

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, May 19, 2014 - 7:00 p.m.
210 State Street, City Hall, Second Floor City Council Chambers, Charlevoix, Michigan

- I. Invocation or Pledge of Allegiance
- II. Roll Call of Members Present
- III. Inquiry Regarding Possible Conflicts of Interest
- IV. Consent Agenda
 - A. City Council Meeting Minutes – May 5, 2014 Regular Meeting
 - B. Accounts Payable Check Register & Payroll Check Register
- V. Public Hearings
 - A. Public Hearing: Discussion of Alternative Options for Dock A Expansion Project
- VI. Reports
- VII. Requests, Petitions and Communications and Actions Thereon
 - A. Approval of an RFP for a Downtown Market Study and a Community Economic Development Market Study
 - B. Consideration of Charlevoix Area Chamber of Commerce Agreement
 - C. Consideration to Approve F.I.T. (Fun in Transit) Agreement with W.A.T.C.H.
 - D. Donation of a Ground Power Unit (GPU) to the Airport
 - E. Discussion Regarding Sea Scout Ship 11 Use of Marina Slip
 - F. Consideration of Tall Ship Peacemaker's Request for Free Dockage
 - G. Consideration to Approve an Engagement Letter with Netsource One
 - H. Consideration to Approve Financial Services Agreement with Robert W Baird & Co.
 - I. Incentive Program (EVIP)
 - J. Temporary and Seasonal Business License Fees
 - K. Consideration of Resolution on Proposed St. Mary's Cement and Fisherman's Island State Park Land Swap
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action
 - A. Introduction of Ordinance to Amend the City Code, Title VI, Chapter 65, Brush and Leave Ordinance
- IX. Resolutions
 - A. Consideration of Resolution on Proposed St. Mary's Cement and Fisherman's Island State Park Land Swap
- X. Ordinances
- XI. Miscellaneous Business
- XII. Audience – Non-Agenda Input (written requests take precedent)
- XIII. Adjourn

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, May 5, 2014 – 7:00 p. m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 7:00 p.m. by Mayor Norman L. Carlson, Jr.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Norman L. Carlson, Jr.
City Manager: Rob Straebel
City Clerk: Joyce Golding
Members Present: Councilmembers Peggy Brennan, Shane Cole, Lyle Gennett, Shirley Gibson, Leon Perron, and Jeff Porter

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – April 21, 2014 Regular Meeting Minutes
- B. Approval of Minutes – April 24, 2014 Special Meeting Minutes
- C. Accounts Payable Check Register – April 24, 2014
- D. Accounts Payable Check Register – May 6, 2014
- E. ACH Payments – April 21, 2014 - April 28, 2014
- F. Payroll Check Register – April 19, 2014
- G. Payroll Transmittal – April 19, 2014
- H. Housing Commission Resignation – James Jinsky

Motion by Councilmember Brennan, second by Councilmember Gibson, to accept the resignation of James Jinsky from the Housing Commission.

Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None
Absent: None

- I. Mayor Proclamation – Smart Commute Week June 2-5, 2014

V. Public Hearings

None.

VI. Reports

City Manager Straebel reported on the continuation of minor broken water mains due to the weather. Water flows are being monitored on a daily basis to determine if any other issues exist.

The Michigan Department of Environmental Quality (MDEQ) has issued a dredging permit for the Anderson boathouse.

City Manager Straebel and Treasurer Zielinski have discussed the golf course and Mt. McSauba ski hill operations, both of which have been operating at a deficit and subsidized by the General Fund. City Manager Straebel requested Council to give consideration to whether the viability of these two operations will be sustainable.

VII. Requests, Petitions and Communications and Actions Thereon

A. Review of Stage One and Consideration of Approval for Stage Two of the Downtown Wi-Fi Project

John Childs of Childs Consulting Services was hired to complete a feasibility study regarding implementing a free public Wi-Fi system throughout the downtown. The study is being done in three stages, with each stage needing approval by the City of Charlevoix, Charlevoix Downtown Development Authority, and the Charlevoix Area Chamber of Commerce.

Three systems were identified that could provide the capabilities that we need, (1) hardwired, (2) Wi-Fi, or (3) 4G LTE. Option 2, a Wi-Fi system, is the best option because of the cost (estimated at \$51,275 for installation) and ease of installation. With this system there is a potential operating cost estimated at \$3,600 annually and a total revenue estimate of \$3,600 - \$18,000 annually, which would be generated through advertising sales.

The next stage of the process includes creating, submitting and advertising a RFP, hiring a contractor(s), obtaining rights to install devices, holding a pre-bid meeting with all the potential contractors, and developing and preparing the vendor contract. Stage Two has a total cost of \$5,680, which would be split equally between the City, DDA, and Chamber.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

Motion by Councilmember Gennett, second by Councilmember Cole, to approve funding for Stage Two of the Downtown Wi-Fi Study at an amount not to exceed \$1,900 for the City's portion.

Yeas: Gibson, Perron, Brennan, Cole, Gennett
Nays: Porter
Absent: None

B. Consideration of Marina Expansion

At the March 3 City Council meeting, Council voted to postpone a decision on dock expansion for various reasons. With a fair amount of opposition to the full 159' 9" expansion to Dock A, Staff is submitting to City Council two other shorter dock expansion options that may be beneficial to the discussion.

Option A with 33' 3" of additional dockage is the least impactful from a visual standpoint but does very little to increase revenues to the City Marina. Option B with 96' 6" of additional dockage may be the best compromise between economic development and minimizing visual impacts to Round Lake. Option C with 159' 9" additional dockage has a fair amount of opposition because of the perceived intrusions on Round Lake view sheds; however, Option C does bring in over \$100,000 in marina revenues and would be an economic stimulus for the downtown area and greater Charlevoix.

Councilmember Gibson asked how many 80' boats use the docks and how many have been turned away. Harbormaster Evans responded that the 80' boat slips were filled 8-10 weeks last summer. Of the boats that have been turned away over the last few years, the vast majority have been boats over 50 feet in length.

Councilmember Porter questioned whether shopper's docks could be constructed in the vicinity of the Keweenaw Star. City Manager Straebel pointed out that Staff was tasked with developing a proposal to accommodate additional 80' boats. Mayor Carlson added that additional shopper's docks would be a benefit and during previous discussions it was agreed that future grants may be used to help fund these docks.

Mayor Carlson opened the item to public comment.

Bernie Ward, Ward Brothers Boats, voiced concern with regard to Option C in a congested area with boat traffic to the channel. Mr. Ward stated that Option B may be a good choice.

Loren Lee, Jefferson Beach Yacht Sales, voiced his support for the expansion. Mr. Lee has received feedback from large boat owners throughout Michigan and in the Chicago market who are in support of the expansion and has verbal commitment from several who would be willing to lease slips.

Motion by Councilmember Brennan, second by Councilmember Gennett, to schedule a Public Hearing for May 19, 2014 at 7:00 p.m. in Council Chambers to discuss the proposed marina expansion.

Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None
Absent: None

C. Consideration of Charlevoix Area Chamber of Commerce Program of Action/Marketing Program

In 2012, the City of Charlevoix entered into an agreement with the Charlevoix Area Chamber of Commerce (Chamber) for promoting and disseminating information on Charlevoix's industrial, commercial, educational, recreational, civic, and resort opportunities in the Charlevoix area. The agreement expired on March 31, 2014. The Chamber received \$6,700 each year for these services.

Steven Seely, Charlevoix Area Chamber of Commerce Chairman, reviewed the 2014 Program of Action and Resource Allocation Report which details the promotional and advertising opportunities provided to the City by the Chamber.

Councilmember Porter stated the 'gypsy' artists who participate in the Summer Solstice Art Show have taken revenue out of the community and the show has come close to destroying some galleries in town. He added that the Summer Solstice Art Show does not benefit anyone in Charlevoix.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

Discussion regarding a three year agreement with the Charlevoix Area Chamber of Commerce to promote the City of Charlevoix will be placed on the May 19th City Council Meeting agenda.

Mayor Carlson called for a brief recess at 8:13 p.m. Council reconvened at 8:20 p.m.

D. Liquor License Application – Adventure Center USA LLC d/b/a Charlevoix Cinema III

On November 30, 2012, Adventure Center USA, LLC acquired the Charlevoix Cinema III. Since purchasing the closed theater, the applicant has refurbished the business to create what is now a "state of the art" entertainment center. With the addition of the new liquor license, Charlevoix Cinema will be able to serve wine and beer at some movies, sporting events and red carpet events with wait staff offering individual servings of both alcoholic and non-alcoholic beverages by the glass, thus creating a more attractive entertainment destination for local citizens as well as tourists.

Attorney David Campbell introduced Luther Kurtz, owner of Charlevoix Cinema. Mr. Kurtz stated his intent is to keep the cinema family-focused. To create balance, the cinema will not be serving alcohol at all events.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

Action by resolution.

E. Consideration to Approve Selection of Airport Consultant

As part of the Airport Capital Improvement Plan, the Federal Aviation Administration requires airport sponsors go through a consultant selection process every five years. The last time Charlevoix went through the process was 2006. In an effort to comply with these requirements, the Airport Advisory Committee advertised and received Statements of Qualifications from six consulting firms. After interviewing all six firms, the Committee unanimously selected the firm of RS&H as the new airport consultant.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

Motion by Councilmember Gibson, second by Councilmember Cole, to approve the Airport Advisory Committee's recommendation and appoint RS&H as the City of Charlevoix Airport consultant.

Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None
Absent: None

F. Purchase and Installation of Walk-Through Doors in the Fire & Police Portion of City Hall

The Fire and Police portion of City Hall was constructed in 1986 with metal walk-through doors. When City Hall was remodeled in 2002-2004, the original metal doors were left in place and painted. The doors and door jambs have rusted, with significant structural damage. Replacement doors are budgeted in the 2014-15 City Hall and Grounds budget.

On April 11, 2014 sealed bids were sought to replace the damaged doors with matching doors. Fire Chief Ivan recommends that City Council authorize the purchase of Kawneer doors (same as the existing doors) from Charlevoix Glass for \$17,126.85, noting that \$14,000 was budgeted for this purchase. The remaining \$3,126.85 will be paid out of the City Hall and Grounds Professional Services budget.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

Motion by Councilmember Perron, second by Councilmember Brennan, to approve the purchase and installation of walk-through doors in the fire/police portion of City Hall in the amount of \$17,126.85 from Charlevoix Glass.

Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None
Absent: None

G. Adoption of the City Hall Emergency Procedures / Business Continuity Plan

For the last several months, City Staff and Charlevoix, Cheboygan and Emmet (CCE) Central Dispatch management has been working on an Emergency Procedures and Business Continuity Plan in the event of an incident/disaster occurring at City Hall.

Councilmember Gennett questioned whether this plan is similar to the County's emergency plan. Fire Chief Ivan replied that the plan is nearly identical to the County.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

Motion by Councilmember Cole, second by Councilmember Brennan, to accept the City Hall Emergency Procedures / Business Continuity Plan, as written.

Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None
Absent: None

H. Radio Tower Lease Agreements with CCE Central Dispatch

Currently, the communications towers that cover Police/Fire/EMS communications for the City are located several miles away, and radio communications are situational at best. CCE (Charlevoix, Cheboygan, Emmett) Central Dispatch radio engineers looked at

many different options to improve communications, and decided on a plan that impacts the City in two ways:

- (1) CCE would re-use one of the two communications towers already in existence at Mt. McSauba. CCE plans to add a 20' extension to the tower, and use the site for Fire/EMS communications. Changes to the site would be funded by CCE.
- (2) Install a 25' tall freestanding tower on the roof of City Hall. This tower would also be capable of holding the antenna necessary for the proposed downtown Wi-Fi. CCE would be responsible for the tower construction and installation costs.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

Motion by Councilmember Brennan, second by Councilmember Gibson, to approve the tower lease agreement for the City Hall site.

Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None
Absent: None

Motion by Councilmember Gennett, second by Councilmember Cole, to authorize the Mayor to sign the lease agreement for the Mt. McSauba site, contingent upon the transfer of ownership of the tower from Verizon (Wireless) to the City.

Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None
Absent: None

I. Fish Waste Removal Contract

The Ferry Beach fish cleaning station contract for removing fish waste expired December 2, 2013. On April 1, 2014 a two year bid proposal was posted for removing the fish waste at the Ferry Beach fish cleaning station. On April 15, a single bid was opened from John Cross for \$6,500 per year for 2014 and 2015. This is the same amount that was provided for the service in the past by John Cross.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

Motion by Councilmember Cole, second by Councilmember Gennett, to award the contract for the fish waste removal at the Ferry Beach fish cleaning station to John Cross for 2014 and 2015 in the amount of \$6,500/year.

Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None
Absent: None

J. Consideration to Modify the Utility Bill Format and Outsource the Printing and Mailing of Utility Bills

The City currently prints and mails its utility bills in-house on a postcard. Due to having electric, water, and sewer utility charges, as well as regulations requiring certain information be printed on each bill, there is no space available on the bill to add additional information. As a result, City Staff recommends changing the format of the utility bill to a full page bill in order to accommodate more information, as well as to enhance the service provided to the City's utility customers. With a full page bill, the City will be able to clearly display customer account and payment information, utility readings, charges, and usage history on the front of the bill, as well as have a dedicated space to print special City messages and notices.

In order to cost effectively move to a full page utility bill, Staff recommends outsourcing the printing and mailing of the bills. For a few cents more than what it would cost the City for just postage to mail its own full page bill, a third party vendor can print, fold, insert with return envelope, and mail the utility bills.

Councilmember Perron asked if the City would lay off an employee as a result of the change in utility billing. Treasurer Zielinski responded no employees would be laid off. Changing to the new billing format would free up the Utility Clerk's time to provide additional customer service to City residents.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

Motion by Councilmember Brennan, second by Councilmember Gibson, to approve modifying the utility bill from a postcard to a full page bill, and to outsource the printing and mailing of utility bills to Freedom Mailing Service.

Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None
Absent: None

K. Consideration of a Resolution to Allow Credit Cards Transactions for Utility, Property Tax, and Ambulance Payments

Currently, the City accepts cash, check or money order for payment of utility, property tax, and ambulance bills. Utility customers also have the option of setting up ACH direct payment to pay their bills. However, in order to provide greater customer service to the City's taxpayers and customers as well as to respond to the demand from seasonal and year-round residents, City Staff would like to begin accepting payments for utility, property tax, and ambulance bills by credit or debit card. This would be in addition to credit

card payments already being accepted at the City Airport, the City Marina, City Hall, the Electric Car Charging Station, Farmers' Market and for Recreational Department activities.

Councilmember Porter asked if there is a credit card transaction fee involved. Treasurer Zielinski reported that the fee is 2.75% per transaction and would be passed on to the customer.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

Action by resolution.

L. Consideration to Approve Payment Service Network (PSN) Service Agreement

After an extensive review of vendors, Treasurer Zielinski recommended the City enter into a three-year agreement with Payment Service Network (PSN) to provide online billing for the City's utilities and to provide online, mobile, automated, and live phone payment solutions for utilities and property taxes. PSN was selected due to its low upfront costs (\$399) and monthly fees (\$59.95), but most importantly due to its partnership with Civic Systems, which is the provider of the City's financial and utility software.

Online billing for utilities will give the City's customers the ability to view and pay bills online, view a 12-month history of their bills and payments, and the option to opt-out of receiving a paper bill. Payments can be made with Visa, MasterCard and Discover credit and debit cards as well with eChecks. There is no cost to the City for these services. However, customers will be required to pay a transaction fee to use these payment options.

Councilmember Gibson asked how the public will become aware of this new service. Treasurer Zielinski responded that PSN will provide marketing materials in addition to including information on the website and the new utility bill.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

Motion by Councilmember Brennan, second by Councilmember Gennett to approve the service agreement with Payment Service Network (PSN) to provide online billing for utilities and various payments solutions for utilities and property taxes for three years.

Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None
Absent: None

M. Consideration to Approve Invoice from EJ, USA, Inc.

The City had an emergency repair and upgrade to the water main in the 500 and 600 block of State Street due to the frozen/broken four inch water main. As a result, the City purchased 540 lineal feet of 8" ductile iron pipe to complete the upgrade. The total invoice for the pipe is \$11,350.80.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

Motion by Councilmember Gibson, second by Councilmember Cole to approve the invoice from EJ, USA, Inc. in the amount of \$11,350.80 for 540 feet of 8" ductile pipe.

Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None
Absent: None

N. Consideration to Approve Retainer Agreement for Scott Howard

The City Attorney Interview Committee has unanimously recommended that City Council approve the appointment of Scott Howard as the City Attorney. After interviewing four well qualified candidates, the committee felt that Mr. Howard has the municipal law knowledge (including land-use issues), professional demeanor, and experience to represent the City as the new City Attorney.

The Retainer Agreement has been fully vetted by both the City Manager and current City Attorney Jim Young. The City has negotiated that no travel expenses will be charged to the City for travel to and from Charlevoix. Mr. Howard also has adequate malpractice insurance for up to \$2 million per occurrence. The agreement is for one year with an option to renew for unlimited one year periods. The City has the option to terminate the agreement at any time upon written notice. Hourly rates are \$155 per hour and there is no requirement for Mr. Howard to attend City Council meetings. Whether his presence is needed at City Council meetings will be determined by the City Manager or at the request of the Mayor or City Council.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

Motion by Councilmember Gibson, second by Councilmember Perron, to approve the Retainer Agreement establishing Scott Howard as the City of Charlevoix's City Attorney effective May 5, 2014.

Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None

Absent: None

- O. Consideration to Approve a Resolution Approving Ballot Language for a Charter Amendment Regarding City Clerk Position
City Manager Siraebel was contacted by City Attorney Young regarding the resolution establishing ballot language for the City Clerk position. Michigan Statutes state Charter amendments require a 3/5 vote (60%) of the members of the City's elected body. The Attorney General's (AG) Office is stating the Mayor is part of the elected body, creating a body of seven.

At the special meeting on Thursday, April 24 where Council approved the resolution, there were four Council members present that voted in the affirmative. Four out of seven is 57% and does not comply with the 60% threshold. The AG's Office is requiring that another vote on the measure be taken. There are no language changes to the resolution.

Mayor Carlson opened the item to public comment. There was no public comment and the item was closed.

VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action

None.

IX. Resolutions

- A. Liquor License Application – Adventure Center USA, LLC d/b/a Charlevoix Cinema III
Motion by Councilmember Brennan, seconded by Councilmember Cole, to approve Resolution 2014-05-01, Local Government Approval of a Redevelopment Liquor License for Adventure Center USA, LLC, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-05-01
LOCAL GOVERNING BODY APPROVAL OF LIQUOR LICENSE APPLICATION
(Authorized by MCL 436.1501)**

At a REGULAR meeting of the City of Charlevoix City Council called to order by Mayor Norman L. Carlson, Jr., on May 5, 2014 at 7:00 p.m., the following resolution was offered:

Moved by Councilmember Brennan and supported by Councilmember Cole that the application from ADVENTURE CENTER USA, LLC d/b/a CHARLEVOIX CINEMA III for the following license(s): REDEVELOPMENT CLASS C & SDM MICHIGAN LIQUOR CONTROL COMMISSION LICENSES, to be located at 107 Antrim Street, Charlevoix, MI 49720

and the following permit, if applied for: ___ Banquet Facility Address of Banquet Facility: N/A

be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 5th day of May, A.D. 2014.

Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None
Absent: None

- B. Consideration of a Resolution to Allow Credit Card Transactions for Utility, Property Tax, and Ambulance Payments
Motion by Councilmember Brennan, seconded by Councilmember Gennett, to approve Resolution 2014-05-02, to Approve Credit Card Payments for Utility, Property Tax, and Ambulance Bills, as follows:

**CITY OF CHARLEVOIX
RESOLUTION 2014-05-02
APPROVE CREDIT CARD PAYMENTS FOR UTILITY, PROPERTY TAX, AND AMBULANCE BILLS**

WHEREAS, Act 280 of the Public Acts of Michigan of 1995 authorizes units of local government to accept payments by credit card, or by other financial transaction devices; and

WHEREAS, the City has in the past accepted credit card payments at the City Airport, the City Marina, City Hall, the Electric Car Charging Station, the Farmers Market and for Recreational Department activities to strengthen internal controls and provide improved customer service; and

WHEREAS, the City currently has an agreement to accept Visa, MasterCard, and Discover with direct verification and validation of cards at a negotiated rate per transaction; and

WHEREAS, except for the items mentioned in this resolution, the City does not wish to accept credit cards at this time for any additional services provided citizens, due to the cost; and

WHEREAS, the City has internal controls in place to monitor credit card transactions to verify the proper recording of non-cash transactions.

NOW, THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF CHARLEVOIX authorizes staff to provide for acceptance of payments by credit card, debit card or other electronic funds transfer card for City of Charlevoix utility, property tax, and ambulance bills.

RESOLVED, this 5th day of May, 2014.

Resolution was adopted by the following yea and nay vote:

Yeas: Gennett, Brennan, Cole, Perron, Gibson, Porter

Nays: None

Absent: None

- C. Consideration to Approve a Resolution Approving Ballot Language for a Charter Amendment Regarding City Clerk Position
Motion by Councilmember Brennan, seconded by Councilmember Gibson, to approve Resolution 2014-05-03, Resolution to Propose an Amendment to the City Charter, Making the City Clerk an Appointed Position, as follows:

CITY OF CHARLEVOIX
RESOLUTION NO. 2014-05-03
RESOLUTION TO PROPOSE AN AMENDMENT TO THE CITY CHARTER,
MAKING THE CITY CLERK AN APPOINTED POSITION

WHEREAS, since approximately June 2013, the City has been considering whether to place before the electors of the City the question of amending the City Charter to make the currently vacant City Clerk's position an appointed position and has been gathering public input; and

WHEREAS, the City has determined that the electors of the City should determine whether the City Clerk should be appointed in the same manner as the City Treasurer, Police Chief, Fire Chief and other important city positions, and that this charter amendment question should be submitted to the electors in August of 2014.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The electors of the City be asked whether the City Charter should be amended to make the City Clerk an appointed position using the method of appointment and the method of determining compensation as is currently used with the City Treasurer and other appointed City officials;
2. The sections of the Charter to be amended are 2.11 (which currently allows the Compensation Commission to set the City Clerk's compensation as an elected official); 3.8 (which currently makes the Clerk an elected position); 4.4 (which currently provides for the nomination of the City Clerk as an elected official); and 4.7 (which makes the Clerk an elected position and states when the elected Clerk takes office).
3. The amendment is being proposed for the following reason(s): currently, the City Clerk is an elected position and there are no minimum job skills to assume this position; the City Clerk is an integral part of City government with numerous legal and administrative duties and is a component of a financial "checks and balances" system with the City Treasurer; the City Treasurer is appointed by the City Council as provided in the City Charter and it is in the best interests of the City to appoint the City Clerk in an identical manner; and if the proposed Charter amendment is approved by the electors, a vacancy in the office can be avoided by authorizing the City Council to select a City Clerk who would assume that position only when the Charter amendment becomes effective as provided in Michigan law.
4. This resolution supersedes any prior resolution regarding amending the Charter to make the City Clerk an appointed position.
5. The proposed amendment to be submitted to the City's electors at the election to be held on August 5, 2014 consists of changes to sections 2.11, 3.8, 4.4 and 4.7 of the Charter as set forth herein:

In Section 2.11, the reference to the City Clerk would be eliminated, so that Section 2.11 shall read as follows:

COUNCIL - COMPENSATION

Each Council Member, the Mayor and the Deputy Mayor shall receive as payment for services a sum as determined by the local Compensation Commission, which shall be established in accordance with Public Act 1972, No. 8 as amended.

