality and timeliness of the construction contractor's work.
 - Assist in securing MDOT and MDNR final file review and approval, and close-out the construction contract.

We will also provide such additional services as you may request. Environmental assessments, wetland delineation and mitigation or special adjacent property boundary surveys would be considered additional services. If such services are required they would be scoped, approved and amended into the project work.

Fees and Timing

Our fee for the proposed services will be based on actual units used at the rates listed in the attached Fee Schedule. The estimated total costs for Preliminary engineering, Final design engineering and construction engineering are outlined in the attached Engineering Fee Estimate spreadsheets. It details the expected level of effort for each task of the work.

Our fees for the Design and construction engineering work are based on the total estimated cost of the project as estimated at this time and as submitted to the grant agencies. The engineering budgets were established within the percentages allowed by the granting agencies. Our work will be planned to stay within these established budgets unless there is some unforeseen scope issue that causes additional work. If such services are required they would be scoped, approved and amended into the project work.

Timing for the work based on past experience and is as follows; Assuming award of the required grants by the spring of 2017 design would commence as soon as possible in 2017 April-May, survey work would be best completed in April to early May. Design development would follow MDOT guidelines so that bidding is done November 2017 – February 2018. Construction of the project would be targeted to commence in the spring of 2018 and be completed the end of summer 2018. A project schedule following these parameters has been attached.

Agreement

The attached general provisions are expressly included as a part of this agreement. You may authorize us to proceed with the work, by signing and returning one copy of this proposal. You may authorize the work by phase, by indicating such hereon.

We look forward to working with you toward the successful completion of this project. Please contact me with any questions or comments on this proposal.

Respectfully submitted,

Accepted,



DAVID S. BOYLE, P.E.
Civil/Transportation/Municipal Section Manager

CITY OF BOYNE CITY

Date: _____

Enclosures: General Provisions

GENERAL PROVISIONS

These General Provisions, including any Exhibits attached hereto, are incorporated into the foregoing Proposal by reference. If the Proposal is accepted by the Client, the General Provisions shall be part of the Agreement under which Northwest Design Group (NDG) will perform services for the Client.

This Agreement constitutes the entire agreement between the parties pertaining to the subject matter covered herein. This Agreement supersedes all prior agreements, representations and understandings of the parties. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all parties.

SECTION 1 - SCOPE OF WORK

- A. It is understood that the scope of work and the time schedules defined in the Proposal are based on the information provided by the Client. If this information is incomplete or inaccurate, or if site conditions are encountered which vary from those indicated by the Client, or if the Client directs NDG to change the original scope of work established by the proposal, a written amendment to the Agreement equitably adjusting the costs and/or performance time thereunder, shall be executed by the Client and NDG as soon as practicable. Consent to amendments shall not be unreasonably withheld.
- B. NDG shall perform all services specified in the proposal, which are reasonably necessary and appropriate for the effective and prompt fulfillment of NDG's obligations under the Agreement. The relationship between the Client and NDG created under this Agreement is that of principal and independent contractor. It is expressly agreed and understood that NDG shall be, and at all times, represent itself as an independent contractor.

SECTION 2 - NDG RESPONSIBILITIES

NDG shall perform, for the Client, professional engineering services as set forth in this Agreement. Detailed responsibilities are described in the Proposal and any exhibits.

SECTION 3 - CLIENT RESPONSIBILITIES

- A. The Client shall, in writing, provide all criteria and full information as to the Client's requirements for the Project; designate a person to act with authority on the Client's behalf, in respect to all aspects of the Project; examine and respond promptly to NDG's submissions; and give prompt written notice to NDG whenever the Client observes or otherwise becomes aware of any defect in the work.
- B. The Client shall also do the following and pay all costs incident thereto:
 - 1. Furnish to NDG any available borings, probings and sub-surface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing environmental assessment and impact statements; property boundary, easement, right-of-way, topographic and utility surveys; property descriptions, zoning and deed restrictions; all of which NDG may rely upon in performing services hereunder.
 - 2. Guarantee access to and make all provisions for NDG to enter upon public and private property.

3. Provide such legal, accounting, real estate, independent cost estimating and insurance counseling services as may be required, any auditing services required in respect of construction contractor(s) applications for payment, and any inspection services to determine if said contractor(s) are performing the work legally.
 4. Furnish approvals and permits from all governmental authorities having jurisdiction.
 5. If more than one prime contract is to be awarded for construction, designate a party to have responsibility and authority for coordinating the activities of the various prime contractors.
- C. The Client shall pay all costs incident to obtaining bids or proposals for the construction.

SECTION 4 - BILLINGS AND PAYMENTS

- A. Unless otherwise specifically provided in the Proposal or Agreement, billings will be based on actual units used at the standard rates shown on the attached Fee Schedule, including travel costs and other expenses. The Client specifically understands and agrees that the estimates of total, incremental, or phase project costs are projections provided for informational purposes only in the Proposal, and are not a representation or warranty of the actual costs which will be incurred in the performance of NDG's services. NDG shall submit invoices monthly for services performed and expenses incurred. Payment is due upon receipt of invoice. For all amounts unpaid after thirty (30) days from the invoice date, as set forth on NDG's invoice form, the Client agrees to pay NDG a finance charge of one and one-half percent (1-1/2%) per month, eighteen percent (18%) annually. The billing rates described in this Agreement may be increased one year after the effective date of this Agreement or at other times as may be mutually agreed to in writing.
- B. The Client shall provide NDG with a clear, written statement within fifteen (15) days after receipt of the invoice of any objections to the invoice or any portion or element thereof. Failure to provide such a written statement shall constitute acceptance of the invoice as submitted.
- C. The Client has the obligation to pay for the services performed under this Agreement. The Client shall not off-set any amounts due to NDG because of the Client's inability to obtain financing, zoning, approval of governmental or regulatory agencies, or any other cause, reason, or contingency. No deduction shall be made from any invoice on account of penalty or liquidated damages nor will any other sums be withheld from payments to NDG. The Client further agrees to pay NDG any and all expenses incurred in recovering any delinquent amounts due, including actual attorney's fees and court costs.

SECTION 5 - REPORTS AND OWNERSHIP OF DOCUMENTS

NDG shall furnish five (5) copies of each report to the Client. Additional copies shall be furnished at the rates specified in the fee schedule. With the exception of NDG reports to the Client, all documents, including field data, field notes, original drawings, laboratory test data, calculations and estimates are and remain the property of NDG. The Client agrees that all reports and other work furnished to the Client not paid for in full will be returned upon demand and will not be used by the Client for any purposes including, but not limited to design, construction permits or licensing.

SECTION 6 - REUSE OF DOCUMENTS

All documents including drawings and specifications prepared or furnished by NDG (and NDG's independent professional associates and consultants), pursuant to this Agreement, are instruments of service in respect of the project and NDG shall retain an ownership and property interest therein whether or not the project is completed. The Client may make and retain copies for information and reference in connection with the use and occupancy of the project by the Client and others; however, such documents are not intended or represented to be suitable for reuse by the Client or others on extensions of the project or on any other project. Any reuse without written verification or adaption by NDG for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to NDG, or to NDG's independent professional associates, consultants, agents, representatives or employees and the Client shall indemnify and hold harmless NDG and NDG's independent professional associates, consultants, agents, representatives or employees from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom. Any such verification or adaption will entitle NDG to further compensation at rates established by NDG.

SECTION 7 - STANDARD OF CARE

- A. NDG represents that it will perform its services under this Agreement in conformance with the care and skill ordinarily exercised by members of the professional engineering community practicing under similar conditions at the same time in the same or similar locality.
- B. NO OTHER WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, AT COMMON LAW OR CREATED BY STATUTE, IS EXTENDED, MADE, OR INTENDED BY THE RENDITION OF CONSULTING SERVICES OR BY FURNISHING ORAL OR WRITTEN REPORTS OF THE FINDINGS MADE.
- C. Any exploration, testing, surveys and analysis associated with the work will be performed by NDG for the Client's sole use to fulfill the purpose of this Agreement and NDG is not responsible for interpretation by others of the information developed. The Client recognizes that subsurface conditions beneath the project site may vary from those encountered in borings, surveys, or explorations and the information and recommendations developed by NDG are based solely on the information available.
- D. Unless specifically indicated, the services of NDG's field personnel do not include responsibility for the superintendence of the construction project, nor for direction or control of the actual work of the contractor, its subcontractors, or other material men or service providers not engaged by NDG. It is further agreed that NDG is not responsible for, nor is it to review, the adequacy of job safety of the project, or any portion thereof.

SECTION 8 - LIABILITY INSURANCE

NDG represents that it and its agents, and consultants employed by it, is and are protected by Worker's Compensation insurance and that NDG has coverage under liability insurance policies which NDG deems reasonable and adequate. Upon request, NDG shall furnish certificates of insurance to the Client evidencing the risks insured against, and the limits of liability thereunder. In the event the Client requires specific inclusions of coverage in addition to that obtained by NDG, or increased limits of liability in NDG's liability policies, the cost of such inclusions or increased limits shall be borne by the Client.

In recognition of the relative risks, rewards and benefits of the project to both the Client and NDG, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit NDG's liability to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert witness fees and costs, so that the total aggregate liability of NDG to the Client shall not exceed \$75,000.00 or NDG's total fee for services rendered on this project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law. NDG shall not be responsible for claims, damages, losses, and expenses arising out of or resulting from acts and/or omissions of the Client, its employees, agents, staff, consultants, contractors or subcontractors employed by it or by any other entity.

SECTION 9 – HAZARDOUS MATERIALS

- A. Definition of "Hazardous Materials." As used in this Agreement, the term *hazardous materials* shall mean any substances, including without limitation 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.
- B. Suspension of Services. Both parties acknowledge that the Consultant's scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event NDG or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to NDG that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance NDG's services, NDG may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Client retains appropriate qualified consultants and/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.
- C. Hazardous Materials Indemnity. The Client agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless NDG, its officers, partners, employees and subconsultants (collectively, NDG) 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, regulatory or any other cause of action, except for the sole negligence or willful misconduct of NDG.

SECTION 10 - MEDIATION OF DISPUTES

In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and NDG agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Client and NDG further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the Project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

SECTION 11 - TERMINATION

- A. This Agreement may be terminated by either party upon at least seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice.
- B. In addition, NDG may terminate this Agreement if the Client suspends NDG's services for more than sixty (60) consecutive days through no fault of NDG.
- C. If this Agreement is terminated, NDG shall be paid for services performed prior to the termination date set forth in the notice plus termination expenses. Termination expenses shall include personnel and equipment rescheduling and re-assignment adjustments and all other related costs incurred directly attributable to termination.

SECTION 12 - MISCELLANEOUS

- A. Waiver. A delay or failure by NDG to exercise any right, power or privilege granted to it under this Agreement, or by law shall not be deemed or implied to be a waiver or forgiveness of any performance or payment. An express waiver of any such performance shall only apply to the specific occurrence and time to which the waiver is directed, and shall not constitute a continuing waiver or forgiveness of any performance or payment. NDG's consent to or with respect to any act (including such acts as shall require further consent or approval) shall not be deemed to constitute the continuing consent or waiver by NDG or waive or render unnecessary any such consent or approval to or of any subsequent similar act.
- B. Mutual Waiver. To the fullest extent permitted by law, Client and NDG waive against each other, and the other's officers, members, directors, partners, agents, insurers, consultants, and employees, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project.
- C. Third Party Beneficiaries. Nothing contained in this Agreement shall create a contractual relationship with or a case of action in favor of a third party against either the Client or NDG. NDG's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against NDG because of this Agreement or the performance or nonperformance of services hereunder. The Client and NDG agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.
- D. Governing Law. This Agreement shall be construed in accordance with, and governed by, the provisions of the laws of the State of Michigan.
- E. Continuing Warranties. All warranties and representations made by the Client under this Agreement or by Client and any other Person in connection with the consummation of the Project, shall survive the consummation of this Agreement and the Project.
- F. Successors. This Agreement shall be binding upon, and the benefits hereof shall inure to, the parties hereto and their respective heirs, representatives, successors and assigns.

