

AGENDA  
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, March 2, 2015 - 7:00 p.m.  
210 State Street, City Hall, Second Floor City Council Chambers, Charlevoix, Michigan

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
  - A. City Council Meeting Minutes - February 16, 2015 Regular Meeting PG 1-12
  - B. Accounts Payable Check Registers & Payroll Check Registers PG 13-24
  - C. Downtown Development Authority Board Resignation - Todd Wyatt PG 25
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
  - A. Consideration to Accept New Hangar Lease Format - Existing Hangar PG 26-31
  - B. Consideration to Approve Job Description - Airport Attendant PG 32-34
  - C. Festivals and City Event Costs PG 35-54
  - D. Appointment to Downtown Development Authority Board PG 55-60
  - E. Resolution for Application to the FEMA, Staffing for Adequate Fire and Emergency Response (SAFER) PG 61-62
  - F. Discussion Regarding City Manager Recruitment Process PG 63-73
  - G. Consideration of Supporting Funding for Graduate Medical Education and Obstetrical Funding PG 74-79
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
  - A. Introduction of an Ordinance to Amend Title V, Planning and Zoning Multiple Sections PG 80-85
- IX. Resolutions**
  - A. Resolution for Application to the FEMA, Staffing for Adequate Fire and Emergency Response (SAFER) PG 62
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience -- Non-Agenda Input (written requests take precedent)**
- XIII. Adjourn**

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

**CITY OF CHARLEVOIX**  
**REGULAR CITY COUNCIL MEETING MINUTES**  
**Monday, February 16, 2015 – 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 Gabe Campbell.

**I. Pledge of Allegiance**

**II. Roll Call of Members Present**

Mayor: Gabe Campbell  
City Manager: Robert Straebel  
City Clerk: Joyce Golding  
Members Present: Councilmembers Shane Cole, Shirley Gibson, Luther Kurtz, Leon Perron, Jeff Porter and Bill Supernaw  
Absent: None

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

None.

**IV. Consent Agenda**

The following items were approved and filed:

- A. Approval of Minutes – January 29, 2015 Special Meeting Minutes
- B. Approval of Minutes – February 2, 2015 Regular Meeting Minutes
- C. Regular Accounts Payable Check Register – February 17, 2015
- D. ACH Payments – February 2, 2015 – February 13, 2015
- E. Tax Disbursement – February 17, 2015
- F. Payroll Check Register – February 13, 2015
- G. Payroll Transmittal – February 13, 2015
- H. Proclamation – Sexual Assault Awareness Month

Mayor Campbell proclaimed that the City supports efforts to eliminate sexual assault and declared April 2015 to be Sexual Assault Awareness Month in the City of Charlevoix.

**V. Public Hearings**

A. Budget Amendment #1 for 2014-15

The proposed budget amendment will keep the City's budget process in compliance with Public Act 202 and update the estimated year end budget for 2014-15 to our best estimate. The changes are outlined in the ordinance. City Treasurer McGinn reviewed the main reasons for the proposed changes: DDA Fund Revenue Rents & Royalties was changed to add rents from the Round Lake Group for the 109 Bridge Park Drive brewery facility in the amount of \$1,166; DDA Fund Expense Contractual Service was increased by \$3,600 for the Public Wi-Fi Project; and PI#9 Industrial Park Fund Other Professional Services was increased from \$6,400 to \$7,400 total for the Industrial Park Fiber Expansion Cabling.

Mayor Campbell opened the public hearing at 7:08 p.m. There was no public comment, and the public hearing was closed at 7:08 p.m.

B. Public Hearing and Consideration to Adopt Budget Ordinance for the 2015-16 Budget

City Council is required to hold a public hearing for the 2015-16 Budget, which also sets the tax millage rates to support the budget. The budget needs to be in place prior to the start of the City's new fiscal year beginning on April 1, 2015. City Treasurer McGinn noted several changes that were made at the direction of Council as a result of the Council budget work session on January 12, 2015.

Mayor Campbell opened the public hearing at 7:10 p.m.

Councilmember Porter felt that Council should vote separately on the DDA budget and the City's general budget. He stated that a 1975 state statute requires a DDA development plan. Councilmember Porter felt that Council should review the development plan prior to approving the DDA budget however; he did not request to see the plan prior to this meeting.

Treasurer McGinn clarified that \$15,000 was earmarked for the DDA Library Contribution along with \$17,600 from the Lake Charlevoix Brewing Company rent.

Councilmember Gibson requested that the wording for the DDA 'Library Contribution' be changed back to read 'Library Contribution for Debt Service' and Council agreed.

Councilmember Porter felt that some of the DDA's \$667,000 cash savings should be used to pay the Library Contribution for Debt Service. Councilmember Supernaw reminded Councilmember Porter that Council agreed to direct the DDA and Library to work together to create a contribution plan for the 2015-16 fiscal year, which was accomplished. The Library Contribution issue would then be revisited for the 2016-17 fiscal year.

City Manager Straebel suggested that a joint work session with Council and the DDA could be scheduled at a later date to discuss the DDA budget, development plan and the need for such a large cash balance.

City Manager Straebel stated that the DDA budget has been included in the City's budget for the last fifteen to twenty years and the ordinance was written to include the DDA's budget. If Council doesn't agree with the DDA budget, they would have to vote down the ordinance which would include the City's budget as well. At the conclusion of the January 12<sup>th</sup> budget work session, City Manager Straebel requested comments and feedback from Council. He received none. City Manager Straebel voiced his concern that Council was just now bringing the idea forward to split the DDA and City's budget. City Treasurer McGinn recommended passing the budget in its entirety for this fiscal year after which Council could discuss how to proceed in the future. She confirmed that amendments could be made to the DDA budget once it was passed.

Councilmember Kurtz stated that the Library and DDA were agreeable with the contribution arrangement for the 2015-16 fiscal year, and recommended that Council pass the budget tonight.

Councilmember Porter questioned the Marketing & Promotional Services line item in the DDA budget. City Manager Straebel stated that he reviewed this line item in detail with Council during the budget work session and he repeated the details. He stated that revenues from donations cover most of this expense. Phil Parr, Main Street Committee Chairman stated that the amount of this line item is increasing due to the City's involvement in the Main Street program, but would be offset by pledged contributions.

Mary Eveleigh, 1<sup>st</sup> Ward, agreed with Councilmember Porter and would like to see the DDA development plan. She stated that we need to follow the law with regards to separating the DDA and City budgets.

City Manager Straebel stated that the City and the auditing team are in compliance with the law regarding the budget.

Councilmember Porter cited page 29 of the City's Financial Audit Fiscal Year Ended March 31, 2014 and discussed the definitions of reporting entities.

Mayor Campbell recommended passing the budget ordinance at this meeting. He also suggested scheduling a meeting with the DDA to review their development plan and then going forward, decide whether to create two separate budgets. Councilmembers Cole and Kurtz along with the City Manager voiced their agreement.

Councilmember Perron noted that three Councilmembers attempted to hold a joint meeting with the DDA approximately three weeks ago, but a quorum of the Council could not be met due to scheduling conflicts.

Greg Stevens, 2<sup>nd</sup> Ward, shared his experience as a Councilmember and discussed the transparency of the auditors, City Manager and City Treasurer. He indicated that the DDA answered any questions that he asked during their meetings. Mr. Stevens felt that these Council proceedings were being tripped up at the last minute. He recommended that if Council has a question or concern, Council should do their homework prior to coming to the Council meeting.

The public hearing was closed at 7:45 p.m.

## **VI. Reports**

City Manager Straebel stated that the City Manager application deadline date was March 6<sup>th</sup>. Council agreed to discuss the steps necessary for the interview process with City Attorney Howard at the March 2<sup>nd</sup> Council Meeting.

A water line on an interior wall froze at the Airport which caused some damage.

DPW Superintendent Elliott and City Manager Straebel have issued a mandatory run water order effective February 16, 2015 due to the extreme temperatures.

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

### **A. ForeUp Golf Management Software**

The ForeUp Golf Management Software with a Tee Time Reservation System is a powerful application that allows for customers to reserve golf tee times online. It will provide a new interactive website, full report of sales and inventory management as well as the ability to capture customer information for marketing purposes.

Golf Director Heid stated that approximately 12,000 rounds of golf were played in 2014, one third of the rounds played during the 1990's peak seasons.

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

Motion by Councilmember Perron, second by Councilmember Gibson, to authorize the City Manager to enter into a contract with ForeUp Golf for the next 24 months in which ForeUp Golf will receive two tee time trades/day as payment.

Yeas: Perron, Porter, Supernaw, Cole, Gibson, Kurtz  
Nays: None  
Absent: None

B. Consideration of Paddleworks Mobile Rental of Kayaks and Paddleboards at City Beaches

Schulman Paddleworks is requesting to have a mobile rental service for kayaks and standup paddleboards for the third year at Depot Beach. This year, the contract calls for a monthly fee of \$50. Staff is recommending that the mobile rental be located along the southern property line of Depot Beach. The rental stand will be open daily from 8am – 5pm and will include the rental of kayaks and boards as well as the sale of clothing and miscellaneous items.

Councilmember Gibson stated that she was in favor of the rental service at Depot Beach.

Mayor Campbell opened the item to public comment

Rick Golding, Chicago Club Manager speaking on behalf of the Chicago Club membership, stated that the Club would like Council to reconsider the location of the mobile rental stand and relocate it to north end of Depot Beach. He stated that the proposed location was along the fence line of the Chicago Club and will block an access gate that the Club uses to reach their dock area. Mr. Golding added that if the location is not moved, the Club would like its name added to paragraph 8 of the agreement in case of damage to Chicago Club property.

The item was closed to the public.

Motion by Councilmember Kurtz, second by Councilmember Cole, to direct Tom Kirinovic, Bill Schulman and Rick Golding to set up a meeting convenient to them to discuss [and amend] the agreement and resubmit to Council at a March Council meeting.

Yeas: Perron, Porter, Supernaw, Cole, Gibson, Kurtz  
Nays: None  
Absent: None

C. Liquor License Application – Round Lake Group LLC dba Lake Charlevoix Brewing Company

The Round Lake Group LLC is seeking support from City Council to obtain a Class C transfer liquor license for the Lake Charlevoix Brewing Company located at 109 Bridge Park Drive. In addition to the Class C transfer, they have applied for an Off Premise SDM license and an On Premise Brewpub license with the Michigan Liquor Control Commission (MLCC). Phil Parr, Round Lake Group LLC partner, presented an update regarding the Lake Charlevoix Brewing Company.

Mayor Campbell stated that he supported the brewpub, but he had a problem with the outdoor patio space because it wasn't a sidewalk. Mr. Parr indicated that Beaver Island Boat Company (BIBCO) and Keweenaw Star representatives did not have any issues with the use of the outdoor space.

Councilmember Porter felt that there was a need for a public hearing due to the "intensified" use of the property. Mr. Parr stated that the property is zoned for A-2 which permits restaurants. Mr. Parr indicated that there was an opportunity for public comment at the December 1<sup>st</sup> Council meeting and again at the January 12<sup>th</sup> Planning Commission meeting.

Councilmember Porter then questioned the traffic violation noted on Mr. Parr's MLCC application. Mr. Parr explained the details of the occurrence, has accepted responsibility for it and that the violation had not adversely affected Round Lake Group's ability to obtain a liquor license from the MLCC.

Councilmember Kurtz commented on Mr. Parr's successful ability to work with BIBCO and Keweenaw Star to find solutions to logistical problems on Bridge Park Drive.

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

Action by Resolution.

D. Purchase Recloser Controls

Charlevoix's Westenbroek substation contains eight reclosers with each having its own individual control unit preventing the entire City from losing power if one circuit goes down. The recloser controls are old and out of date with no capability to be upgraded to today's standards. GRP Engineering is recommending replacement with new Schweitzer controls for a total cost of \$31,160. This amount is covered in the 2015-16 budget.

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

Motion by Councilmember Porter, second by Councilmember Kurtz, to allow the purchase of eight SEL-351R controls from Schweitzer [Engineering Laboratories] for a total of \$31,160.

Yeas: Perron, Porter, Supernaw, Cole, Gibson, Kurtz  
Nays: None  
Absent: None

E. Purchase Capacity

The Michigan Public Power Agency (MPPA) is recommending that the City purchase future blocks of energy in accordance with the City's Risk Management and Hedge Policies. According to MPPA predictions, the City needs to purchase extra capacity from 2016 through 2025 at a maximum cost of \$552,000. The purpose of this transaction is to provide a hedge against rising prices for capacity in future years.

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

Motion by Councilmember Gibson, second by Councilmember Cole, for approval to spend up to a maximum of \$552,000 to purchase blocks of capacity through MPPA for the years 2016 through 2025.

Yeas: Perron, Porter, Supernaw, Cole, Gibson, Kurtz  
Nays: None  
Absent: None

F. Discussion Regarding Burying Utilities

Electric Superintendent Swern discussed the pros and cons of burying electric utilities when the City is reconstructing City streets. He cited that the City's current electric system is very reliable and relatively affordable. Many questions need to be addressed if Council directs Staff to move forward with underground utilities. Electric Superintendent Swern stated that the cost to bury utilities for a typical City block would be \$100,000 - \$300,000.

Councilmember Gibson stated aesthetics is the primary reason she is interested in pursuing the burying of utilities.

Electric Superintendent Swern indicated that there was no immediate need to make a decision and Council agreed to discuss this item again in the future.

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

G. Purchase of Pickup Truck Through MiDEAL

The Electric Department is requesting to replace an old pickup truck in their fleet with a new ¾ ton, 4 wheel drive truck. The new F-250 truck is available through the MiDEAL program with the low bidder being Signature Ford at a cost of \$24,242.

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

Motion by Councilmember Supernaw, second by Councilmember Perron, to allow the purchase of a new [F-250] pickup truck from Signature Ford for a maximum price of \$24,242.

Yeas: Perron, Porter, Supernaw, Cole, Gibson, Kurtz  
Nays: None  
Absent: None

H. Discussion Regarding Army Corps of Engineers Initial Findings for Dock Expansion Project

The City received initial comments from the Army Corps of Engineers (ACE) on February 2, 2015, regarding the City's proposed dock expansion project. ACE requested the City to address these comments by March 4, 2015, which include alleged safety concerns from the Beaver Island Boat Company (BIBCO) as well as other users of our local waterways.

City Manager Straebel presented three options to Council for their consideration:

1. Discuss a possible compromise with BIBCO which may substantially reduce the length of the dock expansion project, but would not compromise safety in their navigational routes.
2. Reply to the February 2<sup>nd</sup> ACE letter to the best of Staff's ability.
3. Discuss whether Council wants to proceed with the current review by both ACE and the Department of Environmental Quality.

Mayor Campbell felt that the dock expansion was a foolish venture because commercial captains have a problem with the plan and he doesn't see a real need for the expansion.

Councilmember Kurtz would like the opportunity to research the financial feasibility of the project further and ask questions of the BIBCO captains. He requested that Council wait sixty days before they vote on the matter. Councilmember Kurtz stated that a lot of time and money has gone into this project and it seemed logical to him to receive a final conclusion from ACE before taking a vote.

Councilmember Perron felt that the project should end tonight.

Councilmember Gibson stated that the Marina Expansion Committee had no members with navigational experience and therefore was a waste of time. She indicated that the project should be over.

Councilmember Cole agreed with Councilmember Kurtz and wanted to discuss project options with BIBCO.

Councilmember Supernaw stated that 2<sup>nd</sup> Ward constituents that he has spoken to are not in favor of the expansion.