Such compensation shall be payable bi-weekly or as otherwise determined by the local Compensation Commission, and except as otherwise provided in the Charter, shall constitute the only remuneration which may be paid for services performed by such officers for the discharging of official duties for or on behalf of the City during their term of office.

Section 3.8 shall read as follows:

CITY CLERK - APPOINTMENT – DUTIES

The City Clerk shall be appointed by a majority vote of the entire Council for an indefinite term. The City Clerk may be removed by a majority vote of the entire Council. The first appointed clerk shall be appointed by the Council after the Charter amendment providing for an appointed clerk is approved by the City's voters and filed with the County Clerk and the Secretary of State.

The City Clerk shall be Clerk of the Council and shall, with the Mayor, sign all ordinances. The City Clerk shall keep a permanent journal of all Council proceedings and ordinances. In addition, the City Clerk shall perform all other duties prescribed by law, this Charter, and the Council. The City Clerk may, with the approval of the City Council, appoint one Deputy Clerk.

In Section 4.4, the reference to the City Clerk would be eliminated, so that Section 4.4 shall read as follows:

NOMINATION OF MAYOR

Registered electors seeking the office of Mayor shall file nominating petitions bearing the bona fide signatures of no fewer than twenty-five (25) nor more than forty (40) registered voters residing in the City at large. Such petitions shall be filed with the City Clerk's office no later than 4:00 p.m. in the afternoon of the twelfth Tuesday prior to the primary election.

In Section 4.7, the references to the City Clerk and the beginning of the elected Clerk's term would be eliminated, so that Section 4.7 shall read as follows:

ELECTION OF MAYOR

The Mayor shall be elected at the annual election, for a two year term by balloting of the electors of the City at large. The Mayor shall take office at the first regular City Council meeting after the Mayor's election. Names of the nominees shall appear on the ballots and election materials of the primary and of the General Election without reference to ward residence.

- 6. The ballot language for this proposed amendment shall be as follows:

<p align="center">PROPOSED AMENDMENT TO THE CHARLEVOIX CITY CHARTER TO CHANGE THE OFFICE OF CITY CLERK TO AN APPOINTED OFFICE</p> <p>The Charter currently states that the City Clerk is elected for a 2 year term. The proposed amendment would require the City Council to appoint the City Clerk in the same manner as other appointed officials, such as the City Treasurer, and to set the Clerk's compensation.</p> <p>Shall Sections 2.11, 3.8, 4.4 and 4.7 of the City Charter be amended to provide for the appointment of the City Clerk?</p> <p>YES: _____</p> <p>NO: _____</p> <p>A "Yes" vote will be a vote in favor of the proposed amendment.</p> <p>A "No" vote will be a vote against the proposed amendment.</p>
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RESOLVED, this 5th day of May, 2014.

Resolution was adopted by the following yea and nay vote:
Yeas: Gibson, Perron, Porter, Brennan, Cole, Gennett
Nays: None
Absent: None

- X. **Ordinances**
None.

- XI. **Miscellaneous Business**
Petunia planting has been moved to Thursday, May 29 due to the cold weather.

Councilmember Porter suggested that the City should approach the Coast Guard regarding an ice breaking tug in Charlevoix.

Councilmember Brennan questioned City Manager Straebel about the possibility of introducing a bond to support City infrastructure. With the interest rates being low and the amount of emergency work performed this winter due to the bad weather, it may be a good time to pursue this idea. Mayor Carlson recommended that this be an agenda item at a future meeting.

Councilmember Gibson asked to present the City Manager and City Attorney resolution language for Council to take an advocacy position or an opposition position with regards to the proposed Fisherman's Island land swap. City Manager Straebel commented that we may not know all of the details of the land swap issue at this time. Councilmembers Perron and Porter expressed support to bring the resolution forward to Council. Councilmember Gennett voiced concerns regarding the future of the airport and the potential for harmful relationships. Councilmember Brennan questioned whether Council should be taking a stand on property outside the City limits. Councilmember Gibson's item will be added to the May 19 Council Meeting agenda for further discussion.

XII. Audience - Non-agenda Input (written requests take precedent)

Larry Sullivan, County Commissioner, stated there is a committee being established to discuss pros and cons of the proposed Fisherman's Island land swap and the discussion will be moderated by a Cooperative Extension employee. He noted that there is a web address where persons interested in serving on the committee can respond. Commissioner Sullivan agreed with Councilmember Gibson that Council should take a position at some point, but it may be premature until we know what is actually being proposed. He will be recommending that the County Board take a position as well, but Commissioner Sullivan will advocate waiting to see what exactly is being proposed.

XIII. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn.
 There were no objections.
 Meeting adjourned at 9:23 p.m.

Joyce M. Golding City Clerk Norman L. Carlson, Jr. Mayor

Accounts Payable – 04/24/2014

AT&T MOBILITY	72.22	VERIZON WIRELESS	56.74
CHARLEVOIX STATE BANK	2,682.10	VISION SERVICE PLAN	517.80
DELTA DENTAL	4,514.90		
PRIORITY HEALTH	45,673.88	TOTAL	54,859.43
STANDARD INSURANCE CO	1,341.79		

Accounts Payable – 05/06/2014

AIRGAS USA LLC	868.55	ETNA SUPPLY	5,810.10
ALL-PHASE ELECTRIC SUPPLY CO.	563.51	EVANS, HAL	41.00
ASPLUNDH TREE EXPERT CO	3,577.20	FASTENAL COMPANY	88.62
AT&T LONG DISTANCE	904.28	FERGUSON & CHAMBERLAIN	1,911.00
AVFUEL CORPORATION	2,250.00	FISHER SCIENTIFIC	438.32
B & L SOUND INC	51.98	GOVERNMENT FINANCE	160.00
BECKER, BRADY	32.88	GRAINGER	209.15
BELL EQUIPMENT COMPANY	216.67	GREAT LAKES PIPE & SUPPLY	814.72
BRANAN, MICHAEL	7.04	GUTTER PROS	330.00
BREATHING AIR SYSTEMS	62.14	HACH COMPANY	874.47
CHARLEVOIX AGENCY	100.00	HAND, HEATHER	41.00
CHARLEVOIX LIONS CLUB, THE	45.00	HANKINS, SCOTT	41.00
CHARLEVOIX TOWNSHIP	15.45	HARBOR FENCE COMPANY	280.00
CHASE, PAUL	53.27	HARRELL'S	340.00
CITY OF CHARLEVOIX - PETTY CASH	433.49	HEID, THOMAS J.	41.00
COAST TO COAST COMPUTER	63.98	HYDE SERVICES LLC	391.19
CUMMINS BRIDGEWAY LLC	232.23	IVAN, PAUL	41.00
DCASSESSING SERVICES	4,291.92	J & B MEDICAL SUPPLY INC.	171.32
DeROSIA, PATTY	41.00	J. THOMAS DISTRIBUTORS LLC	82.30
DOAN, GERARD	41.00	JACK DOHENY SUPPLIES INC	76.51
DTE ENERGY	7,113.13	JONES & JONES GARAGE DOOR SVCS.	630.17
EDM PUBLISHERS INC.	257.24	JP MOTORS AND DRIVES	201.16
EJ USA INC.	7,206.42	KMart	98.68
ELHORN ENGINEERING COMPANY	1,632.00	KSS ENTERPRISES	320.53
ELLIOTT, PATRICK M.	41.00	LAKESHORE TIRE & AUTO SERVICE	290.00
ELLSWORTH FARMER'S EXCHANGE	212.00	MICHIGAN ELECTION RESOURCES	13.61
EMERGENCY MEDICAL PRODUCTS INC	234.03	MICHIGAN STATE INDUSTRIES	126.50
ENMET CORP	178.85	MID STATES BOLT & SCREW CO	505.04

MSU EXTENSION	47.00	SPENCER, MICHAEL	41.00
NATIONWIDE INSURANCE	397.80	STATE OF MICHIGAN	70.00
NCL OF WISCONSIN INC.	156.04	STRAEBEL, ROBERT J.	41.00
NETSOURCE ONE INC.	48.00	SWEM, DONALD L.	41.00
NORTHERN CREDIT BUREAU	429.27	SYSCO GRAND RAPIDS	147.00
NORTHERN SAFETY CO INC	305.79	TEUNIS, STEVEN	41.00
PARASTAR INC.	1,181.51	TRI-TURF	39.66
PEARSON, BETHANY	134.52	UNITED STATES PLASTIC CORP.	230.53
PERFORMANCE ENGINEERS INC	5,425.00	UP NORTH PROPERTY SERVICES LLC	858.00
PIONEER RESEARCH CORPORATION	179.90	USA BLUE BOOK	185.43
POWER LINE SUPPLY	1,954.32	VILLAGE GRAPHICS INC.	59.75
REHMANN-ROBSON & CO	9,400.00	WADE TRIM OPERATIONS SERVICES	304.13
ROTARY CLUB OF CHARLEVOIX	37.50	WATCH INC.	160.00
SCHMUCKAL OIL CO	1,345.75	WELLER, LINDA	41.00
SEELEY'S PRINTING SERVICE	500.00	WHITLEY, ANDREW	14.00
SHORELINE POWER SERVICES INC.	203.14	WILKIN, AMANDA	41.00
SIGMA-ALDRICH RTC	378.34	WINDER POLICE EQUIPMENT	378.87
SIKORSKI, KATHY	1.40	WOODY, SCOTT	41.00
SNABES PLLC, MAURA A	475.00	WORK & PLAY SHOP	777.70
SPARTAN DISTRIBUTORS INC	137.77	ZIELINSKI, JOSEPH A.	41.00
SPEEDWRENCH INC.	528.95	TOTAL	71,914.72

Tax Disbursement – 05/06/2014

CHARLEVOIX COUNTY TREASURER	2,548.43	CHARLEVOIX PUBLIC SCHOOLS	146.18
CHARLEVOIX DISTRICT LIBRARY	290.81	CITY OF CHARLEVOIX - TAXES DUE	2,257.53
CHARLEVOIX PUBLIC SCHOOLS	1,061.80	RECREATIONAL AUTHORITY	51.75
CHARLEVOIX PUBLIC SCHOOLS	297.21		
CHARLEVOIX PUBLIC SCHOOLS	13.95	TOTAL	6,667.66

ACH Payments – 04/21/2014 – 04/28/2014

MI PUBLIC POWER AGENCY	20,777.41	VANTAGEPOINT (457 ICMA PLAN)	12,662.88
MI PUBLIC POWER AGENCY	257,129.41	MERS (DEFINED BENEFIT PLAN)	28,342.21
IRS (PAYROLL TAX DEPOSIT)	33,730.33	MI PUBLIC POWER AGENCY	34,853.72
ALERUS FINANCIAL (HCSP)	280.00	MICHIGAN PUBLIC POWER AGENCY	257,129.42
STATE OF MI (WITHHOLDING TAX)	4,741.95		
VANTAGEPOINT (401 ICMA PLAN)	728.06	TOTAL	120,734.63

PAYROLL: NET PAY

Pay Period Ending 04/19/2014 – Paid 04/25/2014

CARLSON JR., NORMAN	784.97	MAYER, SHELLEY L.	1,565.25
GENNETT, LYLE E.	132.14	HILLING, NICHOLAS A.	1,172.93
WELLER, LINDA JO	1,339.67	MEIER III, CHARLES A.	1,274.00
STRAEBEL, ROBERT J.	2,186.47	ZACHARIAS, STEVEN B.	1,543.01
GOLDING, JOYCE M.	1,020.25	NISWANDER, JOSEPH F.	1,255.82
LOY, EVELYN R.	997.10	FRYE, EDWARD J.	371.28
KLOOSTER, ALIDA K.	1,388.54	JONES, TERRI L.	941.05
BROWN, STEPHANIE C.	1,045.90	SWEM, DONALD L.	1,628.63
SPENCER, MICHAEL D.	1,589.69	EATON, BRAD A.	2,173.90
SPENCLEY, PATRICIA L.	1,077.77	WILSON, TIMOTHY J.	2,308.88
NASH, JENNIFER B.	852.40	LAVOIE, RICHARD L.	1,263.41
PANOFF, ZACHARY R.	743.98	STEVENS, BRANDON C.	1,501.07
PEARSON, BETHANY S.	1,224.97	WHITLEY, ANDREW T.	1,718.14
ZIELINSKI, JOSEPH A.	1,706.40	ELLIOTT, PATRICK M.	1,695.94
DOAN, GERARD P.	1,356.15	MORRISON, KEVIN P.	929.77
SHRIFT, PETER R.	1,241.27	HODGE, MICHAEL J.	1,065.51
SCHLAPPI, JAMES L.	1,045.70	WELLS JR., DONALD E.	2,589.33
UMULIS, MATTHEW T.	1,400.70	BRADLEY, KELLY R.	2,329.73
HANKINS, SCOTT A.	1,459.53	WILSON, RICHARD J.	1,058.60
ORBAN, BARBARA K.	1,404.15	HART II, DELBERT W.	863.27
TRAEGER, JASON A.	1,283.35	JOHNSON, STEVEN P.	1,569.99
WARNER, JANINE M.	939.21	DORAN, JUSTIN J.	1,170.34
IVAN, PAUL M.	1,664.74	MANKER SR, DAVID W.	295.00
SCHWARTZFISHER, JOSEPH L.	1,321.73	BECKER, MICHAEL S.	195.58
ROLOFF, ROBERT P.	2,067.82	COLE, STEVEN D.	230.33
BRODIN, WILLIAM C.	1,609.81	MCGHEE, ROBERT R.	508.84
RILEY, DENISE M.	341.12	WILKIN, AMANDA J.	826.34
TEUNIS, STEVEN L.	1,772.79	AMSTUTZ, LINDA J.	88.66
WURST, RANDALL W.	1,585.25	RAMSEY, MADISON L.	530.43

HEID, THOMAS J	1,248.98	RILEY, CASEY W.	13.85
STEIN, DONNA E.	133.29	THORMAN, MIKAYLA R.	78.67
GILL, DAVID R.	905.29	JONES, LARRY M.	648.12
WOODY, SCOTT R.	1,523.84	OCHS, THOMAS F	27.70
VANLOO, JOSEPH G.	435.00	TRAVERS, MANUEL J.	190.30
HAND, HEATHER K.	841.78	SCOTT JR., WINFIELD	39.65
TABER, HOLLY S.	609.94	SILVA, JESSE L.	47.57
CROFT, JAMES E.	189.78	KITELEY, FISHER L.	46.25
WYMAN, MATTHEW A.	752.44	COLLINS, CHAD M.	262.75
DRAVES, MICHAEL J.	305.43	RILEY, DANIEL A.	780.30
STEVENS, JEFFREY W.	223.21	BERGMANN, DOUGLAS M.	52.86
FUNKEY, KRAIG R.	159.30	SCHOOF, WILLIAM R.	463.60
ROLOFF, AUDREY M.	652.73	LEESE, MERRI C.	156.30
MATTER, DAWSON K.	533.06	DRAVES, MARTIN J.	2,094.11
MARSH JR., JAMES D.	31.40	JONES, ROBERT F.	1,261.24
RILEY, TIMOTHY C.	193.78		
RAMSEY, KYLE J.	66.07	TOTAL	86,237.19

PAYROLL: TRANSMITTAL
04/25/2014

AMERICAN FAMILY LIFE	182.40	COMMUNICATION WORKERS OF AMER	536.12
AMERICAN FAMILY LIFE	269.17	MI STATE DISBURSEMENT UNIT	596.19
BAY WINDS FEDERAL CREDIT UNION	110.00	NORTHWESTERN BANK	150.00
CHAR EM UNITED WAY	84.54	PRIORITY HEALTH	1,052.77
CHARLEVOIX STATE BANK	1,041.16	TENHOUTEN RINGSTROM, PLLC	25.51
CHARLEVOIX STATE BANK	393.41	TOTAL	4,441.27

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/03/2014	05/09/2014	109591	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	182.40
05/03/2014	05/09/2014	109591	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	269.17
05/03/2014	05/09/2014	109592	BAY WINDS FEDERAL C	9024	HSA-EMPLOYEE CONTRIB-BAY	110.00
05/03/2014	05/09/2014	109593	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 5/3/20	87.04
05/03/2014	05/09/2014	109594	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,041.16
05/03/2014	05/09/2014	109594	CHARLEVOIX STATE BA	9017	HSA - EMPLOYER CONTRIB - C	345.05
05/03/2014	05/09/2014	109595	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	518.93
05/03/2014	05/09/2014	109596	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	596.19
05/03/2014	05/09/2014	109597	NORTHWESTERN BANK	9018	HSA - EMPLOYEE CONTRIB - N	150.00
05/03/2014	05/09/2014	109598	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 5	382.00
05/03/2014	05/09/2014	109599	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,052.77
Grand Totals:		11				4,734.71

Summary of Check Registers & ACH Payments

FIRST MERIT BANK - CHECKS ISSUED

05/09/14 Payroll \$ 83,250.23
 05/09/14 Payroll Transmittal Checks \$ 4,734.71
 05/20/14 Regular Accounts Payable \$ 257,304.00

Checks Sub-Total: \$ 345,288.94

FIRSTMERIT BANK - ACH PAYMENTS

05/05/14 MI Public Power Agency \$ 39,717.11
 05/08/14 State of MI (Sales Tax) \$ 19,542.77
 05/09/14 IRS (Payroll Tax Deposit) \$ 32,148.71
 05/09/14 Alerus Financial (HCSP) \$ 280.00
 05/09/14 State of MI (Withholding Tax) \$ 4,571.99
 05/09/14 Vantagepoint (401 ICMA Plan) \$ 728.06
 05/09/14 Vantagepoint (457 ICMA Plan) \$ 12,238.80
 05/12/14 MI Public Power Agency \$ 23,264.38

ACH Sub-Total: \$ 132,491.82

First Merit Bank Total: \$ 477,780.76

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

05/20/14 Tax Disbursement \$ -

Charlevoix State Bank Total: \$ -

Grand Total: \$ 477,780.76

APPROVED:

RS
CITY MANAGER

[Signature]
CITY TREASURER

[Signature]
CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/03/2014	PC	05/09/2014	17445	WELLER, LINDA JO	101		1,339.67
05/03/2014	PC	05/09/2014	17446	STRAEBEL, ROBERT J.	102		2,496.76
05/03/2014	PC	05/09/2014	17447	GOLDING, JOYCE M.	106		1,020.25
05/03/2014	PC	05/09/2014	17448	LOY, EVELYN R.	117		997.09
05/03/2014	PC	05/09/2014	17449	KLOOSTER, ALIDA K.	121		1,605.30
05/03/2014	PC	05/09/2014	17450	BROWN, STEPHANIE C.	126		1,085.99
05/03/2014	PC	05/09/2014	17451	SPENCER, MICHAEL D.	132		1,817.76
05/03/2014	PC	05/09/2014	17452	SPENCLEY, PATRICIA L.	136		1,019.84
05/03/2014	PC	05/09/2014	17453	NASH, JENNIFER B.	138		524.37
05/03/2014	PC	05/09/2014	17454	PANOFF, ZACHARY R.	141		743.98
05/03/2014	PC	05/09/2014	17455	MILLER, FAITH G.	142		21.54
05/03/2014	PC	05/09/2014	17456	PEARSON, BETHANY S.	143		1,224.96
05/03/2014	PC	05/09/2014	17457	ZIELINSKI, JOSEPH A.	144		1,706.40
05/03/2014	PC	05/09/2014	17458	LEESE, MERRI C.	145		433.02
05/03/2014	PC	05/09/2014	17459	DOAN, GERARD P.	201		1,187.84
05/03/2014	PC	05/09/2014	17460	SHRIFT, PETER R.	203		1,251.03
05/03/2014	PC	05/09/2014	17461	SCHLAPPI, JAMES L.	204		986.09
05/03/2014	PC	05/09/2014	17462	UMULIS, MATTHEW T.	205		1,449.77
05/03/2014	PC	05/09/2014	17463	HANKINS, SCOTT A.	208		1,472.40
05/03/2014	PC	05/09/2014	17464	ORBAN, BARBARA K.	209		1,595.05
05/03/2014	PC	05/09/2014	17465	TRAEGER, JASON A.	210		1,364.28
05/03/2014	PC	05/09/2014	17466	WARNER, JANINE M.	213		1,167.28
05/03/2014	PC	05/09/2014	17467	EVANS JR, HALBERT K.	214		282.92
05/03/2014	PC	05/09/2014	17468	IVAN, PAUL M.	301		1,664.75
05/03/2014	PC	05/09/2014	17469	SCHWARTZFISHER, JOS	303		753.15
05/03/2014	PC	05/09/2014	17470	ROLOFF, ROBERT P.	304		1,228.43
05/03/2014	PC	05/09/2014	17471	BRODIN, WILLIAM C.	305		1,260.56
05/03/2014	PC	05/09/2014	17472	RILEY, DENISE M.	306		347.06
05/03/2014	PC	05/09/2014	17473	TEUNIS, STEVEN L.	402		1,772.79
05/03/2014	PC	05/09/2014	17474	WURST, RANDALL W.	411		1,261.50
05/03/2014	PC	05/09/2014	17475	MAYER, SHELLEY L.	412		1,334.00
05/03/2014	PC	05/09/2014	17476	HILLING, NICHOLAS A.	413		1,336.55
05/03/2014	PC	05/09/2014	17477	MEIER III, CHARLES A.	421		1,321.52
05/03/2014	PC	05/09/2014	17478	ZACHARIAS, STEVEN B.	422		1,107.61
05/03/2014	PC	05/09/2014	17479	NISWANDER, JOSEPH F.	504		1,262.08
05/03/2014	PC	05/09/2014	17480	FRYE, EDWARD J.	508		936.79
05/03/2014	PC	05/09/2014	17481	JONES, TERRI L.	511		931.39
05/03/2014	PC	05/09/2014	17482	EATON, BRAD A.	515		1,936.39
05/03/2014	PC	05/09/2014	17483	WILSON, TIMOTHY J.	516		2,305.91
05/03/2014	PC	05/09/2014	17484	LAVOIE, RICHARD L.	519		1,287.96
05/03/2014	PC	05/09/2014	17485	STEVENS, BRANDON C.	521		1,386.19
05/03/2014	PC	05/09/2014	17486	DRAVES, MARTIN J.	523		1,698.94
05/03/2014	PC	05/09/2014	17487	ELLIOTT, PATRICK M.	600		1,695.93
05/03/2014	PC	05/09/2014	17488	WELLS JR., DONALD E.	609		1,611.87
05/03/2014	PC	05/09/2014	17489	BRADLEY, KELLY R.	614		1,513.47
05/03/2014	PC	05/09/2014	17490	WILSON, RICHARD J.	615		1,105.08
05/03/2014	PC	05/09/2014	17491	HART II, DELBERT W.	616		785.77
05/03/2014	PC	05/09/2014	17492	JONES, ROBERT F.	618		1,074.38
05/03/2014	PC	05/09/2014	17493	DORAN, JUSTIN J.	621		1,596.91
05/03/2014	PC	05/09/2014	17494	MANKER JR, DAVID W.	638		542.22
05/03/2014	PC	05/09/2014	17495	MANKER SR, DAVID W.	639		700.76
05/03/2014	PC	05/09/2014	17496	BECKER, MICHAEL S.	641		594.16
05/03/2014	PC	05/09/2014	17497	HAWKINS, JAMES S.	662		179.27
05/03/2014	PC	05/09/2014	17498	MCGHEE, ROBERT R.	663		1,092.66
05/03/2014	PC	05/09/2014	17499	WILKIN, AMANDA J.	700		882.26
05/03/2014	PC	05/09/2014	17500	KLOOSTER, SUSAN E.	702		21.36
05/03/2014	PC	05/09/2014	17501	STEBE, LAURA A.	703		14.93