PROJECT BUDGET SUMMARY

Project: Boyne Valley Trail

Prepared By: Quinn Ridley, P.E.
Northwest Design Group, LLC

Last Revised: 10.26.2016

Phase 1 (2018) - Boyne City Airport Trailhead to Boyne Falls Public School Trailhead

ESTIMATED COSTS		GRANT/REVENUE SOURCES							
Item	Estimated Cost	MNRTF MDNR	TEA MDOT	Local Match Boyne Valley Township	Local Match City of Boyne City	Local Match	Local Match	Local Match	Total
Construction	\$ 902,000	\$ 164,925	\$ 637,075	\$ 35,000	\$ 35,000	\$ -	\$ 30,000		902,000
Engineering	135,075	135,075							135,075
Project Total	\$ 1,037,075	\$ 300,000	\$ 637,075	\$ 35,000	\$ 35,000	\$ -	\$ 30,000	\$ -	\$ 1,037,075
		28.93%	61.43%	3.37%	3.37%	2.89%			100.00%
		71.07%	29.37% This % is based only on construction cost and needs to be 20% or more						
			This % is based on total project cost cost and needs to be 25% or more						

Phase 2 (2019) - Boyne Falls Public School Trailhead to Village of Boyne Falls Trailhead

ESTIMATED COSTS		GRANT/REVENUE SOURCES								
Item	Estimated Cost	MNRTF MDNR	TEA MDOT	Local Match Boyne Valley Township	Local Match City of Boyne City	Local Match	Local Match	Local Match	Total	
Construction	\$ 708,000	\$ 189,250	\$ 433,750	\$ 25,000	\$ -	\$ 10,000	\$ 50,000	\$ -	708,000	
Engineering	105,750	105,750							105,750	
Project Total	\$ 813,750	\$ 295,000	\$ 433,750	\$ 25,000	\$ -	\$ 10,000	\$ 50,000	\$ -	\$ 813,750	
		36.25%	53.30%	3.07%		1.23%	6.14%		100.00%	
		63.75%	38.74%	This % is based only on construction cost and needs to be 20% or more						
			This % is based on total project cost cost and needs to be 25% or more							

Total Project

ESTIMATED COSTS		GRANT/REVENUE SOURCES								
Item	Estimated Cost	MNRTF MDNR	TEA MDOT	Local Match Boyne Valley Township	Local Match City of Boyne City	Local Match	Local Match	Local Match	Total	
Construction	\$ 1,610,000	\$ 354,175	\$ 1,070,825	\$ 60,000	\$ 35,000	\$ 10,000	\$ 80,000	\$ -	1,610,000	
Engineering	240,825	240,825							240,825	
Project Total	\$ 1,850,825	\$ 595,000	\$ 1,070,825	\$ 60,000	\$ 35,000	\$ 10,000	\$ 80,000	\$ -	\$ 1,850,825	
		32.15%	57.86%	3.24%	1.89%	0.54%	4.32%		100.00%	
		67.85%	33.49%	This % is based only on construction cost and needs to be 20% or more						
			This % is based on total project cost cost and needs to be 25% or more							

ENGINEERING FEE ESTIMATE

Project: **Boyer Valley Trailway - Phase I**
Design Engineering Services

Date: 1/25/2017

Prepared For: Mr. Michael Cain
City of Boyer City

Based On: Preliminary Design, Final Design, and MDOT Bidding Process
Estimate considers NDG's past experience on similar projects.

TASK	TIME (HOURS)														EXPENSES	TOTAL		
	PR	PE-VII	PE-VI	PE-V	PE-IV	PE-III	PE-II	PE-I	OPSC	PS	ET-V	ET-IV	ET-III	ET-II			ET-I	CLER
Preliminary Design																		
Compile Existing Data						8					8							
Perform Boundary / ROW Surveys			2			4			36								\$150	
Draft Easements			2			8				16								
Perform Topographic Surveys						4			56								\$138	
Make Base Plan										20								
Design Horizontal Alignment			2			8						24						
Design Vertical Alignment			2			16						24						
Design Stormwater Control Measures			2			12												
Develop Typical Sections						8											\$656	
Design Pavement Structure						4											\$328	
Develop Intersection Designs			2			8											\$892	
Design Retaining Structures			2			8											\$892	
Design Permanent Signage						8											\$656	
Design Landscaping & Site Amenities						4											\$328	
CADD																		
Title											4						\$276	
Vicinity Plan											8						\$552	
Typical Sections											12						\$828	
Details											12						\$828	
Intersection Details											16						\$1,104	
Notes/Legend											8						\$552	
Plan/Profile (16 sheets)											256						\$17,664	
Special Provisions			2			8										1	\$937	
Estimate			2			12					4						\$1,496	
Programming Forms			1			6											\$610	
Prepare SHPO Application						4					2					1	\$511	
Prepare Permit Applications (CCRC & MDOT)						10					8					1	\$1,417	
Grade Inspection			4			8											\$1,128	
QA/QC			4														\$472	
Subtotal																	\$55,415	
Final Design																		
Final Design Calculations			2			24											\$2,204	
CADD																		
Title											2						\$138	
Vicinity Plan											4						\$276	
Typical Sections											6						\$414	
Details											8						\$552	
Intersection Details											6						\$414	
Notes/Legend											4						\$276	
Plan/Plan (16 sheets)											128						\$8,832	
Special Provisions			2			12										6	\$1,490	
Estimate			1			6											\$610	
Permit Revisions						4					4					1	\$649	
Record Easements						8										4	\$836	
Final Plan Revisions per MDOT						8					16						\$1,760	
MDOT LAP Bidding			2			8					8					2	\$1,534	
Meetings			4			8											\$1,128	
QA/QC			4														\$472	
Subtotal																	\$21,585	
Totals	0	0	42	0	0	226	0	0	92	36	0	572	0	0	0	16	\$288	\$77,000

NOTES:

- Includes fees at NDG January 2017 fee schedule rates.
- Actual fee will be based on actual units used at the rates listed in the fee schedule and may vary from this estimate.

Prepared By:
Quinn Ridley, P.E.
Civil/Geotechnical Engineer
Northwest Design Group, Inc.

ENGINEERING FEE ESTIMATE

Project: Boyne Valley Trailway - Phase I
Construction Engineering Services

Date: 1/27/2017

Prepared For: Mr. Michael Cain
City of Boyne City

Based On: Project Plans Specifications and MDOT requirements.
This estimate is based on NDG's past experience & the contractors anticipated schedule, estimates 40 day (8 wk) construction schedule.
Assumptions as indicated.

REF. NO.	TASK	TIME (HOURS)													EXPENSES	TOTAL	NOTES	
		PR	PE-VII	PM-VI	PE-V	PE-IV	PE-III	PE-II	OPSC	ET-V	ET-IV	ET-III	ET-II	CLER				
	Project Administration																	
	Pre-Construction Meeting				6		6				4							\$1,608 Design & Construction Engineer
	Field Manager Set-up				2					8								\$536
	Progress Meetings				16		8											\$2,688 Mfgs. 4 ea, Inspector included in inspection hrs
	Field Meetings (Property Owners, HMA & Conc Pre-Production)						14				2							\$1,536 Nominal for Eng otherwise included in inspection
	Work Order(s)				12		6			12								\$2,916 JAF & KLB: Assume 4 ea, 4 hrs ea
	Contract Mod(s)				6					6								\$1,158 JAF & KLB: Assume 4 ea, 2 hrs ea
	Material Documentation									16								\$1,200 2 hrs/wk x 8 wks
	Payrolls									16								\$1,200 2 hrs/wk x 8 wks
	Shop Drawing & Submittals				2					8								\$688 Conc & HMA Submittals, Railing and Retaining Wall Shop Drawings
	Pay Estimates				4					10								\$1,222 Assume 5 ea x 2 hrs/est
	Coordination				16													\$1,888 JAF: 8 wks x 2 hr/wk
	Project Close-Out				4					16								\$1,672
	Subtotal																	\$18,612
	Construction Staking																	
	Primary Control, Stationing and Const Staking									52								\$5,720
	Subtotal																	\$5,720
	Inspection Services																	
	Street Inspection				16						400							\$25,888 BDK: 8 wks x avg 50 hrs/wk; JAF 4 site visits, 4 hrs/ea
	Final Inspection				4		4				6	4						\$1,526
	QC/QA				8					8								\$1,544 JAF & KJB: 8wks x 1hr/wk ea
	Subtotal																	\$28,958
	Testing Services																	
	Density - Agg. Base & Shoulder																	\$0 Included in Inspection
	Sieve Analysis - Class II & III (4-Tests)										4							\$460 \$736 Nominal for sampling and transportation
	Sieve Analysis - Conc Agg (N/A, VI)											8						\$920 \$0 VI
	Sieve Analysis - Z2A & Z3A (8-Tests)																	\$1,472 Nominal for sampling and transportation
	Concrete Testing																	\$0 included in inspection
	Concrete Cylinder Cure and Test (12 Cyl)									4		4						\$243 \$783 6 pours, 12 QA Cyl & Nominal for transportation and Reporting
	HMA - Plant Inspection											26						\$1,794 3 days, 9 hrs/day
	HMA - Inspection and Density																	\$0 Included in Inspection
	Subtotal																	\$4,785
	Totals	0		96	0	38	0	0	0	52	106	46	408	0	0		\$1,623	\$58,075

Total Direct Effort = 746 Person-Hours

NOTES:

- Includes fees at NDG January 2016 fee schedule rates.
- Actual fee will be based on actual units used at the rates listed in the fee schedule and may vary from this estimate.

Prepared By:
Quinn Ridley, PE
Civil/Geotechnical Engineer
Northwest Design Group, LLC

NORTHWEST DESIGN GROUP, LLC

FEE SCHEDULE

January, 2016

Personnel

Principal Engineer – VIII	\$145.00	per hour
Project Manager/Division Manager – VII	\$124.00	per hour
Project Manager/Division Manager – VI	\$118.00	per hour
Engineer – V	\$105.00	per hour
Engineer – IV	\$100.00	per hour
Engineer – III	\$ 82.00	per hour
Engineer – II	\$ 75.00	per hour
Engineer – I	\$ 70.00	per hour
Engineering Technician – V	\$ 75.00	per hour
Engineering Technician – IV	\$ 69.00	per hour
Engineering Technician – III	\$ 60.00	per hour
Engineering Technician – II	\$ 52.00	per hour
Engineering Technician – I	\$ 45.00	per hour
Senior Landscape Architect	\$ 90.00	per hour
Landscape Designer	\$ 72.00	per hour
Professional Surveyor	\$ 81.00	per hour
One Person Survey Crew	\$110.00	per hour
Two Person Survey Crew	Personnel Rate	
Clerical	\$ 45.00	per hour

Expenses

Mileage	No Charge, unless quoted	
CADD Assisted Plots (Applies to Walk-In Services)	\$ 66.00	per hour
Reimbursable Expenses and Subconsultants	Cost Plus 5%	
Reproduction Costs (Project Related)	No Charge	
Reproduction Costs (Walk-Ins) - Engineering "D" or "E" Size Drawings	\$ 0.33	per square foot
Mylar	\$ 1.67	per square foot
Mounted Prints	\$ 3.33	per square foot

Geotechnical Laboratory Services

Visual Engineering Classification	\$ 10.00	per sample
Water Content	\$ 10.00	per sample
Unit Dry Weight Determination	\$ 10.00	per test
Atterberg Limits (3 Point Test)	\$100.00	per test
One Point Atterberg Limits	\$ 55.00	per test
Grain Size - Sieve Analysis (Washed)	\$115.00	per test
- Sieve Analysis (Unwashed)	\$100.00	per test
- Additional Sieves Over Seven	\$ 5.00	each
Percent Passing #200 Sieve	\$ 75.00	per test
Hydrometer Analysis	\$200.00	per test
Proctor, Standard or Modified, ASTM D-698 or 1557-		
4 In. (Method A)	\$150.00	per test
6 In. (Method B, C or D)	\$150.00	per test
Preparation of Clay Proctor Sample	\$ 50.00	per test
One Point Proctor Standard or Modified	\$ 75.00	per test
Unconfined Compression Strength Test	\$100.00	per test

Field Sampling & Testing Services

Soil and Aggregate Sampling	Personnel Rate
Field Density (Nuclear Method)	Personnel Rate, 2 hour minimum
Fresh Concrete Sampling and Testing	Personnel Rate, 2 hour minimum
Concrete Cylinder Cure and Test	\$ 20.00 per test
Asphalt Extraction w/Sieve Analysis	Personnel Rate
HMA Plant/Volumetrics Testing per MDOT	Personnel Rate

Geotechnical Drilling Services

Mobilization, CME-55 Rig, Support Truck & Crew	\$165.00	per hour
Rig and Crew On-site Work, monitor wells, site clean-up, standby, CME-55	\$165.00	per hour
Drilling: Flight Auger	\$ 10.00	per foot
Hollow Stem Auger with Split Spoon Samples (ASTM D-1586)	\$ 12.00	per foot
Extremely Hard Soil (N>60) or Rock Drilling	\$ 16.00	per foot
Rock Coring/Sampling	\$ 35.00	per foot
Pavement Coring	\$ 75.00	per core
Mobilization, Drilling & Sampling, On-Site Work, Acker Cathead	\$165.00	per hour
Boring Logs and Report	Personnel Rate	
Drilling Mud, Monitor Well Materials, Incidentals	Cost plus 20%	
Extra Samples (<5' Interval)	\$ 20.00	per sample
Shelby Tube Samples	\$ 30.00	per sample
Field Vane Shear Test	\$ 20.00	per test

Personnel grades match ASCE descriptions. Where a specific rate is not provided herein, fees will be quoted upon request.
Expert witness services will be billed at one and a half times personnel rate.

