



BOYNE CITY
CITY COMMISSION REGULAR MEETING
Boyne City Hall
364 North Lake Street
Tuesday, September 13, 2016 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 23, 2016 City Commission regular meeting minutes as presented
4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)
5. CORRESPONDENCE
 - A. Thank you from Boyne Thunder 2016
 - B. Correspondence from State of Michigan DNR regarding the award of the 2016 DTE Energy Foundation Tree Planting Grant Program
 - C. 2015 Report to the Community from the Health Department of Northwest Michigan
6. CITY MANAGER'S REPORT
7. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
 - A. Draft Minutes of the August 4, 2016 Parks & Recreation Commission meeting
 - B. Draft Minutes of the August 8, 2016 Economic Development Corporation meeting
 - C. Draft Minutes of the August 8, 2016 Local Development Finance Authority meeting
 - D. Draft Minutes of the August 15, 2016 Planning Commission meeting
 - E. Draft Minutes of the August 24, 2016 Historical Commission Special meeting
 - F. Draft Minutes of the August 14, 2106 Airport Board meeting
8. OLD BUSINESS
9. NEW BUSINESS
 - A. SAW Grant Acceptance
Consideration to accept the MDEQ SAW Grant and authorize the City Manager to execute the documents

- B. Fireworks Ordinance
Consideration to direct staff to start the process to amend the City Fireworks ordinance Sec 34-113 by adding "On these days the ignition, discharge, and use of Consumer Fireworks is prohibited between 1:00 a.m. and 8:00 a.m.
- C. Avalanche Trails (horseback riding)
Consideration to approve the recommendation of the Parks & Recreation commission to ban horseback riding on the new mountain bike trails at Avalanche Park and direct staff in install signage as required
- D. Police Department Staff and Command School Request
Consideration to approve to send Assistant Police Chief Kevin Spate to Northwestern University's Police Staff and Command School in February, 2017 for a cost of \$4,100 plus travel expenses and authorize Police Chief Jeff Gaither and City Manager Michigan Cain and staff to execute the documents necessary to accomplish this
- E. Michigan Natural Resources Trust Fund Open Space Grant Requirements
- i. Approve the Due Care Plan proposal from Sagasser & Associates at a cost not to exceed \$3,500 and allow the City Manager to complete the contract documents as necessary
 - ii. Approve the Michigan Natural Resources Trust Fund Grant – Project Funding and Explanation of Match Sources Resolution for the Boyne City Open Space application and allow the City Manager and City Clerk / Treasurer to complete the document as necessary
- F. PROTEC Membership
Consideration to approve membership in the PROTEC at an annual cost of about \$467 and authorize the City Manager and City Clerk / Treasurer to execute the necessary paperwork
- G. Request of the City Manager to go into closed session to consider the purchase of real property as provided in MCL 15.268 (d) of the Michigan Open Meetings Act (PA 267 of 1976)

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The next regular City Commission meeting is scheduled for Tuesday, September 27, 2016 at noon.

12. ADJOURNMENT

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



Scan QR code or go to
www.cityofboyne.org
click on Boards & Commissions for complete
agenda packets & minutes for each board

**AUGUST 23, 2016
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 364 NORTH LAKE STREET, ON TUESDAY AUGUST 23, 2016

CALL TO ORDER

Mayor Pro-Tem Towne called the meeting to order at noon followed by the Pledge of Allegiance.

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

Absent: None

Staff: Cindy Grice, Michael Cain, Patrick Kilkenny, Scott McPherson, Kevin Spate and Barb Brooks

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

CONSENT AGENDA

2016-08-095
Moved by Sansom
Second by Towne

To approve of the August 9, 2016 City Commission regular meeting minutes as presented

Ayes: 5
Nays: 0
Absent: 0
Motion carried

CITIZENS COMMENTS

Chamber Director Jim Baumann announced the dates of October 13 for the State of the Community Luncheon, September 15 Business After Hours at the Good Neighbors Food Pantry and November 2 Business Expo at Boyne Mountain.

CORRESPONDENCE

Commissioner Sansom presented communications from United Way.

**CITY MANAGERS
REPORT**

City Manager Cain reported:

- About 95% of the new Safe Routes to Schools walkways are in place with the hopes to have all the walkways in place prior to school opening on Tuesday, September 6.
- The State has informed us that our three year old SAW grant application looks about to be funded. This will help us with developing asset management plans for asset management.
- The residential rubbish collection programs for our 3 week fall pick-up beginning this week.
- The ad for our Main Street Director position went out last week, is on our website and posted on our public notice board.
- Pre-applications are due for possible bidders on our marina improvement project. This is one of the steps necessary for helping to define the products we will use and develop better cost estimates.

New staff members, Police Office Kelsey Sofia, Light Equipment Operator

Travis Lapeer and Customer Service Specialist Jane Halstead were introduced to the Commissioners and community

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

The June, 2016 Financial Statement was received and filed.

Consideration to adopt the 2016 Goals as presented

Goals Review

Executive Assistant Barb Brooks discussed the City-wide chart of goals presented. A goal setting work session was held in June with Mac MacClelland of Otwell Mawby that reviewed results from the City's January goal setting session, online surveys and other City planning efforts from the Main Street, LDFA, Planning, Zoning, Parks and Recreation, Chamber of Commerce and the Boyne City Housing Commission. Goals and issues were prioritized that were the outcome of the accumulative sessions. Reviewing this information, prioritizing the subjects and adopting a set of goals will assist City Staff in where they should focus their attention and resources and provide guidance to boards and commissions as they review requests and concerns of citizens, groups and businesses. Primary City Wide goals are Housing, Economic Development and Parks & Recreation.

City Manager Cain added that this is helpful for staff if the Commission ultimately sets the priorities.

Staff Comments: Scott McPherson said this is a much better approach. It provides the ability to look at the bigger picture. Barb Brooks added that Housing and Parks really feed into Economic Development. City Manager Cain added that this serves as a framework for other organizations such as Main Street and the Chamber.

Citizens Comments: None

Board Discussion: Mayor Pro-Tem Towne said there is a lot of good input and he supports the recommended goals as presented. Commissioner Sansom said she is also comfortable with the three main divisions and would like to add the word Diversity to the Housing Category. Commissioner Conklin said this is a great overview. The Main Street Refresh program also showed Housing and Parks & Rec and who will take the lead. Parks & Recreation needs to be ramped up. Under Parks, there's not mention of trails. Is that just assumed? Commissioner Grunch said to add 2017 to the title and make a large copy of these goals for an easel display. Job well done, Barb. Mayor Neidhamer said under Parks & Recreation, to clarify, maybe include improve and add to current parks. Under Housing, maybe add Opportunities. The experts gave us good direction and Barb did a good job getting this put into three goals. Commissioner Sansom said as long as it doesn't negate any other opportunities such as art. City Manager Cain said this will just organize it better and does not take away any other opportunities. It helps keep us focused.

MOTION

2016-08-096
Moved by Sansom
Second by Towne

To adopt the 2016 / 2017 goals as presented, adding new wording and dates as requested

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Grant Application Opportunity

Consideration to approve the application to the Coastal and Estuarine Land Conservation Program for proposals for up to \$1.5 million and authorize the City Manager or his designee to complete the necessary document to implement the grant

Assistant Planner Patrick Kilkenny discussed the Coastal and Estuarine Land Conservation Program (CELCP) grant opportunity. This grant is administered by the Office of Coastal Management, National Oceanic and Atmospheric Administration, Department of Commerce. Michigan has developed a CELCP plan and can participate in the program. It provides matching funds to state and local governments to purchase, or acquire conservation easements, on threatened and estuarine lands that will be held and managed in perpetuity for conservation purposes. The CELCP provides support for acquisition of fee simple interests in lands or conservation easements from willing sellers within eligible states. Projects that have significant conservation, recreations, ecological, aesthetic values qualify, as do projects located within a state's designated CELCP area, such as the Open Space Property.

If the Open Space project is selected for funding, additional supplemental elements may be required to be submitted and reviewed before NOAA can release the grant funds. Supplemental documents will required additional approval from the City Commission at that time.

Staff Comments: City Manager Cain added this is the third grant we are applying for on this property. We are not sure how this will play out with the DNR Trust Fund. This is a very competitive grant.

Citizens Comments: None

Board Discussion: All Commissioners are in agreement with this recommendation.

MOTION

2016-08-097
 Moved by Conklin
 Second by Sansom

To approve the application to the Coastal and Estuarine Land Conservation Program for proposals for up to \$1.5 million and authorize the City Manager or his designee to complete the necessary document to implement the grant

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Tennis Court Bids

Consideration to approve a contract for the tennis court repairs to Harbor Springs Excavating for the amount of \$105,870.74 and authorize the City Manager to execute the required documents.

Public Works Superintendent Andy Kovolski discussed the request for needed repairs to the tennis courts at Rotary Park. Bids were received from two contractors with the low bid coming in from Harbor Springs Excavating. New markings on the courts will also include marking for Pickle Ball courts. The bid amount is worst case scenario.

Staff Comments: None

Citizens Comments: None

Board Discussion: Commissioner Sansom inquired of proposed start times and was informed this fall, to be complete after May 1 of 2017. Commissioner Conklin said he shares concerns of paying for in since cost estimates are over budget. Could it be paid over two budget years? Andy said yes, it will have to be. Mayor Neidhamer said he is in full support. There is a very active group that uses it and if we offer the facilities, it is our responsibility to maintain them.

MOTION

2016-08-098
Moved by Towne
Second by Grunch

To approve a contract for the tennis court repairs to Harbor Springs Excavating for the amount of \$105,870.74 and authorize the City Manager to execute the required documents

Ayes: 5
Nays: 0
Absent: 0
Motion carried

Crack Sealing Bids

Consideration to award the contract for Overband Crack Sealing to Fahrner Asphalt Sealers for the amount of \$6,036.25 and authorize the City Manager to execute the required documents.

DPW Superintendent Andy Kovolski discussed the single bid from one contractor for street crack sealing from Fahrner Asphalt Sealers. This contractor has done this work for the city in the past. Their unit price is lower than last year's bid.

Staff Comments: None

Citizens Comments: None

Board Discussion: All Commissioners are in agreement

MOTION

2016-08-099
Moved by Towne
Second by Conklin

To approve the contract for Overband Crack Sealing to Fahrner Asphalt Sealers for the amount of \$6,036.25 and authorize the City Manager to execute the required documents

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Pavement Maintenance Bids

Consideration to award the contract for the 2016 Pavement Maintenance Project as follows: Crush and shape paving and curb work to Reith Riley for the amount of \$246,245.00; Mill and resurface work to Payne and Dolan for the amount of \$41,861.82 and authorize the City Manager to execute the required documents

DPW Superintendent Andy Kovolski discussed the bids received for our annual Pavement Maintenance project. A map of the proposed treatment areas was presented to the Commissioners. Reith Riley had the lowest cost for crush and shape and curb work. Payne and Dolan had the lowest cost for mill and resurface work.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement with the recommendation. Commissioner Conklin requested that in future recommendations, where it is referred to as a project or purchase in the budget, that line item is provided.

MOTION

2016-08-100
 Moved by Grunch
 Second by Conklin

To approve to award the contract for the 2016 Pavement Maintenance Project as follows: Crush and shape paving and curb work to Reith Riley for the amount of \$246,245.00; Mill and resurface work to Payne and Dolan for the amount of \$41,861.82 and authorize the City Manager to execute the required documents

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Zero Turn Mower Bids

Consideration to award the contract for the purchase of the 2016 Kubota ZD1211 Zero Turn mower to Ginop's of Alanson in the amount of \$12,400.00 and authorize the City Manager to execute the required documents.

DPW Superintendent Andy Kovolski stated that our current zero-turn mower is a 2004 Kubota that is showing its age and is overdue for replacement. It has 6,000 hours on it, currently uses a quart of oil when it is used for an 8 hour period and the mower deck is getting thin. We received one bid from Ginop's Sales for a Kubota ZD1211 for the amount of \$12,400.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement. We will keep the current mower as a back up.

2016-08-101
 Moved by Towne
 Second by Sansom

To approve to award the contract for the purchase of the 2016 Kubota ZD1211 Zero Turn mower to Ginop's of Alanson in the amount of \$12,400.00 and authorize the City Manager to execute the required documents

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

Good of the Order

Mayor Pro-Tem Towne thanked everyone that supported the recent Relay for Life.

**CLOSED SESSION
 MOTION**

2016-08-102
 Moved by Neidhamer
 Second by Towne

To approve the request of the City Manager to go into closed session to consider a periodic personnel evaluation of a public officer as provided in MCL 15.268 (a) of the Michigan Open Meetings Act (PA 267 of 1976 and consider the purchase of real property as provided in MCL 15.268 (d) of the Michigan Open Meetings Act (PA 267 of 1976 at 1:32 p.m.

Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

**RETURN TO OPEN
 SESSION
 MOTION**

2016-08-103
 Moved by Neidhamer
 Second by Conklin

To return to open session at at 4:45 p.m.

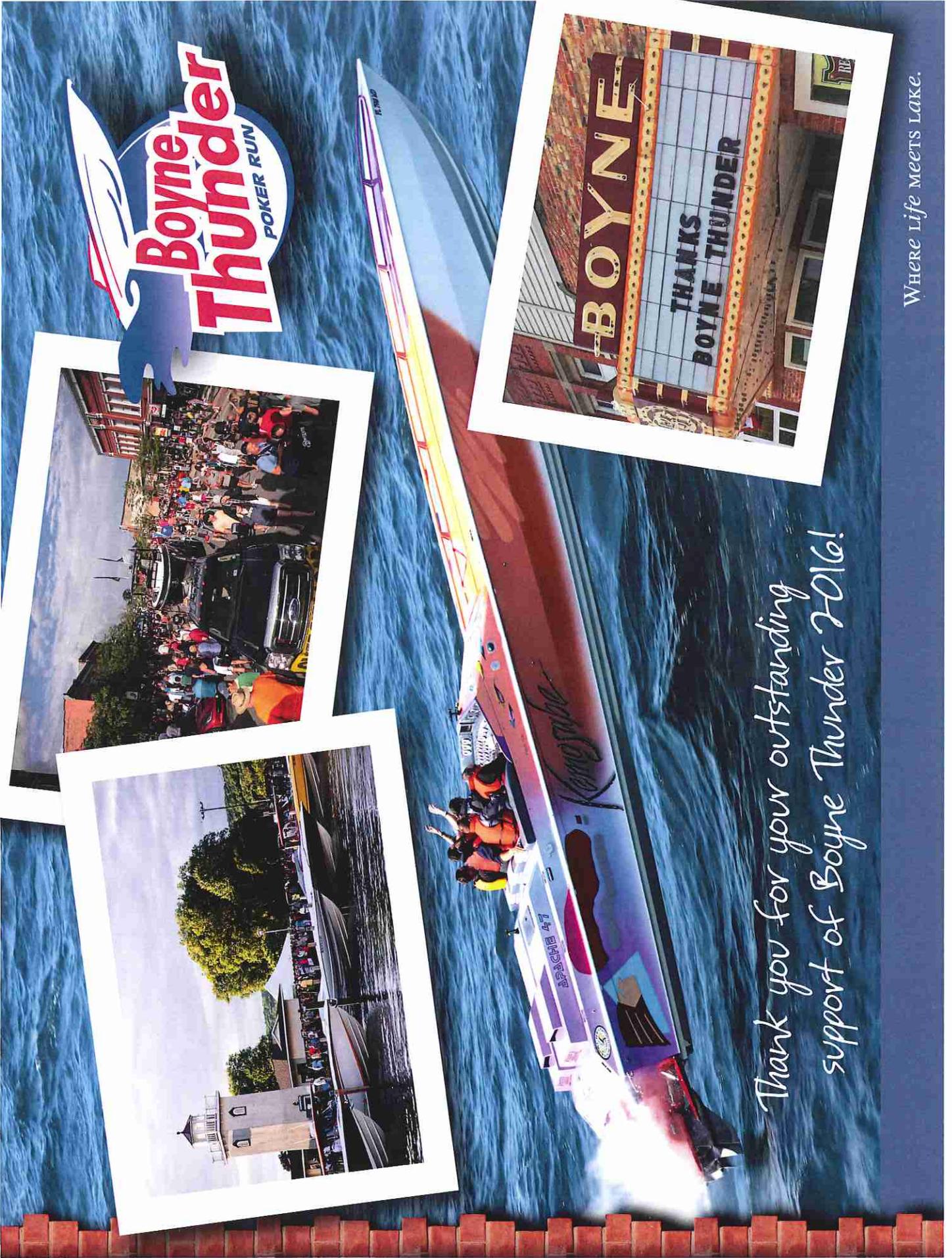
Ayes: 5
 Nays: 0
 Absent: 0
 Motion carried

ADJOURNMENT

Motion by Mayor Neidhamer seconded by Commissioner Sansom to adjourn the Regular City Commission meeting of Tuesday, August 23, 2016 at 4:45 p.m.