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
05/03/2014	PC	05/09/2014	17502	AMSTUTZ, LINDA J.	706		88.66
05/03/2014	PC	05/09/2014	17503	RAMSEY, MADISON L.	752		407.63
05/03/2014	PC	05/09/2014	17504	HEID, THOMAS J	802		1,248.98
05/03/2014	PC	05/09/2014	17505	STEIN, DONNA E.	830		84.45
05/03/2014	PC	05/09/2014	17506	DURRENBERGER, LARR	846		135.58
05/03/2014	PC	05/09/2014	17507	WOODY, SCOTT R.	900		1,523.84
05/03/2014	PC	05/09/2014	17508	VANLOO, JOSEPH G.	902		267.14
05/03/2014	PC	05/09/2014	17509	SEAMAN, HEATHER K.	913		841.78
05/03/2014	PC	05/09/2014	17510	TABER, HOLLY S.	924		514.00
05/03/2014	PC	05/09/2014	17511	CROFT, JAMES E.	926		184.06
05/03/2014	PC	05/09/2014	17512	WYMAN, MATTHEW A.	927		752.44
05/03/2014	PC	05/09/2014	17513	SCHRADER, LOU ANN	929		313.79
05/03/2014	PC	05/09/2014	109575	DEROSIA, PATRICIA E.	107		855.59
05/03/2014	PC	05/09/2014	109576	SWEM, DONALD L.	512		1,628.64
05/03/2014	PC	05/09/2014	109577	WHITLEY, ANDREW T.	522		1,235.14
05/03/2014	PC	05/09/2014	109578	MORRISON, KEVIN P.	601		1,075.45
05/03/2014	PC	05/09/2014	109579	HODGE, MICHAEL J.	606		1,293.58
05/03/2014	PC	05/09/2014	109580	JOHNSON, STEVEN P.	617		1,061.66
05/03/2014	PC	05/09/2014	109581	BISHAW, JAMES H.	633		652.73
05/03/2014	PC	05/09/2014	109582	COLE, STEVEN D.	657		527.60
05/03/2014	PC	05/09/2014	109583	NICHOLS, RUSSELL N.	661		289.81
05/03/2014	PC	05/09/2014	109584	CURTIS, DENNIS E.	831		849.15
05/03/2014	PC	05/09/2014	109585	BOOTHE, STEVEN A.	832		39.24
05/03/2014	PC	05/09/2014	109586	GRUNCH, RONALD J.	844		45.62
05/03/2014	PC	05/09/2014	109587	DAVIS, RONALD L.	853		144.35
05/03/2014	PC	05/09/2014	109588	GILL, DAVID R.	856		905.29
05/03/2014	PC	05/09/2014	109589	TODD, RICHARD D.	859		546.25
05/03/2014	PC	05/09/2014	109590	DRAVES, MICHAEL J.	928		399.59
Grand Totals:			85				83,250.23

Report Criteria:

Computed checks included
 Manual checks included
 Supplemental checks included
 Termination checks included
 Void checks included

Check Number	Payee	Amount
05/20/2014		
109601	ACE HARDWARE	2,029.51
109602	AMERICAN WASTE INC.	2,109.60
109603	APEX SOFTWARE	215.00
109604	ARROW UNIFORM-TAYLOR L.L.C.	1,179.58
109605	ASPLUNDH TREE EXPERT CO	8,799.75
109606	AT&T	475.66
109607	AVFUEL CORPORATION	17,916.19
109608	B & L SOUND INC	95.96
109609	BEAVER RESEARCH COMPANY	1,027.51
109610	BLACKBURN MFG. CO.	65.97
109611	BLARNEY CASTLE OIL CO	1,184.04
109612	BLUE EARTH LABS LLC	538.75
109613	BOB MATHERS FORD	28.00
109614	BRACE TWINE	97.99
109615	BRADFORD'S	71.50
109616	BS& A SOFTWARE	1,630.00
109617	BULBS.COM	149.94
109618	CAPITAL TIRE INC.	2,825.16
109619	CARQUEST OF CHARLEVOIX	1,213.70
109620	CHARLEVOIX AGENCY	749.70
109621	CHARLEVOIX SEWER & DRAIN	75.00
109622	CHARTER COMMUNICATIONS	1,294.22
109623	CITY OF CHARLEVOIX - PETTY CASH	305.00
109624	CITY OF CHARLEVOIX - UTILITIES	32,922.48
109625	CIVIC SYSTEMS	4,125.00
109626	CNA SURETY	50.00
109627	CTL SYSTEMS	95.09
109628	DTE ENERGY	675.98
109629	EJ USA INC.	12,250.15
109630	ETNA SUPPLY	174.36
109631	FAMILY FARM & HOME	499.01
109632	FASTENAL COMPANY	42.79
109633	FERGUSON & CHAMBERLAIN	514.00
109634	FISHER SCIENTIFIC	1,135.62
109635	FORE-EVER-MARKED INC.	185.40
109636	GARAGE DOOR SERVICES INC.	685.17
109637	GCSAA	365.00
109638	GINOP SALES INC	14.46
109639	GRAINGER	94.00
109640	GREAT LAKES ENERGY	4,665.00
109641	GRIFFIN BEVERAGE CO	229.30
109642	GRULER'S FARM SUPPLY INC	545.99
109643	HARRELL'S	1,200.00
109644	HOLIDAY COMPANIES	138.83
109645	HYDRO DESIGNS INC.	515.00
109646	IDEXX DISTRIBUTION INC.	1,198.86
109647	INDEPENDENT DRAFTING SERVICES	1,312.00
109648	INTELLIGENT PRODUCTS INC	1,586.75

Check Number	Payee	Amount
109649	INTERMARK	287.64
109650	JACK DOHENY SUPPLIES INC	1,660.62
109651	JACOBSON/MICHIGAN	35,887.00
109652	JONES, ROBERT F.	60.00
109653	KEIE, JAMES	100.00
109654	KORTHASE FLINN	464.12
109655	KSS ENTERPRISES	742.69
109656	LAKESHORE TIRE & AUTO SERVICE	163.00
109657	LAVOIE, RICHARD	12.34
109658	MARQUARDT, RANDY IRWIN	25.00
109659	McDONALDS	400.00
109660	MDC CONTRACTING LLC	11,111.30
109661	MDC CONTRACTING LLC	52,997.38
109662	MICH BOATING INDUSTRIES ASSOC.	295.00
109663	MICHIGAN MUNICIPAL LEAGUE	1,843.00
109664	MICHIGAN OFFICEWAYS INC	1,362.83
109665	MID STATES BOLT & SCREW CO	91.31
109666	NETSOURCE ONE INC.	3,843.00
109667	NORTHERN CREDIT BUREAU	332.34
109668	NORTHERN MICHIGAN HARDWOODS	1,828.25
109669	NORTHERN MICHIGAN REVIEW INC.	503.93
109670	NORTHERN PUMP SERVICE INC.	370.00
109671	NORTHERN SAFETY CO INC	499.79
109672	OLESON'S FOOD STORES	11.18
109673	OTEC	101.66
109674	PERFORMANCE ENGINEERS INC	11,152.75
109675	PLUNKETT & COONEY	460.00
109676	POLLARDWATER.COM - EAST	79.33
109677	POLLUTION CONTROL SERVICES INC	1,293.75
109678	POLYDYNE INC	379.50
109679	POWER LINE SUPPLY	1,715.46
109680	PRESTON FEATHER	76.15
109681	PRO WEB MARKETING LLC	300.00
109682	PUROLL EQUIPMENT COMPANY LLC	283.65
109683	QUICK CARE MEDICAL CENTER	80.00
109684	REHMANN-ROBSON & CO	9,400.00
109685	RELIABLE OFFICE SUPPLIES	216.16
109686	SPARTAN DISTRIBUTORS INC	671.87
109687	STATE OF MICHIGAN	442.17
109688	STATE OF MICHIGAN	600.00
109689	STATE OF MICHIGAN	200.00
109690	STEVENS, BRANDON	12.99
109691	SYSTEMS SPECIALISTS INC	800.00
109692	TRUCK & TRAILER SPECIALTIES	669.78
109693	U S BANK	150.00
109694	UP NORTH PROPERTY SERVICES LL	805.00
109695	USA MOBILITY WIRELESS INC.	9.99
109696	WARNER, JANINE	249.71
109697	WITTHOEFT, MARVIN	100.00

Check Number	Payee	Amount
109698	WORK & PLAY SHOP	2,593.43
109699	YP	195.96
109700	ZEDNICEK, MIKE	75.00
Total 05/20/2014:		257,304.00
Grand Totals:		257,304.00

Check Number	Payee	Amount
05/05/2014		
50514001	MICHIGAN PUBLIC POWER AGENCY	39,717.11
Total 05/05/2014:		39,717.11
Grand Totals:		39,717.11

Check Number	Payee	Amount
05/08/2014		
50814001	STATE OF MICHIGAN	19,542.77
Total 05/08/2014:		19,542.77
Grand Totals:		19,542.77

Check Issue Date	Check Number	Payee	Amount
50914001			
05/09/2014	50914001	**EFTPS* Payroll Taxes	7,877.21
05/09/2014	50914001	**EFTPS* Payroll Taxes	7,877.21
05/09/2014	50914001	**EFTPS* Payroll Taxes	1,842.25
05/09/2014	50914001	**EFTPS* Payroll Taxes	1,842.25
05/09/2014	50914001	**EFTPS* Payroll Taxes	12,709.79
Total 50914001:			
	5		32,148.71
50914002			
05/09/2014	50914002	Alerus Financial	280.00
Total 50914002:			
	1		280.00
50914003			
05/09/2014	50914003	STATE OF MICHIGAN	4,571.99
Total 50914003:			
	1		4,571.99
50914004			
05/09/2014	50914004	Vantagepoint - 401 Plan 109153	728.06
Total 50914004:			
	1		728.06
50914005			
05/09/2014	50914005	Vantagepoint - 457 Plan 300959	4,611.33
05/09/2014	50914005	Vantagepoint - 457 Plan 300959	195.78
05/09/2014	50914005	Vantagepoint - 457 Plan 300959	1,770.71
05/09/2014	50914005	Vantagepoint - 457 Plan 300959	5,660.98
Total 50914005:			
	4		12,238.80
Grand Totals:			
	12		49,967.56

Check Number	Payee	Amount
05/12/2014		
51214001	MICHIGAN PUBLIC POWER AGENCY	23,264.38
Total 05/12/2014:		23,264.38
Grand Totals:		23,264.38

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Public Hearing: Discussion of Alternative Options for Dock A Expansion Project

DATE: May 19, 2014

PRESENTED BY: Rob Straebel
Jim Muschell, United Designs Associates

ATTACHMENTS: 1. Minutes of March 3, 2014 meeting
2. Dock A-Current
3. Dock Expansion Proposals- A, B and C Options

BACKGROUND INFORMATION: The following was included in the May 5, 2014 City Council meeting. At the request of City Councilmembers, we have added a fourth option-Option D, Do nothing.

At the March 3 City Council meeting, the City Council voted to postpone a decision on dock expansion for various reasons. See attached minutes from that meeting.

With a fair amount of opposition to the full 159' 9" expansion to Dock A, Staff felt giving City Council two other shorter dock expansion options would be beneficial to the discussions. We have also included the current, full dock expansion project for comparison. To estimate Return on Investment (RoI), Staff has used seasonal dockage rates for specific boat lengths. RoI uses net revenue increases to determine payback period.

We have not estimated revenues on the increase in length at the end of the dock from the current 115' to 141'9" as proposed. The end of the dock is generally used for transient boaters, large sailing ships, etc. Any additional revenues on the added length at the end of the dock would be minimal, \$3,000-\$4,000.

Currently, we have the following slip lengths on Dock A-see Attachment-Dock A Current:

Three -45' slips

Five- 50' slips

Two- 65'slips

Three -80'slips

End of dock is 115'

For Illustrated Purposes Only-Electric and Ice Suppression Rough Estimates

1. Dock Expansion-Option A (33'3" of Additional Dockage)

- ❖ Three Additional 80'slips (two current 65' slips would become 80' slips)
- ❖ End of Dock is 141'9"

Net Slip Increase- 1

Return on Investment

Est. Cost- Dockage Only \$95,000, Ice Suppression/Electric Estimate \$55,800

Total \$150,800

Estimated Net Increase in Revenues \$15,940

Estimated Return on Investment $\$150,800/\$15,940$ or 9.4 years

2. Dock Expansion-Option B (96'6" of Additional Dockage)

- ❖ Four Additional 50' slips
- ❖ Four Additional 80'slips (two current 65' slips would become 80' slips)
- ❖ End of Dock is 141'9"

Net Slip Increase- 6

Return on Investment

Est. Cost- Dockage Only \$171,000, Ice Suppression/Electric Estimate \$83,700

Total \$254,700

Estimated Net Increase in Revenues \$67,896.00

Estimated Return on Investment $\$254,700/\$67,896$ or 3.75 years

3. Dock Expansion-Option C (Full 159' 9" Dock Expansion)

- ❖ Six Additional 50' slips

- ❖ Seven Additional 80' slips (two current 65' slips would become 80' slips)
- ❖ End of Dock is 141'9"

Net Slip Increase- 11

Return on Investment

Estimated Cost- \$363,000

Estimated Net Increase in Revenues \$101,640

Estimated Return on Investment $\$363,000/\$101,640$ or 3.5 years

4. Option D- Do nothing

Summary of Different Options

- ❖ Option A is the least impactful from a visual standpoint but does very little to increase revenues to the City Marina.
- ❖ Option B may be the best compromise between economic development and minimizing visual impacts to Round Lake.
- ❖ Option C has a fair amount of opposition because of the perceived intrusions on Round Lake viewsheds; however, Option C does bring in over \$100,000 in marina revenues and would be an economic stimulus for the downtown area and greater Charlevoix.
- ❖ Option D preserves Round Lake viewsheds but does not assist the City from an economic development standpoint.

RECOMMENDATION: Hold a Public Hearing. Direction to Staff on how to proceed.

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, March 3, 2014 – 7:00 p. m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 7:00 p. m. by Mayor Norman L. Carlson, Jr.

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Norman L. Carlson, Jr.
City Attorney: Bryan Graham
City Manager: Paul Ivan, Acting City Manager
City Clerk: Deputy Clerk Stephanie Brown
Members Present: Council members Leon Perron, Jeff Porter, Peggy Brennan, Shane Cole, and Shirley Gibson
Absent: Lyle Gennett

III. Inquiry Regarding Possible Conflicts of Interest

Councilmember Cole indicated that he has a conflict of interest on Item VII.E., Natural Gas Contract.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – February 17, 2014 Regular Meeting Minutes
- B. Accounts Payable Check Register – February 21, 2014
- C. Accounts Payable Check Register – March 3, 2014
Councilmember Porter asked for, and received, additional information on check no. 109018, payable to Young, Graham, Eisenheimer.
- D. ACH Payments – February 18, 2014 – February 28, 2014
- E. Tax Disbursement – March 4, 2014
- F. Payroll Check Register – February 28, 2014
- G. Payroll Transmittal – February 28, 2014

V. Public Hearings

A. Public Hearing on Proposed Expansion to Dock A

City Planner Mike Spencer provided a brief review of the proposed project and answered questions from Council. Planner Spencer provided explanations as to why expansion of Dock A is the only feasible option at this time and specifically addressed the issues involved in expanding Docks B, C, and/or D, along with the issues involved in "Mediterranean Mooring".

Mayor Carlson opened the public hearing at 7:11 p.m.

Bob Timms addressed Council, stating that a 150' expansion would intrude on Round Lake excessively and suggesting that a 70'-80' expansion would be sufficient.

Bernie Ward III recapped key points of his letter in opposition to the expansion, and suggested a smaller dock be built north of Dock A or improve docking methods on the existing docks. Mr. Ward questioned if an expanded dock would be strong enough to hold the larger boats steady.

Joshua Mack of Sunshine Charters spoke against the concept of Mediterranean Mooring. Additionally, Mr. Mack stated that the addition of a 150' dock would significantly increase congestion which may lead to fewer visitors.

The owner of the Keweenaw Star spoke against Mediterranean Mooring and noted that there is already a significant amount of sill built up against the sea wall. Additionally, expanding Dock A would create problems with the storm surges experienced in Round Lake. He suggested that, if the expansion moves forward, the dock should be built to withstand strong weather forces.

Joanne Beemon noted that when the Marina was originally created, the process took two years and a lot of compromise. She believes that the democratic process is being set aside for the benefit of a few individuals that want large slips and have the money to pay for them. Ms. Beemon suggested that the City's time and effort should be put towards addressing existing needs, such as pavilion repairs.

Jodi Laurent asked how the City determined that there is a need for eight large slips, and suggested that an expansion for two slips would be a more practical approach.

James Stewart, City taxpayer, questioned the Harbormaster's statement that he has turned away multiple requests for dockage, and requested that specific numbers be supplied. Dr. Stewart is vigorously opposed to the expansion.

Pat Duffy, City resident, stated that she is not impressed with the prospective revenue and is uncomfortable with the unclear figures for cost. She is opposed to any expansion which could take away from the beauty of our City and harbor, and suggested that the City track numbers of boaters that are turned away for one season before considering any change.

Beth Pearson, CED Director, noted that the DDA unanimously passed a resolution of support for the expansion project, citing reasons of economic development and increased revenue streams. Ms. Pearson noted that Harbor Industries, ALP Lighting, and Nucore are three businesses which were established in Charlevoix because of the Marina, and that they have brought hundreds of jobs to the area. Ms. Pearson believes that expanding the Harbor would not only benefit the downtown, but the entire City.

Nancy Ferguson, representing Water and Air Team for Charlevoix (WATCH), addressed Council. To date, they have spoken to 25 individuals, 22 of which are opposed to the project. Ms. Ferguson asked Council to pay attention to who is in favor of the project, business owners or taxpayers? She also asked if other marinas in our area could accommodate the larger boats. Charlevoix is a beautiful community, and we need to work to keep it that way. WATCH is opposed to the expansion.

Jodi Bingham, downtown business owner, is in favor of the expansion. Ms. Bingham noted that there used to be large boats in the harbor and people came into town to see them; the harbor no longer supports the large boats. She stated that the in-surge of beautiful boats brings tourists to town to view the boats. Ms. Bingham also reported that the additional slips would not only provide direct revenue to the City, but would also provide additional revenue to the downtown businesses. Ms. Bingham asked that the City find ways to accommodate the larger vessels.

Greg Stevens, former City resident, noted that the proposed expansion is significantly larger than the formerly proposed fireplace. Mr. Stevens noted that the people opposed the fireplace because it limited views of the harbor. This expansion would limit views significantly more.

Mary Eveleigh asked Council to determine what the designated "use line" is for. Planner Spencer explained that Ferguson & Chamberlain, who performed the survey, is concerned with the riparian line, not the use line. The use line has no legal bearing, and no one knows what "use line" means. Planner Spencer stated that this reference has been removed from currently used documents. Ms. Eveleigh stated that the use line had some reason, and that the reason should be determined before any action is taken to build over that line.

Planner Spencer reviewed reasons why Docks B, C, and D cannot be expanded: expansion of Docks C and D would intrude into the riparian line; expansion of Dock B would not allow slips for the larger boats.

Mayor Carlson noted that the democratic process has been followed: there have been multiple opportunities for the public to speak about this project. Mayor Carlson also stated that the project is being expanded due to need, not because an individual has come forward offering to pay for the project. Boaters bring a significant amount of business to our local economy. He also noted that, due to the loss of multiple industries, Charlevoix has gone from an industrial based to a tourism based economy. The expansion of the Docks would help the local economy. There is no way to effectively determine the cost of this project until the City chooses a plan, obtains DEQ approval, and puts the project out for bid.

Kirby Dipert, Charlevoix township resident and City taxpayer, is in favor of the project for many of the reasons already stated during the meeting, but asked if the economies of scale would benefit the project when considering the number of docks. He noted that expanding an existing dock would not require the infrastructure of a new dock, and that Mediterranean docking would mean loss of dock space for the Keweenaw Star and Sunshine Charters, resulting in loss of those businesses.