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Cindy Grice, City Clerk/Treasurer *CG*
Date: May 5, 2017
Subject: New City Facilities Furnishings



We are nearing the final countdown for moving into our new facilities! One of the major details that needed to be finalized was the furnishings for the various conference and meeting rooms. Several discussions took place in preparation for the bid specifications that would meet the needs of the individual rooms, yet coordinate to provide constancy and the ability to interchange with other rooms if necessary.

Bids were advertised and bid packets were sent to the parties that expressed interest in this project. On May 1, four bids were received ranging in final costs from \$86,635 for the highest and \$64,502.47 for the lowest bid. Costs included delivery and installation. The low bid was from Interphase Interiors from Traverse City. Our facilities architect, Ray Kendra, has worked with this company in the past. When several of us visited the Health Department Facilities in Traverse City a few years ago, the furnishings in that facility were provided by Interphase Interiors. Included with this memo is the detail of furnishings for each room per department needs and specifications. Prior to Tuesday's meeting, samples of the furnishings will be available.

RECOMMENDATION:

Our recommendation is the City Commission approve the bid from Interphase Interiors in the amount of \$64,502.47 to provide furnishings including delivery and installation for the new City Facilities and authorize the City Manager to execute the documents.

City Hall + Emergency Services Facilities - Furniture Package

City of Boyne City

5/1/2017



Env. Arch. Job. 1519

General Contractor	Custer	Dunns Business Solutions	Interphase	Northern Design Co.	Remarks
Rooms					
Main Lobby (Rm 102)	\$6,303.12	\$7,450.00	\$6,180.21	\$8,370.68	
Conference (Rm 103)	\$3,160.00	\$3,550.00	\$2,388.07	\$3,736.38	
Shared Meeting (Rm 111)	\$10,760.00	\$13,260.00	\$10,186.94	\$15,791.80	
Conference (Rm 116)	\$3,540.00	\$3,700.00	\$2,625.87	\$2,590.18	
Reception (Rm 135 & 164)	\$5,683.94	\$6,420.00	\$3,724.04	\$7,670.99	
Fire Training (Rm 150)	\$13,244.00	\$13,680.00	\$10,618.40	\$11,581.12	
Community Meeting (Rm 203)	\$22,215.05	\$26,835.00	\$19,087.73	\$15,144.01	
Conference (Rm 217)	\$6,252.00	\$6,640.00	\$4,691.22	\$4,816.72	
Delivery & Installation					
	\$3,300.00	\$2,100.00	\$5,000.00	\$5,760.00	
TOTAL	\$74,458.11	\$83,635.00	\$64,502.47	\$75,461.88	



INTERPHASE INTERIORS

2636 Garfield Rd. N | Suite 52 | Traverse City, MI 49686 | 231.941.4454 | interphaseinc.com

May 1, 2017

City of Boyne City
319 North Lake Street
Boyne City, MI 49712

RE: Boyne City - City Hall

On behalf of the Interphase Team, I would like to thank Boyne City and Environment Architects for the opportunity to present you with our comprehensive interior furniture solutions for your City Hall request for proposal. This proposal is valid through August 1, 2017 and covers all products and services for a turnkey furniture installation and maintenance.

Interphase recognizes the scope and importance of this project to Boyne City. As individuals committed to excellence, we would be proud to bring your project down the home stretch to occupancy. Additionally, as a some time resident of Boyne City - I personally want to make sure Boyne City's goals are met.

Interphase, Inc., Northern Michigan's preferred Haworth - Best in Class - dealership, has been serving Michigan businesses and organizations for over thirty-five years. We have a solid reputation built by hard work and dedication by our entire team. The furnishings we have quoted are from Haworth and made in Michigan with the exception of the 5 lounge pieces from Ideon. All pricing is inclusive of parts and labor for any future warranty correctives in addition to the current scope of work.

We would honor the opportunity to work with you to provide the furnishings, installation, and maintenance for all items associated with this project. We guarantee to work hard to align your goals for your interior with your bottom line.

We look forward to working with you!

Keely Eagle Trombly
Branch Manager

City of Boyne City- City Hall
Furniture Bid Proposal Form



SECTION 00310 - PROPOSAL FORM

CATEGORY OF WORK: FURNITURE

TO: City of Boyne City
Attn.: Cindy Grice, City Clerk
319 North Lake Street
Boyne City, MI 49712

DATE: Monday, May 1, 2017
TIME: 10:00 a.m., local time

Bids shall be submitted in sealed envelopes marked "City of Boyne City – CITY HALL FURNITURE"
Emailed bids should be sent to Cindy Grice; cgrice@boynecity.com copy to Ray Kendra, Environment Architects; ray@env-arch.com

FROM:
Bidder:
Bidder Address:

Bidder's Telephone No.:

PROJECT:
City of Boyne City – CITY HALL AND EMERGENCY SERVICE FACILITIES
319 North Lake Street
Boyne City, MI 49712

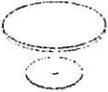
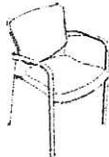
Architect's Commission No.: 1519-Furn
Project Manager: Environment Architects, Ray Kendra, AIA

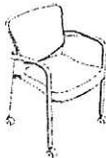
Furniture Specifications	Description	Unit Price	Ext. Price
Quantity	Main Lobby		
Room 102			
4	Lounge chairs, vinyl upholstery (color TBD)- Steelcase Jenny or equal alternate.	\$ 775.00	\$ 3,100.00
1	Loveseat, vinyl upholstery (color TBD)- Steelcase Jenny or equal alternate.	\$ 1,035.00	\$ 1,035.00
1	36" Round coffee table, laminate- Steelcase Groupworks or equal alternate.	\$ 241.75	\$ 241.75
2	48" Round tables (29"h), laminate with metal base- Steelcase Groupworks or equal alternate.	\$ 344.90	\$ 689.80
9	Stack chairs with arms, vinyl seat & back (color TBD), hard glides.- Steelase Player or equal alternate.	\$ 123.74	\$ 1, 113.66

Quantity	Description	Unit Price	Ext. Price
Conference			
Room 103			
3	30x60 Mobile flip top tables, finishes TBD- Enwork Sensation or equal alternate.	\$ 408.19	\$ 1,224.57
10	Stack chairs no arms, vinyl seat & back (color TBD), hard glides- Steelcase Player or equal alternate.	\$ 116.35	\$ 1,163.50
Shared Meeting Room			
Room 111			
11	24x72 Mobile flip top tables, finishes TBD- Enwork Sensation or equal alternate.	\$ 515.94	\$ 5,675.34
40	Stack chairs no arms, plastic back w/ vinyl seat (color TBD), soft glides- Steelcase Move or equal alternate.	\$ 112.79	\$ 4,511.60
Conference			
Room 116			
3	30x60 Mobile flip top tables, finishes TBD- Enwork Sensation or equal alternate.	\$ 408.19	\$ 1,224.57
10	Stack chairs w/ arms, vinyl seat & back (color TBD), hard casters- Steelcase Player or equal alternate.	\$ 140.13	\$ 1,401.30
Reception			
Room 135 & 164			
2	Fully adjustable task chairs w/ arms, fabric seat & back (grade 1 TBD), hard casters- Steelcase Amia or equal alt.	\$ 359.98	\$ 719.96
2	Fully adjustable task chairs, no arms, fabric seat & back (grade 1 TBD), hard casters- Steelcase Amia or equal alt.	\$ 304.14	\$ 608.28
2	Workstations as drawn- Steelcase Kick or equal alt.	\$ 1,197.90	\$ 2,395.80
Fire Training Room			
Room 150			
8	30x60 Mobile flip top tables, finishes TBD- Enwork Sensation or equal alternate	\$ 408.19	\$ 2,449.14
24	Fully adjustable task chairs w/ arms, mesh back with vinyl seat (Color TBD), soft casters- Steelcase Reply or equal alt.	\$ 306.37	\$ 7,352.88
Community Meeting Room			
Room 203			
6	30x60 Mobile flip top tables w/ 1/2 height modesty panel, finishes TBD- Enwork Sensation or equal alternate	\$ 490.12	\$ 2,940.72
12	Fully adjustable task chairs w/ arms, fabric seat & back (grade 1 TBD), hard casters- Steelcase Amia or equal alt.	\$ 351.56	\$ 4,218.72
100	Stack chairs no arms, plastic back w/ vinyl seat (color TBD),	\$ 112.79	\$ 11,279.00
1	Podium w/ casters- open shelves.	\$ 649.29	\$ 649.29
Conference			
Room 217			
6	30x60 Mobile flip top tables, finishes TBD- Enwork Sensation or equal alternate	\$ 408.19	\$ 2,449.14
16	Stack chairs w/ arms, vinyl seat & back (color TBD), hard casters- Steelcase Player or equal alternate.	\$ 140.13	\$ 2,242.08
Delivery & Installation			
Labor		\$ 5,000.00	\$ 5,000.00
Project total			
Total			\$64,502.47

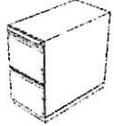
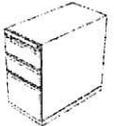


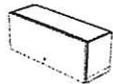
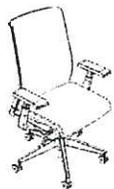
Boyne City - City Hall Proposal

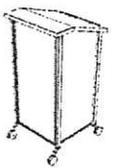
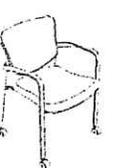
Item	Qty.	Product	Price	
			Unit	Extended
1	4	CP.AS2.SN1 COMPOSIUM, FLAIR SEATING, CLUB 34H X 33W X 28D <i>No Stain, Standard Plastic in Black, Scalloped, Integrated Valance, No Arm Cap, No Cushion, No Clean-out, No Moisture Barrier, No CA TB133, Single Upholstered, COM/Fabric Vinyl Grade 1, Cosmo Standard Color Selection, Cosmo Jet</i> MAIN LOBBY	\$775.00	\$3,100.00
				
2	1	CP.AS2.SN2 COMPOSIUM, FLAIR SEATING, SETTEE 34H X 55W X 28D <i>No Stain, Standard Plastic in Black, Scalloped, Integrated Valance, No Arm Cap, No Cushion, No Clean-out, No Moisture Barrier, No CA TB133, Single Upholstered, COM/Fabric Vinyl Grade 1, Cosmo Standard Color Selection, Cosmo Jet</i> MAIN LOBBY	\$1,035.00	\$1,035.00
				
3	1	TARN-3636-LTSNDN2A Planes,Table,Rd,Lam,36"x36",Tm3,Co:None,Disc,N,20"H,Ptd <i>MEDIUM CHERRY GRD A, MEDIUM CHERRY GRD A, GRAY TONE GRD A</i> MAIN LOBBY	\$241.75	\$241.75
				
4	2	TARN-4848-LTSNDN4A Planes,Table,Rd,Lam,48"x48",Tm3,Co:None,Disc,N,29"H,Ptd <i>MEDIUM CHERRY GRD A, MEDIUM CHERRY GRD A, GRAY TONE GRD A</i> MAIN LOBBY	\$344.90	\$689.80
				