 Tom Neidhamer
 Mayor

 Cindy Grice
 Clerk / Treasurer

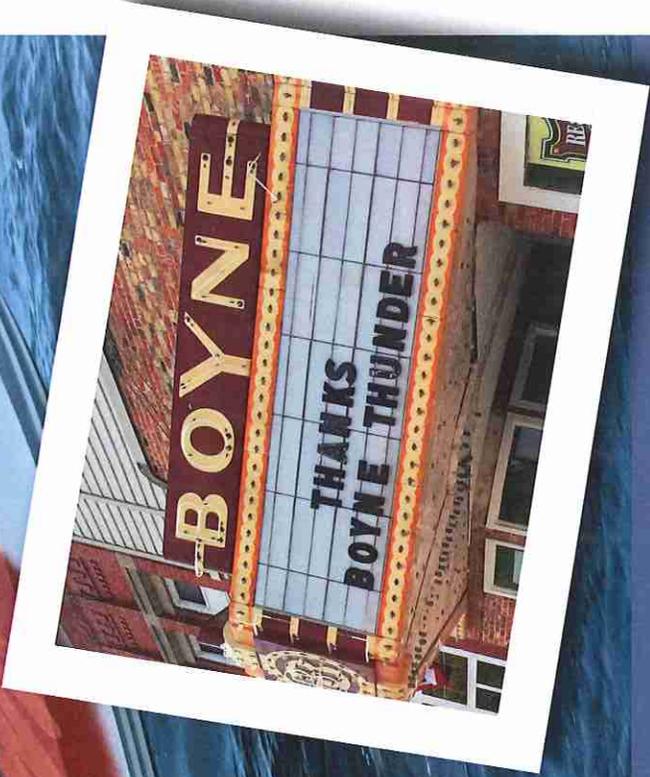
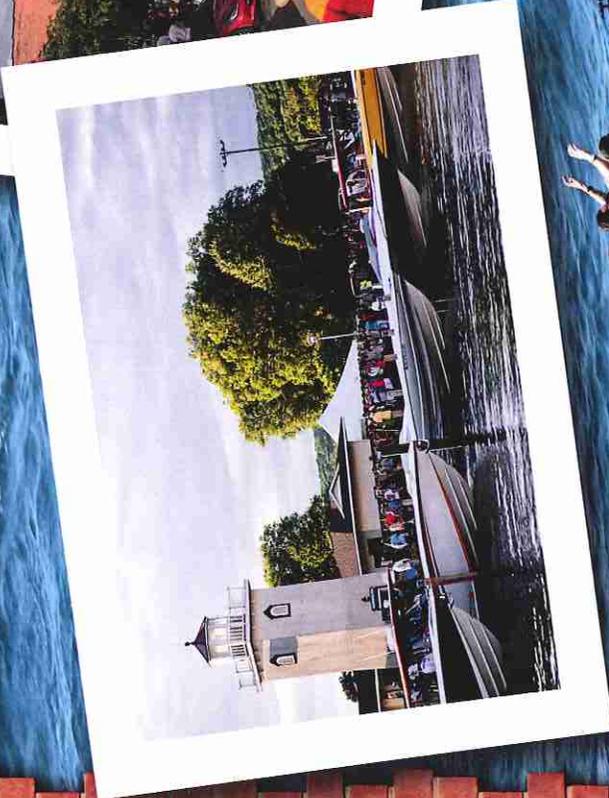
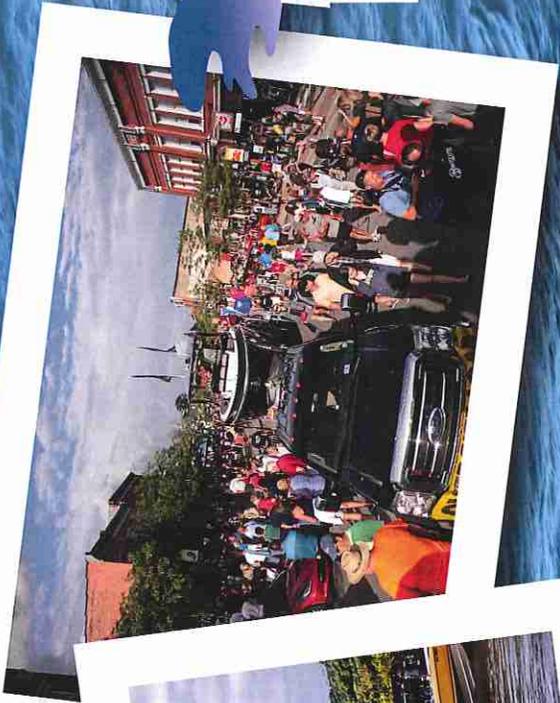
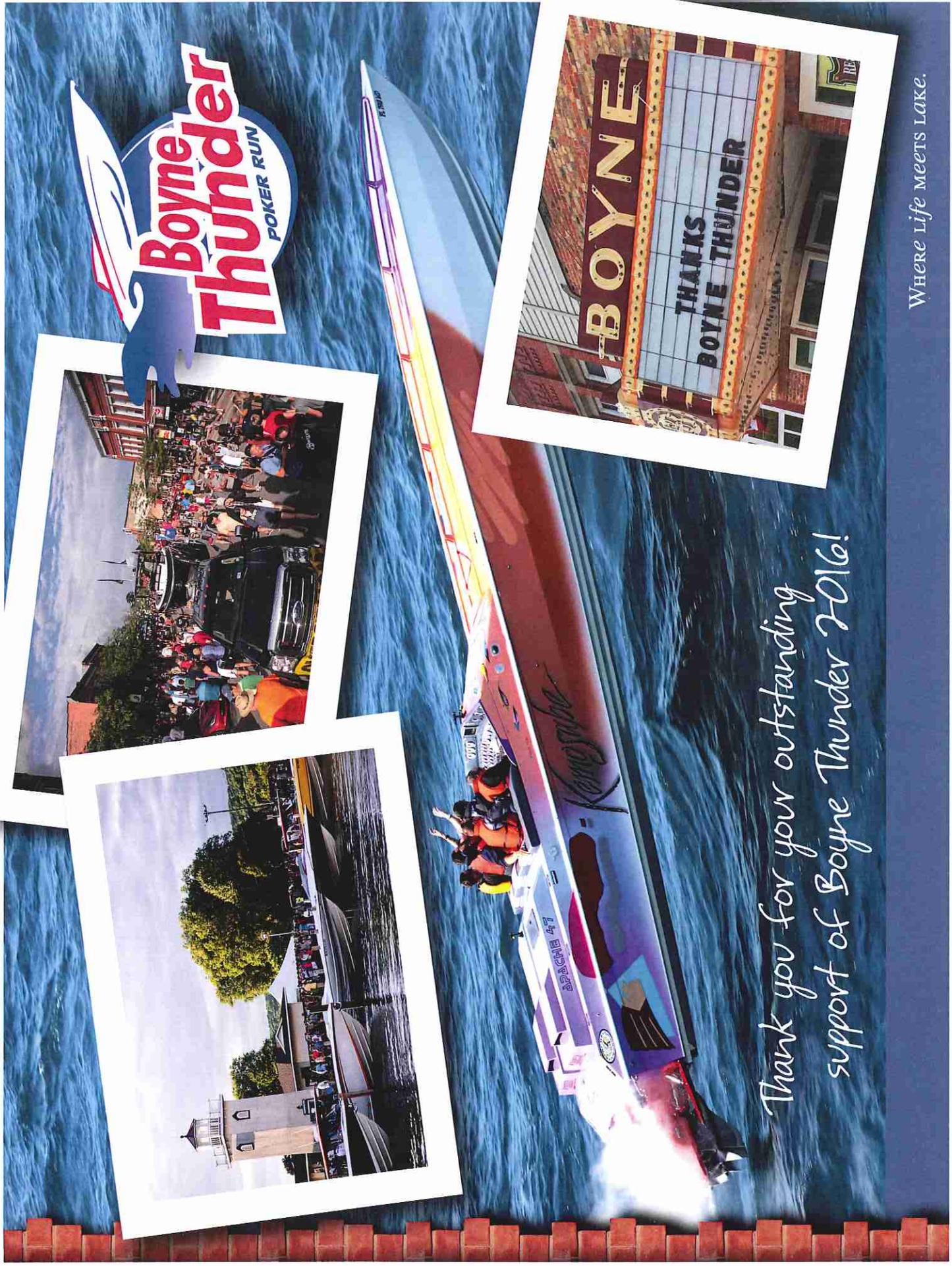


Thank you for your outstanding support of Boyne Thunder 2016!

Where life meets lake.

Boyer Thunder

POKER RUN



Thank you for your outstanding support of Boyne Thunder 2016!

Where life meets lake.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



KEITH CREAGH
DIRECTOR

September 1, 2016

Mr Andrew Kovolski
City of Boyne City
319 N. Lake St.
Boyne City, MI 49712

Dear Mr Kovolski,

Thank you submitting an application for consideration to the 2016 DTE Energy Foundation Tree Planting Grant Program, administered by the Department of Natural Resources (DNR), Urban Forestry Program. I am pleased to notify you that your project was approved for award in the amount of \$3,000.00. Congratulations!

Enclosed is a Grant Agreement packet containing the following documents for signature and information:

- Two copies of the Grant Agreement (PR 4167-8E)
- One copy of Grant Agreement Attachment 1 (IC 4167-9)
- Department of Agriculture form AD-1049, Certification Regarding Drug-Free Workplace
- Contract and Payment Express Registration Instructions*
- Grant reporting forms:
 - DTE Tree Maintenance Agreement (PR 4167-4)
 - DTE Grant Tree Inventory (PR 4167-5)
 - DTE Grantee's Financial Report (PR 4167-2)
 - DTE Volunteer Time Record (PR 4167-3)

**Public Act 533 of 2004 requires that vendors and payees now enroll for state payments by electronic funds transfer (EFT) at the Contract & Payment Express website www.mi.gov/cpexpress. Please contact the Office of Financial Management (OFM), Vendor Registration at 888.734.9749 or dmb-vendor@mi.gov for assistance.*

Payment will be made upon completion of the entire grant. Payment may be requested as soon as the project is completed, it is not necessary to wait until the end of the grant period. Payment must be requested no later than 30 days after the grant expiration date. **The grant expires August 1, 2017, and will not be extended beyond this date.**

Please review the documents carefully. Sign, date and return both copies of the Grant Agreement, along with a single copy of the USDA Drug-Free Workplace form at your first convenience.

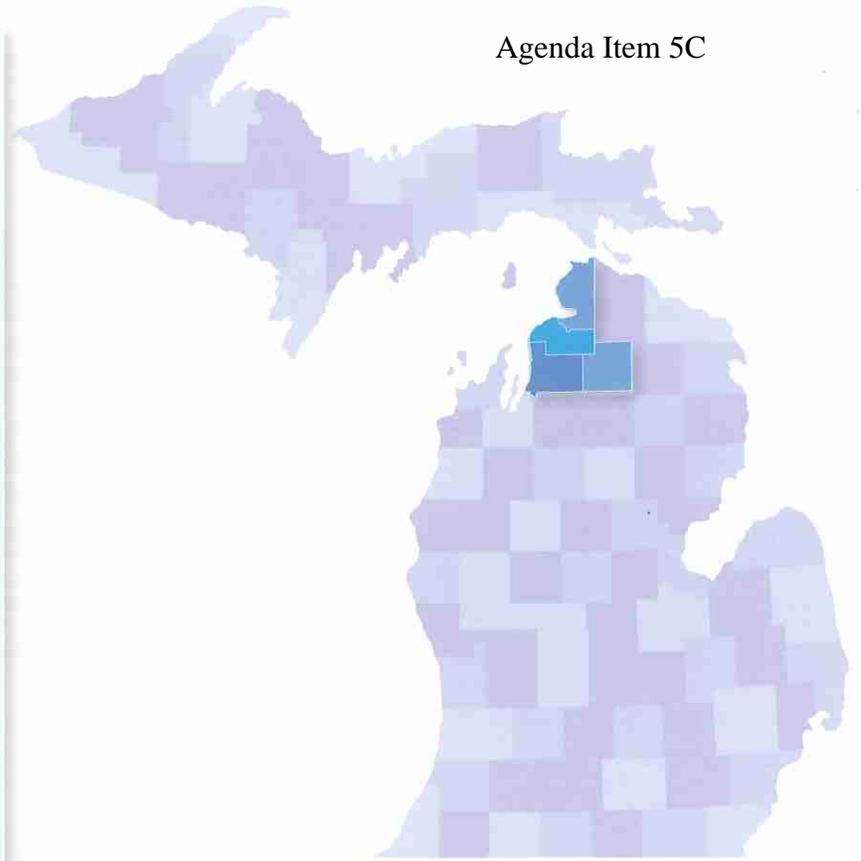
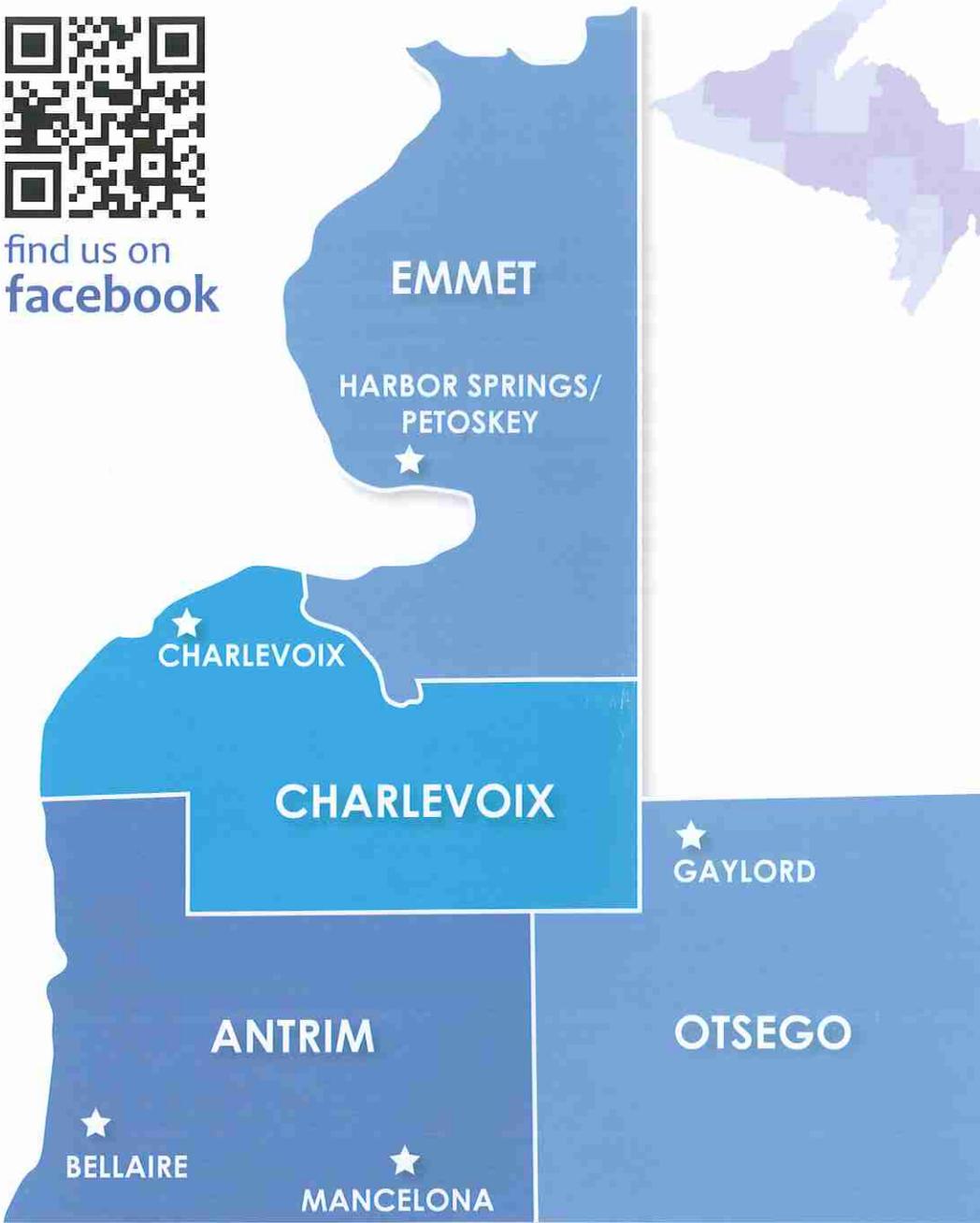
As the Grant Supervisor, I will then sign and return one original copy to you for your records. **Your grant will not be considered effective until I have signed and dated the grant agreement.** Please contact me if you have any questions.