Alicia Mosher, City resident, noted that the City does have a "jewel" in the Harbor, but suggested that the City needs to share that jewel with others through sensible growth. Ms. Mosher also recommended that the City do more research on costs.

Planner Spencer noted that this process has been in review for several months; the original project may have taken two years, but that was for a new park. This project is the renovation of an existing park, and should not take as long. Planner Spencer reported that many of the questions raised tonight have been addressed by Staff, and that any citizen can stop into City Hall and request a detailed explanation. Planner Spencer also noted that the City Manager, the CED Director, and the Planning Department are all working hard to make the City's downtown vibrant.

Dave Juilleret suggested that the expansion is "overkill", and is not needed. Mr. Juilleret suggested that the City consider a launching station for kayaks, and reported that an expansion would make it more difficult for the smaller boats to dock. Mr. Juilleret asked about the cones that were supposed to be placed to help the public understand the length of the expansion.

Chief Ivan reported that the cones were placed, the area had a warm day, and the cones fell into the lake in less than 24 hours. Planner Spencer showed a picture of Round Lake with the cones placed.

Erin Bemis, Charlevoix Township resident and boater, is in favor of sensible growth and noted that when the 80' boats do not come into the harbor, two 35' boats can be docked in that slip.

Mayor Carlson closed the public hearing at 8:06 p.m.

Mayor Carlson reviewed written comments by the Harbormaster, stating that the only boats routinely turned away are in the 50'-80' range. Additionally, Mayor Carlson noted that the City Marina is allowed to charge "top tier" rates because dockage in Charlevoix is so desirable.

Mr. Muschell noted that, if Dock A is expanded, the Keweenaw Star may be able to utilize the end of the dock.

VI. Reports

Acting Manager Paul Ivan reported that there are six applications for the position of City Clerk, and the City Manager would like to create an interview committee with up to three Councilmembers, himself, Human Resources Assistant Jennifer Nash, and City Treasurer Joe Zielinski. Councilmember Perron, Gibson, and Brennan would like to serve on the Committee. The City Manager is hoping to move forward with the review of applications and interviews during the week of March 10.

VII. Requests, Petitions and Communications and Actions Thereon

- A. Discussion with Possible Approval for Dock A Expansion Project
Councilmember Brennan recommended that the item be postponed for several reasons: many residents are absent until May, Ward 1 does not have full representation due to Councilmember Gennett's absence, there is a need for additional information on costs, and there is no timetable which is pushing the decision. Councilmember Cole agrees.

Councilmember Perron noted that our City's downtown is affected by larger economic factors than just the Marina and that, while the expansion may be beneficial to the downtown, it is not a "golden goose".

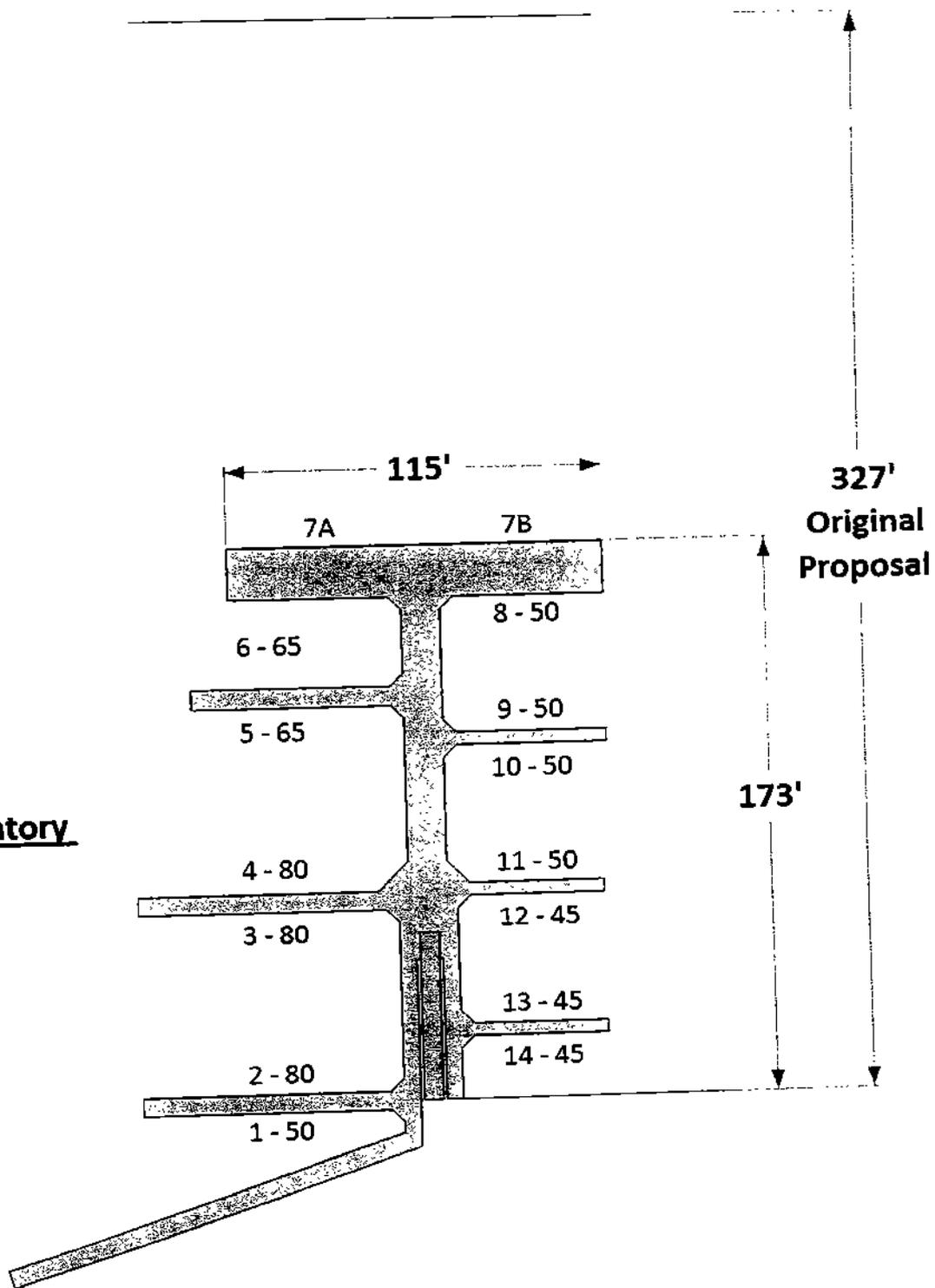
Councilmember Porter suggested that other considerations be made to refine the park, such as improvements to the shopper's dock and creation of a fueling dock.

Councilmember Gibson noted that several of the public comments tonight were excellent comments and stated that it is the smaller boaters that get off their boats and spend money in the community.

Motion by Councilmember Brennan, second by Councilmember Cole, to postpone any decision regarding the Marina expansion until the second meeting in May and direct Staff to place the item on the agenda for the first meeting in May.

Yeas: Perron, Porter, Brennan, Cole, Gibson
Nays: None
Absent: Gennett

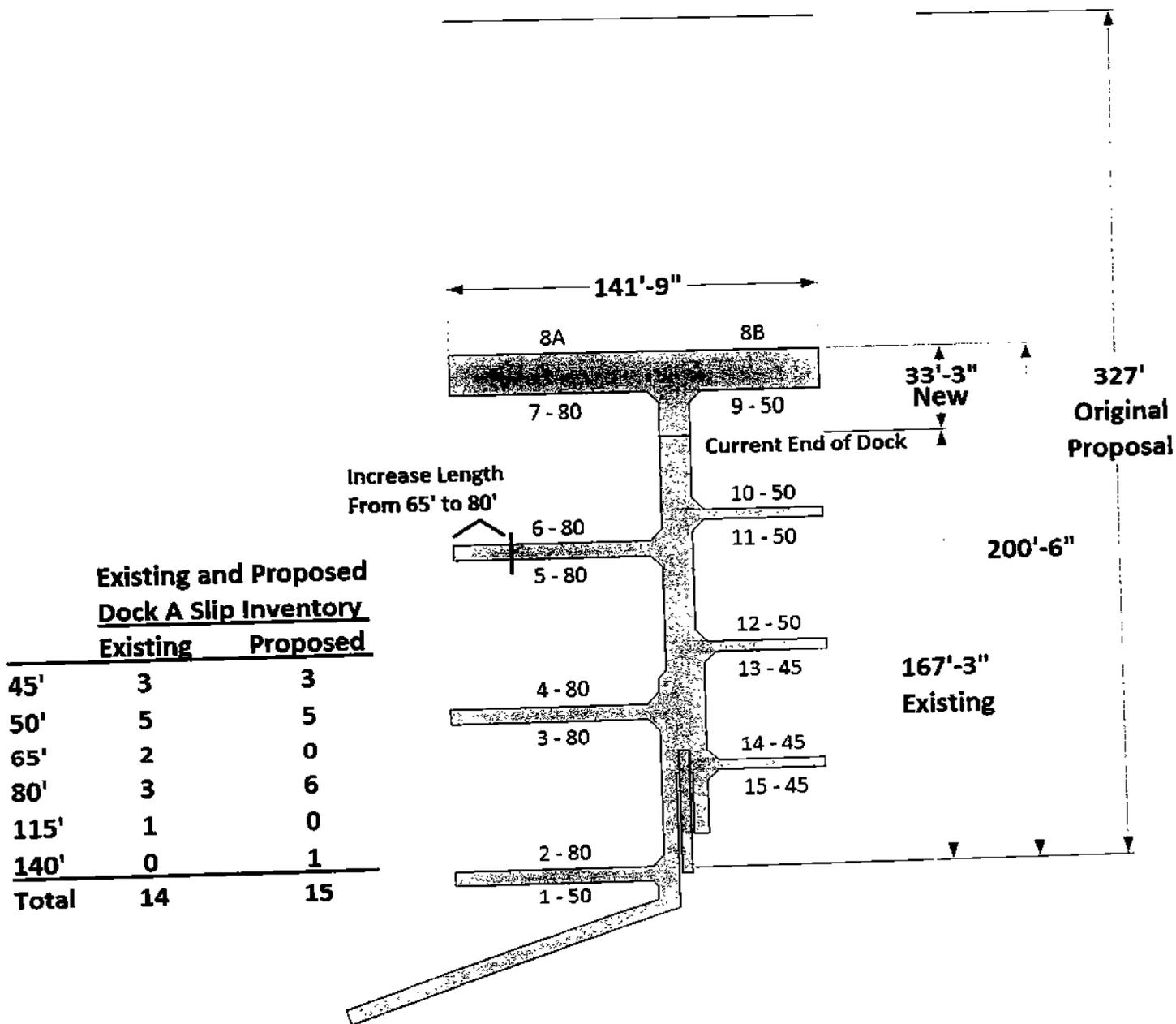
Dock A - Current



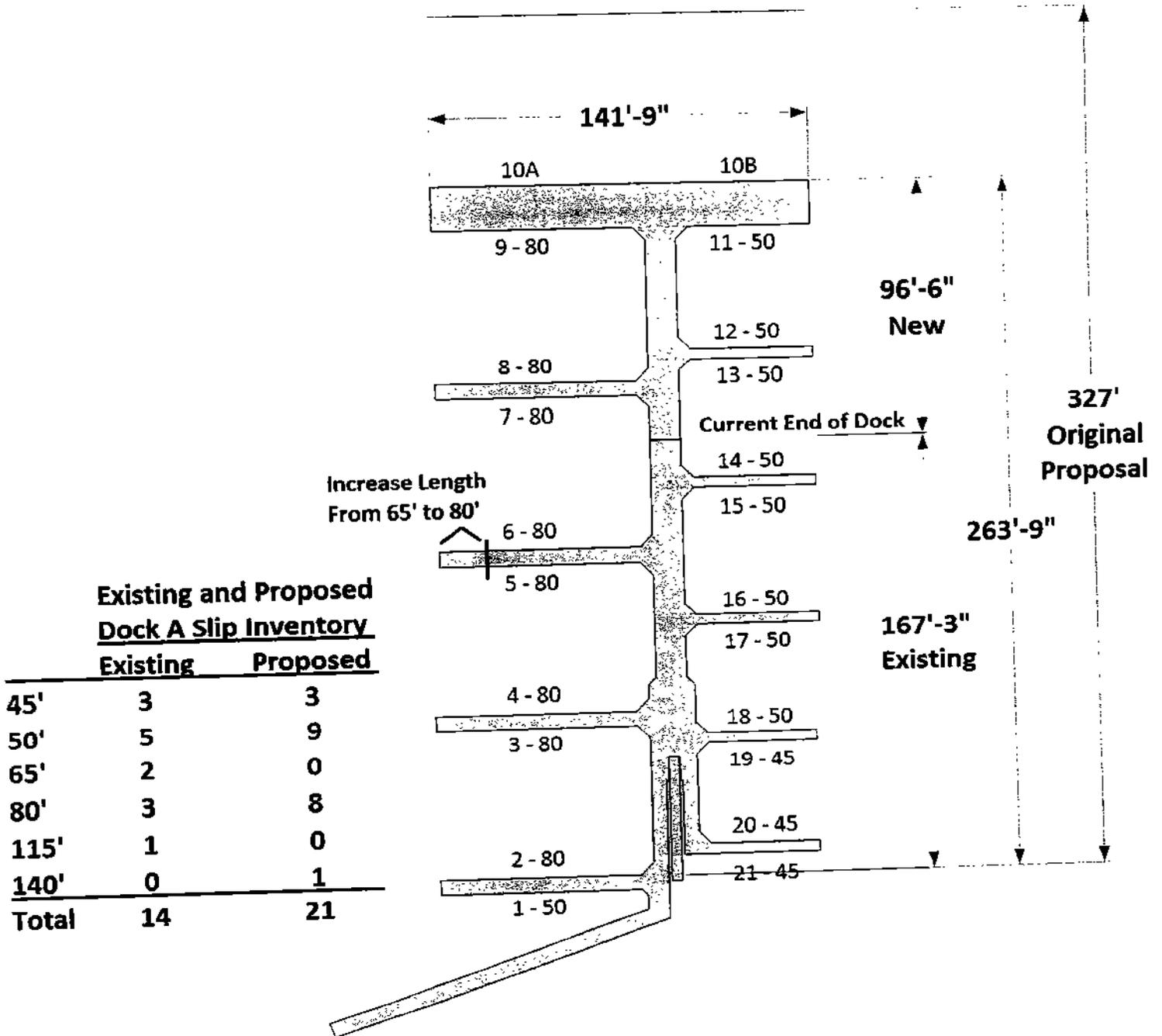
Dock A Slip Inventory

45'	3
50'	5
65'	2
80'	3
115'	1
140'	0
Total	14

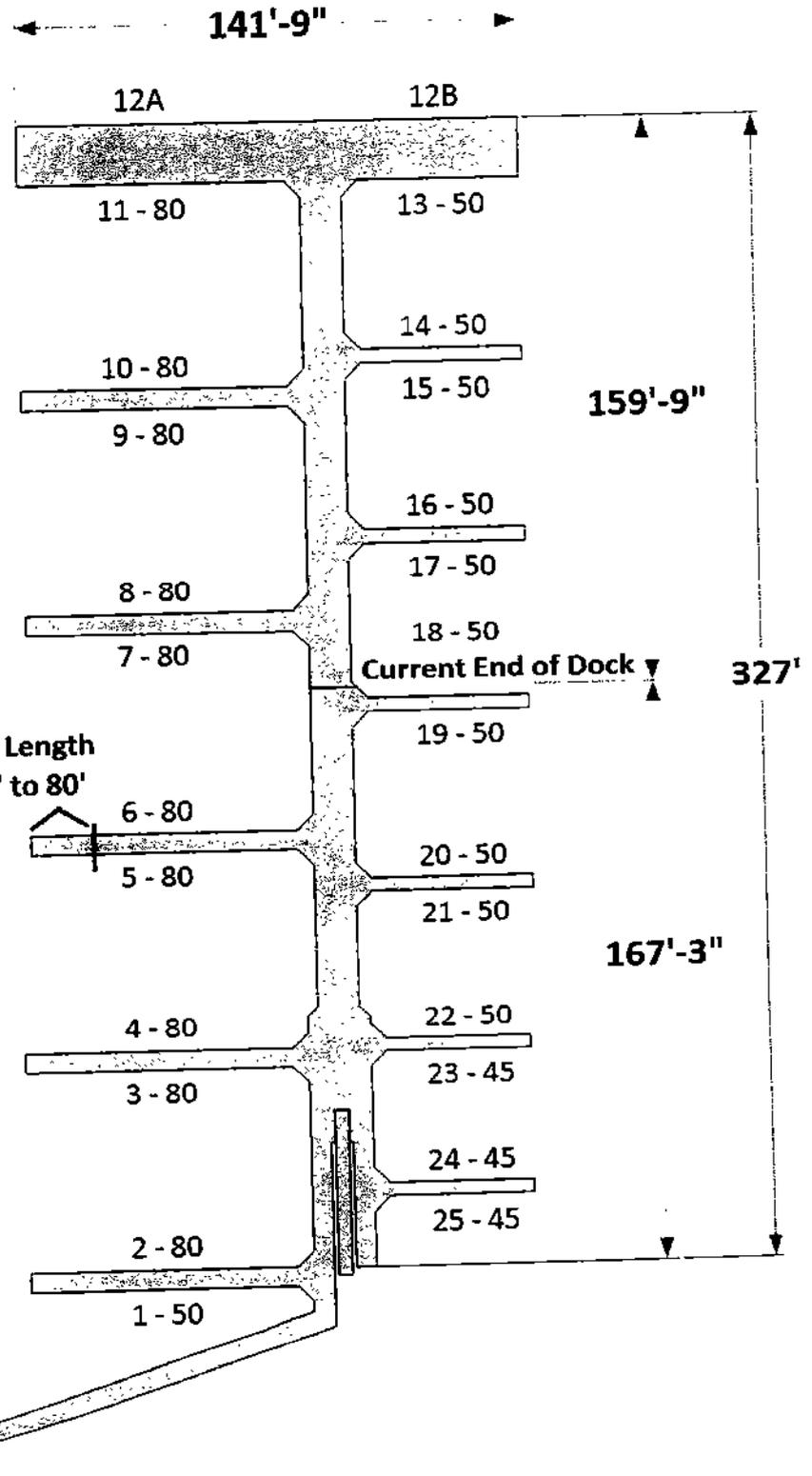
Dock A Expansion - Option A



Dock A Expansion - Option B



Dock A Expansion - Option C



**Existing and Proposed
Dock A Slip Inventory**

	<u>Existing</u>	<u>Proposed</u>
45'	3	3
50'	5	11
65'	2	0
80'	3	10
115'	1	0
140'	0	1
Total	14	25

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Approval of an RFP for a Downtown Market Study and a Community Economic Development Market Study

DATE: May 19th, 2014

PRESENTED BY: Rob Straebel

ATTACHMENTS:

1. Approved DeVos Economic Proposal
2. Downtown Market Study RFP
3. Community Economic Development Market Study RFP

BACKGROUND INFORMATION: This winter the City of Charlevoix was approached by Mr. Doug DeVos regarding his desire to help fund some economic development studies throughout the City. He requested that the City staff put together a proposal of economic development priority projects that were currently in need of financing.

At the March 3rd, 2014 regular meeting, City Council unanimously approved the list of priority projects and agreed to move forward with the top two projects first, that being a Downtown Market Study and an Industrial Park Market Study.

Through research and working with a number of Regional, Statewide, and National resources, the City staff has prepared two RFP's, one for the Downtown Market Study and the other for a Community Economic Development Market Study.

City staff decided to make the second study broader rather than just focusing on the Industrial Park. While the park will still be the main focus of the study, we also wanted to see what other opportunities were available for emerging markets besides manufacturing. Home based businesses, Think Tanks, and Blue Economy based businesses are all emerging trends in Northern Michigan that are not traditional to a manufacturing based industrial park.

If these RFP's are approved by City Council they will immediately be put out to bid with a closing date of Monday, June 9, 2014 for both projects. A selection committee would then be formed and a bidder chosen. City Council has full rights to name the bidder for both projects.

RECOMMENDATION: Make a motion to approve the Downtown Market Study and Community Economic Development Market Study RFP's.



City of Charlevoix

Economic Development Investment Proposal

Below is a list of projects that the City of Charlevoix staff feel are priorities to continue to grow the economic vitality of our community. The City believes that these projects are in line with our long term goals and outlook for the future success of our businesses, citizens, and community. The projects listed below are ranked in order of priority and importance.

1. City of Charlevoix Market Study- \$30,000

A professional market study has been on the City's to-do list for a number of years, but financing the project has been a challenge even though it remains a high priority.

A successful market study will allow us to gain a detailed understanding of the types and sizes of retail business that are likely to be supportable in the City presently and during the next five years. The study will also give us valuable data that can help City staff and elected officials make policy decisions or changes that will make our community more competitive and business friendly.

The study would collect third party demographic data, utilize GIS mapping to estimate potential market boundaries, research in depth different retail types currently located in our community, include pedestrian and drive time studies, and include a list of potential regional and national businesses that could be new tenants in the study area.

The City has received a quote from a potential firm that could conduct this scope of work.

2. Charlevoix Industrial Park Market Study- \$20,000

The industrial park market study is similar in size and scope to the retail market study listed above. The City of Charlevoix would like to have a market study completed that would help us determine which types of businesses to attract, as well as what infrastructure, zoning, and marketing needs to be done to make Charlevoix competitive and attractive to industrial companies.

3. Ferry Beach Engineering Study- \$5,000

Charlevoix is a popular tourist destination both by land and by water. In recent years, the City has attracted large great lakes cruising ships to our port as a docking destination.

The City would like to conduct an engineering study on the unused pier located at Ferry Beach as a possible permanent docking location for large cruise ships

Jim Muschell from the UDA has given us a preliminary estimate to complete a study for redevelopment of the pier.

4. Downtown Housing Study- \$12,000

It is proven that residents, who live in the downtown year round, spend more money in the downtown district. Charlevoix currently does not offer an abundance or a variety of housing within our DDA district.

The residential study will estimate the amounts and types of housing that are supportable within the downtown and over a five year horizon. The study will review the current overall residential market, what new housing developments are proposed in the market, what is the projected population growth and projected residential growth, what types are housing are lacking and who the target market would be for new proposed units.

