



BOYNE CITY  
CITY COMMISSION REGULAR MEETING  
Boyne City Hall  
319 North Lake Street  
Tuesday, September 9, 2014 at 7:00 p.m.

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. CONSENT AGENDA  
The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item(s) on the consent agenda be removed and placed as the last item under new business to receive full discussion. Such requests will be automatically respected.
  - A. Approval of the August 26, 2014 City Regular City Commission meeting minutes as presented
  - B. Approval to accept the resignation of Roger Reynolds from the Airport Board
  - C. Approval of recommendation to approve Richard Bouters to the Airport Board for a three year term ending August 24, 2017
  - D. Approval of recommendation to approve Brian Harrington to the Airport Board for a three year term ending August 24, 2017
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 August 7, 2014 Main Street Board Meeting
  - B. Draft Minutes of the August 18, 2014 Planning Commission Meeting
  - C. Draft Minutes of the August 25, 2014 Airport Advisory Board Meeting
8. UNFINISHED BUSINESS
9. NEW BUSINESS
  - A. Boyne City Charlevoix Trail Easement  
Consideration to authorize the City Manager and / or City Clerk / Treasurer to accept on the City's behalf, an easement from the MDNR thru Young State Park for the Boyne City Charlevoix non motorized trail

- B. Michigan Mountain Mayhem Gravel Grinder Rotary Park Temporary Liquor License Request  
Consideration to approve a request from Paul Nichols for a temporary liquor license for the Michigan Mountain Mayhem Gravel Grinder event to be held Saturday, October 4, 2014
- C. Community Growth Grant  
Consideration to authorize the City Manager to sign the Community Growth Grant Agreement provided by the Northwest Michigan Council of Governments for a maximum of \$7,500 for amenities toward the creation of a recreational trail head in Old City Park, way-finding signage and Wi-Fi
- D. LED Street Lighting Project Grant  
Consideration to authorize the City Manager to prepare and submit a grant application to the Michigan Energy Office for street light conversion to LED for the maximum grant award amount of \$20,000
- E. Walkabout Sculpture Show project  
Consideration to approve the proposed Walkabout Sculpture Show project locations for Spring, 2015

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The Chamber of Commerce State of the Community luncheon will be held on September 11, 2014 at noon at Sommerset Point
- The celebration of the 200<sup>th</sup> anniversary of the National Anthem event will be 7:00 am, September 14, 2014 at Veteran's Park
- The next regular City Commission meeting is scheduled for Tuesday, September 23, 2014 at noon
- The MML Conference will be held October 15 – 17, 2014 at Northern Michigan University in Marquette

12. ADJOURNMENT

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



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

**AUGUST 26, 2014  
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 319 NORTH LAKE STREET, ON TUESDAY AUGUST 26, 2014

---

**CALL TO ORDER**

Mayor Ron Grunch called the meeting to order at Noon followed by the Pledge of Allegiance.

---

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

Staff: Cindy Grice, Michael Cain, Scott McPherson, John Lamont, Dan Meads, Jeff Gaither and Annie Doyle

Others: There were 7 citizens in attendance including representatives from the Petoskey News Review and Charlevoix County News.

---

**CONSENT AGENDA  
MOTION**

2014-08-114  
Moved by Sansom  
Second by Gaylord

To approve the August 12, 2014 City Regular City Commission meeting minutes as presented

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

---

**CITIZENS COMMENTS**

John Clements, a resident of Nordic Drive said he has never been in a place with such improvement. He believes there are 24 children that live in his neighborhood and it is frightening to him to see children walking and riding their bikes on M75. He wondered why sidewalks from the Industrial Park to the school are not on the recent sidewalk improvement maps and they want to be a part of that program. He added that getting easements will be a problem. It is to protect the children.

City Manager Cain responded that there was a meeting recently regarding the Safe Routes to School program and making that connection was brought up. It would be required that sidewalks be placed on both sides of the street and we are looking at alternate routes. The map you have is a work in progress.

---

**CORRESPONDENCE**

Notice from Charter Communications regarding Franchise renewal; a Letter from Charter Communications regarding cable rate increase; a thank you letter from The Brady family to the Water Department; the MML Annual meeting notice; a letter from Mike and Diane Hausler regarding fluoridation and a memo from the Police Chief regarding Marshall Road Speed Limit were received and filed.

---

**CITY MANAGERS REPORT**

City Manager Cain reported:

- Several events are taking place this weekend.
- Fluoride referendum materials have been submitted to the County Clerk to be placed on the November general election ballot.
- Only one Marvin Loding award nomination was received by last week's Planning Commission meeting.

- The new Police Car arrived last week and is being prepared for use.
- Work began Monday on the East and Ray Street reconstruction project. The project is scheduled for completion in late October.
- Work also resumed on the short portion of Pleasant Street between Division and Morgan where road work was done.
- Notice has been received from the MDEQ that the public notice period for the proposed improvements to the Lower Lake Street storm sewer water outfall opened on August 21 and will run until Wednesday, September 10.
- We have learned of a new grant from MEDC that will help pay for the conversion of City owned streetlights to LED's and will keep you posted.
- The new Ridge Run Dog Park will hold it's grand Opening this Thursday.
- Fall Rubbish Collection program is scheduled to begin on Wednesday, September 3<sup>rd</sup>.
- The Household Hazardous Waste Collection will be Friday evening, September 5 and Saturday, September 6<sup>th</sup> by appointment.
- Plans are moving ahead for a community singing of the Star Spangled Banner on the morning of its 200<sup>th</sup> anniversary, Sunday, September 14. The main event is scheduled at Veteran's Park Memorial shortly after 7:00 am

---

The July, 2014 Financial Statement was received and filed.

---

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

Planning Director Scott McPherson discussed the request to vacate a portion of East Street that is adjacent to Barden Lumber Parking lot. The portion that is being requested to be vacated is the east 13 feet of the 82.5 foot right of way of South East Street from the North right-of-way line of Main Street and south of the East West ¼ line of Section 35, measuring approximately 139 feet. The property has been improved by Barden Lumber Company with asphalt and has been used for parking and access to the business for years. The request was received by City Staff No future need for the property in regards to city infrastructure or utilities is anticipated.

The Planning Commission reviewed the request at their last meeting. Due to findings that this portion of South East Street is currently being used and maintained by Barden Lumber and does not contain any city infrastructure or utilities and is not anticipated to be needed for future use, the Planning Commission recommended the requested portion of South East Street be vacated. The City Commission needs to determine if the application should proceed based on the report from the Planning Commission and if necessary, will direct staff to schedule a public hearing and distribute public notification as required.

Staff Comments: None

Citizens Comments: None

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

### **Vacation request for portion of South East Street**

**MOTION**

Board Deliberation: All are in agreement.

2014-08-114

Moved by Sansom

Second by Gaylord

To approve the August 12, 2014 City Regular City Commission meeting minutes as presented

Ayes: 5

Nays: 0

Absent: 0

Motion carried

**Good of the Order**


---

Lorraine Manary, director of the Charlevoix – Emmet County United Way presented a report to the Commissioners regarding the ALICE (Asset-Limited, Income Constrained, Employed) households in this area and what United Way funds are doing to assist.

Commissioner Neidhamer discussed the condition of some of our public restrooms and the need to refurbish them. They are not always clean and should be more presentable to the public. Commissioner Gaylord thanked all involved with the Drag Race and all of the volunteers who have stepped up. One of the great things of Boyne City is the volunteers. Move forward in a safe manner.

**ADJOURNMENT  
MOTION**


---

Moved by Mayor Grunch, seconded by Mayor Pro-Tem Towne to adjourn the regular City Commission meeting of Tuesday, August 26, 2014 at 12:40 p.m.

---

Ron Grunch  
Mayor

---

Cindy Grice  
Clerk / Treasurer

DRAFT

Karen Seeley  
319 N. Lake Street  
Boyne City, MI 49712  
Phone 231-582-0341 fax 231-582-6506  
karen@boynecity.com

**City of Boyne City**

# Memo

**To:** Michael Cain, City Manager *MC*

**From:** Karen Seeley *KS*

**Date:** September 3, 2014

**Re:** Airport Board recommendations

---

At the August 25, 2014 Airport board meeting, Sutliff moved, Hennessy seconded to recommend City Commission:

- 1) Accept the resignation of Roger Reynolds from the Airport Board.
- 2) Approve the reappointment of Richard Bouters to a three year term ending August 24, 2017.
- 3) Appoint Brian Harrington to a three year term ending August 24, 2017.



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

**Meeting of  
August 7, 2014**

MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY AUGUST 7, 2014 AT 8:30 A.M. CITY HALL, 319 NORTH LAKE STREET

**Call to Order**

Chair Swartz called the meeting to order at 8:31 a.m.

**Roll Call**

Present: Jodie Adams, Robin Berry Williams, Michelle Cortright, Jim Jensen, Larry Lenhart, Pat O'Brien, Rob Swartz, and Ben Van Dam  
Absent: Michael Cain

**Meeting  
Attendance**

City Staff: Main Street Manager Hugh Conklin, Assistant Planner Annie Doyle and Recording Secretary Karen Seeley  
Public: Seven including one member of the press

**Excused Absence  
MOTION**

Cortright moved Adams seconded **PASSED UNANIMOUSLY** to excuse Michael Cain.

**Lake Street  
Project**

Chair Swartz asked that agenda item 8a; Lake Street Project be moved ahead of Agenda item 2. Glen Catt of Catt Development gave a presentation on a proposed project in the 200 block of South Lake Street. The project is in the very early stage of development but far enough along that Mr. Catt was interested in receiving input from the Main Street board. The Design Committee held a special meeting on July 29 to hear the presentation and give its input. The project involves the Lake Front Square property and the Boyne Arts Collective building. Proposed is a three-story project. Mr. Catt has had preliminary discussions with a local bank with a drive thru and 7 Monks Taproom who have indicated interest as anchor tenants for the development. The bank and brew pub/restaurant would be first floor tenants. The second floor would house 13 apartments (a combination of one and two bedroom) that Mr. Catt described as "affordable workforce housing." Plans for the third floor have not yet been determined. He explained that the view corridor of Ray Street would be kept open. The development would span approximately 160 linear feet along Lake Street. The two issues that they would have to overcome would be the drive thru which is prohibited in downtown and parking. Main Street Manager Conklin added that the Design Committee had some concerns that allowing one downtown project to get a variance for a drive-thru could open the door to allow any other businesses to do the same. Board discussion: That is a real concern and so is the parking. City Commissioner/Planning Board member Tom Niedhamer stated that there is a tool in the zoning law called conditional zoning which may take care of the drive-thru issue.

The consensus of the board is that is a great project that they would like to see move forward. Main Street Manager Conklin urged the board to attend the Planning Commission meeting in support of project.

**Approval of Minutes  
MOTION**

**O'Brien moved Adams second PASSED UNANIMOUSLY** to approve the July 10, 2014 regular meeting minutes.

**Citizens Comments**

None

**Main Street Committee Reports**

The board reviewed the committee report included in the agenda packet and Main Street Manager Conklin added:

- Team Boyne: Committee Chair Bauman gave an update on the meeting. The guest speakers were from Good Samaritan Family Services. This is a great non-profit organization.

**Manager's Report**

- Thursday, October 23, the Michigan Main Street and representatives from the National Main Street Center will be here for a visit for the Annual Accreditation
- The Ray and East Street project is set to begin August 25th

**Unfinished Business**

Main Street Manager-Search update:

The committee of Bob Carlile, Mike Cain, Michele Cortright, Rob Swartz and Pat O'Brien reviewed the 20 applications that were submitted. From those, four were selected for a telephone interview, and then two chosen for face-to-face interviews. The committee felt that the strength wasn't there. We have big shoes to fill and we want the right fit. The committee decided to re-advertise with resumes' due August 25<sup>th</sup>.

Boyne Thunder 2014 update:

No actual figures to report. The event has really grown and getting a lot of publicity. The agreement with Camp Quality expires this year and the subcommittee will have to work out the details. Soon we will not be able to use the One Water marina and will have to keep that in mind.

Walkabout Sculpture Project-Update:

At the May meeting, the Board approved moving forward with the introduction of the Walkabout Sculpture Project. This included the placement of three art pieces at various locations around the downtown area. Now the Design Committee is preparing for phase two of the project. A map of possible locations for placing the art and an invitation to local artists, were reviewed. Martha Sulfridge, the project chair, has a list of 12 to 15 artists who are interested.

Cortright moved Adams seconded **PASSED UNANIMOUSLY** that Main Street supports the Walkabout Sculpture Project as presented.

The project will also be presented to the Parks and Recreation Commission and the City Commission for their approval

**New Business**

Holiday decoration proposal: For the past several years Main Street has contracted with Michigan Decorations to provide holiday/winter decorations for downtown Boyne City. This past season the contract expired and earlier this year the Design Committee appointed a subcommittee to update the plan and solicit proposals from qualified vendors. Five proposals were received. Of the five the subcommittee followed up with four of the vendors. Each of the vendors appeared to be of high quality and interested in working with the community. Many had extensive experience with holiday lighting but few offered the snowflake decorations we've used in past years at a reasonable cost. As a result, the committee is recommending two contractors be used. For lights, the committee recommends Holiday Lighting Service of Manchester, MI. For the decorations, it recommends Michigan Decorations. Holiday Lighting Services regularly works in Northern Michigan and is the lighting contractor for the City of Charlevoix. Its proposed cost per tree for the first year will average between \$170 and \$250 depending on the number of lights and how the trees are wrapped. In years two and three, the cost would be

approximately 60 percent less since the lights could be reused. The proposed cost for the holiday spruce tree is \$2,400 for 3,200 LED lights. The lights would be left in the tree and would be good for up to three years. The snowflake decorations would be installed on the lamp posts as they have been in the past, except on the 100 and 200 blocks of Lake and Water streets where they would be placed on the lamp posts in the center of the block. The cost would be \$65 per decoration, which is the same cost as in recent years. The total cost for the decoration plan as proposed will be within the amount budgeted. The board reviewed the proposed snowflake locations and examples of lighted trees.