Sincerely,

Kevin Sayers
Urban Forestry Coordinator
(517) 284.5898
sayersk@mi.gov



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EMMET COUNTY

3434 Harbor-Petoskey Rd., Suite A
Harbor Springs, MI 49740

Hornet Health Center

Pellston High School
172 Park St. • Pellston, MI 49769

CHARLEVOIX COUNTY

220 W. Garfield • Charlevoix, MI 49720

ANTRIM COUNTY

209 Portage Dr. • Bellaire, MI 49615

**Mancelona Family
Resource Center/Ironmen
Health Center**

205 Grove St. • Mancelona, MI 49659

OTSEGO COUNTY

95 Livingston Blvd. • Gaylord, MI 49735

Gaylord Blue Devil Wellness Center

Gaylord High School
90 Livingston Blvd. • Gaylord, MI 49735



**HEALTH
DEPARTMENT**
of Northwest Michigan

ANTRIM | CHARLEVOIX | EMMET | OTSEGO

☎ **800.432.4121**

www.nwhealth.org

Home Care & Hospice ☎ **800.551.4140**

DENTAL CLINICS NORTH

☎ **877.321.7070**

www.dentalclinicsnorth.com

Alpena	Harbor Springs/Petoskey
Cheboygan	Mancelona
East Jordan	Traverse City
Gaylord	West Branch



Approved:

**MEETING OF
August 4, 2016**

**RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY
PARKS AND RECREATION COMMISSION MEETING HELD AT
6:00 P.M. AT CITY HALL ON THURSDAY, AUGUST 4, 2016.**

CALL TO ORDER

Meeting was called to order by Chair Sheean at 6:02 p.m.

ROLL CALL

Present: Mike Sheean, Jerry Swift, Jo Bowman, Patrick Patoka, Darryl Parish and Marie Sheets

Absent: Heath Meeder

**MEETING
ATTENDANCE**

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

Public Present: Four (4)

****MOTION**

Sheets moved, Bowman seconded, PASSED UNANIMOUSLY to excuse the absence of Heath Meeder.

**APPROVAL OF
MINUTES **MOTION**

Swift moved, Parish seconded, PASSED UNANIMOUSLY, a motion approving the June 2, 2016 meeting minutes as presented.

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

Michelle Cortright provided an update on behalf of TOMMBA stating their crowd-funding goal was met and there are enough funds to start phase I of the mountain bike trail at Avalanche. Additional fund-raising activities are still being pursued for the remaining phases.

DIRECTOR'S REPORT

Kovolski reported that it has been a good summer other than a couple of mowers breaking down. Due to some retirements there have been a few changes in staff. Rivermouth bathrooms roof repair is currently out for bids.

CORRESPONDENCE

None

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

Park Inspection Reports -

- Swift visited each of the road ends and there are no changes since the last time.
- Sheets reported that there has been a lot of use in Old City Park and Veterans Park. She also expressed concern on behalf of the Friends of the Boyne River regarding the number of latex balloons in the river as a result of the water balloon fight that takes place during the raft race on the 4th of July causing pollution and litter. Members of the Friends of the Boyne River cleaned up the majority of it but wonder if there was a way to

- prevent it or have the event organizers assist in the cleanup.
 - **Disc Golf Update** – Will Hasseld from the Boyne Valley Disc Golf Club reported that they just had a successful tournament at Avalanche and plan to hold another in October as they have in the past. They have been working on general maintenance and have no plans to take on any major projects at this time.
 - **Trail(s) Update** (Board Chair Sheean) –Phase I of Boyne City Charlevoix Trail has been completed with the exception of signage. Boyne Valley Trail has grant applications submitted.
-

UNFINIHSED BUSINESS

Riverside Park Improvements

After the June site visit, the general consensus of the board was there are some suggestions that could be fairly easy to implement.

M-Parks Grant Building Healthy Communities

Brooks reported that the City Commission reviewed the Parks and Recreation board's recommendation for grant eligible projects and like the improved trail from the 1910 Water Works building to Avalanche and a picnic area; signage was a lower priority. Brooks also reported on the two programs associated with the grants.

NEW BUSINESS

Board Member Vacancy

City Commissioner Hugh Conklin has expressed an interest in serving on the board. Chair Sheean thought Commissioner Conklin might have a conflict with the meeting date and/or time. Brooks indicated that Commissioner Conklin is aware of the meeting schedule and still expressed an interest. **Swift moved, Bowman seconded, PASSED UNANIMOUSLY** to recommend the appointment of Commissioner Hugh Conklin to serve on the Parks and Recreation Board based on availability for meeting attendance.

**MOTION

NEXT MEETING

The next regular meeting of the Parks and Recreation Board is scheduled for Thursday, September 1, 2016 at 6 pm at City Hall.

ADJOURNMENT

The August 4, 2016 meeting of the Parks and Recreation Board adjourned at 6:38 p.m.

Barb Brooks, Recording Secretary



Approved _____

**MEETING OF
August 8, 2016**

MINUTES OF THE **BOYNE CITY ECONOMIC DEVELOPMENT CORPORATION**
MEETING DULY CALLED AND HELD ON MONDAY, AUGUST 8, 2016 at CITY
HALL~364 N Lake St, Boyne City

CALL TO ORDER

Chair Gillett called the meeting to order at 12:00 p.m.

ROLL CALL

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

MEETING ATTENDANCE

Staff: Recording Secretary Jane Halstead City Clerk/Treasurer Cindy Grice
Public: One

**MINUTE APPROVAL
MOTION**

Cortright moved Friedrich seconded PASSED UNANIMOUSLY to approve the
minutes of May 23, 2016.

CORRESPONDENCE

None

UNFINISHED BUSINESS

Business Park Update: Cain discussed the progress of the Boyne Valley non-motorized
trail. We are looking to apply for grants this fall to assist in this project. This will be a full
agenda item at the September meeting.

RBI was purchased by Larry and Cathy Jones.

Northern Logistics wants to expand parking. They expressed an interest in Lot 16 or an
alternate site away from road.

**NEW BUSINESS
Tax Abatement Review**

Tax abatement update request letters were sent out. This issue will be re-addressed in
September.

GOOD OF THE ORDER

Todd Fewins announced he is moving back to Sault Ste. Marie. His replacement, Drew
May, will be starting next week.

NEXT MEETING

The next meeting of the Economic Development Corporation is scheduled for Monday,
September 12, 2016.

ADJOURNMENT

The August 8, 2016 Economic Development Corporation meeting was adjourned at
12:20 p.m.

Jane Halstead, Recording Secretary



Approved: _____

**MEETING OF
August 9, 2016**

**MINUTES OF THE BOYNE CITY LOCAL DEVELOPMENT FINANCE
AUTHORITY MEETING DULY CALLED AND HELD ON MONDAY, AUGUST 8,
2016 AT City Hall~364 N Lake St, Boyne City**

CALL TO ORDER

Chair Gillett called the meeting to order at 12:20 p.m.

ROLL CALL

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

**MEETING
ATTENDANCE**

Staff: Recording Secretary Jane Halstead and City Clerk/Treasurer Cindy Grice

Public: One

**APPROVAL OF
MINUTES
MOTION**

Friedrich moved and Bellant seconded PASSED UNANIMOUSLY to approve the May 23, 2016 minutes.

**HEARING CITIZENS
PRESENT**

None

UNFINISHED BUSINESS

LDFA Plan Update Considerations with Mac McClelland, Consulting Engineer with Otwell Mawby. The LDFA wants to extend the Development and Tax Increment Financing Plan. The current TIF expires in April 2017. Considerations include workforce housing, public facilities and the acquisition of property. McClelland will draft a plan listing projects and cost estimates for September meeting.

Cortwright asked if the board should consider funding for a recruiter to sell/market lots in the park.

The board discussed fiber technology and whether upgraded technology would entice future business.

NEW BUSINESS

None.

GOOD OF THE ORDER

Kirkland Products received modification to emission permits from DEQ.

Improved sidewalks (1.1 miles) are being added in Boyne City through the Safe Routes to School program.

**EXCUSED ABSENCES
MOTION**

Anzell moved, Friedrich seconded PASSED UNANIMOUSLY to excuse Marilea Grom from the Economic Development Corporation meeting which was held prior to this meeting.

NEXT MEETING

The next meeting of the Local Development Finance Authority is scheduled for Monday, September 12, 2016.

ADJOURNMENT

The August 9, 2016 Local Development Finance Authority meeting was adjourned at 1:08 p.m.

Pete Friedrich, LDFA Secretary

Jane Halstead, Recording Secretary

Approved: _____

**Meeting of
August 15, 2016**

Record of the proceedings of the Boyne City Planning Commission regular meeting held at Boyne City Hall, 364 North Lake Street, on Monday August 15, 2016 at 5:00 pm.

Call to Order

Vice Chair Frasz called the meeting to order at 5:01 p.m.

Roll Call

Present: Ken Allen, Chris Frasz, Jim Kozlowski, Jane MacKenzie, Tom Neidhamer, Aaron Place and Joe St. Dennis
Absent: Jason Biskner and George Ellwanger

Excused Absence(s)

****MOTION**

2016-08-15-02

St. Dennis moved, Place seconded, PASSED UNANIMOUSLY, a motion to excuse the absence(s) of Jason Biskner and George Ellwanger

Meeting Attendance

City Officials/Staff: Assistant Planning and Zoning Administrator Patrick Kilkenny and Recording Secretary Pat Haver
Public Present: None

Consent Agenda

****MOTION**

2016-08-15-03

Neidhamer moved, Allen seconded, PASSED UNANIMOUSLY, a motion to approve the consent agenda; approval of the Planning Commission minutes from July 18, 2016 as presented.

Citizen comments on

Non-Agenda Items

None

Reports of Officers, Boards

and Standing Committees

None

Unfinished Business

New Business

**Group Child Care Homes -
Zoning Ordinance
Requirements and
associated discussion**

Assistant Planning Director Kilkenny reviewed the staff report that was included in the agenda packet. In the past few months, staff has been approached a couple of times with applications for a group child care home. Although group child care homes are an allowed conditional use per the ordinance, the applications had to be disapproved due to the inability to meet the lot area requirement of 20,000 sq ft minimum. The vast majority of residentially zoned lots in the city are less than 20,000 sq ft so the ability to provide group child care homes is limited. During recent goal setting sessions, affordable housing, child care and the lack of availability in our area were concerns not only for potential employees, but for the employers as well. After the denials, staff began researching requirements for surrounding communities and the state, and brought before the board that information for discussion. The board felt that the requirement for 20,000 sq ft lot minimum was excessive and because this was a conditional use in the districts, the board would be looking at each of the applications individually. Of concern to the board was the potential of additional traffic, trash pickup noise, school bus traffic, is the use harmonious to the neighbors with various day care objects in the yards for the neighbors to look at or passing traffic, fencing requirements and the potential of a commercial venture in a neighborhood because of a home occupation, that is supposed to be non-intrusive. The board was in agreement that this is a necessary service and has tasked staff to continue to research and draw up a draft language with some potential requirements for review.

Potential zoning ordinance amendment discussion

Article XXIV Parking, Loading and Access Management Requirements

Throughout recent reviews of the Boyne City Zoning Ordinance (BCZO), Staff noted several sections that may require amendments to clarify intent. Recent discussions stemming from site plan reviews, zoning permit requests, and general ordinance review have brought a couple topics of potential amendments to the attention of Staff. Three current areas are Article XXIV Parking, loading and access management requirements, Section 21.36 Accessory Buildings and Structures and the Sign Ordinance – Article V – Permitted Signs. The board began discussion on Section 24.30 minimum number of spaces required. This topic had been previously discussed by the Planning Commission due to the fact that the current ordinance requirements are based on max or peak usage as opposed to conventional day to day. Why do we want to plan parking for a very short period of time? Another question that arose when discussing parking in the CBD is how to regulate changes in use for existing businesses. We currently do not have anything in place to review parking requirements for an existing business that closes and another business taking its place, even if the uses are completely different. During new development, it is held to ordinance standards when proposing a specific use in the same district. The ordinance does have tools for the Planning Commission to reduce parking requirements in the CBD, however more simplified parking requirements may be advantageous to developers and will also help the commission from having to consider granting relief to projects that would require additional parking. The board felt that there was a lot of parking available within 2 to 3 blocks from the core downtown. The city has promoted itself as a “walk able” community and feels that for the short period of time that parking is an issue, it is not worth requiring new developments to adhere to the strict requirements. Staff has been tasked with reviewing what was previously proposed by the planning commission in reference to reducing the parking requirements, which was believed to be a 20% reduction across the board and bring back to the commission at an upcoming meeting for additional discussion.

Vice Chair Frasz left the meeting at 6:30 pm and turned it over to Chair MacKenzie

Section 21.36 Accessory Buildings and Structures

The second item for discussion is Accessory buildings and structures. Subsection (A) General Standards (4) states: An accessory building shall not exceed twenty feet in height and may not occupy more than the ground floor area of the principal building. This requirement is interpreted the same in all residential districts and may not be appropriate for the Rural Estate District (RED). Generally the RED lots are larger size than the TRD and would be able to accommodate a larger accessory structure than the ground floor area of the principal building. Some of the RED lots are over 5 acres and to limit the size of a detached accessory building seems inappropriate for the possible size of the lot. Staff has been directed to review the requirements and bring back recommendations to a future meeting for additional discussion.

Sign Ordinance Article V Permitted signs

The last item for discussion tonight is the Sign Ordinance Article V – Permitted Signs. This request is being brought back for additional discussion due to concerns about the amount of window coverage on some business signs. In the past, total window surfaces have been covered almost completely by some type of signage; whether it was vinyl lettering, manufacturing posters, clothing, LED signs or any other type of advertising. In the surrounding communities Petoskey allows up to 20% of the total window space, Charlevoix allows up to 25% of a single pane, whereas Boyne City allows up to 50% of total window space. This means that if you have windows on 4 sides of your building, and two sides face an alley or other structure, you would be allowed to place all of your signage on the two available

sides, no matter how much window space there is or how covered/cluttered it would be. Enforcement would be difficult as no permits are required for 50% coverage or less. Staff provided the board with various pictures of current signs, and it was noted that approximately half of the samples would be in violation of our current sign ordinance; however, would be able to remain as they would be “grandfathered” in as the signs were placed prior to the establishment of the current ordinance. There was not a consensus from the board that it was a large problem, and would like to revisit the issue in a year, so there will be no changes at this time, perhaps staff could reach out to the Chamber Director for some input.

Staff Report

- The Cedar Street applicant pulled their application for an accessory building
- Ted Macksey will probably come before this board in the future for a re-zoning request for the property up on Jefferson St.
- Safe Routes to Schools some of the homeowners along the various new sidewalks thought there was going to be an additional meeting prior to the installation of the walks

Good of the Order

- The City will be applying for a Great Lakes Fishery Trust “Access to the Great Lakes Fishery” grant for up to 50% of the cost for the 190 ft. fishing dock that is to be constructed along the Catt Development Project on Water Street. The developer will be responsible to cover the remaining 50%. This dock, when completed, will be open to the public and should provide some additional fishing areas.
- The newly finished first phase of the bike trail from Boyne City to Charlevoix is completed and open up to just outside Bay Township. Coming into town, there is a gap at W. Michigan that should be upgraded soon.

Adjournment

The next regular meeting of the Boyne City Planning Commission is scheduled for Monday, September 19, 2016 at 5:00 pm in the Honeywell Meeting Room.

****MOTION**

2016-08-15-10

St. Dennis moved, Place seconded, PASSED UNANIMOUSLY a motion to adjourn the August 15, 2016 meeting at 7:36 p.m.

Chair Jane MacKenzie

Vice Chair Chris Frasz

Pat Haver, Recording Secretary

Boyne City Historical Commission
Special Meeting Minutes

August 24, 2016

Call to order: 5:04 pm

Present: Sansom, Kelts, Alexander, Lazarz and Hewitt

Not Present: Kuhn, Barden.

Guests: Kecia Freed and Dennis Looze.

Freed contacted the Antique Fire Truck National Group about attending our celebration but the dates we were looking for are already filled on their calendar. The Great Lakes chapter meeting is coming up and she will try to attend to see if we can get some local participation.

August event make sure to recognize the retiree fire department personal.

Fire Truck parade on Friday night, or we could park the fire trucks in the downtown streets and let people wonder around and view them.

Attend the fire meeting to discuss plans with fire personal to be sure we are all on board with parade and other activities. Alexander and Freed will attend the Sept. 6th. Fire meeting.

Sansom talked with the postmaster about the cancellation post mark stamp for the event. No cost for set up, need to provide a design.

May need to provide secure area for anyone bringing fire trucks from out of the area. Once we know who is coming we can figure out if the airport or ball field will be secure locations.

Select photos for postcards. Four total

Call Odawa Casino and get info on the fire truck display they recently hosted.

Local Antique Fire Trucks

Murray, East Jordan
Camp Michigania
Burt Nostine, Petoskey
Don Smith, Preston Feather
Clown Brigade, ST. Ignance.

Merchandise

Postcards
Coffee mugs
Fire hats
Balloons
Postage mark

Events

Ice Cream social 1-3 fire hall
Parade
Open house

Meeting adjourned at 6:16 pm, motioned by Lazarz second by Sansom, all ayes.

Next Meeting: September 19, 2016

DRAFT



Approved: _____

**MEETING OF
AUGUST 25, 2016**

**RECORD OF THE PROCEEDINGS OF THE MEETING OF THE BOYNE CITY
AIRPORT ADVISORY BOARD HELD AUGUST 25, 2016**

CALL TO ORDER

Vice Chair Sutliff called the meeting to order at **4:10 p.m.** followed by the pledge of allegiance.

