



City of Boyne City

MEMO

Date: September 4, 2025
To: The Boyne City, City Commission
From: John Matthews, Interim City Manager
Subject: City Manager Report

Boyne City Police:

- 139 Calls of service from August 20 through September 3, 2025
 - Drug arrests are on the rise
 - One officer from BC PD and one Charlevoix Sherriff was on sight at the airport for the drag races
 - No issues reported No issues with the Drag Race event
- Still awaiting on answer regarding the warranty on the drone which was damaged when it went down in Deer Lake.
- The Chief and I met with Pat Little, the Superintendent for the Boyne City School system on 8/27
 - We discussed pedestrian safety during the road construction projects and updated him on the work force housing project.

Boyne City EMS

- 76 calls for service August 20 through September 3, 2025
- The BC EMS Director was on sight at the airport for the drag races
 - No issues reported
- Joel Yonkman is the new EMS Director in East Jordan
 - NAME
- BC EMS conducted CPR training for the 100 staff members from the Charlevoix Schools
- EMS & BCFD will schedule AED inspections
 - AED's are located at City Hall and Rotary Park
 - Request for harbor to have one at the office
 - Will review for next FY budget

Boyne City Fire Department

- 5 calls for service from August 20 through September 3, 2025
- The ladder truck is still out for repairs
 - When returned, it will undergo annual testing prior to deployment
- Six volunteers of BCFD were on sight at the airport for the drag races
 - No issues reported
- Vendor proposals are being solicited for alarm system support



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Boyne City DPW

- Old Staff car sold for \$1,500
 - DPW has a 2009 Ford F150 XL that can be used until another option is identified
- The hill on Brockway was reduced in height by approximately 18". Any further reduction would require the digging up on the recently buried lines to set them deeper, which is cost prohibitive.
- The screening of the soil has been completed – the rented equipment will be picked up by the rental company.
- Still awaiting the final connection for Pump #3 at River Mount Pump Station
 - Awaiting on part for the power panel – receipt date yet to be determined
- New cameras arrived and are being installed at the DPW compound
- Call Street engineering agreement has been executed
 - Evangeline submitted an official letter stating they will pay for the portion of the project which falls on township property
 - Engineering will be complete in December of 2025
 - Requests for Proposals will be submitted following plan review
 - Construction to begin in the spring of 2026
- The city received kudos from citizens for the cleanliness of the Avalanche Hill restrooms

Boyne City Harbor:

- Total Harbor Slips: 50
 - Total Seasonal Slips: 32 (100% occupancy)
 - Total Transient Slips: 18
 - The Transient Occupancy rate:
 - Seas Occupancy rate August 1 – 31, 2025 = 78.45%
 - Transient Occupancy rate August 1 – 31, 2024 = 44.85%
- The electric sub-panel was received at the end of June
 - The switch to complete the installation is scheduled to arrive September 17, 2025
- The "No Wake / No Anchor" sign has been ordered.
 - No ETA on delivery
 - New sign will be installed in the spring of 2026
- Power warning light will be installed upon receipt of materials.
 - This visual aid will alert the city staff if there is a power failure to the harbor slips
- Flotation Docking Systems is scheduled to install the new E-Dock on September 15th & 16th
 - Seasonal slip-holders have been notified
- The DNR turned down the request to install no anchor buoys in the waters controlled by Boyne City.
- Skeleton crew manning the harbor as the season winds down
- Light at the top of the lighthouse was out – as of this meeting, the repair should already be complete



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Boyne City Treasury Update

- Future investment update will be included with the financial reports during the second meeting each month

Main Street Update

- Boyne Thunder final reconciliation will be completed in October
- Deposit for Boardwalk project has been paid
 - The goal is to complete the project before the snow arrives.
- Mainstreet received a Revitalization and Placemaking RAP) grant for \$40k
 - Awaiting details regarding use of funds
- Harvest Festival is scheduled for September 27, 2025 from 9am to 3pm
- Famers Market is on track with last years traffic and vendor count
 - Reduction in complaints from vendors
 - Location for next year during Boyne Thunder and the 4th of July is in discussion
- Food truck rally was a success
- Team Boyne meeting September 19, 2025 at 9am in the library community room
- City of Gaylord will be visiting Boyne City to discuss guidance on how they can establish a Mainstreet Commission.
- Improvements to the Fochtam parking lot is under review
- Mainstreet has over 7,200 followers on Facebook 🔄
- Commission is drafting an Impact Report which will be completed in October