**MOTION**

**Adams moved O'Brien seconded PASSED UNANIMOUSLY** that the Main Street Board approve the recommendation from the Design Committee for the winter/holiday decoration plan and authorize the Main Street manager to finalize details of the contracts with Holiday Lighting of Manchester, MI., to provide lights including installation and maintenance; and Michigan Decorations of Hudsonville, MI. to provide, install and maintain lamp post decorations.

**Good of the Order**

---

The board thanked Conklin for continuing to help.

**ADJOURNMENT**  
**MOTION**

---

**Adams moved O'Brien seconded PASSED UNANIMOUSLY** to adjourn the August 7, 2014 meeting of the Boyne City Main Street Board at 10:20 am.

---

---

Karen Seeley, Recording Secretary

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

**Meeting of  
August 18, 2014**

Record of the proceedings of the Boyne City Planning Commission meeting held at Boyne City Hall, 319 North Lake Street, on Monday, August 18, 2014 at 5:00 pm.

**Call to Order**

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

**Roll Call**

Present: Chris Frasz, Jim Kozlowski, Jane MacKenzie Tom Neidhamer, Joe St. Dennis Lori Meeder and Aaron Place

Absent: Jason Biskner and George Ellwanger (arrived at 5:03pm),

**2014-8-18-02**

**Excused Absence(s)**

**\*\*MOTION**

**St. Dennis moved, Neidhamer seconded, PASSED UNANIMOUSLY**, a motion to excuse the absence of Jason Biskner

**Meeting Attendance**

City Officials/Staff: Planning Director Scott McPherson, City Manager Mike Cain, Main Street Manager Hugh Conklin and Recording Secretary Karen Seeley

Public Present: Ten , plus two members of the press

**Consent Agenda**

**2014-8-18-03**

Approval of the Planning Commission minutes from July 21, 2014 as presented.

At this time John McCahan expressed concerns about his comments as they read in the minutes. The minutes were moved to item 7E of the agenda for discussion.

**Citizen comments on  
Non-Agenda Items**

None

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

Still waiting on the Trail Town final plan

**Unfinished Business  
New Business**

None

**Pre-application meeting  
for presentation by Glenn  
Catt of development  
concepts for 202 and 210  
Lake Street**

Glen Catt of Catt Development gave a presentation on a proposed project in the 200 block of South Lake Street. The project is in the very early stage of development but far enough along that Mr. Catt was interested in receiving input from the Planning Commission. The project involves the Lake Front Square property and the Boyne Arts Collective building. Proposed is a three-story project. Mr. Catt has had preliminary discussions with a local bank with a drive thru and 7 Monks Taproom who have indicated interest as anchor tenants for the development. The bank and brew pub/restaurant would be first floor tenants, and with their hours of operations, it could be shared parking. The second floor would house 13 apartments, three 2 bedrooms and 9 one bedroom that Mr. Catt described as affordable or workforce housing, and would offer balconies. Plans for the third floor are still being developed, mixed use, one possibility is condo units. He explained that the view corridor of Ray Street would be kept open. The plan is to leave the old collective building as historical as possible and keep the historic downtown feel. Meeder: Would this encompass from the Lake Street mall to the end of the Arts Collective building? Yes with the same view corridor. Place: Same foot print? Yes, plus outside seating an elevator and stair a covered stairwell. Kozlowski: What is the time frame for this project? Starting next year, completed by 2016. This would be a tear down and rebuild. The biggest challenge right now is the drive thru that is prohibited in downtown, which would be covered and in the back of the building. Meeder inquired about parking for the tenants. That is another challenge. Main Street Manager Conklin added that the Design Committee had concerns regarding the drive-thru, and the Main Street board thought it is a

great project and they would like to see it move forward.

Franz: Knowing that drive thru's are not allowed, what other tenants have you looked at? None

Meeder: Our goal tonight is to discuss informally the view corridors, parking and drive thru.

McPherson: The ordinance is very clear that drive thru's are not allowed. There are a few things we may be able to do to adopt a plan for that site.

Citizens Comment: Ben VanDam: The very strong benefits far exceed the risk. This would bring the energy to that part of town that it needs.

John MaCahan: I am very supportive; it is a very nice project. Parking could be an issue. Have you thought of purchasing the parking lot between the Arts Collective and the theater? McPhearson explained that is a private parking lot that should stay with the theater. The private lots parking study that was done has use rates at 30% being used on a typical day.

Kozlowski: I think this is a great concept, Glenn has a great reputation in our town the key is having the anchor businesses. That is a dead area of town. Let's make it work.

Robin Berry: I enjoy this project being developed; you are going to do just fine.

Meeder: This is an excellent opportunity to have a community bank here. Let's think outside of the box.

Place: I think is a great multi use of that space. You could still survive if the anchor's shifted to something else. I have some concerns about the drive thru.

Meeder: Banks aren't utilized like they used to be. I love the way he has it hidden in there. I don't think parking will be a problem.

Neidhamer: I am in total agreement. This is fantastic development. We should think outside of the box. We have tools to make this work. We did relieve parking. I am curious as to how many parking spots do you actually need. We need to figure out how to make this work.

Franz: We need to look at this with clear eyes, put numbers on how many parking spaces we really need. There is a lot of potential for making the drive thru work. It is important to have dedicated parking for your tenants.

MacKenzie: It would be nice if you a place for people to store their bicycles. I echo the thoughts of the others.

Ellwanger: This is a great project, good for the community. Maybe we should put the drive thru discussion on the next agenda.

St Dennis: The purpose of prohibiting drive thru's in the downtown was not just for fast food but to reduce traffic crossing over side walks. Catt: The drive thru is on the back side where there is the least amount of traffic and walkers. The stairway topper what is the height? McPherson said the height allowed in the Central Business District is 45 feet.

Kozlowski: This is early in your design. It may totally change before we see it again. Agrees with every one else. Parking and the drive thru is an issue, the height may be ok.

MacKenzie: Are balconies allowed?

Franz: Have you thought about parking underneath, at least for the tenants? Water table too low.

Add drive thru's in the CBD on the September agenda. Let's be preemptive.

## **Request to vacate portion of East Street**

A request for the vacation of a public way has been submitted by Paul Barden to vacate a portion of East Street that is adjacent to Barden Lumber parking lot. The portion that is being requested to be vacated is the east 13 feet of the 82.5 foot right of way of East Street from the north right-of-way line of Main Street and south of the East West ¼ line of Section 35, measuring approximately 139 feet. The total area of land is approximately 1,807 square feet (0.04 Acres). Before the alley can

be vacated by the City Commission a recommendation on the proposed vacation request from the Planning Commission is required. City Manager Cain added that the Bardens have paved, used and maintained a portion of the right-of-way as part of their business for years. The right-of-way in that block is 66 foot wide on the north half and the sought end of the block is 82 foot wide. So they have requested that the 13 foot portion of excess right of way not being used by the City be transferred to them. Most right-of-ways are 66 foot. I recommend the Planning Commission approve this request.

Meeder: That is dead space right now? Yes. With the easement they gave us, it will clean up the pedestrian walkway.

Fraz: That little strip of land may be an interesting space for food trucks.

Neidhamer: Most of this will be dedicated to driveway and parking.

Kozlowski: What are they planning on doing with it? What they are already doing with it. Parking

Neidhamer: We are not changing use, just ownership.

St. Dennis: If we didn't give it up could it be used for green space? No

Fraz: Could we put a couple of trees there? It wouldn't impede on the business easement to locate two trees there. If we can find a couple of spaces to put in some trees I am all for it.

**2014-8-18-04**

**\*\*MOTION**

Moved by St.Dennis, seconded by Ellwanger to make a recommendation to the City Commission to approve the proposed street vacation.

**Roll Call:**

Aye: Ellwanger, Kozlowski, MacKenzie, Meeder, Neidhamer Place, and St. Dennis

Nay: Frasz

Absent: Biskner

**MOTION CARRIES**

**Marvin Loding award nominations**

McPherson reported that he has received one application today for the Marvin Loding award. He recommended that considerations for the award be postponed until September to allow time for additional nominations. Board agreed to postpone until the September meeting.

**Review Master Plan update with Mary Campbell from MC Planning and Design**

The City Commission has approved a contract with Mary Campbell of MC Planning and Design to assist the City with the development of the Master Plan. Mary Campbell introduced herself and said she had twenty years experience in Planning consulting. The board reviewed the scope of work, schedule and time table. She will pull all the previous goals out and see what fits and what doesn't. Utilize what we have already gathered. McPherson added he is fully supportive of the concept, don't reinvent the wheel.

Meeder: What kind of a time frame for the initial information? I can have it to Scott for the next meeting, I have a scheduling conflict. I will pull different plans, give a list of the composite goals, identify potential gaps and target groups. McPherson added that this also ties in with the Redevelopment Ready Community and the Recreation Plan, which requires two methods of public information. The Rec plan has to be updated and submitted to the state every five years.

Franz: How do we communicate with the identified gaps? Is there a educational component? The more we educate, the more excited people are to share. The school would be a great place to start.

**Approval of minutes from July 21<sup>st</sup>.**

John McCahan wanted to clarify what his comments where at the last meeting. He requested that the board remove the "That is" and start the sentence with *What was recommended to the City Commission.....* and he would like to add *"the Planning director recommended that the City develop a noise ordinance along the*

*lines of the City of Mason ordinance* Prior to his statement starting with to model a new ordinance after the City of Mason's model is not a good idea.

**2014-8-18-04**

**\*\*MOTION**

Moved by Neidhamer seconded by Place to adjust the minutes as stated by Mr. McCahan.

**Roll Call:**

Aye: Ellwanger, Franz, Kozlowski, MacKenzie, Meeder, Neidhamer Place, and St. Dennis

Nay: None

Absent: Biskner

**MOTION CARRIES**

**\*\*MOTION**

**2014-8-18-05**

Moved by Neidhamer seconded by St. Dennis to adjust the minutes as corrected.

Aye: Ellwanger, Franz, Kozlowski, MacKenzie, Meeder, Neidhamer Place, and St. Dennis

Nay: None

Absent: Biskner

**MOTION CARRIES**

### **Staff Report**

---

The construction project on East and Ray is set to begin next Thursday.

The City Commission approved to engage Environment Architects to develop construction and bid documents for the new shrunk down DPW facility located at the North Boyne Property, It would also includes the second phase of the development City Hall, and emergency services.

The next meeting of the Boyne City Planning Commission is scheduled for September 15, 2014 at 5:00 pm in the Auditorium.

### **Adjournment**

**2014-8-18-06**

**St. Dennis moved, Meeder seconded, PASSED UNANIMOUSLY** a motion to adjourn August 18, 2014 meeting 7:03 p.m.

**\*\*MOTION**

---

Jane MacKenzie, Chair

---

Karen Seeley, Recording Secretary



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

**MEETING OF  
August 25, 2014**

**RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE  
BOYNE CITY AIRPORT ADVISORY BOARD HELD August 25, 2014**

**CALL TO ORDER**

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

**ROLL CALL**

**Present:** Richard Bouters, Jerry Schmidt, Oral Sutliff , Ed Hennessy  
Bud Chipman\*, Leon Jarema\* Rod Cortright\*

**Absent:**, Jim Kozlowski\* Larry Trumble\*

*\*Ex Officio Members*

**Citizens:** Brian Harrington, Mike Sheean, Laura Gray

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

**ATTENDANCE**

**EXCUSED ABSENCES**

None

**MOTION**

**APPROVAL OF MINUTES**

**Sutliff moved Hennessy seconded PASSED UNANIMOUSLY** to approve the **June 26, 2014** minutes as written.

**MOTION**

**CORRESPONDENCE**

NONE

**COMMITTEES/REPORTS**

NONE

**UNFINISHED BUSINESS**

**A. Hangar Inquires/Leasing/Inspections:**

Currently, all City owned hangars are under long term lease. Hangar inspections will likely take place in the Spring of 2015.

**B. Airport Terminal Improvements: Laura Gray**

Laura Gray from plumtree interiors reviewed her Scope of Work and Budget report with the board (*see attachment*). The board will continue to review this planning for future terminal upgrading. The wants to thank Laura Gray for her consul and advice.

**C. Roof Repair:**

Michael Cain reported on the project to repair the terminal roof and he will direct the city staff to go forward with replacing the roof prior to winter.

**D. Other – ACIP Update: (*see attachment*)**

The Airport Capital Improvement Plan was approved by the City Commission and has been submitted to the State for review. A State response will be forthcoming.

**NEW BUSINESS**

**A. Resignation of Roger Reynolds: (*see attached*)**

A letter of resignation from the Airport Board by Roger Reynolds was

presented by Chair Schmidt. After discussion, **Sutliff moved, Hennessy seconded, PASSED UNANIMOUSLY** to recommend to the City Commission to accept this resignation.

**B. Richard Bouters term expiring 8/24/2014/Applications for term that expired 8/24/2014:**

The board reviewed and discussed applications for the two terms on the airport board. **Sutliff moved, Hennessy seconded, PASSED UNANIMOUSLY** to recommend to the City Commission that Richard Bouters and Brian Harrington be appointed to the three year terms, ending August 24, 2017

**C. Estimates for Crack Sealing Services:**

Estimates for Crack Sealing at the Airport were submitted by Northern Driveway Services & Applied Pavement Markings (*see attached*). These were reviewed and discussed by the board and will be researched by the city with the goal of having the work done prior the winter.

**D. Drag Race Update:**

Since the Boyne City Police Department has discontinued their sponsorship of the Labor Day Drag Race, a group has formed and will sponsor a race on August 31, 2014 at the Airport. The Airport will be closed from 12:00pm Saturday, August 30, 2014 until 8:00pm Sunday, August 31, 2014. Official notifications have been posted for the closure.

**E. Trail Project Update:**

Mike Sheean for the Trail Committee gave an update regarding the bike trail from Boyne City to Boyne Falls. This trail will be in 3 Phases with Phase Two, Boyne City to Dam Rd. in 2016. The Airport Terminal will be a Trail Head and the board will research renovations and costs require for this project.