5	9	M600-2110 Improv,4Leg, Side chair, Uph Plstc Bk,Arm,Glides, <i>WELLINGTON GRD A, BLACK GRD A, BLACK GRD A</i>	\$123.74	\$1,113.66
				

Item	Qty.	Product	Price	
			Unit	Extended
6	3	TARA-3060-LTSNYH4 Planes,Table,Rt,Lam,30"x60",Tm3,Std,Co:None,Yleg,Cst - Flip,29"H <i>MEDIUM CHERRY GRD A, MEDIUM CHERRY GRD A, SMOKE GRD A</i>	\$408.19	\$1,224.57
				
7	10	M600-2100 Improv,4Leg, Side chair, Uph Plstc Bk,Armless,Glides, <i>WELLINGTON GRD A, BLACK GRD A, BLACK GRD A</i>	\$116.35	\$1,163.50
				
8	11	TARA-2472-LTSNCH4A Planes,Table,Rt,Lam,24"x72",Tm3,Std,Co:None,Train,Cst - Flip,29"H,Ptd <i>MEDIUM CHERRY GRD A, MEDIUM CHERRY GRD A, SMOKE GRD A, BLACK GRD A</i>	\$515.94	\$5,675.34
				
9	40	SCS-34-0K Very Side,Faux Lea Seat,Plstc Bk,Armless,Flt Gld, <i>WELLINGTON GRD A, BLACK GRD A, BLACK GRD A, BLACK GRD A, BLACK GRD A</i>	\$112.79	\$4,511.60
				
10	3	TARA-3060-LTSNYH4 Planes,Table,Rt,Lam,30"x60",Tm3,Std,Co:None,Yleg,Cst - Flip,29"H <i>MEDIUM CHERRY GRD A, MEDIUM CHERRY GRD A, SMOKE GRD A</i>	\$408.19	\$1,224.57
				
11	10	M600-2112 Improv,4Leg, Side chair, Uph Plstc Bk,Arm,Hrd Cstrs, <i>WELLINGTON GRD A, BLACK GRD A, BLACK GRD A</i>	\$140.13	\$1,401.30
				

Item	Qty.	Product	Price	
			Unit	Extended
12	2	SLT1-22-7015A Lively Task,4D Arms, No Lumbar, Back Lck, Hrd Casters, Adj Seat, Fab Seat, Fab Back <i>HORIZON GRD A, BEELINE GRD A, BLACK GRD A, HORIZON GRD A, BEELINE GRD A, BLACK GRD A</i>	\$359.98	\$719.96
				
13	2	SLT1-22-0015A Lively Task,Armless, No Lumbar, Back Lck, Hrd Casters, Adj Seat, Fab Seat, Fab Back <i>HORIZON GRD A, BEELINE GRD A, BLACK GRD A, HORIZON GRD A, BEELINE GRD A, BLACK GRD A</i>	\$304.14	\$608.28
				
14	6	E2MN-462-B Mono Panel,Sq Top Cap,No-Power,48In.Wx64In.H,Base Trim,Asmb <i>POINT GRD A, PEAK GRD A, POINT GRD A, PEAK GRD A, SMOKE GRD A, SMOKE GRD A</i>	\$133.57	\$801.42
				
15	3	WMK-62 Wall Mount Kit 64In. <i>SMOKE GRD A</i>	\$21.28	\$63.84
				
16	2	WURA-3048-LJSC Worksurface, Rect,30Dx48W,Lam,Edgeband,Std Core,No Cbl Mgt, <i>MEDIUM CHERRY GRD A, MEDIUM CHERRY GRD A</i>	\$69.68	\$139.36
				
17	2	WURA-3042-LJSC Worksurface, Rect,30Dx42W,Lam,Edgeband,Std Core,No Cbl Mgt, <i>MEDIUM CHERRY GRD A, MEDIUM CHERRY GRD A</i>	\$58.86	\$117.72
				

Item	Qty.	Product	Price	
			Unit	Extended
18	2	WUCR-4848-LJSCN55 Worksurface,Corner 90 Deg Wrap,48Dx48W,Lam,Edgeband,Std Core,No Cbl Mgt,30,30 <i>MEDIUM CHERRY GRD A, MEDIUM CHERRY GRD A</i>	\$108.68	\$217.36
				
19	6	ZUBF-0000-PN Flush Mount Plate	\$3.35	\$20.10
				
20	1	ZEBD-1600-PP Unigroup/Too/Places,Cntlvr Brkt,Standard,16.5In.D,BH	\$14.99	\$14.99
				
21	2	ZUFJ-0101-PNFG Compose,Single Support Leg <i>SMOKE GRD A</i>	\$26.23	\$52.46
				
22	2	VPAJ-30-L V Series,Pedestal,Attached,F/F,30"D,Lk,Ptd Frt,No Top,Full Pull <i>SMOKE GRD A, CHROME GRD A</i>	\$164.47	\$328.94
				
23	2	VPAH-30-L V Series,Pedestal,Attached,B/B/F,30"D,Lk,Ptd Frt,No Top,Full Pull <i>SMOKE GRD A, CHROME GRD A</i>	\$174.78	\$349.56
				

Item	Qty.	Product	Price	
			Unit	Extended
24	2	UUFS-1642-PWL Adaptable,Upper Storage,42"W,Painted Front,Wall Mount,Hinge,Locking SMOKE GRD A, SMOKE GRD A, CHROME GRD A	\$109.45	\$218.90
				
25	2	KUAF-1642 Tackboard,Wall-Mounted,Universal 16In. X 42In. POINT GRD A, PEAK GRD A	\$35.57	\$71.14
				
26	8	TARA-3060-LTSNYH4 Planes,Table,Rt,Lam,30"x60",Tm3,Std,Co:None,Yleg,Cst - Flip,29"H MEDIUM CHERRY GRD A, MEDIUM CHERRY GRD A, SMOKE GRD A	\$408.19	\$3,265.52
				
27	24	SCT-30-4016 Very Task Chair,Faux Lea Seat,Mesh Bk,Hgt Adj Arms, Plstc Bse Sft Ctrs,Bk Lk,No Lum , WELLINGTON GRD A, BLACK GRD A, BLACK GRD A, BLACK GRD A, BLACK GRD A, BLACK GRD A	\$306.37	\$7,352.88
				
28	6	TARA-3060-LTSNYH4 Planes,Table,Rt,Lam,30"x60",Tm3,Std,Co:None,Yleg,Cst - Flip,29"H MEDIUM CHERRY GRD A, MEDIUM CHERRY GRD A, SMOKE GRD A	\$408.19	\$2,449.14
				
29	6	TA0M-1360-LF Planes,Modesty Panel,13InX60In,Lam,Full MEDIUM CHERRY GRD A, MEDIUM CHERRY GRD A	\$81.93	\$491.58
				

Item	Qty.	Product	Price	
			Unit	Extended
30	12	SCT-22-4016 Very Task Chair,Fab Seat,Fab Bk,Hgt Adj Arms, Plstc Bse Sft Ctrs,Bk Lk,No Lum , <i>HORIZON GRD A, BEELINE GRD A, BLACK GRD A, HORIZON GRD A, BEELINE GRD A, BLACK GRD A, BLACK GRD A, BLACK GRD A</i>	\$351.56	\$4,218.72
				
31	100	SCS-34-0H Very Side,Faux Lea Seat,Plstc Bk,Armless,Plstc Gld, <i>WELLINGTON GRD A, BLACK GRD A, BLACK GRD A, BLACK GRD A, BLACK GRD A</i>	\$112.79	\$11,279.00
				
32	1	GAKD-1919-LJSNNC9 Planes,Cart,Podium 46In.H X 19In.D X 19In.W,Lam,Std Core,Non-Locking,Casters <i>MEDIUM CHERRY GRD A, MEDIUM CHERRY GRD A, SMOKE GRD A, BLACK GRD A</i>	\$649.29	\$649.29
				
33	6	TARA-3060-LTSNYH4 Planes,Table,Rt,Lam,30"x60",Tm3,Std,Co:None,Yleg,Cst - Flip,29"H <i>MEDIUM CHERRY GRD A, MEDIUM CHERRY GRD A, SMOKE GRD A</i>	\$408.19	\$2,449.14
				
34	16	M600-2112 Improv,4Leg, Side chair, Uph Plstc Bk,Arm,Hrd Cstrs, <i>WELLINGTON GRD A, BLACK GRD A, BLACK GRD A</i>	\$140.13	\$2,242.08
				
35	1	INSTALL Receiving, Installation, & Trash Removal	\$5,000.00	\$5,000.00

Item	Qty.	Product	Price	
			Unit	Extended

Total: \$64,502.47

Sales Tax

\$64,502.47

Northern Design Company, LLC

44 N. Lake Street
Boyne City, MI 49712

May 3, 2017



Mr. Michael Cain
City Manager
319 N. Lake Street
Boyne City, Michigan 49712

Dear Mr. Cain,

Thank you for the opportunity to bid for furniture procurement for our new City of Boyne City - City Hall and Emergency Service Facilities. We are confident our chosen furnishings fit the specifications required and as you can see we were neck and neck with Custer's Steelcase products as specified by the architect.

It truly is a collaboration of **local** Boyne City businesses that allowed us to submit the competitive bid, as we see the importance of keeping our tax payer's money in the Boyne City community. Mark Kowalske of Coldwell Banker and Jeff Derenzy of Family Fare-Boyne City donated use of the former Carter's building for us to receive and stage the furnishings for delivery. Being local, as mentioned before, we are right here to move quickly and accommodate all your needs.

Respectfully,

Pam Macksey
Deb Jason

Northern Design Company
Pam Macksey and Deb Jason

CC: Mr. Tom Neidhamer, Mr. Gene Towne, Mr. Ron Grunch, Ms. Laura Sansom,
Mr. Hugh Conklin

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Cindy Grice, City Clerk/Treasurer *CG*
Date: May 2, 2017
Subject: New Voting Equipment Resolution



Last week, Jane Halstead and I attended a demonstration of new election equipment at the Charlevoix County Clerk's office. Representatives from Governmental Business Systems, currently the company Charlevoix County contracts with for election assistance, ballot printing, etc. provided the demonstration of the Dominion Voting System tabulator, ballot box and accessible voting machine.

In response to concerns about the outdated tabulators currently used, the State of Michigan Administrative Board has approved three vendor systems to proceed with statewide contracts to purchase new equipment. Each county was able to choose the specific system to be used in their county. Out of those three vendors, Charlevoix County chose Dominion Voting Systems.

The tabulator Jane and I saw demonstrated received a very high rating when compared to other voting equipment and offers better options to our current, outdated equipment. The tabulator display is larger providing better information to the voter and election inspector. This should prevent errors of the ballot being counted twice, therefore the election is not in balance and the ballots must be run thru the tabulator at the close of polls. The new ballot box is approximately 12 inches longer than our current one. Ballot jams are common, especially when voting absentee ballots that have been folded, so the longer ballot box should prevent jams. The new ballot box can also accommodate a 30" ballot if necessary and has 5,000 ballot capacity.

The Dominion Voting Systems equipment will replace the current Accuvote tabulator and Auto Mark machine (the accessible ballot marker that has not worked in several years and was quite costly to repair) and also will include the recycling of the current equipment we have. The cost of this equipment will be paid for thru a grant from the State of Michigan at no cost to the City. There is no cost to the City for the maintenance contract for years 1 through 5 of the of the 10 year term of the equipment contract. Maintenance costs for years 6 through 10 on the tabulator will cost the City \$375 per year and on the handicap accessible machine, it will be \$240 per year.

In the past, Charlevoix County has not charged us, but going forward, we will be charged \$95 for each ballot style if the County does the public testing of the tabulators for each election or \$0 if the City does it. We will also be paying approximately \$300 per election to program the tabulators, which has not been charged in the past. This is a common practice statewide and we have been fortunate to not have to pay those costs in the past.

The State is requiring that the City pass a resolution that will authorize the City to apply to the Michigan Secretary of State for a grant to purchase the new voting system. Per the Charlevoix County Clerk, this resolution does not have to be filed with the State but is for our records. The County is hoping the State will authorize the grants for the three cities in the county that would like to use this equipment for our November 7 elections, rather than wait until 2018.