**ROLL CALL
ATTENDANCE**

Present: Richard Bouters, Brian Harrington, Oral Sutliff Rod Cortright ,*
Absent: *Bud Chipman * Larry Trumble *Jim Kozlowski* Leon Jarema ,Jerry Schmidt
**Ex Officio Members*
Citizens:
Staff: Airport Manager/City Manager, Michael Cain

**EXCUSED ABSENCES
MOTION**

Moved by **Harrington** Seconded by **Sutliff PASSED UNANIMOUSLY** to excuse Jerry Schmidt.

**APPROVAL OF MINUTES
MOTION**

Motion by **Sutliff** Seconded by **Harrington PASSED UNANIMOUSLY** to approve the minutes from **June 23, 2016** as written.

CORRESPONDENCE

NONE

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

NONE

COMMITTEES

NONE

UNFINISHED BUSINESS

- A. Airport Pavement Markings:** This project has been completed and the city is awaiting the final billing from MDOT.
- B. Runway Distance Markers:** This project is still in progress to be completed sometime this year.
- C. Airport Property Request:** No new progress at this time.
- D. Vacancy on Board:** The board discussed this topic and the search for a candidate will continue.

- E. Other:** 1. Hangar Windssock – This windssock will be replaced as soon as possible by the city. It provides an important wind indicator for aircraft landing from the West. 2. Airport Inspection Items – 6 items remain to be taken care of by the city which will be completed in a timely manor. 3. Crew Car Donations – A report regarding the amount of donations received for use of the Airport Crew Car will be forthcoming from the City.

NEW BUSINESS

- A. Hangar A-18 (City Operated) available for rent:** This hangar is available and the city will contact waiting list parties, advertise on the City website & Face book. A notice will go on the Airport Face Book page as well.
- B. Hangar Inspection Results:** The board review and discussed the results from the August 18, 2016 Hangar inspections. Letters will be sent by the city to tenants of hangars found to be non-compliant with their lease agreements.
- C. Insurance Renewal:** Moved by **Harrington** Seconded by **Sutliff** **PASSED UNANIMOUSLY** to recommend that the City Commission renew the Airport Insurance Policy with AVsurance Corporation for the \$1657.00 annual premium.
- D. Drag Race – 9/4/2016:** Planning for this event is in progress. Contributions this year from funds raised will include Boyne City EMS and the Boyne City Fire Department.
- E. Other:** 1. Fuel Farm Alarm issues: Due to fuel tank condensation the tank alarm system has been activated a number of times this summer. The City is working with the alarm company to remedy this issue. 2. 2016 Business Expo. The Expo will take place in November at Boyne Mountain. The city has reserved booth space to include an Airport exhibit. Planning for this event will be on the agenda for the September meeting.

GOOD OF THE ORDER

- A.** The Fuel Price at the airport is \$4.04 per gallon as of August 15, 2016.
- B.** The Harbor Springs Chapter 1087 EAA sponsored a Young Eagles event on Saturday, August 20, 2016 at the Boyne City Airport. 30 young people ages 8 to 17 years received a Free airplane ride courtesy of these volunteer pilots. A big thanks to the Chapter and the time they spend introducing young people to general aviation.

ANNOUNCEMENTS NEXT MEETING MOTION

- A.** The next regular Airport Advisory Board meeting is scheduled for **September 22, 2016 at 5:30pm** at the Airport Terminal

ADJOURNMENT

- A.** The meeting was adjourned at **4:57pm** by **Vice Chair Sutliff**.

Richard L. Bouters-Secretary _____

draft

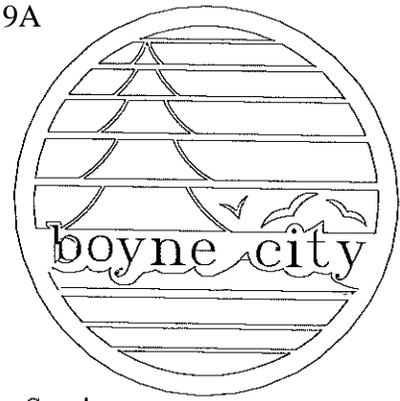
CITY OF BOYNE CITY

To: Michael Cain, City Manager

From: Scott McPherson, Planning Director *SM*

Date: September 13, 2016

Subject: SAW Grant Acceptance\Proposal For Engineering Services

**Background**

As approved by the City Commission at their regular meeting on November 12, 2013 a Storm Water Management and Wastewater (SAW) grant application, prepared with assistance from C2AE, was submitted to the MDEQ. This fall the City received notice that the City has become eligible for this funding and formal offer of the grant is expected in October. The submitted grant request was for a total estimated project amount of \$749,373.00 of which the City would be required to match 10% totaling \$74,973.00. As force account reimbursements estimated at \$16,412.00 are also grant eligible, the total out of pocket costs to the City are estimated at \$58,526.00. To implement the grant and develop the Wastewater and Stormwater Asset Management Plan and Stormwater Management Plan the City has requested and received a proposal for engineering services from C2AE.

Discussion

The MDEQ established the Strategic Water Quality Initiatives Fund (SWQIF) for the planning, design and construction of improvements for the collection and treatment of wastewater and/or stormwater systems. Its primary focus is to encourage developing asset management programs that outline cost-effective operation and maintenance measures. Through the grant program funding is provided to communities to develop Wastewater Management Plans (WAMP), Stormwater Asset Management Plans (SAMP), and Stormwater Management Plans (SWMP). In addition to the development of the plans the purchase of computer hardware, software and training to develop and maintain the data are also grant eligible. Approved grants will be 90% funded (10% match) up to the first 1 million dollars and 75% funded (25% match) for the second 1 million. The program was intended to be a multiyear program ending when the total fund of \$450 million dollars was exhausted. It is anticipated that this is the final year of awards from the fund. Attached for your review and consideration is a copy of the a draft proposal for Engineering services from C2AE for Engineering services for development of the SAW Waste Water and Storm Water Asset Management Plan and Stormwater Management Plan and a spread sheet breakdown showing the cost basis of the grant request. A complete copy of the submitted grant application is available for review at City Hall.

Recommendation

Approve the City manager to accept the SAW grant on behalf of the City and approve the proposal for Engineering Services from C2AE.

Options

1. Do not approve acceptance of the SAW grant.
2. Postpone action on SAW grant pending further information.
3. Other action as the Commission deems appropriate.

	Total	90% MDEQ	10% Local	Wastewater	Storm	Yr 1	Yr 2	Yr 3	Cost Basis Description
Grant Application Costs	\$ 4,000	\$ 3,600	\$ 400	\$ 200	\$ 200	\$ 400			Per approved Engineering Services agreement
Hardware	\$ 24,600	\$ 22,140	\$ 2,460	\$ 1,230	\$ 1,230	\$ 2,460			2 Laptops, 2 Desktops, 2 Servers, Large Scanner/Plotter/Copier
Software	\$ 16,200	\$ 14,580	\$ 1,620	\$ 810	\$ 810	\$ 1,620			Per IGI Quote
Training	\$ 10,600	\$ 9,540	\$ 1,060	\$ 530	\$ 530	\$ 1,060			Per IGI Quote
GPS Manhole Locations									
Sanitary Manholes	\$ 31,340	\$ 28,206	\$ 3,134	\$ 3,134		\$ 3,134			GPS Time Estimate (1 person crew)
Storm Structures	\$ 6,950	\$ 6,255	\$ 695		\$ 695	\$ 695			GPS Time Estimate (1 person crew)
Manhole Inventories									
Sanitary Manholes	\$ 47,417	\$ 42,676	\$ 4,742	\$ 4,742		\$ 4,742			Inventory Time Estimate 30 minutes/structure + travel/mileage (2 person crew)
Storm Manholes & Outfalls	\$ 23,278	\$ 20,950	\$ 2,328		\$ 2,328	\$ 2,328			Inventory Time Estimate 30 minutes/structure + travel/mileage (2 person crew)
GIS Background Preparation (IGI)	\$ 6,000	\$ 5,400	\$ 600	\$ 300	\$ 300	\$ 600			IGI Quote
WAMP Create Templates & Interface for Data Input	\$ 21,660	\$ 19,494	\$ 2,166	\$ 2,166		\$ 2,166			IGI Quote
SAMP Create Templates & Interface for Data Input	\$ 17,290	\$ 15,561	\$ 1,729		\$ 1,729	\$ 1,729			IGI Quote
Sanitary Sewer Modeling, WAMP	\$ 25,000	\$ 22,500	\$ 2,500	\$ 2,500		\$ 2,500			Computer model (SSA Software) of entire sanitary system + potential future
Storm Sewer Modeling, SAMP	\$ 20,000	\$ 18,000	\$ 2,000		\$ 2,000	\$ 2,000			Computer model (SSA Software) of entire storm system + potential future
WW Plant inspection, AMP input, Process Review	\$ 40,000	\$ 36,000	\$ 4,000	\$ 4,000		\$ 4,000			Review of WWTF, Pump Stations, Asset Inventory, Input and Process Review
Sewer Televising									
C2AE Televising Bidding & Contract Admin	\$ 15,000	\$ 13,500	\$ 1,500	\$ 750	\$ 750		\$ 1,500		Cost to develop plans, specs, bid & construction administration for televising contract
Cleaning and Televising - Sanitary Sewers	\$ 153,688	\$ 138,319	\$ 15,369	\$ 15,369			\$ 15,369		Estimated Contractor Costs for Cleaning & Televising, See Cost Estimate
Cleaning and Televising - Storm Sewers	\$ 163,350	\$ 147,015	\$ 16,335		\$ 16,335		\$ 16,335		Estimated Contractor Costs for Cleaning & Televising, See Cost Estimate
C2AE Televising Inspection (1/2 time)	\$ 28,000	\$ 25,200	\$ 2,800	\$ 1,400	\$ 1,400		\$ 2,800		Cost for C2AE on site time for monitoring sewer televising
Input Televising Data Into GIS	\$ 15,000	\$ 13,500	\$ 1,500	\$ 750	\$ 750		\$ 1,500		Importing televising data (size, material, tap locations, structural condition, defects) into GIS
Level of Service Determination	\$ 5,000	\$ 4,500	\$ 500	\$ 250	\$ 250			\$ 500	Assistance to the City in determining level of service (see application)
Revenue Structure Review	\$ 25,000	\$ 22,500	\$ 2,500	\$ 2,500				\$ 2,500	Includes budget for assistance from a financial advisor
Capital Improvement Planning	\$ 15,000	\$ 13,500	\$ 1,500	\$ 750	\$ 750			\$ 1,500	Developing cost opinions for various capital improvements determined by AMP
Stormwater Management Plan	\$ 25,000	\$ 22,500	\$ 2,500		\$ 2,500			\$ 2,500	BMP's and Report per MDEQ requirements (Appendix D)
Stormwater Ordinance Assistance	\$ 10,000	\$ 9,000	\$ 1,000		\$ 1,000			\$ 1,000	Engineering/Legal Services for Stormwater Ordinance Development??
Total Estimated	\$ 749,373	\$ 674,435	\$ 74,937			\$ 29,434	\$ 37,504	\$ 8,000	
Force Account - Structure Locating/Inventory	\$ 18,235	\$ 16,412				\$ 16,412			
		Reimbursement							
Total Project Cost	\$ 767,608								
Total Grant Application Amount		\$ 690,847							
Total Out of Pocket			\$ 74,937	\$ 41,380	\$ 33,557	\$ 29,434	\$ 37,504	\$ 8,000	Total Costs not including Reimbursable Force Account Labor
Less Reimbursed Force Account			\$ 16,412	\$ 8,206	\$ 8,206	\$ 16,412	\$ -	\$ -	Reimbursable Force Account Labor
Net Effective Out of Pocket Costs			\$ 58,526	\$ 33,175	\$ 25,351	\$ 13,022	\$ 37,504	\$ 8,000	Total Net Out of Pocket Costs after Reimbursement

A map of the proposed planning area is included in this Attachment. The proposed planning area roughly coincides with the City of Boyne City jurisdictional boundaries, but also includes some areas adjacent to the City that contribute stormwater flow to the City system.

B. Activities to be Funded with SAW Grant Assistance (Scope of Work)

Additional detailed information can be found in the Scope of Services section of the Engineering Services Agreement (Attachment 06). A summary of the activities include:

1. Asset Management Planning for Wastewater and Stormwater

- Purchase of hardware, software and training for a GIS system. The City currently has a partially completed GIS mapping system developed for its wastewater and stormwater collection utilities. The current system is outdated however, with the GIS software being 8 years old, and hardware is similarly outdated. The purchase of new hardware and software is critical to the City in maintaining and updating its GIS system. The purchase of asset management planning software is not anticipated as the MDEQ spreadsheet will be utilized.
- Field data collection of sanitary and storm collection system assets (manholes, catch basins, outfalls) via GPS survey. This will be a combined effort between the consulting engineer and City staff. The City has many of its assets already mapped by GPS, so the work would be limited to collecting location information on those assets not already mapped.
- Inventory and condition assessment (NASSCO MACP Certified Personnel) of Sanitary Sewer and Storm Sewer system assets (manholes, catch basins, outfalls). This will be a combined effort between the consulting engineer and City staff.
- Inventory and condition assessment of assets at the Wastewater Treatment Facility.
- Condition assessment of select sanitary sewers and storm sewers via contracted CCTV inspection in accordance with NASSCO PACP requirements. Approximately 50% of the sanitary system has been identified for televising and approximately 67% of the storm sewer system has been identified for televising. It is understood that televising of sewers less than 20 years old is not grant eligible and none are proposed under this project.
- Input of all collected location and inventory data into the GIS and AMP databases.
- Modeling of the sanitary sewer and stormwater collection systems utilizing Autodesk Storm and Sanitary Analysis (SSA) software.
- Level of Service (LOS) determination for the City's utilities.
- Determination and ranking of criticality of assets for the sanitary sewer collection system, WWTP and storm sewer collection system.
- Development of operation and maintenance strategies for optimizing operations.

- Revenue structure development, including a 5 year plan for closing any funding gap, if a gap is identified.
- Capital improvement planning for both wastewater and stormwater systems.
- Asset Management Plan deliverables in accordance with the SAW grant requirements for wastewater and stormwater systems.

2. Stormwater Management Plan

The Stormwater Management Plan work will build upon many of the items completed under the Asset Management Plan, and will meet the requirements of the “SAW Stormwater Management Plan” outlined in Appendix D of the application. The following items will be completed as a part of the SWMP:

- a. A description and map of the jurisdictional boundaries and the area to be covered by the plan.
- b. A description of the major components of the stormwater system, including sewershed and watershed boundary and internal sub-boundaries, surface water hydrology, mapping of stormwater conveyance (pipes and channels), existing storage, regulatory or other mapped floodplains, flood control facilities and treatment components.
- c. A description of publically owned BMPs and private BMPs that significantly affects the stormwater system.
- d. A description of all stormwater sources and all known stormwater related water quality problems within the planning area (including surface flooding, hydraulic restriction, erosion, water quality, etc.).
- e. Recommendations and an analysis of projects to correct stormwater and known stormwater related water quality problems.
- f. This includes project identification, preliminary sizing and description of proposed activities. Proposed activities could consist of capital improvements (i.e. culvert replacement, channel modification, structural BMPs, etc.) or changes to inspection or maintenance activities (i.e. stream bank assessments, detention basin inspections, floodplain or floodway encroachment surveys, etc.).
- g. Provide estimated operation, maintenance and capital costs for all recommendations.
- h. A timeline for implementation of the plan. The extent of the timeline is at the applicant’s discretion (i.e., 5-year, 10-year, etc.).
- i. A general maintenance plan.
- j. A general description of land use percentages.

Proposal for Engineering Services SAW Wastewater and Stormwater Asset Management Plans and Stormwater Management Plan

Presented to:
City of Boyne City, Michigan

November 12, 2013





November 12, 2013

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

Re: Professional Engineering Services Agreement – MDEQ SAW Grant Program
Wastewater and Stormwater Asset Management Plans and Stormwater Management Plan

Dear Mr. Cain:

The City of Boyne City is submitting a grant application through the MDEQ Stormwater, Asset Management and Wastewater (SAW) program. C2AE is pleased to provide this proposal for the development of Wastewater and Stormwater Asset Management Plans and a Stormwater Management Plan, should the City's MDEQ SAW Grant Application be successful. This proposal forms the basis for the engineering scope of services and costs for the SAW Grant Application.

C2AE will be utilizing InfoGeographics, Inc. (IGI), a Traverse City based GIS specialty firm, as a subconsultant for the completion of some the GIS specific work of this project.

If this proposal, including the Standard Contract Provisions, is acceptable, please indicate authorization to proceed by signing and returning one copy to our office. This agreement will only become effective upon the City's signing of a SAW Grant Agreement with the MDEQ.

We appreciate this opportunity to serve the City of Boyne City with this application.