**GOOD OF THE ORDER  
ANNOUNCEMENTS**

**F. Other:**

\*Rod Cortright discussed the need to improve WiFi service at the Airport and Michael Cain will check into options.

\*Fuel price is \$5.62 per gallon as of August 25, 2014.

\*Safety Seminar, Tuesday, September 16, 2014 at 6:00pm at the Airport Terminal.

**NEXT MEETING  
MOTION**

\*The next regular Airport Advisory Board meeting is scheduled for **Thursday, September 25, 2014 at 5:30pm** in the Airport Terminal.

**ADJOURNMENT**

**Chair Schmidt** adjourned the Airport Advisory Board meeting at **6:35pm**.

---

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

draft



# City of Boyne City

# MEMO

Agenda item 9A

Date: September 5, 2014  
To: Mayor Grunch and the Boyne City City Commission  
From: Michael Cain, City Manager   
Subject: Boyne City Charlevoix Trail Easement

An issue has arisen regarding the proposed easement for the first phase Boyne City Charlevoix Non Motorized Trail where it goes thru Young State Park. The Michigan Department of Natural Resources (MDNR) is prepared to grant an easement and prepared the attached document in an effort to provide it to Charlevoix County. Charlevoix County was ready to receive it but the Michigan Department of Transportation (MDOT) is stating that the easement needs to be issued to the City of Boyne City since we are the recipient of the their grant to help fund the majority of the project. Their grant funding was only available to road agencies like the City or the County Road Commission. The other major funding was a grant from the MDNR to Charlevoix County.

To continue to move this project forward and eliminate Moot's concerns on this matter we are being asked to accept the easement for the trail in our name. I see no significant issues in us doing so. It should not affect operational or maintenance matters involving the trail. Since the easement would be in our name it is possible that we could be named in a lawsuit involving something affecting that portion of the trail, but I don't see that as anything more significant than the liability we have for any of our existing trails, sidewalks or public places. I have checked with our insurance carrier and they have no problems with this.

**RECOMMENDATION:** That Boyne City Commission authorize the City Manager and or City Clerk/Treasurer to accept on the City's behalf an easement from the MDNR thru Young State Park for the Boyne City Charlevoix Non Motorized Trail.

**Options:**

1. Postpone for further consideration and/or information.
2. Modify the response
3. Deny the request
4. Other options as determined by the City Commission.

**EASEMENT TO CONSTRUCT AND MAINTAIN  
Recreational Trailway**



STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES

L-10435  
LTA 20140147  
(Page 1 of 9)

FOR AND IN CONSIDERATION OF ONE and 00/100 DOLLARS (\$1.00) and other valuable consideration, in hand paid, the receipt of which is hereby acknowledged, the STATE OF MICHIGAN by the DEPARTMENT OF NATURAL RESOURCES, P.O. Box 30448, Lansing, Michigan 48909-7948, (hereinafter called the Grantor) acting under authority of its Director, and by virtue of the authority conferred by Act No. 451, P.A. 1994, does hereby Convey and Quit-Claim to Charlevoix County Road Commission, whose post office address is 1251 Boyne Ave., P.O. Box 39, Boyne City, Michigan 49712 (hereinafter called the Grantee) and to its successors and assigns the easement and right to place, construct, operate, repair and maintain a Recreational Trailway across the following as shown on and across lands described on the attached Exhibit A, pages 1-8 that are located within the following quarter quarter-Sections within the State of Michigan:

<u>County</u>	<u>Township</u>	<u>Town/Range</u>	<u>Section</u>	<u>Quarter-Quarter</u>	<u>DNR Parcel ID</u>
Charlevoix	Evangeline	T33N/R06W	21	NW1/4 of SE1/4	18939
Charlevoix	Evangeline	T33N/R06W	21	SW1/4 of SE1/4	18940
Charlevoix	Evangeline	T33N/R06W	21	SE1/4 of SE1/4	18941
Charlevoix	Evangeline	T33N/R06W	28	NE1/4 of NE1/4	18957

This easement is subject to the following conditions and requirements as well as conditions on attached EXHIBIT B, page 1 of 1.

**Notifications**

- (1) The Department's Representative for the purposes of this easement is the Unit Supervisor, who, at the present time is:

Tom Copenhaver, Unit Supervisor  
Young State Park

---

Exemption from State Transfer Tax is claimed under authority of Section 6(h)(i), Act 255, P.A. 1994 (207.526, Michigan Compiled Laws).

Exemption from County Real Property Transfer Fee is claimed under authority of Section 5(h), Act 134, P.A. 1966 (207.505, Michigan Compiled Laws).

02280 Boyne City Road  
Boyne City, Michigan 49712  
231-582-7523 (voice)  
CopenhaverT@michigan.gov  
or successors and assigns.

Grantee may contact the Department of Natural Resource's Lansing Headquarters Office for assistance in determining the name and contact information for current Department's Representative should the Grantee need assistance.

- (2) For the terms of this easement, 'written notification' means the date and time upon which: (1) the Department's Representative provides confirmation that he/she has received written correspondence; or, (2) a letter that was sent via Certified Mail thru the US Postal Service was signed for.
- (3) Grantee agrees to maintain copies of all written notifications provided to the Grantor and approvals granted by the Grantor during the lifetime of this easement.

#### Construction and Maintenance

- (4) This document does not authorize construction of additional facilities after a period of two (2) years, from the date of issuance of this easement. This time period may be extended in writing by the Department's Representative at their discretion if the request is received no less than 90 days prior to the end of the two (2) year window.
- (5) Grantee, by the acceptance of this instrument, agrees to consult with and provide written notification to the Department's Representative no less than seven (7) State business days prior to commencing non-emergency clearing, construction, development, maintenance or replacement activities under this easement.
- (6) Any relocation of the facilities constructed under this easement will be made only upon written approval of the Department's Representative before such relocation takes place.
- (7) Unless otherwise stated elsewhere in this document, Grantee may cut, trim, and remove all brush and trees within said easement area which threaten to interfere with or be hazardous to construction, operation, and maintenance.
- (8) Grantee shall be responsible for restoration of disturbances caused by the Grantee for the lifetime of the easement.
- (9) This easement is granted contingent upon the Grantee receiving all necessary permits and approvals prior to starting construction. Grantee is responsible for obtaining all required state, local and federal permits and to follow the permit requirements as specified. Before any construction may proceed, Grantee is required to give notice to the public utilities under Act 53, P.A. 1974 (460.701 et seq. M.C.L.) as amended and to comply with all provisions of that Act as well as

the Natural Resources and Environmental Protection Act, being Act 451, P.A. 1994 as amended. If this project crosses floodplains, wetlands, rivers, streams, or designated critical dunes, permits may be required under the land/water interface statutes. A copy of all required permits shall be provided to the Department's Representative upon request.

- (10) All underground non-detectable facilities must be buried with detectable underground utility marking tape meeting the applicable industry and governmental standards.
- (11) Following consultation with the Department's Representative, the Grantee shall block vehicular traffic to the easement area and place gates in the manner specified by the Department's Representative, so long as the Grantee's access to the easement area is not unreasonably blocked. Such barriers shall be installed and maintained by the Grantee for the duration of the easement. Ineffective barriers shall be promptly repaired by the Grantee.

The Department's Representative must be provided with a key for any gate placed under this condition and/or the Department's Representative may place a Department lock on the gate along with the Grantee's lock so that the gate may be opened via the opening of either lock. Gates must be kept locked at all times except for immediate access purposes or as otherwise specified by the Department's Representative.

- (12) The Grantee shall place and maintain Caution, Closed, and/or Stop signs, near vehicular barrier locations. Sign placement shall be as determined by the Department's Representative.
- (13) Grantee must preserve all established survey Corners on or adjacent to the proposed ROW. All Witness or Bearing Trees for such survey Corners must be plainly identified through use of green paint, and preserved from destruction during the construction of the easement. If a Witness or Corner needs to be removed during construction, the Corner shall be properly Witnessed and re-established as soon as construction is completed. If a Witness is removed during construction, a new Witness will be established as required by the Corner Recordation Act, 1970 P.A. 74, as amended. This information shall be recorded at the county courthouse within six (6) months of construction of the easement. In addition, two (2) copies of this same information must be provided to the Department's Representative within six (6) months of construction.
- (14) Any clearing work done by the Grantee or their employees or agents outside the area authorized to be cleared without other proper written permission, shall be considered a trespass.

The Grantor may seek any legal remedy provided by statute and rules.

Emergencies and Spills

- (15) Emergency work may be conducted without providing prior written notification to the Department's Representative. In such cases, the Grantee will provide written notification to the Department Representative within 24 hours of the work being performed or by 12 PM the next State business day, whichever is later.
- (16) The Grantee agrees to report to the Department's Representative any release of toxic or hazardous substance that results from an activity for which the Grantee is responsible, and to evaluate the nature and extent of the release. Grantee agrees to undertake appropriate measures consistent with NREPA Act 451, Part 201 to abate the release and promptly develop and implement a work plan approved by the Department's Representative to address the release.
- (17) In addition to reporting to the Department's Representative all spills resulting from an activity for which the Grantee is responsible, the Grantee shall also keep a written log of all spills resulting from an activity for which Grantee is responsible and all situations the Grantee investigates for spills, even if it is determined that no spill has occurred.

Timber, Trees, Shrubs, and other Vegetation

- (18) This easement does not provide for the removal or pruning of trees including 'hazard trees' outside the easement area. Such pruning requires the written approval of the Department's Representative.
- (19) Merchantable timber cut under the terms of this easement are the property of the Grantee and may be removed from the easement area. If cut merchantable timber is to remain within the easement area for more than 7 days, it shall be piled or decked at a location agreed to by the Department's Representative. Merchantable timber that is cut and not removed within 60 days shall, at the option of the Department's Representative, become the property of the Grantor. Grantee, shall make a concerted attempt to salvage and utilize the timber removed from the easement area.
- (20) Except for emergency situations or unless otherwise approved in writing by the Department's Representative, the clearing, cutting or pruning of oak trees is not permitted from April 15 to July 15. This is necessary to reduce the spread of oak wilt.
- (21) Grantee agrees that no herbicides on the land herein described shall be used without first securing written permission from the Department's Representative.
- (22) It is understood that all slash and forest growth cut resulting from operations under this easement shall be handled in accordance with the provisions of Part 519, Act 451, P.A. 1994 as amended, and the rules and regulations pertaining thereto.
- (23) Vegetation restoration of the cleared ROW must be completed by the Grantee to the reasonable written specification(s) of the Department's Representative.

#### Invasive Species

- (24) Invasive species are managed under Michigan's Natural Resources and Environmental Protection Act (NREPA) 451 of 1994, Section 324.41301. Under Act 451, Michigan regulates the possession or introduction of prohibited and restricted invasive species. Information on Michigan's invasive species can be found at [www.michigan.gov/invasivespecies](http://www.michigan.gov/invasivespecies). It is the Grantee's responsibility to monitor changes to the list of prohibited and restricted invasive species.

The soils brought in to the easement area must be weed free, and all equipment is to arrive clean to each work site (free of mud, debris, weeds, any vegetative material). This will help minimize the risk of spreading invasive species between sites.

#### Forest Roads and Recreational Trails

- (25) The Grantee shall ensure that the Grantor's or its assign's use of existing forest roads and recreational trails crossing or adjacent to the ROW will not be altered or adversely affected by this easement. This shall include, but not be limited to, use by heavy equipment for the harvesting and transportation of timber products. These roads and trails shall remain open and useable both during and after construction/installation, and during any ROW maintenance or abandonment activity unless written authorization is provided by the Department's Representative.
- (26) Forest roads and recreational trails used by the Grantee or its assigns under the terms of this easement, shall be left in as good or better condition as they were before their use.
- (27) The Grantor retains its right to develop and use the easement area in a manner that is consistent with its mission as outlined in Part 5, Section 503 of Act 451 of 1994 as amended, and are not inconsistent or interfere with the purpose or use of this easement. This includes the right to develop, use and maintain new forest roads and new recreational trails which may be adjacent to, include and/or cross the ROW.

#### Best Management Practices

- (28) Best Management Practices (BMP) must be adhered to. It is recommended that the Grantee reference the then current revision of the "Sustainable Soil and Water Quality Practices on Forest Land" manual. This manual was produced by the Michigan DNR and DEQ and has been assigned a publication number of IC4011.
- (29) All vehicle traffic shall be confined to existing access roads, and within the surveyed boundary of the easement area.
- (30) Part 365, Endangered Species Protection, Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, MCL 324.36501 to 324.36507 (Part 365), states that "a person shall not take, possess, transport, ...fish, plants, and wildlife" that are "indigenous to the state and determined to be endangered or threatened." Part 365 defines "take" of fish and animals as "to harass, harm, pursue, hunt, shoot,

wound, kill, trap, capture, collect or attempt to engage in any such conduct” and for plants as “to collect, pick, cut, dig up, or destroy in any manner.” Part 365 reflects the desire of the people of Michigan to protect the rare natural resources of the State. Accordingly, the Grantor is required to take those steps necessary to protect, conserve, and restore species listed as threatened and endangered. The Department of Natural Resource’s Wildlife Division has discretion to permit take in some circumstances, but must do so in a way that minimizes adverse impacts and considers all reasonable alternatives.

If State threatened or endangered species occur on or near this easement and may be impacted by the Grantee’s activities then any activities that could result in “take” must be avoided until issues associated with the presence of endangered and threatened species are resolved. Prior to any site disturbance, the Grantee will need to obtain an approved endangered and threatened species permit from the Department of Natural Resources, Wildlife Division.

The U.S. Fish and Wildlife Service (Service) has the responsibility and authority over species listed under the Federal Endangered Species Act of 1973. Therefore, if there is potential for federally listed species to be impacted by the Grantee then they must contact the Michigan office of the Service for further guidance.

