

**AGENDA**  
**CITY OF CHARLEVOIX CITY COUNCIL MEETING**

**Monday, November 18, 2013 - 7:00 p.m.**  
210 State St, City Hall, Second Floor City Council Chambers, Charlevoix, MI

- 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 – November 4, 2013 Regular Meeting PG 1-5
  - B. Accounts Payable Check Register PG 6-10
  - C. Payroll Check Register PG 11-14
  - D. Election Results from November 5, 2013 PG 15
  - E. City Planning Commission Resignation – Adam Whitley PG 16
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
  - A. Consideration of Approval for the 2<sup>nd</sup> Annual Bridge Drop PG 17-24
  - B. Discussion Regarding Draft Public Safety Study PG 25-49
  - C. Discussion Regarding Conceptual Plans to Expand Boat Slips at the City Marina PG 50-56
  - D. Consideration to Approve a Resolution Approving Ballot Language Regarding Changing City Clerk Position from Elected to Appointed PG 57-66
  - E. Consideration to Approve Two Resolutions in Support of Two SAW Grant Applications PG 67-74
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
  - A. Consideration to Approve a Resolution Approving Ballot Language Regarding Changing City Clerk Position from Elected to Appointed PG 59-60
  - B. Consideration to Approve Two Resolutions in Support of Two SAW Grant Applications PG 69-74
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience - Non-agenda input (written requests take precedent)**

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, November 4, 2013 – 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: Jim Young  
City Manager: Rob Straebel  
City Clerk: Deputy Clerk Stephanie Brown  
Members Present: Council members Shane Cole, Lyle Gennett, Shirley Gibson, Jeff Porter and Gabe Campbell  
Absent: Greg Stevens

**III. Inquiry Regarding Possible Conflicts of Interest:**

None.

**IV. Consent Agenda**

The following items were approved and filed:

- A. Approval of Minutes – October 21, 2013 Regular Meeting Minutes
- B. Accounts Payable Check Register – October 24, 2013
- C. Accounts Payable Check Register – November 5, 2013
- D. ACH Payments – October 21, 2013 – October 28, 2013
- E. Tax Disbursement – November 5, 2013
- F. Payroll Check Register – October 25, 2013
- G. Payroll Transmittal – October 25, 2013

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**V. Public Hearings**

None.

**VI. Reports**

None.

**VII. Requests, Petitions and Communications and Actions Thereon**

A. Charlevoix Pointe Site Plan Review and Site Condominium Review (Project #2013-04SP)

City Planner Mike Spencer presented the item and answered questions from Council. The proposed project is a seven unit townhome development at 115 Pine River Lane and was submitted by Midtown Development of Traverse City. This project requires both a Level B Site Plan Review and Site Condominium Review. The Planning Commission has completed its review and is unanimously recommending approval, with eleven conditions.

Planner Spencer advised that he and Jim Young had reviewed the Site Condominium documents and there were no outstanding issues. He briefly reviewed the history of the property and previous development proposals. Planner Spencer noted that Council had a couple of public comments in front of them, as well as the comments included in their agenda packet; he identified where the public comments were coming from in relation to the subject property.

Planner Spencer proceeded to review the landscaping plan, the topography of the property, and the slope of the proposed driveway. He also addressed the issue of utilities and the need for an 8" water line, and that the applicant would be required to pay the cost of upgrading the water line on the site (\$22,000 - \$30,000) up front. The City will engineer the upgrade, obtain the Department of Environmental Quality (DEQ) permit, obtain the payment from the applicant, go through the normal bid process to select the contractor, and then the City engineers would oversee the construction and upgrade of the new water line. The applicant will be responsible for running service to each of the units, the City Engineer will inspect the improvements, and then the City would take over ownership of the utilities.

Planner Spencer stated that, at this time, he is not aware of the applicant being opposed to any of the eleven conditions of approval. He proceeded to review specifics of the conditions.

In response to Commissioner Gibson's inquiry regarding more green space in front, Planner Spencer explained that the circular pavers are driveways into the garages for the units. He reported that the Planning Commission believes that the extra parking space included would be better for visitors within the complex than parking out along Pine River Lane, since there have been many complaints about excessive parking on that street.

Mayor Carlson opened the item to public comment at 7:20 p.m.

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Art Nash asked if the upgrade to the 8" water line extends the length of Pine River Lane; Planner Spencer responded affirmatively. Upon further questioning, Planner Spencer reported that the tie-in from the new 8" water line to the applicant's units is the applicant's responsibility. City staff will oversee the tie-in.

Closed to public comment at 7:22 p.m.

Councilmember Jeff Porter stated that this piece of property is one of a very few vacant properties in the City which are available for development and he questioned the wisdom of approving a project that does not have a unique architectural design. He believes that the project is "a plain Jane model that doesn't deserve to be on that location". Upon questioning, Councilmember Porter stated the size of the windows, different mix of materials, the overall style, and the gables are specific areas of concern, and indicated that he saw nothing attractive about the proposed buildings. Doug Mansfield of Mansfield Land Use Consultants stated that Chip Ironside of Progressive Associates in Harbor Springs is the architect for the project. This project is very similar to a Traverse City project that was very appealing and sold well. He stated that they had done an architectural survey of the City, looking for a theme or historic chronology, and found buildings from the historic, modern, neo-traditional and arts and crafts periods. Mr. Mansfield stated that, beyond the Earl Young stone cottages, there is a real mix of residential styles. He further explained the reasoning for the style and design that was chosen for the project.

Dale Boss agreed with Councilmember Porter's assessment that the architectural design is lacking innovation, and should include some "Earl Young swing" on it. He also reported that, on the north side of the channel, all of the brush obstructing the view of the channel needs to be removed.

Attorney Young reviewed the requirements of reviewing a zoning project and the required Findings of Fact that needed to be included in the Council's decision, and he proceeded to provide wording for a proposed motion if the Council wished to approve the project.

Motion by Councilmember Campbell, second by Councilmember Gennett, that the Site Plan for the Charlevoix Pointe Site Condominium Project (Project 2013-04SP), with the eleven conditions imposed by the Planning Commission, is approved and that this approval is based on the Findings of Fact contained in the Council agenda packet, which are incorporated into this motion by reference.

Yeas: Cole, Gennett, Gibson, Campbell  
Nays: Porter  
Absent: Stevens

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**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**

None.

**X. Ordinances**

None.

**XI. Miscellaneous Business**

Councilmember Campbell stated that it has been an honor for him to serve on the Council again and he wished everyone good luck.

Councilmember Porter expressed that the lighting of the trees in East Park and the Christmas tree look great. Councilmember Gennett agreed.

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

None.

**XIV. Adjourn**

The Mayor stated if there were no objections, the meeting would adjourn.  
There were no objections.  
Meeting adjourned at 7:35 p. m.

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Accounts Payable – 10/24/2013			
CHARLEVOIX STATE BANK	5,905.46	STANDARD INSURANCE CO	1,409.39
DELTA DENTAL	4,680.39	VERIZON WIRELESS	56.72
GREAT LAKES ENERGY	202.37	VISION SERVICE PLAN	516.04
PRIORITY HEALTH	48,124.66	<b>TOTAL:</b>	<b>60,895.03</b>

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Accounts Payable – 11/05/2013			
AIRGAS USA LLC	1,882.98	MAYER, SHELLEY L.	53.00
AMERICAN WASTE INC.	53.50	MCMaster-CARR	437.52
AMERICAN WATER WORKS ASSN	295.00	MEADOWBROOK INSURANCE GROUP	643.25
AMERIGAS - PETOSKEY	441.93	MEIER III, CHARLES A.	22.15
ASPHALT SOLUTIONS OF MICHIGAN	4,500.00	MFSIA	285.00
AT&T LONG DISTANCE	493.60	MICHIGAN CAT	301.50
AT&T MOBILITY	74.47	MICHIGAN ELECTRIC	15,000.00
AVFUEL CORPORATION	57,407.23	MICHIGAN MUNICIPAL LEAGUE	1,513.00
BANDIT INDUSTRIES INC	651.84	MID STATES BOLT & SCREW CO	140.00
BEHAN WINDOW CLEANING	355.00	NASH, JENNIFER	41.00
BLARNEY CASTLE OIL CO	1,520.00	NATIONAL SAFETY COUNCIL	395.00
BRADLEY, HEATHER	35.49	NORTH AMERICAN SALT CO	13,321.53
BRANDI, RICHARD	41.00	NORTHERN CREDIT BUREAU	166.08
BULBS.COM	739.60	NORTHERN MICHIGAN JANITORIAL	75.80
CARDINAL CARPET CLEANING	550.00	NORTHWEST DESIGN GROUP	1,935.50
CHAMPION CHARTER	446.00	OTEC	881.10
CHARLEVOIX AGENCY	164.00	PARASTAR INC.	1,570.54
CHARLEVOIX AREA	6,700.00	PEARSON, BETHANY	41.00
CHARLEVOIX ELKS LODGE #2856	65.00	PELICAN DEVELOPMENT LLC	16.48
CHARLEVOIX SCREEN MASTERS INC	100.00	PELLSTON A.R.F.F. INC.	250.00
CHARLEVOIX TOWNSHIP	15.45	PERFORMANCE ENGINEERS INC	9,868.50
CINTAS CORPORATION	88.31	PHYSIO-CONTROL INC.	398.04
COMPLETE MUFFLER	200.80	POWER LINE SUPPLY	1,784.26
CROSS III, JOHN H.	6,500.00	PREFERRED WASTE 2 LLC	212.50
DCASSESSING SERVICES	4,291.92	PREIN & NEWHOF	2,475.00
DITCH WITCH SALES OF MICHIGAN	121.21	RECDESK LLC	1,900.00
DOAN, GERARD	41.00	RELIABLE OFFICE SUPPLIES	39.98
DTE ENERGY	2,778.67	RICHARDS, MICHAEL	240.00
EJ USA INC.	8,018.93	RIETH-RILEY CONST CO INC	1,467.90
ELHORN ENGINEERING COMPANY	1,220.00	ROTARY CLUB OF CHARLEVOIX	75.00
ELLIOTT, PATRICK M.	41.00	RTI LABORATORIES INC.	111.00
ELLSWORTH FARMER'S EXCHANGE	363.50	SACRAMENTO STATE OFFICE OF WATER	13.00
EMERGENCY MEDICAL PRODUCTS INC	150.19	SCHWARTZFISHER, JOSEPH	14.00
ENMET CORP	251.60	SEELEY'S PRINTING SERVICE	539.00
EVANS, HAL	41.00	SELL, JENNIFER	36.39
FASTENAL COMPANY	391.57	SITE PLANNING DEVELOPMENT INC	25.00
FISHER SCIENTIFIC	610.55	SPENCER, MICHAEL	41.00
FOX CHARLEVOIX FORD	20.42	STATE OF MICHIGAN	470.48
FREIDINGER M.D., REED K.	85.00	STEGGALL, TOM	19.38
GRAINGER	95.40	STEVENS, BRANDON	14.00
GRAPHIC CONTROLS LLC	224.24	STRAEBEL, ROBERT J.	41.00
GREAT LAKES PIPE & SUPPLY	612.29	SWEM, DONALD L.	41.00
HAND, HEATHER	41.00	T & R SERVICE INC	1,805.46
HANKINS, SCOTT	55.00	TEUNIS, STEVEN	41.00
HARRELL'S	640.00	TRAEGER, JASON	14.00
HEID, THOMAS J.	41.00	TRAVERS, MANUEL J.	14.00
HI-LINE	114.52	TRAVERSE REPRODUCTION	121.96
HOLBEN PROFESSIONAL EH SVCS	300.00	TRI-TURF	911.40
HOLIDAY COMPANIES	110.92	UP NORTH PROPERTY SERVICES LLC	2,086.00
IAFC MEMBERSHIP	334.00	UTILITY TRACTOR SERVICES	1,800.00
INTELLIGENT PRODUCTS INC	814.60	VILLAGE GRAPHICS INC.	22.00
IVAN, PAUL	41.00	WELLER, LINDA	41.00
J. THOMAS DISTRIBUTORS LLC	141.58	WHITLEY, ANDREW	14.00
JONES, LARRY	14.00	WILKIN, AMANDA	41.00
KEWEENAW EXCURSIONS	56.00	WOODY, SCOTT	41.00
KMart	68.95	WORK & PLAY SHOP	1,990.00
KSS ENTERPRISES	239.44	YEAGER, JILL	80.25
LAKE SHORE TIRE & AUTO SERVICE	12.50	YOUNG GRAHAM	4,517.50
LAVOIE, RICHARD	14.00	ZIELINSKI, JOSEPH A.	41.00
LEESE, M. CHRIS	155.00	<b>TOTAL:</b>	<b>176,370.65</b>

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Tax Disbursement – 11/05/2013			
CHARLEVOIX COUNTY TREASURER	2,996.48	CHARLEVOIX PUBLIC SCHOOLS	2,302.40
CHARLEVOIX COUNTY TREASURER	15,218.49	CITY OF CHARLEVOIX - TAXES DUE	31,175.73
CHARLEVOIX PUBLIC SCHOOLS	11,107.30	LABLANCE, MARO	78.89
CHARLEVOIX PUBLIC SCHOOLS	5,047.08	STATE OF MICHIGAN	19,126.50
CHARLEVOIX PUBLIC SCHOOLS	176.20	TOTAL:	87,229.07

ACH Payments – 10/21/2013 – 10/28/2013			
MI Public Power Agency	10,006.07	Vantagepoint (401 ICMA Plan)	728.06
MI Public Power Agency	277,768.34	Vantagepoint (457 ICMA Plan)	12,497.42
IRS (Payroll Tax Deposit)	34,398.72	MERS (Defined Benefit Plan)	24,884.65
Alerus Financial (HCSP)	380.00	MI Public Power Agency	12,274.69
State of MI (Withholding Tax)	9,707.89	TOTAL	382,645.84

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**PAYROLL: NET PAY**  
 Pay Period Ending 10/19/2013 – Paid 10/25/2013

WELLER, LINDA JO	1,354.58	WILSON, RICHARD J.	1,063.37
BRANDI, RICHARD M.	1,795.76	HART II, DELBERT W.	785.19
LOY, EVELYN R.	996.51	JOHNSON, STEVEN P.	1,366.90
KLOOSTER, ALIDA K.	1,228.79	JONES, ROBERT F.	1,397.66
BROWN, STEPHANIE C.	1,310.05	DORAN, JUSTIN J.	1,435.31
SPENCER, MICHAEL D.	1,514.20	BISHAW, JAMES H.	615.54
SPENCLEY, PATRICIA L.	1,016.91	TOWSLEY, CALVIN J.	535.52
NASH, JENNIFER B.	863.55	MANKER JR, DAVID W.	466.58
PANOFF, ZACHARY R.	819.06	MANKER SR, DAVID W.	668.39
MILLER, FAITH G.	682.62	NEUMANN, DANA L.	481.61
PEARSON, BETHANY S.	1,229.02	BECKER, MICHAEL S.	528.98
ZIELINSKI, JOSEPH A.	838.36	COLE, STEVEN D.	488.64
DOAN, GERARD P.	1,210.87	MCGHEE, ROBERT R.	1,020.81
SHRIFT, PETER R.	1,138.43	WILKIN, AMANDA J.	690.40
SCHLAPPI, JAMES L.	1,267.75	HEID, THOMAS J.	1,245.15
UMULIS, MATTHEW T.	1,331.36	WESCOTT, DENNIS M.	134.79
HANKINS, SCOTT A.	1,454.84	STEIN, DONNA E.	18.94
ORBAN, BARBARA K.	1,242.87	CURTIS, DENNIS E.	811.49
TRAEGER, JASON A.	1,373.72	BOOTHE, STEVEN A.	39.24
WARNER, JANINE M.	937.61	DOAN JR, RALPH W.	187.21
EVANS JR, HALBERT K.	1,152.40	DURRENBERGER, LARRY J.	3.22
KLOOSTER, PATRICK H.	81.41	DAVIS, RONALD L.	8.94
LEE, LOREN G.	106.09	GILL, DAVID R.	862.78
HUMBLE, NATHAN C.	254.84	MACLEOD, SAMUEL R.	475.68
BINGHAM, LARRY E.	302.48	STEIN, MARK G.	15.85
LABELLE, DAVIS B.	29.56	WOODY, SCOTT R.	1,520.01
KLINGER, LUCAS D.	42.28	VANLOO, JOSEPH G.	499.49
GREYERBIEHL, KEVIN M.	33.93	LUNDHOLM, ROBERT A.	536.44
MCDONOUGH, COLLIN B.	348.56	HAND, HEATHER K.	791.21
IVAN, PAUL M.	1,770.07	TABER, HOLLY S.	559.46
SCHWARTZFISHER, JOSEPH L.	1,016.01	CROFT, JAMES E.	350.04
ROLOFF, ROBERT P.	2,024.33	WYMAN, MATTHEW A.	655.53
BRODIN, WILLIAM C.	1,524.08	STEVENS, JEFFREY W.	347.01
WURST, RANDALL W.	1,450.37	ROLOFF, AUDREY M.	718.14
MAYER, SHELLEY L.	1,227.54	MATTER, DAWSON K.	516.05
HILLING, NICHOLAS A.	1,106.50	MARSH JR., JAMES D.	109.89
MEIER III, CHARLES A.	1,445.47	RILEY, TIMOTHY C.	137.01
ZACHARIAS, STEVEN B.	1,460.97	RAMSEY, KYLE J.	66.07
NISWANDER, JOSEPH F.	1,251.38	RILEY, CASEY W.	69.26
BLANCHARD, SCOTT W.	1,900.77	THORMAN, MIKAYLA R.	115.87
FRYE, EDWARD J.	960.28	JONES, LARRY M.	470.34
JONES, TERRI L.	1,010.26	OCHS, THOMAS F.	55.41
SWEM, DONALD L.	1,626.83	TRAVERS, MANUEL J.	474.93
EATON, BRAD A.	1,589.01	SCOTT JR., WINFIELD	39.65
WILSON, TIMOTHY J.	1,380.09	KITELEY, FISHER L.	13.21
LAVOIE, RICHARD L.	1,362.48	COLLINS, CHAD M.	329.70
STEVENS, BRANDON C.	1,246.59	RILEY, DANIEL A.	644.98
WHITLEY, ANDREW T.	1,435.80	BERGMANN, DOUGLAS M.	39.65
DRAVES, MARTIN J.	1,721.17	WHITLEY, ADAM	66.07
ELLIOTT, PATRICK M.	1,583.34	SCHOOF, WILLIAM R.	555.25
MORRISON, KEVIN P.	1,285.37	STRAEBEL, ROBERT J.	2,320.75
HODGE, MICHAEL J.	1,064.07	TEUNIS, STEVEN L.	1,770.41
WELLS JR., DONALD E.	1,250.54	RILEY, DENISE M.	399.33
BRADLEY, KELLY R.	1,238.43	TOTAL:	90,409.51