RECOMMENDATION:

Our recommendation is the City Commission approve the resolution authorizing the City to apply to the Michigan Secretary of State for a grant to purchase the new voting systems from Dominion Voting Systems under the terms outlined above.

**City of Boyne City
City Commission**

WHEREAS, the City of Boyne City Commission wishes to apply to the Secretary of State for a grant to purchase a new voting system, which includes precinct tabulators, Absent Voter Counting Board (AVCB) tabulators, accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software.

WHEREAS, partial funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State-appropriated funds. Local funding obligations are detailed in the attached Governmental Business System's quote, as the City will have no financial obligation to purchase the hardware as described

WHEREAS, the City of Boyne City plans to begin implementation of the new voting system in 2017.

WHEREAS, the deadline for submitting the required State Grant Application is April 14, 2017 and the Charlevoix County will submit this request at this time on behalf of the City of Boyne City.

NOW, THEREFORE, BE IT RESOLVED that the City Clerk is authorized to submit this Grant Application on behalf of The City of Boyne City, Charlevoix County on this day of _____, 2017.

The foregoing resolution offered by Commissioner _____.

Second offered by Commissioner _____.

Upon roll call vote the following voted "aye" _____
(list names of members voting "aye")

"nay" _____
(list names of members voting "nay")

The Mayor declared the resolution adopted.

(Name)

City Clerk:

(Name)

PROPOSAL



CHARLEVOIX

Total Registered Voters:
21,665

Date: April 17, 2017

Base System Components - State Funded (Years 1-5)

DESCRIPTION	QTY	UNIT PRICE	STATE FUNDED	NET PRICE	EXTENSION
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Precinct Hardware (Shared Cost, State-Local)

<i>ICP Tabulator w/ Ballot Box</i>	*	21	\$5,295	\$4,337.66	\$957.34	\$20,104
<i>ICX-BMD-A Accessible Ballot Marking Device</i> <i>(Includes Touchscreen terminal and printer)</i>	*	19	\$3,515	\$2,879.49	\$635.51	\$12,075

Sub-Total: \$32,179

Election Management System Software (Shared Cost, State-Local)

<i>Accumulation Only EMS</i>		1	\$18,563	\$15,206.81	\$3,356.19	\$3,356
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Sub-Total: \$3,356

Total Initial Purchase Price **\$35,535**

Discounts

<i>Trade-in discount (Units must be brought to a central location for pickup)</i>	included
<i>System Discount - Price Match</i>	(\$35,535)

Sub-Total: **(\$35,535)**

Total Initial Purchase Price (Shared Cost, State-Local) **\$0**

Base System Extended Service and Maintenance for Years 6-10

Extended Service and Maintenance

<i>ICP Tabulator w/ Ballot Box Annual Fee</i>		21	\$375			\$7,875
<i>ICX Accessible Ballot Marking Device Annual Fee</i>		19	\$240			\$4,560
<i>Accumulation Only EMS Annual Fee</i>		1	\$2,500			\$2,500

(Warranty Service and Preventative Maintenance to be completed at local jurisdictions)

Sub-Total: **\$14,935**

Years 6-10 Base System Annual Fees: **\$14,935**

Cheryl D. Brown

Authorizing Signature, Title Charlevoix County Clerk

Date May 2, 2017

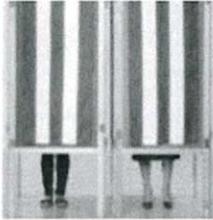
* = Each precinct will get a unit 1 of 2



Michigan Bureau of Elections News Update

for Election Administrators

March 24, 2017



Voting System Update

Voting System Purchase Update

Things are progressing on the voting system purchase front! To date, 25 counties have selected their new system – see the latest update here: [Vendor Selection Summary](#).

Of these, 13 counties have jurisdictions that will begin using the new systems in conjunction with the August 8, 2017 election. An interactive map can also be found here: [Voting System Implementation Map](#). All counties have been asked to submit their vendor selections to the Bureau of Elections (BOE) by April 14.

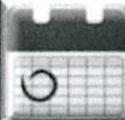
BOE is regularly communicating through the County Clerks, who will assist in coordinating plans for the gradual rollout, equipment and software orders, and delivery and training schedules with the vendors. At this point, our major focus is on preparing those jurisdictions implementing the new systems in August. As your implementation schedules are finalized, BOE will provide you with a Grant Agreement, which must be signed and returned before orders can be placed. These grant agreements establish ownership of the equipment at the local level, set requirements for ongoing records maintenance and establish equipment totals for each county and local city and township. For those implementing in August, grants will be distributed in the next several days. (You will be notified once your grant is ready.) For those implementing this November, grants will be generated later this summer.

Vendors will provide extensive training and support to

IN THIS ISSUE

- [Voting System Update](#)

Helpful Links

-  [ACCOUNT REQUEST](#)
-  [Dates & Deadlines](#)
- [eLearning Center](#)
- [Elections Management Portal](#)
- [MERIT MAIL](#)
-  [MigovBOE YouTube](#)

assist all jurisdictions in fully preparing for the use of their new systems.

Some important reminders:

- Contracts are for a 10-year term. The initial purchase includes 5 years of service & maintenance. The available Federal and State funding (\$40 million statewide) covers the majority of the costs for the initial 5-year period.
- Contracts include the purchase of tabulators (one per precinct); accessible voting devices for use by voters with disabilities (one per polling place, with some exceptions); and Election Management System (EMS) software (one per county, and for select cities and townships).

Limited funding is also available for additional tabulators utilized in Absent Voter Counting Boards (AVCBs), based on the overall volume of AV voters in jurisdictions utilizing AVCBs. Contact your county or BOE for more information on this topic, if needed.

Jurisdictions who will not begin using the new systems in August are welcome and encouraged to contact their neighboring jurisdictions and counties who are participating, to start becoming more familiar with the new systems. Smaller elections in the odd year are the ideal time to begin this process. Full statewide rollout of the new systems is planned for August 2018.

Please continue to watch for these updates as key steps in the purchase process continue to evolve. Remember that the Bureau of Elections regularly updates its dedicated [Voting System Purchase](#) web page, so check this site often. (You can find this site directly by visiting the main BOE web page at www.mi.gov/elections; under Information for Election Administrators; What's New.) If you have further questions or needs, don't hesitate to contact BOE at 800-292-5973; or by email at elections@mi.gov.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or elections@michigan.gov.

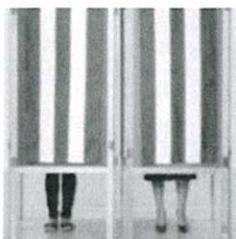
The Bureau of Elections News Update will always be sent to MERIT email accounts. If other election administrations that do not have MERIT email access would like to receive this newsletter as well use the Subscribe link



Michigan Bureau of Elections News Update

for Election Administrators

January 25, 2017



Voting System Update

This is the first of what will be a series of News Updates devoted to the purchase and replacement process for Michigan's new voting system. These updates will be available via the new Bureau of Elections (BOE) Voting System webpage (see more details to the right). Please read this update carefully, as it contains several important points that will help you get started with the voting system purchase process.

CORRECTION: This issue is being re-issued to correct the email address provided by Hart in the Next Steps article below.

Ad Board Approved Three Voting Systems

On Tuesday, January 24th, the State Administrative Board approved three voting systems to proceed with statewide contracts:

- Dominion Voting Systems, Inc. - (<http://dominionvoting.com/>)
- Election Systems and Software (ES&S) - (<http://www.essvote.com/>)
- Hart Intercivic, Inc. - (<http://www.hartintercivic.com/>)

Selection of the specific system to be used in each county will be coordinated, in consultation with local clerks, by

IN THIS ISSUE

- Ad Board Approved Three Voting Systems
- Next Steps
- Voting System Purchase Webpage



New Voting System Purchase Webpage

A dedicated web page has been established to assist election officials in gaining access to all pertinent information as our purchase plans move forward. The page contains several topics that when selected, will display additional details and resources relating to that topic. [This is the direct link](#) – but it can be easily found at www.mi.gov/elections "Information for Election Administrators" on the left side navigation button "Voting System Purchase".

each County Clerk.

Information Now Available – Comparative Vendor

Data: Several documents are now available on the Voting Systems web page to assist local election officials in understanding the new system options and to compare the various vendor systems, including:

- **Joint Evaluation Committee (JEC) Summary** – this document was also provided in a News Update released last month, and contains an overall summary of the bid evaluation process and some comparative points for each vendor.
- **Functional Requirements Responses** – a major component of the voting system contracts are the Functional Requirements Matrices. This section of the website contains 4 documents – a full response from each vendor, as well as one summary vendor-by-vendor comparison which includes notable points and differences between the systems, as compiled by the JEC who evaluated each bid in detail.
- **Pricing Proposals and Comparisons** – This section of the website contains 4 documents – a full price proposal from each vendor, as well as a summary document that compares costs between vendors, and lists the amount of Federal/State funding available for each vendor system. Note – costs stated are the maximum costs that may be charged; counties and vendors have the option to negotiate lower costs; any lower-negotiated costs must be reported to the State at the time of vendor selection and before orders can be placed.

Other Key Contract Points

Contracts will be for a 10-year term. The initial purchase includes 5 years of service & maintenance. The State is pleased to announce that available Federal/State funding (\$40 million statewide) covers the majority of the expected costs for the initial 5-year period.

Contracts will include the purchase of tabulators (one per precinct); accessible voting devices for use by voters with disabilities (one per polling place, with some exceptions); and Election Management System (EMS) software (one per county, and for select cities and townships).

While the cost proposals are designed to identify and include all that is required to operate each system, there

Information for
Election
Administrators

Qualified Voter File
(QVF)

Voting System
Purchase

Legislative Updates

A direct link to this page also appears in the “What’s New” section of the Election Administrators page.

Helpful Links

eLearning Center

Elections
Management
Portal

MERIT MAIL

MigovBOE YouTube

are additional costs that could be incurred. (For example, computer networking costs for Election Management System software). Counties are strongly encouraged to get full cost proposals from all vendors.

The initial purchase will include some Federal/State funding for AVCB tabulators. Federal/State funding will not cover the cost of "spare" tabulators. Additional information on the approval & purchase process for AVCB tabulators and the application of funding toward a high speed option will be available soon.

Next Steps

System

Demonstrations -

Counties should take the lead in coordinating review of these

materials and the vendor systems, and consulting with their local jurisdictions on the county's preferred choice. The vendors stand ready to assist. To arrange for a demo, contact:



- Dominion: Gio Costantiello;
email: gio.costantiello@dominionvoting.com;
phone: 866-654-8683 (ext 241)
- ES&S: Kathy Dornan;
email: Kathy.dornan@essvote.com;
phone: 248-361-1840
- Hart: Karen Clakely;
email: Kclakeley@hartic.com; phone: 916-673-8764 or 800-223-4278

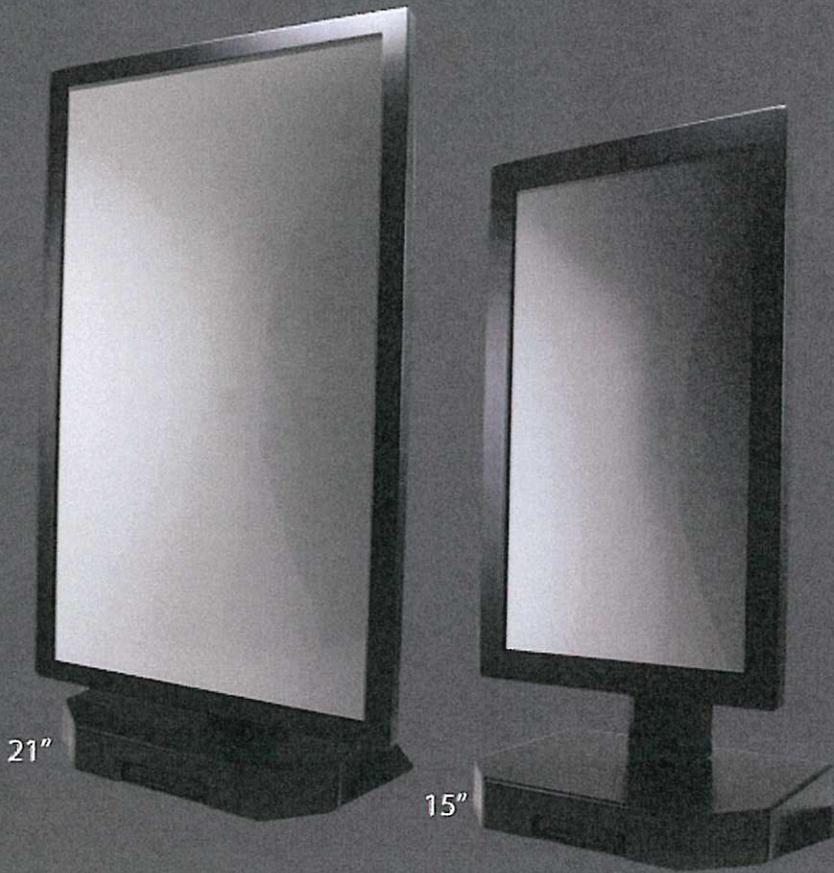
Vendor Selection – our next Voting System News Update will provide more details related to the vendor selection process. While our planned rollout is expected to be gradual - occurring from 2017 to 2018, we are asking all counties to make their vendor selection sooner, rather than later to assist with planning. First use of the new systems will coincide with the August 8, 2017 election; with a plan to initiate first orders by March.