- (31) Extreme care must be taken by the Grantee during and after construction, or maintenance, or upon abandonment activity to prevent any soil erosion. Any soil erosion occurrence that occurs as a result of the Grantee’s use of this easement must be corrected immediately by the Grantee.
- (32) The Grantee shall dispose of all excavated materials not used as backfill as a part of the construction process outside of the easement area according to all applicable laws. Disposal of excavated materials within the easement area shall only occur with the Department’s Representative consent and in a manner and location approved by the Department’s Representative..
- (33) The location of known or prehistoric sites, buildings, objects, and properties related to American history, architecture, archaeology, and culture may be protected by State and/or Federal law. The Grantor may unilaterally modify the easement conditions to protect an area, site, building, antiquity, artifact or similar object which is or may be entitled to protection under State or Federal law. The Grantee must report promptly any suspected discovery of same to the Department’s Representative. The Department’s Representative may suspend Grantee’s activities within or near locations containing such areas, sites, buildings, antiquities, artifacts, and objects pending further investigation and determination. Wheeled or tracked equipment shall not be operated within such locations except on approved roads or specified new routes.

Assignment

- (38) The Grantee shall not assign this easement or any portion thereof to any entity other than the owner of said land or an affiliate or subsidiary of Grantee, without first securing the written approval of the Department of Natural Resources for the State of Michigan.

General

- (39) Grantee accepts this easement subject to all prior and valid easements, permits, leases and other rights existing or pending at the time of the issuance of this easement, which may have been granted on said land.
- (40) Grantee agrees to take all reasonable precautions to prevent and suppress forest fires and shall cause no unnecessary damage to natural tree growth or to any plantation, and shall pay all damages other than ordinary to State-owned property arising out of its negligent acts or failure to act.
- (41) Grantee shall obtain required permits before intentionally burning any refuse or intentionally starting any fires.
- (42) Unless resulting from the sole negligence of the Grantor, the Grantee hereby releases, waives, discharges and covenants not to sue the State of Michigan, its departments, officers, employees and agents, from any and all liability to Grantee, its officers, employees and agents, for all losses, injury, death or damage, and any claims or demands thereto, on account of injury to person or property, or resulting in death of Grantee, its officers, employees or agents, in reference to the activities authorized by this easement.
- (43) Grantee hereby covenants and agrees to indemnify and save harmless the State of Michigan, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to (1) issuance of this easement; (2) the activities authorized by this easement; and (3) the use or occupancy of the premises which are the subject of this easement by the Grantee, its employees, contractors, or its authorized representatives.
- (44) The Grantee agrees to pay to the Grantor for damages to State-owned property or public trust resources arising out of its operations.
- (45) It is expressly understood and agreed that nothing in this easement shall be construed as a statement, representation or finding by the Grantor relating to any risks that may be posed to the environment by activities conducted by the Grantee or that the right-of-way conveyed by this easement is fit for any particular use or purpose.

Termination and Abandonment

- (46) It is expressly understood and agreed that every enumerated condition set forth in this easement is a material condition and that if the Grantee breaches any material

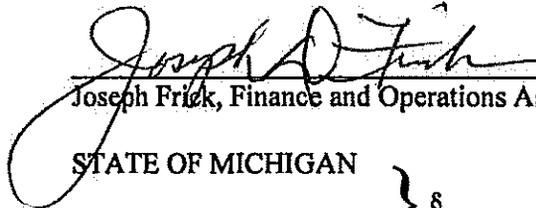
condition the Grantor, at its sole discretion, may seek any remedy provided by statute or under the common law, including, but not limited to, revocation of this easement.

- (47) This easement shall continue in full force and effect for as long a time as the easement is properly used for its intended purpose. The right to use this easement for the intended purpose shall terminate upon the easement not being used for its intended purpose for two (2) years unless the Grantee has received written notification from the Department's Representative extending the two year period. Grantee agrees to notify the Department's Representative in writing within thirty (30) days of the easement not being used for the intended purpose; non-notification does not toll the two (2) year clock.
- (48) If the Grantee loses its right to use this easement, unless otherwise agreed to between Grantor and Grantee, the Grantee agrees to remove its property and to restore the premises within one (1) year of the lose in accordance with a written, site specific, abandonment plan that will be prepared by the Department's Representative and provided to the Grantee. All rights and obligations under this easement shall terminate upon the Department Representative's providing written confirmation to the Grantee that the requirements of the abandonment plan, if one exists, have been completed to their satisfaction.

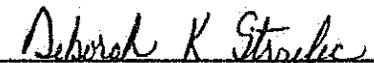
This instrument shall be binding upon and inure to the benefit of the parties, hereto, their heirs, representatives, successors and assigns.

IN WITNESS WHEREOF, the Department of Natural Resources by authority of its Director has caused this instrument to be executed for the State of Michigan by its Real Estate Services Manager, this this 12th day of June, 2014.

DEPARTMENT OF NATURAL RESOURCES  
FOR THE STATE OF MICHIGAN

  
\_\_\_\_\_  
Joseph Frick, Finance and Operations Assistant Chief  
STATE OF MICHIGAN  
COUNTY OF INGHAM } §

On this 12th day of June, 2014, before me a Notary Public in and for said County personally appeared Joseph Frick, Finance and Operations Assistant Chief, of the Department of Natural Resources for the State of Michigan, to me known to be the same person who executed the within instrument, and who acknowledged the same to be his free act and deed and the free act and deed of the Department of Natural Resources for the State of Michigan in whose behalf he acts.

  
\_\_\_\_\_  
Deborah K. Strzelec, Notary Public  
State of Michigan, County of Ingham  
My Commission Expires: August 22, 2014  
Acting in the County of Ingham

PREPARED BY: Jami Selden  
DNR Real Estate Services  
P.O. Box 30448  
Lansing, Michigan 48909-7948

May 29, 2014

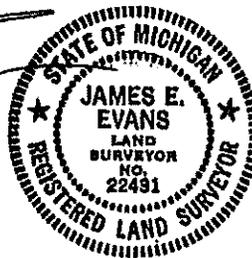
A 100 foot wide easement for shared use path construction over a 100 foot wide strip of property lying southwesterly of and parallel with the southwest right of way of Boyne City & Charlevoix Road.

Said easement being a part of property described as; Government Lots 3 & 4 and that part of the Northwest quarter of the Southeast quarter of Section 21 Township 33 North Range 6 West, Evangeline Township, Charlevoix County, Michigan lying West of Boyne City & Charlevoix Road. (Parcel Number 005-021-027-00).

Said easement also being part of property described as; part of Government Lots 1 & 2 of fractional Section 28 Township 33 North Range 6 West Evangeline Township, Charlevoix County, Michigan, except the Plat of GLENWOOD BEACH RESORT and also except that part lying Northeasterly of Boyne City & Charlevoix Road. (Parcel Number 005-028-001-00)



James E. Evans  
Professional Surveyor #22431











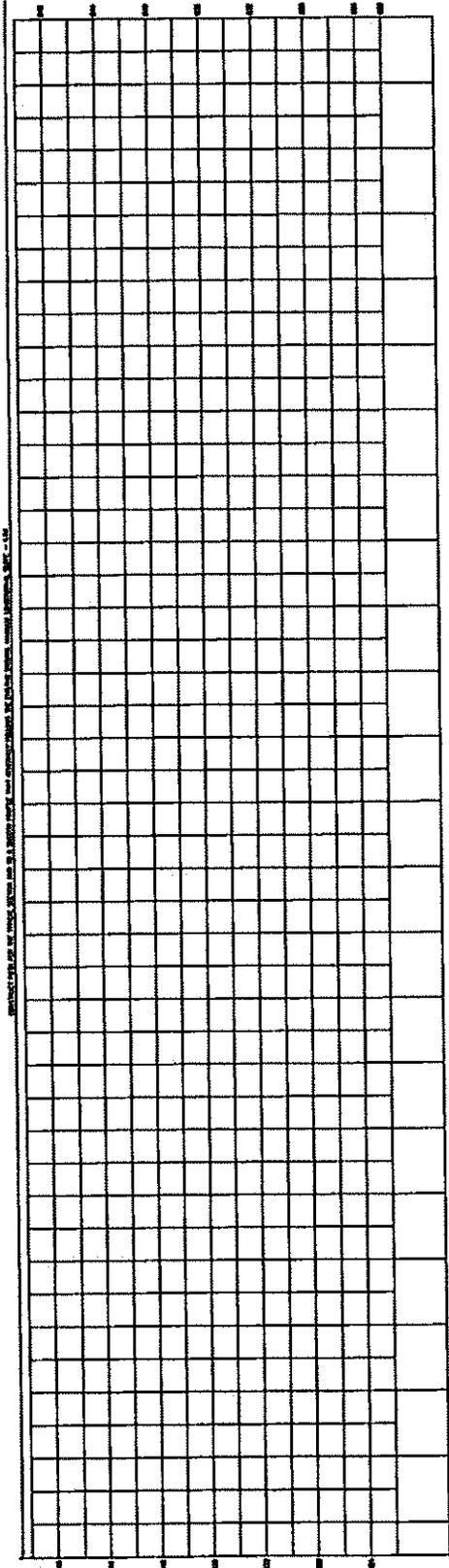
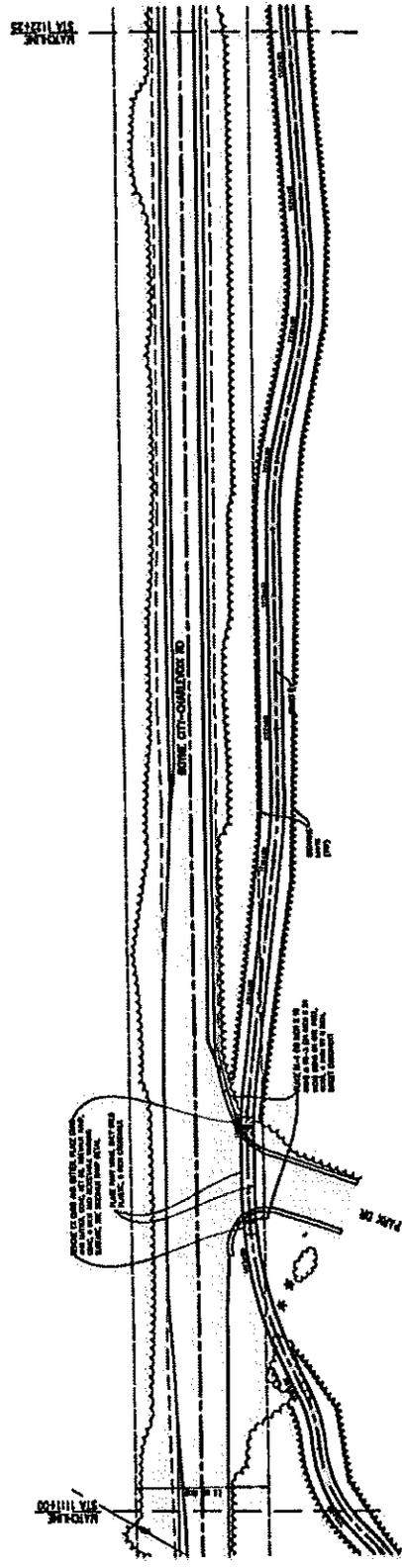


BOYNE CITY - CHAREVOIX ROAD NON-MOTORIZED PATH, PHASE 1  
CHAREVOIX COUNTY, ILLINOIS  
PREPARED FOR CHAREVOIX COUNTY

NO.	DATE	DESCRIPTION
1	08/11/10	ISSUED FOR PERMIT
2	08/11/10	ISSUED FOR PERMIT
3	08/11/10	ISSUED FOR PERMIT
4	08/11/10	ISSUED FOR PERMIT
5	08/11/10	ISSUED FOR PERMIT
6	08/11/10	ISSUED FOR PERMIT
7	08/11/10	ISSUED FOR PERMIT
8	08/11/10	ISSUED FOR PERMIT
9	08/11/10	ISSUED FOR PERMIT
10	08/11/10	ISSUED FOR PERMIT