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PAYROLL: TRANSMITTAL  
10/25/2013

AMERICAN FAMILY LIFE	158.34	CHARLEVOIX STATE BANK	3,857.14
AMERICAN FAMILY LIFE	244.27	COMMUNICATION WORKERS OF AMER	566.53
BAY WINDS FEDERAL CREDIT UNION	50.00	MI STATE DISBURSEMENT UNIT	674.57
BAY WINDS FEDERAL CREDIT UNION	250.00	NORTHWESTERN BANK	170.00
CHAR EM UNITED WAY	81.54	PRIORITY HEALTH	938.61
CHARLEVOIX STATE BANK	1,016.16	<b>TOTAL:</b>	<b>8,007.16</b>

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Check Number	Payee	Amount
<b>11/06/2013</b>		
107885	MUNICIPAL UNDERWRITERS OF MIC	86,004.00
Total 11/06/2013:		86,004.00
Grand Totals:		86,004.00

Summary of Check Registers & ACH Payments

**FIRST MERIT BANK - CHECKS ISSUED**

11/06/13 Special Accounts Payable Run	\$	86,004.00
11/08/13 Payroll	\$	81,928.08
11/08/13 Payroll Transmittal Checks	\$	4,473.30
11/19/13 Regular Accounts Payable	\$	358,750.07

Checks Sub-Total: \$ 531,155.45

**FIRST MERIT BANK - ACH PAYMENTS**

10/30/13 Neopost (postage refill)	\$	5,000.00
11/04/13 MI Public Power Agency	\$	12,419.98
11/07/13 State of MI (Sales Tax)	\$	18,977.52
11/08/13 IRS (Payroll Tax Deposit)	\$	32,346.68
11/08/13 Alerus Financial (HCSP)	\$	380.00
11/08/13 State of MI (Withholding Tax)	\$	4,564.78
11/08/13 Vantagepoint (401 ICMA Plan)	\$	728.06
11/08/13 Vantagepoint (457 ICMA Plan)	\$	12,557.38
11/12/13 MI Public Power Agency	\$	12,880.92
ACH Sub-Total:	\$	99,855.32

First Merit Bank Total: \$ 631,010.77

**CHARLEVOIX STATE BANK - CHECKS ISSUED**

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

11/19/13 Tax Disbursement	\$	186,059.36
Charlevoix State Bank Total:	\$	186,059.36
Grand Total:	\$	817,070.13

APPROVED:

  
CITY MANAGER

  
CITY TREASURER

  
DEPUTY CITY CLERK

M = Manual Check, V = Void Check

Check Number	Payee	Amount
<b>11/19/2013</b>		
107886	ACE HARDWARE	2,082.18
107887	ADVANCED BUILDING	319.50
107888	ALL-PHASE ELECTRIC SUPPLY CO.	102.00
107889	APOLLO FIRE EQUIPMENT	93.37
107890	ARROW UNIFORM-TAYLOR L.L.C.	1,290.29
107891	ASPLUNDH TREE EXPERT CO	8,261.76
107892	AT&T	4,705.18
107893	AUTO VALUE	107.19
107894	AVFUEL CORPORATION	14,685.72
107895	BAKER COLLEGE OF CADILLAC	228.00
107896	BARUZZINI GENERAL CONTRACTOR	2,550.00
107897	BATTERY TECH STORE	256.50
107898	BELL EQUIPMENT COMPANY	49.10
107899	BELLEROC TIRE/GAYLORD	6,000.00
107900	BRADFORD'S	81.25
107901	BS& A SOFTWARE	1,090.00
107902	BULBS.COM	134.85
107903	CARQUEST OF CHARLEVOIX	960.77
107904	CHARLEVOIX COTTAGE CARE INC.	700.00
107905	CHARLEVOIX SCREEN MASTERS INC	100.00
107906	CHARLEVOIX SEWER & DRAIN	90.00
107907	CHARTER COMMUNICATIONS	1,276.65
107908	CITY OF CHARLEVOIX - UTILITIES	32,197.93
107909	CITY OF CHARLEVOIX-PETTY CASH	401.09
107910	DSS CORPORATION	700.00
107911	DURABLE ROOFING SYSTEMS	4,500.00
107912	EJ USA INC.	1,172.15
107913	ELLSWORTH FARMER'S EXCHANGE	181.81
107914	FAMILY FARM & HOME	354.15
107915	FASTENAL COMPANY	8.03
107916	FEATHERLY'S AUTO & TRUCK SERVI	70.00
107917	FISHER SCIENTIFIC	662.27
107918	FRONT LINE SERVICES INC.	2,355.95
107919	GALLS AN ARAMARK COMPANY	83.48
107920	GEMPLER'S	82.95
107921	GRAINGER	326.00
107922	GRAPHIC CONTROLS LLC	280.22
107923	HACH COMPANY	790.70
107924	HENDERSON, KEVIN	17.68
107925	HI-LINE	241.41
107926	HYDRO DESIGNS INC.	515.00
107927	IDEXX DISTRIBUTION INC.	990.07
107928	INDEPENDENT DRAFTING SERVICES	1,472.00
107929	J & B MEDICAL SUPPLY INC.	35.40
107930	KIWANIS CLUB OF CHARLEVOIX	39.00
107931	KMart	118.97
107932	KSS ENTERPRISES	223.94
107933	MDC CONTRACTING LLC	198,682.08

Check Number	Payee	Amount
107934	MICHIGAN MUNICIPAL LEAGUE	11,164.00
107935	MICHIGAN OFFICEWAYS INC	1,443.07
107936	MICHIGAN STATE FIREMEN'S ASSN	75.00
107937	MILLER, RAYDEN	43.62
107938	MUNICIPAL UNDERWRITERS OF MIC	420.00
107939	NEOPOST INC	50.00
107940	NORTHERN CREDIT BUREAU	40.41
107941	NORTHERN MICHIGAN JANITORIAL	30.95
107942	NORTHERN MICHIGAN REVIEW INC.	646.16
107943	NORTHERN PUMP SERVICE INC.	9,335.57
107944	OLESON'S FOOD STORES	24.75
107945	OTEC	1,122.00
107946	PEARSON, BETHANY	289.79
107947	PERFORMANCE ENGINEERS INC	6,156.50
107948	PICTURE THIS	420.00
107949	PREIN & NEWHOF	14,936.49
107950	PRIEST, ELIZABETH	35.66
107951	PRO WEB MARKETING LLC	240.00
107952	PTM DOCUMENT SYSTEMS	171.78
107953	SALESIN, HEATHER	208.00
107954	SCHMUCKAL OIL CO	498.40
107955	SECURITY SANITATION INC.	228.04
107956	SEELEY'S PRINTING SERVICE	856.92
107957	SHORELINE POWER SERVICES INC.	672.75
107958	SIMPSON ELECTRIC INC.	703.20
107959	SPENCLEY, PATTI	95.60
107960	SPRINGFIELD INC.	865.00
107961	STATE OF MICHIGAN	1,224.94
107962	SUPERIOR MECHANICAL	280.00
107963	T & R ELECTRIC	7,113.00
107964	T & R SERVICE INC	15.00
107965	TOBY'S INSTRUMENT SHOP	320.75
107966	TRAVERSE REPRODUCTION	20.35
107967	U S BANK	112.50
107968	VANTAURA ENERGY SERVICES	1,364.03
107969	VILLAGE GRAPHICS INC.	178.50
107970	VOSS LIGHTING	317.61
107971	WACHS WATER SERVICES	4,685.20
107972	WHITELOON, MARCIE	34.00
107973	WHITLEY, LUKAS	39.92
107974	WILBERT BURIAL VAULT CO	206.08
107975	WILKIN, AMANDA	15.70
107976	WORK & PLAY SHOP	382.24
Total 11/19/2013:		358,750.07
Grand Totals:		358,750.07

Check Number	Payee	Amount
<b>10/30/2013</b>		
103013001	NEOPOST INC	5,000.00
Total 10/30/2013:		5,000.00
Grand Totals:		5,000.00

Check Number	Payee	Amount
<b>11/04/2013</b>		
110413001	MICHIGAN PUBLIC POWER AGENCY	12,419.98
Total 11/04/2013:		12,419.98
Grand Totals:		12,419.98

Check Number	Payee	Amount
<b>11/07/2013</b>		
110713001	STATE OF MICHIGAN	18,977.52
Total 11/07/2013:		18,977.52
Grand Totals:		18,977.52

Check Number	Payee	Amount
<b>11/19/2013</b>		
2234	BRYAN, GREG & BRENDA	575.84
2235	CHARLEVOIX COUNTY TREASURER	353.20
2236	CHARLEVOIX COUNTY TREASURER	46,238.62
2237	CHARLEVOIX COUNTY TREASURER	159.79
2238	CHARLEVOIX DISTRICT LIBRARY	64.08
2239	CHARLEVOIX PUBLIC SCHOOLS	73,001.25
2240	CHARLEVOIX PUBLIC SCHOOLS	8,366.89
2241	CHARLEVOIX PUBLIC SCHOOLS	388.91
2242	CHARLEVOIX PUBLIC SCHOOLS	4,055.09
2243	CITY OF CHARLEVOIX - TAXES DUE	52,844.17
2244	RECREATIONAL AUTHORITY	11.52
Total 11/19/2013:		186,059.36
Grand Totals:		186,059.36

Check Number	Payee	Amount
<b>11/12/2013</b>		
111213001	MICHIGAN PUBLIC POWER AGENCY	12,880.92
Total 11/12/2013:		12,880.92
Grand Totals:		12,880.92

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/02/2013	PC	11/08/2013	16596	WELLER, LINDA JO	101		1,338.23
11/02/2013	PC	11/08/2013	16597	STRAEBEL, ROBERT J.	102		2,489.18
11/02/2013	PC	11/08/2013	16598	BRANDI, RICHARD M.	110		1,795.75
11/02/2013	PC	11/08/2013	16599	LOY, EVELYN R.	117		996.51
11/02/2013	PC	11/08/2013	16600	KLOOSTER, ALIDA K.	121		1,507.28
11/02/2013	PC	11/08/2013	16601	BROWN, STEPHANIE C.	126		1,491.22
11/02/2013	PC	11/08/2013	16602	SPENCER, MICHAEL D.	132		1,711.07
11/02/2013	PC	11/08/2013	16603	SPENCLEY, PATRICIA L.	136		1,119.40
11/02/2013	PC	11/08/2013	16604	NASH, JENNIFER B.	138		893.84
11/02/2013	PC	11/08/2013	16605	PANOFF, ZACHARY R.	141		766.79
11/02/2013	PC	11/08/2013	16606	MILLER, FAITH G.	142		707.28
11/02/2013	PC	11/08/2013	16607	PEARSON, BETHANY S.	143		1,229.02
11/02/2013	PC	11/08/2013	16608	ZIELINSKI, JOSEPH A.	144		1,582.00
11/02/2013	PC	11/08/2013	16609	DOAN, GERARD P.	201		1,210.87
11/02/2013	PC	11/08/2013	16610	SHRIFT, PETER R.	203		1,105.03
11/02/2013	PC	11/08/2013	16611	SCHLAPPI, JAMES L.	204		958.12
11/02/2013	PC	11/08/2013	16612	UMULIS, MATTHEW T.	205		1,261.78
11/02/2013	PC	11/08/2013	16613	HANKINS, SCOTT A.	208		1,450.48
11/02/2013	PC	11/08/2013	16614	ORBAN, BARBARA K.	209		1,628.83
11/02/2013	PC	11/08/2013	16615	TRAEGER, JASON A.	210		1,265.96
11/02/2013	PC	11/08/2013	16616	WARNER, JANINE M.	213		1,192.89
11/02/2013	PC	11/08/2013	16617	IVAN, PAUL M.	301		1,749.84
11/02/2013	PC	11/08/2013	16618	SCHWARTZFISHER, JOS	303		1,242.06
11/02/2013	PC	11/08/2013	16619	ROLOFF, ROBERT P.	304		881.91
11/02/2013	PC	11/08/2013	16620	BRODIN, WILLIAM C.	305		1,514.57
11/02/2013	PC	11/08/2013	16621	RILEY, DENISE M.	306		381.05
11/02/2013	PC	11/08/2013	16622	TEUNIS, STEVEN L.	402		1,774.51
11/02/2013	PC	11/08/2013	16623	WURST, RANDALL W.	411		1,382.34
11/02/2013	PC	11/08/2013	16624	MAYER, SHELLEY L.	412		1,447.21
11/02/2013	PC	11/08/2013	16625	HILLING, NICHOLAS A.	413		1,106.50
11/02/2013	PC	11/08/2013	16626	MEIER III, CHARLES A.	421		1,208.25
11/02/2013	PC	11/08/2013	16627	ZACHARIAS, STEVEN B.	422		1,190.31
11/02/2013	PC	11/08/2013	16628	NISWANDER, JOSEPH F.	504		1,429.33
11/02/2013	PC	11/08/2013	16629	FRYE, EDWARD J.	508		960.28
11/02/2013	PC	11/08/2013	16630	JONES, TERRI L.	511		1,013.38
11/02/2013	PC	11/08/2013	16631	EATON, BRAD A.	515		1,698.59
11/02/2013	PC	11/08/2013	16632	WILSON, TIMOTHY J.	516		2,233.65
11/02/2013	PC	11/08/2013	16633	LAVOIE, RICHARD L.	519		1,331.56
11/02/2013	PC	11/08/2013	16634	STEVENS, BRANDON C.	521		1,232.20
11/02/2013	PC	11/08/2013	16635	DRAVES, MARTIN J.	523		1,516.43
11/02/2013	PC	11/08/2013	16636	ELLIOTT, PATRICK M.	600		1,583.33
11/02/2013	PC	11/08/2013	16637	WELLS JR., DONALD E.	609		1,464.33
11/02/2013	PC	11/08/2013	16638	BRADLEY, KELLY R.	614		1,223.39
11/02/2013	PC	11/08/2013	16639	WILSON, RICHARD J.	615		1,164.69
11/02/2013	PC	11/08/2013	16640	HART II, DELBERT W.	616		781.68
11/02/2013	PC	11/08/2013	16641	JONES, ROBERT F.	618		1,087.33
11/02/2013	PC	11/08/2013	16642	DORAN, JUSTIN J.	621		1,579.20
11/02/2013	PC	11/08/2013	16643	MANKER JR, DAVID W.	638		457.63
11/02/2013	PC	11/08/2013	16644	MANKER SR, DAVID W.	639		668.39
11/02/2013	PC	11/08/2013	16645	BECKER, MICHAEL S.	641		528.98
11/02/2013	PC	11/08/2013	16646	MCGHEE, ROBERT R.	663		1,020.81
11/02/2013	PC	11/08/2013	16647	WILKIN, AMANDA J.	700		669.20
11/02/2013	PC	11/08/2013	16648	HEID, THOMAS J	802		1,245.15
11/02/2013	PC	11/08/2013	16649	DOAN JR, RALPH W.	833		28.08
11/02/2013	PC	11/08/2013	16650	MACLEOD, SAMUEL R.	857		242.48
11/02/2013	PC	11/08/2013	16651	WOODY, SCOTT R.	900		1,520.01
11/02/2013	PC	11/08/2013	16652	VANLOO, JOSEPH G.	902		499.49

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/02/2013	PC	11/08/2013	16653	LUNDHOLM, ROBERT A.	911		596.38
11/02/2013	PC	11/08/2013	16654	HAND, HEATHER K.	913		834.81
11/02/2013	PC	11/08/2013	16655	TABER, HOLLY S.	924		517.24
11/02/2013	PC	11/08/2013	16656	CROFT, JAMES E.	926		267.01
11/02/2013	PC	11/08/2013	16657	WYMAN, MATTHEW A.	927		714.10
11/02/2013	PC	11/08/2013	107864	BLANCHARD, SCOTT W.	505		1,830.41
11/02/2013	PC	11/08/2013	107865	SWEM, DONALD L.	512		1,626.83
11/02/2013	PC	11/08/2013	107866	WHITLEY, ANDREW T.	522		1,173.63
11/02/2013	PC	11/08/2013	107867	MORRISON, KEVIN P.	601		1,002.97
11/02/2013	PC	11/08/2013	107868	HODGE, MICHAEL J.	606		1,309.72
11/02/2013	PC	11/08/2013	107869	BISHAW, JAMES H.	633		462.64
11/02/2013	PC	11/08/2013	107870	TOWSLEY, CALVIN J.	635		434.47
11/02/2013	PC	11/08/2013	107871	NEUMANN, DANA L.	640		357.34
11/02/2013	PC	11/08/2013	107872	COLE, STEVEN D.	657		342.32
11/02/2013	PC	11/08/2013	107873	CURTIS, DENNIS E.	831		840.90
11/02/2013	PC	11/08/2013	107874	GILL, DAVID R.	856		857.64
Grand Totals:			<u>73</u>				<u>81,928.08</u>

## Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/02/2013	11/08/2013	107875	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.34
11/02/2013	11/08/2013	107875	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	269.17
11/02/2013	11/08/2013	107876	BAY WINDS FEDERAL C	9023	Garnishment per 90th District Cou	50.00
11/02/2013	11/08/2013	107877	BAY WINDS FEDERAL C	9024	HSA-EMPLOYEE CONTRIB-BAY	250.00
11/02/2013	11/08/2013	107878	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 11/2/2	76.54
11/02/2013	11/08/2013	107879	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	966.16
11/02/2013	11/08/2013	107880	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	547.91
11/02/2013	11/08/2013	107881	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	674.57
11/02/2013	11/08/2013	107882	NORTHWESTERN BANK	9018	HSA - EMPLOYEE CONTRIB - N	170.00
11/02/2013	11/08/2013	107883	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	372.00
11/02/2013	11/08/2013	107884	PRIORITY HEALTH	392358	PRIOR HEALTH DEDUCTION P	938.61
Grand Totals:		11				4,473.30

Check Issue Date	Check Number	Payee	Amount
<b>110813001</b>			
11/08/2013	11081300	**EFTPS* Payroll Taxes	7,840.90
11/08/2013	11081300	**EFTPS* Payroll Taxes	7,840.90
11/08/2013	11081300	**EFTPS* Payroll Taxes	1,833.75
11/08/2013	11081300	**EFTPS* Payroll Taxes	1,833.75
11/08/2013	11081300	**EFTPS* Payroll Taxes	12,997.38
Total 110813001:			
	5		32,346.68
<b>110813002</b>			
11/08/2013	11081300	Alerus Financial	380.00
Total 110813002:			
	1		380.00
<b>110813003</b>			
11/08/2013	11081300	STATE OF MICHIGAN	4,564.78
Total 110813003:			
	1		4,564.78
<b>110813004</b>			
11/08/2013	11081300	Vantagepoint - 401 Plan 109153	728.06
Total 110813004:			
	1		728.06
<b>110813005</b>			
11/08/2013	11081300	Vantagepoint - 457 Plan 300959	4,953.64
11/08/2013	11081300	Vantagepoint - 457 Plan 300959	1,761.82
11/08/2013	11081300	Vantagepoint - 457 Plan 300959	5,841.92
Total 110813005:			
	3		12,557.38
Grand Totals:			
	11		50,576.90

Election Results – Board of Canvassers' Report

The canvass results are summarized as follows:

Whole number of votes given for the office of Clerk	566
Persons receiving the votes:	
Larry Sullivan	433
Write-in	13
Carol Ochs	120
Larry Sullivan having received a sufficient number of votes is elected for the office of City Clerk.	
Whole number of votes given for the office of Ward 1 Council Member	315
Persons receiving the votes:	
Dennis Kusina	109
Jeffrey Porter	206
Jeffrey Porter having received a sufficient number of votes is elected for the office of Ward 1 Council Member.	
Whole number of votes given for the office of Ward 2 Council Member	115
Persons receiving the votes:	
Leon R. Perron	110
Write-in	5
Leon R. Perron having received a sufficient number of votes is elected for the office of Ward 2 Council Member.	
Whole number of votes given for the office of Ward 3 Council Member	205
Persons receiving the votes:	
Shirley Gibson	126
Jill Picha	78
Write-in	1
Shirley Gibson having received a sufficient number of votes is elected for the office of Ward 3 Council Member.	