Very Truly Yours,

AUTHORIZED

C2AE

CITY OF BOYNE CITY

BY: _____

DATE: _____

Larry Fox, PE
Principal, Director of Michigan Municipal Infrastructure

LMF/kb



Statement of Understanding.....	1
Scope of Services.....	3
A. Asset Management Plan for Wastewater.....	3
B. Asset Management Plan for Stormwater.....	7
C. Stormwater Management Plan.....	9
Fee and Schedule.....	11
Standard Contract Provisions.....	12
Appendix – Subconsultant Quotes	



The City of Boyne City is submitting a grant application to the MDEQ SAW program for the preparation of a Wastewater Asset Management Plan (WAMP), Stormwater Asset Management Plan (SAMP) and a Stormwater Management Plan (SWMP). This proposal for engineering services, along with separate cost opinions for system hardware, sewer cleaning/televising and force account services form the basis for the scope of work and total amount of funds requested via the SAW Grant application.

The items of work for the Asset Management Plans shall meet the requirements of the SAW Grant Asset Management Plan documentation for sanitary and stormwater systems found in Appendix C of the Application, as well as anticipated future NPDES permit requirements for asset management plans. This includes the following work:

- Completion of an asset inventory and condition assessment
- Determination of the level of service the utility wants to provide
- Determination and ranking of the criticality of the various assets
- Development of operation and maintenance strategies and revenue structure (WW only)
- Long term funding and capital improvement planning

Our path to develop these components is detailed below. This path is structured around a basic strategy that will produce the grant deliverables and allow the system and data to be used for these purposes in a long term fashion, and for other purposes that may arise in the future. In this sense, the C2AE Team is proposing a solution that is sustainable, scalable, and highly useful. The basic strategy is to:

- Build (or enhance) a Geographic Information System (GIS) for the City that will be the repository of all asset management and system modeling information.
- Use data in the GIS to populate asset management information in the Wastewater and Stormwater Asset Management Plan spreadsheets via an integration process.
- Allow annual capital improvement planning to be accomplished through updating of the asset management data from the GIS and minimal changes to the spreadsheets.
- Use data in the GIS as a source to run the necessary modeling software to support project demands, and to update the models in the future.
- Provide training to use and maintain the asset management spreadsheets and GIS in an ongoing fashion.

The MDEQ “Asset Management Guidance for Wastewater and Stormwater Systems”, along with the Appendix C information and Guidance were utilized as the basis for developing the Scope of Services for the Asset Management Plan preparation.

It is intended to use MDEQ’s basic asset management spreadsheet to organize the information and produce the Capital Improvement plan and budget input data. This spreadsheet will be augmented to allow the efficient integration of data from the GIS database.

The Stormwater Management Plan work will build upon many of the items completed under the Asset Management Plan, and will meet the requirements of the “SAW Stormwater Management Plan” outlined in Appendix D of the application. The following items will be completed as a part of the SWMP:

1. A description and map of the jurisdictional boundaries and the area to be covered by the plan.
2. A description of the major components of the stormwater system, including sewershed and watershed boundary and internal sub-boundaries, surface water hydrology, mapping of stormwater conveyance (pipes and channels), existing storage, regulatory or other mapped floodplains, flood control facilities and treatment components.
3. A description of publically owned BMPs and private BMPs that significantly affects the stormwater system.
4. A description of all stormwater sources and all known stormwater related water quality problems within the planning area (including surface flooding, hydraulic restriction, erosion, water quality, etc.).
5. Recommendations and an analysis of projects to correct stormwater and known stormwater related water quality problems.
 - a. This includes project identification, preliminary sizing and description of proposed activities. Proposed activities could consist of capital improvements (i.e. culvert replacement, channel modification, structural BMPs, etc.) or changes to inspection or maintenance activities (i.e. stream bank assessments, detention basin inspections, floodplain or floodway encroachment surveys, etc.).
 - b. Provide estimated operation, maintenance and capital costs for all recommendations.
6. A timeline for implementation of the plan. The extent of the timeline is at the applicant's discretion (i.e., 5-year, 10-year, etc.).
7. A general maintenance plan.
8. A general description of land use percentages.

C2AE (and sub-consultants) will provide the following scope of services for the development of the Boyne City Sanitary Asset Management Plan, Stormwater Asset Management Plan and Stormwater Management Plan

A. Appendix “C” – Asset Management Plans for Wastewater

1. Hardware, Software and Training

A. Hardware: The City plans to purchase hardware directly through a preferred vendor to run the GIS system. The costs of the hardware purchases are not included in this proposal, but are included elsewhere in the grant application.

B. Software: GIS software purchase is included in this agreement and will be provided by InfoGeographics, Inc. (IGI), who will be a subconsultant to C2AE. IGI is an authorized Esri retailer who will provide the software and install it on the City's equipment. The software will include the following:

- 1 Each - Esri ArcGIS for Desktop Standard License w/ remote set-up
- 2 Each - Esri ArcGIS for Desktop Basic Single Use License w/ remote set-up
- 1 Each - Esri ArcGIS 3D Analyst License w/ remote set-up
- 1 Each - GeoConnector-InfoGeographics AMP Updating Software w/ remote set-up

C. Training: Training on the software is also included under this proposal, to be provided by IGI. The following training will be provided:

- ArcGIS General Use Training w/1 day remote follow up support
- ArcGIS Editing Training w/1 day remote follow up support
- WAMP Database Training
- SAMP Database Training

2. Asset Inventory and Condition Assessment

A. Base Mapping: InfoGeographics, Inc. (subconsultant) will acquire all existing base map information and develop the initial base mapping for GIS creation. The base map will be set to work with direct import of surveyed asset locations and inventory information.

B. GPS Manhole Locations: C2AE will utilize GPS survey grade instruments to collect horizontal and vertical location/elevation information for sanitary manholes and other sanitary collection system assets (to be completed in conjunction with stormwater system assets) . The accuracy of collected information will be to 0.2' horizontal and 0.2' vertical. The City will provide personnel to locate and mark existing sanitary assets in advance of the GPS survey.

C. Manhole Inventory: C2AE will provide a two person crew to complete an inventory of sanitary manholes and other sanitary system assets (to be done in conjunction with stormwater assets). The inventories shall include a condition assessment in accordance with NASSCO's MACP requirements, and shall also include information on direction, size, invert elevation and materials for all sanitary sewers entering/exiting the structure, as can be determined from the surface without confined space entry. The City will

provide an additional person to assist with the inventories.

- D. GIS Data Entry: InfoGeographics will create a template and interface for automatic data loading into the GIS map database. This will include field data loading and support, MH numbering, pipe network development, support integration with the WAMP asset spreadsheet and support output to WAMP modeling.
- E. Aerial Mapping and Ground Control: C2AE will utilize the City's existing aerial mapping data for the creation of a sanitary (and stormwater) system model, including drainage district delineation. No additional mapping is anticipated.
- F. Sanitary Collection System Model: C2AE will utilize the information collected in Items A through E above to create a computerized model of the sanitary sewer collection system. The model will be developed in Autodesk Storm and Sanitary Analysis (SSA) software. The model will provide information regarding existing sewer system hydraulic capacities and will be utilized to determine necessary capital improvement planning.
- G. Sanitary Sewer Cleaning and Televising Plans, Specifications and Contract Administration: Based on the GIS mapping and modeling information developed above, C2AE will prepare bid plans and specifications for the internal televising of select portions of the Boyne City sanitary sewer system. The portions of the sewer system intended to be televised are those where the sewers are at least 20 years old and will focus on the known problem areas. The actual televising work will be performed in accordance with NASSCO's PACP requirements by a televising contractor under direct contract with the City. C2AE will prepare plans, specifications, assist with the bid opening and contract award, and complete construction contract administration services for the televising work. It is anticipated that televising of both sanitary and storm sewers will be performed under a single televising contract.
- H. Sanitary Sewer Televising Observation Services: C2AE will provide on-site observation services (approximately ½ time) during the contractor televising work.
- I. Asset Data Import into AMP Spreadsheet: C2AE and IGI will import the inventory and televising data to populate the asset management spreadsheet. The spreadsheet will include the individual sanitary sewer pipeline condition ratings assessments as well as suitability for future use (capacity). It is anticipated that the MDEQ asset management spreadsheet will be utilized.
- J. Wastewater Plant and Pump Station Asset Inventory: C2AE will also complete inventories of the major assets of the wastewater treatment facility and pump stations. The inventory will include following work efforts:
 - 1) Review of existing plans and specifications
 - 2) Review of existing O&M manuals and equipment shop drawings
 - 3) Field review of structures, process equipment, mechanical equipment, electrical and controls.
 - 4) Assess component condition – visual inspection
 - 5) Interview operating staff
 - 6) Input of collected data into the asset management spreadsheet

3. Level of Service Determination

- A. Public Information: C2AE will assist the City in determining the level of service desired for the operation and maintenance of the City's sanitary and stormwater system. Level of Service (LOS) defines the way in which the utility stakeholders want the utility to perform over the long term. The LOS can include any technical, managerial, or financial components the utility wishes, as long as all regulatory requirements are met. The LOS will become a fundamental part of how the utility is operated. C2AE will assist the City in collecting public input at public information meetings and City Council meetings and via other means as determined by the City. C2AE will then utilize the determined level of service in the development of the Asset Management Plan and associated costs.
- B. Mission Statement: It is important for the utility to communicate with its customers to avoid confusion, bad feelings, accusations of improper operation, and to make clear what the customer's expectations should be. C2AE will assist the City's Asset Management Team to develop a LOS Mission Statement to help focus efforts on what an Asset Management Plan should accomplish and how to be most cost effective while meeting customer expectations and complying with local, state, and federal regulations. The LOS Mission Statement will address the service areas, identify any deficiencies, and set goals for improvement.
- C. Additional Considerations: C2AE will work with the City in addressing the following items when developing the LOS for the system, as applicable:
 - 1) What is the LOS goal for health, safety, and security?
 - 2) How often is the system out of compliance with regulations?
 - 3) Are the operators properly certified?
 - 4) How does the utility stay aware of and prepare for new regulations?
 - 5) Do you share your LOS statement with your customers?
 - 6) How do you track and respond to customer needs/complaints?
 - 7) Can the current process be improved?
 - 8) How quickly does the utility respond to customer issues?
 - 9) Is maintenance being deferred to save money?
 - 10) How much will the improvements cost and how will they be funded?
 - 11) Are assets being properly maintained to insure they are in reliable working condition?
 - 12) What areas within the system are most important to insure the best LOS possible?
 - 13) When considering a preferred LOS, are asset age and life cycles, asset conditions, funding availability, etc. being factored in?
 - 14) How often will the LOS statement be reviewed in order to capture changes such as funding availability (growth and decline), regulatory requirements, demand of customers (increases/decreases in customers), and physical deterioration of assets (addressing maintenance)?
 - 15) Are O&M activities being maximized to meet the LOS goals?

4. Determination and Ranking of the Criticality of Assets

- A. Criticality Determination and Ranking: Based on the asset inventory information (including computer model) C2AE will assist the City in determining the criticality of each of the assets in the City's sanitary sewer collection system, pump stations and wastewater treatment facility. The criticality analysis will include a determination of the probability of failure, as well as all of the consequences associated with that failure. To determine the probability of failure, C2AE will evaluate a number of factors including: asset age, condition of asset, failure history, historical knowledge, experiences with that type of asset in general, maintenance records, and knowledge regarding how that type of asset is likely to fail. The criticality of each asset will be input into the AMP spreadsheet based a performance rating. An analysis of different assets will reveal which asset has the highest criticality factor and, therefore, which asset would require the most attention either for repair or replacement.

5. Development of Operation and Maintenance Strategies and Revenue Structure

- A. Operation and Maintenance Strategies: The manner and level of which an asset is maintained has a bearing on the operational condition and service life of an asset. The previously developed asset inventory and prioritization will guide the creation of a matrix containing asset major maintenance and replacement needs by year. Discussion regarding various maintenance strategies and costs will be conducted with the City staff. Annual O,M&R costs will be included in the asset analysis.
- B. Revenue Structure: C2AE will complete a review of the City's sewer system revenue structure to accommodate the results of the Asset Management Plan, including Capital Improvement Plans. C2AE will provide recommendations for a 5 year plan to implement changes to the rate structure to close any funding gap, should one be identified. C2AE's budget includes utilizing a financial advisor and/or auditor in completing this review.

6. Long Term Funding and Capital Improvement Planning

- A. Capital Improvement Plan: C2AE will assist the City in developing a long-term Capital Improvement Plan (CIP), which will look at the utility's needs for the future. We anticipate a planning period of 20 years. Capital improvement projects are projects that the utility has an extended period of time to plan for and are projects that usually cover high cost, non-recurring items.

The following categories of capital improvements will be considered:

- 1) Capital Needs Related to Future/Upcoming Regulations
- 2) Capital Needs Related to Major Asset Replacement
- 3) Capital Needs Related to System Expansion
- 4) Capital Needs Related to System Consolidation or Regionalization
- 5) Capital Needs Related to Improved Technology

The Capital Improvement plan will first identify the desired projects and their anticipated costs. Once project costs are identified, C2AE will work with the City to identify and evaluate possible methods of funding these improvements, and include them in the revenue structure analysis if applicable.

7. Wastewater Asset Management Plan Deliverables

The following project deliverables will be provided as a part of this work;

- Completion of the Asset Management Plan that meets the requirements of the MDEQ SAW program Appendix C and NPDES permit requirements within 3 years of the grant agreement.
- Development of 5-year revenue plan to eliminate the funding gap identified in the AMP, with submittal of a draft funding/revenue plan to the MDEQ within 2-1/2 years of the grant agreement.
- Recommendations to the City based on the 5 year revenue plan to provide a minimum initial rate increase to close at least 10 percent of the funding gap. The first rate increase must be adopted by the City and implemented within three years of the executed grant.
- Assisting the City with certification that all grant activities have been completed at the end of three years and submit a copy of the final 5-year plan with the certification.
- Providing all electronic GIS and AMP files to the City.

B. Appendix “C” – Asset Management Plans for Stormwater

1. Hardware, Software and Training

- A. Hardware: As described in the Wastewater Asset Management Plan section.
- B. Software: Hardware: As described in the Wastewater Asset Management Plan section.
- C. Training: Hardware: As described in the Wastewater Asset Management Plan section.

2. Asset Inventory and Condition Assessment

- A. Base Mapping: As described in the Wastewater Asset Management Plan section.
- B. GPS Manhole, Catch Basin and Outlet Locations: C2AE will utilize GPS survey grade instruments to collect horizontal and vertical location/elevation information for storm manholes, catch basins and storm outlets and other stormwater system assets. The accuracy of collected information will be to 0.2' horizontal and 0.2' vertical. The City will provide personnel to locate and mark existing stormwater assets in advance of the GPS survey.
- C. Manhole Inventory: C2AE will provide a two person crew to complete an inventory of storm manholes and storm outlets (catch basin inventories are not anticipated) and other stormwater system assets. The inventories shall include a condition assessment in accordance with NASSCO's MACP requirements, and shall also include information on direction, size, invert elevation and materials for all storm sewers entering/exiting the structure, as can be determined from the surface. The City will provide an additional person to assist with the inventories.
- D. GIS Data Entry: InfoGeographics will create a template and interface for automatic data loading into the GIS map database. This will include field data loading and support, MH

numbering, pipe network development, support integration with the SAMP asset spreadsheet and support output to SAMP modeling.

- E. Aerial Mapping and Ground Control: C2AE will utilize the City's existing aerial mapping data for the creation of a stormwater (and sanitary) system model, including drainage district delineation. No additional mapping is anticipated.
- F. Stormwater Model: C2AE will utilize the information collected in Items A through E above to create a computerized model of the stormwater system. The model will be developed in Autodesk Storm and Sanitary Analysis (SSA) software. The model will provide information regarding existing sewer system hydraulic capacities and will be utilized to determine necessary capital improvement planning and also BMP location and sizing under the SWMP section.
- G. Storm Sewer Televising Plans, Specifications and Contract Administration: Based on the GIS mapping and modeling information developed above, C2AE will prepare bid plans and specifications for the internal televising of select portions of the Boyne City storm sewer system. The actual televising work will be performed in accordance with NASSCO's PACP requirements by a televising contractor under direct contract with the City. C2AE will prepare plans, specifications, assist with the bid opening and contract award, and complete construction contract administration services for the televising work. It is anticipated that televising of both sanitary and storm sewers will be performed under a single televising contract.
- H. Storm Sewer Televising Observation Services: C2AE will provide construction observation services (approximately ½ time) during the contractor televising work.
- I. Asset Data Import into AMP Spreadsheet: C2AE and IGI will import the inventory and televising data to populate the asset management spreadsheet. The spreadsheet will include the individual storm manhole and pipeline condition ratings assessments as well as suitability for future use (capacity). It is anticipated that the MDEQ asset management spreadsheet will be utilized.

3. Level of Service Determination

- A. See LOS description under the Wastewater Asset Management Planning. The storm system LOS will be completed at the same time with the same elements.