PLAN & PROFILE

C-112



15



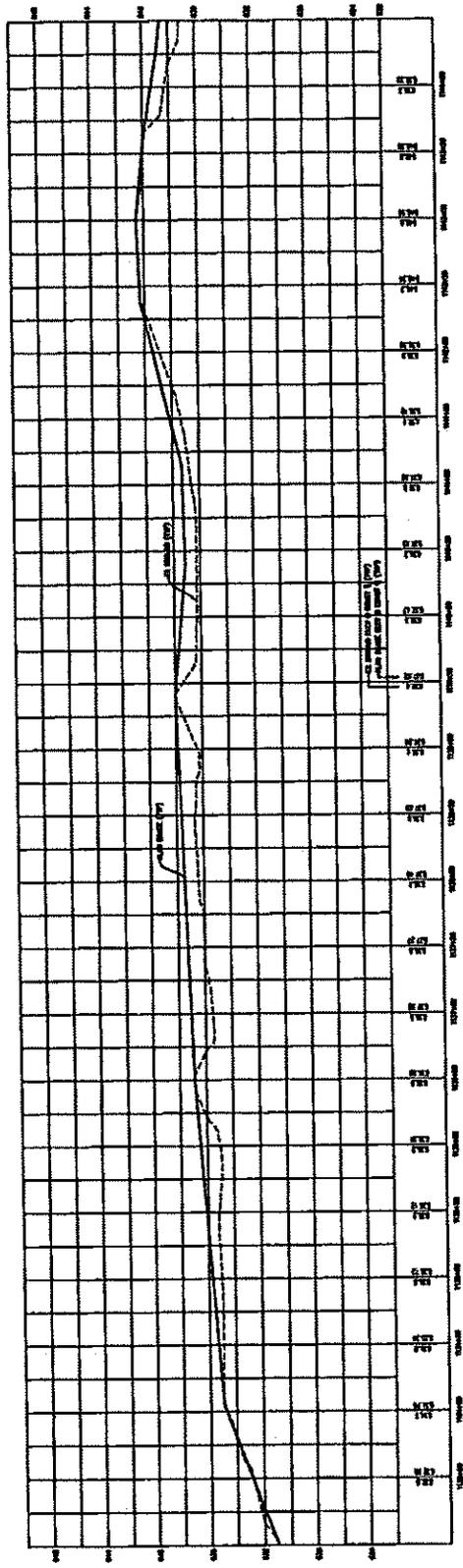
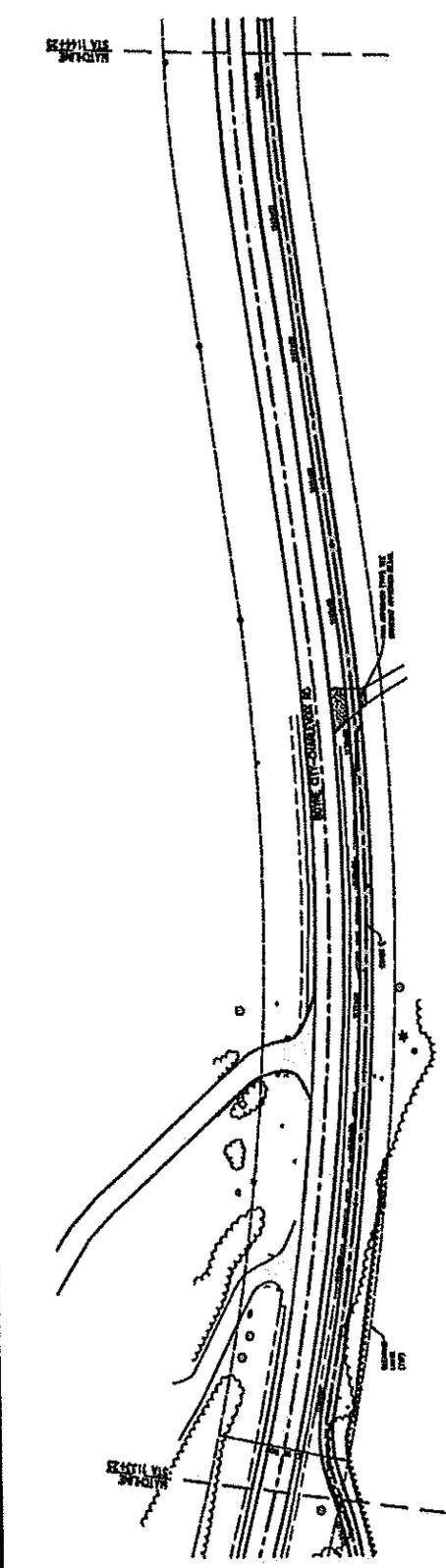


BOYNE CITY - CHARLEVOIX ROAD NON-MOTORIZED PATH, PHASE 1  
QUALEVOX COUNTY, MICHIGAN  
PREPARED FOR: CHARLEVOIX COUNTY

NO.	DATE	DESCRIPTION
1	08/14/13	ISSUED FOR PERMIT
2	08/14/13	ISSUED FOR PERMIT
3	08/14/13	ISSUED FOR PERMIT
4	08/14/13	ISSUED FOR PERMIT
5	08/14/13	ISSUED FOR PERMIT
6	08/14/13	ISSUED FOR PERMIT
7	08/14/13	ISSUED FOR PERMIT
8	08/14/13	ISSUED FOR PERMIT
9	08/14/13	ISSUED FOR PERMIT
10	08/14/13	ISSUED FOR PERMIT
11	08/14/13	ISSUED FOR PERMIT
12	08/14/13	ISSUED FOR PERMIT
13	08/14/13	ISSUED FOR PERMIT
14	08/14/13	ISSUED FOR PERMIT
15	08/14/13	ISSUED FOR PERMIT
16	08/14/13	ISSUED FOR PERMIT
17	08/14/13	ISSUED FOR PERMIT
18	08/14/13	ISSUED FOR PERMIT
19	08/14/13	ISSUED FOR PERMIT
20	08/14/13	ISSUED FOR PERMIT
21	08/14/13	ISSUED FOR PERMIT
22	08/14/13	ISSUED FOR PERMIT
23	08/14/13	ISSUED FOR PERMIT
24	08/14/13	ISSUED FOR PERMIT
25	08/14/13	ISSUED FOR PERMIT
26	08/14/13	ISSUED FOR PERMIT
27	08/14/13	ISSUED FOR PERMIT
28	08/14/13	ISSUED FOR PERMIT
29	08/14/13	ISSUED FOR PERMIT
30	08/14/13	ISSUED FOR PERMIT
31	08/14/13	ISSUED FOR PERMIT
32	08/14/13	ISSUED FOR PERMIT
33	08/14/13	ISSUED FOR PERMIT
34	08/14/13	ISSUED FOR PERMIT
35	08/14/13	ISSUED FOR PERMIT
36	08/14/13	ISSUED FOR PERMIT
37	08/14/13	ISSUED FOR PERMIT
38	08/14/13	ISSUED FOR PERMIT
39	08/14/13	ISSUED FOR PERMIT
40	08/14/13	ISSUED FOR PERMIT
41	08/14/13	ISSUED FOR PERMIT
42	08/14/13	ISSUED FOR PERMIT
43	08/14/13	ISSUED FOR PERMIT
44	08/14/13	ISSUED FOR PERMIT
45	08/14/13	ISSUED FOR PERMIT
46	08/14/13	ISSUED FOR PERMIT
47	08/14/13	ISSUED FOR PERMIT
48	08/14/13	ISSUED FOR PERMIT
49	08/14/13	ISSUED FOR PERMIT
50	08/14/13	ISSUED FOR PERMIT
51	08/14/13	ISSUED FOR PERMIT
52	08/14/13	ISSUED FOR PERMIT
53	08/14/13	ISSUED FOR PERMIT
54	08/14/13	ISSUED FOR PERMIT
55	08/14/13	ISSUED FOR PERMIT
56	08/14/13	ISSUED FOR PERMIT
57	08/14/13	ISSUED FOR PERMIT
58	08/14/13	ISSUED FOR PERMIT
59	08/14/13	ISSUED FOR PERMIT
60	08/14/13	ISSUED FOR PERMIT
61	08/14/13	ISSUED FOR PERMIT
62	08/14/13	ISSUED FOR PERMIT
63	08/14/13	ISSUED FOR PERMIT
64	08/14/13	ISSUED FOR PERMIT
65	08/14/13	ISSUED FOR PERMIT
66	08/14/13	ISSUED FOR PERMIT
67	08/14/13	ISSUED FOR PERMIT
68	08/14/13	ISSUED FOR PERMIT
69	08/14/13	ISSUED FOR PERMIT
70	08/14/13	ISSUED FOR PERMIT
71	08/14/13	ISSUED FOR PERMIT
72	08/14/13	ISSUED FOR PERMIT
73	08/14/13	ISSUED FOR PERMIT
74	08/14/13	ISSUED FOR PERMIT
75	08/14/13	ISSUED FOR PERMIT
76	08/14/13	ISSUED FOR PERMIT
77	08/14/13	ISSUED FOR PERMIT
78	08/14/13	ISSUED FOR PERMIT
79	08/14/13	ISSUED FOR PERMIT
80	08/14/13	ISSUED FOR PERMIT
81	08/14/13	ISSUED FOR PERMIT
82	08/14/13	ISSUED FOR PERMIT
83	08/14/13	ISSUED FOR PERMIT
84	08/14/13	ISSUED FOR PERMIT
85	08/14/13	ISSUED FOR PERMIT
86	08/14/13	ISSUED FOR PERMIT
87	08/14/13	ISSUED FOR PERMIT
88	08/14/13	ISSUED FOR PERMIT
89	08/14/13	ISSUED FOR PERMIT
90	08/14/13	ISSUED FOR PERMIT
91	08/14/13	ISSUED FOR PERMIT
92	08/14/13	ISSUED FOR PERMIT
93	08/14/13	ISSUED FOR PERMIT
94	08/14/13	ISSUED FOR PERMIT
95	08/14/13	ISSUED FOR PERMIT
96	08/14/13	ISSUED FOR PERMIT
97	08/14/13	ISSUED FOR PERMIT
98	08/14/13	ISSUED FOR PERMIT
99	08/14/13	ISSUED FOR PERMIT
100	08/14/13	ISSUED FOR PERMIT

PLAN & PROFILE

C-114



**Exhibit B  
Charlevoix County Parks and Recreation Department  
Easement Request  
Charlevoix County  
L-10435**

- This easement approval is contingent on the applicant receiving all necessary permits and approvals prior to starting this project.
- Tom Copenhagen is the Park Manager at the Young State Park; the park manager must be contacted 7 days prior to starting this work.
- As an active State park, construction work, cannot take place on the weekends or holidays and the entrance road cannot be closed during construction.
- No storage of any materials or equipment can take place on DNR lands.
- The site must be restored within 30 days of completion of the project.
- The Grantee must properly dispose of all excavated materials, including vegetation, as part of this project, if applicable.
- The Grantee is responsible for removal of any waste products, oils or other contaminants from this project's construction.



# 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

From: Jeff Gaither, Chief of Police

Date: August 4, 2014

RE: Temporary Liquor License- Gravel Grinder Event

Bike event Promoter Paul Nichols is hosting an endurance type of bicycle ride on Saturday October 4<sup>th</sup> and has applied for a Temporary Liquor License for the event. The event, known as the Michigan Mountain Mayhem Gravel Grinder will start and finish at Rotary Park in Boyne City. Mr. Nichols has indicated that barriers will be set up for the start/finish line which will funnel the finishing riders into the soccer field where there will be food and beverages for sale.

The Top of Michigan Trails Council will be the holder of the Temporary Liquor License and will be receiving the profits from the sale of alcohol beverages. There will be a defined area for the sale of alcohol and it will be surrounded by barricades and snow fencing. The attendance is estimated at 600-700 riders with some spectators.

Mr. Nichols has hosted several bicycle events with Temporary Liquor Licenses in the past and we have not encountered any problems from those events.

I recommend that this Temporary Liquor License be approved.

Other Options

Deny the temporary Liquor License

Move to a different location

Other Options as the City Commission may determine

---

*Jeff Gaither, Chief of Police*

September 5<sup>th</sup>, 2014

Dear City Commissioners,

On Saturday, October 4<sup>th</sup> Boyne City will have an estimated 600-800 cyclists participating in the 1<sup>st</sup> Annual Michigan Mountain Mayhem (MMM) Gravel Grinder.

The Start and Finish will be held at Rotary Park. Unlike the other two events I have done in the past, this one is a race and many of the riders will stay at the venue to see the awards ceremony once the race is completed.

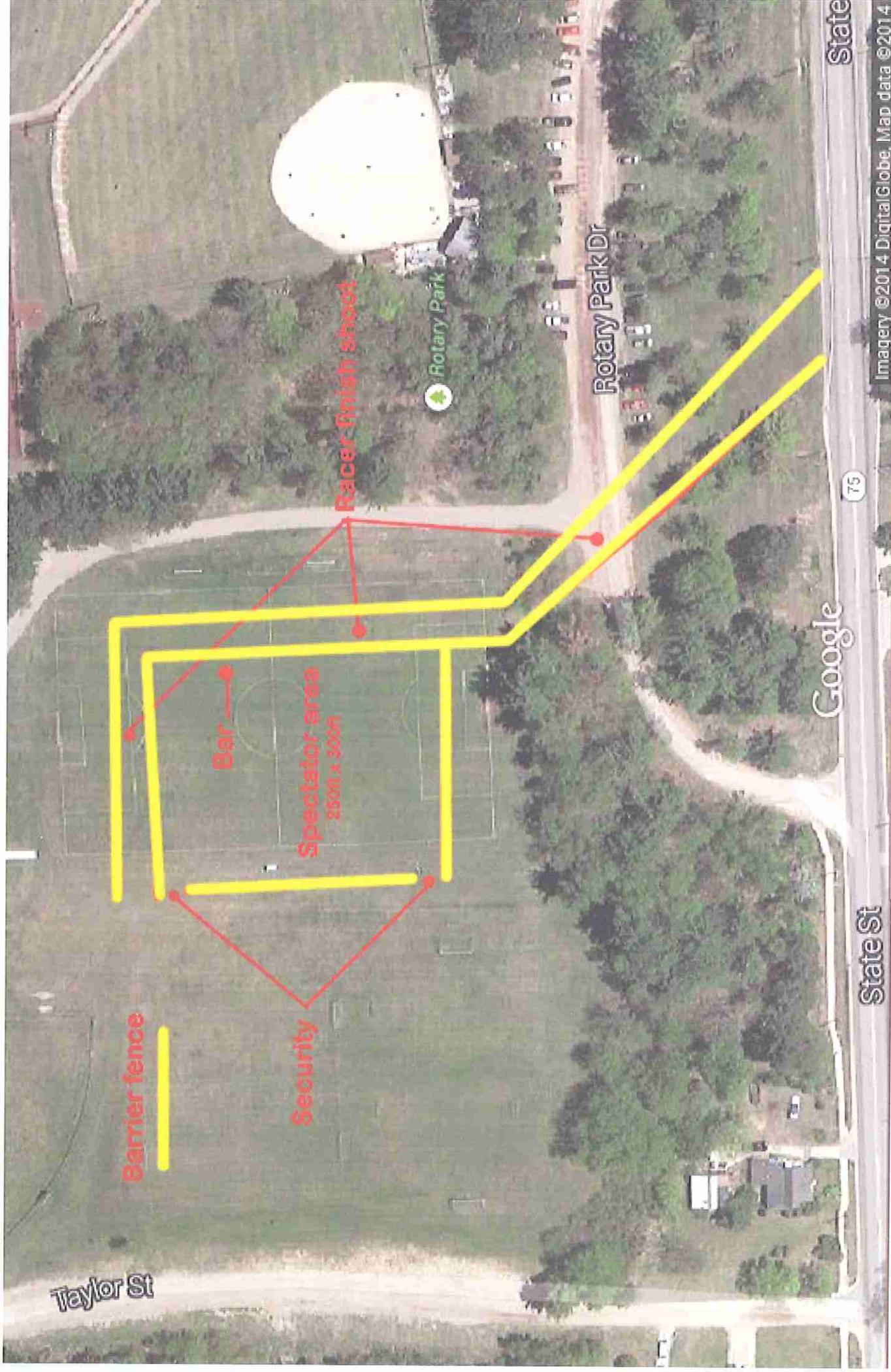
We would like to sell beer to the riders and families after they are done racing. We anticipate the beer sales to be from approximately lunch time to about 4:00. All proceeds from the beer sales go to Top of Michigan Trails Council and help fund multi-use paths in the area.