There is much more to come! Please continue to watch for these important updates. As always, questions may be directed to the Bureau of Elections via email at elections@michigan.gov; or by phone at 800-292-5973.

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- Intuitive touchscreen interface for poll workers and voters



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11



DOMINION
VOTING



CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Scott McPherson, Planning Director *SM*
Date: May 9, 2017
Subject: Plotter Purchase



Background

Last fall the City received funding approval for the Storm Water Management and Wastewater (SAW) grant application submitted in 2013. The MDEQ established the Strategic Water Quality Initiatives Fund (SWQIF) for the planning, design and construction of improvements for the collection and treatment of wastewater and/or stormwater systems. The submitted grant request was for a total estimated project amount of \$749,373.00 of which the City would be required to match 10% totaling \$74,973.00. Its primary focus is to encourage developing asset management programs that outline cost-effective operation and maintenance measures. Through the grant program funding is provided to communities to develop Wastewater Management Plans (WAMP), Stormwater Asset Management Plans (SAMP), and Stormwater Management Plans (SWMP). In addition to the development of the plans the purchase of computer hardware, software and training to develop and maintain the data are also grant eligible.

Discussion

Included in the 2013 grant request was the replacement of the City’s HP Design Jet 42 inch plotter-scanner. At that time an estimate of \$10,000 was budgeted for the purchase of a replacement unit. With the anticipated completion of the new City Hall in the near future, it appears to be a good time to order the new unit so it can be available to be installed in the new building. Staff has obtained bids for the purchase of a HP Design Jet T2530 Multifunction Printer from Traverse Reproduction and Supply, Engineering Supply and Imaging, and Landmark Systems Inc. The costs for the units are as follows:

Engineering Supply:	Unit Price \$8,200	Shipping and Set up \$0.00
Traverse Reproduction:	Unit Price \$8,795	Shipping and Set up \$0.00
Landmark Systems Inc.:	Unit Price \$8,976	Shipping and Set up \$1,089

For the month of May HP is offering cash back upgrade \$1,250. As the existing unit is approximately 15 years old and is currently in need of maintenance this appears to be an excellent opportunity to extract some value from the old machine.

The offers from Engineering Supply and Traverse Reproduction included quotes for 3 year service support packs for \$1,839.00 and \$1,995.00 respectively. At this time it is unknown if a service pack is a reimbursable expense under the SAW grant. Staff will continue to research this question and will address this point at the meeting.

Funds for the purchase of the machine will be allocated as follows: SAW grant 90%; DPW 5% and W-WW 5%.

Recommendation

Purchase HP T2530 Multifunction printer from Engineering Supply for a unit price \$8,200.00 with cash trade in of \$1,250 for existing plotter for total price of \$6,950.

Options

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



ENGINEERING SUPPLY
AND IMAGING

Holland • Grand Rapids
1.888.703.0334

Quotation (T2530PS)

City of Boyne City
319 North Lake Street
Boyne City, MI 49712

Attn: Scott McPherson
Phone: (231) 582-6597
Email: smcpherson@boynecity.com

<u>DATE</u>	<u>TERMS</u>	<u>F.O.B.</u>
May 5, 2017	NET 30 DAYS	FOB Destination, Freight Prepaid & Add

<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1	each	<u>NEW-HP T2530PS Color MFP System 36" wide-2 roll</u> HP T2530PS MFP	\$8,200.00
		Includes:	
		• 2-300' rolls of paper	
		• Color scanner to scan print and copy in color	
		• 128 GB virtual memory and 500 GB HD	
		• Starter ink and paper	
		• Stand/50 sheet catch tray	
		• Adobe Postscript enabled	
		• Freight	
		• One year onsite limited warranty	
		• Includes Freight, onsite set up and training	
		• Free removal and Trade of HP 800	
		Total	\$ 6,950.00

1	each	<u>HP Extended Service (Optional):</u> 3 year care pack Next business day onsite response Hardware support excludes consumable items (paper, ink, printheads, maintenance cartridges)	\$1839.00
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Quote is good for thirty days.

www.engineeringsupply.com

Color Big and Small

To: City of Boyne City
 319 N Lake
 Boyne City, MI 49712

Attn: Scott McPherson
 Phone # (231) 582-0343
 E-Mail smcpherson@boynecity.com

Quotation #: BOY050417P-2
 Date: May 5, 2017
 Valid For: 30 days
 Tax Status: Exempt
 PO #:
 Method: Drop Ship
 Terms: Due upon Receipt

Item	Qty	Part #	Description	Unit Price	Total Price
1	1	L2Y26A#B1K	HP DesignJet T2530PS 36" Multifunction Printer / Plotter Provides wide format print, copy, and scan services. Prints Up to 120 D size prints per hour. Maximum print size is 36" x 300'. Uses 6 ink colors and supports up to 300' rolls from 2 rolls. Integrated scanner scans at 2.5" per second in color and 7.5" per second in grayscale mode. Scanner resolution is up to 600 dpi. Makes up to 99 copies from a single scan. Provides reduction & enlargement from 50% to 400%. Please see brochure for more details. One year on-site warranty.	\$8,976.00	\$8,976.00
2	1	LSIInst	Delivery, assembly, installation, and training.	\$200.00	\$200.00
3	1	C1Q12A	HP 727 300-ml Matte Black DesignJet Ink Cartridge	\$159.00	\$159.00
4	1	F9J76A	HP 727 300-ml Cyan DesignJet Ink Cartridge	\$148.00	\$148.00
5	1	F9J77A	HP 727 300-ml Magenta DesignJet Ink Cartridge	\$148.00	\$148.00
6	1	F9J78A	HP 727 300-ml Yellow DesignJet Ink Cartridge	\$148.00	\$148.00
7	1	F9J79A	HP 727 300-ml Photo Black DesignJet Ink Cartridge	\$148.00	\$148.00
8	1	F9J80A	HP 727 300-ml Gray DesignJet Ink Cartridge	\$148.00	\$148.00
9	8	Travel	Hours of travel time, portal to portal.	\$75.00	\$600.00

Note: A set of inks should be purchased with a new machine because the ones supplied by HP are reduced capacity "introductory inks"

Subtotal \$10,675.00
 Sales Tax \$0.00
 Freight \$289.69
Total \$10,964.69

Note: Freight is via a liftgate truck and inside delivery.

Total cost without installation is \$10,164.69 This includes inside delivery freight, same as above.

HP is offering \$1,250 cash back upgrade. The promotion flyer is included with this quote. Machine must be delivered by 5/31/2017. If we are installing the new machine, we will remove the formatter board from the old plotter needed to claim the rebate.

Claim rebate here: <http://hp.tradeups.com/Relinktradeups.aspx?clsID={E24BF0D8-2EF3-4D9D-9847-858B62E68E21}>

The Terms and Conditions of sale on the reverse side shall apply to all quotations for Landmark products. Any additional or different terms proposed by buyer are hereby objected to and shall be of no effect nor in any circumstances binding upon Landmark unless specifically agreed to in writing by a duly authorized representative of Landmark.

 Digitally signed by Doug Pollum
 Date: 2017.05.05 10:51:03 -04'00'

Authorized Landmark Signature
 Doug Pollum
 Name
 May 5, 2017
 Date

Authorized Customer Signature

Name / Title

Date

traverse reproduction & supply co.

1373 barlow
traverse city, mi 49686
<http://www.traverserepro.com>

231-947-6284
231-947-6552
seans@traverserepro.com

May 3, 2017

Scott McPherson
City of Boyne City
Boyne City, MI

We are pleased to submit the following quotation for your consideration:

1 HP DesignJet T2530ps eMFP multifunction printer with 36" wide-format color ink jet printer with Adobe PostScript, 128 GB virtual memory, 500 GB hard drive, internal HP JetDirect 10/100/1000 NIC card, Adobe PostScript, 1200-2400 DPI, 24" x 36" plot in 21 seconds, 36" CIS color scanner with up to 600 DPI resolution, 2.5" per second scanning in color @ 200 DPI, 7.5" per second scanning in monochrome @ 200 DPI, and HP touch screen with full scan-to-print integration software

Delivered Price	\$8,795.00
Cash-In & Trade-Up Program	-\$1,250.00
Final Machine Price	\$7,545.00

3-Year Support Pack Option **\$1,995.00**

The 3-Year Support Pack covers the machine for parts, labor and travel associated with any service call for 3-full years.

This machine comes with a 1-year warranty. If the support pack is added, it will bring the support to a 3-year warranty - on-site parts and labor. The machine would be delivered in 3 days. Please call if I can answer any questions for you.

Sean

Sean Skarshaug

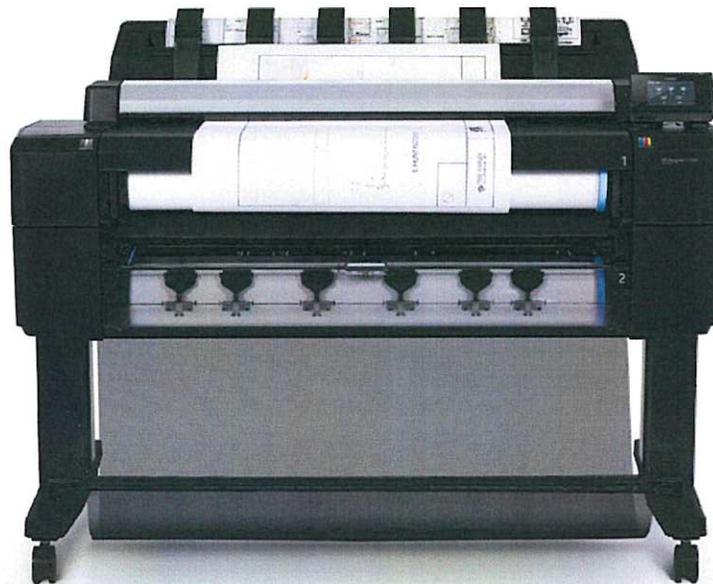




HP DesignJet T2530 Multifunction Printer series

Print/scan/copy, share—maximize workgroup productivity, enterprise security

Dual-roll 36-inch, 6-ink integrated MFP for professional-quality CAD and GIS applications



PROFESSIONAL—Your work in high quality, quickly

- Present your work in precise, detailed color rendered with 6 Original HP inks including gray and photo black
- Make your architectural prints shine with professional, high-resolution graphics—opt for Adobe PostScript®
- Produce professional CAD and GIS drawings with consistent color accuracy, crisp, sharp lines, up to 2400 dpi
- Produce fast, high-quality results—get A1/D-size prints in 21 seconds (120 A1/D pages per hour)

PRODUCTIVE—Efficiencies help workgroups save time

- Convenient access to single control panel for print/scan/copy enables easy, do-it-yourself operation
- Keep workgroups on task—integrated 50-page output stacking tray conveniently delivers flat, collated prints
- Two rolls provide flexibility—easy front loading, automatic alignment; two media types/sizes, smart switching
- Print straight from your Apple® or Android™¹ smartphone/tablet wherever you are with HP Mobile Printing²

MANAGEABLE—Secure and easy-to-manage for IT

- From upgrades to network integration, this single, integrated device requires less effort to manage³
- Gain control—initiate front panel access rules, monitor media rolls and printer status, track print jobs
- Protect your data with IPSec, NTLmV2, SNMPv3, 802.1X, PIN printing, and more security options⁴
- Enable unattended printing with two 300-ft (91.4-m) rolls compatible with the way you work

For more information, please visit
hp.com/go/designjetT2530

¹ The HP Print Service Plugin app is available for Android™ mobile devices running Android v.4.4 or later. The app is free from Google Play.