4. Determination and Ranking of the Criticality of Assets

- A. Criticality Determination and Ranking: Based on the asset inventory information (including computer model) C2AE will assist the City in determining the criticality of each of the assets in the City's stormwater collection system. The criticality analysis will include a determination of the probability of failure, as well as all of the consequences associated with that failure. To determine the probability of failure, C2AE will evaluate a number of factors including: asset age, condition of asset, failure history, historical knowledge, experiences with that type of asset in general, maintenance records, and knowledge regarding how that type of asset is likely to fail. The criticality of each asset will be input into the AMP spreadsheet based a performance rating. An analysis of

different assets will reveal which asset has the highest criticality factor and, therefore, which asset would require the most attention either for repair or replacement.

5. Development of Operation and Maintenance Strategies

- A. Operation and Maintenance Strategies: The manner and level of which an asset is maintained has a bearing on the operational condition and service life of an asset. The previously developed asset inventory and prioritization will guide the creation of a matrix containing asset major maintenance and replacement needs by year. Discussion regarding various maintenance strategies and costs will be conducted with the City staff. An attempt will be made to identify these annual costs for inclusion in the asset analysis.

6. Long Term Funding and Capital Improvement Planning

- A. Capital Improvement Plan: C2AE will assist the City in developing a long-term Capital Improvement Plan (CIP), which will look at the utility's needs for the future. We anticipate a planning period of 20 years. Capital improvement projects are projects that the utility has an extended period of time to plan for and are projects that usually cover high cost, non-recurring items.

The following categories of capital improvements will be considered:

- 1) Capital Needs Related to Future/Upcoming Regulations
- 2) Capital Needs Related to Major Asset Replacement
- 3) Capital Needs Related to System Expansion
- 4) Capital Needs Related to System Consolidation or Regionalization
- 5) Capital Needs Related to Improved Technology

The Capital Improvement plan will first identify the desired projects and their anticipated costs. Once project costs are identified, C2AE will work with the City to determine possible methods of funding these improvements.

7. Stormwater Asset Management Plan Deliverables

The following project deliverables will be provided as a part of this work;

- Completion of the Asset Management Plan that meets the requirements of the MDEQ SAW program Appendix C.
- Assisting the City with certification that all grant activities have been completed at the end of three years.
- Providing all electronic GIS and AMP files to the City

C. Appendix D – Stormwater Management Plan (SWMP)

The Grant Application Appendix D and Guidance information was used as the basis for developing the Scope of Services for the SWMP portion of the work.

C2AE will assist the City in the development of a SAW Stormwater Management Plan as outlined in Appendix D of the SAW Grant Application. The SWMP will consist of the following items.

1. **Planning Area Map:** A description and map of the jurisdictional boundaries and the area to be covered by the plan. The planning area will be hydrologically based and include the entire collection and conveyance system (open and closed) as well as the contributing area. The map will be generated from the GIS storm sewer system map developed under the Asset Management Plan Development.
2. **Land Use:** Land use information will be provided in the base mapping, and a general description of land use percentages will be included in the plan. Land use will be a factor in completing the runoff calculations.
3. **Description of Major Components:** A description of the major components of the stormwater system and/or country drainage district, including sewershed and watershed boundary and internal sub-boundaries, surface water hydrology, mapping of stormwater conveyance (pipes and channels), existing storage, regulatory or other mapped floodplains, flood control facilities and treatment components will be developed.
4. **Description of BMP's:** A description of publically owned BMPs and private BMPs that significantly affects the stormwater system will be developed and included.
5. **Sources and Quality Problems:** A description of all stormwater sources and all known stormwater related water quality problems within the planning area (including surface flooding, hydraulic restriction, erosion, water quality, etc.) will be developed and included in the plan.
6. **Recommendations:** Recommendations and an analysis of projects to correct stormwater and known stormwater related water quality problems will be included in the plan. This includes project identification, preliminary sizing and description of proposed activities. Proposed activities may consist of capital improvements or changes to inspection or maintenance activities. An estimate of operation, maintenance and capital costs will be included for all recommendations, as well as project prioritization for implementation.
7. **Implementation Timeline:** A timeline for implementation of the capital improvement plan will be developed based on potential funding sources.
8. **Maintenance Plan:** A general maintenance plan will be developed and included in the plan.
9. **Stormwater Ordinance:** C2AE will assist the City in the development of a Stormwater Ordinance for consideration by the City Council. C2AE has included assistance from the City Attorney in the fee for ordinance development.
10. **Submittal:** C2AE will provide draft and final copies of the SWMP for review and approval by the MDEQ.



The engineering fees to complete the work as described in the Scope of Services are detailed below.

WAMP, SAMP and SWMP Development Costs

Compensation for our services shall be on a time and material basis, with a total estimated cost within the following general categories, as follows:

	<u>Total</u>	<u>WAMP</u>	<u>SAMP</u>	<u>SWMP</u>
Software (through InfoGeographics)	\$16,200	\$8,100	\$8,100	\$0
Training (by InfoGeographics)	\$10,600	\$5,300	\$5,300	\$0
GPS Collection System Asset Locations	\$38,290	\$31,340	\$6,950	\$0
Manhole Inventories	\$70,695	\$47,417	\$23,278	\$0
GIS Mapping and AMP Data Input	\$44,950	\$24,660	\$20,290	\$0
Sewer System Modeling	\$45,000	\$25,000	\$20,000	\$0
WW Plant Inspection, AMP Input	\$40,000	\$40,000	\$0	\$0
Sewer Cleaning & Televising Bid Package Preparation and Administration	\$15,000	\$7,500	\$7,500	\$0
Sewer Televising Observation	\$28,000	\$14,000	\$14,000	\$0
Sewer Televising Data Input into GIS	\$15,000	\$7,500	\$7,500	\$0
Level of Service Determination Assistance	\$5,000	\$2,500	\$2,500	\$0
Capital Improvement Planning	\$15,000	\$7,500	\$7,500	\$0
Revenue Structure Review	\$25,000	\$25,000	\$0	\$0
Stormwater Management Plan	\$25,000	\$0	\$0	\$25,000
Stormwater Ordinance Assistance	<u>\$10,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$10,000</u>
Total C2AE and Subconsultant Fees	\$403,735	\$245,817	\$122,918	\$35,000

SCHEDULE

The project schedule will be worked out with the City upon authorization of the work, and will be based on meeting the SAW Grant requirements and the City's budgetary constraints.



The parties to this agreement, C2AE, Lansing, Gaylord, Grand Rapids, Escanaba, and Kalamazoo, Michigan, hereinafter called the A|E CONSULTANT and the City of Boyne City, Michigan, hereinafter called the OWNER, hereby agree to the following conditions:

- A. Limit of Scope: The services provided by the A|E CONSULTANT shall be limited to those described in the Scope of Services.
- B. Changed Conditions: If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the A|E CONSULTANT are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, the A|E CONSULTANT may call for renegotiation of appropriate portions of this Agreement. The A|E CONSULTANT shall notify the OWNER of the changed conditions necessitating renegotiation, and the A|E CONSULTANT and the OWNER shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
- C. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt.
- D. Standard of Care: In providing services under this Agreement, the A|E CONSULTANT will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Upon notice to the A|E CONSULTANT and by mutual agreement between the parties, the A|E CONSULTANT will without additional compensation, correct those services not meeting such a standard.
- E. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the A|E CONSULTANT has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the A|E CONSULTANT's opinions of probable construction costs are made on the basis of the A|E CONSULTANT's professional judgment and experience. The A|E CONSULTANT makes no warranty, express or implied, that the bids or the negotiated cost of the work will not vary from the A|E CONSULTANT's opinion of probable construction cost.
- F. Schedule for Rendering Services: The A|E CONSULTANT shall prepare and submit for OWNER approval a schedule for the performance of the A|E CONSULTANT's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's consultants, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or size of the project requested by the OWNER, or for delays or other causes beyond the A|E CONSULTANT's reasonable control.
- G. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, work sheets, plans, preliminary material tables, supportive data, documents and other materials produced by the A|E CONSULTANT in the course of and for the purpose of meeting this contract are the property of the A|E CONSULTANT, and shall remain in the possession of the A|E CONSULTANT. The OWNER shall have access to the above named material during normal business hours of the A|E CONSULTANT during and after completion of this contract. The OWNER may obtain copies of any of the above named material. Copies of electronic media may be obtained by the OWNER via execution of this Agreement. (See Alteration and Reuse of CAD Information provision of this Agreement.)
- H. Alteration and Reuse of CAD Information: Because computer aided design/drafting (CAD) information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, the A|E CONSULTANT reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the A|E CONSULTANT in CAD form. Copies shall be for information and used by the OWNER for the specific purpose for which the A|E CONSULTANT was engaged. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the A|E CONSULTANT harmless, from all claims, injuries, damages, losses, expenses, and attorneys fees arising out of the unauthorized modification of these materials.

- I. Payment Terms: Invoices will be submitted by the A|E CONSULTANT monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date.
- J. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the A|E CONSULTANT in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the A|E CONSULTANT's favor and shall be calculated on the unpaid balance from the due date of the invoice.
- K. Abandonment of Work: If any work is abandoned or suspended, the A|E CONSULTANT shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.
- L. Errors and Omissions Insurance: The A|E CONSULTANT maintains an errors and omissions insurance policy as part of normal business practice. The OWNER agrees to limit the A|E CONSULTANT's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to the A|E CONSULTANT's negligent acts, errors, or omissions, such that the total aggregate liability of the A|E CONSULTANT to all those named shall not exceed \$400,000.
- M. Indemnification: The A|E CONSULTANT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against damages, liabilities and costs arising from the negligent acts of the A|E CONSULTANT in the performance of professional services under this Agreement, to the extent that the A|E CONSULTANT is responsible for such damages, liabilities and costs on a comparative basis of fault and responsibility between the A|E CONSULTANT and the OWNER. The A|E CONSULTANT shall not be obligated to indemnify the OWNER for the OWNER's own negligence.
- N. Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the A|E CONSULTANT, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the A|E CONSULTANT shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
- O. Dispute Resolution: The OWNER agrees that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for nonbinding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. Any party hereto may initiate mediation within the time allowed for filing per State law and the parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to a court of competent jurisdiction.

Appendix

Subconsultant Quotes



InfoGeographics

Phone: (231) 995-8266 Fax: (231) 995-8267
 Email: info@InfoGeographics.com
 Web: www.InfoGeographics.com
 Address: 620 Third Street
 Traverse City, Michigan 49684

Quote/Order by: JAB 10/21/13

Ship to:

Name: Michael Cain
 Title: City Manager
 Organization: City of Boyne City
 Address: 319 N Lake Street
 City, State Zip: Boyne City, MI 49712
 Email: mcain@boynecity.com

Payment Information:

(Check or Purchase Order)

Purchase Order # _____
 (30 days net)

Tax Exempt ID # _____

Volume pricing available,
 please contact us.

Product	Number	Price	Subtotal
Esri ArcGIS for Desktop Standard License w/ remote set-up	1	\$7,000.00	\$7,000.00
Esri ArcGIS for Desktop Basic Concurrent License w/ remote set-up	0	\$3,500.00	\$0.00
Esri ArcGIS for Desktop Basic Single Use License w/ remote set-up	2	\$1,600.00	\$3,200.00
Esri ArcGIS 3D Analyst License w/ remote set-up	1	\$2,500.00	\$2,500.00
GeoConnector-InfoGeographics AMP Updating Software w/ remote set-up	1	\$2,000.00	\$2,000.00
Trimble <1' GPS with Esri Software	0	\$10,000.00	\$0.00
Tax (if applicable)			
Shipping (\$10/unit reg; \$20/unit priority)			
Total			\$14,700.00

Please Fax to IGI at (231) 995-8267 or Email/Mail to Addresses Above.
 Call us at (231) 995-8266 with any questions & **Thanks for Your Order !**



InfoGeographics

Phone: (231) 995-8266 Fax: (231) 995-8267
 Email: info@InfoGeographics.com
 Web: www.InfoGeographics.com
 Address: 620 Third Street
 Traverse City, Michigan 49684

Quote/Order by: JAB 10/21/13

Ship to:

Name: Michael Cain
 Title: City Manager
 Organization: City of Boyne City
 Address: 319 N Lake Street
 City, State Zip: Boyne City, MI 49712
 Email: mcain@boynecity.com

Payment Information:

(Check or Purchase Order)

Purchase Order # _____
 (30 days net)

Tax Exempt ID # _____

Volume pricing available,
 please contact us.

Product	Number	Price	Subtotal
ArcGIS General Use Training w/1 day remote followup support	1	\$3,300.00	\$3,300.00
ArcGIS Editing Training w/1 day remote followup support	1	\$3,300.00	\$3,300.00
ArcGIS Refresher Training w/1 day remote followup support	0	\$3,300.00	\$0.00
GPS/Trimble Field and Office Training w/1 day remote followup support	0	\$3,300.00	\$0.00
WAMP Database Annual Update Training	1	\$2,000.00	\$2,000.00
SAMP Database Annual Update Training	1	\$2,000.00	\$2,000.00
Total			\$10,600.00

Please Fax to IGI at (231) 995-8267 or Email/Mail to Addresses Above.
 Call us at (231) 995-8266 with any questions & **Thanks for Your Order !**



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 *Me*

From: Jeff Gaither, Police Chief *JG*

Date: September 9, 2016

Re: Fireworks Ordinance

The City Commission has directed staff to look at our current Fireworks Ordinance and State Laws to see if there is anything that can be done to reduce the negative issues associated with fireworks use.

I have also been approached several times by citizens asking if there is anything else we can do to control fireworks use in the city. I have had many informal complaints and anecdotal stories about fireworks going off during the late night hours.

Our current ordinance was as restrictive as state law allowed when it was passed in 2013. By Boyne City Ordinance, consumer fireworks are legal to use on the day before a holiday, on the holiday and on the day after. This discouraged some fireworks use on other days, however state law prohibited any other restrictions on fireworks use at that time.

The Michigan Legislature amended the fireworks law in 2014 allowing for local ordinances to prohibit fireworks use on the 3 "legal days" around the holidays during the hours of 1:00am to 8:00am. This change was designed to give local jurisdictions even more control of fireworks use, and if adopted here, may contribute to more peaceful nights in the city. Some of our neighboring communities have adopted the new "prohibited hours" rules including, Evangeline Township, and East Jordan.

I have attached the applicable state law to this correspondence.

Although the Police Department has not received many "called in" complaints during the 1:00am to 8:00am timeframe, I believe it would be beneficial to amend the ordinance. It would demonstrate to our citizens that we are doing everything allowed by law to keep the peace at night while still allowing plenty of time for fireworks use and enjoyment during reasonable hours.

Sec. 34-113 of the Boyne City Ordinance currently reads;

Ignition, discharge, and use of consumer fireworks.

A person shall not ignite, discharge or use consumer fireworks except for the day preceding, the day of, or the day after a national holiday, or by permit from the city commission.

Jeff Gaither, Chief of Police

RECOMMENDATION: That the City Commission direct staff to start the process to amend the City Fireworks Ordinance Sec 34-113 by adding the following sentence; *On these days the ignition, discharge, and use of Consumer Fireworks is prohibited between 1:00 A.M. until 8:00 A.M.*

Other options:

No change in the ordinance, allowing fireworks use at any time during the "legal days".

Shorten the hours of prohibited use (ex. 2:00am to 8:00am)

28.457 Local ordinances.

Sec. 7.

(1) Except as provided in this act, a local unit of government shall not enact or enforce an ordinance, code, or regulation pertaining to or in any manner regulating the sale, display, storage, transportation, or distribution of fireworks regulated under this act.

(2) A local unit of government may enact an ordinance regulating the ignition, discharge, and use of consumer fireworks, including, but not limited to, an ordinance prescribing the hours of the day or night during which a person may ignite, discharge, or use consumer fireworks. If a local unit of government enacts an ordinance under this subsection, the ordinance shall not regulate the ignition, discharge, or use of consumer fireworks on the day preceding, the day of, or the day after a national holiday except as follows:

(a) A local unit of government with a population of 50,000 or more or a local unit of government located in a county with a population of 750,000 or more may regulate the ignition, discharge, or use of consumer fireworks between the hours of 12 midnight and 8 a.m. or between the hours of 1 a.m. and 8 a.m. on New Year's day.

(b) A local unit of government with a population of less than 50,000 located in a county with a population of less than 750,000 may regulate the ignition, discharge, or use of consumer fireworks between the hours of 1 a.m. and 8 a.m.

(3) An ordinance under subsection (2) shall only impose a civil fine of not more than \$500.00 for each violation of the ordinance and no other fine or sanction.