Boyne City Signage & steps to the water

- Public parking sign for Stiggs area remains in the design phase – it has not been ordered.
- DPW working with Planning to finalize installation
- Stairs at the water's edge have been installed at John Street
 - Bay Street, Woodland, and Mill Street (Tannery Beach) are being scheduled for installation

Boyne City Planning & Zoning

- New planning administrator has been hired
 - It was a unanimous decision of the hiring committee
 - Start date will be based upon logistics of the move to Boyne City
 - Expected to arrive in Boyne City the week of September 8, 2025
- 508 Court Street Development Project; Moxie update
 - The following agreements have been sent to the City Legal Counsel for review
 - Purchase Agreement
 - Escrow Agreement
 - Deed Restriction Agreement



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Boyne City Airport

- The Airport Advisory Board (AAB) met in Commission Chamber on August 28, 2025 at 5:30pm
 - All future AAB meeting will be held in Commission Chamber and will be broadcast for public viewing
 - Hanger rental rates were discussed
 - No change to rates at this time
 - Suggested a runway weight bearing capacity of current runway
 - This is due to aircraft size is increase
 - ABB CIP Committee will be formed to work on airport CIP items
 - City Manager will assist in the creation of a pro-forma with ABB representative and submit report at next ABB meeting
- Vendors are being evaluated for installation of a new fuel system.
 - See details of regional airports attached to this report
- A meeting with the MDOT Aeronautics Officer will be rescheduled when required repairs & compliance issues are addressed and completed.
 - Plan is to schedule inspection in November
- Repairs in process
 - Tree are currently being removed from the west end of the runway (09)
 - Homeowners adjacent to the trees being removed have been contacted
 - Clearing of trees/bushes along the north and south side of the runway
 - Weed removal around all runways signs and lights has been completed
 - Aeronautics Officer recommended rubber mats around all signs and lights.
 - DPW will complete asphalt repairs are needed at various locations on taxi-ways
 - Recommend seal taxi-way and restripe
- Quotes for runway crack sealing are being collected
 - Restripe once completed
- Strongly suggest enclosing the airport with fencing
 - This can be included in the next Fiscal Year Budget
- Hanger inspections have been completed in all but one hanger
 - All renters are now required to purchased their own ABB approved extinguishers
- No trailer parking will be allowed on airport property in 2026
 - This is a safety concern the MDOT Aeronautics Officer and the pilots have expressed
- There are currently three open board positions
 - Recruitment in process

DTE Energy: Gas Valve Easement

- DTE is reviewing an alternate property for placement of the valve system. A report/request will be submitted upon inspection of the property.

Boyne City Little League ("BCLL"), and the Baseball-Softball Fields of Boyne, Inc. ("BSFB")

- The agreements have executed



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Boyne City Drag Race update

- Airport was closed from noon on Saturday August 30th to 8pm on August 31st.
 - Volunteers did an amazing job
 - A final inspection of the airport ground was completed at 7:30om on Sunday and the airport was fully operational by 8pm
- Drag Race Details
 - \$11,280 raised
 - Distribution details pending Treasurer review
 - 107 drivers
 - 330 Spectators
 - 318 Pit passes (driver support staff)
 - Total count: 755 people, not including he volunteers
 - The race announcer lost their voice after yelling all day into the microphone
- A steering Committee meeting will be scheduled to review the event and begin planning the 2026 event



MEMO

Date: September 04, 2025
To: City Commissioners
From: John Matthews, City Manager
Subject: Boyne Heritage Center (BHC) Update

No action is required at this time. This memo is for informational purposes only.

Bylaws, Section 2: Purpose

The purpose of Boyne Heritage Center (BHC) is to promote the collection, preservation, and educational interpretation of and to display the Boyne City area's artifacts, documents, events and history, its people and institutions, its cultural and economic development in a manner available to the public. Likewise, the primary goal of the corporation is to preserve Boyne City area's heritage for the benefit of present and future citizens. Additionally, refer to the Collections Policy for an outline of the relationship between Boyne Heritage Center and the City of Boyne City for the care and keeping of artifacts.

The Boyne Heritage Center (BHC), per its bylaws, Section 2: Purpose, and the Historical Collections Policy of the Boyne Heritage Center and City of Boyne City, Section III, Deaccessions, will be reviewing and selecting artifacts currently stored in the DPW building for deaccession. The Heritage Center will provide the City Manager with a list of selected items to bring to the City Commission for review and final approval.