## Michael Spencer

---

**From:** Adam Whitley <awhitley@petoskey.us>  
**Sent:** Wednesday, November 13, 2013 1:58 AM  
**To:** Michael Spencer

Dear Mike

This email is in regards to the planning commission. I have missed the last few meetings and will be out of town for the next couple of months attending the police academy. so I regret to in form you that I will be unable to continue work on the planning commission. I thank you for the opportunity to work with you and the planning commission, and wish you all the best.

Thank  
Adam Whitley.

RECEIVED

NOV 13 2013

CITY OF CHARLEVOIX

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration of approval for the 2<sup>nd</sup> Annual Bridge Drop

**DATE:** November 18<sup>th</sup>, 2013

**PRESENTED BY:** Dan Barron and Rick Randall

**ATTACHMENTS:** Letter of Support- Chamber, DDA, CVB  
Letter of Support- City Fire Department  
Army Corps of Engineers E-mail  
Aerial Map

**BACKGROUND INFORMATION:** The Charlevoix Bridge Drop Committee (Amanda Wilkin, Bethany Pearson, Dan Barron, Rick Randall, Jim Jeffreys, Jonathon Pack, Linda Weller, and Shelly Ferguson) is working hard to plan the 2013-2014 Charlevoix Bridge Drop and is seeking City Council's approval of the event.

The Bridge Drop will take place on December 31<sup>st</sup> and commence on January 1<sup>st</sup>. It is the goal of the committee to create an exciting event during this holiday time that will spur economic traffic for Charlevoix businesses.

The Committee is planning some family friendly activities that will take place during the day on December 31<sup>st</sup> including a petting zoo with camels in Bridge Park and a snowman making competition in East Park.

Restaurants and shops will be encouraged to stay open late, provide entertainment, specials, and late night menus. A select few (no more than 3) food trucks will be allowed around Bridge Park to create a fun, festive atmosphere.

Ten minutes prior to midnight the Memorial Bridge will open as a warning to spectators waiting for the fireworks. Once the bridge closes, pedestrians will be allowed to step on and view a spectacular fireworks show down the Pine River Channel. If required, emergency vehicles will be escorted over the bridge. The fireworks show will end at midnight with a grand finale of larger fireworks overlooking the lighthouse.

The Bridge Drop Committee is working with Colonial Fireworks Company and Dan Barron on

the fireworks show. Colonial Fireworks Company is one of the leading pyrotechnics in the country and is responsible for the Venetian Festival Firework shows. Colonial Fireworks Company would set up "indoor style" fireworks, the kind you see in football arenas and concerts, lining the channel (see attached map) on both the north and south sides. Two-and-a-half to three inch shells would then be fired off from a quarantined area next to the DNR building. This plan is weather dependent. Security would be hired to monitor the fireworks display. The Coast Guard, Sherriff's office and possibly City Fire Department will be asked to patrol the channel to keep boaters out of the water.

The City Fire Chief Paul Ivan has been working with the committee to ensure a high level of safety and security for the show. Paul has given his blessing to the committee to proceed with plans pending no issues with our fireworks application. The US Army Corps of Engineers has also been consulted and has given permission to the group for the event. MDOT has sent us a list of protocol to comply with but are otherwise ok with the event as long as their terms are followed. Paul Ivan has been communicating with the US Coast Guard.

The committee has already fully raised the funds to go ahead with the fireworks show pending approval from City Council. The Committee will be submitting a completed fireworks application at the City Council December 2<sup>nd</sup> meeting.

The Charlevoix Area Chamber of Commerce, Charlevoix Convention and Visitors Bureau, and the Charlevoix DDA are all in support of this event and have provided a letter of support for Council's consideration.

The Committee is asking for the following City Ordinances to be waived for the evening:

**Use of Park-** Permission to use Robert Memorial Bridge Park for the New Year's Eve Celebration until 12:30am. Section 3.6 of the City Code and Resolution 88-6-6 established park hours; City parks close at midnight.

**Music-** Various restaurant downtown to have live music at their establishment. A local radio station is being solicited to be in Bridge Park- their speakers will be used for announcements and the official count down. Section 6.21(9) of the City Code does not permit music between the hours of 11:00pm and 7:00am.

**City Hall Siren-** Fire Department Siren to sound at 11:50am to remind people to come downtown and gather around the drawbridge. Section 6.21(11) of the City code regulated the use of whistles and sirens. This is a non-emergency use of the siren.

**RECOMMENDATION:** Motion by City Council to authorize the use of Robert Bridge Memorial Park, revoke the noise ordinance for December 31<sup>st</sup> from 11pm until January 1<sup>st</sup> at 1:00am, allow the use of the City Hall siren to be used at 11:45pm.



November 12, 2013

Charlevoix City Council  
210 State Street  
Charlevoix, MI 49720

Charlevoix City Council:

The Charlevoix Downtown Development Authority, Charlevoix Convention and Visitors Bureau and Charlevoix Area Chamber of Commerce would like to urge you to support the Charlevoix Bridge Drop Committee's proposal for the 2<sup>nd</sup> Annual Charlevoix Bridge Drop.

All three of our organizations have different missions, but we all share a common goal: to help our area businesses succeed through economic development initiatives; whether that is through tourism, infrastructure improvements, educational services, or events.

We strongly believe that this event could have a major economic impact for our area businesses during a time of year that Charlevoix is lacking economic activity. When New Years Eve falls on weekdays, this event could be the reason for visitors to make Charlevoix their destination for an extended weekend.

Working with Dan Barron and Frankie Loffredo, we have no doubt that the event will hold the prestigious reputation for both safety and visual impact that Frankie has shown over his many years working with the Venetian Festival.

Again, we urge you to help support our area businesses by giving this event your blessing.

Sincerely,

  
Bethany Pearson  
Community Economic Development Director  
Charlevoix Downtown Development Authority

  
Amanda Wilkin  
Executive Director  
Convention and Visitors Bureau

  
Steve Seely  
2014 Chairman  
Charlevoix Chamber of Commerce

November 12, 2013

Charlevoix City Council  
210 State Street  
Charlevoix, MI 49720

Charlevoix City Council:

On October 18, 2013 Dan Barron and I met in my office, and had a conference call with Frank Loffredo regarding a possible fireworks show for the New Years Eve/New Years Day "Bridge Drop" celebration.

Barron and Loffredo explained the proposed fireworks show plans with me, that consisted of indoor fireworks along both sides of the Pine River Channel arching over the channel, then ending with larger fireworks, maybe 2.5" shells fired from either the beach on the North side of the channel or the DNR fisheries parking lot on the South end of the channel, arching out into Lake Michigan. I told Barron and Lofferdo that pending adequate security, I thought the plan was feasible, but would be weather dependent. I explained to Baron and Lofferdo that strong winds and snow was not an uncommon event that time of the year.

Since that time I have talked with Police Chief Gerard Doan, Sheriff Don Schneider and Coast Guard Station Charlevoix Chief John Tribfelter; and we have all recognized logistical concerns that need to be addressed, but are certainly not insurmountable in order for this event to "happen."

Pending review of the permit request by the U.S. Coast Guard Sector Sault and my review of the specific fireworks plan and permit application, I am optimistic we can make this happen.

Paul Ivan, Fire Chief  
Charlevoix Fire Department  
210 State Street  
Charlevoix, MI 49720  
Phone # 231-547-3279  
FAX # 231-547-3266  
e-mail [pivan@cityofcharlevoix.org](mailto:pivan@cityofcharlevoix.org)

## US Army Corps of Engineers E-mail

From: Linda Weller  
Sent: Tuesday, October 29, 2013 1:53 PM  
To: Mary Lajko ([LajkoM@michigan.gov](mailto:LajkoM@michigan.gov)); Tom O'Bryan ([thomas.w.o'bryan@usace.army.mil](mailto:thomas.w.o'bryan@usace.army.mil)); David Widrig ([widrigd@michigan.gov](mailto:widrigd@michigan.gov))  
Cc: Rob Straebel ; Amanda Wilkin; Bethany Pearson  
Subject: CharLevoix Bridge Drop

Good Morning:

The City has been contacted by a group wishing to host a New Year Eve's event in downtown Charlevoix. The goal is to bring people into the downtown area. The Charlevoix Memorial Bridge and the Pine River Channel will be focal point of the event.

I have received the following information to date:

- The Committee is seeking to close US 31 for approximately 20 minutes on December 31st from 11:50 p.m. to 12:10 a.m. on January 1st -- only 20 minutes. The Committee has agreed to accommodate emergency vehicle traffic during the event.
- At approximately 11:50 p.m. on December 31st, the Committee would like to the bridge's gates to come down and all traffic on US 31 will stop. The MDOT bridge operator will open the bridge.
- After the bridge is fully open, the MDOT bridge operator will slowly close the bridge.
- As the bridge closes, it is proposed that stadium (small indoor/concert) fireworks will be launched along both sides of the Pine River Channel. The Committee is seeking to stage the stadium fireworks on the Channel walkway.
- After the bridge closes, participants will be encouraged to walk across the bridge, while 2-3" fireworks are shot from the foot of Palmer Street.
- At approximately 12:10 a.m. the bridge gates are to be opened and US 31 traffic will resume.
- The Committee would like the opportunity to place lights (possible Christmas lights) on the railing of the bridge.

Linda Jo A. Weller  
Executive Assistant  
City of Charlevoix

-----Original Message-----

From: O'Bryan, Thomas W LRE [mailto:Thomas.W.O'Bryan@usace.army.mil]  
Sent: Wednesday, October 30, 2013 3:33 PM  
To: Linda Weller; Mary Lajko (LajkoM@michigan.gov); David Widrig  
(widrigd@michigan.gov)  
Subject: RE: Charlevoix Bridge Drop (UNCLASSIFIED)

All sounds good from a USACE point of view.

Tom O'Bryan  
616-842-5510 ext 25523  
Cell 616-340-5795

----- Original Message -----

From: Linda Weller [mailto:Lindaw@cityofcharlevoix.org]  
Sent: Wednesday, October 30, 2013 03:42 PM  
To: O'Bryan, Thomas W LRE  
Subject: [EXTERNAL] RE: Charlevoix Bridge Drop (UNCLASSIFIED)

Good Afternoon Tom:

Does the City have to make a permit application or file any other information with you or another CORPS office?

Linda Jo A. Weller  
Executive Assistant  
City of Charlevoix

-----Original Message-----

From: O'Bryan, Thomas W LRE [mailto:Thomas.W.O'Bryan@usace.army.mil]  
Sent: Wednesday, October 30, 2013 3:45 PM  
To: Linda Weller  
Subject: Re: [EXTERNAL] RE: Charlevoix Bridge Drop (UNCLASSIFIED)

No

Thomas W. O'Bryan, PE  
Chief, Lake Michigan Area Office  
(616)842-5510 ext 25523  
Mobile: (616)340-5795



## CHARLEVOIX CITY COUNCIL

### AGENDA ITEM

**AGENDA ITEM TITLE:** Discussion Regarding Draft Public Safety Study

**DATE:** November 18, 2013

**PRESENTED BY:** Dr. Lynn Harvey

Rob Straebel

**ATTACHMENTS:** Draft Study

**BACKGROUND INFORMATION:** Dr. Lynn Harvey, in coordination with City Staff, has completed a draft study regarding the development of a Public Safety Department along with the position of Public Safety Director. The report sheds valuable light on Public Safety Departments and the disadvantages and advantages of transitioning to this type of public safety structure. Any decisions to move forward need to be weighed carefully as this is an important policy decision by City Council. We make no assumptions on how Council would like to proceed at this point but offer the following information to better articulate the many issues involved.

The City currently has two departments that encompass what is commonly called "Public Safety", the Police Department, and the Fire/EMS Department. With the pending retirement of the current Fire Chief (within the next 8-10 months) it is an opportune time to consider reorganizing the City's "Public Safety" departments under one director, and possibly eventually into one department.

City Staff have had many discussions with both Chief Ivan and Chief Doan. Both Chief Ivan and Chief Doan are supportive of transitioning to what is referenced in the report as a "nominal consolidation". Under this structure, fire/ems and police are separate but a Public Safety Director oversees both departments. We believe this can be done without substantially compromising public safety and with considerable cost savings in wages and fringe benefits.

It is important to note the Fire Chief and Police Chief have done a very commendable job in training and scheduling their employees. Because we have well-trained and experienced employees, we can consider such a consolidation of positions. If we had less experienced employees, the transition might not be in the City's best interest. It is a testament to everyone's hard work and dedication that we can consider such a change.

Transitioning to a Public Safety Department is a much more challenging endeavor. Typically, cities with Advanced Life Support (ALS) services like the City of Charlevoix do not cross-train their police officers to be paramedics. Becoming a paramedic involves over 1,400 hours of training and completing 45 hours of continuing education over three years. (Police officers must complete a 17-week Police Academy course.) Being a paramedic is a profession that may or may not be suitable for police officers. ALS service is the highest level of ambulance service and our EMS crews have certainly saved innumerable lives over the past several years. It is a certainty that the City would compromise emergency medical services if we chose to reduce our level of service from ALS to Basic Life Support (BLS). ALS service saves lives and we do not feel the level of service should be lessened. The City has wisely invested thousands of dollars in training to get to the ALS level-we do not want to take a step backwards!

Additionally, Staff strongly feels that we do not want to discontinue our EMS services. Many downstate cities considering a transition to a Public Safety Department will “shed” their EMS and contract with a private company. We do not recommend this. Allied EMS Systems serves numerous counties in northwestern lower Michigan and charge substantially more for their services. City and township residents appear to be very happy with the City’s EMS service, and with execution of the township contracts for EMS, it is basically a solvent operation.

According to the City Attorney, there is nothing in the City Charter that prohibits the same person from being appointed Police Chief as well as Fire Chief. Because the Charter does not recognize a “Public Safety Director” position, Chief Doan will need to be appointed to the position of Fire Chief while retaining his position as Police Chief. No immediate City Charter changes would need to be approved by City residents through a vote. Instead of a Public Safety Director we would have one department head serve as both Police Chief and Fire Chief. This is virtually the same as a Public Safety Director, only two different titles. Per the City Charter, both the Police Chief and Fire Chief are appointed by the City Council.

According to Dr. Harvey’s report, *“it is critical that the Public Safety Director (or Fire Chief/Police Chief) be certified as both a police officer and firefighter. That said, nothing would prevent the Director from having certification in only one area but works towards certification in non-certified area.”* Chief Doan, a former firefighter, is currently enrolled in Firefighter II classes. We currently have employees with appropriate certification levels in both Fire and EMS that comply with both State and OSHA regulations.

Dr. Harvey could not attend a December meeting and Chief Doan is on vacation and will not be in attendance.

**RECOMMENDATION:** Discussion with direction to Staff. No formal decision needs to be made if Council needs more information or would like to discuss the proposal with Chief Doan.

Nevertheless, if City Council desires to move forward with having one department head oversee the Fire/EMS Departments as well as the Police Department, Staff will develop a compensation plan with salary increases based upon achieving certain certification levels. We will also determine the overall costs savings to the City and schedule another agenda item to discuss.