City Manager Straebel agrees that there may be some legitimate safety concerns with the dock length and that a discussion with BIBCO would be beneficial to determine if a compromise could be found. He stated that if the political support for the project is not there, Staff's time would be better spent on other tasks.

Councilmember Porter stated that the City has wasted time and money on the project.

Mayor Campbell opened the item to public comment.

Bob Timms, 1<sup>st</sup> Ward, felt that no more time should be wasted and the project should not be pursued.

Mary Eveleigh, 1<sup>st</sup> Ward, stated that a vote should be taken to shut down the project tonight.

Bill Henne, Water and Air Team Charlevoix president, indicated that his group agrees that the project should be voted down.

The item was closed to the public.

Motion by Councilmember Gibson, second by Councilmember Perron, to discontinue the Marina Expansion Project and to withdraw the City's application to the Army Corps of Engineers and the Department of Environmental Quality.

Yeas: Perron, Porter, Supernaw, Gibson  
Nays: Cole, Kurtz  
Absent: None

I. Resolution to Adopt Rates & Fees Associated with the 2015-16 Budget

The 2015-16 budget is dependent on rates and fees to maintain the proposed financial positions presented in the various budget documents. By passing the proposed resolution, rates and fees will become effective on April 1, 2015, the start of the City's new fiscal year.

Councilmember Gibson suggested removing the Off-Airport Part 135 Operator fee of \$10,000.

Councilmember Porter recommended changing the Daily Skating Rink fee from \$2.00 to \$1.00.

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

Action by Resolution.

**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. Liquor License Application – Round Lake Group LLC dba Lake Charlevoix Brewing Company**

City Manager Straebel stated that the Lake Charlevoix Brewing Company is a commercial use in a commercial zoning district and there is no requirement for a public hearing. He reminded Council that when the Round Lake Group approached Council in December 2014 with the idea, Council was largely supportive of their proposal. The Round Lake Group is making a substantial financial investment, creating jobs and bringing vitality to the downtown area. City Manager Straebel stated that Council needs to show strong support for businesses that are investing in the community and the brewpub is a prime example of the types of businesses the City wants to have downtown. He sees no reason to delay the vote on this resolution.

Motion by Councilmember Cole, second by Councilmember Kurtz, to adopt Resolution 2015-02-02, Local Government Approval of Liquor License Transfer for the Round Lake Group LLC, as follows:

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2015-02-02  
LOCAL GOVERNMENT APPROVAL OF LIQUOR LICENSE TRANSFER  
(Authorized by MCL 436.1501)**

At a REGULAR meeting of the City of Charlevoix City Council called to order by Mayor Gabe Campbell, on February 16, 2015 at 7:00 p.m., the following resolution was offered:

Moved by Councilmember Cole and supported by Councilmember Kurtz that the application from Round Lake Group LLC dba Lake Charlevoix Brewing Company for the following license(s): On Premise Liquor License, Class C, off Premise SDM License and On Premise Brewpub License to be located at 109 Bridge Park Drive, Charlevoix, MI 49720

be considered for approval by the Michigan Liquor Control Commission.

RESOLVED this 16th day February, A.D. 2015.

Resolution was adopted by the following yea and nay vote:

Yeas: Porter, Supernaw, Cole, Gibson, Kurtz  
Nays: Perron  
Absent: None

**B. Resolution to Adopt Rates & Fees Associated with the 2015-16 Budget**

Motion by Councilmember Gibson, second by Councilmember Cole, to adopt Resolution 2015-02-03, Rates and Fees Associated with the 2015-16 Budget, but removing the Off-Airport Part 135 Operator fee [of \$10,000] and reducing the Skating Rink fee from \$2.00 to \$1.00, as follows:

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2015-02-03  
RATES & FEES ASSOCIATED WITH THE 2015-16 BUDGET**

**WHEREAS,** the City of Charlevoix annually must adopt a balanced budget to comply with the City Charter; and

**WHEREAS,** the City of Charlevoix in preparing the budget, assumes the adoption of rates and fees for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and

**WHEREAS,** the City of Charlevoix defines all of their rates and fees in the rate section of the proposed budget; and

**WHEREAS,** the City of Charlevoix proposes to make these rates and fees effective on April 1, 2015.

**NOW THEREFORE BE IT RESOLVED** that the City of Charlevoix adopts all rates and fees included in the 2015-16 Proposed Budget with changes to the rates and fees for the following areas: Utility rates for electric, sewer and water and fees for the following services: airport, golf, parking fines, fees and spaces, Ferry Beach boat launch ramp parking fees, miscellaneous fees, FOIA requests, golf, planning and zoning and recreation.

RESOLVED, this 16th day of February, 2015 A.D.

Resolution adopted by the following yea and nay votes:

Yeas: Perron, Porter, Supernaw, Cole, Gibson, Kurtz  
Nays: None  
Absent: None

**X. Ordinances**

A. Budget Amendment #1 for 2014-15

Motion by Councilmember Supernaw, seconded by Councilmember Cole, to approve Ordinance No. 769 of 2015, as follows:

**CITY OF CHARLEVOIX  
ORDINANCE NO. 769 OF 2015  
2014-15 BUDGET AMENDMENT #1**

The Budget for the fiscal year beginning April 1, 2014 shall be amended for operating the City of Charlevoix. Ordinance # 764-2014, the Budget Appropriation Act of 2014-2015 is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	3,718,700	3,446,668	(272,032)
Major Street Fund	RV Total	818,300	298,202	(520,098)
DDA Fund	EX Total	492,700	527,162	34,462
P#2 - Sewer Capital Fund - Tap In Fees	RV Total	11,000	6,100	(4,900)
P#6 - Infrastructure Improvements Fund	RV Total	457,500	451,109	(6,391)
P#7 - Street Improvements	RV Total	248,150	220,795	(27,355)
P#9 - Industrial Park Fund	RV Total	400	35	(365)
	EX Total	5,000	12,400	7,400
Sewer Fund	RV Total	5,355,700	4,206,213	(1,149,487)
Marina Fund	RV Total	724,100	713,931	(10,169)
	EX Total	1,366,700	1,403,254	36,554
Employee Fringe Benefit Fund	RV Total	2,312,500	2,283,507	(28,993)
	EX Total	2,116,200	2,203,350	87,150
Motor Pool Fund	EX Total	948,400	1,028,208	79,808
Perpetual Care Trust	RV Total	6,000	4,750	(1,250)

Bad Debt Write-Offs

General Fund	39,726	ambulance
Motor Pool Fund	-	
Electric Fund	12,407	
Water Fund	1,628	
Sewer Fund	1,963	
<b>2014-2015 TOTAL:</b>	<b>\$55,724</b>	

2013-14:	\$45,663
2012-13:	\$76,613
2011-12:	\$31,720
2010-11:	\$36,536

Ordinance # 769 was enacted on the 16th day of February, A.D. 2015, by the Charlevoix City Council as follows:

Motion by: Councilmember Supernaw  
 Second by: Councilmember Cole

YEAS: Perron, Porter, Supernaw, Cole, Gibson, Kurtz  
 NAYS: None  
 ABSENT: None

State of Michigan )  
 ) ss  
 City of Charlevoix )

Joyce M. Golding

Clerk

Gabriel Campbell, Mayor

Mayor

B. Budget Ordinance for the 2015-16 Budget

Council agreed to schedule a meeting with the City auditors and the DDA to discuss the DDA budget and development plan. The DDA will furnish their development plan to Council for their review prior to the meeting

Motion by Councilmember Kurtz, seconded by Councilmember Cole, to approve Ordinance No. 770 of 2015, as follows, with three modifications: 1) changing all references to the DDA "Library Contribution" to read "Library Contribution for Debt Service; 2) reducing the Skating Rink fee from \$2.00 to \$1.00; and 3) removing the Off-Airport Part 135 Operator fee of \$10,000:

**CITY OF CHARLEVOIX  
 ORDINANCE NO. 770 of 2015  
 BUDGET APPROPRIATION ACT**

**THE CITY OF CHARLEVOIX ORDAINS:**

**WHEREAS,** the City Council of the City of Charlevoix did give notice of the time and place when a public hearing would be held in conformity with provisions of Section 7.8, Article VII of the City Charter, which Public Hearing was duly held pursuant to said notice and in conformity therewith.

**THEREFORE, BE IT RESOLVED,** that the revenues and expenditures for the fiscal year commencing on April 1, 2015 and ending March 31, 2016 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

**GENERAL FUND**

REVENUE:	TOTAL REVENUES:	\$3,988,100 =====
EXPENSE:	TOTAL EXPENSE:	\$3,988,100 =====

**BE IT FURTHER RESOLVED,** that the City Council of the City of Charlevoix does hereby levy a tax of 11.1093 mills (9.05 mills operating and 2.0593 mills infrastructure) for the period of April 1, 2015 through March 31, 2016 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8 1, Article VIII of the City Charter; and

**BE IT FURTHER RESOLVED,** that the City Council does hereby levy a tax not to exceed 1.3631 mills for the period April 1, 2015 through March 31, 2016 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

**BE IT FURTHER RESOLVED,** that the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2015 through March 31, 2016 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

**BE IT FURTHER RESOLVED,** that the City Council does hereby approve the following budgets for the period April 1, 2015 through March 31, 2016 in the amounts set forth below by fund:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
Major Street Fund	\$1,179,605	\$1,178,600
Local Street Fund	118,693	115,300
Electric Fund	8,049,200	8,049,200
Sewer Fund	9,942,700	9,942,700
Water Fund	1,636,400	1,636,400
Marina Fund	1,354,300	1,354,300

Airport Fund	3,158,300	1,753,500
Downtown Development Auth	584,100	563,500
Employee Fringe Benefit	2,283,400	2,242,300
Motor Vehicle Fund	1,084,500	1,084,500
Perpetual Care Trust Fund	10,000	10,000
Fire/Ambulance Fund	76,500	0
Sewer Tap-in Fund*	8,100	0
Northside/Southside Sewer Fund*	100	0
Infrastructure Improvement	703,600	703,600
Road Improvements	270,100	270,100
Public Works Site Fund	187,500	4,000
Industrial Park Fund	81,500	81,500
Mt. McCauba Recreation Fund	5,700	4,000

\* These funds are part of the Sewer Fund.

Ordinance # 770 was enacted on the 16th day of February, A D. 2015, by the Charlevoix City Council as follows:

Motion by: Councilmember Kurtz  
 Second by: Councilmember Cole

YEAS: Perron, Porter, Supernaw, Cole, Gibson, Kurtz  
 NAYS: None  
 ABSENT: None

State of Michigan )  
 ) ss  
 City of Charlevoix )

Joyce M. Golding Clerk Gabriel Campbell Mayor

**XI. Miscellaneous Business**

Board of Review Member June Cross informed the Clerk that due to unforeseen circumstances, she is unable to serve on the Board of Review at this time. Mayor Campbell recommended Mary Eveleigh to replace Ms. Cross

Motion by Councilmember Gibson, second by Councilmember Perron, to appoint Mary Eveleigh to the Board of Review [term expiring 12/31/2017].

Yeas: Perron, Porter, Supernaw, Cole, Gibson, Kurtz  
 Nays: None  
 Absent: None

Councilmember Supernaw recommended that the City should be well represented at the Charlevoix Board of Commissioners public hearing regarding the recently approved Parks Millage on February 25<sup>th</sup>.

Councilmember Porter requested a full accounting of each festival that the City has a financial interest in, including City expenses such as cleanup. The DDA events should be disclosed as well. The City Treasurer will provide this information to Council.

City Manager Straebel expressed his thanks to Phil Parr and Luther Kurtz for their efforts in the Select Level Main Street program presentation held in Lansing last week.

The work session with the Council and DDA will be scheduled for some time in April.

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

JoAnne Beemon, 1<sup>st</sup> Ward, shared her enjoyment of the Groundhog Shadow Fest. She appealed to Council to stand behind the Lake to Lake Trail project.

Councilmember Kurtz announced that his liquor license for the Charlevoix Cinema has finally been approved by the Michigan Liquor Control Commission and thanked Council.

**XIII. Adjourn**

The Mayor stated if there were no objections, the meeting would adjourn.  
 There were no objections Meeting adjourned at 9:41 p.m.

Joyce M. Golding City Clerk Gabe Campbell Mayor

**Accounts Payable – 02/17/2015**

ACE HARDWARE	1,793.10	KEVIN'S METER TESTING	3,909.48
ALL-PHASE ELECTRIC SUPPLY CO.	334.78	MATTER, DAWSON	53.00
ALTEC INDUSTRIES INC	1,267.00	MICHIGAN CAT	675.37
AMERICAN WASTE INC.	2,131.20	MICHIGAN OFFICEWAYS INC	1,571.65
APOLLO FIRE EQUIPMENT	251.96	MID STATES BOLT & SCREW CO	55.55
ARROW UNIFORM-TAYLOR L.L.C.	1,031.35	MINE SAFETY APPLIANCES CO. LLC	324.92
AUTO VALUE	433.29	MYER, ELIZABETH A.	210.11
AVFUEL CORPORATION	16,509.85	NCL OF WISCONSIN INC.	173.42
B & L SOUND INC	187.35	NEOPOST INC	60.00
BAKER COLLEGE OF CADILLAC	55.00	NORTHERN MICHIGAN REVIEW INC.	1,118.68
BIOTECH AGRONOMICS INC	12,484.42	NORTHERN SAFETY CO INC	81.83
BRADLEY, KELLY R.	114.00	OTEC	337.50
BY THE BAY WINDOW CLEANING SVCS	357.00	PERFORMANCE ENGINEERS INC	6,036.25
CARQUEST OF CHARLEVOIX	1,155.75	PLYMKRAFT INC	2,145.00
CHARLEVOIX CHAMBER OF COMMERCE	225.00	POWER LINE SUPPLY	682.65
CHARLEVOIX SCREEN MASTERS INC	10.50	PRESTON FEATHER	387.21
CHARTER COMMUNICATIONS	891.68	RESCO	590.00
CHILDS CONSULTING ASSOC. INC.	10,490.00	ROLOFF, ROBERT	93.46
DOAN, GERARD	388.40	SCHMUCKAL OIL CO	1,217.55
DORAN, JUSTIN J.	357.80	SCHULTZ, STACEY	165.00
DTE ENERGY	12,120.85	SEARS COMMERCIAL ONE	809.98
EATON, BRAD A.	60.00	STANDARD ELECTRIC CO	814.36
ELLIOTT, PATRICK M.	360.10	STATE OF MICHIGAN	746.38
ETNA SUPPLY	2,498.56	SWIDORSKI, RAYMOND	66.00
FAMILY FARM & HOME	825.81	TRUCK & TRAILER SPECIALTIES	980.48
FOX CHARLEVOIX FORD	733.60	VILLAGE GRAPHICS INC.	20.00
FREIGHTLINER OF GRAND RAPIDS	174.22	WALKER, TRUMAN	42.00
GINOP SALES INC	134.47	WARNER, JANINE	20.03
GRAINGER	280.10	WELLS JR., DONALD E.	361.25
HYDRO DESIGNS INC.	515.00	WHITLEY, ANDREW	8.47
IDEXX DISTRIBUTION INC.	1,056.45	WINTER EQUIPMENT COMPANY INC.	699.22
INDEPENDENT DRAFTING SERVICES	1,440.00	WOLTERS KLUWER LAW & BUSINESS	495.00
J & B MEDICAL SUPPLY INC.	118.00	<b>TOTAL</b>	<b>95,738.39</b>