Collections Policy. Section III, Deaccessions

A. Deaccession of an object

1. An object shall be deaccessioned from the Permanent Collections by recommendation of the Collections Committee to the Board of Directors, who will in turn recommend to the City Commission for final approval.
2. The removal of objects from the Permanent Collections shall be undertaken only after careful consideration. The objectives of deaccessioning process are to ensure that the collection is representative of the BHC's mission; to reflect changes in the BHC's mission or collection policy; or to maintain sound collection management practices.

There is no need to secure additional storage at this time. Once the BHC board has selected the items for deaccession, a formal request will be submitted to the Commission for review.



MEMO

Date: September 04, 2025
 To: Boyne City Commissioners
 From: Jon Matthews, Interim City Manager
 Subject: Airport Fueling System

No action is required at this time. This memo is for informational purposes only.

The Airport Advisory Board and City administration are evaluating companies and systems for the management and disbursement of no-lead 100 aviation fuel. Below is data collected from regional airports:

Airport Code	Location	Runway Length	100LL \$	Self-serve System	Phone #	Recommend	Any Issues	Additional Comments
N98	Boyne City	4001 ft	\$5.43	None	231-582-6597			Reviewing options
PLN	Pellston, MI	6513 ft	\$6.00	None	231-539-8442			
MGN	Harbor Springs, MI	4149 ft	\$6.55	None	231-242-4926			
CVX	Charlevoix, MI	4549 ft	\$6.50	Qtpod	231-547-3605	Qtpod	None reported	
ACB	Bellaire, MI	5003 ft	\$5.16	None	231-533-8524	Qtpod w/ winter kit	None reported	Airport Manager was previously the Manager at the Charlevoix Airport. He highly recommended the Qtpod, and suggested purchasing the winter kit.
GLR	Gaylord, MI	6579 ft	\$6.00	None	989-732-4218	Qtpod	None reported	Had Fuel Master in the past, says they charged by the minute for tech support. Are currently in the process of obtaining a Qtpod.
MBL	Manistee, MI	5501 ft	\$5.61	None	231-723-4351			
CAD	Cadillac, MI	5001 ft	\$5.55	Qtpod	231-779-9525	Qtpod	None reported	Very easy to use.
RQB	Big Rapids, MI	4300 ft	\$5.35	Qtpod	231-796-5600	Qtpod	None reported	Replaced pump this year to Bennet 3000 series, from Northern Pump - Neil 989-732-5252
Y31	West Branch, MI	5000 ft	\$5.95	Qtpod	989-345-1453	Qtpod	Service fees roughly \$1,500 annually, need internet	Standard through AV Fuel, paid about \$15,000 up front, pilots love it, internet can be hardwired but they do offer cellular, technically not supposed to have self-serve fuel if someone is not there to monitor
MOP	Mount Pleasant, MI	5000 ft	\$5.32	Qtpod	989-772-2965	Qtpod w/ winter	Does not have a chip reader yet	Wifi or cellular, cellular costs more
OSC	Oscoda, MI	11,800 ft	\$5.75	None	989-739-1111			
da - Wurt	Oscoda, MI - FBO			Fuel Master	989-739-8486	Fuel Master	Members cards can be confusing	Uses a phone line rather than internet, tech support always helpful, offers a credit card reader and a members card, accepts a wide range of credit cards
83D	St. Ignace, MI	3800 ft	\$5.60	Fuel Master	906-643-7327	Fuel Master		This is a basic system that is hard wired into the internet. No Wi-Fi needed.
CIU	Sault Ste Marie, MI Chippewa County International Airport	7203 ft	\$6.00	No	906-495-5631			Chippewa County is full-serve fuel
ERY	Newberry, MI	4304 ft	\$5.20	Qtpod	906-293-2926	Qtpod		Very happy with it
ISQ	Manistique, MI	5001 ft	\$5.90	Qtpod	906-341-5522	Qtpod		Loves the wireless, paid about \$40,000, but upcharge on fuel to offset the cost



City of Boyne City

MEMO

Date: September 5, 2025
To: The Boyne City, City Commission
From: Doug Varney, Director of Public Works & Utilities
Subject: Updates for CWSRF Contract 1 & 2 and DPW and Utilities

Summary:

Water/Sewer and DPW Report through SEP4 2025

Water/Sewer

CWSRF: Contractors on site at WWTP continuing Contract 2. Construction Progress meeting held on SEP3. Ferric building construction ahead of schedule still (approx. 2weeks). Siding material installed on new ferric building. Concrete floor prepped and poured SEP3. SCADA (Supervisory Control and Data Acquisition) is in progress. Filter media for pressure filters being discussed and planned for replacement. Filter media replacement initially did not include the stone underlayment. After discussion with filter rep and contractor as well as engineering consultant it was decided to replace the stone to inspect the underdrains within the tanks.