² Local printing requires mobile device and printer to be on the same network (usually WiFi access points bridge wireless to wired connections) or have a direct wireless connection. Wireless performance is dependent on physical environment and distance from access point. Wireless operations are compatible with 2.4 GHz operations only. Remote printing requires an Internet connection to an HP web-connected printer. Wireless broadband use requires separately purchased service contract for mobile devices. Check with service provider for coverage and availability in your area. See hp.com/go/designjetmobility for more details.

³ One integrated print/scan/copy multifunction device compared to separate print, scan, copy devices.

⁴ Optional security solutions include Secure Disk Erase (available for all models) and Encrypted HD (available only in specific models).

Technical specifications

Print	Line drawings ⁵	21 sec/page on A1/D, 120 A1/D prints per hour	
	Print resolution	Up to 2400 x 1200 optimized dpi	
	Margins (top x bottom x left x right)	Roll: 3 x 3 x 3 x 3 mm (0.12 x 0.12 x 0.12 x 0.12 in) Sheet: 3 x 22 x 3 x 3 mm (0.12 x 0.87 x 0.12 x 0.12 in)	
	Technology	HP Thermal Inkjet	
	Ink types	Dye-based (C, G, M, pK, Y); pigment-based (mK)	
	Ink drop	6 pl (C, M, Y, G, pK); 9 pl (mK)	
	Printheads	(C, G, M, mK, pK, Y)	
	Line accuracy	+/- 0.1% ⁶	
	Minimum line width	0.02 mm (0.0008 in) (HP-GL/2 addressable)	
	Guaranteed minimum line width	0.07 mm (0.0028 in) (ISO/IEC 13660:2001(E)) ⁷	
	Media	Handling	Input: two automatic front-loading roll feeds, smart roll switching, sheet feed Output: integrated output stacking tray (from A4/A to A0/E, with up to 50 A1/D-size capacity), media bin, automatic cutter. Scanner: straight-through scan paper path for sheet and cardboard originals
		Size	Rolls: 279 to 914 mm (11 to 36 in) Sheets: 210 x 279 to 914 x 1219 mm (8.3 x 11 to 36 x 48 in) Standard sheets: A4, A3, A2, A1, A0 (A, B, C, D, E)
		Thickness	Up to 0.5 mm (19.7 mil)
Scan		Scan speed	Color: up to 6.35 cm/sec (2.5 in/sec) Grayscale: up to 19.05 cm/sec (7.5 in/sec)
	Scan/ copy resolution	Up to 600 dpi	
	Maximum scan	Size: 914 x 8000 mm (36 x 315 in) (JPEG) 914 x 5000 mm (36 x 197 in) (PDF) 610 x 15,000 mm (24 x 590.5 in) (TIFF)	
	Thickness	Up to 0.8 mm (0.03 in)	
Copy	Reduction/ enlargement	25 to 400%	
	Maximum copies	Up to 99 copies	
	Copier settings	Copy quality, copy color, roll, content type, original paper type, background removal, contrast, de-skew, blueprints support	
Applications	Line drawings, Renderings, Presentations, Maps, Orthophotos		
Memory	128 GB (file processing), ⁸ 500 GB hard disk		
Connectivity⁹	Interfaces (standard)	Gigabit Ethernet (1000 Base-T)	
	Print languages (standard)	Basic Multifunction Printer: HP-GL/2, HP-RTL, TIFF, JPEG, CALS G4, HP-PCL3GUI, URF PostScript® Multifunction Printer: Adobe PostScript 3, Adobe PDF 1.7 Extension Level 3, HP-GL/2, HP-RTL, TIFF, JPEG, CALS G4, HP-PCL3GUI, URF	
	Printing paths	Direct printing from USB flash drive, email printing, HP driver for Windows, HP driver for MAC OS X, HP Print Service for Android, Apple AirPrint driver	
	Drivers (included)	HP-GL/2, HP-PCL3GUI drivers for Windows and Mac OS X; PostScript drivers for Windows, Linux, and Mac OS X ¹⁰	
	Dimensions (w x d x h)	Printer	1399 x 916 x 1110 mm (55.1 x 36.1 x 43.7 in)
Weight	Shipping	1500 x 781 x 815 mm (59.1 x 30.8 x 33.5 in)	
	Printer	112 kg (245 lb)	
What's in the box	Shipping	145 kg (320 lb)	
	HP DesignJet T2530 Multifunction Printer, printhead, introductory ink cartridges, stacking tray, printer stand and media bin, spindles, quick reference guide, setup poster, start-up software, power cord		
Environmental ranges	Operating temperature	5 to 40°C (41 to 104°F)	
	Storage temperature	-25 to 55°C (-13 to 131°F)	
	Operating humidity	20 to 80% RH	
Acoustic	Sound pressure	47 dB(A) (printing); 39 dB(A) (ready); <16 dB(A) (sleep)	
	Sound power	6.5 B(A) (printing); 5.8 B(A) (ready); <1.9 B(A) (sleep)	
Power consumption	120 watts (printing/scanning); 1.3 watts sleep (5 watts with embedded Digital Front End)		
	Input voltage (auto ranging)	100 to 240 VAC (+/- 10%), 50/60 Hz (+/- 3 Hz), Input Current 2 A max	
Certification	Safety	USA and Canada (CSA certified), EU (LVD and EN 60950-1 compliant), Russia (GOST), Singapore (PSB), China (CCC), Argentina (IRAM), Mexico (NYCE), Korea (KATS)	
	Electromagnetic	Compliant with Class A requirements, including: USA (FCC rules), Canada (ICES), EU (EMC Directive), Australia (ACMA), New Zealand (RSM), China (CCC), Japan (VCCI); Certified as Class A product: Korea (KCC)	
	Environmental	ENERGY STAR, WEEE, EU RoHS, China RoHS, REACH, EPEAT Bronze	
Warranty	One-year limited hardware warranty		

Ordering information

Product	L2Y25A	HP DesignJet T2530 36-in Multifunction Printer
	L2Y26A	HP DesignJet T2530 36-in PostScript Multifunction Printer
Accessories	COC66A	HP DesignJet PostScript/PDF Upgrade Kit
	CN53BA	HP DesignJet 3-in Core Adapter
	L4R66A	HP DesignJet 36-in Spindle
Original HP printheads	B3P06A	HP 727 DesignJet Printhead
Original HP ink cartridges	B3P19A	HP 727 130-ml Cyan DesignJet Ink Cartridge
	B3P20A	HP 727 130-ml Magenta DesignJet Ink Cartridge
	B3P21A	HP 727 130-ml Yellow DesignJet Ink Cartridge
	B3P22A	HP 727 130-ml Matte Black DesignJet Ink Cartridge
	B3P23A	HP 727 130-ml Photo Black DesignJet Ink Cartridge
	B3P24A	HP 727 130-ml Gray DesignJet Ink Cartridge
	C1Q12A	HP 727 300-ml Matte Black DesignJet Ink Cartridge
	F9J76A	HP 727 300-ml Cyan DesignJet Ink Cartridge
	F9J77A	HP 727 300-ml Magenta DesignJet Ink Cartridge
	F9J78A	HP 727 300-ml Yellow DesignJet Ink Cartridge
	F9J79A	HP 727 300-ml Photo Black DesignJet Ink Cartridge
	F9J80A	HP 727 300-ml Gray DesignJet Ink Cartridge
Original HP large format printing materials	C6810A	HP Bright White Inkjet Paper (FSC® certified) ¹¹ 914 mm x 91.4 m (36 in x 300 ft)
	Q1397A	HP Universal Bond Paper (FSC® certified) ¹² 914 mm x 45.7 m (36 in x 150 ft)
	Q1413B	HP Universal Heavyweight Coated Paper (FSC® certified) ¹¹ 914 mm x 30.5 m (36 in x 100 ft)
	Q1421B	HP Universal Satin Photo Paper (FSC® certified) ¹¹ 914 mm x 30.5 m (36 in x 100 ft)
Service and support	H4518E	HP Installation Service with Network Setup
	U1XV4E	Preventive Maintenance Service
	UBUB1E	HP 2 year NBD* Onsite Support with DMR**
	UBPN1E	HP 3 year NBD* Onsite Support with DMR**
	UBUB2E	HP 4 year NBD* Onsite Support with DMR**
	UBPN2E	HP 5 year NBD* Onsite Support with DMR**
	UBPN3PE	HP 1 year Post Warranty NBD* Onsite Support with DMR**
UBT Z9PE	HP 2 year Post Warranty NBD* Onsite Support with DMR**	

* Next Business Day.

** This services comes with Defective Media Retention (DMR) option that keeps your sensitive data safe. To comply with security regulations you can keep the defective hard drive or data-retentive memory component while getting a replacement disk or memory.

HP DesignJet Support Services offer solutions for business critical environments — installation, extended support and maintenance, as well as a variety of value-added services. For more information, please visit hp.com/go/designjetsupport.

Use **Original HP inks** and printheads to experience consistent high quality and reliable performance that enable less downtime. These critical components are designed and engineered together as an optimized printing system to provide precise line accuracy as well as dark blacks and true neutral grays. For more information, visit hp.com/go/OriginalHPInks.

For the entire **HP Large Format Printing Materials** portfolio, please see HPLFMedia.com.

Eco Highlights

- ENERGY STAR® certified and EPEAT Bronze registered¹⁴
- Free, convenient HP ink cartridge and printhead recycling¹⁵
- FSC®-certified papers¹¹ and a range of recyclable HP media with a take-back program¹⁵

Please recycle large-format printing hardware and printing supplies.

Find out how at our website

hp.com/ecosolutions



⁵ Mechanical printing time. Printed in Fast mode, using HP Bright White Inkjet Paper (bond) and Original HP inks.

⁶ +/- 0.1% of the specified vector length or +/- 0.2 mm (whichever greater) at 23°C (73°F), 50-60% relative humidity, on A0/E HP Matte Film in Best or Normal mode with Original HP inks.

⁷ Measured on HP Matte Film.

⁸ Based on 1.5 GB RAM.

⁹ Includes an HP Jetdirect Embedded Print Server.

¹⁰ Included with PostScript® printers only.

¹¹ BMG trademark license code FSC®-C115319, see fsc.org. HP trademark license code FSC®-C017543, see fsc.org. Not all FSC®-certified products are available in all regions. For information about HP large format printing materials, please visit HPLFMedia.com.

¹² Can be recycled through commonly available recycling programs.

¹³ In North America and Asia (including Japan), recyclable in consumer collection systems that can accept mixed paper (may not be recyclable in your area); in Europe recyclable in consumer collection systems that accept liquid packaging.

¹⁴ EPEAT registered where applicable and/or supported. See epeat.net for registration status by country.

¹⁵ Program availability varies. Please check hp.com/recycle for details. Many HP printing materials are recyclable through commonly available recycling programs. For information about HP large format printing materials, please visit HPLFMedia.com.

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BOYNE CITY POLICE

319 North Lake St. Boyne City, MI 49712 • police@boynecity.com • Phone: (231) 582-6611 • Fax: (231) 582-3670

To: Michael Cain, City Manager *Mc*
From: Jeff Gaither, Police Chief *JG*
Date: May 5, 2017
RE: Small garage move

As we move along with the city facilities project, the small storage garage on the northwest side of the old DPW building is in the way of the new parking lots and will have to be moved or demolished. This is an excellent opportunity for the Police Department to obtain some much needed, protected storage.

The Police Department has been able to use the old DPW building for storage of range and shooting supplies, and for storage of vehicles that are being processed for evidence. Once the old building is gone, this storage will no longer be available.

The storage garage could be moved by a qualified building mover to the Waste Water Treatment Plant yard and set on a concrete slab. This garage would then be available to the Police Department for storage.