**ACH Payments – 02/02/2015 – 02/13/2015**

MI Public Power Agency	16,231.01	Alerus Financial (HCSP)	370.00
Payment Service Network	224.50	State of MI (Withholding Tax)	4,306.67
MI Public Power Agency	26,921.43	Vantagepoint (401 ICMA Plan)	742.62
State of MI (Sales Tax)	23,258.07	Vantagepoint (457 ICMA Plan)	12,999.10
IRS (Payroll Tax Deposit)	29,953.50	<b>TOTAL</b>	<b>115,006.90</b>

<b>Tax Disbursement – 02/17/2015</b>			
CHARLEVOIX COUNTY TREASURER	138,619.05	CHARLEVOIX PUBLIC SCHOOLS	487.69
CHARLEVOIX DISTRICT LIBRARY	50,463.89	CITY OF CHARLEVOIX - TAXES DUE	36,559.69
CHARLEVOIX PUBLIC SCHOOLS	2,606.40	RECREATIONAL AUTHORITY	9,150.79
CHARLEVOIX PUBLIC SCHOOLS	1,059.06		
CHARLEVOIX PUBLIC SCHOOLS	78.00	<b>TOTAL</b>	<b>239,024.57</b>

**PAYROLL: NET PAY**

**Pay Period Ending 02/07/2015 -- Paid 02/13/2015**

WELLER, LINDA JO	1,316.97	ELLIOTT, PATRICK M.	1,743.91
STRAEBEL, ROBERT J.	2,581.46	WELLS JR., DONALD E.	1,606.13
GOLDING, JOYCE M.	1,048.92	BRADLEY, KELLY R.	1,275.68
DEROSIA, PATRICIA E.	880.67	WILSON, RICHARD J.	1,280.80
LOY, EVELYN R.	1,017.73	JONES, ROBERT F.	1,218.23
KLOOSTER, ALIDA K.	1,661.37	DORAN, JUSTIN J.	1,634.47
BROWN, STEPHANIE C.	1,067.97	KIRINOVIC, THOMAS F.	568.29
SPENCER, MICHAEL D.	1,526.21	FORRESTER, KATHERINE A.	645.05
SPENCLEY, PATRICIA L.	1,009.51	MURPHY IV, MICHAEL J.	336.87
PANOFF, ZACHARY R.	621.31	BERTINELLI, DAVID P.	870.74
MILLER, FAITH G.	34.41	ARNOLD, HAILEE M.	461.80
MCGINN, KELLY A.	1,639.36	WITTHOEFT, MARVIN J.	147.76
DOAN, GERARD P.	1,760.75	BOSS, BEAU J.	313.43
SHRIFT, PETER R.	1,078.52	BARNEVELD, VLADIMIR R.	346.21
SCHLAPPI, JAMES L.	923.90	THOMPSON, MONTANA J.	247.54
UMULIS, MATTHEW T.	1,159.96	FICHTNER, KRISTIE S.	330.24
HANKINS, SCOTT A.	1,491.60	HEID, THOMAS J.	1,276.56
ORBAN, BARBARA K.	1,133.45	MYER, ELIZABETH A.	1,836.03
TRAEGER, JASON A.	1,047.88	VANLOO, JOSEPH G.	626.11
WARNER, JANINE M.	1,217.38	TABER, HOLLY S.	410.85
SCHWARTZFISHER, JOSEPH L.	1,064.52	WYMAN, MATTHEW A.	946.43
ROLOFF, ROBERT P.	1,249.17	DRAVES, MICHAEL J.	371.79
BRODIN, WILLIAM C.	1,220.50	SCHRADER, LOU ANN	477.91
RILEY, DENISE M.	386.85	SCHWAGER, EDWARD J.	593.88
TEUNIS, STEVEN L.	1,702.44	SWEM, DONALD L.	1,669.13
WURST, RANDALL W.	1,180.80	WHITLEY, ANDREW T.	1,415.83
MAYER, SHELLEY L.	1,315.70	MORRISON, KEVIN P.	970.20
HILLING, NICHOLAS A.	1,311.67	HODGE, MICHAEL J.	1,238.60
MEIER III, CHARLES A.	1,644.32	JOHNSON, STEVEN P.	1,134.39
ZACHARIAS, STEVEN B.	1,178.88	BOSS JR, DALE E.	1,116.30
NISWANDER, JOSEPH F.	1,283.76	STEBE JR, JOHN M.	432.70
FRYE, EDWARD J.	923.02	BOSS, SHERRY M.	533.76
JONES, TERRI L.	961.45	BEHAN, DEAN T.	358.79
EATON, BRAD A.	1,723.43	STEBE, CATHERINE M.	341.79
WILSON, TIMOTHY J.	2,264.52	HOLM, ARTHUR R.	723.51
LAVOIE, RICHARD L.	1,291.07	STEVENS, JEFFREY W.	387.48
STEVENS, BRANDON C.	2,244.89	ROLOFF, AUDREY M.	35.24
DRAVES, MARTIN J.	1,547.85	<b>TOTAL:</b>	<b>78,638.60</b>

**PAYROLL: TRANSMITTAL**

**02/13/2015**

4FRONT CREDIT UNION	198.46	COMMUNICATION WORKERS OF AMER	539.79
AMERICAN FAMILY LIFE	182.40	MI STATE DISBURSEMENT UNIT	424.02
AMERICAN FAMILY LIFE	236.11	POLICE OFFICERS LABOR COUNCIL	392.00
CHAR EM UNITED WAY	32.00	PRIORITY HEALTH	1,965.16
CHARLEVOIX STATE BANK	1,131.16		
CHEMICAL BANK	150.00	<b>TOTAL:</b>	<b>5,251.10</b>

Check Number	Payee	Amount
<b>02/19/2015</b>		
112457	AT&T	1,897.78
112458	AT&T MOBILITY	72.48
112459	CHARLEVOIX STATE BANK	5,367.78
112460	DELTA DENTAL	4,687.05
112461	GREAT LAKES ENERGY	206.21
112462	METLIFE SMALL BUSINESS CENTER	776.04
112463	NEOFUNDS BY NEOPOST	1,000.00
112464	PRIORITY HEALTH	47,495.76
112465	STATE OF MICHIGAN	100.00
112466	VERIZON WIRELESS	56.72
112467	VISION SERVICE PLAN	552.21
Total 02/19/2015:		62,212.03
Grand Totals:		62,212.03

**Summary of Check Registers & ACH Payments**

**FIRSTMERIT BANK - CHECKS ISSUED**

02/19/15 Special Accounts Payable Run	\$	62,212.03
02/27/15 Payroll	\$	85,702.85
02/27/15 Payroll Transmittal Checks	\$	4,859.75
03/03/15 Regular Accounts Payable	\$	62,140.13
<b>Checks Sub-Total:</b>	<b>\$</b>	<b>214,914.76</b>

**FIRSTMERIT BANK - ACH PAYMENTS**

02/17/15 MI Public Power Agency	\$	31,085.28
02/23/15 MI Public Power Agency	\$	23,969.40
02/25/15 MI Public Power Agency	\$	251,788.70
02/27/15 IRS (Payroll Tax Deposit)	\$	32,611.26
02/27/15 Alerus Financial (HCSP)	\$	370.00
02/27/15 State of MI (Withholding Tax)	\$	4,706.97
02/27/15 Vantagepoint (401 ICMA Plan)	\$	742.62
02/27/15 Vantagepoint (457 ICMA Plan)	\$	13,420.78
02/27/15 MERS (Defined Benefit Plan)	\$	26,045.79
<b>ACH Sub-Total:</b>	<b>\$</b>	<b>384,740.80</b>

**First Merit Bank Total: \$ 599,655.56**

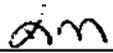
**CHARLEVOIX STATE BANK - CHECKS ISSUED**

**(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)**

03/03/15 Tax Disbursement	\$	222,462.93
<b>Charlevoix State Bank Total:</b>	<b>\$</b>	<b>222,462.93</b>
<b>Grand Total:</b>	<b>\$</b>	<b>822,118.49</b>

APPROVED:

  
CITY MANAGER

  
CITY TREASURER

  
CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/21/2015	PC	02/27/2015	18888	WELLER, LINDA JO	101		1,316.97
02/21/2015	PC	02/27/2015	18889	STRAEBEL, ROBERT J.	102		2,277.92
02/21/2015	PC	02/27/2015	18890	GOLDING, JOYCE M.	106		1,048.92
02/21/2015	PC	02/27/2015	18891	DEROSIA, PATRICIA E.	107		864.26
02/21/2015	PC	02/27/2015	18892	LOY, EVELYN R.	117		1,017.73
02/21/2015	PC	02/27/2015	18893	KLOOSTER, ALIDA K.	121		1,433.31
02/21/2015	PC	02/27/2015	18894	BROWN, STEPHANIE C.	126		1,023.65
02/21/2015	PC	02/27/2015	18895	SPENCER, MICHAEL D.	132		1,298.13
02/21/2015	PC	02/27/2015	18896	SPENCLEY, PATRICIA L.	136		1,093.25
02/21/2015	PC	02/27/2015	18897	PANOFF, ZACHARY R.	141		621.31
02/21/2015	PC	02/27/2015	18898	MCGINN, KELLY A.	146		1,639.36
02/21/2015	PC	02/27/2015	18899	DOAN, GERARD P.	201		1,760.75
02/21/2015	PC	02/27/2015	18900	SHRIFT, PETER R.	203		1,243.76
02/21/2015	PC	02/27/2015	18901	SCHLAPPI, JAMES L.	204		1,065.41
02/21/2015	PC	02/27/2015	18902	UMULIS, MATTHEW T.	205		1,359.30
02/21/2015	PC	02/27/2015	18903	HANKINS, SCOTT A.	208		1,491.60
02/21/2015	PC	02/27/2015	18904	ORBAN, BARBARA K.	209		1,274.96
02/21/2015	PC	02/27/2015	18905	TRAEGER, JASON A.	210		1,180.26
02/21/2015	PC	02/27/2015	18906	WARNER, JANINE M.	213		989.33
02/21/2015	PC	02/27/2015	18907	SCHWARTZFISHER, JOS	303		1,392.89
02/21/2015	PC	02/27/2015	18908	ROLOFF, ROBERT P.	304		2,600.60
02/21/2015	PC	02/27/2015	18909	BRODIN, WILLIAM C.	305		1,145.64
02/21/2015	PC	02/27/2015	18910	RILEY, DENISE M.	306		373.14
02/21/2015	PC	02/27/2015	18911	TEUNIS, STEVEN L.	402		1,702.44
02/21/2015	PC	02/27/2015	18912	WURST, RANDALL W.	411		1,462.11
02/21/2015	PC	02/27/2015	18913	MAYER, SHELLEY L.	412		1,258.68
02/21/2015	PC	02/27/2015	18914	HILLING, NICHOLAS A.	413		1,292.89
02/21/2015	PC	02/27/2015	18915	MEIER III, CHARLES A.	421		1,540.88
02/21/2015	PC	02/27/2015	18916	ZACHARIAS, STEVEN B.	422		1,789.23
02/21/2015	PC	02/27/2015	18917	NISWANDER, JOSEPH F.	504		1,627.59
02/21/2015	PC	02/27/2015	18918	FRYE, EDWARD J.	508		923.02
02/21/2015	PC	02/27/2015	18919	JONES, TERRI L.	511		961.46
02/21/2015	PC	02/27/2015	18920	EATON, BRAD A.	515		1,628.60
02/21/2015	PC	02/27/2015	18921	WILSON, TIMOTHY J.	516		1,911.18
02/21/2015	PC	02/27/2015	18922	LAVOIE, RICHARD L.	519		1,412.39
02/21/2015	PC	02/27/2015	18923	STEVENS, BRANDON C.	521		1,687.62
02/21/2015	PC	02/27/2015	18924	DRAVES, MARTIN J.	523		2,030.52
02/21/2015	PC	02/27/2015	18925	ELLIOTT, PATRICK M.	600		1,743.91
02/21/2015	PC	02/27/2015	18926	WELLS JR., DONALD E.	609		1,306.24
02/21/2015	PC	02/27/2015	18927	BRADLEY, KELLY R.	614		1,408.00
02/21/2015	PC	02/27/2015	18928	WILSON, RICHARD J.	615		1,301.99
02/21/2015	PC	02/27/2015	18929	JONES, ROBERT F.	618		1,718.87
02/21/2015	PC	02/27/2015	18930	DORAN, JUSTIN J.	621		1,303.56
02/21/2015	PC	02/27/2015	18931	KIRINOVIC, THOMAS F.	700		645.05
02/21/2015	PC	02/27/2015	18932	FORRESTER, KATHERIN	704		645.05
02/21/2015	PC	02/27/2015	18933	AMSTUTZ, LINDA J.	706		55.41
02/21/2015	PC	02/27/2015	18934	MURPHY IV, MICHAEL J.	732		102.57
02/21/2015	PC	02/27/2015	18935	BERTINELLI, DAVID P.	764		92.75
02/21/2015	PC	02/27/2015	18936	ARNOLD, HAILEE M.	768		286.51
02/21/2015	PC	02/27/2015	18937	BOSS, BEAU J.	788		315.39
02/21/2015	PC	02/27/2015	18938	BARNEVELD, VLADIMIR	789		158.43
02/21/2015	PC	02/27/2015	18939	THOMPSON, MONTANA J	790		238.00
02/21/2015	PC	02/27/2015	18940	FICHTNER, KRISTIE S.	792		120.05
02/21/2015	PC	02/27/2015	18941	HEID, THOMAS J	802		1,276.56
02/21/2015	PC	02/27/2015	18942	MYER, ELIZABETH A.	900		1,607.96
02/21/2015	PC	02/27/2015	18943	VANLOO, JOSEPH G.	902		733.50
02/21/2015	PC	02/27/2015	18944	TABER, HOLLY S.	924		339.37

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/21/2015	PC	02/27/2015	18945	WYMAN, MATTHEW A.	927		946.43
02/21/2015	PC	02/27/2015	18946	DRAVES, MICHAEL J.	928		338.16
02/21/2015	PC	02/27/2015	18947	SCHRADER, LOU ANN	929		404.09
02/21/2015	PC	02/27/2015	18948	SCHWAGER, EDWARD J.	930		650.12
02/21/2015	PC	02/27/2015	18949	FUNKEY, KRAIG R.	1034		166.23
02/21/2015	PC	02/27/2015	18950	RILEY, TIMOTHY C.	1045		105.72
02/21/2015	PC	02/27/2015	18951	RAMSEY, KYLE J.	1051		79.13
02/21/2015	PC	02/27/2015	18952	RILEY, CASEY W.	1052		195.95
02/21/2015	PC	02/27/2015	18953	HUNTER, DESMOND J.	1053		66.07
02/21/2015	PC	02/27/2015	18954	THORMAN, MIKAYLA R.	1055		34.06
02/21/2015	PC	02/27/2015	18955	JONES, LARRY M.	1057		853.83
02/21/2015	PC	02/27/2015	18956	OCHS, THOMAS F	1068		27.70
02/21/2015	PC	02/27/2015	18957	TRAVERS, MANUEL J.	1071		241.36
02/21/2015	PC	02/27/2015	18958	SILVA, JESSE L.	1073		63.44
02/21/2015	PC	02/27/2015	18959	COLLINS, CHAD M.	1076		431.53
02/21/2015	PC	02/27/2015	18960	RILEY, DANIEL A.	1079		1,025.72
02/21/2015	PC	02/27/2015	18961	WHITLEY, ADAM	1089		369.85
02/21/2015	PC	02/27/2015	112468	SWEM, DONALD L.	512		1,669.13
02/21/2015	PC	02/27/2015	112469	WHITLEY, ANDREW T.	522		1,440.73
02/21/2015	PC	02/27/2015	112470	MORRISON, KEVIN P.	601		1,340.65
02/21/2015	PC	02/27/2015	112471	HODGE, MICHAEL J.	606		1,262.48
02/21/2015	PC	02/27/2015	112472	JOHNSON, STEVEN P.	617		1,509.50
02/21/2015	PC	02/27/2015	112473	BOSS JR, DALE E.	701		1,116.30
02/21/2015	PC	02/27/2015	112474	STEBE JR, JOHN M.	729		317.34
02/21/2015	PC	02/27/2015	112475	BOSS, SHERRY M.	730		290.45
02/21/2015	PC	02/27/2015	112476	BEHAN, DEAN T.	733		217.98
02/21/2015	PC	02/27/2015	112477	STEBE, CATHERINE M.	765		247.72
02/21/2015	PC	02/27/2015	112478	HOLM, ARTHUR R.	791		530.04
02/21/2015	PC	02/27/2015	112479	STEVENS, JEFFREY W.	1028		632.68
02/21/2015	PC	02/27/2015	112480	ROLOFF, AUDREY M.	1037		1,343.75
02/21/2015	PC	02/27/2015	112481	MATTER, DAWSON K.	1038		1,406.62
02/21/2015	PC	02/27/2015	112482	SCOTT JR., WINFIELD	1072		105.72
02/21/2015	PC	02/27/2015	112483	KITELEY, FISHER L.	1074		26.42
02/21/2015	PC	02/27/2015	112484	BERGMANN, DOUGLAS	1087		105.72
Grand Totals:			91				85,702.85