5. Public WI-FI Feasibility Study- \$10,000

The City has been working with Child's Consulting Group, to study the feasibility of incorporating free public WI-FI throughout our downtown area and public beaches. The City feels that this could impact economic development by elevating the City as a top technologically advanced municipality that promotes entrepreneurship. The study could also help to attract new businesses to our downtown and fill some of our current vacancies.

The study would be done in three stages, each building upon one another. The City would not move forward with the project until the results of the previous stage were analyzed and the next stage was deemed appropriate and necessary.

6. Consulting Services- \$10,000-\$30,000

The City of Charlevoix would like to hire a professional consultant who could help the City to make decisions regarding various economic development initiatives. This is including but not limited to signage, walk-ability, public transportation, green initiatives, waterways, affordable housing, downtown development, airport services, etc...

7. Downtown Events and Programs- Various Amounts

The City currently hosts a number of downtown events to help promote vitality, especially during the shoulder seasons. Hosting these events brings publicity to town and promotes a regional effort to showcase Charlevoix, Charlevoix County and Northwest Michigan as a popular area to visit and possibly relocate. With declining funds and property values over the last decade, funding for these community events is often the first thing to get cut.

Events and programs that are currently seeking funding include the Downtown Charlevoix Concert Series, Movies in the Marina, The Bridge Drop, holiday tree lighting, Art in Public Spaces, bike rack installation, and various public landscaping projects.

City of Charlevoix, Michigan
Request for Proposals
Downtown Market Study

Section I: Contractual Services Terms and Conditions

I-A Purpose:

The purpose of this Request for Proposals (RFP) is to obtain quotations for a qualified contractor to conduct a downtown market study as well as strategies for recruiting and promotion of Downtown Charlevoix. Included within this market study is a specific examination of what new end users would be appropriate in the Downtown Development Authority (DDA) District. This RFP will be administered by the City of Charlevoix (City).

I-B Issuing Office and Contract Manager

This RFP is being issued by the City of Charlevoix. The City is the sole point of contact with regard to all procurement and contractual matters relating to the services described herein. The City is authorized to change, modify, amend, alter, clarify, etc., the specification, terms, and conditions of the RFP and any contract(s) awarded as a result of this request. Upon receipt of the Contract Agreement it is anticipated that the Community Economic Development Director, representing both the City of Charlevoix and Charlevoix DDA will act as the contract manager for the length of the contract. All communications concerning this project must be addressed to:

Bethany Pearson
Community Economic Development Director
City of Charlevoix & Charlevoix DDA
210 State Street, Charlevoix, MI 49720
bpearson@cityofcharlevoix.org
(231)- 330-3231

I-C Contractor Representative Responsibilities

The Contractor shall name a primary representative that will be considered to sole point of contact with the City in regards to contractual matters, including payment of any and all charges resulting from the anticipated contract. If any part of the work is to be subcontracted, responses to this RFP must include a list of subcontractors, including firm name and address, contact person, complete description of work to be subcontracted, and descriptive information regarding the subcontractor's organizational abilities.

I-D Contract Invoicing and Payment

All invoices must reflect actual work done. Specific details of invoices and payments will be agreed upon between the City and the Contractor after the proposed Contract Agreement has been signed and accepted by both the Contractor and the City. Rates quoted in response to the Request are firm for the duration of the proposed contract; no price increase will be permitted.

Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the City, if any.

I-E Access to Records

The Contractor shall maintain reasonable records, including evidence that the services actually were performed and the identity of all individuals paid for such services, and shall allow access to those records by the City.

The City shall provide reasonable access of records and past studies to the Contractor for research and background information.

I-F Indemnification and Contractor's Liability Insurance

The Contractor shall indemnify, defend, and hold harmless the City and its subsidiaries from any damage that it may sustain through the negligence of the Contractor pertaining to the performance of this contract. The Contractor shall purchase and maintain such insurance to protect the City and the DDA from claims that might arise out of or as a result of Contractor's operations. The Contractor will provide and maintain its own public liability, property damage, and workers compensation insurance. The insurance shall be written for not less than any limits of liability required by law, and shall include contractual liability insurance, as applicable, for the Contractor's obligation for indemnification under this contract.

I-G Acceptance of Proposal Content

The contents of this document and the proposal will become contractual obligations, if a contract ensues; the following constitutes the complete and exclusive statement of the agreement between the parties as it relates to this transaction:

1. Final Executed Contract Agreement
2. The RFP (including subsequent written clarification provided in response to questions raised) and any addenda thereto

Failure of the successful bidder to meet these obligations in an acceptable and timely manner may result in cancellation of the award.

The City further reserves the right to interview the key personnel assigned by the successful bidder to this project and to recommend reassignment of personnel deemed unsatisfactory as well as to require primary contractors to replace subcontractors who are found to be unacceptable.

Section II: Work Statement

II-A Organizational Background

The City of Charlevoix (City) and the Charlevoix Downtown Development Authority (DDA) both have a vested interest in improving the vibrancy and vacancies in the DDA District for improved economic vitality.

Charlevoix's DDA District faces many challenges and opportunities that all bidders should take into account when developing a proposal:

1. **Seasonality-** The City of Charlevoix is not unlike many other cities in Northwest Michigan that experience a rapid population shift throughout the year corresponding to the seasons. Annual year round population in the City is around 2,500 people while in the summer estimates put that figure significantly higher.
2. **Highway and Waterway-** Downtown Charlevoix is bisected by two major transportation avenues. United States Highway 31 is the main road through downtown and is controlled by MDOT. The Pine River Channel is a waterway that cuts through downtown to connect Lake Michigan with Round Lake. The Channel is accompanied by the Memorial Bridge which rises every 30 minutes (except in winter). The Michigan Waterways Commission, Army Corps of Engineers and MDOT all regulate aspects of this waterway.
3. **Water-** Downtown Charlevoix is an isthmus that is almost completely surrounded by water. Lake Michigan lies to the West and is connected to Round Lake in the East by the Pine River Channel. Round Lake is home to the second busiest harbor in Michigan and connects on the East end to Lake Charlevoix.
4. **Economic Development Forums-** The City of Charlevoix, DDA, and a number of other local organizations underwent a public information gathering session regarding economic development in Charlevoix in late 2013. These results should be considered in the Market Study.
5. **Main Street Program-** Charlevoix is in the Associate stages of implementing the Michigan Main Street Program and the Four Point Approach. All efforts should be made to incorporate any and all aspects of this program into the Market Study proposal.

II-B Objectives

There is a need to provide a market study and business development strategy to build a foundation for successful downtown revitalization. This market study will:

- Identify the current and future business and cluster mix of the downtown focusing on retail and office space
- Identify future businesses uses and applicable customer base
- Determine and analyze the sales gap
- Identify areas of development, redevelopment, and non-traditional retail spaces.
- Identify transportation, pedestrian and vehicle counts, and walkability issues and solutions
- Compile third party sales data
- Examine improvements for streetscape design
- Determine the trade area and compile a competition comparison
- Identify any other idea or issue which would improve the market atmosphere

This document, when completed, should provide strategies to aid the community and local government in business retention, business recruiting, and future development projects related to the DDA District.

II-C Statement of Work

The following is a preliminary analysis of the major tasks involved for developing the end product of this project. The Contractor is not, however, constrained from supplementing this listing with additional steps, sub-tasks or elements deemed necessary to permit the development of alternative approaches of the application of proprietary analytical techniques.

1. The Market Study must be completed for the DDA District, specifically focused on Bridge Street from Hurlbut to Dixon and the 100 Blocks of Antrim, Mason, Clinton, and Park Avenue.
2. The Contractor must give a presentation to the Charlevoix City Council as well as the DDA Board of Directors once the final report is submitted.
3. The Contractor must review existing studies, surveys, and forums to create a Market Study that is as comprehensive and inclusive of other efforts as possible.
4. The Market Study must include intercept, phone, business, and demographic surveys.
5. Must address the bullet points outlined in the objective section (II-B).
6. Contractor must include one full day on site tour of the Market Study District.
7. The Contractor must provide comprehensive training to the respective City Staff as to how to analyze and update statistical information provided by the Market Study.
8. Develop an implementation and business development strategy including project budgets, schedules, and action items.
9. At the completion of the project, the Contractor shall submit electronic and 15 hard bound copies of all market study documentation and 15 hard bound executive summaries.

II-D Project Control and Reports

1. The Contractor will carry out this project under the direction and control of the City.
2. Although there will be continuous liaison with the Contractor, the Contractor Representative will meet with the Community Economic Development Director for the purpose of reviewing progress and providing the necessary guidance to the contractor in solving problems which arise.
3. The Contractor will submit a brief summary of progress half way through the project timeline which outlines the work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; problems, real and anticipated, which should be brought to the attention of the City; and notification of any deviation from the previously agrees upon work plans.
4. The Contractor will be required to submit a full report at the end of the project, an executive summary, and a formal presentation to the City and DDA.

Section III: Information to Bidders

III-A Closing Date

The closing date for receipt of responses to this RFP is **Monday, June 9, 2014 at 5:00pm** at the address below. It is anticipated that a final decision on the selection of a contractor will be made by Monday, June 9, 2014. Sealed bids are required, please do not send electronically.

City of Charlevoix
Clerk's Office- Market Study Bid
210 State Street
Charlevoix, MI 49720

III-B Starting Date of Contract:

Once the Contractor has been selected, the terms of the contract shall being no later than Monday, June 23, 2014.

III-C Completion Date:

The Contractor must complete and submit in its entirety, a Market study that is inclusive off all the criteria listed in Section III (Work Study) by Friday, September 12th, 2014.

III-D Contract Amount:

The total amount of the contract resulting from this RFP is not yet known.

III-E Submission of Proposal:

An original and 10 copies of the RFP proposal shall be submitted. All proposals shall be wholly contained into one clear, organized document. All proposals will be considered sealed and not opened until after the closing date. The proposal shall consist of the following parts and shall be less than 12 pages in length (not including attachments):

1. **Cover Sheet**
2. **One-Page Proposal Summary**
3. **General Company Information-** Years in business, headquarters location, number of employees, philosophy, operating approach, areas of specialization, general capabilities, etc..
4. **Qualifications and Experience-** include resumes of all consultants that will be involved with the project, two sample market studies performed in other communities, and the names and resumes of any sub-contractors. Include an organizational chart for the project.
1. **References-** Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.
5. **Budget-** Provide a firm fixed fee quotation for the services outlined in the consultant's work plan. Price may or may not be a determining factor in the award. Proposed fees should include hourly rates, a not-to-exceed amount, and costs for reimbursable expenses.
6. **Timeline-** Provide a project schedule with key meetings and deliverables noted.
7. **Deliverables-** Provide an overview list of work products that will be developed as a result of the Work Plan.
8. **Work Plan-** Provide the technical approach recommended to accomplish the required work. Include tasks, methodologies, a description of the client/stakeholders involvement in the process, and the funding source. The process required to create the Market Study shall include efforts to involve and inform the citizens, businesses, and interest groups in Charlevoix of the initiative.

To be considered, complete a signed Assurances, Representations, and Authorization to Release Information form must also accompany the response to this RFP.

III-F Late Proposals and Nonresponsive or Ineligible Proposals.

Proposals that do not reach the designated place, by the time and date specified will not be considered. Proposals which do not conform to the requirements of the RFP shall be deemed non-responsive and not considered by the department.

III-G Period of Performance

The period of performance will be from June 23, 2014-September 12, 2014. In the event that the contractor selected though this RFP does not complete the contract, due to termination or any other reason, the City reserves the right to negotiate with the next highest ranking bidder(s) to complete the contract period without releasing an additional RFP.

III-H Evaluation

Proposals will be reviewed by a Market Study committee, who will make a recommendation to Charlevoix City Council and the Charlevoix DDA Board of Directors. The Charlevoix City Council and Charlevoix DDA Board of Directors will make the final decision on the proposal award. Each proposal will be viewed and evaluated on the following:

1. Thoroughness and clarity of the proposal
2. Past experience of firm with similar work
3. Past experience of personnel proposed for this project
4. Consultant's reputation for quality, integrity, meeting budget, meeting schedule
5. Approach to the Work Plan
6. Proposed budget and timeline
7. Understanding the community and the issues that impact it

The most qualified firms will be short-listed for interviews. The purpose of the interviews is to allow the comparison of firm's different approaches to the development of the work plan, as well as their understanding of the project. It is essential that the consultant's personnel to be assigned to the work, as well as key representatives, be present at the interview. The top ranked consultant shall be selected based on the interview.

Section IV: Assurances, Representations and Authorization to Release of Information

The bidder hereby assures and represents with respect to this proposal that:

1. It possesses legal authority to submit this proposal; that a resolution, motion or similar action has been duly adopted or passed as an official act of the bidder's governing entity authorizing the submittal of this proposal, including all assurances, representations contained herein, and directing and authorizing the person signing below to act in connection with the application and to provide additional information as may be required. Bidder will comply with all applicable federal and state equal opportunity and affirmative action requirements.
3. All statements and information made or furnished to the City of Charlevoix are true and correct in all material respects. Bidder acknowledges that supplying any information determined to be false, misleading or deceptive will be grounds for disqualification from consideration.
4. Bidder hereby authorizes the City of Charlevoix to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Proposal. It authorizes the City to research the company's history, make credit checks, contact the company's financial institution, contact former and current clients of the company, and perform other related activities necessary for reasonable evaluation of this proposal.
5. The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the City or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.
6. The Bidder hereby releases, acquits and forever discharges the City of Charlevoix, and Charlevoix DDA their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the City in the evaluation and selection of a successful Bidder in response to this Request for Proposal.
7. The Bidder further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied in the evaluation and selection of a successful Bidder in response to this Request for Proposal.

Signature

Date

Printed Name

Title

THIS FORM MUST ACCOMPANY YOUR REQUEST FOR PROPOSAL (RFP)

City of Charlevoix, Michigan
Request for Proposals
Community Economic Development Study

Section I: Contractual Services Terms and Conditions

I-A Purpose:

The purpose of this Request for Proposals (RFP) is to obtain quotations for a qualified contractor to assist the City of Charlevoix in forming an overall Community Economic Development Strategy, with a specific focus of attracting new companies to the Ance Industrial Park. This RFP will be administered by the City of Charlevoix (City).

I-B Issuing Office and Contract Manager

This RFP is being issued by the City of Charlevoix. The City is the sole point of contact with regard to all procurement and contractual matters relating to the services described herein. The City is authorized to change, modify, amend, alter, clarify, etc., the specification, terms, and conditions of the RFP and any contract(s) awarded as a result of this request. Upon receipt of the Contract Agreement it is anticipated that the Community Economic Development Director, will act as the contract manager for the length of the contract. All communications concerning this project must be addressed to:

Bethany Pearson
Community Economic Development Director
City of Charlevoix
210 State Street, Charlevoix, MI 49720
bpearson@cityofcharlevoix.org
(231)- 330-3231

I-C Contractor Representative Responsibilities

The Contractor shall name a primary representative that will be considered to sole point of contact with the City in regards to contractual matters, including payment of any and all charges resulting from the anticipated contract. If any part of the work is to be subcontracted, responses to this RFP must include a list of subcontractors, including firm name and address, contact person, complete description of work to be subcontracted, and descriptive information regarding the subcontractor's organizational abilities.

I-D Contract Invoicing and Payment

All invoices must reflect actual work done. Specific details of invoices and payments will be agreed upon between the City and the Contractor after the proposed Contract Agreement has been signed and accepted by both the Contractor and the City. Rates quoted in response to the RFP are firm for the duration of the proposed contract; no price increase will be permitted.

Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the City, if any.

I-E Access to Records

The Contractor shall maintain reasonable records, including evidence that the services actually were performed and the identity of all individuals paid for such services, and shall allow access to those records by the City.

The City shall provide reasonable access of records, maps, and past studies to the Contractor for research and background information.

I-F Indemnification and Contractor's Liability Insurance

The Contractor shall indemnify, defend, and hold harmless the City and its subsidiaries from any damage that it may sustain through the negligence of the Contractor pertaining to the performance of this contract. The Contractor shall purchase and maintain such insurance to protect the City and the DDA from claims that might arise out of or as a result of Contractor's operations. The Contractor will provide and maintain its own public liability, property damage, and workers compensation insurance. The insurance shall be written for not less than any limits of liability required by law, and shall include contractual liability insurance, as applicable, for the Contractor's obligation for indemnification under this contract.

I-G Acceptance of Proposal Content

The contents of this document and the proposal will become contractual obligations, if a contract ensues; the following constitutes the complete and exclusive statement of the agreement between the parties as it relates to this transaction:

1. Final Executed Contract Agreement
2. The RFP (including subsequent written clarification provided in response to questions raised) and any addenda thereto

Failure of the successful bidder to meet these obligations in an acceptable and timely manner may result in cancellation of the award.

The City further reserves the right to interview the key personnel assigned by the successful bidder to this project and to recommend reassignment of personnel deemed unsatisfactory as well as to require primary contractors to replace subcontractors who are found to be unacceptable.

Section II: Work Statement

II-A Organizational Background

The City of Charlevoix is located in the Northwest region of Michigan on the west side of Charlevoix County. The City is surrounded and bisected by water. Charlevoix sits on the northeastern side of Lake Michigan and the western edge of Lake Charlevoix. Charlevoix is the county seat of Charlevoix County and is one of three urban centers in the county.

The City of Charlevoix is known as a tourist destination because of its stunning scenic beauty an access to Lake Michigan. While tourism is a very important part of the local economy, the manufacturing sector is also very significant. The most recent data available from the U.S. Census (2008-2012 American Community Survey 5-year estimates) shows that the City's combined retail trade, arts, entertainment, recreation, accommodations and food services sectors (i.e. employment related to tourism) accounted for 22.5% of the area's employment. The manufacturing sector accounted for 15.1% of the employment, making it an important piece of the economy, as well. It is critical to keep these manufacturers in

Charlevoix and to attract others to the area, as manufacturing employment tends to be higher paid than tourism related jobs and offer year round employment.

The local tourism economy is highly seasonal in this community. While this is true all over northern Michigan, the tourism sector is even more seasonal in Charlevoix than in nearby communities, such as Boyne City or Petoskey. Many of the downtown businesses do not stay open in the winter, because there isn't enough business from the year-round local residents. This makes tourism related employment extremely seasonal, as well. It is believed that by strengthening, expanding, and diversifying the local economy and adding higher paid year-round jobs and attracting new types of businesses, there will be the added impact of bolstering the local retail-service sector, as well.

The City does have an established manufacturing district located on the northern end of town alongside US 31 called the Ance Industrial park (AIP). The City deeded the land to the AIP in 1937 from the Charlevoix Chicago Club, a private summer home association. At the time the land was used as the back nine for the Chicago Club private golf course. The land shares a boundary with Charlevoix Township and the City/Township property line bisects some properties in the AIP. There are presently 12 building, nine of which are occupied by year round, employing an estimated total of 270 people.

II-B Objectives

There is a need to provide an economic development market study and business development strategy to build a foundation for successful business recruiting and retention. This economic development market study will:

- Examine areas of development throughout the entire City with specific emphases on the AIP.
- Address the relationship, and impact, on parcels bisected by the City of Charlevoix and Charlevoix Township in the AIP.
- Research and assess the existing community wide economic development conditions as well as surrounding competitor clusters.
- Identify and analyze target industries with strengths and weaknesses for each target industry.
- Recommend development alternatives for vacant or underutilized land or buildings.
- Finalize development alternatives and recommend an implementation plan.
- Create a comprehensive strategy that encompasses all previous economic development initiatives.
- Work with the City approved contractor who is developing a Downtown Market Study to make sure that reports are not in conflict.

This document, when completed, should provide strategies to aid the local government in business retention, business recruiting, and future development projects related to the City and the AIP.

II-C Statement of Work

The following is a preliminary analysis of the major tasks involved for developing the end product of this project. The Contractor is not, however, constrained from supplementing this listing with additional steps, sub-tasks or elements deemed necessary to permit the development of alternative approaches of the application of proprietary analytical techniques.

1. Existing Conditions

Research and address the specific existing conditions of the AIP and provide a general summary of the City at large as they relate to the redevelopment potential including:

- Develop an inventory of competitive development sites and other areas with similar markets.
- Determine energy, internet, transportation and other key infrastructure available and its strengths and weaknesses for potential redevelopment.
- Review City planning and zoning documents and identify any barriers to growth.
- Identify transportation issues.
- Assess how adjacent and nearby land uses impacts the area.
- Assess access to qualified, skilled labor.
- Identify how geological and environmental factors impact the area.
- Determine how local, citywide, state and regional market conditions impact the City.
- Develop a visual graphic comparing the existing conditions relative to other areas.

Deliverables: Written Existing Conditions Assessment Report

2. Target Industries Analysis

Identify and analyze target industries for the planning area with strengths and weaknesses for each target industry including:

- Identify local businesses seeking expansion or relocation space that are good candidates for the City.
- Analyze historic and recent industry clusters and development patterns (especially in the Northwest Michigan region) to identify potential target industries for the City.
- Consider City and regional economic development analyses, trends and priorities in identifying potential target industries for the City.
- Assess the site selection criteria (parcel size, building type, price points, own vs lease, timeframe, transportation, labor force and energy needs, etc.) of potential target industries to determine if they are a good fit for the City. Include an assessment of whether any existing buildings are appropriate for any target industry.
- Assess the strengths and weaknesses of the community to meet the needs of potential target industries in relation to the target industry's ability to meet the goals of the project.
- Recommend the top ten target industries based upon this assessment.
- Identify specific companies among the top ten target industries that are potential candidates to recruit.

Deliverables: Target Industries Analysis

3. Recommend Development Alternatives

Recommend three viable development plans including for vacant or underused buildings and/or property:

- Identify three development alternatives for the community that maximize its appeal to the target industries as well as the community's development goals.
- Create a discussion paper of the three draft development alternatives.

- Draft site plans to create visual representations of the three development alternatives.
- Participate in obtaining input and guidance into the draft development alternatives.
- Recommend the best option(s) for a development entity to implement each alternative including the strengths and weaknesses of these options.
- Estimate the financing needs and recommend potential financing strategies (public and private) for each alternative.

Deliverables: Development Alternatives Discussion Paper and Draft Site Plans

4. Develop Recruiting and Retention Strategy

Work with City, Township, County and other local officials to develop an incentive package and strategy for recruiting and retaining businesses in the AIP and other focused development sites throughout the City.