**Options in the Provision of Fire, Police,  
And Emergency Services for the  
City of Charlevoix**



**Prepared By:**

**Dr. Lynn R. Harvey  
Professor Emeritus - State and Local Government  
Michigan State University**

**November 2013**

# Options in the Provision of Fire, Police and Emergency Services City of Charlevoix<sup>1</sup>

October 2013

## Background

The Charlevoix city council and city management requested assistance in exploring the options for the production and provision of emergency services. Currently the city not only provides police, fire and emergency services (ambulance) to city residents but contractually provides fire service to Norwood and Eveline Townships. The city also provides EMS Services to the five neighboring townships. The discussion of exploring alternatives to the organization of the emergency services production was prompted by the pending retirement of the current Fire Chief. The Police Chief, Fire Chief and City Manager with the support of the City Council engaged outside assistance to examine the current production and provision model as well as explore the concept of establishing the position of Public Safety Director to oversee emergency services.

The consultant met with the Police and Fire Chiefs along with the City Manager for preliminary discussions related to public safety May, 30, 2013. Additionally, a meeting was held July 15, 2013 between the City and the townships of Charlevoix, Eveline, Hayes, Marion and Norwood to discuss both the interest and feasibility of establishing an Emergency Services Authority. While the townships expressed interest in an Ambulance Authority, the meeting gathered little support for an authority that combined both ambulance and fire services. The Charlevoix City Council on July 15, 2013 voted to proceed with an exploration of the public safety concept for police and fire services for the city. The consultant in discussion with the City Manager, Police and Fire Chief agreed to collect data on established Public Safety Departments in Michigan and to document their experience with the public safety approach with emphasis on departments that operate separate fire and police departments but managed by a Public Safety Director.

## Methodology

The Michigan Department of Licensing, Regulation and Economic Growth (DLEG) identified 39 units of government with public safety departments (Appendix A). The Michigan Municipal League lists 49 departments with Public Safety. For the purposes of this study, the DLEG listing was utilized to draw a purposive sample. The public safety departments in Michigan are found in cities and townships with population ranging from the smallest, 1,865 (Grayling), to the largest being the city of Kalamazoo with a population of 77,145. The goal was to identify a sample of public safety departments in the 2,000-10,000 population range to serve as a comparative group with the city of Charlevoix (Table 1). The cities of Gladstone and Kingsford were part of a contract research report<sup>2</sup> prepared by the consultant in 2010.

Interviews, either by phone or site visits were conducted with each of the eleven public safety department directors and data collected related to; staffing levels, expenditures, activity levels and equipment. Interview data was supplemented with financial data from Annual Audits and local unit websites. A key discussion with Public Safety Directors centered on the transition process and issues that emerged during the transition from two stand alone production units to the combined public safety department. Directors were willing to share their recommendations for communities considering creating public safety departments. Note – “activity levels” data is not presented in report due to wide variation in reporting formats making it difficult to standardize comparisons.

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<sup>1</sup> Lynn R. Harvey, Professor Emeritus, State and Local Government, Michigan State University.

<sup>2</sup> Harvey, Lynn R., “The Production and Provision of Police and Fire Services In the Cities of Iron Mountain and Kingsford: Costs and Alternatives”, January 2010.

Table 1 – Public Safety Sample Group

City	Population	Year Formed	City	Population	Year Formed
Grayling*	1,865	2012	Springfield#	5,260	1995
Charlevoix	2,488	NA	Petoskey*	5,632	1998
Essexville*	3,478	1958	Marshall#	7,088	2009
Plainwell*	3,804	1991	Greenville*	8,481	1984
Gladstone#	4,973	1976	Albion*	8,616	1982
Kingsford#	5,133	1978	Grand Haven	10,412	1991

State Revenue Sharing population data

\*Site visit; #Phone interview; Grand Haven combined with Petoskey interview, Director is former employee in GH

## The Public Safety Approach

The public safety approach for the production and provision of emergency services has been around for over a hundred years, with the Grosse Point Shores (MI) Public Safety Department being acknowledged as the oldest in the United States, having been formed in 1911. Jeremy Wilson describes four types of consolidation related to public safety.<sup>3</sup>

1. **Full Consolidation:** The full integration of police and fire services, where public safety officers are cross-trained in both police and fire services with a consolidated management and command.
2. **Partial Consolidation:** A partial integration of police and fire services, where cross-trained public safety officers work alongside separate police and fire personnel, and consolidated is limited to select positions within the organization's hierarchy.
3. **Functional Consolidation:** Where police and fire services are not integrated but consolidation occurs within middle or upper management.
4. **Nominal Consolidation:** Where police and fire services are not integrated, there are no-cross trained public safety officers may share facilities or training and dispatch resources and a public safety director may oversee separate police and fire services.

In general, the benefits of consolidation relate to the potential to capture increases in efficiencies in production and delivery of services. Specifically for the public safety approach this may take the form of enhancement of community policing, training, response times, and homeland security preparedness by improving communication among all public safety personnel, unifying command structures and planning for emergency responses. Public Safety Directors often cite responsiveness as a major benefit to the public safety approach. Chief David Jones of the city of Rockford in reference to an improved response time with the city's public safety approach established in 2012, "Once I experienced that from a chief's point of view I thought, why hadn't I thought about this a long time ago? It's a lot more efficient and we're able to mobilize our resources and respond in moments."<sup>4</sup>

In a review of literature and articles, it appears that the reasons for communities exploring or adopting the public safety approach fall into one of three categories: budget, productivity, and service delivery. As would be expected not all professionals in the emergency service business concur that budget savings can be captured with consolidation of police and fire function. Fire fighter unions have generally expressed opposition to the approach while receptivity of dually trained personnel has found more favor with police professionals.

<sup>3</sup> Jeremy M. Wilson et al., "Public Safety Consolidation: What is It? How Does It Work?" *Be on the Lookout*, August 2012, [http://cops.usdoj.gov/Publications/e061220468 BOLO2 508.pdf](http://cops.usdoj.gov/Publications/e061220468%20BOLO2%20508.pdf) (accessed October 2013)

<sup>4</sup> Leischen Stelter, "The Growing Need for Independent Research and Analysis to Aid Chiefs in Evaluating Public Safety Consolidation Models," *The Police Chief* 80 (January 2013): 30-33. Author's interview with Chief David Jones, October 23, 2012.

An often overlooked reason for the examination of a change in the production method of police and fire services for a community is the changing nature of fire departments. The fire fighting industry has evolved from fire suppression to emergency medical services and medical assist. Nationally, over the past twenty five years, the number of fires fell by 38 percent, while the number of firefighters increased 42 percent and the number of fire departments increased seven percent, however EMS responses increased 166 percent.<sup>5</sup> Michigan's experience mirrors the national trend and conversations with police and fire chiefs along with public safety directors affirmed the national trend of call for emergency medical assistance dominating the workload of fire departments.

### **Why Establish the Public Safety Approach: Sample Communities**

Each Public Safety Director or Chief during the course of interviews was asked as to why their community adopted the public safety approach. Responses varied as one would expect. The city of Essexville established their department in 1958 prompted by the retirement of a long tenured fire chief. Other cities cited expiration of fire agreements with neighboring townships causing a re-examination of service delivery options (Albion, Grayling, Plainwell, and Springfield ). Other reasons included difficulty in recruiting volunteers (Gladstone, Kingsford and Plainwell). Chiefs or City Managers who had experienced Public Safety Departments in other communities appear to adopt such strategy in their positions with a new community.

Personnel reductions brought about by budget challenges is often cited as a motivation to explore alternate organizational options for emergency services. High training costs, retention of skilled personnel, lack of volunteers and increasing demand in the calls for medical assistance places increasing stress on the municipal budget. Will adopting a public safety approach result in cost savings? That's the question that city council members and city managers are seeking answer to. Public Safety Directors were unified in their response to the question: yes in the long run and no in the short run. But due to the variations as noted above as to the structure and organization of Public Safety Departments, the city of Charlevoix has several options if the decision is made to transition to such a department. Prior to discussing the various alternative structures a review of the sample Public Safety Departments will provide insight as to the variation of the departments in financing, staffing, equipping and operational protocols. Data for Charlevoix will be included in the sample for comparison.

### **Financial Comparisons of Sample Departments**

Several measures can be used for comparing public safety departments. Most commonly used metric is "per capita expenditure", a weak measure but given that performance outcome data is seldom kept by departments beyond activity output levels such as fire runs, EMS runs, arrests, traffic stops, building fire loss, etc., however, the per capita measure is a good starting point. Another useful comparison is "public safety expenditures as a percent of total general fund expenditures." If this metric is tracked over time, a picture emerges for policy makers as to the local units priorities, that is, are public safety expenditures increasing, decreasing or remaining constant over time. For every increase in one cost center, an offsetting decrease in another cost center occurs. Local officials are fixated on nominal revenue and expenditures since budget adoption, monitoring and amending is a key task for managers and policy makers.

Table 2 displays the data for police and fire expenditures for the eleven sample departments and for the city of Charlevoix for 2012. Public safety expenditures as a percent of a city's general fund averages 40.75 percent ranging from a low of 27.17 percent for the city of Grayling to a high of 66.09

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<sup>5</sup> Wilson, Jeremy M. and Clifford Grammich, "Police Consolidation, Regionalization, and Shared Services: Options Considerations, and Lessons from Research and Practice," *Be On The Lookout*, February 2012, pp.4.

percent city of Springfield.<sup>6</sup> The city of Charlevoix's expenditures for combined fire and police departments is 31.07 percent, below the sample average, but similar to Essexville, Greenville and Grand Haven.

Table 2 – Public Safety as a Percent of Total General Fund Expenditures

City	Fire + Police Exp's 2012	General Fund Exps 2012	Public Safety As % GF
Grayling	475,048	1,748,644	27.17%
Charlevoix	1,007,734	3,243,249	31.07%
<b>Charlevoix (Adjusted)</b>	<b>631,195</b>	<b>2,866,710</b>	<b>22.02%</b>
Essexville	478,277	1,203,518	39.74%
Plainwell	917,720	1,743,085	52.65%
Gladstone	1,051,757	2,548,727	41.27%
Kingsford	1,668,566	3,390,717	49.21%
Springfield	1,652,812	2,500,896	66.09%
Petoskey	2,978,452	6,931,118	42.97%
Marshall	2,422,198	5,312,325	45.60%
Greenville	1,443,066	4,845,919	29.78%
Albion	1,965,522	3,541,669	55.50%
Grand Haven	3,369,161	10,673,782	31.56%
Total/Avg.	19,430,313	47,683,649	40.75%

Source: Annual Audits

Readers will note that two displays are included in Table 2 for the city of Charlevoix. The entry "Charlevoix Adjusted" takes into account the fact that the city of Charlevoix sells or contractually provides fire and EMS service to neighboring townships. Therefore Table 2 overstates the city's expenditures for fire and EMS. If the city's expenditures are reduced by the amount of revenue obtained from the contractual services, net expenditures can be calculated. The city also bills or invoices users of fire and EMS services. Total GF Expenditures for the city were also reduced by the amount of revenue generated by contractual services and EMS billings. The goal is to determine the net expenditures for fire and EMS borne by city residents. Since the city does not provide police services outside of the city, no adjustment is required.

The city of Charlevoix collected a total of \$72,385 for EMS from five townships (Charlevoix, Marion, Hayes, Norwood and Eveline) for the 2012 billing cycle and \$90,088 for the 2013 billing cycle. The contract for fire protection services for Norwood and Eveline Townships generated \$44,154 for 2012 and \$63,443 for 2013 fiscal years.

It is estimated that the city will receive \$260,000 from insurance billings for 2012 and 2013. The city carries the liability and charged against the fire and EMS budget until the revenue is received. An

<sup>6</sup> City of Springfield is disbanding their Public Safety Department due to high labor costs. According to the current Public Safety Director, the city council had granted extra-ordinary pay increases given the economic climate to the union, thus making it necessary to seek other options for emergency services. Springfield will transfer PSO Officers to County Sheriff Department and contract with the county sheriff. Fire services will be provided by a few FT fire personnel and Paid on Call.

assumption will be made for Table 2 that the city will receive the full amount billed (unlikely). Since Petoskey does not contract out services to other units, no adjustment in expenditure data is necessary.

By adjusting the city's expenditure and revenue due to contractual services and EMS billing, the city's share of public safety expenditures as a percent of total GF expenditures drops from 31 percent to 22 percent, the lowest of the 12 cities in sample.

### **Per Capita Comparisons**

Table 3 provides another set of comparative expenditure data for the twelve cities. Public Safety Expenditures on a per capita basis range from a low of \$137.51 for the city of Essexville to a high of \$528.84 for the city of Petoskey with the group average of \$289.01. Low population cities have difficulty in lowering their per capita costs due to fixed costs. Cities with peak demand issues, such as, Charlevoix, Grand Haven and Petoskey experience high fluctuation in population depending on the season. A per capita metric, fails to capture the extra seasonal visitors who also place additional demands on city emergency services. Furthermore, the city of Charlevoix is only one of two cities in the twelve city comparison groups that provide Advanced Life Support and Transport (ALS). In fact, most Public Safety Departments have shed their ambulance service or a private firm has assumed responsibility for responding to emergency medical services and transport. Therefore, if one takes into account seasonal population and the city ALS service, the higher than average expenditures per capita can be explained.

Table 3 attempts to address the seasonality issue, that is, the city's population increases substantially during the summer tourist season and impacts the demand for emergency services. Estimating the seasonal population is definitely an inexact science. A previous Michigan State University "Cost of Community Service Study" estimated Charlevoix's summer population to be 17,500 almost seven times the winter population. This estimate appears to be very high therefore for Table 3, a population figure of 7,464 that represents a tripling of the city's population. The city of Petoskey also experiences the same seasonal population fluctuations; a factor of five is also applied to Petoskey's population resulting in the city's population rising to 16,896. As noted in Table 3, Charlevoix has three entries, each with a differing set of assumptions. The first entry utilizes the city's year round population (2,488). Entry (b) adjusts public safety and total general fund expenditures by the contractual and EMS billing revenue. The third entry, "c", adjusts for seasonal population. For the city of Charlevoix a population of 7,464 is utilized, a figure substantially below MSU's Cost of Community Service Study" but recognizes that the seasonal increase covers three to four months, not the entire year thus an argument can be advanced that the lower population figure is more accurate. The same reasoning is used to adjust Petoskey's (increases to 16,896) and Grand Haven's population (increases to 31,236) for "per capita comparisons, all three cities face the same challenges with peak demand issues for public safety services.

Readers will note that accounting for seasonality significantly lowers per capita costs for both public safety and for total GF expenditures as one would expect since most community services exhibit economies of scale, especially fire and police. Thus, the cost of the services is spread over a larger population thereby lowering the average costs as measured on a per capita basis.

Table 3 – Expenditures Per Capita - 2012

City	Public Safety Exps/Capita	General Fund Exps/Capita
Grayling	254.72	937.61
Charlevoix (a)	405.04	1,303.56
Charlevoix (b) (Adjusted for contractual revenue year round population)	253.70	1,152.21
Charlevoix © (Adjusted for seasonal population but using gross expenditures)	135.01	434.52
Essexville	137.51	346.04
Plainwell	241.25	458.22
Gladstone	211.49	512.51
Kingsford	325.07	660.57
Springfield	314.22	475.46
Petoskey	528.84	1,230.67
Petoskey (Adjusted for seasonal population)	176.28	410.22
Marshall	341.73	749.48
Greenville	170.15	571.39
Albion	228.12	411.06
Grand Haven	323.58	1,025.14
Grand Haven (Adjusted for seasonal population)	107.86	341.71
Total/Avg.	289.01	709.26

It would appear from the analysis, that attempting to adjust for seasonal population increases presents a challenge for analytical purposes. On one hand, communities with peak demand issues do bear a higher costs in providing emergency services such as police, fire and ambulance. Due to fixities in the production and provision of ambulance and fire services, hiring additional seasonal workers presents a real challenge plus the producer is still facing the high fixed costs of fire suppression and ambulance equipment. While adjustments can be made on the labor side, no adjustments can be made on the capital investment. Police services have a greater degree of flexibility in staffing for seasonal demand plus police service are less capital intensive.

#### Tax Base and Taxing Effort

A city's ability to fund emergency services is a function of the community's tax base and millage effort. Cities with higher tax base tend to have higher public expenditures since community services are

income elastic, that is, as income rises, the demand for community services rise. This is evident in examining Table 4 that displays the SEV and taxable value for the twelve communities. The three cities with the highest per capita SEV and Taxable Value (Charlevoix, Petoskey and Grand Haven) also had the highest (non-adjusted) per capita general fund expenditures. The average for the twelve cities is \$35,312 TV/capita.

Table 4 – SEV/Taxable Value of Sample Communities - 2012

City	SEV	SEV/Capita	Taxable Value	TV/Capita
Grayling	52,817,600	28,320	50,476,429	27,065
Charlevoix	290,839,100	116,897	238,241,319	95,756
Essexville	76,534,400	22,005	76,066,513	21,871
Plainwell	85,000,600	22,345	82,535,670	21,697
Gladstone	110,257,589	22,171	98,804,763	19,868
Kingsford *	129,243,600	25,179	124,181,047	24,193
Springfield **	86,935,297	16,528	82,574,431	15,699
Petoskey	496,865,313	88,222	442,603,707	78,587
Marshall	231,157,781	32,613	210,569,708	29,708
Greenville	267,777,000	31,574	249,325,851	29,398
Albion	123,165,500	14,295	108,146,715	12,552
Grand Haven	559,336,742	53,720	522,667,309	50,199
Total	2,509,930,522	38,768	2,286,193,462	35,312

Source: State Tax Commission, Department of Treasury, Annual Report 2012

Table 5 – Homestead Taxable Value as Percent of Total Taxable Value (2012)

City	Homestead Taxable Value	% Total
Grayling	10,185,294	20.18
Charlevoix	73,232,782	30.74
Essexville	58,202,132	76.51
Plainwell	43,947,509	53.25
Gladstone	64,269,292	65.05
Kingsford	67,269,292	54.17
Springfield	26,067,022	31.57
Petoskey	149,827,404	33.85
Marshall	94,149,813	44.71
Greenville	77,460,413	31.07
Albion	41,158,444	38.06
Grand Haven	213,951,951	40.93
Total	919,721,348	40.23

Source: State Tax Commission

Another way to look at the tax base of the community is to examine the ratio of homestead to non-homestead community. The higher percentage of non-homestead compared to homestead property indicates either high number of second home, condo or apartment ownership or high industrial and commercial investments. For example, the residential class of property in the city of Charlevoix represents 82 percent of the total taxable value. Residential homestead accounts for 37.5 percent and non-homestead 62.5 percent, which would indicate a high percentage of second home ownership thus contributing to the seasonal demand issue and higher expenditures. Incidentally, the high percentage on non-homestead value also translates into the city's ability to export property tax burden to non-residents, both for city operation and public schools. Table 5 provides a comparison of the twelve cities and their homestead taxable valuation as a percent of total taxable value for the cities. The lower the percentage of homestead taxable value the higher the amount of second home ownership or commercial/industrial property. The issue of second home ownership is a two edge sword. On one hand communities are able to export their tax burden and on the other hand, a peak demand problem arises in the summer months increasing costs for emergency services.