## 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
02/21/2015	02/27/2015	112485	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	198.46
02/21/2015	02/27/2015	112486	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	182.40
02/21/2015	02/27/2015	112486	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	236.11
02/21/2015	02/27/2015	112487	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 2/21/2	32.00
02/21/2015	02/27/2015	112488	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,131.16
02/21/2015	02/27/2015	112489	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	150.00
02/21/2015	02/27/2015	112490	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	540.44
02/21/2015	02/27/2015	112491	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	424.02
02/21/2015	02/27/2015	112492	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,965.16
Grand Totals:		9				4,859.75

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Check Number	Payee	Amount
<b>03/03/2015</b>		
112493	ACCESS LOCKSMITHING INC	535.00
112494	AIRGAS USA LLC	206.52
112495	ALTEC INDUSTRIES INC	2,144.41
112496	AMERICAN WASTE INC.	65.00
112497	B & L SOUND INC	16.99
112498	BRADFORD'S	19.50
112499	BULBS.COM	279.90
112500	CENTRAL DRUG STORE	45.88
112501	CHARLEVOIX AREA HOSPITAL	1,004.90
112502	CINTAS CORPORATION	83.62
112503	CUMMINS BRIDGEWAY LLC	109.62
112504	DCASSESSING SERVICES	4,371.08
112505	DeROSIA, PATTY	41.00
112506	DOAN, GERARD	41.00
112507	ELLIOTT, PATRICK M.	41.00
112508	ELLSWORTH FARMER'S EXCHANGE	1,088.36
112509	EMERGENCY MEDICAL PRODUCTS I	146.50
112510	EVANS, HAL	41.00
112511	FREEDOM MAILING SERVICES INC.	2,295.36
112512	FREIGHTLINER OF GRAND RAPIDS	158.18
112513	GINOP SALES INC	167.74
112514	GOLDING, JOYCE	41.00
112515	GREAT LAKES PIPE & SUPPLY	623.37
112516	HANKINS, SCOTT	41.00
112517	HARDY DIAGNOSTICS	172.81
112518	HEID, THOMAS J.	41.00
112519	HOLIDAY COMPANIES	6,283.31
112520	INDEPENDENT DRAFTING SERVICES	1,152.00
112521	JACK DOHENY SUPPLIES INC	305.92
112522	JEFFREYS, JAMES	8.08
112523	KEVIN'S METER TESTING	3,573.06
112524	KIRINOVIC, THOMAS	41.00
112525	KLOOSTER, ALIDA K.	41.00
112526	KSS ENTERPRISES	206.12
112527	KUSINA, DENNIS	239.20
112528	L & S TREE SERVICE	120.00
112529	LAKE CHARLEVOIX PAINTING	21.43
112530	LAKESHORE TIRE & AUTO SERVICE	12.50
112531	McGINN, KELLY	124.38
112532	MICHIGAN ASSN/CHIEFS OF POLICE	115.00
112533	MICHIGAN MUNICIPAL LEAGUE	13,297.00
112534	MYER, ELIZABETH A.	41.00
112535	NETSOURCE ONE INC.	180.00
112536	NORTHERN FIRE & SAFETY INC.	226.00
112537	NORTHERN SAFETY CO INC	236.32
112538	OLSON BZDOK & HOWARD	1,674.00
112539	PARASTAR INC.	1,925.78
112540	PERFORMANCE ENGINEERS INC	3,822.50

Check Number	Payee	Amount
112541	PETOSKEY NEWS-REVIEW	182.25
112542	POWER LINE SUPPLY	4,541.66
112543	PRESTON FEATHER	620.68
112544	PRICE, BRENT	165.00
112545	PRO WEB MARKETING LLC	300.00
112546	SPENCER, MICHAEL	41.00
112547	STANDARD ELECTRIC CO	91.70
112548	STRAEBEL, ROBERT J.	41.00
112549	STRYKER SALES CORPORATION	1,105.59
112550	SWEM, DONALD L.	41.00
112551	TEUNIS, STEVEN	41.00
112552	THIRD DAY FELLOWSHIP-OUTREACH	6,000.00
112553	TRAVERSE CITY RECORD EAGLE	343.60
112554	UP NORTH PROPERTY SERVICES LL	553.00
112555	VILLAGE GRAPHICS INC.	56.00
112556	WARNER, JANINE	49.05
112557	WELLER, LINDA	41.00
112558	WHITLEY, ANDREW	14.00
112559	WORK & PLAY SHOP	133.40
112560	WURST, RANDALL W.	270.86
112561	WYMAN, MATTHEW A.	41.00
Total 03/03/2015:		<u>62,140.13</u>
Grand Totals:		<u><u>62,140.13</u></u>

Check Number	Payee	Amount
<b>02/17/2015</b>		
123013002	MICHIGAN PUBLIC POWER AGENCY	31,085.28
Total 02/17/2015:		31,085.28
Grand Totals:		31,085.28

Check Number	Payee	Amount
<b>02/23/2015</b>		
22315001	MICHIGAN PUBLIC POWER AGENCY	23,969.40
Total 02/23/2015:		23,969.40
Grand Totals:		23,969.40

Check Number	Payee	Amount
<b>02/25/2015</b>		
22515001	MICHIGAN PUBLIC POWER AGENCY	251,788.70
Total 02/25/2015:		251,788.70
Grand Totals:		251,788.70

Check Issue Date	Check Number	Payee	Amount
<b>22715001</b>			
02/27/2015	22715001	**EFTPS* Payroll Taxes	8,102.14
02/27/2015	22715001	**EFTPS* Payroll Taxes	8,102.14
02/27/2015	22715001	**EFTPS* Payroll Taxes	1,894.90
02/27/2015	22715001	**EFTPS* Payroll Taxes	1,894.90
02/27/2015	22715001	**EFTPS* Payroll Taxes	12,617.18
Total 22715001:			
	5		32,611.26
<b>22715002</b>			
02/27/2015	22715002	Alerus Financial	370.00
Total 22715002:			
	1		370.00
<b>22715003</b>			
02/27/2015	22715003	STATE OF MICHIGAN	4,706.97
Total 22715003:			
	1		4,706.97
<b>22715004</b>			
02/27/2015	22715004	Vantagepoint - 401 Plan 109153	742.62
Total 22715004:			
	1		742.62
<b>22715005</b>			
02/27/2015	22715005	Vantagepoint - 457 Plan 300959	5,620.67
02/27/2015	22715005	Vantagepoint - 457 Plan 300959	110.98
02/27/2015	22715005	Vantagepoint - 457 Plan 300959	1,676.18
02/27/2015	22715005	Vantagepoint - 457 Plan 300959	6,012.95
Total 22715005:			
	4		13,420.78
Grand Totals:			
	12		51,851.63

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Check Number	Payee	Amount
<b>02/27/2015</b>		
22715006	MERS	26,045.79
Total 02/27/2015:		26,045.79
Grand Totals:		26,045.79

Check Number	Payee	Amount
<b>03/03/2015</b>		
2509	CHARLEVOIX COUNTY TREASURER	129,959.96
2510	CHARLEVOIX DISTRICT LIBRARY	48,473.43
2511	CHARLEVOIX PUBLIC SCHOOLS	2,938.79
2512	CHARLEVOIX PUBLIC SCHOOLS	450.47
2513	CHARLEVOIX PUBLIC SCHOOLS	33.17
2514	CHARLEVOIX PUBLIC SCHOOLS	207.46
2515	CITY OF CHARLEVOIX - TAXES DUE	31,609.72
2516	RECREATIONAL AUTHORITY	8,789.93
Total 03/03/2015:		<u>222,462.93</u>
Grand Totals:		<u><u>222,462.93</u></u>

**CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT**

## Linda Weller

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**From:** Todd Wyett [todd@versacos.com]  
**Sent:** Thursday, February 19, 2015 3:11 PM  
**To:** Linda Weller  
**Cc:** Michael Spencer; Barron, Dan; Dipert Kirby; Rob Straebel  
**Subject:** RE: Downtown Development Authority Agenda - February 23, 2015

I have read the minutes of the last DDA meeting, as well as the new attendance policy. As I am unable to attend many of the future meetings, I hereby tender my resignation as a member of the Charlevoix DDA.

*Todd*

---

**Todd A. Wyett**  
Principal  
Versa Development, LLC  
25900 West Eleven Mile Road, Suite 250  
Southfield, Michigan 48034-2263  
(248) 770-8484  
[www.versacos.com](http://www.versacos.com)

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 Please consider the environment before printing this e-mail



**Versa** | real estate

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**From:** Linda Weller [<mailto:lindaw@cityofcharlevoix.org>]  
**Sent:** Thursday, February 19, 2015 2:42 PM  
**Subject:** Downtwon Develoment Authority Agenda - February 23, 2015  
**Importance:** High

Attached is a copy of Monday's DDA packet.

Linda Jo A. Weller, Executive Assistant

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration to accept new hangar lease format-Existing hangar

**DATE:** March 2, 2015

**PRESENTED BY:** Liz Myer, Airport Manager

**ATTACHMENTS:** Charlevoix Municipal Airport

**BACKGROUND INFORMATION:**

Currently the Charlevoix Municipal Airport north side hangar leases are all expired and with the new hangar rate increase effective April 1, 2015, it would be advantageous to have the tenants renew and sign the new lease formats at that time.

The new lease format is more in depth than our previous lease. To highlight a few of the changes, the new lease includes a late fee charge, a one month deposit and copies of the tenants insurance to be submitted with the lease. These leases will be renewable on a two (2) year term vs a three (3) year term in order to closely monitor hangar fee rates and adjust if necessary.

The new lease format has been reviewed by the City Manager, Rob Straebel and by the City Attorney, Scott Howard.

**RECOMMENDATION:**

I would advise the council to make a motion to approve the new lease format in order to expedite the renewal of all the leases on April 1, 2015.

**CHARLEVOIX MUNICIPAL AIRPORT**

**STANDARD T-HANGAR LEASE**

**EXISTING HANGAR**

**T-HANGAR NO.** \_\_\_\_\_

Lease made this \_\_\_\_\_ day of \_\_\_\_\_, between the City of Charlevoix, Michigan, hereinafter called the city, and \_\_\_\_\_.

Lessee address is:

\_\_\_\_\_

Hereinafter called the LESSEE:

**WITNESSETH:**

Two month's rent, namely \$ \_\_\_\_\_ be paid upon the execution and delivery of this lease, of which \$ \_\_\_\_\_ shall apply upon the first month's rent of the term hereby granted; and the payment of \$ \_\_\_\_\_ shall be retained by the city as a guaranty fund to be applied upon the rent of the last month of said term.

In further consideration of the payment of \$ \_\_\_\_\_ per month, payable on the first of each day of the month, the airport agrees to let, on a month to month basis, the above designated T-hangar, for aircraft storage, subject to the conditions and covenants herein contained.

This Lease is a month to month lease, however, tenancy may not exceed beyond

\_\_\_\_\_ years.

Lessee agrees to carry insurance on their aircraft with a company authorized to do business in the State of Michigan and to show proof and provide a copy of aircraft insurance to the city upon signing of this Lease.

Lessee covenants with the city as follows, to-wit:

1. To notify in writing, within ten days, of any change in the information furnished herein.
2. Lessee shall not sublet or furnish to any other person any office space, hangar, T-hangar, storage space, field storage privilege, aircraft maintenance or inspection, or any right or privilege whatsoever in or on airport property without the written consent of the airport manager. A violation of this provision shall immediately terminate this lease and the lessor shall have immediate possession of the premises upon given written notice to the lessee.
3. The lessee agrees to accept all facilities on the leased premises on an "as is basis" further, Lessee assumes full responsibility to furnish any equipment necessary to properly secure his aircraft.
4. Lessee further covenants and agrees that he will not hold the city or any of its agents, employees, responsible for any loss of any cause whatsoever (including, but not limited to, loss occasioned by fire, theft, rain, snow, windstorm, or hail), whether said cause be the direct, indirect or merely a contributing factor in producing the loss to any airplane, automobile, personal property, parts or surplus that may be located or stored in the hangars, T-hangars, offices, aprons, field, or any other location at the airport; and Lessee agrees that the plane(s), and its contents are to be stored whether on the field or in the hangar at Lessee's risk. Lessee shall be responsible for all damages to property caused by Lessee's carelessness, negligence or neglect. Lessee shall park his automobile, or his guest's automobile, in the hangar when using his aircraft, so as not to interfere with taxiing of other aircraft or general Airport maintenance. The airport manager shall have the right to take all steps necessary to enforce the above provisions. Lessee agrees to surrender the premises at the end of the term in as good order as they now are, reasonable wear and tear and the act of God alone expected.
5. Lessee agrees to indemnify, defend and save Airport, its agents, officers, representatives, and employees harmless from and against all liability or loss resulting from claims or court action arising directly or indirectly out of the acts of Lessee, his agents, servants, guests or business visitors under this agreement or by reason of any act or omission of such person.
6. Lessee agrees to accept airport employees as his (its) agent's and to absolve the City from any liability whatsoever arising while his (its) plane is in the hands of said employees.

7. That in the event of any misrepresentation or default of the aforementioned representatives by Lessee, the airport shall have the right to impound all airplanes and to padlock all offices, shops, bays and T-hangars of Lessee.
8. The Lessee hereby grants to the City a lien upon all fixtures, chattels and personal property of every kind and description now or hereafter to be placed, installed, or stored by Lessee, at the airport; and agrees that in the event of any failure on the part of the Lessee to comply with each and every one of the covenants and obligations hereof, or in the event of any default continuing for sixty days of any specified rent, Airport may take possession of and sell the same in any manner provided by law and may credit the net proceeds upon any indebtedness due or damage sustained by airport, without prejudice to further claims thereafter to arise under the terms hereof.
9. The City of Lessee shall have the right to terminate this agreement at any time with or without cause by service by certified mail, at least ten days prior to the date of termination, a written Notice to the other party at his last known address, and upon the City refunding to the Lessee a pro rata amount of the storage charges heretofore provided for the unexpired portion of the month following the date of such termination: and upon such termination the Lessee shall immediately remove said airplane(s) from the Airport.
10. The City shall have the right to enter said premises at any time for inspection or to make repairs, additions or alterations as may be necessary for the safety, improvement or preservation of the leased premises. If the lessee changes the lock on the hangar door, Lessee shall furnish the Airport manager with a key for maintenance purposes.
11. Flying club lessees do further agree to provide the Airport with an up-to-date list of the names of all members of said club, on the 1<sup>st</sup> of January of each year in which they operate at the Charlevoix Municipal Airport.
12. Lessee hereby acknowledges receipt of a copy of this agreement and agrees to abide by all Federal, State, City and Airport rules and regulations, present and future, as amended.
13. Any electric wiring installed in the hangars by the Lessee, must first be approved by the Airport Manager, and shall be done according to the State electrical code, by a licensed contractor, first obtaining a permit and an inspection by the Township inspector. All

modifications to the hangar structure or doors must have prior written approval by the airport manager. Any violation will void this lease at the option of the airport manager.