I hope the City Commission sees the value and revenue the MMM events generate for Boyne City and allows the MMM Gravel Grinder event to be held as described above.

Respectfully,

A handwritten signature in black ink, appearing to read 'Paul D. Nicholls', with a long horizontal flourish extending to the right.

Paul D. Nicholls, Event Coordinator  
Michigan Mountain Mayhem  
119 Water Street  
Boyne City, MI 49712  
(231) 675-0789  
paul@michiganmountainmayhem.com



Taylor St

Barrier fence

Security

Bar

Spectator area  
2500 x 300ft

Racer finish shoot

Rotary Park

Rotary Park Dr

Google

75

State St

State

Imagery ©2014 DigitalGlobe, Map data ©2014



# City of Boyne City

# MEMO

Agenda Item 9B

Date: September 4, 2014

To: Michael Cain, City Manager *Mc*

From: Annie Doyle, Assistant Planner *AD*

Subject: Community Growth Grant

The City of Boyne City has received notification from the Northwest Michigan Council of Governments that our Community Growth Grant application has been selected to receive funding assistance.

As previously approved by the City Commission, staff submitted a proposal for a project requesting the maximum \$7,500 for amenities toward the creation of a recreational trail head in Old City Park and associated way-finding signage. The specifics included in the request were as follows:

- 1.) Renovated Kiosk - Renovate the old Chamber of Commerce kiosk to display relevant community information such as business locations, restrooms, other places of interest, recreational facilities, recreational trail routes throughout the city and community events.
- 2.) Signage – Way-finding signs that direct people toward City facilities/businesses/recreational sites.
- 3.) WI-FI – Provided in the park to promote the functionality of the location as a resting/stopping location and information gathering site.

The project budget as proposed in the application was:

Kiosk:	\$1,000	
Signage:	\$10,000	
WI-FI:	\$4,000	
<b>TOTAL:</b>	<b>\$15,000</b>	
Grant:	\$7,500	
Required Local Match:	\$7,500	

**RECOMMENDATION:** That the City Commission authorize City Manager, Michael Cain, to sign the attached grant agreement provided by Northwest Michigan Council of Governments and to proceed with the project.

**OPTIONS:**

- Postpone for further information or consideration.
- Do not authorize the grant agreement.
- Take no action.
- Other option as determined by the Commission.



**Northwest Michigan  
Council of Governments  
GRANT AGREEMENT**

---

**Grantee: City of Boyne City**  
**Project Name: Old City Park Amenities**  
**Project Manager: Michael Cain, City Manager**  
**Grant Period: August 2014-August 2015**  
**Grant Amount: \$7,500**  
**Grant Manager: Scott Gest**

---

The Northwest Michigan Council of Governments (NWMCOG) is pleased to provide the above-referenced grant with funding assistance from the State of Michigan's Regional Prosperity Initiative, subject to the following conditions:

## **GRANT AGREEMENT**

1. **Purpose:** It is understood and agreed by and between NWMCOG and GRANTEE that the project to be accomplished by GRANTEE under this Agreement is the installation of way-finding signage, an information kiosk, and public access WI-FI more fully specified in Appendix A.
2. **Timeline:** The grant period is from August 15, 2014 through August 15, 2015. Grant activities must be accomplished by the GRANTEE as specified in the Budget in Appendix B. The GRANTEE must obtain written approval from the NWMCOG for deviations in the timeline of more than 30 days. Failure to maintain the timeline, with exception of approved deviations, will cause a re-evaluation of the award that may result in repayment/termination as described in paragraph 9.
3. **Growth & Investment Network Participation:** It is encouraged that a designated representative of the GRANTEE attends the monthly Growth and Investment Network meetings during the Grant Period.
4. **Budget and Expenditures:** Grant funds shall be used solely for the purpose detailed and the schedule of costs outlined by the GRANTEE in the Timeline & Budget in Appendix B. GRANTEE must obtain advance written approval from NWMCOG for disbursements deviating from the approved budget line items. Only expenses directly attributable to the Grant are allowed. Expenses must be incurred during the Grant Period.
5. **Accounting:** GRANTEE must maintain a separate accounting for this project. GRANTEE is encouraged to use all interest earned on Grant funds to further the project; however, a formal accounting of such income is not required.

**6. Payment:**

- A. Upon execution of this contract (signified by GRANTEE and NWMCOG signatures), a check in the amount of \$7,500 will be provided to the GRANTEE, along with an original copy of the executed contract.
- B. Any unexpected Grant funds remaining at the close of the Grant Period must be immediately returned to NWMCOG, unless NWMCOG has approved, in writing, either an extension of the Grant Period and/or a modification of the grant expenditure allocation. Funds may not be transferred to any other grant.
- C. The GRANTEE may request a change or adjustment to the payment schedule of the Grant at any time and will provide the NWMCOG a written request.
- D. Payment is subject to the availability of funds (see more under paragraph 9, Repayment/Termination of Grant Funds)

**7. Reporting:**

- A. Within 45 days following the end of the Grant Period, GRANTEE will furnish to NWMCOG a final report. The final report will contain (i) a narrative report of what was accomplished by expenditure of the Grant funds, including a description of performance based on the measures identified by the GRANTEE and how the project helped to meet the goal statement of the Growth and Investment Network and other Grand Vision Networks, if applicable, (ii) a confirmation of GRANTEE'S compliance with the terms of the Grant, and (iii) a statement of expenses on Financial Report form from GRANTEE'S accounting system or other form containing the requested information. The financial statement should report expenditures according to the line items in the approved Timeline and Budget, Appendix B, using consistent accounting practices (cash or accrual).
- B. GRANTEE agrees to provide NWMCOG, upon request, all information relating to the results, findings, or methods developed under the Grant.

**8. Audit:**

- A. GRANTEE shall (i) maintain complete and accurate separate accounting, detailing receipts and expenditures made under the Grant and (ii) retain these records during the Grant Period and continuing at least five (5) years after receipt and approval of the final report. During this time, GRANTEE shall make such records available to NWMCOG (or its designated representatives) for inspection or audit at NWMCOG'S expense and on reasonable notice to GRANTEE.
- B. NWMCOG may also, at its expense and on reasonable notice to GRANTEE, monitor and evaluate operations under this Grant, including on-site visits to observe GRANTEE'S procedures and talk with GRANTEE'S personnel.

**9. Repayment/Termination of Grant Funds:** If NWMCOG, in its sole discretion, determines that Grant funds are not being used in an effective and efficient manner to further the Grant's purpose or that GRANTEE has otherwise failed to comply with the terms of this Agreement, NWMCOG may direct GRANTEE to repay to NWMCOG any Grant funds not used in accordance with this Agreement. This grant is subject to the availability of funds; this grant award will be automatically terminated should the source of funding be terminated, cancelled, or otherwise reappropriated, and the GRANTEE will be given notice and opportunity for cost recovery pursuant to the notice and opportunity of cost recovery that is given to NWMCOG from the funder.

**10. Right to Waiver:** The NWMCOG'S waiver or failure to enforce the terms of this Agreement in one instance shall not constitute a waiver of its rights with respect to other terms or violations of this Agreement.

11. **Equal Opportunity:** NWMCOG gives high priority to the realization of equality of opportunity for all members of society and strongly encourages diversity by the GRANTEE in all aspects of the program covered by these Grant funds.
12. **Royalties:** Publications, instructional modules, or other products, materials, or information (including computer software) developed in connection with this project should come into the public domain and shall NOT provide royalties or otherwise inure to the personal benefit of individuals connected with this Grant.
13. **Indemnification:** The work performed by the GRANTEE shall be at the risk of the GRANTEE exclusively. To the fullest extent permitted by law, the GRANTEE shall indemnify, defend (at GRANTEE'S sole expense) and hold harmless the NWMCOG (including its officers, employees and agents) from and against any and all claims for bodily injury, death or damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses (including but not limited to investigative and repair costs, attorneys' fees and costs, and consultants' fees and costs) which arise or are in any way connected with the work performed, materials furnished, or services provided under this Agreement by the GRANTEE or its agents. These indemnity and defense obligations shall apply to any acts or omissions, negligent or willful misconduct of GRANTEE, its employees or agents, whether active or passive. Said indemnity and defense obligations shall further apply, whether or not said claims arise out of the concurrent act, omission, or negligence of the NWMCOG (its officers, employees and agents), whether active or passive. GRANTEE shall not be obligated to indemnify and defend the NWMCOG for claims found to be due to the sole negligence or willful misconduct of the NWMCOG (including its officers, employees and agents). GRANTEE shall carry liability insurance covering its operations. GRANTEE shall deliver evidence of that insurance to NWMCOG within 30 days of execution of this contract.

GRANTEE'S indemnification and defense obligations hereunder shall extend to claims occurring after this agreement is terminated as well as while it is in force, and shall continue until it is finally adjudicated that any and all actions against the NWMCOG (including its officers, employees and agents) for such matters which are indemnified hereunder are fully and finally barred by applicable laws.

**14. Tax Requirements:**

- A. Grant funds (including any income earned thereon) may be expended only for charitable, educational, literary, or scientific purposes in accordance with the document(s) listed in paragraph 1 and within the terms of this Agreement. Grant funds may be used to inform the public or influence public policy consistent with the document(s) listed in paragraph 1, subject to paragraph 11B below.
- B. Under the U.S. Internal Revenue Code ("Code"), GRANTEE may not use Grant funds or any income earned thereon:
  - (a) to carry on propaganda or otherwise to attempt to influence legislation (within the meaning of Section 4945 (d) (1) of the Code),
  - (b) to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (within the meaning of Section 4945(d)(2) of the Code).
  - (c) to make grants to individuals or to other organizations that do not comply with the requirements of Section 4945(d)(3) or (4) of the Code, or
  - (d) to undertake any activity other than for a charitable, educational, literary, or scientific purpose specified in Section 170(c)(2)(B) of the Code.
- C. GRANTEE represents that it is a governmental unit or an organization described in Section 501(c)(3) of the Code and is not a "private foundation" within the meaning of Section 509(a) of the Code. GRANTEE will notify NWMCOG immediately of any change in its tax status,

including any substantial change in its sources of support for any taxable year affected by this Grant.

15. **Compliance with Laws:** GRANTEE will comply with all applicable local, state, and federal laws and regulations.

---

City of Boyne City (designated signee)                      Date

---

Elaine Wood, CEO    Date  
Northwest Michigan Council of Governments



Date: September 4, 2014

To: Michael Cain, City Manager 

From: Annie Doyle, Assistant Planner 

Subject: LED Street Lighting Project

---

The Michigan Energy Office (MEO) is offering matching grants for Michigan communities to upgrade their existing public street lights with light emitting diode (LED) lights. The purpose of this grant is to encourage installation of energy efficient LED street lights that reduce energy use and operating cost while supporting local job creation and promoting community vitality.

A total of \$40,000 in funding is expected to be available. The minimum grant award will be \$10,000 and the maximum grant award will not exceed \$20,000. The grant will pay up to 50% of the LED street light equipment cost. Applicants will be responsible for remaining equipment, labor and other costs associated with the installation of the street lights. All applicants must provide a minimum cash match equal to 100% of the total requested grant funds.

Currently, the City has 89 metal halide and 8 high pressure sodium decorative street lights. The City has been considering ways to convert these street lights into the more energy efficient and cost effective LED lights and this grant provides an opportunity for us to do so.

**RECOMMENDATION:** That the City Commission authorize City Manager, Michael Cain, to prepare and submit a grant application for street light conversion for the maximum grant award amount of \$20,000.

**OPTIONS:**

- Postpone for further information or consideration.
- Do not authorize the grant application.
- Take no action.
- Other option as determined by the Commission.



## **LED STREET LIGHTING PROJECT**

### **REQUEST FOR PROPOSALS**

Issue Date: August 15, 2014

**Response Due: September 15, 2014**

Michigan Energy Office  
Michigan Strategic Fund  
300 N. Washington Square  
Lansing, MI 48913

<This page intentionally left blank>

# Table of Contents

PART I GENERAL INFORMATION .....	5
I-A Purpose.....	5
I-B Grant Award.....	5
I-C Eligibility Requirements .....	5
I-D Issuing Office and Point of Contact.....	5
I-E Changes to the RFP and Responses to Questions .....	6
I-F Pre-proposal Conference.....	6
I-G Proposals .....	6
I-H Response Date.....	6
I-I Oral Presentation.....	6
I-J Project Clarifications/Revisions.....	6
I-K Rejection of Proposals .....	6
I-L Acceptance of Proposal Content .....	7
I-M Incurring Costs.....	7
I-N Economy of Preparation.....	7
I-O News Releases .....	7
I-P Disclosure of Proposal Contents .....	7
I-Q Davis-Bacon Act Requirements.....	7
I-R Copyrighted Materials.....	7
I-S Prime Applicant Responsibilities.....	8
I-T Partner Responsibilities.....	8
PART II SELECTION CRITERIA.....	9
PART III WORK STATEMENT .....	10
III-A Purpose.....	10
III-B Problem Statement .....	10
III-C Objectives .....	10
III-D Tasks .....	11
III-E Areas of Interest.....	11
III-F Program Priorities .....	11
III-G Eligible Projects.....	12
III-H Ineligible Projects .....	12

PART IV INFORMATION REQUIRED FROM APPLICANTS..... 13

IV-A Proposal Worksheet ..... 14

IV-B Approved Budget Form ..... 14

IV-C State Historic Preservation Office (SHPO) Section 106 Review Form (Attachment 1)..... 16

IV-D National Environmental Policy Act (NEPA) Form [Attachment 2] ..... 16

# LED STREET LIGHTING PROJECT

## Request for Proposals

### PART I

#### GENERAL INFORMATION

I-A Purpose

The Michigan Energy Office (MEO) is offering matching grants for Michigan communities and Downtown Development Authorities (DDAs) to upgrade their existing public street lights with light emitting diode (LED) lights. The purpose of this grant is to encourage installation of energy efficient LED street lights that reduce energy use and operating cost while supporting local job creation and promoting community vitality.