- Facilitate a meeting with involved organizations to discuss possible incentive strategies.
- Estimate development costs and revenues for future clients.
- Include findings relevant from the existing conditions and target industries analysis.
- Estimate long term costs for each incentive option compared to local economic impact.
- Develop marketing materials that will be used to carry out this strategy. Identify the key site specific and area wide improvements needed for target industry recruitment.
- Identify the critical path to recruitment of target industry users (how to access, partnerships, roles, etc).
- Recommend a marketing strategy to recruit target industries to the site.

Deliverables: Recruiting/retention Marketing Strategy

5. Identify Labor and Workforce Issues and Solutions

Using results from labor impacts under existing conditions, work with Charlevoix Public Schools, current AIP tenets, and any other key industry to identify deficiencies and propose solutions.

- Meet with current businesses in the AIP and develop a workforce needs assessment.
- Compare and contrast education, wages, years of employment, etc... with other competitors in the region (5), state (5), and country (2).
- Identify barriers to skilled labor and propose five solutions on how to reduce or remove those barriers including objectives, timelines, costs, probability and resources.

Deliverables: Labor and Workforce Report

II-D Project Control and Reports

1. The Contractor will carry out this project under the direction and control of the City.
2. Although there will be continuous liaison with the Contractor, the Contractor Representative will meet with the Community Economic Development Director for the purpose of reviewing progress and providing the necessary guidance to the contractor in solving problems which arise.

3. The Contractor will submit a brief summary of progress half way through the project timeline which outlines the work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; problems, real and anticipated, which should be brought to the attention of the City; and notification of any deviation from the previously agrees upon work plans.
4. The Contractor will be required to submit a full report at the end of the project, an executive summary, and a formal presentation to the City. All deliverables should be able to work together as one final document.

Section III: Information to Bidders

III-A Closing Date

The closing date for receipt of responses to this RFP is **Monday, June 9, 2014 at 5:00pm** at the address below. It is anticipated that a final decision on the selection of a contractor will be made by Monday, June 2, 2014. Sealed bids are required, please do not send electronically.

City of Charlevoix
Clerk's Office- Market Study Bid
210 State Street
Charlevoix, MI 49720

III-B Starting Date of Contract:

Once the Contractor has been selected, the terms of the contract shall being no later than Monday, June 23, 2014.

III-C Completion Date:

The Contractor must complete and submit in its entirety, a Market Study that is inclusive off all the criteria listed in Section III (Work Study) by Friday, September 12th, 2014.

III-D Contract Amount:

The total amount of the contract resulting from this RFP is not yet known.

III-E Submission of Proposal:

An original and 10 copies of the RFP proposal shall be submitted. All proposals shall be wholly contained into one clear, organized document. All proposals will be considered sealed and not opened until after the closing date. The proposal shall consist of the following parts and shall be less than 12 pages in length (not including attachments):

1. **Cover Sheet**
2. **One-Page Proposal Summary**
3. **General Company Information-** Years in business, headquarters location, number of employees, philosophy, operating approach, areas of specialization, general capabilities, etc..
4. **Qualifications and Experience-** include resumes of all consultants that will be involved with the project, two sample market studies performed in other communities, and the names and resumes of any sub-contractors. Include an organizational chart for the project.
1. **References-** Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.

5. **Budget-** Provide a firm fixed fee quotation for the services outlined in the consultant's work plan. Price may or may not be a determining factor in the award. Proposed fees should include hourly rates, a not-to-exceed amount, and costs for reimbursable expenses.
6. **Timeline-** Provide a project schedule with key meetings and deliverables noted.
7. **Deliverables-** Provide an overview list of work products that will be developed as a result of the Work Plan.
8. **Work Plan-** Provide the technical approach recommended to accomplish the required work. Include tasks, methodologies, a description of the client/stakeholders involvement in the process, and the funding source. The process required to create the Market Study shall include efforts to involve and inform the citizens, businesses, and interest groups in Charlevoix of the initiative.

To be considered, complete a signed Assurances, Representations, and Authorization to Release Information form must also accompany the response to this RFP.

III-F Late Proposals and Nonresponsive or Ineligible Proposals.

Proposals that do not reach the designated place, by the time and date specified will not be considered. Proposals which do not conform to the requirements of the RFP shall be deemed non-responsive and not considered by the department.

III-G Period of Performance

The period of performance will be from June 23, 2014-September 12, 2014. In the event that the contractor selected through this RFP does not complete the contract, due to termination or any other reason, the City reserves the right to negotiate with the next highest ranking bidder(s) to complete the contract period without releasing an additional RFP.

III-H Evaluation

Proposals will be reviewed by a Market Study committee, who will make a recommendation to Charlevoix City Council. The Charlevoix City Council will make the final decision on the proposal award. Each proposal will be viewed and evaluated on the following:

1. Thoroughness and clarity of the proposal
2. Past experience of firm with similar work; previous work with municipalities preferred.
3. Past experience of personnel proposed for this project
4. Consultant's reputation for quality, integrity, meeting budget, meeting schedule
5. Approach to the Work Plan
6. Proposed budget and timeline
7. Understanding the community and the issues that impact it

The most qualified firms will be short-listed for interviews. The purpose of the interviews is to allow the comparison of firm's different approaches to the development of the work plan, as well as their understanding of the project. It is essential that the consultant's personnel to be assigned to the work, as well as key representatives, be present at the interview. The top ranked consultant shall be selected based on the interview.

Section IV: Assurances, Representations and Authorization to Release of Information

The bidder hereby assures and represents with respect to this proposal that:

1. It possesses legal authority to submit this proposal; that a resolution, motion or similar action has been duly adopted or passed as an official act of the bidder's governing entity authorizing the submittal of this proposal, including all assurances, representations contained herein, and directing and authorizing the person signing below to act in connection with the application and to provide additional information as may be required. Bidder will comply with all applicable federal and state equal opportunity and affirmative action requirements.
3. All statements and information made or furnished to the City of Charlevoix are true and correct in all material respects. Bidder acknowledges that supplying any information determined to be false, misleading or deceptive will be grounds for disqualification from consideration.
4. Bidder hereby authorizes the City of Charlevoix to obtain information regarding its performance on other contracts, agreements or other business arrangements, its business reputation, and any other matter pertinent to evaluation and the selection of a successful Bidder in response to this Request for Proposal. It authorizes the City to research the company's history, make credit checks, contact the company's financial institution, contact former and current clients of the company, and perform other related activities necessary for reasonable evaluation of this proposal.
5. The Bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The Bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from the City or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk.
6. The Bidder hereby releases, acquits and forever discharges the City of Charlevoix, and Charlevoix DDA their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references obtained by the City in the evaluation and selection of a successful Bidder in response to this Request for Proposal.
7. The Bidder further authorizes any and all persons, entities to provide information, data, and opinions with regard to the undersigned's performance under any contract, agreement, or other business arrangement, the undersigned's ability to perform, the undersigned's business reputation, and any other matter pertinent to the evaluation of the undersigned. The undersigned hereby releases, acquits and forever discharges any such person or entity and their officers, directors, employees and agents from any and all liability whatsoever, including all claims, demands and causes of action of every nature and kind affecting the undersigned that it may have or ever claim to have relating to information, data, opinions, and references supplied in the evaluation and selection of a successful Bidder in response to this Request for Proposal.

Signature

Date

Printed Name

Title

THIS FORM MUST ACCOMPANY YOUR REQUEST FOR PROPOSAL (RFP)

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to Approve Charlevoix Area Chamber of Commerce Agreement

DATE: May 19, 2014

PRESENTED BY: Robert Straebel, City Manager

ATTACHMENTS: Proposed 2014 Agreement

BACKGROUND INFORMATION: On May 5th, Steven Seely of the Charlevoix Area Chamber of Commerce (Chamber) met with Council and reviewed the numerous ways the Chamber promotes and disseminates information on Charlevoix's industrial, commercial, educational, recreational, civic, and resorts in the Charlevoix area. The previous agreement expired on March 31, 2014.

Attached for Council's consideration is a proposed agreement with the Chamber to promote the City. The agreement proposes three annual payments of \$6,700 to the Chamber for these services. The agreement will expire in three years or March 31, 2017.

RECOMMENDATION:

Staff recommends a *motion be adopted authorizing the Mayor and City Clerk to sign the three year agreement.*

AGREEMENT

This agreement is made to be effective as of the _____ day of May, 2014, by and between the City of Charlevoix, having offices located at 210 State Street, Charlevoix, Michigan, 49720 ("City"), and the Charlevoix Area Chamber of Commerce, having offices located at 109 Mason Street, Charlevoix, Michigan, 49720 ("Chamber")

RECITALS

- A. The City wishes to employ a promotional and advertising agency to publish and disseminate information to make known the industrial, commercial, educational, recreational, civic, resort and other advantages of the City.

- B. The Chamber wishes to promote and make known the industrial, commercial, educational, recreational, civic, resort and other advantages of the City.

NOW, THEREFORE, in consideration of the above recitals, the City and the Chamber mutually and expressly agree to the following:

- 1. The Chamber shall publish and disseminate information to make known the industrial, commercial, educational, recreational, civic, resort and other advantages of the City, and shall maintain such hours of operation as are equal to or greater than the hours of operation of the general City offices.

- 2. This agreement shall expire on March 31, 2017.

- 3. The City shall compensate the Chamber with an annual payment of Six Thousand Seven Hundred Dollars (\$6,700.00). The first annual payment of this contract shall occur before December 31, 2014 (City budget year 2014-15), the second payment shall occur before December 31, 2015 (City budget year 2015-16) and the third payment shall occur before December 31, 2016 (City budget year 2016-17).

- 4. No later than December 1st of each year, the Chamber shall submit a written report documenting how the previous year's annual fee was expended.

5. This agreement contains the entire agreement between the parties and may not be amended or modified without the express written consent of the City and the Chamber.

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

WITNESSES:

CITY OF CHARLEVOIX

Norman L. Carlson, Jr.
Mayor, City of Charlevoix

WITNESSES:

Joyce Golding
City Clerk, City of Charlevoix

**CHARLEVOIX AREA CHAMBER OF
COMMERCE**

Alicia Mosher
Board Chair

Alison Hubbard
President/COO

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve F.I.T. (Fun in Transit) Agreement with W.A.T.C.H.

DATE: May 19, 2014

PRESENTED BY: Michelle Rick/Biddick, W.A.T.C.H. Representative

ATTACHMENTS: 1. Draft Agreement
2. F.I.T. Fun in Transit Program Information

BACKGROUND INFORMATION: City Staff has been working with W.A.T.C.H. representatives regarding a free rental bike program. A total of 12 bikes will be distributed at three different locations (Marina, Airport and Revolution Bike) for the public's general use. All maintenance costs of the program will be paid by W.A.T.C.H. for 2014 and 2015. If the City chooses to continue with the program in 2016, all program costs will need to be paid for by the City. In 2016, the City also has the option of discontinuing the program. As the bikes are simple "one-speed cruisers", maintenance costs should be minimal.

Bikes will be rented with a helmet and bicycle lock and will require a valid credit card for deposit along with a signed waiver sheet. The program will run from basically Memorial Day to Labor Day depending upon the popularity of the program. We have checked with the City's insurance carrier and have full liability insurance for such a program. The Harbormaster, Airport Manager and Chet from Revolution Bike support the program.

RECOMMENDATION: Discussion. If Council supports the rental bike program, a motion can be made to approve the F.I.T. (Fun in Transit) Agreement.

**F.I.T. (Fun in Transit)
Agreement**

Background:

F.I.T. (Fun In Transit) is a free bike share program for residents, tourists, and the community at large in Charlevoix. WATCH (Water and Air Team Charlevoix) has received donations to implement the purchase of 12 new bicycles, helmets, 15 locks and cables, and 1 bike rack (location at the City Airport) for use in this program.

WATCH will donate these bicycles to the City of Charlevoix, for the duration and use in the FIT program, with continuation of the program to be determined by the City after Jan. 1, 2016. The program will run from Memorial Day to Labor Day (unless agreement is secured from the City to extend the date after Labor Day) beginning in 2014.

Terms:

These terms begin on Memorial Day, May 26, 2014 to Dec. 31st, 2015.

Agreement

The parties agree as follows:

1. The City of Charlevoix accepts the donation of bicycles and equipment for the FIT program and will assume liability insurance for use of the equipment and liability insurance for riders beginning May 26, 2014.
2. The City of Charlevoix accepts the equipment to maintain, sell, or discontinue the use of said equipment beginning January 1, 2016, or as mutually agreed upon with WATCH.
3. WATCH will agree to purchase, maintain, provide funds for replacement, tune up, and storage of all bicycles and equipment, to not exceed the current worth of said bicycles from May 26, 2014 to Dec. 31st, 2015.

Rob Straebel, Charlevoix
City Manager

Michelle Rick-Biddick
WATCH Executive Director

Nancy Ferguson
WATCH President

WITNESS:

CITY OF CHARLEVOIX

City Clerk

BY: _____
Norman L. Carlson, Jr.
Mayor

F.I. T. - FUN IN TRANSIT

What is F.I.T.?

Fun in Transit is a unique bike share program developed by WATCH, Inc. (Water and Air Team Charlevoix), a non-profit organization dedicated to the protection of our environmental resources of Charlevoix County. This program was made possible through a gracious donation from the Guthman Foundation.



This partnership program is available in Charlevoix to encourage awareness and provide an alternative method of commuting and exploring our area. These bikes are being donated to the City of Charlevoix to promote a healthy environment and economic benefit to the city, its visitors and residents of Charlevoix through increased tourism and cleaner air.

How much does it cost and Who can use these Bikes?

Bike share programs have been universally successful with relieving traffic congestion, air pollution, and promoting a healthy lifestyle. F.I.T will put a new spin on enjoying our Northern Michigan area and best of all **AT NO COST!**

Bikes will be available on a first come/first serve basis and available from 10a.m. to 5pm. Mon.-Sat. at most locations. Each bike will come with a helmet, bike chain and lock, a basket, and water bottle holder. Bikes can be secured for use with a valid credit card and must be returned to their original location by the end of the day. Late fees will be applied and any damage to the bikes will be assessed with appropriate replacement costs applied.

Where can I find the bikes?

Bikes will be available at the following locations:

Revolution Bike - 102 Mason St. Charlevoix (231) 237-0900

Charlevoix City Marina - Downtown Charlevoix(231)547-3272

Charlevoix City Airport - 111 Airport Drive Charlevoix (231)547-3605

10am-5pm Monday - Saturday beginning Memorial Day Weekend through Labor Day

Questions?

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Donation of a Ground Power Unit (GPU) to the airport
DATE: May 19, 2014
PRESENTED BY: Scott Woody
ATTACHMENTS: 1. Donation Policy
2. Picture of typical unit

BACKGROUND INFORMATION: Nearly every jet aircraft arrival to Charlevoix is followed by a request for a GPU. We are currently unable to satisfy these requests due to the unavailability of the equipment. A GPU is a portable generator that allows jet aircraft to shut down their engines which reduces noise while parking and assists during start up by circumventing the batteries. Last summer an aircraft owned by the DeVos family needed a GPU connection while waiting for passengers. When it was realized we weren't able to honor their request they offered assistance. Doug and Maria DeVos offered to donate a Ground Power Unit valued at \$18,000 to the Charlevoix Municipal Airport. Having the ability to offer a GPU would be a great enhancement to customer service. This would also be an additional revenue generator.

RECOMMENDATION: City Council accept the donation of a Ground Power Unit to the City of Charlevoix for use at Charlevoix Municipal Airport by Doug and Maria DeVos.

In accordance with the City's current Donation Acceptance Policy, the items thought to be pertinent to this donation, under the "Guidelines" section are:

1. Aesthetics: The GPU will be a refurbished unit which will be
2. Requirement of Maintenance/Repair: Maintenance of the GPU will be minimal because of no drivetrain and a small diesel generator.
3. Requirement of Consistency with Current and Future Use: N/A. This item has no impact on future land/facility use.
4. Uniqueness of the Proposed Gift and Its Ability to Attract Visitors to the Community: This piece of equipment can be viewed as a resource to the airport that will be offering a valuable service to customers.
5. Whether the Proposed Gift Requires Relocation, Removal or Installation of Other Equipment or Infrastructure to Accommodate the Donation: N/A.
6. Absence of Substantial Impact on Public Health and Safety and/or Welfare: There would be no additional impact beyond any other airport equipment
7. Costs Associated with the Proposed Gift: The annual cost would relate to maintenance and fuel costs. Projected costs are estimated at being less than \$500.00/year, which will be absorbed by the airport operating costs.
8. Requirements for Memorial Plaques: N/A
9. Special Provisions Relating to City Parks: N/A

City of Charlevoix Donation Acceptance Policy

I. Introduction/Purpose

The City truly appreciates the generosity of donors who wish to make Charlevoix a finer community for all. The residents of the City of Charlevoix have a proven track record in not only volunteering for many community initiatives and serving on various boards but also making generous donations. These efforts further enhance our quality of life and contribute to making "Charlevoix the Beautiful" a truly unique and special community. These invaluable efforts often make the difference between a good community and a great community. Examples of past donations include art work, vehicles, benches, trees and other items. The current list of donated amenities that have been partially or fully funded by the generosity of an individual, organization, or foundation is a long one. Charlevoix and its residents are very fortunate. With the increased presence of the Charlevoix County Community Foundation, future success may be promoted through collaboration with that organization, and City officials are therefore encouraged to maintain appropriate liaisons for such reasons.

The purpose of this policy is to establish guidelines, standards and procedures for the acceptance of gifts to the City, including the installation, long-term maintenance and operation of donated elements to the City which will enhance the quality of life. The City of Charlevoix (hereinafter the "City") desires to encourage donations while at the same time considering aesthetic impacts and on-going maintenance and operational costs.

Acceptance Guidelines and Standards established by this policy will apply to all donations made after the effective date of this policy.

II. Guidelines

- A. Gifts intended to either become incorporated into City parks as well as gifts of equipment, vehicles, boats or facilities intended to supplement those of the City often involve considerations of aesthetics, costs, and compatibility whose features shall be evaluated using the following criteria:
1. Aesthetics- The City and Community have an interest in ensuring the best appearance and aesthetic quality of public lands and facilities. Donations and their recognition shall reflect the character and be consistent with the intended surroundings.
 2. Requirement of Maintenance/Repair- Since donated elements and their associated recognition become City property, the Community has an interest in ensuring that all elements remain in good repair. In addition, the Community has an interest in ensuring that the short and long-term repair costs are reasonable and that repair parts and materials be readily

available. So too, elements must be of a quality to insure a long life, be resistant to weather, wear and tear, and acts of vandalism.

3. Requirement of Consistency with Current and Future Use- i.e. does the proposed donation substantially interfere with the intended current or future use of the land or facility where it is being proposed to be located?
4. Uniqueness of the Proposed Gift and Its Ability to Attract Visitors to the Community
5. Whether the Proposed Gift Requires Relocation, Removal or Installation of Other Equipment or Infrastructure to Accommodate the Donation
6. Absence of Substantial Impact on Public Health and Safety and/or Welfare
7. Costs Associated with the Proposed Gift- The City also has an interest in knowing in advance the full cost which may be associated with a gift, namely those which may relate to purchase, installation, maintenance and operation during the gift's expected life cycle. In the ordinary course the amount of the gift should be sufficient to cover all such expenses.
 - a. Neither purchase nor installation shall commence until the donor's gift has been completed and funds have been received by the City for such purposes.
 - b. As to gifts requiring on-going operation and maintenance, amounts which are estimated to exceed \$5,000 on an annual basis, the gift shall include an endowment sufficient to defray them, i.e. 20x the estimated amounts.
 - c. In rare and unusual circumstances where the City has determined that the value of the gift substantially exceeds the cost associated therewith, these requirements may be waived, but only after appropriate notice and public hearing.
8. Requirements for Memorial Plaques- To ensure uniformity of appearance and good taste, the language of such plaques shall also be approved by the City.

Donation acknowledgments and memorial plaques shall be made of bronze and be of the highest quality, life and durability. In cases where bronze plaques are not feasible, other alternative types may be considered.
9. Special Provisions Relating to City Parks- In cases of donations to City parks which may reasonably affect the park or its immediate surroundings,

the City Council shall hold a Public Hearing for such purpose to invite comment from the community with respect to impact on viewsheds, safety concerns, potential for noise generation, and compatibility with the aesthetic features of the park.

B. Gifts made for programs, sponsorships, renovations, and projects of like nature may also benefit the City either directly or indirectly. However, in addition to considerations of timeliness, cost and suitability, there may also involve concerns related to the method of conveyance and adequacy of funding. The criteria outlined above (A. 1-9) shall then be applicable where appropriate. In general, categories of acceptable gifts are:

- ❖ Cash (and cash equivalents-checks, CDs, savings accounts)
- ❖ Marketable securities (publicly traded stocks, bonds, U.S. government securities)
- ❖ Tangible personal property
- ❖ Life insurance
- ❖ Real estate
- ❖ IRA rollovers
- ❖ Charitable Gift Annuities
- ❖ Charitable Remainder Trusts
- ❖ Charitable Annuity Trusts
- ❖ Charitable Lead Trusts
- ❖ Bequests

Council shall exercise caution as to gifts including conditions and carrying costs, and at all times shall ensure itself that the funds provided are sufficient to carry out the intention of the gift and that its purpose is a salutary one.

C. These guidelines shall not be applicable to programs sponsored or approved by the City existing as of the date of this policy.

III. Installation

If the gift, including donor acknowledgements/memorial plaques, requires any type of installation, the installation shall take place through a contract between the City and a licensed contractor. The contract shall be drafted by the City and the terms and conditions of the contract shall be approved by municipal legal counsel. In certain instances, a performance bond may be required, costs of which shall be borne by the donor and considered as an additional expense under II A. 7. The installation shall be completed by a licensed contractor. The licensed contractor will assume all responsibility for construction or placement of the gift and shall hold the City harmless for any damages to City property or buildings resulting from the construction or placement of the gift to the extent authorized by law (note: MCL 691.991 may be applicable). If installation involves City Staff, the City may require reimbursement for personnel and equipment costs associated with installation. The installation will be scheduled at a time and date as determined by City Staff so as not to unnecessarily interfere with routine maintenance

activities and in a manner that minimizes impacts to the Community. City Staff shall oversee the installation process to ensure compliance with the proposal.

IV. Removal and/or Relocation

The City reserves the right to restore, relocate, remove or relinquish donations. This decision shall be made based upon the best interests of the City. This section applies to both existing and new donations.