CWSRF Contract 1 Update:

Public meeting held on AUG29 and link is available to public via City website. Meeting was to discuss timelines for remaining streets regarding sewer expansion and readiness for roadway prior to school returning. Contractors had road temp completed and crosswalks striped prior to school starting on SEP2.

Contractors have started and completed with water main install on Alice St. From there water main install on Earl will take place. Final road grading is underway to install first course of pavement around SEP9-11 for Lewis St.

Elmers is to pulverize Hemlock St starting SEP8. The contractor will coordinate their operations to ensure no road is removed this season that is not able to have at least a base coat of asphalt before winter.

Final section for force main is nearing completion. Roemers is working on Main St between Mclean and Kunert. They have a large section of force main sewer still on the road at Main St while they are directionally boring the final thousands of feet under roadway.

***SPECIAL ANNOUNCEMENT:**

City Hall Administration have now rolled out and tested a real-time update process that can allow our residents to have real time data surrounding CWSRF sent to their phones or emails. This has been recently tested and appears to be working. The City was able to test this important and very useful

system and it is well received and working. If residents would like they can go to the link on Facebook or sign up through the city website under the Community tab and click on Project Updates.

Water & Sewer

Completion of annual DMR-QA (Lab testing QA/QC) New water fountain prepped for installation at Avalanche. Continued assisting Elmer's in emergency and planned water shut-offs. Started testing for water quality monitoring report. Water tap completed for fountain installation at Avalanche.

DPW

Completed new entry for Avalanche Park. Signage and entry way all look fantastic. Kudos to the whole team. Second application of brine completed. Completed use of Screener and machine to be picked up tomorrow. Prepping for site of fountain at Avalanche. Sidewalk formed and completed in several locations around City.

Site inspection performed by EGLE at DPW North Compost Site on Aug27 and our site was found to be in compliance. (See attached letter)

Encl:

- 1. Correspondence from EGLE dated SEP4, 2025*



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
MATERIALS MANAGEMENT DIVISION



PHILLIP D. ROOS
DIRECTOR

September 4, 2025

VIA EMAIL (dvarney@boynecity.com)

Doug Varney
Boyne City - North Boyne Yard

Dear Doug Varney:

SUBJECT: Compliance Inspection; Boyne City - North Boyne Yard; Waste Data System
Number 484458

On August 27, 2025, staff of the Department of Environment, Great Lakes and Energy (EGLE), Materials Management Division (MMD) conducted an inspection of the Boyne City - North Boyne Yard compost operations, located at 1321 Robinson Street, Boyne City, Charlevoix County, Michigan (Site). The inspection was conducted to evaluate compliance with Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended.

Based upon information obtained and observations made during the inspection, MMD staff determined that the Site's compost operations were *in compliance* with the requirements of Part 115 for composting facilities that were evaluated. A copy of the completed Inspection Report is attached.

If you have any questions, please contact me at the phone number listed below, or by email at WeirB@Michigan.gov.

Sincerely,

Brian Weir
Environmental Quality Analyst
Materials Management Division
231-942-2860

Attachment

cc: Mary Carnegie, EGLE
Jim Ferritto, EGLE



MEMO

Date: September 04, 2025
To: The Boyne City, City Commission
From: John Matthews, interim City Manager
Subject: Boyne Forest Trail Photo-Shoot

The Boyne Forest Trail in Boyne City will be the site for a video shoot tomorrow, September 10, 2025, from Noon to 5pm.

The Peter Mayer Advertising Agency and the production company will be shooting a commercial called "Picture North". The mission is to shoot a commercial showcasing the beauty and activities the area offers. One of the shots is a magical mountain bike experience which will be shot at a small section on the Boyne Forest Trails.

The Top of Michigan Mountain Bike Association are involved with the project.

There will be a small film crew on site with approximately 12 to 18 people to manage the shoot.