14. In case the said premises are destroyed or damaged by fire, tornado or other causes, not the fault of the Lessee, so as to render the same untenable, no rent shall accrue from the date of such destruction until the same are again ready for occupancy.
15. Lessee shall take good care of the property and its fixtures and suffer no waste of the premises.
16. The Lessor agrees to make whatever repairs may be reasonably necessary on the exterior of said leased premises.
17. It is further agreed that if the Lessee shall neglect or fail to pay the payments promptly as specified in this agreement in the excess of (30) days or fail to comply with any of the conditions and covenants of this agreement for a period in excess of 30 days, then this agreement shall become void and the rights of the Lessee terminated hereunder and the said Lessee shall be a tenant at will and subject to eviction by legal process, in accordance with the statutes of the State of Michigan.
18. This lease shall be subordinate to the provision of any existing or future agreement between the Lessor and the United States relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal funds for the development of the Airport.
19. The city may insure building against casualty loss and/or liability protection. The Lessee shall reimburse the City for the cost of such insurance. The Lessee shall make the reimbursement to the city within thirty (30) days after an invoice has been sent by the first class mail to Tenant's address as shown in this lease.
20. The Lessee shall be responsible for all snow removal within three (3) feet from the hangar and for removing such other obstructions as may hinder access to or from the hangar. The City shall plow all common areas and taxiways. The City shall be responsible for the cutting of all vegetation.
21. Rent is payable, in advance, on the first of the month. A late fee of 10% shall be added to rental charges not received by the last business day of each month.

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**City Official**  
**TITLE**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**SIGNATURE OF LESSEE**

**AMOUNT RECEIVED** \_\_\_\_\_ **RECEIVED BY** \_\_\_\_\_

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration to Approve Job Description-Airport Attendant

**DATE:** March 2, 2015

**PRESENTED BY:** Liz Myer, Airport Manager

**ATTACHMENTS:** Job Description-Airport Attendant

**BACKGROUND INFORMATION:**

Currently the airport has dedicated job positions for office and ramp personnel with corresponding job descriptions for each position. In an effort to streamline the airport operations and to be more cost effective, I am proposing to merge the office and ramp position into the Airport Attendant position.

In my past aviation business and contractual management contracts, I staffed our facilities with employees who could perform both ramp and fueling activities, grounds maintenance and work the office on a rotational basis. This staff composition is the most effective for airport operations.

We currently have one job vacancy to fill and it would be advantageous for me to fill this position under the Airport Attendant job posting. Salaries and benefits are the largest expenditure at the airport and by filling the vacant position under the new title of Airport Attendant, I will be able to eliminate one seasonal job position this summer, which will reflect an annual cost savings of approximately \$9153.00

**RECOMMENDATION:**

I would recommend a motion to approve the job description- Airport Attendant in order to post the job vacancy opening under the new title.

## CITY OF CHARLEVOIX

**Title:** Airport Attendant

**FLSA:** Non-exempt  
**STATUS:** Part-time

**Department:** Airport

**Reports To:** Airport Manager

**Date:** March 2, 2015

### **Position Purpose**

This position is responsible for ensuring the safe and efficient ramping and fueling of aircraft, operation of mowing and snow removal equipment, general maintenance of airport facility/property, daily counter sales, and provides providing quality customer service to pilots, patrons, and other Airport customers.

### **Scope/Environment**

Works under the general supervision of the Airport Manager, Operations Manager or designee. Position requires individual(s) to operate several pieces of mechanized and non-mechanized equipment outdoors in all types of weather and the ability to maintain that equipment. Duties involve exertion of physical strength and dexterity. Works primarily outdoors in all types of weather. Interacts with high-end summer visitors/users during busy resort season, with ability to affect their first impression of the City. Services multi-million dollar aircraft and operates complex, expensive equipment in an environment that requires attention to detail and adherence to FAA/OSHA/MIOSHA/City safety practices.

### **Essential Job Functions**

- Operate various types of complex/expensive motorized and non-motorized equipment and tools in safe and efficient manner to mow airport property.
- Assist in quality-testing of fuel, fueling, and ramping of aircraft.
- Perform associated recordkeeping (fuel logs, labor and time distribution, and inspections, et al).
- Collect revenue and provide general customer service.
- Perform upkeep and preventive maintenance of airport equipment as assigned.
- Ensure that shop areas and fueling and mowing equipment are inspected and cleaned (on a daily basis), and that all tools are returned to their designed areas. Responsible for maintaining cleanliness of airport property during mowing and fueling activities.
- Share janitorial responsibility of facilities, including terminal and SRE building with other/all airport personnel.
- Answer phones, greet public, answer patron inquiries, and provide high level of customer service.
- Input various data and coordinate reporting with City staff.
- Abide by applicable FAA/OSHA/MIOSHA/City safety practices.
- Performs other duties as assigned by Airport Manager and/or Operations Manager

### **Knowledge, Skills and Abilities Required**

- Excellent interpersonal skills and ability to communicate with the public in a courteous and effective manner.

- Mechanical aptitude and the ability to determine the kind of tools and equipment needed to do a job, to perform routine maintenance/repairs, and to operate various types of motorized and non-motorized equipment and tools safely and efficiently.
- Attention to safety/ability to perform duties in compliance with 14 CFR Part 139 Fire Training for fuel operations.
- Flexibility regarding work hours and availability for after-hour call ins. (Some work on weekends and holidays will be required.) Prompt response to call in's and dependability are required.
- Experience with cash collections, point-of-sale and credit card machines.
- Intermediate computer skills (MS Excel, Word, Outlook, PowerPoint).
- Flexibility regarding work hours and availability for after-hour call-ins.
- Ability to communicate with public in courteous and effective manner.
- Motivated self-starter with positive responsible attitude.

### **Required Certifications**

- High school graduate or equivalent; some college preferred.
- 18 years or age or older (legal restriction to operate some equipment).
- Ability to meet applicable FAA/OSHA/MIOSHA/City guidelines for various fueling and equipment operations.
- Willingness to be trained and to acquire accreditation(s).

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval:

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Festivals and City Event Costs

**DATE:** March 2, 2015

**PRESENTED BY:** Kelly McGinn, City Treasurer

**ATTACHMENTS:** 2014 Venetian Festival Costs  
Other Event Information

**BACKGROUND INFORMATION:** At the City Council meeting on February 16, 2015, City Council wanted to know what the City is paying towards festivals and other events. A detailed listing of 26 past events has been provided. Please note that the list of events can change at any time. The 2014 Venetian Festival Cost information has also been provided.

**RECOMMENDATION:** Council to provide clarification on the following questions:

1. Based on the list of 26 events, does the City Council want all of these event costs tracked and detailed information provided (similar to the Venetian Festival cost detail)?
2. Will the Council agree to pay for additional staff or overtime needed to track these events?
3. Since each department has not been collecting this information, the city staff can not provide accurate information for these events in previous years. Does the Council want to start collecting this information as of March 2, 2015?
4. Will these costs be tracked each year or only for 2015?

One additional note: We do not have access to the financial records of any outside sources that may be providing support for the events. We only have access to actual costs incurred by the City.

City of Charlevoix  
2014 Venetian Festival Costs

EXPENSES	City Manager	Clerk	Police	Fire / EMS	DPW / Parks	Recreation	Promotion	General Fund	DDA Fund	Electric Fund	Sewer Fund	Water Fund	Marina Fund	Total City
Festival / Fireworks Donation							3,600	3,600		6,720	840	840		12,000
Street Closure Sign Rental Donation							485	465		868	108	108		1,550
Monday Night Sponsorship								9,950	1,985					1,855
Ponable Restrooms Rental					9,950			9,950					60	9,950
Additional Waste Pickups (American & Preferred)					562			562						822
Additional Restroom Cleanings					9,219			9,219						9,219
Electricity Usage (per D. Swem + Harbormaster & Pavilion)					40			40		475			175	890
Equipment Rental					1,482			1,482						1,482
Employee Wages & Overtime	579		5,387	2,917	9,492	522		19,897	618	1,065			681	21,230
Employee Benefits	452		3,704	1,186	6,388	78		11,807	482	631			102	13,222
<b>TOTAL EXPENSES</b>	\$ 1,030	\$ -	\$ 9,071	\$ 4,103	\$ 37,123	\$ 600	\$ 4,085	\$ 86,993	\$ 3,085	\$ 9,989	\$ 649	\$ 949	\$ 1,018	\$ 71,861
<b>WAIVED FEES / LOST REVENUE</b>														
Boat Parade Participant Slices (6)								160					720	720
Boat Parade Participant Slices (1)								100					100	100
Boat Parade Participant Slices (2)								1,000					1,000	1,000
Standby Parking Spaces (24 spots @ \$40/spot)								1,000					1,000	1,000
Metered Parking Spaces (24 spots @ \$40/spot)								1,070					1,070	1,070
Pavilion & Use of Public Property Fees								100					100	100
Mass Gathering Permit Fee								100					100	100
<b>TOTAL WAIVED FEES / LOST REVENUE</b>	\$ -	\$ -	\$ 1,100	\$ 1,000	\$ -	\$ 1,070	\$ -	\$ 3,270	\$ -	\$ -	\$ -	\$ -	\$ 120	\$ 3,990
<b>GRAND TOTAL</b>	\$ 1,030	\$ -	\$ 10,171	\$ 5,103	\$ 37,123	\$ 1,670	\$ 4,085	\$ 69,263	\$ 3,085	\$ 9,989	\$ 949	\$ 949	\$ 1,738	\$ 75,941

<b>SUMMARY OF 2014 VENETIAN COSTS</b>				
<b>Employee Wages</b>	<b>Fringe Benefits</b>	<b>Equipment Rental</b>	<b>Vendors Paid</b>	<b>Total</b>
<b>\$ 21,230.45</b>	<b>\$ 13,221.91</b>	<b>\$ 1,575.27</b>	<b>\$ 34,631.40</b>	<b>\$ 70,659.03</b>