### Millage Levies

The tax base of a city is one half of the equation in determining property tax revenue; the second part is the tax effort as measured by the millage rate. Table 6 lists the operating and extra-voted millage for the twelve cities.

Table 6 – 2012 Millage Levies #

City	Operating	Extra Voted	Total
Grayling	14.8000	0.0000	14.8000
Charlevoix##	12.0093	0.000	12.0093
Essexville	11.2500	1.4500	12.7000
Plainwell	14.6729	1.3000	15.9729
Gladstone	13.6785	0.6000	14.2785
Kingsford *	17.2200	3.0340	20.2540
Springfield **	14.0000	1.0000	15.0000
Petoskey	11.5287	0.6000	12.1287
Marshall	15.4629	1.4233	16.8862
Greenville	11.8400	1.2730	13.1130
Albion	10.3802	6.5000	16.8802
Grand Haven	11.2314	1.8751	13.1065

Data source: Michigan Department of Treasury, State Tax Commission

# Treasury data shows Charlevoix's 2012 millage at 14.0686, the city provided data will be used for report

\*City of Kingsford levies 3.034 mills for Police/Fire Pension

\*\*City of Springfield levies 1.0 mills for police/Fire Pension

Millage levies in the eleven sample cities range from a low of 12.00 mills for the city of Charlevoix to a high of 20.23 mills for the city of Kingsford. The extra-voted millage to fund the police and fire pension in the city raises Kingsford's millage rate to the highest in the sample group. Kingsford also has the highest charter or operating millage. The city of Charlevoix exhibits the lowest millages of the sample group.

## Staffing Ratios

Cross community comparisons for police and fire services becomes a challenge due to the variation in structure, staffing, protocols and the uniqueness of each community. However, comparing staffing ratios when combined with activity and expenditure data will provide policy makers with a snapshot in time of their community as compared to other communities. As can be seen by reviewing Appendix B that describes the organization, staffing, investment in equipment and protocols, no two departments are exactly the same. Although nine of the eleven Public Safety Departments are classified as “Fully Consolidated Public Safety Departments”, each of the nine displays operational differences unique to each community. The remaining two hybrid Public Safety Departments are closer to the proposed operation for the city of Charlevoix.

Table 7: Staffing for Public Safety Departments and  
City of Charlevoix

City	Popl'n	FT PSOs	PT PSOs	Office Staff	FT Police	Police Reserves	FT Fire	Paid on Call	FTE/ 1,000 Police/Fire	FTE incl. Paid on Call
Grayling	1,865	3			4		2	18	4.8	7.7
Charlevoix	2,488			1	7		4	24	4.4	7.3
Essexville	3,478	8		1				11	2.3	3.2
Plainwell	3,804	7	4	1.5				14	2.2	3.3
Gladstone	4,973	9		1				20	1.8	3.0
Kingsford	5,133	17		0.5					3.3	3.3
Springfield	5,260	17		1			2		4.0	3.6
Petoskey	5,632	20	3	1				5	3.7	4.0
Marshall	7,088	3	3	3	14		7	18	3.5	3.7
Greenville	8,481	18				8		20	2.4	3.1
Albion	8,616	16						2	1.9	1.9
Grand Haven	10,412	35					4	7	3.7	3.9
Total/Avg.	67,320	153	10	9.5	25	8	19	145	3.0	3.7

Note: PT PSOs, Police Reserves and Paid on Call counted as 0.3 FTE, office support not included  
Source: Interviews with Public Safety Director and/or Police/Fire Chiefs

When examining staffing ratios that includes part-time fire/police, PSOs and Paid on Call for the eleven sample departments, including the city of Charlevoix, the average FTE per 1,000 residents is 3.7, with a range from a low of 1.9 (Albion) to a high of 7.7 (Grayling), with Charlevoix at 7.3. If only Police and Fire full-time personnel are counted, the average per 1,000 residents is 3.0, with a range from a low of 1.8/1,000 (Gladstone) to a high of 4.8/1,000 (Grayling). The low populated cities, (Grayling and Charlevoix) have what appears to be higher ratios than the average, however, low population cities have a challenge since it takes at least 7 officers at a minimum to provide 24/7 services. Since police services exhibit economies of scale, that is, the same number of officers or fire personnel could cover a community with perhaps an additional 2-3,000 population that would result in a lower FTE staffing ratio. Grayling provides fire and police service to a neighboring township but the township's population is not included, if they were, their ratios would drop. The same applies to the city of Charlevoix since the city provides Emergency Medical Services to five neighboring townships. If the 4 full-time fire/EMTs were allocated across the total population of the service area, Charlevoix's staffing ration would be significantly lower. As noted earlier, none of the eleven Public Safety Departments interviewed provided EMS, thus a comparison between Charlevoix and the sample departments gets distorted since we're not comparing a comparable complement of services. Cross-department comparisons have always presented problems for researchers due to the variability in the quantity and quality of services for police, fire and EMS. It is difficult to identify a sample of cities or local units that have the same set of service levels and both in quantity and quality. In order to standardize for accurate comparisons, assumptions have to be made and they (assumptions) in themselves add a degree of uncertainty and reliability. Table 7 is instructive, since it clearly shows the variability in how eleven other cities have assembled staff for the production and provision of police and fire services and to the extent that Paid on Call is utilized to

supplement public safety production and provision in the twelve cities. Policy makers and management need to keep in mind that the investigation of Public Safety Departments only involved one year of data, thus it represents a snapshot in time rather than an analysis over a fixed period of time.

### **What Can Be Learned and Applied to the City of Charlevoix?**

Despite the difficulty in cross-department comparisons cited above, the analysis does provide a wealth of information for cities considering moving towards the “public safety production” model. The following will summarize the findings from the interviews with the eleven Public Safety Departments and city management. Since the pending retirement of Charlevoix’s Fire Chief prompted the request extended by the city manager and city council for outside assistance, what can we learn from other cities that have taken the leap to a Public Safety Department?

1. Public Safety Departments vary in their structure, staffing and provision of fire and police services.
2. Public Safety Departments in sample do not produce or provide Emergency Medical Service and Advanced Life Support transport, a key finding, since emergency medical assistance as noted in the introduction account for 65-80 percent of calls to police/fire departments.
3. All Public Safety Directors had a background in law enforcement before becoming a Public Safety Director, but all became cross-trained as certified Fire Fighter I and II, and in some cases had paramedic training. Each PS Director emphasized that it was critical to the position as Public Safety Director to be certified in both areas in order to manage but aspects of public safety.
4. A majority of Public Safety Officers were certified as “Medical First Responders” and patrol cars were equipped with the necessary equipment.
5. Public Safety Departments varied in their response protocols as noted in Appendix B that summarizes the key aspects of each PS Department. Some PS Departments officers carried turnout gear in their patrol vehicles and report directly to the scene, while others require their officers to report to fire hall to gear-up.
6. A majority of Public Safety Departments rotated officers from patrol to manning the fire hall during their shift. This permitted officers to complete tasks and reports while at the fire hall and providing a varied work routine.
7. All eleven Public Safety Directors indicated that police officers are much more willing to become cross-trained as fire fighters compared to fire fighters becoming cross-trained as police officers. This finding was consistent with the consultant’s research for the cities of Iron Mountain and Kingsford in January 2010. Fire unions tend to oppose the formation of Public Safety Departments and no doubt the culture between police work and fire fighting is different, thus it takes time to change the culture and to blend into a workable production unit.
8. Implementing a public safety approach from separate fire and police departments takes from 5-10 years, depending on staffing levels. Grand Haven’s experience is helpful. The city cross-trained 22 of 23 police officers as certified fire fighters in five weeks. Fire fighters were sent through a Police Academy and fourteen weeks of department field training prior to certification as police officers. The entire process took one year to complete. One police officer and three fire fighters opted not to be cross-trained.
9. Start up costs for establishing a Public Safety Department is significant. The costs include: training costs both the initial cross-training and the required on-going training; over-time cost for

covering shifts while personnel are in training; equipping the officers with turnout gear or police equipment; and incentives offered for completing cross-training.

10. PS Directors noted that it is a challenge to maintain fire equipment and scheduled maintenance. With a separate fire department, personnel when not responding to incidents have time to maintain vehicles; therefore maintenance needs to be a priority.
11. The advantages of the cross-trained personnel centered around response time to a call for assistance and total scope of services rendered a PS Officer has both police and fire training and in most cases, is a medical first responder.
12. A key for a community in maintaining their ISO rating 4 or 5 depends on the number of trained personnel and the manning of the station 24/7, thus it is a challenge with Public Safety Departments to maintain the necessary core in the station and still provide 24/7 coverage and police patrol but most of the PS Departments have developed a personnel scheduling system that maintains a lower ISO rating.

### **Options for Charlevoix Transition to Public Safety**

The Police Chief, Fire Chief and City Manager expressed at the onset of exploring the Public Safety concept of possibly adopting a hybrid model. Similar to the city of Marshall, a hybrid model would feature appointing a Public Safety Director to provide overall management for public safety but the city would maintain separate departments. This approach would result in salary savings from one less management position. No estimate of cost savings was calculated but the city manager could provide an estimate based on current staffing and salaries. If the city hired a Public Safety Director who was certified both as a police officer and fire fighter I and II, then the management and supervision of separate departments of fire and police would be straightforward. However, if Public Safety Director was certified in only one area, either police or fire, then the supervision of the non-specialty area would require a Deputy Chief to be appointed. This in fact could be a temporary condition until the Public Safety Director becomes cross-trained.

As discussed in a previous section of report, all the Public Safety Directors interviewed stated that it was critical that the Public Safety Director be certified both as a police officer and fire fighter. That said, nothing would prevent the Director from having certification in one area but with a plan to work towards certification in the non-certified area.

If the goal of the city is to become a fully integrated Public Safety Department with a majority of personnel in police and fire cross-trained, then a transition plan could be developed for moving from a hybrid model to a fully integrated model. A time frame of 3-5 years would be required to make such a transition. Another approach would be as attrition occurs; the Public Safety Department could seek applicants who were already cross-trained.

If the city moves to a fully integrated Public Safety Department, the budget would need to accommodate the short term increased costs for public safety as pointed out in earlier discussions. Savings and efficiencies occur in the long run with Public Safety integration but increased costs in the short run for training, backfilling positions, overtime and cross-training incentives would need to be accounted for in the budget.

Another decision point in transitioning to a Public Safety Director would be related to the budget. Does the city combine the budgets of police and fire or maintain separate budgets for each? Given that the city provides contractual fire services to two townships and EMS to five townships, combining a budget would prove to be an accounting challenge since contractual payments from the townships

probably should be tracked in the fire department. If funds were co-mingled in a combined budget, the townships would no doubt raise objection to the appearance of cross-subsidization.

Currently the city generates significant revenue from the EMS (ambulance/transport) service. Whether the revenue collected by contract or ambulance billings covers total production and provision costs was not examined. However, the \$376,000+ monies collected in 2012 with an estimated amount of \$414,000+ in 2013 from contractual services is a healthy offset to the total costs for public safety. There is no reason that the transition to a Public Safety Director position to oversee both police and fire services would interrupt the revenue flow from ambulance billings and contractual services with the townships.

Since none of the Public Safety Departments in the sample provides EMS and transport, a unique challenge is presented to the city on fully integrating public safety due to the contracting units only desiring fire and EMS services and not police services. The concept that was raised in July at the joint meeting between the city and townships of forming an Emergency Services Authority is still a viable concept and worth exploring in the future. Adjustments could be made for townships to buy in or opt out of police services while benefitting from the provision of fire and EMS. The Charlevoix Township FD would be in position to serve as a satellite station for the region.

An Ambulance Authority could be created but since the city of Charlevoix is the current provider of EMS and transport services little would be gained from the Authority unless the city was willing to spin-off EMS and operate the service as a separate entity under joint ownership, management and funding. Such an organizational change would be similar to the city of Marshall's experience.

While the experiences of Public Safety Departments are generally positive, some have experienced bumps in the road. City of Springfield is disbanding their Public Safety Department, contracting with the sheriff for police services while moving back to a Paid on Call fire department with the Public Safety Director providing management and oversight. Meridian Township established a Public Safety Department but disbanded after four years principally due to fire union pressures on elected officials. In interviews with Public Safety Officers in 2010 for the Iron Mountains/Kingsford study, every Public Safety Officer interviewed stated their preference for the Public Safety approach. Their job satisfaction was high due to the varied work tasks. Proponents of Public Safety cite increased productivity of public safety personnel due to the utilization of "down time" associated with fire departments.

### **Final Thought**

The consultant would like to express his appreciation to Mr. Rob Straebel, Mr. Paul Ivan, and Mr. Gerard Doan for their cooperation and support for the study. Their dedication and insight to public safety services and the goal to explore options is to be commended. The same can be said of the Charlevoix City Council's willingness to explore options, examine production models in other cities of similar size and to actively engage city department heads in looking to the future.

The city of Charlevoix has a efficient and high performing police, fire and EMS departments, with dedicated managers, trained full-time personnel supplemented with paid on call EMS/Fire staff. The public safety services produced by the city serve the fire and emergency services needs of five neighboring townships. While many fire departments provide EMS and ALS services, the study found that among Public Safety Departments, the provision of emergency transports services was rare. Thus any change in organization and provision model for the city will need to account for the dependency by the townships for the ALS service.

**Appendix A: Departments of Public Safety**

Department	County	Popl'n	Sq. Miles Coverage
Grayling	Crawford	1,865	180
Grosse Pte Shores	Wayne	2,823	1.5
Manistique	Schoolcraft	3,583	3.2
Richfield T.	Roscommon	3,713	108
Essexville	Bay	3,766	1.5
Bloomfield Hills	Oakland	3,940	5
Plainwell	Allegan	4,838	2
Gladstone	Delta	5,032	4.5
Springfield	Calhoun	5,189	3.8
Kingsford	Dickinson	5,549	4.3
Rockford	Kent	5,719	5
Petoskey	Emmett	6,080	6.2
Huntington Woods	Oakland	6,151	1.5
Ironwood	Gogebic	6,293	7.3
Greenville	Montcalm	7,935	5.5/36
Center Line	Macomb	8,531	1.7
Albion	Calhoun	9,144	4.5
Grosse Pte Farms	Wayne	9,764	3.2
Cadillac	Wexford	10,000	8.0/42
Farmington	Oakland	10,423	2.7
Beverly Hills (Vil)	Oakland	10,437	4.2
Ionia	Ionia	10,569	2.8/72
East Grand Rapids	Kent	10,764	3.4
Big Rapids	Mecosta	10,849	4.4/127
Grand Haven	Ottawa	11,168	5.8
Emmett T.	Calhoun	11,979	32
Grosse Pte Park	Wayne	12,443	2.2
Fraser	Macomb	15,297	4
Berkley	Oakland	15,531	2.6
Grosse Pte Woods	Wayne	17,080	3.3
Escanaba	Delta	19,000	52
Monroe	Monroe	22,076	10.5
Pittsfield T	Washtenaw	30,167	28.5
Oak Park	Oakland	32,399	5.5
Blackman/Leoni T	Jackson	36,259	83
Kalamazoo	Kalamazoo	77,145	26
Capitol City Airport	Clinton		3

Source: State Fire Marshalls Office

[http://www.dleg.state.mi.us/fire\\_directory/sr\\_firedir\\_county.asp](http://www.dleg.state.mi.us/fire_directory/sr_firedir_county.asp)

## **Appendix B: Organization of Public Safety Departments in Sample**

### **Fully Consolidated Departments: Public Safety Officers are Fully Cross-Trained**

#### **City of Albion**

##### **Staffing**

- Director
- 3 Sergeants (shift supervisor)
- 12 Public Safety Officers
- No Paid on Call
- 1 Reserve police officer (not cross-trained)
- 2 city employees respond to fire calls, not cross-trained; Public Safety budget reimburses waste water treatment budget for time spent on fire calls

##### **Vehicles**

- 2 pumpers
- 1 aerial ladder truck (100')
- Marked
- Unmarked

##### **Operation and Protocols**

- Do not provide emergency medical transport, provided by private company
- All PSO's report to station for turnout gear for fire calls
- All PSO's are certified Medical First Responders
- 3 officers/shift; 2 on patrol and one at station until 11pm weekdays and 1am on weekends
- 12 hour shift

#### **City of Essexville (1958)**

##### **Staffing**

- Director
- Sergeant
- 6 Full-time Public Safety Officers
- 11 Paid on Call Fire/EMS
- All Public Safety Officers are certified Medical First Responder and Fire Fighter I and II

##### **Equipment**

- 2 Class A, 1500gpm pumper, one is licensed as MFR
- 1 pickup truck support vehicle
- 2 marked police cars
- 1 unmarked police car

##### **Operation and Protocols**

- Do not provide emergency medical transport, provided by private company
- ALL PSO's report to fire hall before dispatching to scene
- Three shifts of eight hours
- 1-3 PSO's on each shift
- Low seniority PSO serves as the relief officer
- 2012: 350 fire and medical assist calls; 2,500 law enforcement calls

#### **City of Gladstone**

##### **Staffing**

- Director
- 7 Public Safety Officers
- 1 Part-time Civilian Dispatcher

- 20 Paid on Call
- Volunteer fire chief

#### Equipment

- 3 marked police vehicles
- 1 unmarked support vehicle
- 2 fire engines
- 1 pumper
- 1 brush rig