I-B Grant Award

A total of \$40,000 in funding is expected to be available. The minimum grant award will be \$10,000 and the maximum grant award will not exceed \$20,000. The grant will pay up to 50% of the LED street light equipment cost. Applicants will be responsible for remaining equipment, labor and other costs associated with the installation the street lights. Applicant(s) must provide a complete Budget using the Approved Budget Form (See Section IV-B). Budgets must be itemized and be accompanied by a budget narrative which adequately describes each budget category.

All applicants must provide a **minimum cash match equal to one hundred percent (100%)** of the total requested grant funds (a.k.a “State share”). The sum of the State share plus the Recipient share of allowable costs will equal the total allowable project cost (see Section IV-B).

The Michigan Strategic Fund (MSF) will award funds to applicants that propose projects judged to be technically and economically sound and, that agree to the terms set forth in this RFP and the Grant Agreement. The MEO, on behalf of the MSF, may negotiate the scope of work, budget, reporting periods, report format, and reporting content. All other requirements are non-negotiable. Only one proposal per applicant may be submitted for a grant. Funds must be expended and the approved project(s) must be completed by August 30, 2015.

I-C Eligibility Requirements

Any Michigan community or DDA that owns and operates its own public street lighting is eligible to apply. (See Sections III-G, III-H, and the Grant Agreement for additional requirements).

I-D Issuing Office and Point of Contact

This Request for Proposals (RFP) has been issued by the MEO. Questions that arise as a result of this RFP must be submitted to the MEO by email only. Telephonic questions cannot be answered. All questions must be submitted on or before 5:00 PM, August 25,

2014. All questions regarding this solicitation should be directed to:  
Mathew Thomas at [thomasm7@michigan.org](mailto:thomasm7@michigan.org)

I-E Changes to the RFP and Responses to Questions

Written answers to questions, changes, and/or clarifications will be posted on the Michigan Energy Office's web site at: <http://www.michiganbusiness.org/public-notices-rfps/> by August 29, 2014.

I-F Pre-proposal Conference

No pre-proposal conference will be held for this RFP. Any inquiries should be submitted as outlined in Section I-D.

I-G Proposals

To be considered, applicants must submit a complete response to this RFP, addressing the Work Statement provided in Part III and using the format and attachments provided in Part IV. An original signature copy plus two additional hard copies and one electronic copy – a total of four copies – of each proposal must be submitted to the Issuing Office. A PDF document of the signed proposal must be submitted to the RFP Issuer. An electronic copy may be emailed to the RFP Issuer or submitted as a PDF document saved to a USB drive. Proposal must be original and cannot be funded in part or whole by another entity without the MEO's consent. An official who is authorized to bind the applicant to its provisions (an "Authorized Negotiator") must sign the proposal. For this RFP, the proposal must remain valid for at least sixty (60) calendar days.

I-H Response Date

**Proposals must arrive at the Issuing Office by 4:00 PM on September 15, 2014.** Mail or hand deliver hard copy proposals to: Mathew Thomas, Michigan Energy Office, 300 N. Washington Square, Lansing, MI 48913. Applicants mailing proposals should allow normal delivery time to ensure timely receipt of their proposal. Electronic copy proposals may be emailed to Mathew Thomas at [thomasm7@michigan.org](mailto:thomasm7@michigan.org). Proposals must be submitted as complete documents. Additional information pertaining to the proposal received after the due date and time will not be accepted.

I-I Oral Presentation

Applicants may be required to make an oral presentation of their proposal to the State and MSF. These presentations provide opportunity for the applicant to clarify the proposal to ensure thorough mutual understanding. The Issuing Office will schedule these presentations as necessary.

I-J Project Clarifications/Revisions

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project.

I-K Rejection of Proposals

The MSF reserves the right to reject any and all proposals received as a result of this

RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and MSF. The MSF will not award a grant solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

I-L Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms and enter into a Grant Agreement with the State and MSF within 45 calendar days of being notified of funding availability. The Agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

I-M Incurring Costs

The State and the MSF is not liable for any costs incurred by an applicant prior to issuance of a grant agreement.

I-N Economy of Preparation

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the applicant's ability to meet the requirements of the RFP. Professional bindings, colored displays, promotional materials, and so forth, are not desired. Emphasis should be on completeness and clarity of content.

I-O News Releases

News releases pertaining to this RFP or the project to which it relates shall not be made without prior approval, and then only in coordination with the RFP Issuer.

I-P Disclosure of Proposal Contents

All information in a bidder's proposal and any Grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

I-Q Davis-Bacon Act Requirements

The Davis-Bacon Act requires that all laborers and mechanics that are non-government employees receive prevailing wages. This requires that the Department of Labor (DOL) wage rate report is included with agreements that are affected by the Davis-Bacon Act requirement. If applicable, all positions that are related to an agreement subject to the Davis-Bacon Act must be classified accordingly. Weekly time reporting requirements and necessary forms are listed in the Grant Agreement, Addendum to Part II. Detailed information about the Davis Bacon Act can be found here:

<http://www.dol.gov/compliance/guide/dbra.htm>

I-R Copyrighted Materials

See Section 2.11 of the Grant Agreement for a summary of intellectual property

provisions.

I-S Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the proposal whether or not that applicant performs them. Further, the State and MSF will consider the selected applicant (Recipient) to be the sole point of contact with regard to grant matters, including but not limited to payment of any and all costs resulting from the anticipated grant. If any part of the work is to be subcontracted, the Recipient must notify the MSF and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, descriptive information concerning subcontractor's organizational abilities, Federal Employer Identification Number (FEIN), DUNS number, and/or state license number. The State and MSF reserves the right to approve subcontractors for the project and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the Grant.

I-T Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants (See Section I-S).

## PART II **SELECTION CRITERIA**

All proposals received shall be subject to an evaluation by the MEO. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a Grant Agreement to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

Proposals failing to meet the eligibility requirements described in Sections I-C, III-G, and III-H that do not comply with the requirements of the Grant Agreement, and/or which are incomplete, will be rejected automatically. Proposals meeting the eligibility requirements will be evaluated according to the scoring criteria and weighting factors below. Applicants may be asked to make oral presentations before a final decision is made.

**Total maximum points is 100.**

Proposal Quality and Completeness of Work Plan, Timeline, and Budget (35 Points)  
Proposals will be evaluated based on the level of detail and overall quality of information contained within the proposal documents – particularly the Work Plan, Timeline, and Budget.

Experience of Organization/Project Team (20 Points)  
Proposals will be evaluated on the experience and qualifications of the organization and project team in carrying out related projects.

Project Feasibility and Impact (25 Points)  
Projects will be evaluated on their likelihood of success and feasibility to achieve the purpose, outcomes, and tasks required by this RFP within the established timeframe. Anticipated short and long-term impacts will also be evaluated.

Program Priorities (10 Points)  
Projects incorporating the program priorities of the Michigan Energy Office, LED Street Lighting Project (see Part III, Section III-F).

Project Preference (10 Points)  
Projects incorporating the preferences of the Michigan Energy Office, LED Street Lighting Project (see Part III, Section III-G).

## PART III **WORK STATEMENT**

### III-A Purpose

The Michigan Energy Office (MEO) is offering matching grants for Michigan communities and Downtown Development Authorities (DDAs) to upgrade their existing public street lights with light emitting diode (LED) lights. The purpose of this grant is to encourage installation of energy efficient LED street lights that reduce energy use and operating cost while supporting local job creation and promoting community vitality.

*NOTE: The State reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of any and all proposals received as a result of this RFP.*

### III-B Problem Statement

Municipal street lighting is a major contributor to the nation's energy use. LED luminaries are relatively more energy efficient than incumbent high-pressure sodium and metal halide luminaries; and have longer life, reduced maintenance, and mercury free construction. LEDs also offer the potential for increased use of sensors and controls to change the lighting intensity which can result in even lower energy consumption. Other attractive features include better optical control for more uniform lighting, reduced backlight and/or light trespass, and better color rendering that can help improve safety and security by reproducing true color and sharper detail.

Providing up to 50% of the LED street light equipment cost may provide Michigan communities and DDAs with additional incentive to upgrade their streetlights and reduce energy use. Other incentives for moving ahead may include funds from their electric utility providers, called energy optimization programs, which can provide additional financial incentives for this project. Michigan Saves is yet another source of project funds that offers quick and attractive loan/lease terms to finance energy efficiency projects.

The immediate and longer-term benefits of upgrading public streetlights include not only reduction in energy use and maintenance cost but also improved safety through enhanced visibility, decreased light trespass and pollution, and visible commitment to efficiency. These factors are necessary for future developments, promoting walkability, community connectivity, and rebuilding neighborhoods. Such neighborhoods and downtowns areas will have the potential to attract businesses, promote investment and spur economic growth.

### III-C Objectives

The objectives of the LED Street Lighting Project, this RFP, and projects funded hereunder are:

1. Improve energy efficiency by 40% or more.
2. Reduce maintenance cost by at least 50%.
3. Increase time between relamping to at least 50,000 hours.

4. Promote economic development and job creation by generating a minimum of \$40,000 in initial project investment and drive community vitality through reinvestment of the resulting energy and maintenance savings back into the community or DDA.
5. Promote community connectivity, walkability, development, and safety.

#### III-D Tasks

Applicants must clearly and succinctly explain how they will accomplish each required task below, which must be completed during the grant period. Applicants are encouraged to design additional tasks that address the expressed needs of the program and the State, but also capitalize on the strengths of the applicant.

1. Identify and assemble a project team to implement the project. Identify the roles and responsibilities of all team members.
2. Create a project plan outlining the general aspects of the project. Include a project timeline.
3. Estimate the number of street lights that need upgrade. Indicate the wattage of the existing light fixture and the proposed light fixture.
4. Identify contractual services that may be required for project completion.
5. Develop bid documents and solicit proposals for system equipment, vendor quotations, or contractor proposals. Include arrangement for disposal or recycling of replaced components.
6. Review, select and complete necessary contractor agreements, equipment purchase orders and order all necessary supplies.
7. Manage project development and implementation, contractor oversight and equipment installation and disposal.
8. Complete quarterly project status reports, financial status reports, and a final project report.
9. Provide the Michigan Energy Office with project evaluation data after the upgrades are made.

#### III-E Areas of Interest

1. N/A

#### III-F Program Priorities

To better allow the MEO to achieve the goals and requirements of the LED Street Lighting Project, applicants are encouraged to consider and incorporate the following funding priorities within their proposals to the fullest extent possible:

1. Increasing accessibility to energy efficiency and the associated benefits for a broad range of end-users.
2. Strategic deployment of energy efficiency and/or renewable energy across the state that leverages regional strengths and opportunities.
3. Cultivating public-private partnerships and knowledge-sharing to expand the impact of energy efficiency and/or renewable energy projects and related best practices.

4. Increasing opportunities for business investment, talent enhancement, state branding, and community vitality.

*NOTE: The MEO reserves the right to award funds for the purpose of achieving an optimal range of energy efficiency, and to assure projects demonstrate their unique contribution and are not duplicative, or effectively duplicate, previously funded projects of State services.*

### III-G Eligible Projects

Eligible projects must upgrade existing public street lights either by retrofitting or replacing them with LED lights and achieve at least 40% energy savings, 50% maintenance savings and 50,000 hours between relamping while providing the appropriate lighting levels. The grant will pay up to 50% of the LED street light equipment cost. Applicants will be responsible for remaining equipment, labor and other costs associated with the installation the street lights.

Preference will be given to projects involving:

1. communities/DDAs that have not tested and installed LED street lighting,
2. use of sensors and/or controls to achieve higher energy savings, and
3. installation of Michigan made LED products.

Please provide information to support the amount of energy and cost savings expected. (Estimate the number of street lights that need upgrading. Indicate the wattage of the existing light fixture and the proposed light fixture.) Award winners are expected to make project evaluation data (energy and cost saved) available to the Michigan Energy Office after the upgrades are made.

### III-H Ineligible Projects

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects considered scientifically unsound or significantly increase risks to workers and/or the public.
3. Projects that will not be conducted in Michigan.
4. Projects involving demonstration of non-commercially available equipment and technologies. This also includes projects involving the purchase of equipment to conduct research, development, or demonstration of energy efficient or renewable energy technologies that are not commercially available.
5. Projects not directed to or lacking significant onsite energy efficiency and/or renewable energy benefits.
6. Projects that cannot be shared with or have restricted transferability to other entities in Michigan.
7. Projects requiring an environmental assessment study under the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. Section 4321 et seq.) unless the applicant can show proof of the Department of Energy's approval of the project.

## PART IV

### INFORMATION REQUIRED FROM APPLICANTS

Applicant(s) must complete the Worksheet in Section IV-A and attach the materials listed below. Applicant(s) must submit three hard copies and one electronic PDF copy of their application. Please note, no other worksheet or facsimile will be accepted. The hard copy worksheet must have an original signature.