**PAYROLL WAGES & EFB**

Date	Employee	Reg Hours	Reg Rate	Total Reg Wages	OT Hours	OT Rate	Total OT Wages	Total Hours	Total Wages	EFB 78% FT 15% Seasonal	Total Wage/EFB
07/09/14	Pat Elliott	3	\$ 31.9008	\$ 95.70				3	\$ 95.70	\$ 74.65	\$ 170.35
07/10/14	Pat Elliott	1	\$ 31.9008	\$ 31.90				1	\$ 31.90	\$ 24.88	\$ 56.78
Week ending 07/26/14	Pat Elliott	25	\$ 31.9008	\$ 797.52				25	\$ 797.52	\$ 622.07	\$ 1,419.59
07/27/14	Pat Elliott	2.5	\$ 31.9008	\$ 79.75				2.5	\$ 79.75	\$ 62.21	\$ 141.96
	<b>Employee Total:</b>	<b>31.5</b>		<b>\$ 1,004.87</b>	<b>0</b>		<b>\$ -</b>	<b>31.5</b>	<b>\$ 1,004.87</b>	<b>\$ 783.81</b>	<b>\$ 1,788.68</b>
07/10/14	Kevin Morrison	5	\$ 21.0700	\$ 105.35				5	\$ 105.35	\$ 82.17	\$ 187.52
07/11/14	Kevin Morrison	4	\$ 21.0700	\$ 84.28				4	\$ 84.28	\$ 65.74	\$ 150.02
07/15/14	Kevin Morrison	4.5	\$ 21.0700	\$ 94.82				4.5	\$ 94.82	\$ 73.96	\$ 168.78
07/21/14	Kevin Morrison	8	\$ 21.0700	\$ 168.56				8	\$ 168.56	\$ 131.48	\$ 300.04
07/22/14	Kevin Morrison	6.5	\$ 21.0700	\$ 136.96				6.5	\$ 136.96	\$ 106.83	\$ 243.79
07/22/14	Kevin Morrison	1.5	\$ 23.1700	\$ 34.76				1.5	\$ 34.76	\$ 27.11	\$ 61.87
07/23/14	Kevin Morrison	8	\$ 21.0700	\$ 168.56	0.5	\$ 31.6050	\$ 15.80	8.5	\$ 184.36	\$ 143.80	\$ 328.16
07/24/14	Kevin Morrison	8	\$ 21.0700	\$ 168.56	0.25	\$ 31.6050	\$ 7.90	8.25	\$ 176.46	\$ 137.64	\$ 314.10
07/25/14	Kevin Morrison	8	\$ 21.0700	\$ 168.56				8	\$ 168.56	\$ 131.48	\$ 300.04
07/25/14	Kevin Morrison		\$ 23.1700		2	\$ 34.7550	\$ 69.51	2	\$ 69.51	\$ 54.22	\$ 123.73
07/26/14	Kevin Morrison		\$ 21.0700		2	\$ 31.6050	\$ 63.21	2	\$ 63.21	\$ 49.30	\$ 112.51
07/26/14	Kevin Morrison		\$ 23.1700		9.25	\$ 34.7550	\$ 321.48	9.25	\$ 321.48	\$ 250.75	\$ 572.23
07/27/14	Kevin Morrison		\$ 21.0700		2.5	\$ 31.6050	\$ 79.01	2.5	\$ 79.01	\$ 61.63	\$ 140.64
07/28/14	Kevin Morrison	6.5	\$ 21.0700	\$ 136.96				6.5	\$ 136.96	\$ 106.83	\$ 243.79
07/29/14	Kevin Morrison	6	\$ 21.0700	\$ 126.42				6	\$ 126.42	\$ 98.61	\$ 225.03
	<b>Employee Total:</b>	<b>66</b>		<b>\$ 1,393.79</b>	<b>16.5</b>		<b>\$ 556.91</b>	<b>82.5</b>	<b>\$ 1,950.70</b>	<b>\$ 1,521.55</b>	<b>\$ 3,472.25</b>
07/19/14	Rick Wilson		\$ 23.1700		6	\$ 34.7550	\$ 208.53	6	\$ 208.53	\$ 162.65	\$ 371.18
07/20/14	Rick Wilson		\$ 23.1700		2	\$ 34.7550	\$ 69.51	2	\$ 69.51	\$ 54.22	\$ 123.73
07/25/14	Rick Wilson	3	\$ 20.9700	\$ 62.91				3	\$ 62.91	\$ 49.07	\$ 111.98
07/26/14	Rick Wilson		\$ 20.9700		2	\$ 31.4550	\$ 62.91	2	\$ 62.91	\$ 49.07	\$ 111.98
	<b>Employee Total:</b>	<b>3</b>		<b>\$ 62.91</b>	<b>10</b>		<b>\$ 340.95</b>	<b>13</b>	<b>\$ 409.86</b>	<b>\$ 315.01</b>	<b>\$ 718.87</b>
07/16/14	Steve Johnson	6	\$ 20.5700	\$ 123.42				6	\$ 123.42	\$ 96.27	\$ 219.69
07/17/14	Steve Johnson	2.5	\$ 20.5700	\$ 51.43	0.5	\$ 30.8550	\$ 15.43	3	\$ 66.86	\$ 52.15	\$ 119.01
07/17/14	Steve Johnson		\$ 23.1700		2	\$ 34.7550	\$ 69.51	2	\$ 69.51	\$ 54.22	\$ 123.73
07/18/14	Steve Johnson	4	\$ 20.5700	\$ 82.28				4	\$ 82.28	\$ 64.18	\$ 146.46
07/18/14	Steve Johnson		\$ 23.1700		2	\$ 34.7550	\$ 69.51	2	\$ 69.51	\$ 54.22	\$ 123.73
07/19/14	Steve Johnson		\$ 21.0700		6	\$ 31.6050	\$ 189.63	6	\$ 189.63	\$ 147.91	\$ 337.54
07/20/14	Steve Johnson		\$ 21.0700		2	\$ 31.6050	\$ 63.21	2	\$ 63.21	\$ 49.30	\$ 112.51
07/20/14	Steve Johnson		\$ 23.1700		2	\$ 34.7550	\$ 69.51	2	\$ 69.51	\$ 54.22	\$ 123.73
07/22/14	Steve Johnson	8	\$ 20.5700	\$ 164.56				8	\$ 164.56	\$ 128.36	\$ 292.92
07/23/14	Steve Johnson	8	\$ 20.5700	\$ 164.56				8	\$ 164.56	\$ 128.36	\$ 292.92
07/24/14	Steve Johnson	8	\$ 20.5700	\$ 164.56	0.25	\$ 30.8550	\$ 7.71	8.25	\$ 172.27	\$ 134.37	\$ 306.64
07/25/14	Steve Johnson	8	\$ 20.5700	\$ 164.56				8	\$ 164.56	\$ 128.36	\$ 292.92
07/25/14	Steve Johnson		\$ 21.0700		2	\$ 31.6050	\$ 63.21	2	\$ 63.21	\$ 49.30	\$ 112.51
07/26/14	Steve Johnson		\$ 20.5700		2	\$ 30.8550	\$ 61.71	2	\$ 61.71	\$ 48.13	\$ 109.84
07/26/14	Steve Johnson		\$ 21.0700		9.25	\$ 31.6050	\$ 292.35	9.25	\$ 292.35	\$ 228.03	\$ 520.38
07/26/14	Steve Johnson		\$ 20.5700		2.5	\$ 30.8550	\$ 77.14	2.5	\$ 77.14	\$ 60.17	\$ 137.31
07/28/14	Steve Johnson	2	\$ 20.5700	\$ 41.14				2	\$ 41.14	\$ 32.09	\$ 73.23
	<b>Employee Total:</b>	<b>46.5</b>		<b>\$ 956.51</b>	<b>30.5</b>		<b>\$ 978.92</b>	<b>77</b>	<b>\$ 1,935.43</b>	<b>\$ 1,509.64</b>	<b>\$ 3,445.07</b>
07/18/14	Bob Jones	4	\$ 20.5700	\$ 82.28				4	\$ 82.28	\$ 64.18	\$ 146.46
07/19/14	Bob Jones		\$ 20.5700		2	\$ 30.8550	\$ 61.71	2	\$ 61.71	\$ 48.13	\$ 109.84
07/20/14	Bob Jones		\$ 20.5700		2	\$ 30.8550	\$ 61.71	2	\$ 61.71	\$ 48.13	\$ 109.84
07/21/14	Bob Jones	5	\$ 20.5700	\$ 102.85				5	\$ 102.85	\$ 80.22	\$ 183.07
07/23/14	Bob Jones	4	\$ 20.5700	\$ 82.28				4	\$ 82.28	\$ 64.18	\$ 146.46
07/24/14	Bob Jones	2	\$ 20.5700	\$ 41.14				2	\$ 41.14	\$ 32.09	\$ 73.23
07/25/14	Bob Jones	8	\$ 20.5700	\$ 164.56	2	\$ 30.8550	\$ 61.71	10	\$ 226.27	\$ 176.49	\$ 402.76
07/26/14	Bob Jones		\$ 20.5700		11.25	\$ 30.8550	\$ 347.12	11.25	\$ 347.12	\$ 270.75	\$ 617.87
07/27/14	Bob Jones		\$ 20.5700		2.5	\$ 30.8550	\$ 77.14	2.5	\$ 77.14	\$ 60.17	\$ 137.31
	<b>Employee Total:</b>	<b>23</b>		<b>\$ 473.11</b>	<b>19.75</b>		<b>\$ 609.39</b>	<b>42.75</b>	<b>\$ 1,062.50</b>	<b>\$ 844.34</b>	<b>\$ 1,926.84</b>
07/19/14	Justin Doran		\$ 21.4700		6	\$ 32.2050	\$ 193.23	6	\$ 193.23	\$ 150.72	\$ 343.95
07/20/14	Justin Doran		\$ 21.4700		4	\$ 32.2050	\$ 128.82	4	\$ 128.82	\$ 100.48	\$ 229.30
07/21/14	Justin Doran	2	\$ 21.4700	\$ 42.94				2	\$ 42.94	\$ 33.49	\$ 76.43
07/22/14	Justin Doran	4	\$ 21.4700	\$ 85.88				4	\$ 85.88	\$ 66.99	\$ 152.87
07/24/14	Justin Doran	4	\$ 21.4700	\$ 85.88	0.25	\$ 32.2050	\$ 8.05	4.25	\$ 93.93	\$ 73.27	\$ 167.20
07/25/14	Justin Doran	5	\$ 21.4700	\$ 107.35	2	\$ 32.2050	\$ 64.41	7	\$ 171.76	\$ 133.97	\$ 305.73
07/26/14	Justin Doran		\$ 21.4700		11.25	\$ 32.2050	\$ 362.31	11.25	\$ 362.31	\$ 282.60	\$ 644.91
07/27/14	Justin Doran		\$ 21.4700		2.5	\$ 32.2050	\$ 80.51	2.5	\$ 80.51	\$ 62.80	\$ 143.31
07/28/14	Justin Doran	8	\$ 21.4700	\$ 171.76				8	\$ 171.76	\$ 133.97	\$ 305.73
	<b>Employee Total:</b>	<b>23</b>		<b>\$ 493.81</b>	<b>26</b>		<b>\$ 837.33</b>	<b>49</b>	<b>\$ 1,331.14</b>	<b>\$ 1,038.29</b>	<b>\$ 2,369.43</b>
07/24/14	Mike Hodge	0.5	\$ 22.6700	\$ 11.34	0.25	\$ 34.0050	\$ 8.50	0.75	\$ 19.84	\$ 15.48	\$ 35.32
07/26/14	Mike Hodge		\$ 22.6700		2	\$ 34.0050	\$ 68.01	2	\$ 68.01	\$ 53.05	\$ 121.06
07/27/14	Mike Hodge		\$ 22.6700		2.5	\$ 34.0050	\$ 85.01	2.5	\$ 85.01	\$ 66.31	\$ 151.32
	<b>Employee Total:</b>	<b>0.5</b>		<b>\$ 11.34</b>	<b>4.75</b>		<b>\$ 161.52</b>	<b>5.25</b>	<b>\$ 172.86</b>	<b>\$ 134.84</b>	<b>\$ 307.70</b>
07/16/14	Mike Becker	4	\$ 9.2500	\$ 37.00				4	\$ 37.00	\$ 5.55	\$ 42.55
07/17/14	Mike Becker	2	\$ 9.2500	\$ 18.50				2	\$ 18.50	\$ 2.78	\$ 21.28

**PAYROLL WAGES & EFB**

Date	Employee	Reg Hours	Reg Rate	Total Reg Wages	OT Hours	OT Rate	Total OT Wages	Total Hours	Total Wages	EFB 78% FT 15% Seasonal	Total Wage/EFB
07/18/14	Mike Becker	3	\$ 9.2500	\$ 27.75				3	\$ 27.75	\$ 4.16	\$ 31.91
07/19/14	Mike Becker		\$ 9.2500		2	\$ 13.8750	\$ 27.75	2	\$ 27.75	\$ 4.16	\$ 31.91
07/20/14	Mike Becker		\$ 9.2500		3	\$ 13.8750	\$ 41.63	3	\$ 41.63	\$ 6.24	\$ 47.87
07/21/14	Mike Becker	2	\$ 9.2500	\$ 18.50				2	\$ 18.50	\$ 2.78	\$ 21.28
07/22/14	Mike Becker	4	\$ 9.2500	\$ 37.00				4	\$ 37.00	\$ 5.55	\$ 42.55
07/23/14	Mike Becker	4	\$ 9.2500	\$ 37.00				4	\$ 37.00	\$ 5.55	\$ 42.55
07/24/14	Mike Becker	6	\$ 9.2500	\$ 55.50	0.75	\$ 13.8750	\$ 10.41	6.75	\$ 65.91	\$ 9.89	\$ 75.80
07/25/14	Mike Becker	8	\$ 9.2500	\$ 74.00	1.25	\$ 13.8750	\$ 17.34	9.25	\$ 91.34	\$ 13.70	\$ 105.04
07/26/14	Mike Becker		\$ 9.2500		11	\$ 13.8750	\$ 152.63	11	\$ 152.63	\$ 22.89	\$ 175.52
07/27/14	Mike Becker		\$ 9.2500		2.5	\$ 13.8750	\$ 34.69	2.5	\$ 34.69	\$ 5.20	\$ 39.89
07/29/14	Mike Becker	2	\$ 9.2500	\$ 18.50				2	\$ 18.50	\$ 2.78	\$ 21.28
	<b>Employee Total:</b>	<b>35</b>		<b>\$ 323.75</b>	<b>20.5</b>		<b>\$ 284.45</b>	<b>55.5</b>	<b>\$ 608.20</b>	<b>\$ 91.23</b>	<b>\$ 699.43</b>
07/18/14	Coby Herriman	1	\$ 8.0000	\$ 8.00				1	\$ 8.00	\$ 1.20	\$ 9.20
07/21/14	Coby Herriman	1	\$ 8.0000	\$ 8.00				1	\$ 8.00	\$ 1.20	\$ 9.20
07/24/14	Coby Herriman	2	\$ 8.0000	\$ 16.00	0.25	\$ 12.0000	\$ 3.00	2.25	\$ 19.00	\$ 2.85	\$ 21.85
07/25/14	Coby Herriman	3	\$ 8.0000	\$ 24.00				3	\$ 24.00	\$ 3.60	\$ 27.60
07/26/14	Coby Herriman		\$ 8.0000		1.75	\$ 12.0000	\$ 21.00	1.75	\$ 21.00	\$ 3.15	\$ 24.15
07/27/14	Coby Herriman		\$ 8.0000		2.5	\$ 12.0000	\$ 30.00	2.5	\$ 30.00	\$ 4.50	\$ 34.50
	<b>Employee Total:</b>	<b>7</b>		<b>\$ 56.00</b>	<b>4.5</b>		<b>\$ 54.00</b>	<b>11.5</b>	<b>\$ 110.00</b>	<b>\$ 16.50</b>	<b>\$ 126.50</b>
07/17/14	Jacob Stants	2	\$ 8.5000	\$ 17.00				2	\$ 17.00	\$ 2.55	\$ 19.55
07/18/14	Jacob Stants	3	\$ 8.5000	\$ 25.50				3	\$ 25.50	\$ 3.83	\$ 29.33
07/21/14	Jacob Stants	2	\$ 8.5000	\$ 17.00				2	\$ 17.00	\$ 2.55	\$ 19.55
07/22/14	Jacob Stants	1	\$ 8.5000	\$ 8.50				1	\$ 8.50	\$ 1.28	\$ 9.78
07/23/14	Jacob Stants	4	\$ 8.5000	\$ 34.00				4	\$ 34.00	\$ 5.10	\$ 39.10
07/24/14	Jacob Stants	6	\$ 8.5000	\$ 51.00				6	\$ 51.00	\$ 7.65	\$ 58.65
07/25/14	Jacob Stants	3	\$ 8.5000	\$ 25.50				3	\$ 25.50	\$ 3.83	\$ 29.33
07/26/14	Jacob Stants	1.75	\$ 8.5000	\$ 14.88				1.75	\$ 14.88	\$ 2.23	\$ 17.11
07/27/14	Jacob Stants		\$ 8.5000		2.5	\$ 12.7500	\$ 31.88	2.5	\$ 31.88	\$ 4.78	\$ 36.66
	<b>Employee Total:</b>	<b>22.75</b>		<b>\$ 193.38</b>	<b>2.5</b>		<b>\$ 31.88</b>	<b>25.25</b>	<b>\$ 225.26</b>	<b>\$ 33.80</b>	<b>\$ 259.06</b>
07/24/14	Jim Bishaw	4.5	\$ 11.0300	\$ 49.64				4.5	\$ 49.64	\$ 7.45	\$ 57.09
07/25/14	Jim Bishaw	2	\$ 11.0300	\$ 22.06				2	\$ 22.06	\$ 3.31	\$ 25.37
07/26/14	Jim Bishaw	1.75	\$ 11.0300	\$ 19.30				1.75	\$ 19.30	\$ 2.90	\$ 22.20
07/27/14	Jim Bishaw	2.5	\$ 11.0300	\$ 27.58				2.5	\$ 27.58	\$ 4.14	\$ 31.72
	<b>Employee Total:</b>	<b>10.75</b>		<b>\$ 118.58</b>	<b>0</b>		<b>\$ -</b>	<b>10.75</b>	<b>\$ 118.58</b>	<b>\$ 17.80</b>	<b>\$ 136.38</b>
07/21/14	Zach Shepard	1	\$ 8.0000	\$ 8.00				1	\$ 8.00	\$ 1.20	\$ 9.20
07/24/14	Zach Shepard	3	\$ 8.0000	\$ 24.00				3	\$ 24.00	\$ 3.60	\$ 27.60
07/25/14	Zach Shepard	3	\$ 8.0000	\$ 24.00				3	\$ 24.00	\$ 3.60	\$ 27.60
07/26/14	Zach Shepard		\$ 8.0000		1.75	\$ 12.0000	\$ 21.00	1.75	\$ 21.00	\$ 3.15	\$ 24.15
07/27/14	Zach Shepard		\$ 8.0000		2.5	\$ 12.0000	\$ 30.00	2.5	\$ 30.00	\$ 4.50	\$ 34.50
07/28/14	Zach Shepard	6	\$ 8.0000	\$ 48.00				6	\$ 48.00	\$ 7.20	\$ 55.20
	<b>Employee Total:</b>	<b>13</b>		<b>\$ 104.00</b>	<b>4.25</b>		<b>\$ 51.00</b>	<b>17.25</b>	<b>\$ 155.00</b>	<b>\$ 23.25</b>	<b>\$ 178.25</b>
07/21/14	Stan Martinez	5	\$ 8.0000	\$ 40.00				5	\$ 40.00	\$ 6.00	\$ 46.00
07/23/14	Stan Martinez	2	\$ 8.0000	\$ 16.00				2	\$ 16.00	\$ 2.40	\$ 18.40
07/24/14	Stan Martinez	2	\$ 8.0000	\$ 16.00				2	\$ 16.00	\$ 2.40	\$ 18.40
07/25/14	Stan Martinez	6	\$ 8.0000	\$ 48.00				6	\$ 48.00	\$ 7.20	\$ 55.20
07/29/14	Stan Martinez	2	\$ 8.0000	\$ 16.00				2	\$ 16.00	\$ 2.40	\$ 18.40
	<b>Employee Total:</b>	<b>17</b>		<b>\$ 136.00</b>	<b>0</b>		<b>\$ -</b>	<b>17</b>	<b>\$ 136.00</b>	<b>\$ 20.40</b>	<b>\$ 156.40</b>
07/21/14	Dave Manker, Sr	1	\$ 10.0000	\$ 10.00				1	\$ 10.00	\$ 1.50	\$ 11.50
07/24/14	Dave Manker, Sr	2.5	\$ 10.0000	\$ 25.00				2.5	\$ 25.00	\$ 3.75	\$ 28.75
07/28/14	Dave Manker, Sr	8	\$ 10.0000	\$ 80.00				8	\$ 80.00	\$ 12.00	\$ 92.00
	<b>Employee Total:</b>	<b>11.5</b>		<b>\$ 115.00</b>	<b>0</b>		<b>\$ -</b>	<b>11.5</b>	<b>\$ 115.00</b>	<b>\$ 17.25</b>	<b>\$ 132.25</b>
07/24/14	Steven Cole		\$ 8.0000		0.25	\$ 12.0000	\$ 3.00	0.25	\$ 3.00	\$ 0.45	\$ 3.45
07/25/14	Steven Cole	2	\$ 8.0000	\$ 16.00				2	\$ 16.00	\$ 2.40	\$ 18.40
07/26/14	Steven Cole		\$ 8.0000		1.75	\$ 12.0000	\$ 21.00	1.75	\$ 21.00	\$ 3.15	\$ 24.15
07/27/14	Steven Cole		\$ 8.0000		2.5	\$ 12.0000	\$ 30.00	2.5	\$ 30.00	\$ 4.50	\$ 34.50
	<b>Employee Total:</b>	<b>2</b>		<b>\$ 16.00</b>	<b>4.5</b>		<b>\$ 54.00</b>	<b>6.5</b>	<b>\$ 70.00</b>	<b>\$ 10.50</b>	<b>\$ 80.50</b>
07/24/14	Dana Neumann	1	\$ 8.5000	\$ 8.50				1	\$ 8.50	\$ 1.28	\$ 9.78
07/26/14	Dana Neumann		\$ 8.5000		1.75	\$ 12.7500	\$ 22.31	1.75	\$ 22.31	\$ 3.35	\$ 25.66
07/27/14	Dana Neumann		\$ 8.5000		2.5	\$ 12.7500	\$ 31.88	2.5	\$ 31.88	\$ 4.78	\$ 36.66
	<b>Employee Total:</b>	<b>1</b>		<b>\$ 8.50</b>	<b>4.25</b>		<b>\$ 54.19</b>	<b>5.25</b>	<b>\$ 62.69</b>	<b>\$ 9.41</b>	<b>\$ 72.10</b>
07/09/14	Don Swem	3	\$ 34.1081	\$ 102.32				3	\$ 102.32	\$ 79.81	\$ 182.13
	<b>Employee Total:</b>	<b>3</b>		<b>\$ 102.32</b>	<b>0</b>		<b>\$ -</b>	<b>3</b>	<b>\$ 102.32</b>	<b>\$ 79.81</b>	<b>\$ 182.13</b>
07/26/14	Brad Eaton	4	\$ 32.4400	\$ 129.76				4	\$ 129.76	\$ 101.21	\$ 230.97
	<b>Employee Total:</b>	<b>4</b>		<b>\$ 129.76</b>	<b>0</b>		<b>\$ -</b>	<b>4</b>	<b>\$ 129.76</b>	<b>\$ 101.21</b>	<b>\$ 230.97</b>
07/14/14	Andrew Whitley	3	\$ 22.3600	\$ 67.08				3	\$ 67.08	\$ 52.32	\$ 119.40
07/15/14	Andrew Whitley	6	\$ 22.3600	\$ 134.16				6	\$ 134.16	\$ 104.64	\$ 238.80
07/22/14	Andrew Whitley	2	\$ 22.3600	\$ 44.72				2	\$ 44.72	\$ 34.88	\$ 79.60
07/27/14	Andrew Whitley		\$ 22.3600		2	\$ 33.5400	\$ 67.08	2	\$ 67.08	\$ 52.32	\$ 119.40
07/28/14	Andrew Whitley	7	\$ 22.3600	\$ 156.52				7	\$ 156.52	\$ 122.09	\$ 278.61
	<b>Employee Total:</b>	<b>18</b>		<b>\$ 402.48</b>	<b>2</b>		<b>\$ 67.08</b>	<b>20</b>	<b>\$ 469.56</b>	<b>\$ 366.25</b>	<b>\$ 835.81</b>
07/27/14	Richie LaVoie		\$ 23.7700		2	\$ 35.6550	\$ 71.31	2	\$ 71.31	\$ 55.62	\$ 126.93