V. Procedures for Making and Accepting Gifts

The City Council shall have the full and final authority to approve or deny all gift proposals. To promote an efficient review process, though, as well as to prevent disappointed expectations, prior to preparing a written proposal the donor or donor's representatives shall contact the City Manager's Office to discuss a proposed gift. Such pre-application meeting shall assist both the prospective donor and the City in determining whether a gift will meet the criteria contained in this policy. City Staff or City Council may request additional information including but not limited to scaled drawings, artist's renditions or other documents to better illustrate the exact nature of the donation. The City may choose to consult with other agencies or organizations in the review process. The City Council may also send any proposal to the appropriate board or committee for review with subsequent recommendation to City Council.

If a gift appears to be in accordance with this policy, the donor or donor's representative will then submit a written proposal and meet with City Staff members to determine the specific nature of the donation, proposed location, and yearly maintenance and operational costs for review and processing. The written proposal, including a Staff report, will be sent to City Council for its decision.

Because promptness is likely to be important to both the prospective donor and the City, each party shall be considerate in this regard at each stage of its dealings with one another.

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CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Discussion Regarding Sea Scout Ship 11 Use of Marina Slip

DATE: May 19, 2014

PRESENTED BY: Tim May, Committee Vice-Chair, Sea Scout Ship 11

ATTACHMENTS: Letter from Tim May, Sea Scout Ship 11

BACKGROUND INFORMATION: Tim May, representing local Sea Scout Ship 11, would like the City to consider waiving docking fees for the summer months for the 30-foot Santana 30. See letter from Mr. May.

Harbormaster Hal Evans has been contacted on this and states that in May and early June there should be plenty of docking space for this vessel. There would also be sufficient docking space after Labor Day. The Sea Scouts program is consistent with Charlevoix's maritime values and has tremendous educational and character building benefits for Charlevoix youth. The City is highly supportive of the program.

The City's DNR grant documents state, *"The City shall request, not more than once annually, approval to vary from fee rates set by the DNR Waterways Commission."* If Council chooses to waive docking fees, City staff will send a written request to the Michigan Waterways Commission seeking their permission that the fees be waived.

RECOMMENDATION:

Staff recommends City Council make the following motion:

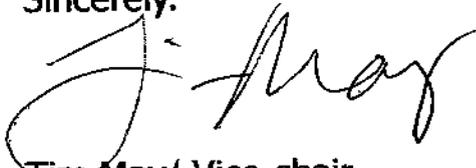
"The City of Charlevoix approves free dockage for the Sea Scouts for the 2014 Boating Season when the marina is not full, contingent upon approval from the DNR Waterways Commission."

May 6, 2014

To the members of the Charlevoix City Council:

We the members of Charlevoix Sea Ship 11 would like to request the usage of a slip in the city marina for our sailing vessel "Korn on the Kob". Ship 11 is a maritime based co-ed youth organization teaching teamwork, citizenship, and personal goal setting through maritime activities. Harbormaster Hal Evans is in full support of the organization using the dockage facilities. As in the past the boat will be moved when Hal deems necessary so that he may utilize the space for transient boaters. We have no intention of using our vessel for charters or any other money making venture that would compete with any existing business. We thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim May". The signature is fluid and cursive, with a large initial "T" and "M".

Tim May/ Vice-chair
Sea Scout Ship 11

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration for Free Dockage for The Peacemaker

DATE: May 19, 2014

PRESENTED BY: Hal Evans, Harbormaster

ATTACHMENTS: Information on Tall Ship Peacemaker

BACKGROUND INFORMATION: Larry Clinton, Captain of Peacemaker has contacted the City seeking permission for PEACEMAKER to make a port visit to Charlevoix. The Peacemaker hopes to arrive on July 31st and provide dockside tours of the vessel on August 1st – August 3rd from 10:00 a.m. to 6:00 p.m. The ship plans on leaving Charlevoix the morning of August 4th. The vessel would dock at the end of A dock. The vessel normally would be asked to pay \$184/day or \$736.00 for its stay in Charlevoix. The Peacemaker is asking that the City waive its dock fees. If Council approves the request, the City and its downtown businesses would benefit from the people who would come to town to catch a rare view of the magnificent tall ship.

Peacemaker will provide crew to sell tickets for boarding, manage gangways, supervise all deck levels and interior spaces open to public. The prices to tour the boat would be Adults \$5, Children 7-12 \$3, Children 6 and under Free. Peacemaker is requesting permission to place a table and "pop up" awning near the ship for the purpose of selling tickets and ship related memorabilia. Peacemaker Marine LLC shall provide a certificate of insurance in the amount of \$2M naming the City, as an additional insured party.

The Charlevoix Chamber of Commerce, Charlevoix Visitor's Bureau and DDA have agreed to help promote the Peacemaker's visit to Charlevoix. The City will also receive a press package to share with local newspapers and television stations. Charlevoix will benefit from the persons that will come to Charlevoix especially to catch a rare view of a magnificent tall ship.

If Council chooses to waive docking fees, the City will contact the Michigan State Waterways Commission asking for their permission to waive the dockage fee.

RECOMMENDATION:

Staff recommends City Council make the following motion:

"Contingent upon approval from the DNR Waterways Commission, the City of Charlevoix approves free dockage for The Peacemaker from July 31st to August 4th, 2014."

The Peacemaker



Arrive Thursday, July 31st
Ship Tours -- Friday, August 1st – Sunday, August 3rd
Depart Monday, August 4th

The Peacemaker is 140' with 104' at the water line. <http://peacemakermarine.com/>

The Tall Ship PEACEMAKER will be touring the Great Lakes this summer. It was the most visited vessel of all of the ships in every port we were engaged in last year. If you look at some of the pictures at peacemakermarine.com you will only get a small glimpse of why. The outstanding international crew was just as much the reason as the very unique vessel. The ship would be open for visitors to come aboard. It is proposed that the ship would sell tickets and merchandise and keep the proceeds. The city benefits from the thousands of persons that come to town especially to catch a rare view of a magnificent vessel, which the PEACEMAKER is. Of course the visitors are going to visit the shops and restaurants and stay in the hotels as well. Their "ship tours" are especially appreciated because folks actually tour the interior accommodations and get a real taste of sailing the high seas.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve an Engagement Letter with Netsource One

DATE: May 19, 2014

PRESENTED BY: Rob Straebel

ATTACHMENTS: April 30, 2014 Engagement Letter from Netsource One

BACKGROUND INFORMATION: For several years now the City has used Netsource One for IT support and have been very happy with their services. Their charges are reasonable, they return phone calls quickly, they know the system, and can troubleshoot many problems from their offices in Saginaw.

There is no current formal agreement regarding their services so the City Manager requested an engagement letter be executed to better define services and charges. Previously, minor IT issues were performed by retired Treasurer Rick Brandi. Mike Spencer will be handling overall IT management for the City and will use Netsource as a resource when complicated IT issues arise. We thank Mike for stepping up and taking on additional responsibilities. The agreement has been fully reviewed by the City Attorney.

RECOMMENDATION: Motion to approve Netsource Engagement Letter dated April 30, 2014.



netsource one

April 30, 2014

Rob Straebel
Charlevoix, City of
210 State Street
Charlevoix, MI 49720
United States

Dear Rob,

We are pleased to present this agreement for support and services to the City of Charlevoix.

Under the terms of this agreement, we will provide you with technology services which may be used in any manner you would like. Professional services rates currently range from \$60 to \$150 per hour, depending on the type of work required. A fifty percent premium is charged for after-hours work. The person from our staff assigned to any particular task is determined by both skill level required and availability. Time will be charged against this agreement in increments of one-quarter (1/4) of an hour, with a minimum of one-quarter (1/4) of an hour charged per incident.

Travel time to and from your location will be billed at ½ of these hourly rates. Mileage to and from your location is charged at the current IRS standard mileage rate. Any out-of-pocket expenses will be charged against this agreement as they are incurred.

We will provide service on an "as soon as possible" basis, giving priority to any mission critical situations. We do request, if at all possible, calling a minimum of 48 hours in advance to request workstation hook-ups, software installations, and other non-emergency assistance. In many cases, these can be done within 24 hours. However, a buffer of 48 hours is requested to assist us in our scheduling process. In addition, it would be a more practical use of your time to schedule several things at a time if possible.

This agreement includes network related issues and maintenance of hardware when appropriate. At times, it may be difficult to tell whether a problem is network related or a hardware problem. Under the terms of this agreement, we will diagnose the problem

to the point of determining its exact nature. In most cases, both network and hardware related problems would be fixed directly by our field service personnel. However, some hardware problems may be turned over to an appropriate third party for resolution, especially in the case where manufacturers' warranties are in effect.

This agreement is not in effect until a signed copy of this document has been returned to us and may be terminated by either party at any time without cause. In addition, Netsource's liability for damages with respect to the services provided shall be limited to 50% of the City's actual damages or the amount paid to Netsouce, whichever is greater.

For standard service requests, please email support@nsoit.com. For urgent matters, please call our support desk at (989) 498-4534 or toll-free at (800) 410-2872.

We appreciate this opportunity to be of service. We look forward to working with you.

Acceptance: Charlevoix, City of

Acceptance: NetSource One, Inc.

By: _____

By: _____

Printed: _____

J. Andrew Skrzypczak

Title: _____

President/CEO

Date: _____

Date: _____

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve Financial Services Agreement with Robert W. Baird and Co.

DATE: May 19, 2014

PRESENTED BY: Rob Straebel

ATTACHMENTS: May 7, 2014 Letter from Baird

BACKGROUND INFORMATION: The City needs to approve the attached letter from Baird regarding financial advisory services pertaining to the State Revolving Fund (SRF) Bonds for improvements to the Wastewater Treatment Plant. Baird will assist City Staff in the structure, timing and terms for financing the required wastewater improvements. Baird is proposing to charge the City \$17,500 for their services. These charges will be rolled into the overall project costs and be paid with bond financing.

The agreement has been fully reviewed by Scott Howard.

RECOMMENDATION: Motion to Approve Financial Advisory Services Agreement dated May 7, 2014 with Robert W. Baird and Co.

May 7, 2014

Mr. Robert Straebel
City Manager
City of Charlevoix
210 State Street
P.O. Box 550
Charlevoix, Michigan 49720

Re. Financial Advisory Services Agreement

Dear Rob,

On behalf of Robert W. Baird & Co. Incorporated ("we" or "Baird"), we wish to thank you for the opportunity to serve as exclusive financial advisor to the City of Charlevoix ("you" or the "City") with respect to the proposed issuance of State Revolving Fund (SRF) Bonds, Project Number: 5572-01 (the "Bonds"). This Agreement will establish the terms and conditions under which Baird will provide financial advisory services to the City in connection with the proposed issuance of the Bonds.

1. Financial Advisory Services to be Provided by Baird. The City hereby engages Baird to serve as financial advisor with respect to the Bonds, and in such capacity Baird agrees to provide advice as to the structure, timing, terms and other matters regarding the Bonds, including the following services, if and as requested by the City:

- Evaluate the methods and types of financing available and appropriate for the Bonds
- Assist in the development of estimated costs, revenues and expenses for the proposed Bonds
- Assist the City relative to the time and method of marketing the proposed Bonds and to the terms, including maturity schedules, call features, interest payment dates and limitations
- If applicable, assist in the selection of one or more underwriters for the proposed Bonds
- Assist in the preparation of the submission and presentation of applications to any state or federal regulatory agency as may be required in order to obtain any order or other actions of such agencies necessary to the issuance and sale of the proposed Bonds
- Prepare and present any required financial data to appropriate bond rating agencies or insurance companies and the City will pay the fees of such rating agencies or insurance companies
- Consult with Bond Counsel and the City in connection with the preparation of any necessary ordinances or resolutions and official statements
- Assist in the preparation and/or review and distribution of documents pertaining to the Bonds, including, if applicable, the official statement and/or bid package
- Consult and meet with representatives of the City and others involved with the proposed Bonds as necessary
- Baird will be available to respond to questions from potential investors of any aspect of the proposed Bonds
- Advise and consult with the City in selecting an appropriate date of sale for the proposed Bonds, giving particular consideration to the calendar of offerings in order to minimize the conflict or competition with similar offerings
- Advise the City as to acceptability of the interest rates and underwriting spread received at the sale of the proposed financing
- Make arrangements for the delivery of the proposed Bonds, including preparation of a closing memorandum, final schedule of principal and interest payments calculated at the actual interest rates
- Such other usual and customary financial advisory services as may be requested by the City

Under MSRB Rule G-23, Baird will not be able to serve as underwriter or placement agent for any notes, bonds or other securities to be issued and sold as part of the Financing. Baird is registered as a municipal advisor with the Securities Exchange Commission and Municipal Securities Rulemaking Board.

2. Fees and Expenses. For its financial advisory services, Baird shall be entitled to a fee (the "Financial Advisory Fee") to be paid by the Client equal to \$17,500. Our fee provides for all ordinary travel and out-of-pocket expenses. The Financial Advisory Fee shall be paid upon completion of the Bonds. The City shall be responsible for paying all other costs of issuance, including without limitation, bond counsel, underwriter, underwriter's counsel (if any) and ratings agency fees and expenses, and all other expenses incident to the performance of the City's obligations under the proposed offering.

3. Term and Termination. The term of this engagement shall extend from the date of this Agreement to the closing of the Bonds. Notwithstanding the forgoing, either party may terminate Baird's engagement at any time without liability or penalty upon at least 30 days' prior written notice to the other party. If the Agreement is terminated pursuant to this paragraph, the Client shall not owe Baird any or all of the Fees and Expenses listed in Paragraph 2. If the agreement is terminated pursuant to this paragraph, the Client shall not owe Baird any or all of the Fees and Expenses listed in Paragraph 2.

4. Limitation of Liability. The City agrees that neither Baird nor its employees, officers, agents or affiliates shall have any liability to the City for the services provided hereunder except to the extent it is judicially determined that Baird engaged in negligence or willful misconduct.

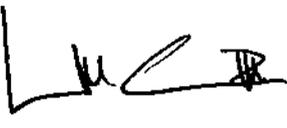
5. Miscellaneous. This Agreement shall be governed and construed in accordance with the laws of the State of Michigan. This Agreement may not be amended or modified except by means of a written instrument executed by both parties hereto. This Agreement may not be assigned by either party without the prior written consent of the other party.

If there is any aspect of this Agreement that you believe requires further clarification, please do not hesitate to contact us. If the foregoing is consistent with your understanding of our engagement, please sign and return the enclosed copy of this letter.

Again, we thank you for the opportunity to assist you with the Bonds and the confidence you have placed in us.

Very truly yours,

ROBERT W. BAIRD & CO. INCORPORATED

By: 

Warren M. Creamer
Managing Director

Accepted this ___ day of _____, 2014

CITY OF CHARLEVOIX

By: _____

Title: City Manager

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve Category 3 of the State of Michigan Economic Vitality Incentive Program (EVIP)

DATE: May 21, 2014

PRESENTED BY: Joe Zielinski, City Treasurer

ATTACHMENTS: (1) Draft Unfunded Accrued Liability Plan
(2) Draft Unfunded Accrued Liability Plan Presentation for City Website

BACKGROUND INFORMATION: The Economic Vitality Incentive Program (EVIP) is required if municipalities want to receive their full allotment of statutory State revenue sharing. For the City, its statutory revenue sharing from the State amounts to approximately \$20,000, or about \$6,600 per category.

The City has complied with Category 1 and Category 2 of the program for the State's 2013-14 fiscal year. Category 1 relates to the accountability and transparency of the City's finances and requires the development of a citizen's guide, performance dashboard, debt service report and projected budget report for taxpayers. Category 2 is concerned with the consolidation of services and requires the City to develop a collaboration / cooperation / consolidation plan. All of these documents for Category 1 and 2 are available on the City's website.

Category 3 of the EVIP is due on June 1, 2014. For Category 3 this year, the State is requiring municipalities to submit a plan for reducing their unfunded accrued liabilities (UAL) pertaining to pensions or other post-employment benefits (OPEB), if any should exist. With the help of MERS (the City's pension plan provider), the UAL plan the City intends to submit to the State is included in your agenda packet. As of December 31, 2012, the City has approximately \$2.9 million of unfunded accrued liability related to its pension plan, resulting in its plan being 75% funded. The City does not offer any other retirement benefits and therefore, does not have any OPEB unfunded accrued liability. The actions the City took in 2011-12 to bridge the multiplier of its pension plan for active employees from 2.5 to 1.5 meets the requirements for having a plan to reduce pension UAL. As a result, the plan being submitted to the State does not include any other actions being taken by the City at this time to further reduce its pension UAL.

RECOMMENDATION: Motion to approve the City's unfunded accrued liability plan for Category 3 of the Economic Vitality Incentive Program (EVIP).

Economic Vitality Incentive Program / County Incentive Program

Category 3: Unfunded Accrued Liability Plan

City of Charlevoix UAL Plan Overview

EVIP (for eligible cities, villages or townships) and CIP (for eligible counties) are revenue sharing packages for municipalities. They include three categories of eligibility, each with its own set of requirements and deadlines, and offering 1/3 of the total available incentive revenue. By June 1, 2014, you need to submit a plan to address your unfunded liability to Treasury for Category 3 of EVIP. This sample template is meant to assist you in documenting your plan.

When your plan is complete, submit it along with certification form 5074 to the Department of Treasury, using the contact information on the form. The form can be found at http://www.michigan.gov/documents/treasury/5074_434975_7.pdf.

1. MUNICIPALITY INFORMATION

Municipality Name: **City of Charlevoix**

Fiscal Year: **2014-2015**

Pension UAL as reported in the most recent actuarial valuation: **\$2,887,986 as of 12/31/2012**

Pension Funded Ratio: **75%**

No Pension UAL

OPEB UAL as reported in most recent valuation:

OPEB Funded Ratio:

No OPEB UAL

2. PENSION UAL – ACTIONS TAKEN

You may have a pension UAL only if you offer a defined benefit and/or a hybrid plan.

PLAN DESIGN CHANGES (CHECK IF APPLICABLE)

STRATEGY

Adopted a Lower Tier of Benefits for New Hires (check all that apply):

Lowered multiplier from _____ to _____

Removed Cost of Living Increases

Removed Early Retirement Riders (i.e. 55/25, 50/25)

Increased Vesting from _____ to _____

Increased Normal Retirement Age from _____ to _____

Other:

IMPACT

The long term impact of implementing a lower tier of benefits for new hires is that it reduces the future liability accrual because future benefits will be lower, and therefore less expensive, than the previous benefits offered.

Effective Date:

Adopted a Defined Contribution Plan for New Hires

The long term impact of implementing Defined Contribution for new hires is that it eliminates the future accrual of liabilities for those benefits, since Defined Contribution does not have liabilities associated with the benefits.

Effective Date:

Adopted a Hybrid Plan for New Hires

The long term impact of implementing a Hybrid Plan for new hires is that it reduces the future liability accrual because future benefits will be lower, and potentially less expensive, than the previous benefits.

Multiplier:

Vesting:

FAC:

Normal Retirement Age:

Once the benefit structure is established, the defined benefit portion may not be increased and is not subject to collective bargaining.

Yes (MERS only)

No

Effective Date:

Bridged the Multiplier for Active Employees

The impact for bridging a multiplier for active employees is immediate and not only reduces future liabilities, but also may reduce existing liabilities. Past service remains at the previous multiplier and all future service accrues at the new, reduced multiplier. New hires would receive the new bridged multiplier.

Bridged from: 2.5 multiplier

Bridged to: 1.5 multiplier

Final Average Compensation used: (check one)

Frozen (biggest impact) Termination

Effective Date: 06/01/2012

FUNDING (CHECK ALL THAT APPLY)

STRATEGY

- Contributed the Annual Required Contribution to Fund the Plan**

IMPACT

The actuarial determined minimum contribution is comprised of two pieces: **Employer Normal Cost** (present value of benefits allocated to the current plan year less any employee contribution), and **Amortization Payment of Unfunded Accrued Liability** (payment to reduce any shortfall between liability for past service and assets). Making the required minimum payments into the plan contributes towards the unfunded accrued liability.

How will this action continue to be implemented and maintained?

The City of Charlevoix will continue to contribute the annual required contribution to fund the plan as it is a requirement of MERS and the State Constitution.

- Contributed Above the Minimum Required Amount**

Extra percentage above minimum:

Lump sum payment into plan:

Additional payments made into the plan go toward funding the unfunded accrued liability. In addition, those extra dollars are invested and have the ability to recognize market returns.

How will this action continue to be implemented and maintained?

3. PENSION UAL – NO ACTIONS TAKEN

NO ACTIONS HAVE BEEN TAKEN IN THE PAST

PLEASE EXPLAIN WHY NO ACTIONS HAVE BEEN TAKEN

4. OPEB UAL – ACTIONS TAKEN

You may have an OPEB UAL only if you offer retiree health insurance, or other post-employment benefits.

PLAN DESIGN CHANGES (CHECK ALL THAT APPLY)

STRATEGY

Implemented Changes to Coverage Levels

Details:

IMPACT

Implementing changes to coverage and benefit levels reduces the total liability of the plan.

Effective Date:

Increased Co-Payments

Details:

Reduces the total liability of the plan.

Effective Date:

Modified Eligibility

Reduces the total liability of the plan.

Details:

Effective Date:

Implemented Defined Contribution Style Health Care
(i.e. MERS Health Care Savings Program)

Eliminates OPEB liability for new hires. If active employees opt out, it reduces the current liabilities.

Check all that apply:

- New hires
- Offered conversion/incentive for employees
(actives or retirees) to opt out of retiree healthcare

Effective Date:

Eliminated Retiree Health Insurance Coverage for New Hires

Eliminates OPEB liability for new hires.

Details:

Effective Date:

FUNDING (CHECK ALL THAT APPLY)

STRATEGY

- Established a qualified medical trust - OPEB Trust**
(i.e. MERS Retiree Health Funding Vehicle)

Contributions made to the Trust this year:

Balance in the Trust: _____

Effective Date:

IMPACT

Assets in a qualified medical trust can be used to offset OPEB liability.

How will this action continue to be implemented and maintained?

5. OPEB UAL – NO ACTIONS TAKEN

NO ACTIONS HAVE BEEN TAKEN IN THE PAST

PLEASE EXPLAIN WHY NO ACTIONS HAVE BEEN TAKEN

6. OTHER ACTIONS THAT DO NOT QUALIFY FOR EVIP

STRATEGY

- Closed the Defined Benefit Plan and Issued a Pension Obligation Bond to Fund the Plan

Issued the bond at: (check one)

Actuarial Value Market Value

Bond Amount: _____

IMPACT

The proceeds of the bond are deposited and potentially will fully fund the unfunded accrued liability of the Plan. There is no guarantee that future unfunded liabilities may not occur.