**NOTE: The following information must be submitted by all applicants to be considered.**  
*Failure to attach/include the requested information will result in the rejection of the proposal.*

1. Proposal Worksheet (see link and instructions below)
2. Approved Budget Form (see link and instructions below)
3. Detailed Timeline – timeline for successfully completing each required task, including key sub-tasks and critical decision points to be undertaken during the grant.
4. Equipment description – provide a description of the existing equipment (type, quantity, power consumption, operating hours, etc.) and also provide a description of the new/proposed equipment (type, total number, power consumption, operating hours, etc.). [http://www.michiganbusiness.org/cm/Files/Energy\\_Office/Equip-Details-LED-St-Lighting-Project.xlsx](http://www.michiganbusiness.org/cm/Files/Energy_Office/Equip-Details-LED-St-Lighting-Project.xlsx)
5. Anticipated energy and cost savings from the project.
6. Applicant Organizational Chart – organizational chart detailing the management structure of the applicant organization.
7. Completed W-9 Form – complete the W-9 form per instructions. W-9 form is available here: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
8. Parent Organizational Chart (if applicable) – organizational chart detailing the management hierarchy of the Parent Organization, and its relationship to the applicant organization.
9. Partner Organizational Chart (if applicable) – organizational chart detailing the management hierarchy of the Partner Organization, and its relationship to the applicant organization. Attach an organizational chart for each Partner Organization.
10. Letter(s) of Support / Commitment from Partner Organization(s).
11. Contact Information and Resumes of Personnel Listed in Budget.
12. Most recent copy of the A-133 or outside audit (IF an A-133 or outside audit has been completed) OR the most recent financial statements (balance sheet and income statement).
13. Additional Information and Comments (if applicable)
14. State Historic Preservation Office (SHPO) Section 106 Review Form [Attachment 1] (see link and instructions below)
15. National Environmental Policy Act (NEPA) Form [Attachment 2] (see link and instructions below)

Please see instructions below for additional information:

IV-A Proposal Worksheet

Complete the Proposal Worksheet and attach additional sheets as necessary. Use the appropriate section headers when continuing answers on additional sheets. Please ensure that all text entered into the Proposal Worksheet fields is visible (i.e. not cut off) upon printing. *Also, please note that Adobe Reader 8 or higher is required in order to SAVE TEXT entered in the form. The latest version of Adobe Reader can be downloaded from [www.adobe.com](http://www.adobe.com) for free. It is recommended that applicants test the ability to save the form with text entered before entering a large amount of information into the form.*

The Proposal Worksheet is available here:

<http://www.michiganbusiness.org/MEO-Proposal-Worksheet/>

IV-B Approved Budget Form

1. Applicant(s) must use the Approved Budget Form available here:  
[http://www.michigan.gov/documents/mdcd/Approved\\_Budget\\_Form\\_398684\\_7.xls](http://www.michigan.gov/documents/mdcd/Approved_Budget_Form_398684_7.xls). All budget categories must be addressed. Please use "N/A" or "None" to indicate there are no costs associated with a given budget category.
2. The following costs are **disallowed**: sick pay, holiday pay, payroll taxes, vehicles, computers, real property (e.g. land and buildings) parking, tuition reimbursement/remission, vehicle allowance, car rental, seminars, conferences, meetings, subscriptions, dues, memberships, and repair of buildings and structures.
3. All applicants must provide a **minimum one hundred percent (100%) match** of the total requested grant funds (aka "State share").
4. The sum of the State share plus the recipient share of allowable costs will equal the total allowable project cost.
5. Personnel – include all staff performing work on the project. For each staff person, provide their name, job title, annual salary/wages, and percent of time dedicated to the grant project. *NOTE: The Davis Bacon Act may require prevailing wage rates to be paid.* Detailed information about the Davis Bacon Act can be found here:  
<http://www.dol.gov/compliance/guide/dbra.htm>
6. Fringe Benefits – allowable benefits typically include health insurance, dental insurance, and optical insurance. For each listed staff person, provide their fringe benefit rate, and confirm their annual fringe benefit cost. Note, applicant(s) will be required to detail/justify the fringe rates given in their proposed budget prior to an agreement being finalized.
7. Contractual Services – include all anticipated service contracts required for the project. Provide the vendor or contract name, the service to be provided, and the dollar amounts to be paid using grant funds and/or matching funds.
8. Supplies & Materials – include items costing less than \$5,000 per unit. Provide the item, unit cost, and quantity of units. Confirm the matching funds amount, if applicable.
9. Equipment – include items costing \$5,000 or more per unit and having a useful life of one year or more. Provide the item, unit cost, quantity of units, and the dollar amounts to be paid using grant funds, and/or matching funds.

10. Other Direct Costs - include all other known direct costs not otherwise categorized or disallowed. Provide the title/name and the cost of each item/service listed.
11. Travel – include all mileage, lodging, meals, and other known travel costs. Provide travel costs separately as mileage, lodging, meals, and other known travel costs. State of Michigan travel rates must be used for all travel expenses and out-of-state travel must be directly related to the grant project and approved by the State Energy Program Manager. State of Michigan Travel Rates are posted by the Michigan Department of Technology, Management & Budget. Use the rates provided here: [http://www.michigan.gov/dtmb/0,4568,7-150-9141\\_13132---,00.html](http://www.michigan.gov/dtmb/0,4568,7-150-9141_13132---,00.html)
12. Indirect Rate – Provide the indirect rate (up to 20% maximum) used by applicant's organization as a percentage of total personnel and fringe benefits. Confirm the resulting dollar amount for grant funds. **Note: applicant(s) will be required to detail/justify their indirect rate given in their budget prior to an agreement being finalized.**
13. Totals – confirm the total dollar amounts for each listed line item and each column.

**Additional Budget Information:**

1. At such time that proposals are approved by the MEO, modifications of proposals may be necessary. If the MEO does not award the total amount requested in the original proposal, selected applicant(s) will be required to submit a revised proposal for the purpose of entering into a Grant Agreement. For those receiving less than requested in their proposals, the proportion of direct costs to indirect costs will remain the same as in their original request. New line items to the revised budget are not allowed.
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. Selected applicant(s) assumes the responsibility of ensuring all unexpended grant funds are returned to the State of Michigan at the end of the grant period.
4. If the entire State share of the grant award is expended, the entire in-kind and/or matched funds must be spent and supported by source documentation. If the entire State share of the grant award is not spent, the in-kind and/or matched funds may be reduced proportionately by the percentage of the grant award not spent.
5. Indirect costs *must be proportionately reduced* if the selected applicant(s) does not expend the entire grant award by the end of the grant term. The adjustment for the reduction shall be calculated by determining the percentage of the grant not spent. This percentage is the amount to be reduced from the indirect costs total. Indirect costs shall be based on a percentage of the budget line items listed under the State share column. Indirect costs must be utilized for this grant within the established timeline.
6. Selected applicant(s) may not commingle award funds with current or future awards received from the SEP. Financial assistance from each funding source must be managed, reported, and accounted for separately from all funding sources.
7. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, existing capital must be returned to the State of Michigan.
8. The State and MSF anticipate the grant period will start October 15, 2014 and will end on August 30, 2015.

IV-C State Historic Preservation Office (SHPO) Section 106 Review Form (Attachment 1)

If the applicant is conducting ground-disturbing activity or work on a building(s) that is/are at least fifty years of age or older, applicant must complete in full the State Historic Preservation Office Application for Section 106 Review. The review process must be completed prior to the expenditure of federal funds. No project that results in an adverse effect to a historic property will be considered for funding. Projects may be modified to avoid adverse effects. **Submit this form with your proposal.**

ATTACHMENT 1 is available here:

[http://www.michigan.gov/documents/mdcd/2013\\_SHPO\\_form\\_415073\\_7.doc](http://www.michigan.gov/documents/mdcd/2013_SHPO_form_415073_7.doc)

IV-D National Environmental Policy Act (NEPA) Form [Attachment 2]

All activities undertaken with grant funds must comply with the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. Section 4321 et seq). It is the Recipient's responsibility to acquire all necessary environmental permits to operate in the State of Michigan. **Submit this form with your proposal.**

ATTACHMENT 2 is available here:

[http://www.michigan.gov/documents/mdcd/MEO\\_NEPA\\_FORM\\_433885\\_7.doc](http://www.michigan.gov/documents/mdcd/MEO_NEPA_FORM_433885_7.doc)



**Date:** September 5, 2014

**To:** Michael Cain, City Manager *MC*

**From:** Annie Doyle, Assistant Planner (on behalf of the Main Street Program's Design Committee) *gd*

**Subject:** Walkabout Sculpture Show Project

---

The Walkabout Sculpture Show is an activity sponsored by the Main Street Program and will be a year-long outdoor sculpture exhibit that provides an opportunity for the public to enjoy and interact with public art while supporting local artists and creating a unique sense of place in downtown Boyne City. The project will open in the spring of 2015 with four to six sculptures in the downtown district and public parks. All works of art will remain on display for one year and new art will be installed annually. Within the next five years, it is anticipated the showing will grow to include 10-12 sculptures each year.

This summer marked the project's introduction and included the placement of three art pieces at various locations around the downtown area; donated by local artists, Wally Barkley, Tom Moran and Roger Smith.



Please find attached a map of the proposed sculpture locations for spring 2015. The placement of sculptures each year will vary depending on artist participation and the size and shape of each entry. Each sculpture location will be decided on a case-by-case basis with approval from City Staff. Any cost associated with the project will be covered by the Main Street Program or private sponsorships.

The map of the proposed sculpture locations was presented to the Parks and Recreation Commission for review and they voted to recommend these locations to the City Commission.

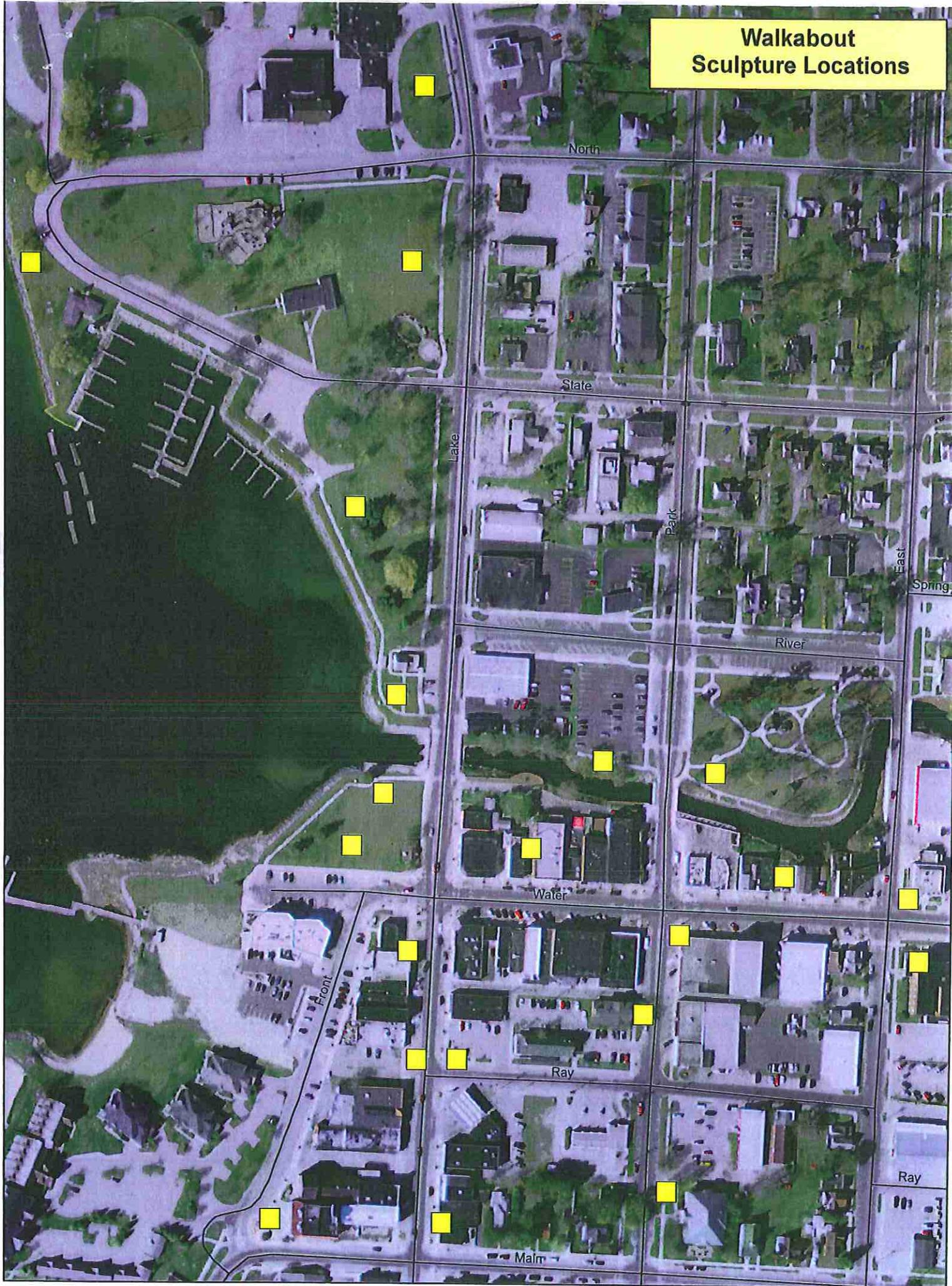
### Recommendation

The City Commission approve the proposed sculpture locations on City property.

### Options

- Postpone for further information or consideration.
- Do not approve the proposed sculpture locations.
- Only approve some of the proposed sculpture locations.
- Take no action.
- Other option as determined by the Commission.

# Walkabout Sculpture Locations



# September 2014

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

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

# October 2014

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

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
		October 1 8:00am Farmers Market	2 8:30am Main Street Board mtg. 6:00pm Parks & Rec	3	4 8:00am Farmers Market
					5
6	7 5:00pm ZBA	8 8:00am Farmers Market	9	10	11 8:00am Farmers Market
					12
13	14 7:00pm City Commission	15 Marina Closes 8:00am Farmers Market	16	17	18 8:00am Farmers Market
					19
20 5:00pm Planning Commission	21	22 8:00am Farmers Market	23 5:30pm Airport Advisory Board	24	25 8:00am Farmers Market
					26
27	28 12:00pm City Commission	29 8:00am Farmers Market	30	31 5:00pm Spook House 5:00pm Trick or Treat	