**PAYROLL WAGES & EFB**

Date	Employee	Reg Hours	Reg Rate	Total Reg Wages	OT Hours	OT Rate	Total OT Wages	Total Hours	Total Wages	EFB 78% FT 15% Seasonal	Total Wage/EFB	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>2</b>		<b>\$ 71.31</b>	<b>2</b>	<b>\$ 71.31</b>	<b>\$ 55.62</b>	<b>\$ 126.93</b>	Electric
07/14/14	Martin Draves	3	\$ 32.4400	\$ 97.32				3	\$ 97.32	\$ 75.91	\$ 173.23	
07/15/14	Martin Draves	6	\$ 32.4400	\$ 194.64				6	\$ 194.64	\$ 151.82	\$ 346.46	
	<b>Employee Total:</b>	<b>9</b>		<b>\$ 291.96</b>	<b>0</b>		<b>\$ -</b>	<b>9</b>	<b>\$ 291.96</b>	<b>\$ 227.73</b>	<b>\$ 519.69</b>	Electric
07/09/14	Gerard Doan	3	\$ 33.7145	\$ 101.14				3	\$ 101.14	\$ 78.89	\$ 180.03	
07/23/14	Gerard Doan	2	\$ 33.7145	\$ 67.43				2	\$ 67.43	\$ 52.60	\$ 120.03	
07/24/14	Gerard Doan	1.5	\$ 33.7145	\$ 50.57				1.5	\$ 50.57	\$ 39.44	\$ 90.01	
07/25/14	Gerard Doan	5	\$ 33.7145	\$ 168.57				5	\$ 168.57	\$ 131.48	\$ 300.05	
07/26/14	Gerard Doan	13	\$ 33.7145	\$ 438.29				13	\$ 438.29	\$ 341.87	\$ 780.16	
	<b>Employee Total:</b>	<b>24.5</b>		<b>\$ 826.00</b>	<b>0</b>		<b>\$ -</b>	<b>24.5</b>	<b>\$ 826.00</b>	<b>\$ 644.28</b>	<b>\$ 1,470.28</b>	Police
07/19/14	Scott Hankins		\$ 24.0807		8	\$ 36.1211	\$ 288.97	8	\$ 288.97	\$ 225.40	\$ 514.37	
07/26/14	Scott Hankins		\$ 24.0807		12.5	\$ 36.1211	\$ 451.51	12.5	\$ 451.51	\$ 352.18	\$ 803.69	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>20.5</b>		<b>\$ 740.48</b>	<b>20.5</b>	<b>\$ 740.48</b>	<b>\$ 577.58</b>	<b>\$ 1,318.06</b>	Police
07/26/14	Barb Orban		\$ 21.9942		4.5	\$ 32.9913	\$ 148.46	4.5	\$ 148.46	\$ 115.80	\$ 264.26	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>4.5</b>		<b>\$ 148.46</b>	<b>4.5</b>	<b>\$ 148.46</b>	<b>\$ 115.80</b>	<b>\$ 264.26</b>	Police
07/23/14	Matt Umlis		\$ 21.9942		4	\$ 32.9913	\$ 131.97	4	\$ 131.97	\$ 102.94	\$ 234.91	
07/24/14	Matt Umlis		\$ 21.9942		4.5	\$ 32.9913	\$ 148.46	4.5	\$ 148.46	\$ 115.80	\$ 264.26	
07/25/14	Matt Umlis		\$ 21.9942		4	\$ 32.9913	\$ 131.97	4	\$ 131.97	\$ 102.94	\$ 234.91	
07/26/14	Matt Umlis		\$ 21.9942		4.5	\$ 32.9913	\$ 148.46	4.5	\$ 148.46	\$ 115.80	\$ 264.26	
07/27/14	Matt Umlis		\$ 21.9942		8	\$ 32.9913	\$ 263.93	8	\$ 263.93	\$ 205.87	\$ 469.80	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>25</b>		<b>\$ 824.79</b>	<b>25</b>	<b>\$ 824.79</b>	<b>\$ 643.35</b>	<b>\$ 1,468.14</b>	Police
07/25/14	Pete Shrift		\$ 21.9942		4	\$ 32.9913	\$ 131.97	4	\$ 131.97	\$ 102.94	\$ 234.91	
07/26/14	Pete Shrift		\$ 21.9942		4.5	\$ 32.9913	\$ 148.46	4.5	\$ 148.46	\$ 115.80	\$ 264.26	
07/26/14	Pete Shrift		\$ 21.9942		8	\$ 32.9913	\$ 263.93	8	\$ 263.93	\$ 205.87	\$ 469.80	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>16.5</b>		<b>\$ 544.36</b>	<b>16.5</b>	<b>\$ 544.36</b>	<b>\$ 424.61</b>	<b>\$ 968.97</b>	Police
07/23/14	Jim Schlappi		\$ 21.9942		3.5	\$ 32.9913	\$ 115.47	3.5	\$ 115.47	\$ 90.07	\$ 205.54	
07/25/14	Jim Schlappi		\$ 21.9942		3	\$ 32.9913	\$ 98.97	3	\$ 98.97	\$ 77.20	\$ 176.17	
07/26/14	Jim Schlappi		\$ 21.9942		8	\$ 32.9913	\$ 263.93	8	\$ 263.93	\$ 205.87	\$ 469.80	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>14.5</b>		<b>\$ 478.37</b>	<b>14.5</b>	<b>\$ 478.37</b>	<b>\$ 373.14</b>	<b>\$ 851.51</b>	Police
07/24/14	Jason Traeger		\$ 21.9942		5	\$ 32.9913	\$ 164.96	5	\$ 164.96	\$ 128.67	\$ 293.63	
07/25/14	Jason Traeger		\$ 21.9942		8	\$ 32.9913	\$ 263.93	8	\$ 263.93	\$ 205.87	\$ 469.80	
07/26/14	Jason Traeger		\$ 21.9942		10.5	\$ 32.9913	\$ 346.41	10.5	\$ 346.41	\$ 270.20	\$ 616.61	
07/27/14	Jason Traeger		\$ 21.9942		8	\$ 32.9913	\$ 263.93	8	\$ 263.93	\$ 205.87	\$ 469.80	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>31.5</b>		<b>\$ 1,039.23</b>	<b>31.5</b>	<b>\$ 1,039.23</b>	<b>\$ 810.61</b>	<b>\$ 1,849.84</b>	Police
07/21/14	Nathan Humble		\$ 12.0000		10	\$ 18.0000	\$ 180.00	10	\$ 180.00	\$ 27.00	\$ 207.00	
07/26/14	Nathan Humble		\$ 12.0000		4	\$ 18.0000	\$ 72.00	4	\$ 72.00	\$ 10.80	\$ 82.80	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>14</b>		<b>\$ 252.00</b>	<b>14</b>	<b>\$ 252.00</b>	<b>\$ 37.80</b>	<b>\$ 289.80</b>	Police
07/19/14	Andrew Flickema		\$ 12.0000		1.5	\$ 18.0000	\$ 27.00	1.5	\$ 27.00	\$ 4.05	\$ 31.05	
07/23/14	Andrew Flickema		\$ 12.0000		3	\$ 18.0000	\$ 54.00	3	\$ 54.00	\$ 8.10	\$ 62.10	
07/24/14	Andrew Flickema		\$ 12.0000		4	\$ 18.0000	\$ 72.00	4	\$ 72.00	\$ 10.80	\$ 82.80	
07/25/14	Andrew Flickema		\$ 12.0000		12	\$ 18.0000	\$ 216.00	12	\$ 216.00	\$ 32.40	\$ 248.40	
07/26/14	Andrew Flickema		\$ 12.0000		8	\$ 18.0000	\$ 144.00	8	\$ 144.00	\$ 21.60	\$ 165.60	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>28.5</b>		<b>\$ 513.00</b>	<b>28.5</b>	<b>\$ 513.00</b>	<b>\$ 76.95</b>	<b>\$ 589.95</b>	Police
07/26/14	Pat Klooster		\$ 11.4400		4.5	\$ 17.1600	\$ 77.22	4.5	\$ 77.22	\$ 11.58	\$ 88.80	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>4.5</b>		<b>\$ 77.22</b>	<b>4.5</b>	<b>\$ 77.22</b>	<b>\$ 11.58</b>	<b>\$ 88.80</b>	Marina
07/26/14	Greyson Spegele		\$ 8.0000		1	\$ 12.0000	\$ 12.00	1	\$ 12.00	\$ 1.80	\$ 13.80	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>1</b>		<b>\$ 12.00</b>	<b>1</b>	<b>\$ 12.00</b>	<b>\$ 1.80</b>	<b>\$ 13.80</b>	Marina
07/24/14	Kelly Greyerbiehl		\$ 8.5000		1	\$ 12.7500	\$ 12.75	1	\$ 12.75	\$ 1.91	\$ 14.66	
07/26/14	Kelly Greyerbiehl		\$ 8.5000		9.5	\$ 12.7500	\$ 121.13	9.5	\$ 121.13	\$ 18.17	\$ 139.30	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>10.5</b>		<b>\$ 133.88</b>	<b>10.5</b>	<b>\$ 133.88</b>	<b>\$ 20.08</b>	<b>\$ 153.96</b>	Marina
07/25/14	Grace Glenny		\$ 8.6700		8	\$ 13.0050	\$ 104.04	8	\$ 104.04	\$ 15.61	\$ 119.65	
07/26/14	Grace Glenny		\$ 8.6700		11	\$ 13.0050	\$ 143.06	11	\$ 143.06	\$ 21.46	\$ 164.52	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>19</b>		<b>\$ 247.10</b>	<b>19</b>	<b>\$ 247.10</b>	<b>\$ 37.07</b>	<b>\$ 284.17</b>	Marina
07/24/14	Jon Boss		\$ 8.5000		1.5	\$ 12.7500	\$ 19.13	1.5	\$ 19.13	\$ 2.87	\$ 22.00	
07/25/14	Jon Boss		\$ 8.5000		4	\$ 12.7500	\$ 51.00	4	\$ 51.00	\$ 7.65	\$ 58.65	
07/26/14	Jon Boss		\$ 8.5000		11	\$ 12.7500	\$ 140.25	11	\$ 140.25	\$ 21.04	\$ 161.29	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>16.5</b>		<b>\$ 210.38</b>	<b>16.5</b>	<b>\$ 210.38</b>	<b>\$ 31.56</b>	<b>\$ 241.94</b>	Marina
07/09/14	Paul Ivan	3	\$ 30.1313	\$ 90.39				3	\$ 90.39	\$ 70.50	\$ 160.89	
07/25/14	Paul Ivan	3	\$ 30.1313	\$ 90.39				3	\$ 90.39	\$ 70.50	\$ 160.89	
07/26/14	Paul Ivan	8	\$ 30.1313	\$ 241.05				8	\$ 241.05	\$ 188.02	\$ 429.07	
	<b>Employee Total:</b>	<b>14</b>		<b>\$ 421.83</b>	<b>0</b>		<b>\$ -</b>	<b>14</b>	<b>\$ 421.83</b>	<b>\$ 329.02</b>	<b>\$ 750.85</b>	Fire / EMS
07/27/14	Joe Schwartzfisher		\$ 15.7102		8	\$ 23.5653	\$ 188.52	8	\$ 188.52	\$ 147.05	\$ 335.57	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>8</b>		<b>\$ 188.52</b>	<b>8</b>	<b>\$ 188.52</b>	<b>\$ 147.05</b>	<b>\$ 335.57</b>	Fire / EMS
07/27/14	Bill Brodin		\$ 15.7102		16	\$ 23.5653	\$ 377.04	16	\$ 377.04	\$ 294.09	\$ 671.13	
	<b>Employee Total:</b>	<b>0</b>		<b>\$ -</b>	<b>16</b>		<b>\$ 377.04</b>	<b>16</b>	<b>\$ 377.04</b>	<b>\$ 294.09</b>	<b>\$ 671.13</b>	Fire / EMS
07/25/14	Jeff Stevens	3	\$ 16.0000	\$ 48.00			Friday Fireworks - EMS Pd on Call	3	\$ 48.00	\$ 7.20	\$ 55.20	
07/26/14	Jeff Stevens	4	\$ 17.0000	\$ 68.00			Parade - Fire Pd on Call	4	\$ 68.00	\$ 10.20	\$ 78.20	
07/25/14	Audrey Roloff	3	\$ 20.0000	\$ 60.00			Friday Fireworks - EMS Pd on Call	3	\$ 60.00	\$ 9.00	\$ 69.00	
07/26/14	Audrey Roloff	4	\$ 20.0000	\$ 80.00			Foot Race - EMS Pd on Call	4	\$ 80.00	\$ 12.00	\$ 92.00	
07/26/14	Audrey Roloff	3	\$ 20.0000	\$ 60.00			Saturday Fireworks - EMS Pd on Call	3	\$ 60.00	\$ 9.00	\$ 69.00	
07/25/14	Bob Roloff	3	\$ 20.0000	\$ 60.00			Friday Fireworks - EMS Pd on Call	3	\$ 60.00	\$ 46.80	\$ 106.80	