I have obtained a written bid for the cost of moving the building from J&R Building Movers out of Petoskey. The cost of moving the garage is \$2500. The estimated cost of blocks and a concrete slab is about \$2000 and will be done by the Street Department. Total cost for the project will be approximately \$4500. The cost of moving the building would be substantially less than building a new garage, and blocks and concrete would still need to be purchased.

Recommendation:

That the City Commission approve the bid of \$2500 for J&R Building Mover's Inc. to move the small garage from the City Hall site to the Wastewater Treatment Plant yard as well as approve the cost of blocks and concrete to set the garage on.

Other Options:

The garage could be demolished along with the old DPW building.

Build a new garage for Police Department storage

Other options as determined by the City Commission

Jeff Gaither, Chief of Police



BOYNE CITY POLICE

319 North Lake St. Boyne City, MI 49712 • police@boynecity.com • Phone: (231) 582-6611 • Fax: (231) 582-3670

To: Michael Cain, City Manager *Mc*
From: Jeff Gaither, Police Chief *JG*
Date: May 5, 2017
RE: Interview Room Cameras System

As we move into the new building, the Police Department will finally have a proper and dedicated interview/interrogation room for interviewing suspects of crimes. As such, it's a good opportunity to comply with State Law which requires all law enforcement agencies to make a time-stamped, audio visual recording of custodial interrogations for certain felonies.

As it stands right now, our officers have to take someone to the Charlevoix County Jail to comply with these requirements however, some interrogations are not productive in that environment.

The Michigan Commission on Law Enforcement Standards (MCOLES) was required to set the quality standards for the recordings. I have obtained two bids based on these standards, one being considerably lower than the other.

The first bid was for \$8096.16 from ASC Security Systems in Livonia. This bid included 4 cameras. The second bid was from Habitec Security in Charlevoix and totaled \$2561.50 and included 2 cameras. We have determined that only 2 cameras are necessary for this system.

Recommendation:

I recommend that the City Commission approve the bid from Habitec Security to install a camera system in the Police Department Interview/Interrogation Room in the amount of \$2561.50.

Other options

Postpone the purchase of a camera system and continue to use other department's equipment for interrogations.

Attempt to obtain other bids for the camera system

Other options as determined by the commission

Jeff Gaither, Chief of Police



Advanced Satellite Communications, Inc.

A.S.C. Security Systems

12137 Merriman Road, Livonia, Michigan 48150
Ph 734 838 3280 - Fx 734 838 3281

A Commercial Security & Satellite Systems Integrator - Since 1990

Proposal #

19282

Date:

April 06, 2017

Prices are firm until: 05/06/2017

Terms: *50% Down/Net 30

Sales Rep:

Gregory P. Charles

Boyne City Police Department

BILL TO:

Chief Jeff Gaither
Boyne City Police Department
319 N. Lake St.
Boyne City, MI 49712 U.S.A.

SHIP TO:

Chief Jeff Gaither
Boyne City Police Department
319 N. Lake St.
Boyne City, MI 49712 U.S.A.

Interview Room Video / Audio Surveillance with Evidence and Gun Room Coverage

A.S.C. Security through the pursuit of excellence in all that we do is committed to meeting and exceeding our customer's needs by maintaining the highest standards of quality and technical innovation. Creating a partnership between our dedicated workforce and loyal customer base, we strive to achieve professional success through teamwork and uncompromising quality.

A.S.C. Scope of Work;

A.S.C. to provide and install 2 High Resolution Video Cameras and Covert Audio Coverage in the Interview Room. These cameras will provide quality video images and Covert Audio Mic recording of the selected area and recorded on a Network HD Video Recorder that will be located in the Gun Room office and displayed on a dedicated HDMI High Resolution Flat Screen Color Monitor

The NVR will be programmed to only record the cameras and audio during Selected Events.

ASC will also provide and install 2 Megapixel cameras to provide coverage of the Evidence Room and The Gun Room and recorded on Motion Only on the New Network HD Video Recorder.

While on Site ASC will also provide training on the operation of the equipment.

Boyne City Police Department to Provide the following;

- Network Connectivity at NVR location for remote viewing
- Desk or Shelving Space for Head End Equipment
- Standard 120 vac Duplex Outlet at Head End Location.
- Acceptable Cable Routes
- Computer meeting manufacture's specifications to be used for remote viewing workstation

If permits are required for this low voltage project, they will be billed separately at cost plus admin fees.

Qty	Item ID	Description	UOM
1	20-8302	HD NVR Appliance (8 Cam Lic, ACC5, Core, 4TB, 8 Port POE, VGA / HDMI, 1U, 2 Viewing Clients)	
1	20-8303	HD Camera License (ACC5, Core to Standard Upgrade, 8 Cameras)	
1	65-4099	Keyboard & Mouse Combo (Logitech Wireless Combo Mk520 With Keyboard and Mouse)	
1	65-4071	Monitor (20", LED, 720P, BNC, VGA, HDMI, Audio Speakers)	
1	20-2094	HD Camera Encoder Bracket (Mounting Bracket for 3 Encoders, 1U)	
1	20-2092	HD Camera Encoder (4-Port H.264 Analog Video Encoder - Requires 1 camera license)	
1	20-6011	Microphone, Covert, Single Gang Plate	
2	20-8295	Camera (Ball Dome, 12VDC, 2.8-12mm, 960H, IP66, IR, White, -10c to 50c)	
EVIDENCE ROOM & GUN ROOM CAMERAS			
2	99-2160	HD Camera Indoor Dome (H4SL, 1.3MP, H.264, Ceiling / Wall Mounted, 3-9mm, P-iris)	
1	20-7067	Power Supply CCTV (12VDC, 4 out, 6A, PTC)	



Advanced Satellite Communications, Inc.
A.S.C. Security Systems
 12137 Merriman Road, Livonia, Michigan 48150
 Ph 734 838 3280 - Fx 734 838 3281

A Commercial Security & Satellite Systems Integrator - Since 1990

Proposal # 19282

Date: April 06, 2017

Prices are firm until: 05/06/2017

Terms: *50% Down/Net 30

Sales Rep: Gregory P. Charles

Boyne City Police Department

100	70-5008	Siamese Plenum White Reel (RG-59 / 18-2, 1000' Reel)
4	20-8126	BNC (Male, Siamese Plenum, ICM Compression Fitting)
8	50-1207	RJ45 Connector for CAT5, 100 minimum
100	70-4032	CAT5E (Plenum Solid Black)
100	70-2015	22/4 (Str, Shilded, Plenum, Reel)
1	50-9822	HDMI Cable (6FT)
4	50-1011	Bridle Ring (2")
4	50-1008	Beam Clamp (Univ, 1/2 in)
2	50-1224	RCA fitting for 70-1024
1	20-8013	Surge Protector (8 Outlet)
1	35-1034	Button Assembly (1 On/Off Visual Indicator button, 1 Gang, DPDT, 2amp, Stainless)
1.00	CCTVMISC	Miscellaneous (CCTV, Hardware & Connectors)
4.00	PHONESUPPORTSEC	1 Year Phone Line Support
		Telephone support security
		Phone support security

Materials Subtotal: \$6,619.16

1 Security Labor Security Labor

Labor Subtotal: \$1,477.00

Total: \$ 8,096.16

ASC offers competitive Financing on most of our products and services...Ask your Account manager for the most affordable option! These systems have been custom designed for your expressed needs...Thank you!

Customer understands that any additional fees that may be incurred to comply with all applicable building codes, zoning ordinances or any other permits needed for installation is their responsibility. Further, reference to Plug and Play is defined herein as utilization of pre-existing cable distribution system for entire property, as is. Delays or distractions caused by customer during installation or service may be billed additionally upon written order to customer. Any alteration or deviation from above quoted specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above this quotation. This is the entire agreement, and no additional services or promise of performance is implied that is not contained herein. Acceptance of quotation - all terms and conditions as written are a part hereof and are binding upon the parties hereto. A.S.C. retains the right to substitute parts of equal or better value to complete a functional system. Upon clients written approval A.S.C. may access clients system(s) for virtual maintenance, trouble shooting and reporting functions. A.S.C. may refer to clients name in various marketing materials unless prohibited by client. A.S.C. shall have no liability for any personal injury, property damage or other loss based on any claim at all including a claim the product failed to perform. A.S.C. will bill after functional completion of the job and expect payment due within the terms stated on this proposal. The Company reserves the right to send the account to a third party for collection. It is understood and agreed that The Company may do so for the entire amount remaining on the contract plus any collection costs incurred in the process. Note: Finance charges of 1.5% per month added to past due invoices. All products shown herein remain the property of A.S.C. until paid in full. Prices contained in this quotation shall be considered firm for a period of (30) days from the date of quotation unless otherwise stated herein. A.S.C. will charge a restocking fee of 20% on all returned or cancelled merchandise. All purchases placed on a credit card for orders over \$2,000. may incur a 2.5% service charge. ATTORNEYS' FEES. In the event of any litigation or arbitration between the parties with respect to this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs of litigation, as the court or tribunal may determine.

ASC WILL WARRANT LABOR FOR NINETY (90) DAYS AND ALL PARTS FOR ONE (1) YEAR FROM DATE OF COMPLETED INSTALLATION.

**UPON APPROVAL, RETURN THIS DOCUMENT VIA FAX WITH THE AUTHORIZED SIGNATURE BELOW.
 A FACSIMILE ACCEPTANCE WILL SERVE AS ORIGINAL.**

Accepted by: _____ Date: _____
 Name (Print): _____ Title: _____



1520 Bridge Street
Charlevoix, MI 49720
231-582-5660 FAX: 231-582-3677

PROPOSAL

Date: April 24, 2017
Sheet No: One-of-One

By: David Amato

Proposal Submitted To:
City of Boyne City
319 N Lake St
Boyne City, MI 49712

Work To Be Performed At:
New City Hall (Interrogation Room)
319 N Lake St
Boyne City, MI 49712

We hereby propose to furnish the materials and perform the labor necessary for the completion of a stand alone camera system in the interrogation room to provide audio(selectable) /video (upon motion activated) recordings.

- 1 – Hikvision Network Video Recorder
- 1 – 19 “ Desk Mount Color Monitor
- 2 – Hikvision IP Dome Color Cameras , Vandal Resistant, Varifocal Lens, IR Leds
- 1 – Louroe Ceiling Mount Microphone
- 1—Louroe Amplifier
- 1—Louroe Wall Mount Audio on / off Switch
- 1—UPS Battery Back Up
- Wire and connectors as needed

ABOVE BASIC SYSTEM, INSTALLED: \$ 2,561.50

OPTIONAL : Service Contract to cover parts and labor \$ 37.00 per month. Or yearly inspection to test and verify proper operations. \$ 12.00 per month

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of (\$ 2,561.50) Dollars, with payment to be made as follows:

Deposit: \$ one third

Balance: Due: Upon completion

Respectfully Submitted by **HABITEC SECURITY, INC.** Per David Amato

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen’s Compensation and Public Liability Insurance on above works to be taken out by HABITEC SECURITY, INC.

**UPON APPROVAL OF THIS PROPOSAL, A SIGNED PURCHASE AGREEMENT
MUST BE EXECUTED BY CUSTOMER**

May 2017

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 30	May 1	2 5:00pm ZBA	3	4 6:00pm Parks & Rec	5	6 8:00am Buff Up Boyne
7	8 12:00pm EDC/LDFA -Cancelled	9 7:00pm City Commission	10 6:00pm Airport Safety Seminar (Airport Terminal Building.)	11 8:30am Main Street Board mtg.	12	13
14 Mother's Day (United States)	15 Marina Open 5:00pm Planning Commission	16	17	18 5:00pm Historic District	19	20
21	22	23 12:00pm City Commission	24	25 5:30pm Airport Advisory Board	26	27
28	29 Memorial Day Parade/Events (United States)	30	31	Jun 1	2	3

June 2017

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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 28	29	30	31	Jun 1 8:30am Main Street Board mtg. 6:00pm Parks & Rec	2	3
4	5	6 5:00pm ZBA	7	8	9	10
11	12	13 7:00pm City Commission	14 Flag Day (United States)	15	16	17
18 Father's Day (United States)	19 5:00pm Planning Commission 7:00pm Historical Commission	20	21	22 5:30pm Airport Advisory Board	23	24
25	26	27 12:00pm City Commission	28	29	30	Jul 1