How will this action continue to be implemented and maintained?

POLICIES/BEST PRACTICES (CHECK ALL THAT APPLY)

STRATEGY

- Limited Final Average Compensation
- Base wages only or (check all that apply)
 - Excluded or limited overtime
 - Excluded or limited PTO payouts
 - Excluded or limited sick leave payouts

IMPACT

Limiting what is included in someone's final average compensation reduces the benefit amounts, therefore decreasing total liability. It also mitigates Final Average Compensation (FAC) padding/spiking, which could lead to the immediate development of UAL.

Amortization of UAL – open DB Plan

Decreasing the period in which UAL is spread over expedites the payoff.

Current Amortization Policy:
_____ 26 _____ years

Is this amortization shrinking?

Yes No

(MERS shrinks the amortization schedule by 1 year, every year)

Regular Actuarial Experience Study

Regularly performing an actuarial experience study provides Plan oversight, governance and due diligence to ensure experience is close to assumptions.

Last study performed: _____ 2009 _____

Scheduled every _____ 5 _____ years

(MERS last Experience Study was performed in 2009)

Benefit Increases Policy

By limiting when benefit increases can be done, this reduces the risk of developing UAL due to granting benefit enhancements that have not yet been paid for and/or prefunded.

Required to be _____ 100 _____ % funded

7. ACTIONS THAT MAY BE TAKEN

To reduce Unfunded Accrued Liability in the future, plan design modifications may be made for new hires, including: retirement eligibility and vesting requirements, multipliers, cost-of-living increases, removal of early retirement riders, and increases to the retirement age. In addition, plan changes could be made for new hires, including adopting a hybrid or defined contribution plan. For active employees, bridging the current multiplier to a lower multiplier for future service could also be implemented.

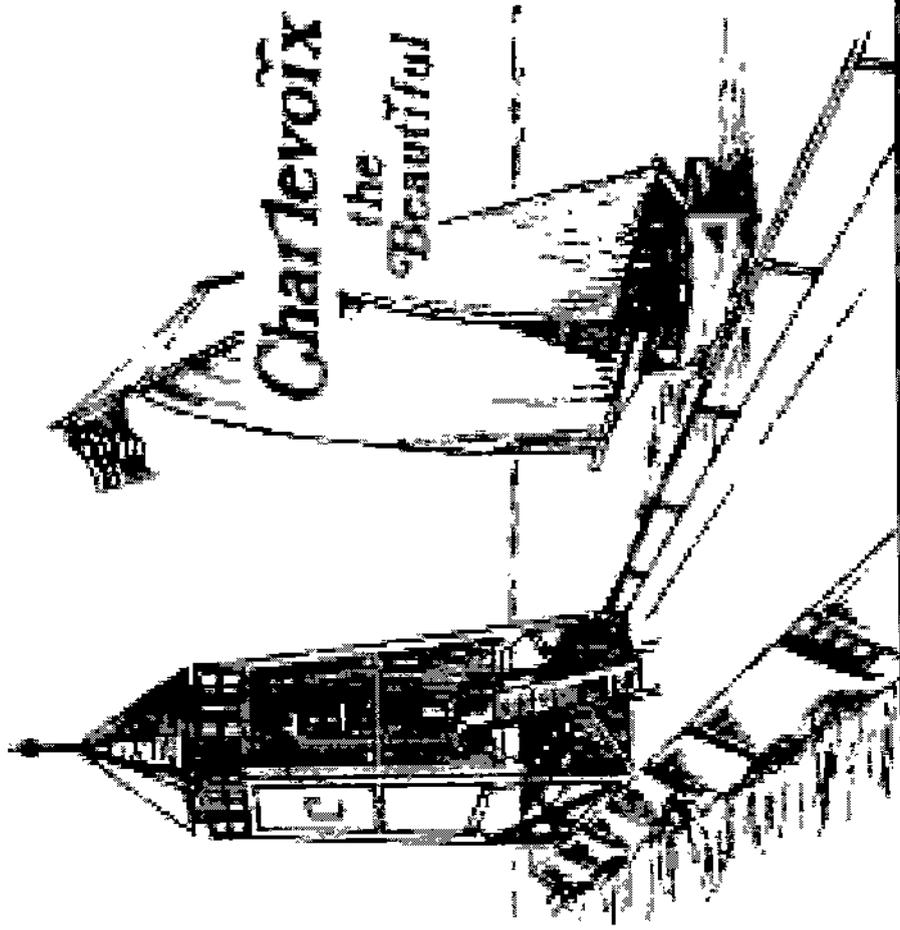
Funding strategies may also be made, including: contributing the annual required contribution to the plan (required by the State Constitution), and contributing more than the minimum required contribution.

Best practice policies include: limiting what is included in the final average compensation calculation, reviewing/reducing the amortization period to pay off unfunded liabilities, performing a regular actuarial Experience Study, and creating a policy on when benefit increases can be made.

If retiree healthcare is offered, and there is OPEB unfunded liabilities, future actions that could be taken include: plan design modifications (i.e. changes to coverage levels, increased co-payments, eligibility modifications), plan type changes (i.e. implementing a defined contribution style health care), and funding strategies (i.e. establishing an OPEB trust and funding it).

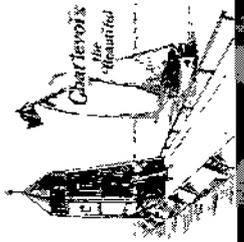
**State of Michigan
Economic Vitality
Incentive Program
(EVIP)**

**Category 3:
Unfunded Accrued
Liability Plan**



*City of Charlevoix
June 1, 2014*

Municipality Information



Municipality Name: City of Charlevoix

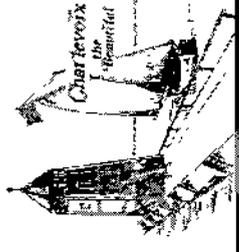
Fiscal Year: 2014-2015

Pension Unfunded Accrued Liability (UAL): \$2,887,986
as reported in the most recent actuarial valuation (12/31/2012)

Pension Funded Ratio: 75%

Other Post-Employment Benefits (OPEB) UAL: None

Pension Unfunded Accrued Liability Actions Taken



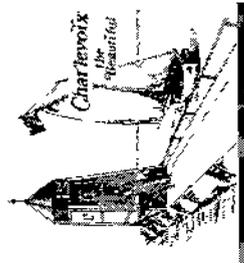
The City of Charlevoix has implemented the following pension plan design change to reduce its UAL:

- **Bridged the Multiplier for Active Employees**
 - Bridged from 2.5 multiplier to 1.5 multiplier
 - Froze Final Average Compensation used for 2.5 multiplier
 - Effective date: POLC 12/1/2011, Non-union 4/1/2012 and CWA 6/1/2012

IMPACT

The impact for bridging a multiplier for active employees is immediate and not only reduces future liabilities, but also may reduce existing liabilities. Past service remains at the previous multiplier and all future service accrues at the new, reduced multiplier. New hires would receive the new bridged multiplier.

Pension Unfunded Accrued Liability Strategy

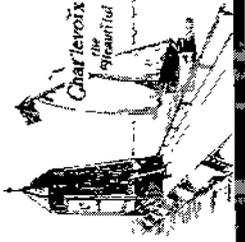


The City of Charlevoix will continue to contribute the annual required contribution to fund its pension plan as it is a requirement of the State Constitution as well as of MERS (Municipal Employees' Retirement System of Michigan) which is the provider of the City's pension plan.

IMPACT

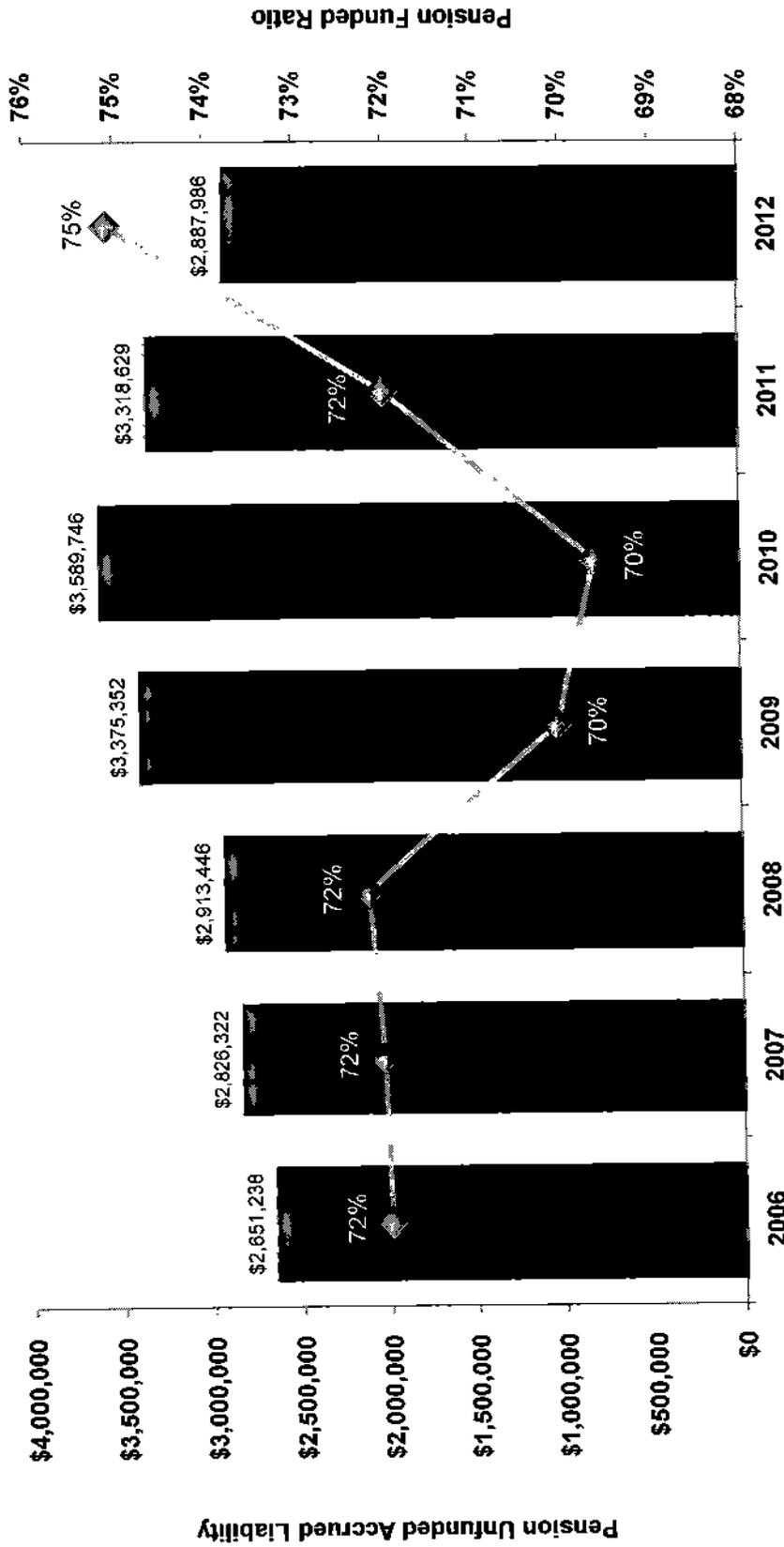
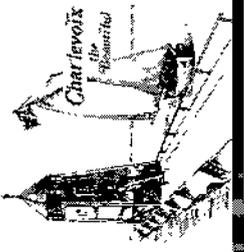
The actuarial determined minimum contribution is comprised of two pieces: **Employer Normal Cost** (present value of benefits allocated to the current plan year less any employee contribution) and **Amortization of Unfunded Liability** (payment to reduce any shortfall between liability for past services and assets). Making the required minimum payments into the plan contributes towards the unfunded accrued liability.

Pension Unfunded Accrued Liability Other Policies / Best Practices Implemented



- **Limited Final Average Compensation by Excluding Sick Leave Payouts**
 - Limiting what is included in someone's final average compensation reduces the benefit amounts, therefore decreasing total liability. It also mitigates Final Average Compensation (FAC) padding / spiking, which could lead to the immediate development of UAL.
- **Amortization of Unfunded Accrued Liability**
 - Current amortization policy is 26 years and the amortization schedule shrinks by one year, every year.
 - Decreasing the period in which UAL is spread over expedites the payoff.
- **Regular Actuarial Experience Study**
 - Last study was performed in 2009 and scheduled every five years.
 - Regularly performing an actuarial experience study provides plan oversight, governance and due diligence to ensure experience is close to assumptions.
- **Benefit Increases Policy**
 - Plan is required to be 100% funded in order to increase benefits.
 - By limiting when benefit increases can be done, this reduces the risk of developing UAL due to granting benefit enhancements that have not yet been paid for and / or prefunded.

Pension Unfunded Accrued Liability Since 2006



- Due to bridging the plan multiplier from 2.5 to 1.5 and improved market returns, the City has reduced its pension unfunded accrued liability and increased its funded ratio to 75%

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Temporary and Seasonal Business License Fees

DATE: May 19, 2014

PRESENTED BY: Joyce Golding, City Clerk

BACKGROUND INFORMATION:

In 1983, City Council adopted Resolution 83-6-4 which included Temporary and Seasonal Business License Fees. These fees were also a part of the recently adopted 2014-15 City budget.

At the April 21, 2014 Council Meeting, Councilmember Perron stated the business license fees were established over 30 years ago and questioned whether the fee structure should be changed. Treasurer Zielinski indicated that in 2013, 18 permits were issued for a total of \$1,875.

Clerk Golding was tasked to canvas surrounding municipalities to determine what fees they charge and make a comparison to the City fees. See the following table for local municipality fee results:

Temporary / Seasonal Business Fees

Charlevoix	Solicitors License	50/first day - 5/add'l day - 25/person
	Auctioneer	15/auction
	Roadside stand/temporary business	100/yr
	Transient merchant	50/yr
	Street performer	50/yr
Boyne City	No fees	
Petoskey	Auction	50/event
	Door to Door Sales/Canvassing	50/yr
	Outdoor Beverage & Food Service	50/yr
	Transient Merchant	25/day - 75/wk - 200/season
Mackinac City	Transient Merchant	25/day - 55/wk - 75/mo - 175/qtr - 250/yr
	Hawkers & Peddlers	20/day - 60/wk - 300/yr
East Jordan	Door-to-Door Salesman	50/6 mos
	Transient Merchant	200/6 mos
	Roadside Stand	100/6 mos
	Temporary Business	100/6 mos
	Street Vendor	200/6 mos
	Auctioneer	25/6 mos
Elk Rapids	Peddlers	10/day
	Solicitors	5/day
Bellaire	Temporary Buildings/Structures	20
Cheboygan	Peddlers	100/yr resident - 300/yr non-resident
	Solicitors	100/yr resident - 300/yr non-resident
	Transient merchants	100/yr resident - 300/yr non-resident

RECOMMENDATION: Discussion with direction to Staff.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve a Resolution Regarding Fisherman's Island State Park Land Swap

DATE: May 19, 2014

PRESENTED BY: Shirley Gibson

ATTACHMENTS: Draft Resolution

BACKGROUND INFORMATION: According to discussions with the Clerk's Office, there needs to be at least three Councilmembers to request an agenda item. At our May 5 City Council meeting, there were three members supportive of considering a resolution regarding the St. Mary's/Fisherman's Island land swap.

Attached is the draft resolution that was submitted by Councilmember Shirley Gibson.

RECOMMENDATION: Discussion. If Council supports the attached resolution, a motion can be made to approve Resolution No. 2014-05-XX.

**CITY OF CHARLEVOIX
RESOLUTION 2014-XX-XX**

Fisherman's Island Resolution

WHEREAS, the close proximity of Fisherman's Island State Park to the City of Charlevoix has long been an amenity to the residents, guests, and businesses of the City of Charlevoix; and

WHEREAS, the City of Charlevoix has shown their commitment to improving access to Fisherman's Island State Park by its leadership in the Charlevoix Lake to Lake Multi-Use Trail; and

WHEREAS, the City of Charlevoix has pledged to earmark over \$40,000 of funds to the Charlevoix Lake to Lake Trail and this amount has been matched by Charlevoix Township; and

WHEREAS, the City Council supports keeping the Bells Bay link between the Charlevoix Lake to Lake Multi-use Trail and Fisherman's Island State Park; and

WHEREAS, the City Council wishes to maintain convenient access and to preserve the northern end of the Fisherman's Island State Park campground;

NOW, THEREFORE, BE IT RESOLVED that the City of Charlevoix City Council hereby supports the continued access of the Bells Bay county road and its access to Lake Michigan, Fisherman's Island State Park, the scenic road end overlook, and the woodland trails; and

BE IT FURTHER RESOLVED the City of Charlevoix City Council supports not swapping, trading or selling Fisherman's Island Parkland in Charlevoix Township for land in Norwood Township; and

BE IT FURTHER RESOLVED that we support keeping the 190 acres of state park forest and wildlife habitat within Charlevoix Township; and

BE IT FURTHER RESOLVED that the City of Charlevoix City Council hereby encourages St. Mary's Cement to abandon its efforts to apply to the Michigan Department of Natural Resources to gain possession of Bells Bay Road and 190 acres of Fisherman's Island State Park land in Charlevoix County.

RESOLVED, this _____ day of May, A.D. 2014

Resolution was adopted by the following yea and nay vote:

Yeas:
Nays:
Absent:

State of Michigan)
City of Charlevoix)

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Introduction of an ordinance to establish city code regulating the type of acceptable and prohibited materials for leaf/brush pickup.

DATE: May 19, 2014

PRESENTED BY: Rob Straebel

ATTACHMENTS: Draft Ordinance X of 2014
Flier for clarifying material distributed to the public.

BACKGROUND INFORMATION:

The Street Department and other City Staff have been experiencing problems with property owners and renters placing unacceptable items such as tree stumps, concrete, bricks and other materials which were never intended to be part of the bush and leaf pickup program. This causes unnecessary blight and results in inefficiency with the Street Department in completing timely pickup of acceptable materials such as leaves and brush. This ordinance is necessary to clarify what is acceptable and not acceptable, and to provide the City a means of ticketing offenders in the event that communication and warnings do not work. Our goal would be to work with property owners using outreach and warning before issuing tickets. Attached is a materials flier that is intended to be placed in the summer tax bills to help get the word out. This flier has been on the City website and has been available at City Hall for many months. The Citizens Guide can also be used to communicate the new rules to residents.

RECOMMENDATION:

Motion to set a public hearing for June 2, 2014 at 7PM in Council Chambers.

CITY OF CHARLEVOIX

Ordinance No. _____ of 2014

AN ORDINANCE TO CREATE CHAPTER 65 TO TITLE VI, OF THE CHARLEVOIX CITY CODE TO REGULATE MATERIALS INTENDED FOR COLLECTION BY THE CITY

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Chapter 65 is added to Title VI of the City Code and shall read as follows:

6.100. Definitions.

As used in this Chapter, the following definitions shall apply:

- A. "Acceptable Vegetative Materials" shall mean leaves, branches of vegetative material not exceeding 12 inches in diameter or not exceeding 6 feet in length which are untreated by any chemical, perennial cuttings, grass clippings and any of the foregoing items that are chipped into pieces up to, but not exceeding 12 inches in either diameter or length;
- B. "Prohibited Materials" shall mean any material or object, organic or man-made that is not an Acceptable Vegetative Material. This includes, but is not limited to the following specific materials: concrete, bricks, asphalt, dirt, soil, sod piles, root balls, stumps, treated lumber, railroad ties, rocks, stones, any building or remodeling materials from interior or exterior construction or demolition projects and vegetative material of any type that is over 12 inches in diameter or over 6 feet in length and.

6.101. Interpretation.

If any material can be classified as an Acceptable Vegetative Material as well as a Prohibited Material and the material is specifically listed as a Prohibited Material, then the material shall be deemed to be a Prohibited Material.

6.102. Prohibition.

No person shall place on private property or the public right of way Prohibited Materials for pick up or disposal by the City of Charlevoix.

6.103. Violation – Municipal Civil Infraction.

A violation of Section 6.102 shall be a municipal civil infraction.

SECTION 2. Severability.

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 3. Effective Date.

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. _____ was adopted on the _____ day of _____, 2014, by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

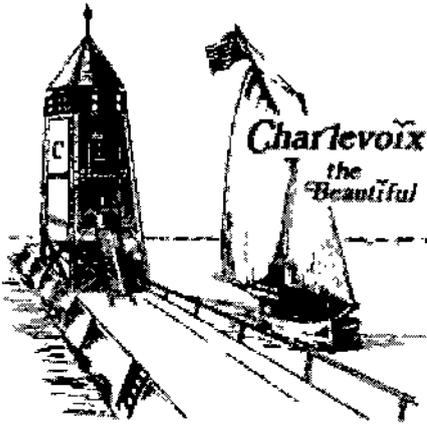
Joyce M. Golding, City Clerk

Norman L. Carlson, Jr., Mayor

I certify that this is a true copy of Ordinance No. _____ that was adopted at a regular meeting of the Charlevoix City Council on _____, 2014 and published in the Charlevoix Courier on _____, 2014.

Dated:

Joyce M. Golding, City Clerk



Disposable Materials on the Streets of Charlevoix

The Department of Public works offers the service of picking up and disposing of residence's yard waste. This flyer is meant to help community members understand what materials are acceptable for workers to pick up, and what materials are unacceptable and will not be picked up by the department.

Acceptable Materials

List of Acceptable Materials:

- Tree branches up to 12" in diameter
- Leaves
- Perennial cuttings
- Grass clippings



City of Charlevoix Department of Public Works

229 Stover Road
Charlevoix, MI 49720
Phone: (231) 547-3276
pellott@cityofcharlevoix.org

In an effort to improve efficiencies please separate tree branches (materials to be chipped) from all other acceptable materials.

Unacceptable Materials

In the event that you have any of the following unacceptable materials to dispose of, please contact a local excavating or landscape company to properly remove the materials. If you have any questions or concerns please contact Pat Elliott at (231) 547-3276.



List of Unacceptable Materials:

- Concrete, bricks, asphalt
- Dirt, soil, sod piles
- Treated lumber or railroad ties
- Rock piles
- Root balls or large tree stumps (over 12" in diameter)

City of Charlevoix Department of Public Works

229 Stover Road
Charlevoix, MI 49720
Phone: (231) 547-3276
pellott@cityofcharlevoix.org