History: 2011, Act 256, Eff. Jan. 1, 2012 ;-- Am. 2013, Act 65, Imd. Eff. June 19, 2013

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MEMORANDUM

TO: MICHAEL CAIN; CITY MANAGER 

FROM: ANDREW KOVOLSKI; PUBLIC WORKS SUPERINTENDENT 

DATE: 9/9/16

RE: AVALANCHE BIKE TRAIL HORSE CONCERNS

At the Parks and Recreation meeting on September 1, 2016; Steve Schnell gave an update on the planned trail reconstruction at Avalanche Park. Something of concern to his group is the fact that there is the occasional riding of horses in the Park. The trail building experts have stated before that Horses will cause heavy damage to a trail quickly. I personally have seen the damage caused by horses on trails not designed for their use. This was an issue a few years ago in the Pigeon River Forest. Heavy damage was done to a hiking trail by a group of riders. They have since banned horses from all but designated Horse Trails.

The Parks and Recreation Board has discussed this issue in the past but have not made any recommendation to limit or ban horses from the Park. At this meeting the board discussed this issue again and came to the consensus to recommend the City Commission allow the New Mountain Bike Trails at Avalanche Park to be closed to Horseback riding and direct staff to have signage installed as required to facilitate this action. A copy of the section of the meeting minutes dealing with this issue are attached for your review.

RECOMENDATION:

It is my recommendation that the City Commission approve the recommendation of the Parks and Recreation Commission Ban Horseback riding on the new Mountain Bike Trails at Avalanche Park and direct staff to install signage as required.

OPTIONS:

- That this matter be postponed for additional information or consideration
- That this matter be approved subject to some revision
- Other options as determined by the City Commission

Steve Schnell from the Top of Michigan Mountain Bike Association (TOMMBA) stated that a crew of four professional trail artisans, who travel all over the United States working on trails, will work with local volunteers to install the first phase of the mountain bike trail. Conklin brought up the concern regarding horses being allowed on Avalanche and asked how that would impact these trails. Steve indicated that horse traffic would be detrimental to the trail and if the use was going to be allowed, they would not go to the expense and put in all of the man hours to build this trail. The board recalled having the discussion before regarding horses in Avalanche and on riding on various trail but no formal action to deal with it ever took place because there just wasn't much use and had not really been a problem. After further discussion the general consensus was to prohibit horses on the mountain bike trail only at this time. Swift moved, Meeder seconded, PASSED UNANIMOUSLY to recommend the prohibition of horses on the mountain bike trail and sign the trail accordingly.



BOYNE CITY POLICE

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

To: Michael Cain, City Manager *Mc*

From: Jeff Gaither, Police Chief *JG*

Date: September 9, 2016

Re: Staff and Command School

As we continually strive to improve the Police Department and keep up with societal changes, training emerges as the top priority. I believe that we can give our citizens no more important resource than a highly trained police department, ready to respond to a multitude of circumstances, for the protection our community.

Our training however, is not effective if the police department's command staff is not fully trained to professionally lead our officers through the ever changing rules, laws, policies, social developments, crime trends, and community expectations.

A major step in achieving this professional leadership is having our Assistant Chief Kevin Spate attend a Police Staff and Command School.

There are 3 Staff and Command School's available in Michigan. These schools accept command officers from many different police departments and put them in a learning environment where they can receive information from experts as well as each other.

The three Michigan Staff and Command programs are at Eastern Michigan University, Michigan State University, and Northwestern University (hosted by local agencies). Many sources have recommended against the Eastern Michigan program because they have lost a large share of their funding. The MSU program requires the applicant to attend a 2 week supervisor school before attending the Staff and Command, causing more expenses and time away.

After doing much research, we have selected the Northwestern University's School of Police Staff and Command program. It is highly recommended by many members of the Michigan Association of Chiefs of Police. As noted in their course information, "this is an intensive 10 week program that prepares law enforcement managers for senior positions by uniquely combining academic principles with practical applications".

Jeff Gaither, Chief of Police

This is a very strong opportunity to develop future leaders from within the department. This opportunity ties in seamlessly with our succession plan for the police department, and leadership development at every level is essential to a successful overall mission.

The program starts in February and runs 2 weeks on and 2-3 weeks off, concluding in June. The same program was offered both in Manistee and Troy Michigan. Lodging costs at hotels were similar in both areas (about \$3500) however Kevin has relatives that he could stay with in the Troy area and would not require hotel expenses at that location. Meal money and vehicle gas will be covered by our travel and vehicle budget lines.

The tuition for the school is \$4,100. I have included this in our training budget for this year. I have attached an information sheet from the school to this letter.

RECOMMENDATION: That the City Commission approve sending Assistant Chief Kevin Spate to Northwestern University's Police Staff and Command School in February 2017, to be held Troy Michigan for a cost of \$4100 plus travel expenses and authorize Police Chief Jeff Gaither and City Manager Michael Cain, and Staff to execute the documents necessary to accomplish this.

School of Police Staff and Command

To learn more about hosting an SPSC on-site at the location of your choice, please [click here](#).

The School of Police Staff and Command (SPSC) is an intensive ten-week program that prepares law enforcement managers for senior positions by uniquely combining academic principles with practical applications.

Since the program launched in 1983, the SPSC has received enthusiastic response from executives and participants throughout the country. In 2012, the program was redesigned and the course curriculum updated to better incorporate adult- and problem-based learning models.

In order to provide flexibility for departments, the revised School of Police Staff and Command is offered on-ground at locations throughout the U.S. and around the world and is also available online.

Areas of Focus

- Budgeting
- Contemporary Policing
- Decision Making and Problem Solving
- Employee Relations
- Evaluating Products and Services
- Executive Image
- Grant Writing
- Human Resources
- Leadership and Management
- Media Relations
- Organizational Behavior
- Planning and Policies
- Project Management
- Resource Allocation
- Statistics
- Traffic

Program Outcomes

Students who successfully complete SPSC are better prepared to:

- Think globally rather than remain task-oriented
- Deliver services effectively and efficiently
- Get things done with people
- Analyze the environment
- Mitigate legal exposure
- Develop systems of accountability

Why Register for SPSC?

Improve Your Agency

Research is a key component of SPSC, and all students are required to write an objective, well-documented staff study addressing a problem or issue currently affecting the student's organization. Because the student's research project comes directly from a timely and critical issue facing that student's agency, the knowledge gained can be put to use immediately.

Build Relationships

Student interaction is an important part of the SPSC experience. Fellow students are knowledgeable and experienced public safety professionals, and course activities are designed to allow for students to learn from one another's experiences and to build relationships and develop resources that will last long after the course has ended.

Earn College Credit

Graduates of SPSC are eligible to receive 6 units of credit under the Northwestern University quarter system.

Who Should Attend?

SPSC is a dynamic police management program designed to prepare today's progressive public safety managers for senior command positions and is intended for mid- and upper-level supervisory personnel.

It is expected that participating students have at least two years of supervisory experience and are prepared to complete upper-division (i.e., junior and senior level) university course work

Upper division university course work presumes that a student has the ability to

- Write a research paper
- Perform arithmetic operations and understand elementary algebraic notation
- Read, comprehend and retain assigned materials based on textbooks, professional journals, trade magazines and other sources
- Schedule time to complete out-of-class reading and writing assignments

SPSC is not appropriate for entry-level officers, deputies or troopers. It is recommended that personnel who have recently been appointed to their first supervisory position attend NUCPS's Supervision of Police Personnel on-ground or online.

To ensure that SPSC students have sufficient time to attend class and complete out-of-class assignments, students should be released from their normal job responsibilities. Students are required to have access to the internet for grade retrieval and course communication.

Status Registration Available
Course ID MT-SPSC
Section ID 020617-TRO.MI
Session Spring 2017
Category Management Training
Days M Tu W Th F
Dates 2/06/17 - 6/16/17
Times 8.30 AM - 4:30 PM
Format Classroom

Alternate Schedule 2 weeks on, 2 weeks off, 2 weeks on, 4 weeks off, 2 weeks on, 1 weeks off, 2 weeks on, 2 week on

Course Dates

- Week 1 - February 6
- Week 2 - February 13
- Week 3 - March 6
- Week 4 - March 13
- Week 5 - April 17
- Week 6 - April 24
- Week 7 - May 8
- Week 8 - May 15
- Week 9 - June 5
- Week 10 - June 12

Agency Contact

Andy Satterfield
 satterfian@troymt.gov
 248-524-3448

Location and Map Link Troy, MI | Troy Police Department
 500 W Big Beaver Road
 Troy, MI 48084

Fee(s)	
\$ 4,100	Fee(s)
\$ 4,100	Total Fees

Need to register for someone else? C

[Back](#) [Inquire](#) [Register](#)

You must sign into your account or create a new account to add

Jeff Gaither

From: Kevin Spate
Sent: Friday, September 09, 2016 8:57 AM
To: Jeff Gaither
Subject: Staff and Command cost

Jeff,

Here are the costs involved with the up coming staff and command school.

There are several schools in Michigan. After research on the schools it seems to be that Northwestern University Center for Public Safety is the most sought after school. There are two of these schools being put on in Michigan next year. One is in Troy and the other is in Manistee.

Class cost \$4100.00

Ten weeks of school:
50 nights of hotel @ \$79.00 a night= \$3950.00

Meals:
50 days @ \$20 per day= \$1,000.00

Travel:
Staff car
Troy: 482 miles round trip

Manistee: 240 miles round trip

Both schools would have the same cost incurred. I found hotels for the same price in both cities. However, I have family in the Troy area that I can stay with which would save the city the cost of a hotel.

Total Manistee School Cost= \$9,050.00

Total Troy School Cost = \$5,100.00

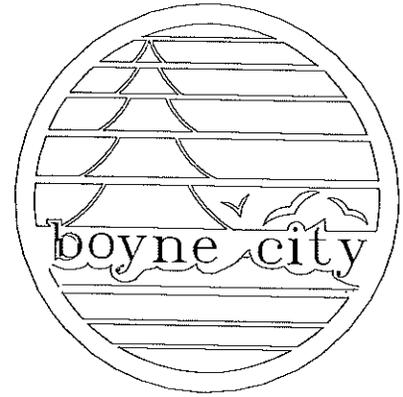
(Staff car gas was not added to either total)

If possible I would ask that the meal cost increase to \$30 a day if I stay with family in Troy. The reason for this is that I would be adding to their family grocery cost. I would request that some of the money for meals be paid to them.

Kevin Spate
Assistant Chief
Boyer City Police Department
(231) 582-6611

CITY OF BOYNE CITY

To: Michael Cain, City Manager *Mc*
From: Patrick Kilkenny, Assistant Planner *PK*
Date: September 9, 2016
Subject: MNRTF Open Space Grant Requirements



Background: Following the submittal of the Open Space grant to the Michigan Natural Resources Trust Fund (MNRTF), the City received a memo from the MNRTF grant coordinator. The memo stated that additional information was required for the grant review process. Two items, a Due Care Plan and revised Project Funding Resolution, are due by October 4, 2016.

A Due Care Plan is generally developed based on the proposed use of the property and the potential exposure to contaminants based on that use. The results of the Michigan Department of Environmental Quality (MDEQ) sampling event conducted in July 2016 will be used to complete the Due Care Plan. The initial results from the study were received from the MDEQ in late August 2016.

Additionally, a proposal for the Due Care Plan was solicited and received from Sagasser & Associates and is attached for your review. Sagasser & Associates recently completed the Due Care Plan for the Community Playground which was subsequently approved by the MEDQ. Sagasser & Associates also assured the City that the Open Space Due Care Plan would be completed prior to the October 4, 2016 deadline provided by the MNRTF grant coordinator at a cost of \$2,000-\$3,500.

A revised project funding resolution is also attached for your review. The resolution is based on the funding request submitted with the MNRTF grant. The City estimated and applied for a total project cost of \$3,295,800, of which, the MNRTF can provide up to 75% or \$2,471,800. The exact dollar amounts included in the grant request are outlined in the updated resolution (attached).

Recommendation(s):

Motion 1: Approve the Due Care Plan proposal from Sagasser & Associates at a cost not to exceed \$3,500 and allow the City Manager to complete the contract documents as necessary.

Motion 2: Approve the Michigan Natural Resources Trust Fund Grant - Project Funding and Explanation of Match Sources Resolution for the Boyne City Open Space application and allow the City Manager and City Clerk/Treasurer to complete the document as necessary.

Options:

- a) Postpone this matter for further consideration.
- b) Decide not to pursue this matter at this time.
- c) Other options as determined by the City Commission.

Funding Resolution

Resolution No. _____

WHEREAS, the City of Boyne City supports the submission of an application titled, "Boyne City Open Space" to the Michigan Natural Resources Trust Fund for acquisition of a public recreational open space at 475 N. Lake Street Boyne City, Michigan; and,

WHEREAS, the proposed application is supported by the Community's 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, the City of Boyne City has made a financial commitment to the project in the amount of 25% of estimated value to purchase the property with matching funds, in cash and/or force account.

NOW THEREFORE, BE IT RESOLVED that the City of Boyne City hereby authorizes submission of a Michigan Natural Resources Trust Fund Application for a total of \$3,295,800 of which 75% of the estimated value of the property, currently estimated as \$2,471,800, for future public recreational open space is requested through the grant application, and further resolves to make available a local match through financial commitment and donation of 25% of the estimated value of the property, currently estimated as a total local match of \$824,000, during the 2016-2017 fiscal year.

AYES:
NAYES:
ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the City Commission of Boyne City at their regular meeting held on the 13th of September, 2016 at 7 p.m. in Boyne City Hall, with a quorum present.

Signature: _____

Print Name: _____

Title: _____

Date: ____ / ____ / ____

Clerk of Said: City of Boyne City

Sagasser & Associates, Inc.

Environmental Assessment and Consulting Services

June 1, 2016

Mr. Patrick Kilkenny
The City of Boyne City
319 North Lake Street
Boyne City, Michigan 49712

**RE: Proposal for a Due Care Plan & Section 7a Analysis
Open Space Parcel
475 North Lake Street
Boyne City, Michigan
Sagasser & Associates, Inc. Project #61601**

Dear Mr. Kilkenny:

Sagasser & Associates, Inc. is pleased to present this proposal for preparing a Due Care Plan & Section 7a Analysis for the open space parcel located at 475 North Lake Street in Boyne City, Michigan (Site). The following details the scope of services and estimate of costs for completion of a Due Care Plan & Section 7a Analysis.

Available Information

Sagasser & Associates, Inc. understands that a Baseline Environmental Assessment (BEA) was completed for the Site. It is further understood that an MDEQ site investigation to assess the entire Site is scheduled for later this summer and the analytical results will be available to complete the Due Care Plan. Future Site usage is anticipated as an open space park with cursory information regarding the future locations of structures, playgrounds, and beach.

Purpose

Due care describes the actions a person/entity must undertake and are necessary to protect people from exposure to contamination present in soil, groundwater, and subsurface vapors; allow for the safe use of contaminated property; and provide notifications to affected parties, such as utilities and easement holders, or to neighboring properties upon the migration of contamination.

The purpose of completing the Due Care Plan will be to identify and establish appropriate procedural activities associated with the known contaminant conditions in relation to the on-going and future usage of the Site. In addition, the Due Care Plan will serve to document appropriate procedures necessary for compliance with the requirements of Section 7a - Due Care Obligations (Section 20107a, Part 201, NREPA, Part 451). It is the intent of Sagasser & Associates, Inc. that the proposed Due Care Plan will be a working document that will provide immediate reference to appropriate procedures, contacts and notices, as needed, to meet the obligations of Section 7a.

Section 7a - Due Care Plan Scope of Work

Sagasser & Associates, Inc. proposes to develop a Due Care Plan that is regulatory compliant and serves as a useful, working document to address the activities necessary to maintain the playground structure and mitigate potential unacceptable exposures. The services proposed consist of the following:

- Review environmental reports and associated documentation with respect to potential exposure pathways, Site usage, potential exacerbation issues, and disclosure requirements.
- Develop and review proposed maintenance plans with respect to potential contaminant mitigation/exacerbation issues.
- Develop a plan for operational Site activities associated with the proposed continued usage of the Site to mitigate potential unacceptable exposures.
- Identify potential response actions, as appropriate.
- Identify procedures for reasonable precaution and notification to third parties.
- Identify requirements for compliance with Section 7a obligations. Compile a comprehensive Due Care Plan Report with the following elements:
 - Introduction describing the general circumstances of the Site;
 - Property description and description of intended/on-going uses;
 - Hazardous substance characterization and general location of impacts;
 - Potential exposure pathways;
 - Potential fate, transport and contaminant migration pathways;
 - Detail of proposed maintenance activities and associated scheduling of proposed maintenance activities;
 - Detail of proposed wipe sampling activities to demonstrate compliance;
 - Demonstration of Section 7a Compliance;
 - Conclusions and recommendations;
 - References of data and information;
 - Attachments, as necessary.

Sagasser & Associates, Inc. will also evaluate any other relevant information made available to us. Useful information may include building plans and specifications, engineering or architectural inspection reports, and proposed sealant documentation. At this time, no sampling of soil, groundwater, sediments, surface water or air is proposed in conjunction with the preparation of this Due Care Plan.

Scheduling

Services for this evaluation will commence upon written notice from the client. Sagasser & Associates, Inc. proposes to complete the aforementioned activities within three weeks from authorization to proceed.