#### Operation and Protocols

- Do not provide emergency medical transport, provided by private company
- 12 hour shifts, but the department attempts to have either two 10 hour shifts or one 8 hour shift in a two week pay period totaling 80 hours. One officer for the hours of 4am-8am every day and from 4am-8am, 12 noon or 4pm on Saturdays and Sundays depending upon time off requests.
- If two officers are on a shift and a emergency call is received, one officers returns to station to pickup fire truck, the other officer reports to scene. Paid on Call report to station to pickup gear and if needed pickup second engine.
- Officers are certified in basic first aid and CPR/AED

### **City of Greenville**

#### Staffing

- Director
- 4 Sergeants (shift supervisors)
- 1 Detective
- 12 Public Safety Officers
- 8 Reserved Officers (not certified police officers)
- 20 Paid on Call Fire Fighters

#### Equipment

- 1 pumper
- 1 aerial platform ladder truck (100')
- 1 backup pumper
- 1 brush rig
- Access an tanker thru mutual aid
- 5 marked police vehicles
- 2 unmarked vehicles (detective and administration)

#### Operation and Protocols

- Do not provide emergency medical transport, provided by private company
- 1<sup>st</sup> alarm, closest PSO reports to fire hall to drive equipment to scene; other personnel report directly to scene
- 2<sup>nd</sup> alarm, Paid on Call report to scene
- 3<sup>rd</sup> alarm, automatic mutual aid
- City provides fire protection by contract to Eureka Township population 3,271
- Mutual aid for fire with two neighboring townships

### **City of Grand Haven** (Information provided by Petoskey DPS Director, a former Lieutenant w/ Grand Haven)

#### Staffing

- Director
- 2 Lieutenants (Division Directors for Operations and Administration)
- Detective

- Fire Marshall
- WEMET Officer (undercover drug enforcement)
- 4 Sergeants
- 25 Public Safety Officers
- 4 Full time Fire Fighters
- 7 Paid on Call Fire Fighters

#### Vehicles

- 5 marked police vehicles
- 2 unmarked police vehicles (director and detective)
- 1 fire pumper
- 1 aerial platform ladder truck (100')
- 1 brush rig
- Tanker supported thru mutual aid

#### Operation and Protocols

- 12 hour shift: 5 PSOs + Sergeant
- PSOs rotate between patrol and station
- One PSO are fire station 24/7
- 

### City of Kingsford

#### Staffing

- Director
- Lieutenant
- 4 Sergeants
- 11 Public Safety Officers

#### Equipment

- 4 marked police vehicles
- 1 Van (undercover)
- 2 Fire pumpers
- 1 grass rig

#### Operation and Protocols

- Do not provide emergency medical transport, provided by private company
- 12 hours shifts; during day 4 Officers/shift; 2 road patrol + 2 station; rotate every six hours; during day staffing includes a lieutenant, desk sergeant plus director; evening shift 2 patrol, 2 at station, also rotate every six hours
- PSOs carry turnout gear in squad car, report directly to scene
- PSOs provide first aid, not MFR

### City of Petoskey

#### Staffing

- Director
- 4 Lieutenants (shift supervisors)
- 14 Public Safety Officers
- 1 Office staff
- 3 Part-time Public Safety Officers
- 5 Paid on Call Fire Fighters

#### Equipment

- Two stations: city and Bay Harbor
- 2 aerial platforms (100' and 75') one at each station
- 1 engine

- 1 engine reel truck
- 1 squad rescue truck (carries equipment, oxygen refill, etc)
- 6 marked police vehicles
- 2 unmarked police vehicles (detective and administration)
- 1 zodiac
- 1 rescue boat

#### Operation and Protocols

- Do not provide emergency medical transport, provided by private company
- All PSOs are EMT qualified with two PSOs certified as paramedics
- 12 hour shifts (1 Lieutenant and 3 PSO per shift)
- Operate seven 12 hour shifts; officers have 3 day weekend every other week
- 1 PSO at Fire Hall at all times and generally rolls the fire engine
- Rotate PSO to fire station every three hours; officer completes paperwork and manages station
- PSOs and Paid on Call report to scene when called
- Paid on Call backfill station if PSOs on scene
- All PSOs have predetermined assignments at fire incidents
- All PSOs can operate and fire equipment
- Attempt to provide fire service training to all personnel twice each month
- PSOs receive 1.5X/hour overtime when called to scene during their off duty period
- City provides 50 percent reimbursement for all educational classes taken by employees
- 2012 Activity
  - 9,117 police calls (232 felony; 432 misdemeanors; 326 traffic citations)
  - 1,839 general assistance calls (402 complaints; 205 fire calls; 413 emergency medical assistance)
- ISO rating "4"

### City of Plainwell

#### Staffing

- Director
- 1 Sergeant/Detective
- 5 Public Safety Officers
- 4 Part-time Public Safety Officers (provide shift relief on weekends)
- 1.5 FTE Support staff (records, clerk and personnel)
- 14 Paid on Call Fire/EMS

#### Equipment

- 3 Fire engines
- 1 Utility truck
- 1 Rescue truck
- 3 marked police cars
- 2 unmarked police vehicles (detective and administration)

#### Operation and Protocols

- Do not provide emergency medical transport, provided by private company
- All PS vehicles are licensed as Medical First Responders
- All PS Officers are certified MFR and carry equipment in vehicle
- Two PSO on duty most days + Director – one PSO on patrol, the other at station
- Officer closest to scene reports to scene, all other PSOs report to fire hall
- All PSOs operate fire vehicles
- 2012: responded to 3,000 call, large percentage are medical assistance

## **City of Springfield**

### **Staffing**

- Director
- 3 Sergeants (shift supervisors)
- 13 Public Safety Officers
- 1 Clerk
- 2 FT Fire Fighters (not cross-trained)
- 15 Paid on Call fire fighters

### **Equipment**

- 4 marked police vehicles
- Fire engine
- Aerial ladder platform truck (75')
- Grass rig

### **Operation and Protocols**

- Do not provide emergency medical transport, provided by private company
- Operated with four shifts, 4 person per shift (sergeant + 3 patrol)

**Update:** As mentioned earlier in report, the Springfield City Council voted to disband the public safety department commencing in 2013. Springfield will maintain their full-time Public Safety Director to oversee the fire department. The Public Safety Officers have been transferred to the Calhoun County Sheriff Department and contracted back by the township for police protection. The city also transferred the cars to the Sheriff's Department with city decals accompanying the sheriff decal. PS Director will be the only full-time fire person with the fire fighters coming from the Paid on Call corps. The city will bolster the Paid on Call to 21 members.

**Partial Consolidated Public Safety Departments:** Some officers are cross-trained, hybrid department

## **City of Grayling**

### **Staffing: Fire**

- City Manager/Police Chief/Fire Commissioner
- Captain (Fire Fighter I and II, paramedic and cross-trained as police officer)
- Part-time Fire Chief (works FT at Road Commission)
- 1 FT Fire Fighter paid by Department of Defense
- 18 Paid on Call

### **Staffing: Police**

- 4 Patrol officers
- 1 Part-time Police officer

(Note: Staffing includes two officers who are also certified EMTs, will be cross-trained in 2013-14 for FT Public Safety Officers)

### **Equipment**

- 3 Marked patrol vehicles
- 1 Administration vehicle
- 2 Fire pumpers
- Aerial ladder truck (75')
- Tanker
- Rescue vehicle
- Pickup
- HazMat/Rehab vehicle
- Will be adding an SUV PS vehicle purchased by Department of Defense in conjunction with contract to service Camp Grayling and Airfield.

### **Operation and Protocols**

- Do not provide emergency medical transport, provided by private company
- City combines the City Manager, Police Chief and Fire Commissioner (Chief) into one position. The individual has a background in EMT and law enforcement (County Sheriff in another county).
- Department of Defense will contract with city of Grayling for services. DoD provides \$80,000 for training and equipping one FT fire fighter. Additionally in 2013 DoD will provide via grant \$450,000 for services plus \$750,000 for 2014.
- Fire Department operates jointly with the township. An appointed fire board provides oversight and policy direction for the fire department.
- Fire department serves both the city and Grayling Township with costs shared 60 percent for township and 40 percent for the city. All capital expenditures are shared 50/50.

## **City of Marshall**

### **Staffing**

- Public Safety Director
- Police
  - Deputy Chief
  - Lieutenant
  - 4 Sergeants
  - 8 Patrol Officers
  - 3 Part-time officers
  - 3 Civilians (Office support)
- Fire
  - Deputy Chief (works 9-5 shift)
  - Captain
  - 5 Lieutenants (supervise the Paid on Call)
  - 18 Paid on Call (target is 24 PoC)

### **Equipment**

- 5 marked police vehicles
- 2 unmarked police vehicles
- 2 Engine/pumpers
- Aerial ladder truck (100')
- Rescue/Extrication vehicle
- Grass rig
- Administration vehicle

### **Operation and Protocols**

- Do not provide emergency medical transport, provided Marshall Area Fire Fighters Ambulance Authority. The Authority was formed by four township and the city and supported by an authority millage. Ambulance operation use to be a part of the city fire department.
- Director is cross-trained for fire fighter I and II, Medical First Responder and HazMat
- Several police officers are cross-trained as fire fighter I and II
- Director provides oversight for school crossing guards and park officer.
- Police and fire personnel (full-time) are certified Medical First Responders

**Appendix D: Interviews and Contacts for Study**

<b>City</b>	<b>Contact</b>	<b>Interview Date</b>	<b>Phone</b>
Albion	Scott Kipp, Director	08-27-13	517-269-2473
Essexville	Daniel Hages, Director Daniel Hansford, City Mgr.	09-15-13	989-892-2541 989-893-7192
Gladstone	Paul Geyer, Director	10-02-13	906-428-3131
Grand Haven (1)	Mark Reiss, Director Public Safety	09-25-13	616-754-5654
Grayling	Doug Baum, Director	09-24-13	989-348-4621
Greenville	Mark Reiss, Director Public Safety	09-25-13	616-754-5654
Kingsford	Tim Gussert, Director	09-26-13	906-774-2525
Marshall	Jim Schwartz, Director	09-23-13	269-781-2596
Petoskey	John Calabrese, Director	09-24-13	231-347-2500
Plainwell	Bill Bomar, Director	08-27-13	269-685-9858
Springfield	Scott Furgason, Director	08-27-13	269-965-7795

(1) Mark Reiss prior to being appointed as PS Director for Greenville served in the command staff for Grand Haven Public Safety Department and was familiar with the operation of the Department.

## **Appendix E: Training Requirements for EMS Personnel**

Charlevoix Fire Chief, Paul Ivan provided the training that is required for Fire Fighters and Emergency Service personnel.

### **Medical First Responder(MFR)\*\***

60 hours classroom – required  
15 hours clinical – recommended  
75 hours Total

### **Basic EMT**

162 hours classroom – required  
32 hours practical – required  
194 hours Total

### **Advanced EMT**

194 hours for Basic EMT License  
84 hours minimum classroom – required  
50 hours minimum clinical – required  
328 hours Total

### **Paramedic**

194 hours for Basic EMT License  
524 hours classroom – recommended  
225 hours clinical – recommended  
250 hours clinical – required  
250 hours field internship – required  
1,218 hours minimum Total  
1,443 hours expected Total

### **Continuing Education Requirement (1 credit = 1 hour)**

Medical First Responder – 15 credits over 3 years  
Basic EMT – 30 credits over 3 years  
Advanced EMT – 36 credits over 3 years  
Paramedic – 45 credits over 3 years

\*\*Medical First Responder cannot be used as part of a minimally staffed ambulance crew for Advanced Life Support. Minimum staffing as mandated by the State of Michigan is a Paramedic and a Basic EMT. A Medical First Responder can be a third person on a crew. Currently, the city of Charlevoix do not have any Medical First Responders. The Charlevoix Fire/EMS Department encourages personnel to obtain as Basic EMT license.

### **Fire Fighter Training**

Initial FF Training – 227 hours  
Additional Training for specific skills such as driving, equipment operator, etc.  
Total hours of training for Fire Fighter II license – 250 hours

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Discussion Regarding Conceptual Plans to Expand Boat Slips at the City Marina

**DATE:** November 18, 2013

**PRESENTED BY:** Rob Straebel  
Rick Brandi/Joe Zielinski

- ATTACHMENTS:**
1. Minutes of September 16, 2013 Meeting
  2. Email from Bill Boik, Michigan Waterway's Commission
  3. Current City Marina Slip Lengths
  4. Conceptual Drawings- Plan A, Expansion of Dock A

**BACKGROUND INFORMATION:** At the September 16, 2013 Council meeting, Council directed Staff to further pursue information regarding expansion of the City Marina to accommodate larger vessels in the 80' range. See attached minutes.

We have contacted the Waterway's Commission, and other than approving the engineered plans, they will not be requiring a specific amount of transient/seasonal slips or other requirements. They are supportive of the project but no grant funding is available. See attached email from Bill Boik.

Financing appears to be the most challenging aspect of the project. If we continue to focus dock expansion for 80' vessels, the expansion will need to occur on Dock A. Estimated construction costs for Dock A are \$363,000. (Please note these are best estimates at this point- electrical costs including complying with new ground fault interrupter (gfi) regulations may drive costs higher.) There are no bonding options for the project as the DDA will continue to be challenged with paying current debt service on the 2007 East Park/Marina project. In 2018, when the bonds could be refinanced, we may be able to roll costs of dock expansion into the refinancing. This is many years out though. Additionally, over the last 5-6 years we been successful in raising General Fund Reserves above \$1 million and do not want to diminish this fund substantially to pay for the dock expansion. This is a Council decision though.

One option may be to “pre-sell” the additional slips by developing a contract whereby an owner of a large vessel would pay upfront for a slip for a 3-5 year period. This would allow the City to have monies available to pay for the project requiring no additional debt service. Staff is uncertain as to whether there would be enough interest from large boat owners to upfront the construction costs. It may be worth a try though. We might want to look into a combination of City funds and revenues from pre-sales. Perhaps we see how much money could be generated by pre-sales and look at other financing options such as Infrastructure Funds or possibly utilizing a minimal amount of our General Fund Reserves.

It appears that there would be an estimated net increase of \$101,640 in annual revenues for the new slips. Return on investment (ROI) would be  $\$363,000/\$101,640$  or 3.5 years. This is selling the slips on a seasonal basis using 165 days for the season and 2013 transient rates. For example, an owner of an 80' boat would pay \$11,616 per season, a 50' boat owner would pay \$7,260 per season. The City could offer a contract for four years to boat owners in which they would pay for four years upfront. This would generate enough capital to complete the project. After four years, the City would have additional slip rental income that would be beneficial to maintain docks in future years, assist in payment of debt service, etc. The revenues are best estimates at this point.

As this is a new capital project, the Planning Commission would need to review dock expansion and give comment to City Council. We may want to complete this process soon to gauge public sentiment and see if there is community support for the project. There has been comment regarding whether there is adequate space in Round Lake to accommodate another estimated 150' of dockage, a doubling of the length of the current dock.

The City Manager's Office has also received comments from Castle representatives regarding their desire to bring in large cruise ships. Currently, there are no docking facilities for vessels in excess of 150'-200'. Once again, the limited size of Round Lake may not be conducive to docking large cruise ships. One thought might be to upgrade the Ferry Beach Dock to accommodate large cruise ships. This is probably several years out and may not even be feasible.

**RECOMMENDATION:** Discussion with direction to Staff. If Council would like to proceed, they should recommend the proposal be sent to the Planning Commission for their review and recommendations.

## Excerpt from City Council regular meeting minutes September 16, 2013

City Council Regular Meeting Minutes  
September 16, 2013  
Page 2 of 7

- B. Discussion Regarding Conceptual Plans to Expand Boal Slips at the City Marina  
City Manager Rob Straebel gave a brief history of the project. The City has been working with United Design Associates (UDA) regarding a possible expansion of boal slips to the City Marina. Initially, the plan was to create an additional dock on the northside of the City Marina. After meeting with the Beaver Island Boat Company representatives, it became apparent that the proposed north dock would interfere with docking of the larger charter vessels. Three options have been designed to increase dock space: Expansion of Dock A, Expansion of Dock B, or Expansion of Docks A and B.

Manager Straebel stated that it was felt that there was an untapped demand for larger slips to accommodate 60' to 80' boats. Any expansion to the docks would have to go through the Department of Natural Resources (DNR) Waterway's Commission, the agency that funded a \$6.0 million improvement to the Marina. Manager Straebel stated that he wanted to get the Council's input to see if staff and the design team were on the right track.

Jim Muschell of United Design Associates presented conceptual designs for expansion of docks A and B and answered questions from Council. He stated that the design for Pier A included: ten 80' slips, nine 50' slips, and four 45' slips and the cost estimates for both Piers A and B had been provided to Council. Plan B would provide for an additional twelve 44' slips. Manager Straebel stated that the return on investment would be contingent on their negotiations with the Waterway's Commission and there could be an option to pre-sell some of the slips which would help pay for the capital improvements.

The Mayor called for public comments.

Denny Heck encouraged Council to proceed with expansions that would allow large 80' boats, but also noted that there are many slips in the area to accommodate boats of the 30-40' size, and the City would be directly competing for customers of boats that size.

The Mayor closed the item to public comments.

Council generally agreed to and directed staff to continue gathering more information, determine requirements from the Waterway's Commission, focus on the larger slips (80'), and report back to the City Council.

## Rob Straebel

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**From:** Boik, William (DNR) [BOIKW@michigan.gov]  
**Sent:** Monday, October 21, 2013 2:03 PM  
**To:** Rob Straebel  
**Cc:** Linda Weller  
**Subject:** RE: Dock Expansion

**Categories:** Red Category

Rob,

I was able to corner the Chief, Ron Olson, and explained the proposal at Charlevoix. He agreed that the State's interest would be specific to the infrastructure funded by the Waterways. Any additional expansions to the marina at the city's expense would be exempt from the Waterways boilerplate grant requirements. The funding mechanisms, whether pre-selling or donations and the use of the slips(transient or seasonal) would not be a concern of the Waterways Commission for the new docks. As mentioned earlier, we would want to see the proposal plans to assure the interests of the Waterways investments are not compromised. If you have any further questions, feel free to contact me.