Cost Estimate

Services will be provided at an hourly/unit cost basis as stated in the attached Fee Schedule. Due to the limited available information with regards to the intended sampling, Sagasser & Associates, Inc. anticipates the cost for completion of the Due Care Plan & Section 7a Analysis ranging between **\$2,000 to \$3,500**.

If additional consulting services above and beyond those defined herein are required, Sagasser & Associates, Inc. will provide the Client with a written change order for those additional services. Upon receipt of your written authorization and acceptance of the change order for any additional services, Sagasser & Associates, Inc. will proceed to complete the authorized services and invoice in accordance with the attached Fee Schedule. Payment of services is net 30 days with interest added to unpaid balances in accordance with the Sagasser & Associates, Inc. General Conditions, which are attached and incorporated into this proposal.

Closing

Sagasser & Associates, Inc. appreciates the opportunity to provide our consulting services and we are dedicated to providing professional environmental consultation and personal assistance for your project. Should you have any questions or comments, please do not hesitate to contact our office at your convenience.

Respectfully Submitted,

Sagasser & Associates, Inc.



Scot Egleston
Senior Environmental Scientist



Kevin D. Sagasser, P.E.
Senior Project Engineer

Attachments: Fee Schedule, Project Data Sheet, General Conditions, Service Agreement

**SAGASSER & ASSOCIATES, INC.
FEE SCHEDULE**

100 PERSONNEL

01	Clerical Assistant	\$39/hr	06	Project Manager	\$89/hr
02	Drafting Technician	\$49/hr	07	Senior Project Engineer	\$95/hr
03	Environmental Technician	\$68/hr	08	Engineer, P.E.	\$97/hr
04	Environmental Scientist	\$74/hr	09	Senior Project Consultant	\$130/hr
05	Staff Engineer/Geologist	\$85/hr	10	Certified UST Professional	\$125/hr

200 ENVIRONMENTAL EQUIPMENT

01	Hnu PID	\$125/day	09	Transfer Pump	\$40/day
02	Survey Equipment	\$35/day	10	Development Pump	\$50/day
03	Water Level Indicator	\$40/day	11	Air Compressor	\$75/day
04	Portable GC (on-site)	\$650/day	12	Data Logger	\$900/test
05	CGI/O2 Meter	\$40/day	13	Sample Kit	\$30/day
06	Coring Machine	\$130/day	14	Hand Auger	\$30/day
07	Generator (4KW)	\$65/day	15	Peristaltic Pump	\$25/day
08	Interface Probe	\$45/day	16	Submersible Pump	\$65/day

300 EXPENSES

01	Mileage (per mile)	\$0.50	05	Subcontract Laboratory	cost + 15%
02	Per Diem and Travel Expenses	\$90/day	06	Subcontract Drilling	cost + 15%
03	Overnight Sample Delivery	\$50/pkg	07	Misc. Subcontracting	cost + 15%
04	Overnight Report Delivery	\$25/pkg			

400 SUPPLIES

01	Disposable Bailer	\$16/ea	09	Benseal, 50# bag	\$12/ea
02	Lead Filter	\$24/ea	10	2" x 5' PVC riser	\$12/ea
03	Lock	\$14/ea	11	2" x 10' PVC riser	\$15/ea
04	2" Locking Well Cap	\$25/ea	12	Sand, 50# bag	\$10/ea
05	2" x 5' PVC screen	\$25/ea	13	Protective Cover	\$85/ea
06	2" x 10' PVC screen	\$30/ea	14	Miscellaneous	cost x 1.60

SAGASSER & ASSOCIATES, INC. - GENERAL CONDITIONS

The following are the terms and conditions for professional services to be performed by Sagasser and Associates, Inc. as outlined in the proposal and being part of the agreement for services. The conditions outlined herein will supersede all prior written or oral agreements, and any other terms or conditions of the Client are expressly objected to and rejected by Sagasser & Associates, Inc. Sagasser & Associates, Inc. undertaking of services is in reliance of the Client's agreement to the terms and conditions as formally outlined below.

Part 1 - Performance of Work: Sagasser & Associates, Inc. will perform the proposed scope of services using due care in accordance with good and customary practices, as ordinarily exercised by other reputable members of the profession under similar circumstances. Client agrees to notify Sagasser & Associates, Inc. with all known information regarding existing and proposed conditions of the site and undertaking. The nature of the services to be provided inevitably result in uncertainties with respect to exact contaminant conditions and/or subsurface characteristics, and certain interpolations and assumptions are often necessary, therefore Sagasser & Associates, Inc. makes no warranty, or guarantee, express or implied with respect to the services performed not expressed in writing. Sagasser & Associates, Inc. may at the request of the Client complete services that are beyond the original proposed scope. The cost for additional services will be in accordance with Sagasser & Associates, Inc. Fee Schedule and according to Part 2 of these conditions. Client agrees that in no event will Sagasser & Associates, Inc. be liable for any claim, damage, expense, attorney fee, etc., not directly resulting from the negligent acts, errors or omissions of Sagasser & Associates, Inc. In no event will any liability under this agreement exceed the actual damages suffered or available insurance coverage.

Part 2 - Payment for Services: Client agrees to pay invoices on receipt. Sagasser & Associates, Inc. will provide a detailed invoice of services pursuant to the agreement, typically on a monthly basis. Terms require payment within thirty (30) days of invoice. Payment not received within 60 days will be charged interest at the rate of 0.5 percent per month on any unpaid balances, or the maximum allowable by law. Invoices not paid within 60 days will be considered in default and Sagasser & Associates, Inc. may suspend all future work on the project without liability for completion or liability to the Client or others. Additional services verbally requested or authorized by the Client will be billed in addition to the agreed price in accordance with Sagasser & Associates, Inc. Fee Schedule. Either the Client or Sagasser & Associates, Inc. may terminate this agreement upon seven (7) days written notice. Sagasser & Associates, Inc. will be paid for all services up to the termination date.

Part 3 - Insurance: If requested, Sagasser & Associates, Inc. will furnish the Client with a Certificate of Insurance. Sagasser & Associates, Inc. carries Commercial General Liability Insurance at a limit of \$3,000,000. At the Client's request, increased insurance coverage will be purchased, if obtainable. The cost of increased insurance coverage will be at the expense of the Client. Sagasser & Associates, Inc. will have no liability beyond the limit and conditions of the insurance policy.

Part 4 - Subcontract Services: Sagasser & Associates, Inc. may elect to utilize a subcontractor on behalf of the Client to complete portions of the services provided by Sagasser & Associates, Inc. No warranties, beyond that provided to Sagasser & Associates, Inc. will be given pertaining to any subcontractor services or equipment purchases.

Part 5 - Indemnification: Client agrees to indemnify, protect, defend and hold harmless Sagasser & Associates, Inc. from, and against all liability, including any and all claims, losses, damages, environmental liability, attorney fees, expenses, and cost of defense, arising out of or in any way connected with the presence, discharge, release, or escape of hazardous substances of any kind or otherwise arising out of this agreement without any fault of Sagasser & Associates, Inc. Client shall not be obligated to indemnify Sagasser & Associates, Inc. for injury or damage (other than incidental or consequential damage) caused directly and solely by the negligent acts, errors, or omissions of Sagasser & Associates, Inc. Furthermore, Client agrees to indemnify and hold harmless Sagasser & Associates, Inc. its affiliates, directors, officers, employees, agents, and subcontractors, from and against all claims, damages, losses and related expenses involving subsurface structures which are known to the Client but not called to Sagasser & Associates, Inc. attention and correctly depicted on any furnished plans. Sagasser & Associates, Inc. agrees to indemnify and defend Client from and against any loss, claim, damage due to Sagasser & Associates, Inc. negligent acts or omission or breach of this agreement.

Part 6 - Site Access: Client agrees to seek access to the site described in the agreement and if owner, or owners representative, of the site hereby agrees to relieve Sagasser & Associates, Inc. from any liability that may arise as a result of Sagasser & Associates, Inc. investigative activities at the site. Regulations require specific reporting requirements be completed if a contaminant release is discovered. The responsibility for reporting compliance will be borne by the Client. It is understood by the Client that in the normal course of work some damage to the site or materials may occur. Sagasser & Associates, Inc. will take reasonable precautions to prevent or minimize damage, however, the cost for site restoration beyond normal repair of Sagasser & Associates, Inc. work is the responsibility of the Client. Also, the Client or owner is solely responsible for all aspects of site security.

Part 7 - Waiver: No waiver, discharge or renunciation of any claim or right of Sagasser & Associates, Inc. arising out of Client's breach of this agreement shall be effective unless Sagasser & Associates, Inc. agrees to waive its claim or right and such agreement is supported by separate consideration.

Sagasser & Associates, Inc.

Environmental Assessment and Consulting Services

SERVICE AGREEMENT

**Proposal for a Due Care Plan & Section 7a Analysis
Open Space Parcel
475 North Lake Street
Boyne City, Michigan
(Proposal #61601)**

The undersigned authorizes Sagasser & Associates, Inc. to proceed with completion of the services outlined in proposal P61601, dated June 1, 2016, in accordance with the stated terms, and agrees to be responsible for payment. This Agreement relies on the referenced proposal, Sagasser & Associates, Inc. General Conditions and Fee Schedule.

Date

Client's Name

Client Authorized Person

Authorization Signature

This Agreement is furnished in duplicate so that one copy may be signed and returned to Sagasser & Associates, Inc. as formal authorization to proceed.

Sagasser & Associates, Inc. sincerely appreciates the opportunity to provide our environmental services and we look forward to working with you for completion of the project.

PROJECT DATA SHEET

CLIENT:

Phone # _____

Fax # _____

Reference # _____

SITE:

INVOICE TO:

SITE CONTACT: (if same)

Phone # _____

Fax # _____

ADDITIONAL COPY OF REPORT TO:

INFORMATION SUPPLIED BY CLIENT:

- Chain of Title
- Legal Description
- Building Plans
- Engineering/Environmental Reports
- Existing Permits
- Other
- Other



City of Boyne City

Agenda Item 9F

MEMO

Date: September 9, 2016
To: Mayor Neidhamer and the Boyne City City Commission
From: Michael Cain, City Manager *Mc*
Subject: PROTEC Membership

Attached for the City Commission's review and consideration is the annual request for voluntary membership and payment of due for PROTEC. This group is made up of local communities across the state to help protect our common interests in the use of our public rights of ways. The group is associated with the Michigan Municipal League. Our ability to control what happens in our rights of ways have been eroded over the years by actions mainly at the State level. The most recent example of this in Boyne City has been the extended discussions regarding the placement of private communication antennas in our road right of ways. We appear to have, at long last, successfully concluded that process with ACD. One of the main resources we used in that process was attorney Mike Watza who we became aware of thru his affiliation as PROTEC's main attorney. Although we paid him directly for his services his expertise in this area has a lot to do with his work with PROTEC.

We provided funding to PROTEC once in the last ten or so years. Although we have budgeted for it this year I would encourage the City Commission to consider joining and paying the \$467 annual dues. We can accomplish a lot more by working together than by going alone.

RECOMMENDATION: That the City Commission approve membership in PROTEC at an annual cost of about \$467 and authorize the City Manager and or City Clerk/Treasurer to execute the necessary paperwork.

Options:

- a) Postpone this matter for further information or consideration.
- b) Decide not to pursue this matter at this time.
- c) Other options as determined by the City Commission.

PROTEC

The Michigan Coalition to Protect Public Rights-of-Way

August 29, 2016

Mr. Michael C. Cain
City Manager, Boyne City
319 N. Lake St.
Boyne City, MI 49712-1101

Dear Municipal Official:

PROTEC CELEBRATES OUR 20TH ANNIVERSARY!!

For 20 years, PROTEC has worked on behalf of local governments across Michigan to address a variety of rights-of-way issues facing our state, as detailed in PROTEC's most recent Annual Report, available online at www.protec-mi.org. Our efforts have included:

- Remaining in close touch with legislators and regulators who impact local governance of rights of way including Congress and the FCC and the Michigan Legislature, Michigan Public Service Commission and Michigan Metro Authority (Newly named the Local Community Stabilization Authority).
- DAS/Small Cells: Careful monitoring of the wireless cell tower industry and associated legal developments in the Courts and at the FCC, Congress and Michigan Legislature. With the explosion of smart phone usage, did you know the industry plans to **millions of new antennas** in American community rights of way in the near term? Is your community ready for the challenge of hundreds of applications and possible threats to rights-of-way? PROTEC is actively involved in addressing coordinated responses to the numerous applications for up to 120' poles hosting wireless antennas in our rights of way.
- Keeping tabs on ITC, one of the nation's largest electric transmission companies, and its plans for massive build outs of 100-150 foot transmission towers in Michigan communities and across the Midwest.
- Defending public, educational and government (PEG) cable channels and associated revenue by advocating changes to federal and state law.
- Providing timely and informal assistance to communities facing immediate rights-of-way issues on an as needed basis and meeting monthly to discuss these issues with interested officials.
- Assisted in challenging and restoring **\$2.3 million** to the 2015 Metro Act funds that occurred as a result of an errant reduction in payments by at&t. Once the Metro Authority and PROTEC caught the error and pressed the issue, at&t corrected the shortfall.

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- Advancing the cause of growing municipal broadband for the economic benefit of our region
- PROTEC members Southfield and Meridian Township joined a group of Minnesota communities and successfully challenged the proposed Comcast/Charter transfers pursuant to authority in their franchise agreements.
- Successfully joined with the MML, MTA and the State Bar in comments filed in the FCC MVPD Proceeding in order to oppose disruption of cable franchise fees.
- Addressed aging hazardous and gas pipelines now on average 80 years old across America by filing comments at the US Department of Transportation Pipeline and Hazardous Safety Administration (PHMSA) earlier this year, outlining the unique predicament that local communities are in with respect to these dangerous facilities running through so many communities. PROTEC is also monitoring the State of Michigan's review of the two 20-inch Enbridge petroleum pipelines crossing the Straits of Mackinac just west of the Mackinac Bridge.

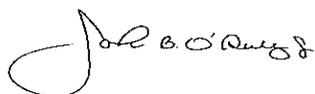
This is just a sampling of issues that PROTEC has taken the lead on. Our mission throughout Michigan is to coordinate actions that protect local government interests and inform municipal officials of significant developments in public rights-of-way management, both over the airwaves and in the ground. PROTEC has taken a proactive approach to the many challenges faced by communities across the state. Now, more than ever, local governments must be diligent in protecting their interests in all rights-of-way issues.

Though we have made great strides in protecting our shared interests, it is crucial to remain committed to these efforts, to protect the gains that have been made, and to continue being a formidable voice in guarding our economic wellbeing.

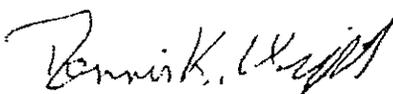
PROTEC relies solely on its members and contributing communities for its strong support. Your contributions allow PROTEC to participate in judicial, legislative and administrative activities, both on the state and federal levels, to protect local governments' rights concerning the use of public rights-of-way by cable, telecommunications and other utility companies.

PROTEC has no paid staff. Administrative support for its operations is generously donated by member communities and the Michigan Municipal League. Please consider supporting the work of PROTEC by becoming a member or renewing your community's annual membership. Your dues and contributions will help ensure PROTEC has the resources necessary to continue its strong advocacy on behalf of *all* Michigan municipalities.

Respectfully,



Mayor John B. O'Reilly, Jr.
City of Dearborn



Mayor Dennis K. Wright
City of Livonia



Mayor Kenson J. Siver
City of Southfield

PROTEC

The Michigan Coalition to Protect Public Rights-of-Way

26000 Evergreen Road
Southfield, MI 48076
TEL: 248-796-4503
FAX: 248-796-4505

Application for PROTEC Annual Membership: Fiscal year beginning July 1, 2016.

Membership dues are based on population figures as reported in the 2010 Census (\$.125 per resident, capped at \$12,500).

Dues for the community of
Boyne City

would be
\$ 466.88

MEMBERSHIP INFORMATION:

Please complete membership information and return with your payment.

Contact Person _____
Title _____
City/Village _____
Address _____

Zip Code _____
10 Digit Phone _____
10 Digit Fax _____
Email Address _____

Checks should be made payable to PROTEC and mailed to:
Michigan Municipal League
P.O. Box 7409
Ann Arbor, MI 48107-7409

Board of Directors: City of Dearborn, City of Livonia, City of Southfield
Fiscal Agent: Michigan Municipal League

* A copy of this statement has also been sent to your municipality's Attorney.

September 2016

September 2016							October 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	10	11	12	13	14	15	16
18	19	20	21	22	23	24	17	18	19	20	21	22	23
25	26	27	28	29	30		24	25	26	27	28	29	30

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

Grindy Grice

October 2016

October 2016							November 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8	1	2	3	4	5	6	7
9	10	11	12	13	14	15	8	9	10	11	12	13	14
16	17	18	19	20	21	22	15	16	17	18	19	20	21
23	24	25	26	27	28	29	22	23	24	25	26	27	28
30	31						29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 25	26	27	28	29	30	Oct 1
	3	4	5	6	7	8
2						
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Nov 1	2	3	4	5

Cindy Grice