Bill Boik

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**From:** Rob Straebel [mailto:robs@cityofcharlevoix.org]  
**Sent:** Wednesday, October 09, 2013 1:54 PM  
**To:** Boik, William (DNR)  
**Cc:** Linda Weller  
**Subject:** FW: Dock Expansion

Bill,

I'm following up on a conversation you and I had regarding expansion of the docks at the City Marina. As we spoke of, the City would like to create additional boat slips to serve larger vessels in the 80'+ range by expanding the number and size of slips to Dock A. You felt the Waterways Commission would be supportive of the expansion but did not have grant monies available to fund the project at this time. You also spoke of the need for your agency to review and approve the final engineering plans to protect the current docks funded through Waterways. We will certainly cooperatively work with you and Waterways in finalizing the engineered drawings.

The City has limited funding for the dock expansion and is considering "pre-selling" the additional slips to generate the needed capital for the expansion project. We would offer the new slips at X dollars per year for 3-5 years. This would either be done through a competitive bidding process or on a first-come, first-serve basis with contracts being executed for each slip lease. After the 3-5 years is completed, the City would place a number of the slips on the DNR Reservation System. By approaching the project this way we will be able to fund the initial costs minimizing City tax dollars for construction.

The questions I have for Waterways before we proceed are the following:

1. Does the Waterways Commission have any concerns with "pre-selling" the additional slips?
2. After the 3-5 year period, would Waterways require a certain amount of the new slips to be transient or seasonal? As the City would not be using any Waterways dollars for the project, I would think the City would have the final say on deciding the number of transients and number of seasonals for the new slips.
3. Any other concerns regarding the manner in which are proposing to fund and construct the new slips?

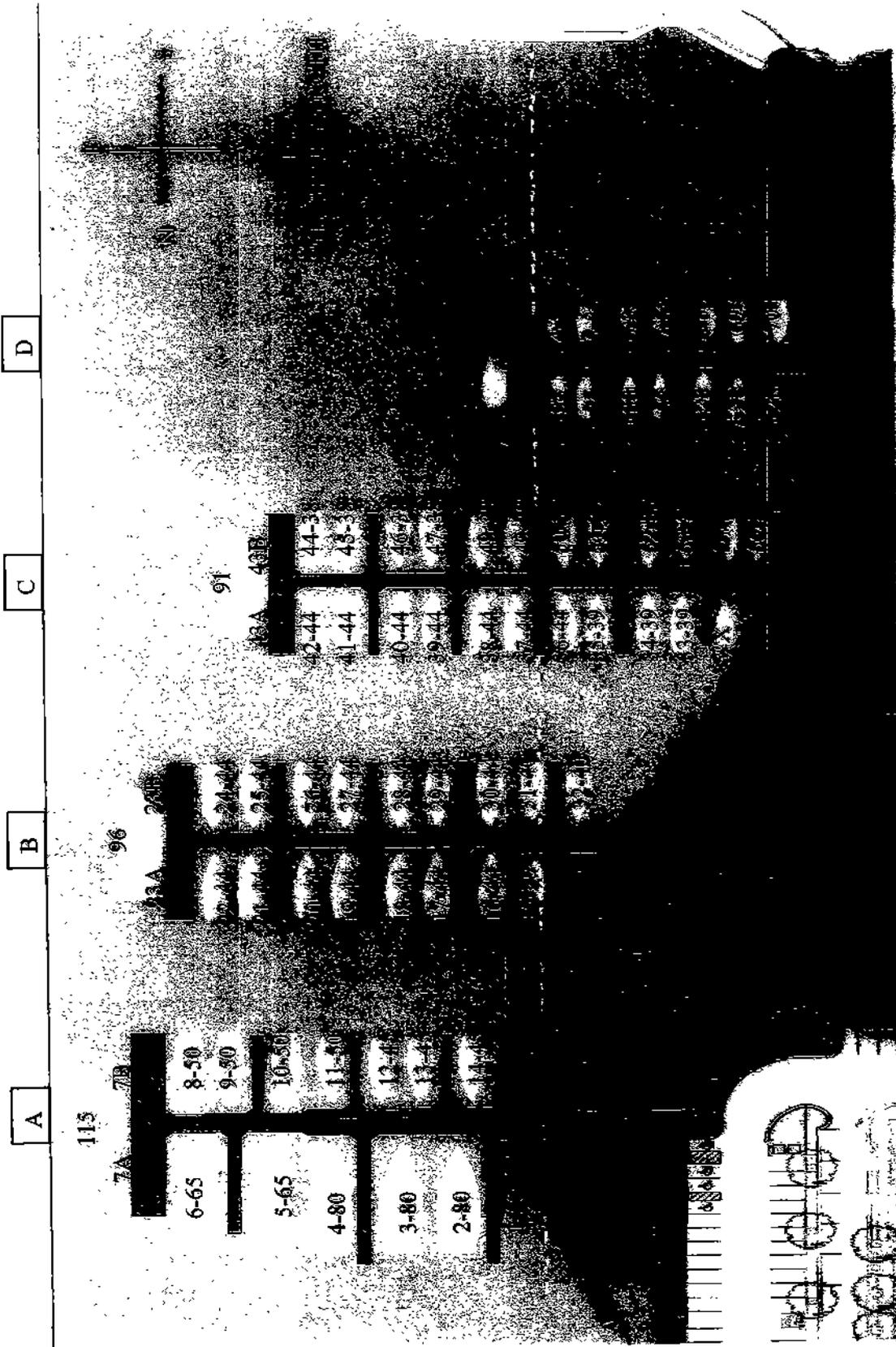
Thanks for your consideration on this. I want to make sure both the Waterways Commission and the City of Charlevoix are in agreement with how

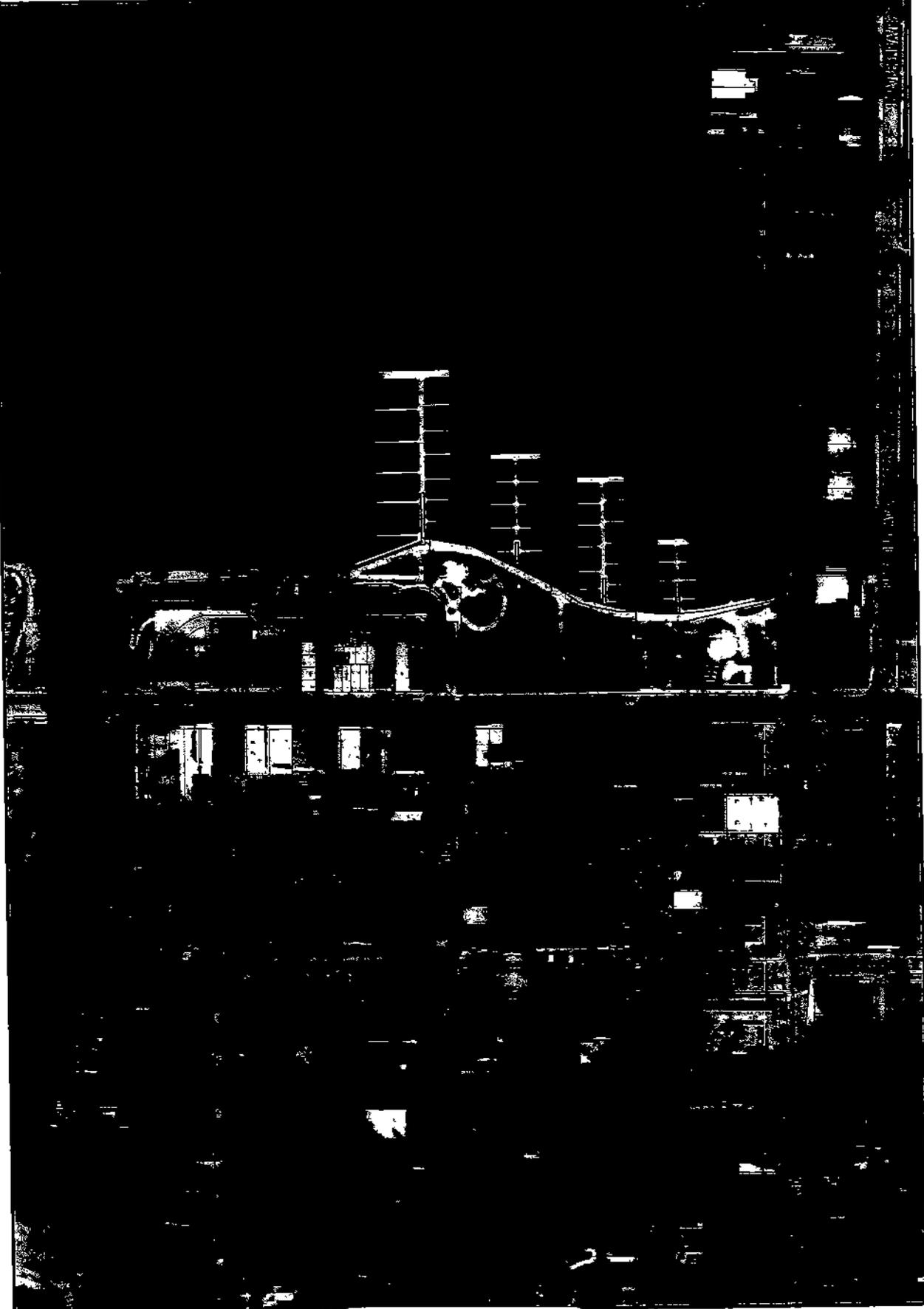
we propose to fund and construct the new slips before we get started.

Sincerely,

Rob Straebel, City Manager  
City of Charlevoix  
210 State Street  
Charlevoix, MI 49720  
(231)547-3270  
[rstraebel@cityofcharlevoix.org](mailto:rstraebel@cityofcharlevoix.org)

# CHARLEVOIX CITY MARINA





**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration to Approve a Resolution Approving Ballot Language Regarding Changing City Clerk Position from Elected to Appointed

**DATE:** November 18, 2013

**PRESENTED BY:** Rob Straebel

Bryan Graham

- ATTACHMENTS:**
1. Minutes from July 15th Meeting
  2. Draft Resolution
  3. MML Municipal Q and A
  4. Charter Amendment HRC Legislative Body Resolution

**BACKGROUND INFORMATION:** At the July 15 Council meeting, Staff was directed to develop ballot language to change City Clerk position from elected to appointed. The change would take place when Charter amendment becomes effective and not at the end of the term of the Clerk who is in office at the time. We are proposing a February 25, 2014 special election with costs for the election at roughly \$4,800. This figure includes costs for inspectors, notifications, ballots, etc. To minimize costs, City Council could place the ballot question on the May 6, August 5 or November 4 election dates.

The State will need to approve ballot language. To meet a February election deadline, Council will need to act on ballot language preferably at this meeting. Staff research has shown that the change in the Charter is an "amendment" and not considered a "revision". See MML Q and A attachment. An amendment does not require the setting up a committee to review all aspects of the Charter.

Commissioner Larry Sullivan has not made public his intentions regarding the "incompatibility of offices" issue and whether he will continue with his Commissioner position or whether he will relinquish this position and take the position of City Clerk.

**RECOMMENDATION:** If Council desires to move forward with ballot language, a motion can be made to approve Resolution #\_\_\_\_\_, a resolution approving ballot language for a special election on February 25, 2014 to change City Clerk's position from elected to appointed.

## Excerpt from City Council regular meeting minutes July 15, 2013

### H. Discussion Regarding Changing Clerk Position from Elected to Appointed.

Attorney Young presented the item and answered questions from Council. As directed by Council, language has been drafted to revise provisions of the City Charter with regards to appointment of a City Clerk. Attorney Young explained that there were two proposed options if the appointed City Clerk position is approved by the voters: (1) Council could solicit applications for the City Clerk's position when the proposal is passed, which would cause a hiatus between the election date and the appointment of a City Clerk; or (2) Council could begin the selection process early, but the person actually would not take office until the effective date of the Charter amendment. Attorney Young stated that the question to Council at this time is whether or not to proceed with a Charter amendment question for the November ballot. If Council chooses to proceed, Mr. Young will need to prepare the amendment question language as soon as possible.

Manager Straebel believes that it is problematic to get this question on the November ballot to have two questions, one to elect a City Clerk and another to abolish the elected City Clerk position, would be very confusing for the voters. He felt it would be in the City's best interests to have the question before the voters in 2014. Manager Straebel recommended proceeding forward to flush out the details of the ballot proposal, so that he and the City Attorney can begin the process of having the ballot language approved by the State.

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

Council generally agreed that they prefer option two, which allows Council to begin the selection process early, and directed staff to move forward to draft language for a Charter Amendment ballot question.

## RESOLUTION TO PROPOSE AMENDMENT TO THE CITY CHARTER SECTION 3.8

WHEREAS, for approximately the last 12 months, the City has been considering whether to place before the electors of the City the question of amending the City Charter to make the City Clerk's position an appointed, rather than an elected, position;

WHEREAS, the City believed that a ballot question regarding such a charter amendment in the November 2013 election would be confusing, since the November 2013 election also would contain one or more candidates for the City Clerk's position under the current Charter provision;

WHEREAS, the City determined that such confusion should be avoided; 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 February of 2014, which will be the first election after November of 2013;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The electors of the City be asked whether the current City Clerk provisions of Article III, Section 3.8 CITY CLERK – ELECTION - DUTIES of the City Charter be amended to allow the City Council to appoint the City Clerk in the same manner as the City Treasurer is appointed and if the proposed Charter Amendment is approved by the electors, to allow the City Council to make an appointment which will become effective when the Charter Amendment goes into effect under Michigan law;
2. 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.
3. The proposed amendment (including the Statement of Purpose) be submitted to the City's electors at the election to be held on February 25, 2014 pursuant to the following ballot language:

"Shall Article III, Section 3.8 CITY CLERK - ELECTED - DUTIES of the City Charter be changed to provide that the City Clerk shall be appointed in the same manner as are the City Treasurer and other appointed officials, and, if this proposed Charter amendment is approved by the electors, to allow the City Council to appoint a City Clerk with the appointee to assume office when the Charter amendment becomes effective under Michigan law as follows:

Section 3.8 CITY CLERK - APPOINTED - DUTIES

The City Clerk shall be appointed by a majority vote of the entire Council for an indefinite term. The first appointee shall assume office when the Charter amendment becomes effective under Michigan law.

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 a Deputy Clerk.

STATEMENT OF PURPOSE

This Charter provision currently states that the City Clerk is elected for a two (2) year term. The proposed amendment would authorize the City Council to appoint the City Clerk in the same manner as appointed officials, such as the City Treasurer, Fire Chief, Police Chief, Assessor and City Attorney, are appointed. Also, for the purpose of avoiding a vacancy in the City Clerk's position, the proposed amendment authorizes the City Council, if this amendment is approved by the electors, to appoint a City Clerk, but with the Clerk assuming office only when the amendment becomes effective under Michigan law.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

A "Yes" vote will be a vote in favor of the proposed amendment.

A "No" vote will be a vote against the proposed amendment.

**Q:** What's the difference between a charter amendment and a charter revision? We want to change the clerk's position from elected to appointed, which requires a change in our city charter. How do we know if we need to amend the charter, or revise it?

**A:** The two forms of legally authorized changes are by revision or amendment of the charter. The Home Rule City Act allows cities to make substantial or nominal changes in their charters by different routes. Charter revision implies re-examination of the entire document, and that it may be recreated without obligation to maintain the form, scheme, or structure of the former charter.

Amendment implies that the general plan and scope of the charter will be maintained, with corrections to better accomplish its purpose. Revision suggests fundamental change, while amendment is a correction of detail, according to the Michigan Supreme Court.

A change in the form of government will require charter revision and not merely amendment. However, something like changing the clerk's position from elected to appointed would be done by amendment (not revision).

The following charter revision and charter amendment resources can be found at [mml.org](http://mml.org):  
Charter Revision Handbook  
Charter Amendment One Pager *Plus* Fact Sheets  
Charter Database

**Q:** Is it legal for municipalities to use credit cards?

**A:** There are two Public Acts that allow municipalities to use credit cards for procurement (PA 266 of 1995-MCL 129.241 et seq) and for accepting payments (PA 280 of 1995-MCL 129.221 et seq). Both require some type of action by the local legislative body. To use credit cards for procurement, a written policy is required. The Act lists what must be included in the policy. An authorizing Resolution is required to accept payments by credit cards. There are other requirements and restrictions as well. Sample policies are available on the League's website at [mml.org](http://mml.org).

**Q:** What is the maximum amount for which we can write a contract without going out for public bids under state law?

**A:** There is NO state law requiring public bids on municipal contracts. However, many cities and home rule villages have such a requirement written into their charters; in addition, some cities and villages have ordinances or policies establishing a threshold amount over which contracts must be bid. Even if your municipality does not have such a requirement, it is often prudent to solicit bids on large projects. Sample policies are available on the League's website at [mml.org](http://mml.org).

**Q:** When special events are held in our community, there is a drain on tax-supported services such as police, DPW, etc. How do other communities prevent this from happening?

**A:** To partially address the problem, consider adopting a special events policy and/or ordinance. Sometimes a permit or license is required and a fee is charged. The permit application can require the applicant's plans for police and fire protection, health and sanitation facilities, parking facilities, electricity needed, etc. Permits from other agencies may be required—health department, etc. Proof of insurance coverage is usually required. At least one special events ordinance in our files requires the applicant to reimburse the city any costs incurred by the city as a result of the event, unless waived by the city council. Sample policies are available on the League's website at [mml.org](http://mml.org).

**Q:** How are quotas for liquor licenses determined?

**A:** In cities, incorporated villages, or townships, only one specially designated distributor (SDD) license shall be issued by the Liquor Control Commission for every 3,000 of population, or fraction thereof. The quota requirement may be waived at the discretion of the Commission if there is no specially designated distributor licensee within two miles, measured along the nearest traffic route, of the applicant. MCL 436.1533. A public license shall not be granted for the sale of alcoholic liquor for consumption on the premises in excess of one license for each 1,500 of population or major fraction thereof. In-depth information regarding quotas is found in MCL 436.1531 of the Liquor Control Code.

## Introduction

Home rule cities can amend their charters in accordance with procedures found in the Home Rule City Act, MCL 117.21-117.25. The amendment process may be used to change details in the charter. It is not permissible to change the form of government by charter amendment (e.g. providing for a manager council system in place of a mayor-council form). Examples of changes that can be made by amendment are: increasing or decreasing the number of councilmembers, changing the clerk or treasurer position from elected to appointed, setting the purchasing limit that can be spent before the municipality is required to establish a bid process, and establishing pension plans.

Any proposed amendment must be confined to one subject. If a subject embraces more than one related proposition, each proposition must be separately stated to afford electors the opportunity to vote for or against each proposition (MCL 117.21).

## Proposal

Charter amendments may be proposed in one of two ways, either by resolution of 3/5 of the members of the city's governing body (MCL 117.21) or by initiatory petition (MCL 117.21, 117.25).

## Publication

The proposed charter amendment must be published in full with existing charter provisions which would be altered or abrogated by the amendment (MCL 117.21). The manner of publication shall be as prescribed by the city governing body (MCL 117.23). The publication requirement may be met by setting forth the amendment and the existing sections altered or abrogated in:

- the resolution proposing the amendment, if proceedings are published; or
- the election notice; or
- a separate publication.

## Submission to the Governor

All proposed charter amendments must be submitted to the Governor for approval. This should be done immediately after the council resolution to submit the amendment to a vote of the electors is adopted. The amendment is approved by the Governor if it is found to be legally unobjectionable.

## Statement of Purpose

The act requires that a statement of the purpose of the proposed charter amendment be prepared to consist of a true and impartial statement of the purpose in not more than 100 words, including the short title or caption, in such language as shall create no prejudice for or against such amendment. The statement is prepared for printing on the ballot. However, the act requires that the text of the statement be submitted to the Attorney General for approval as complying with the act. It is necessary that it be submitted for such approval as early as conveniently possible. (This latter requirement is not to be confused with the requirement for submission of the proposed amendment to the Governor).

Frequently the "statement of purpose" is framed as a question and in this form is submitted directly to the electors. This has been held to be a valid method (Thompson v Dearborn, 348 Mich. 23)

## **Election Procedure**

(a) *Election Date.* The amendment can be submitted either at a special or regular city election or general state election to be held not earlier than 60 days after adoption of the council resolution to submit the amendment to a vote of the electors (MCL 117.21).

(b) *Election Notice.* If the proposed amendment is to be submitted at a regular or general election, notice of the proposition to be voted on will be added to the regular election notice, by including a caption or brief description of the proposal(s) along with the location where an elector can obtain the full text (MCL 168.653a). The publication of the election notice must be at least 7 days before election day, while the publication of the notice of last day of registration must be at least 7 days before the last day for receiving registrations. (See Appendix C for suggested election notice form).

(c) *Form of Ballot.* The form of ballot customarily is established by the resolution of the governing body calling for the election on the proposal to amend the charter. If the section of the charter to be amended is reasonably short, the ballot will usually set forth the section in its amended form in full. Occasionally in such cases both the section in its existing form and in its proposed amendment form will be set forth on the ballot.

However, it is required only that the statement of purpose appear on the ballot (MCL 117.21), and the statement of purpose may be in the form of the question itself. If it is not, then the question can be framed with reference to the statement of purpose somewhat like this:

"Shall Section\_\_\_\_\_of the city charter be amended to provide\_\_\_\_\_, as explained above?"

A short title or caption may be used on the ballot for quick identification; however, together with the statement of purpose it must not exceed 100-words.

The proposed charter amendment in full shall be posted in a conspicuous place in each polling place (MCL 117.21).

## **Filing**

If the amendment is approved by the electors, two printed copies must be filed within 30 days after the election with the Secretary of State and two copies with the county clerk, together with a statement certified by the city clerk of the vote for and against the amendment. Upon such filing, the amendment becomes effective unless a different date for taking effect is set forth in the amendment (MCL117.24).

## **Resubmission**

A proposed charter amendment defeated in an election may not be resubmitted to the electors for a period of two years (MCL 117.21).

APPENDIX A

CHECK LIST

PROCEDURE FOR CHARTER AMENDMENT

PROPOSED BY GOVERNING BODY

MCL Reference

- MCL 117.21 1. A resolution proposing the amendment and setting the date for election is adopted. requires a 3/5 vote of the members of the governing body.
- MCL 117.22 2. City clerk sends copy of the proposed amendment to the Governor for approval.
- MCL 117.21 3. City clerk sends copy of the "statement of purpose" of the proposed amendment to the Attorney General.
- MCL 117.21 4. City clerk publishes proposed amendment in full with charter sections altered or abrogated, as directed by governing body. (This can be fulfilled in the Resolution, the notice of last day of registration, the election notice, or a separate publication.)
- MCL 168.498 5. City clerk publishes notices of last day for registration (at least 7 days before the last day for receiving registrations). The notice shall include a caption or brief description of the ballot proposal, along with the location where the full text can be obtained.
- MCL 168.653a 6. City clerk publishes the election notice (at least 7 days before the election). The notice shall include a caption or brief description of the proposal along with the location where the full text can be obtained.
- MCL 117.21 7. Election day (at least 60 days after adoption of resolution).
- MCL 117.24 8. City clerk will file 2 copies of the approved amendment with the Secretary of State and 2 copies with the county clerk (within 30 days after election day).

APPENDIX B

SUGGESTED RESOLUTION FORM

BE IT RESOLVED, by the city council of the city of \_\_\_\_\_, Michigan as follows:

1. By a 3/5 vote of its members-elect, pursuant to the authority granted by Public Act 279 of 1909, as amended, proposes [that section \_\_\_\_\_ of the charter of the city of \_\_\_\_\_ shall be amended to read as follows:] or [that a new section \_\_\_\_\_ be added to the charter of the city of \_\_\_\_\_, to read as follows:]

[Insert the section in the proposed form.]

Provisions of existing section \_\_\_\_\_ of the charter of the city of \_\_\_\_\_ to be altered or abrogated by such proposal, if adopted, now read as follows:

[Insert the section altered or abrogated in full.]

2. The purpose of the proposed amendment shall be designated on the ballot as follows:

[Insert the purpose of the amendment and a brief title or caption, in not more than 100 words.]

3. The city clerk shall transmit a copy of the proposed amendment to the Governor of the State of Michigan for approval, and transmit a copy of the foregoing statement of purpose of such proposed amendment to the Attorney General of the State of Michigan for approval, as required by law.

4. The proposed charter amendment shall be submitted to the qualified electors of this city at an election to be held in \_\_\_\_\_ on \_\_\_\_\_, and the city clerk is directed to give notice of the election and notice of registration in the manner prescribed by law.

5. The proposed amendment shall be submitted to the electors in the following format:

PROPOSED AMENDMENT TO SECTION \_\_\_\_\_ of the CHARTER OF THE CITY OF \_\_\_\_\_ TO \_\_\_\_\_

A city charter amendment proposed by the city council to amend section \_\_\_\_\_ of the charter by \_\_\_\_\_

[Insert statement of purpose as set forth in paragraph 2, above]

"Shall section \_\_\_\_\_ of the charter of the city of \_\_\_\_\_ be amended to \_\_\_\_\_?"

[Here insert the brief title, as above, or, if the amendment is short and not too complex, it may be desirable to insert the proposed amended section in full.]

[YES]      [NO]

6. The proposed amendment shall be published in full together with the existing charter provision altered or abrogated by the amendment [as part of the notice of election] or [once in \_\_\_\_\_ newspaper not less than \_\_\_\_\_ days prior to the election.]

(Note: This section may be omitted altogether if the resolution will be printed in full as part of the minutes of the meeting at which adopted.)

7. The canvass and determination of the votes of said question shall be made in accordance with the laws of the State of Michigan and the charter of the city of \_\_\_\_\_.

APPENDIX C

SUGGESTED FORM FOR ELECTION NOTICE

ELECTION NOTICE

To the qualified electors of the city of \_\_\_\_\_,

Notice is hereby given that a \_\_\_\_\_ election

(indicate whether regular, special, or primary)

will be held in \_\_\_\_\_, on \_\_\_\_\_ (date),

from 7 a.m. to 8 p.m. for the purpose of voting on the following proposals:

(list all proposals to be submitted to voters)

Proposal No. 1

[Insert caption of proposal, if any, as it will appear on ballot.]

[Insert statement of purpose as submitted to and approved by Attorney General] so as to read as follows:

[Insert section of charter in its proposed amended form.]\*

Provisions of existing charter to be altered by such proposal, if adopted, now reads as follows:

[Insert the section or sections abrogated or altered in full.]\*

List of polling place locations \_\_\_\_\_

\_\_\_\_\_

(clerk)

\* If proposed charter amendment together with existing charter provisions which would be altered or abrogated have been published in full with the published proceedings of the meeting at which the resolution was adopted or in a separate publication, these portions of the election notice may be omitted.

[Insert the section or sections abrogated or altered in full.]\*

List of polling place locations \_\_\_\_\_

\_\_\_\_\_

(clerk)

\* If proposed charter amendment together with existing charter provisions which would be altered or abrogated have been published in full with the published proceedings of the meeting at which the resolution was adopted or in a separate publication, these portions of the election notice may be omitted.

## CHARLEVOIX CITY COUNCIL

### AGENDA ITEM

**AGENDA ITEM TITLE:** Consideration to Approve Two Resolutions in Support of Two SAW Grant Applications

**DATE:** November 18, 2013

**PRESENTED BY:** Rob Straebel

**ATTACHMENTS:**

1. Resolution Supporting SAW Wastewater Grant Application
2. Resolution Supporting SAW Stormwater Grant Application

**BACKGROUND INFORMATION:** City Staff has been working with engineers from Prein and Newhof regarding submitting applications for SAW grants. The SAW grant program has been developed to create better asset management plans for municipalities as well as promoting high water quality. SAW stands for Stormwater, Asset Management and Wastewater.

The program is typically a 90% grant/10% local match; although there may be no match requirement if the community is classified as “disadvantaged” according to current sewer rates. The City does not qualify as disadvantaged at this point.

If awarded grant funding, MDEQ will send the City a grant agreement stipulating grant amounts and any requirements tied to grant funding. According to grant documents, grant recipients for wastewater asset management plans are required to:

*“make significant progress on the funding structure. Significant progress is defined as a 5-year plan to eliminate the gap with a minimum initial rate increase to close at least 10 percent of the funding gap. The first rate increase must be implemented within three years of the executed grant.”*

On the stormwater side:

*“Asset management plans for stormwater systems are to be implemented. Stormwater management grant recipients must develop a stormwater management plan.”*

The City is not obligated to the aforementioned terms at this point by passing two resolutions in support of the grant applications. If awarded funds, Staff and City Council will need to fully review grant agreement provisions and the conditions set forth to determine if we want to

accept grant funds. Any conditions tied to grant funding will be much clearer in the coming months.

We are proposing to submit a grant for the creation of an Asset Management Plan for the Wastewater Collection System and the Storm Water Collection System.

The Asset Management Plan will accomplish the following:

1. Detailed and accurate system maps
2. Inventory of system components by age, materials, and sizes
3. In-depth condition assessment of every component
  - a. Physical Condition Ratings
  - b. Risk and Consequence of Failure Ratings
  - c. Criticality Ratings
4. Review of rehabilitation/replacement options
5. Life Cycle cost analysis
6. Financial Analysis to determine income generation requirements and options
  - a. Cash Balances
  - b. Debt Financing
  - c. Outside Funding
  - d. Rate Structure
  - e. Stabilized Income and Expenses

The total Wastewater Asset Management Plan project cost is \$662,048. Local match will be \$66,205 and be spread over three years. The grant amount being requested is \$595,843. The total Storm Water Asset Management Plan project cost is \$352,616. Local match will be \$35,262 and be spread over three years. The grant amount being requested is \$317,354.

Applications are due to MDEQ in Lansing on December 2, 2013 with a final determination of grant awards in March, 2014

**RECOMMENDATION:**

1. Motion to Approve Resolution #\_\_\_\_\_, a Resolution in Support of a SAW Grant Application for a Wastewater Asset Management Plan.
2. Motion to Approve Resolution #\_\_\_\_\_, a Resolution in Support of SAW Grant Application for a Stormwater Asset Management Plan.

City of Charlevoix  
County of Charlevoix

Resolution Authorizing the SAW Grant Agreement

Minutes of the regular meeting of the City Council of the City of Charlevoix  
County of Charlevoix State of Michigan, (the "Municipality") held on  
\_\_\_\_\_.

PRESENT: Members: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Members: \_\_\_\_\_  
\_\_\_\_\_

Member \_\_\_\_\_ offered and moved the adoption of the following resolution,  
seconded by Member \_\_\_\_\_.

WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended ("Part 52"), provides at MCL 324.5204e that the Michigan Finance Authority (the "MFA") in consultation with the Michigan Department of Environmental Quality (the "DEQ") shall establish a strategic water quality initiatives grant program; and

WHEREAS, in accordance with the provisions of 2012 PA 511, which provides grants to municipalities for sewage collection and treatment systems or storm water or nonpoint source pollution control; and

WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other applicable provisions of law, the MFA, the DEQ, and the Municipality that is a grant recipient shall enter into a grant agreement (the "SAW Grant Agreement") that requires the Municipality to repay the grant under certain conditions as set forth in MCL 324.5204e, as amended; and

WHEREAS, the Municipality does hereby determine it necessary to (*select one or more*)  
 establish an asset management plan,  establish a stormwater management plan,  establish a plan for wastewater/stormwater,  establish a design of wastewater/stormwater,  pursue innovative technology, or  initiate construction activities (up to \$500,000 for disadvantaged community).

WHEREAS, it is the determination of the Municipality that at this time, a grant in the aggregate principal amount not to exceed \$595,843 ("Grant") be requested from the MFA and the DEQ to pay for the above-mentioned undertaking(s); and

WHEREAS, the Municipality shall obtain this Grant by entering into the SAW Grant Agreement with the MFA and the DEQ.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. City Manager \_\_\_\_\_ (*title of the designee's position*), a position currently held by Robert Straebel \_\_\_\_\_ (*name of the designee*), is designated as the Authorized Representative for purposes of the SAW Grant Agreement.

2. The proposed form of the SAW Grant Agreement between the Municipality, the MFA and DEQ (attached Sample Grant Agreement) is hereby approved and the Authorized Representative is authorized and directed to execute the SAW Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.

3. The Municipality shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if the Municipality is unable to, or decides not to, proceed with constructing the project or implementing the asset management program for which the funding is provided within 3 years of the Grant award.

4. The Grant, if repayable, shall be a first budget obligation of the Municipality, and the Municipality is required, if necessary, to levy ad valorem taxes on all taxable property in the Municipality for the payment thereof, subject to applicable constitutional, statutory and Municipality tax rate limitations.

5. The Municipality shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general local government administration activities or activities performed by municipal employees that are unrelated to the project.

6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.

7. The Municipality acknowledges that the SAW Grant Agreement is a contract between the Municipality, the MFA and the DEQ.

8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Members:

NAYS: Members:

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Charlevoix, County of Charlevoix, said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Name \_\_\_\_\_ of \_\_\_\_\_, Clerk  
\_\_\_\_\_ of \_\_\_\_\_ County of \_\_\_\_\_

City of Charlevoix  
County of Charlevoix

Resolution Authorizing the SAW Grant Agreement

Minutes of the regular meeting of the City Council of the City of Charlevoix  
County of Charlevoix State of Michigan, (the "Municipality") held on  
\_\_\_\_\_.

PRESENT: Members: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Members: \_\_\_\_\_  
\_\_\_\_\_

Member \_\_\_\_\_ offered and moved the adoption of the following resolution,  
seconded by Member \_\_\_\_\_.

WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended ("Part 52"), provides at MCL 324.5204e that the Michigan Finance Authority (the "MFA") in consultation with the Michigan Department of Environmental Quality (the "DEQ") shall establish a strategic water quality initiatives grant program; and

WHEREAS, in accordance with the provisions of 2012 PA 511, which provides grants to municipalities for sewage collection and treatment systems or storm water or nonpoint source pollution control; and

WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other applicable provisions of law, the MFA, the DEQ, and the Municipality that is a grant recipient shall enter into a grant agreement (the "SAW Grant Agreement") that requires the Municipality to repay the grant under certain conditions as set forth in MCL 324.5204e, as amended; and

WHEREAS, the Municipality does hereby determine it necessary to (***select one or more***)  
 establish an asset management plan,  establish a stormwater management plan,  establish a plan for wastewater/stormwater,  establish a design of wastewater/stormwater,  pursue innovative technology, or  initiate construction activities (up to \$500,000 for disadvantaged community).

WHEREAS, it is the determination of the Municipality that at this time, a grant in the aggregate principal amount not to exceed \$317,354 ("Grant") be requested from the MFA and the DEQ to pay for the above-mentioned undertaking(s); and

WHEREAS, the Municipality shall obtain this Grant by entering into the SAW Grant Agreement with the MFA and the DEQ.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. City Manager \_\_\_\_\_ (*title of the designee's position*), a position currently held by Robert Straebel \_\_\_\_\_ (*name of the designee*), is designated as the Authorized Representative for purposes of the SAW Grant Agreement.

2. The proposed form of the SAW Grant Agreement between the Municipality, the MFA and DEQ (attached Sample Grant Agreement) is hereby approved and the Authorized Representative is authorized and directed to execute the SAW Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.

3. The Municipality shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if the Municipality is unable to, or decides not to, proceed with constructing the project or implementing the asset management program for which the funding is provided within 3 years of the Grant award.

4. The Grant, if repayable, shall be a first budget obligation of the Municipality, and the Municipality is required, if necessary, to levy ad valorem taxes on all taxable property in the Municipality for the payment thereof, subject to applicable constitutional, statutory and Municipality tax rate limitations.

5. The Municipality shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general local government administration activities or activities performed by municipal employees that are unrelated to the project.

6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.

7. The Municipality acknowledges that the SAW Grant Agreement is a contract between the Municipality, the MFA and the DEQ.

8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Members:

NAYS: Members:

THE FORM WILL NOT BE ACCEPTED IF IT HAS BEEN EDITED, ALTERED, RETYPED, OR CONVERTED TO ANY OTHER FORMAT.

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Charlevoix, County of Charlevoix, said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Name  
\_\_\_\_\_ of \_\_\_\_\_, Clerk  
\_\_\_\_\_ of \_\_\_\_\_ County of \_\_\_\_\_