**PAYROLL WAGES & EFB**

Date	Employee	Reg Hours	Reg Rate	Total Reg Wages	OT Hours	OT Rate	Total OT Wages	Total Hours	Total Wages	EFB 78% FT 15% Seasonal	Total Wage/EFB
07/26/14	Bob Roloff	4	\$ 20.0000	\$ 80.00				4	\$ 80.00	\$ 62.40	\$ 142.40
07/26/14	Bob Roloff	3	\$ 20.0000	\$ 60.00				3	\$ 60.00	\$ 46.80	\$ 106.80
07/25/14	Dawson Matter	3	\$ 16.0000	\$ 48.00				3	\$ 48.00	\$ 7.20	\$ 55.20
07/26/14	Dawson Matter	4	\$ 16.0000	\$ 64.00				4	\$ 64.00	\$ 9.60	\$ 73.60
07/26/14	Dawson Matter	3	\$ 16.0000	\$ 48.00				3	\$ 48.00	\$ 7.20	\$ 55.20
07/25/14	Tim Riley	3	\$ 15.0000	\$ 45.00				3	\$ 45.00	\$ 6.75	\$ 51.75
07/26/14	Tim Riley	3	\$ 15.0000	\$ 45.00				3	\$ 45.00	\$ 6.75	\$ 51.75
07/25/14	Nichole Iwema	3	\$ 16.0000	\$ 48.00				3	\$ 48.00	\$ 7.20	\$ 55.20
07/25/14	Casey Riley	3	\$ 15.0000	\$ 45.00				3	\$ 45.00	\$ 6.75	\$ 51.75
07/26/14	Casey Riley	4	\$ 15.0000	\$ 60.00				4	\$ 60.00	\$ 9.00	\$ 69.00
07/26/14	Casey Riley	3	\$ 15.0000	\$ 45.00				3	\$ 45.00	\$ 6.75	\$ 51.75
07/25/14	Mikayla Thorman	3	\$ 16.0000	\$ 48.00				3	\$ 48.00	\$ 7.20	\$ 55.20
07/26/14	Mikayla Thorman	3	\$ 16.0000	\$ 48.00				3	\$ 48.00	\$ 7.20	\$ 55.20
07/25/14	Larry Jones	3	\$ 16.0000	\$ 48.00				3	\$ 48.00	\$ 7.20	\$ 55.20
07/26/14	Larry Jones	4	\$ 18.0000	\$ 72.00				4	\$ 72.00	\$ 10.80	\$ 82.80
07/26/14	Larry Jones	3	\$ 16.0000	\$ 48.00				3	\$ 48.00	\$ 7.20	\$ 55.20
07/25/14	Manuel Travers	3	\$ 18.0000	\$ 54.00				3	\$ 54.00	\$ 8.10	\$ 62.10
07/26/14	Manuel Travers	4	\$ 18.0000	\$ 72.00				4	\$ 72.00	\$ 10.80	\$ 82.80
07/26/14	Manuel Travers	3	\$ 18.0000	\$ 54.00				3	\$ 54.00	\$ 8.10	\$ 62.10
07/25/14	Chad Collins	3	\$ 15.0000	\$ 45.00				3	\$ 45.00	\$ 6.75	\$ 51.75
07/26/14	Chad Collins	4	\$ 15.0000	\$ 60.00				4	\$ 60.00	\$ 9.00	\$ 69.00
07/26/14	Chad Collins	3	\$ 15.0000	\$ 45.00				3	\$ 45.00	\$ 6.75	\$ 51.75
07/25/14	Daniel Riley	3	\$ 20.0000	\$ 60.00				3	\$ 60.00	\$ 9.00	\$ 69.00
07/26/14	Daniel Riley	4	\$ 15.0000	\$ 60.00				4	\$ 60.00	\$ 9.00	\$ 69.00
07/26/14	Daniel Riley	3	\$ 20.0000	\$ 60.00				3	\$ 60.00	\$ 9.00	\$ 69.00
07/25/14	Adam Whitley	3	\$ 16.0000	\$ 48.00				3	\$ 48.00	\$ 7.20	\$ 55.20
07/26/14	Adam Whitley	3	\$ 16.0000	\$ 48.00				3	\$ 48.00	\$ 7.20	\$ 55.20
07/25/14	William Schoof	3	\$ 16.0000	\$ 48.00				3	\$ 48.00	\$ 7.20	\$ 55.20
07/26/14	William Schoof	3	\$ 16.0000	\$ 48.00				3	\$ 48.00	\$ 7.20	\$ 55.20
	<b>Employee Total:</b>	<b>114</b>		<b>\$ 1,930.00</b>				<b>114</b>	<b>\$ 1,930.00</b>	<b>\$ 415.50</b>	<b>\$ 2,345.50</b>
06/30/14	Linda Weller	0.5	\$ 24.1219	\$ 12.06				0.5	\$ 12.06	\$ 9.41	\$ 21.47
07/03/14	Linda Weller	0.5	\$ 24.1219	\$ 12.06				0.5	\$ 12.06	\$ 9.41	\$ 21.47
07/07/14	Linda Weller	1	\$ 24.1219	\$ 24.12				1	\$ 24.12	\$ 18.81	\$ 42.93
07/08/14	Linda Weller	5	\$ 24.1219	\$ 120.61				5	\$ 120.61	\$ 94.08	\$ 214.69
07/09/14	Linda Weller	3	\$ 24.1219	\$ 72.37				3	\$ 72.37	\$ 56.45	\$ 128.82
07/11/14	Linda Weller	2	\$ 24.1219	\$ 48.24				2	\$ 48.24	\$ 37.63	\$ 85.87
07/15/14	Linda Weller	2	\$ 24.1219	\$ 48.24				2	\$ 48.24	\$ 37.63	\$ 85.87
07/16/14	Linda Weller	1.5	\$ 24.1219	\$ 36.18				1.5	\$ 36.18	\$ 28.22	\$ 64.40
07/17/14	Linda Weller	1.5	\$ 24.1219	\$ 36.18				1.5	\$ 36.18	\$ 28.22	\$ 64.40
07/21/14	Linda Weller	1	\$ 24.1219	\$ 24.12				1	\$ 24.12	\$ 18.81	\$ 42.93
07/22/14	Linda Weller	2.5	\$ 24.1219	\$ 60.30				2.5	\$ 60.30	\$ 47.03	\$ 107.33
07/23/14	Linda Weller	2	\$ 24.1219	\$ 48.24				2	\$ 48.24	\$ 37.63	\$ 85.87
07/24/14	Linda Weller	1.5	\$ 24.1219	\$ 36.18				1.5	\$ 36.18	\$ 28.22	\$ 64.40
	<b>Employee Total:</b>	<b>24</b>		<b>\$ 578.90</b>	<b>0</b>		<b>\$ -</b>	<b>24</b>	<b>\$ 578.90</b>	<b>\$ 451.55</b>	<b>\$ 1,030.45</b>
Various	Bethany Pearson	30	\$ 20.5962	\$ 617.89				30	\$ 617.89	\$ 481.95	\$ 1,099.84
	<b>Employee Total:</b>	<b>30</b>		<b>\$ 617.89</b>	<b>0</b>		<b>\$ -</b>	<b>30</b>	<b>\$ 617.89</b>	<b>\$ 481.95</b>	<b>\$ 1,099.84</b>
Various	Amanda Wilkin	25	\$ 18.3600	\$ 459.00				25	\$ 459.00	\$ 68.85	\$ 527.85
	<b>Employee Total:</b>	<b>25</b>		<b>\$ 459.00</b>	<b>0</b>		<b>\$ -</b>	<b>25</b>	<b>\$ 459.00</b>	<b>\$ 68.85</b>	<b>\$ 527.85</b>
07/26/14	Lifeguards (3)	6	\$ 10.5000	\$ 63.00				6	\$ 63.00	\$ 9.45	\$ 72.45
	<b>Employee Total:</b>	<b>6</b>		<b>\$ 63.00</b>	<b>0</b>		<b>\$ -</b>	<b>6</b>	<b>\$ 63.00</b>	<b>\$ 9.45</b>	<b>\$ 72.45</b>
	<b>GRAND TOTALS:</b>	<b>585</b>		<b>\$ 11,290.69</b>	<b>382.5</b>		<b>\$ 9,939.75</b>	<b>967.5</b>	<b>\$ 21,230.45</b>	<b>\$ 13,221.91</b>	<b>\$ 34,452.36</b>

Fire / EMS

City Mgr

DDA

Rec

Rec

DPW	313.5	\$ 5,467.55	148	\$ 4,014.53	461.5	\$ 9,482.09	\$ 6,387.62	\$ 15,869.71
Electric	34	\$ 926.52	4	\$ 138.39	38	\$ 1,064.91	\$ 830.62	\$ 1,895.53
Police	24.5	\$ 826.00	155	\$ 4,540.69	179.5	\$ 5,366.69	\$ 3,704.12	\$ 9,070.81
Marina	0	\$ -	51.5	\$ 680.58	51.5	\$ 680.58	\$ 102.09	\$ 782.67
Fire / EMS	128	\$ 2,351.83	24	\$ 565.56	152	\$ 2,917.39	\$ 1,185.66	\$ 4,103.05
City Mgr	24	\$ 578.90	0	\$ -	24	\$ 578.90	\$ 451.55	\$ 1,030.45
DDA	30	\$ 617.89	0	\$ -	30	\$ 617.89	\$ 481.95	\$ 1,099.84
Rec	31	\$ 522.00	0	\$ -	31	\$ 522.00	\$ 78.30	\$ 600.30

## ACCOUNTS PAYABLE - VENETIAN SPECIFIC

Date	Inv. #	Vendor	Description	Amount Pd
07/21/14	1252	Up North Property Serv	Restroom Cleaning	\$ 9,219.00
07/21/14	873259	American Waste	Ferry Beach Refuse (3 on 3 BB)	\$ 110.00
07/22/14	072214	Chx Venetian Festival	Annual Fireworks/Festival	\$ 12,000.00
07/22/14	072214	Chx Venetian Festival	Road Closure Sign Rental	\$ 1,550.00
07/22/14	072214	Tom Petrie	Venetian Performance	\$ 350.00
07/28/14	873980	American Waste	Mason Street/Subway Refuse	\$ 147.20
07/28/14	873983	American Waste	East Clinton	\$ 183.20
08/05/14	75	Chx Venetian Festival	Sponsorship: Rhythms Music Fest	\$ 1,000.00
08/08/14	881864	American Waste	DPW	\$ 122.00
08/11/14	33798	At Your Service Plus	Portable Restroom Rental	\$ 9,950.00
<b>Page Total:</b>				<b>\$ 34,631.40</b>

## EQUIPMENT RENTAL

Date	Unit #	Hours	City Rate per Hour	Total
07/17/14	7	1	\$ 17.00	\$ 17.00
07/17/14	8	3	\$ 9.97	\$ 29.91
07/18/14	7	1	\$ 17.00	\$ 17.00
07/18/14	8	4	\$ 9.97	\$ 39.88
07/19/14	7	2	\$ 17.00	\$ 34.00
07/19/14	7	3	\$ 17.00	\$ 51.00
07/19/14	12	6	\$ 17.00	\$ 102.00
07/20/14	7	2	\$ 17.00	\$ 34.00
07/20/14	7	2	\$ 17.00	\$ 34.00
07/20/14	12	4	\$ 17.00	\$ 68.00
07/21/14	12	5	\$ 17.00	\$ 85.00
07/22/14	7	1	\$ 17.00	\$ 17.00
07/22/14	8	6	\$ 9.97	\$ 59.82
07/23/14	7	2	\$ 17.00	\$ 34.00
07/23/14	8	6	\$ 9.97	\$ 59.82
07/23/14	12	2	\$ 17.00	\$ 34.00
07/24/14	7	3	\$ 17.00	\$ 51.00
07/24/14	12	2	\$ 17.00	\$ 34.00
07/25/14	7	3	\$ 17.00	\$ 51.00
07/25/14	9	3	\$ 9.97	\$ 29.91
07/25/14	12	3	\$ 17.00	\$ 51.00
07/25/14	14	1	\$ 94.45	\$ 94.45
07/25/14	51	1	\$ 9.97	\$ 9.97
07/25/14	51	2	\$ 9.97	\$ 19.94
07/26/14	7	0.5	\$ 17.00	\$ 8.50
07/26/14	12	9.25	\$ 17.00	\$ 157.25
07/26/14	51	1	\$ 9.97	\$ 9.97
07/26/14	51	2	\$ 9.97	\$ 19.94
07/27/14	7	1	\$ 17.00	\$ 17.00
07/27/14	8	2.5	\$ 9.97	\$ 24.93
07/27/14	13	1	\$ 45.31	\$ 45.31
07/27/14	14	1.5	\$ 94.45	\$ 141.68
07/27/14	60	2.5	\$ 13.27	\$ 33.18
07/28/14	51	5	\$ 9.97	\$ 49.85
07/28/14	51	1	\$ 9.97	\$ 9.97
			<b>Page Total:</b>	<b>\$ 1,575.27</b>

City Unit No.	Type	City Rate	City Unit No.	Type	City Rate	City Unit No.
1	Dump Trk	\$ 43.23	21	Scraper Underbody	\$ 6.89	45
2	Dump Trk	\$ 43.23	22	Scraper Underbody	\$ 6.89	46
3	Dump Trk	\$ 43.23	23	Scraper Underbody	\$ 6.89	50
4	Dump Trk	\$ 43.23	24	Scraper Underbody	\$ 6.89	51
5	Pick Up	\$ 9.97	25	Leaf Vacuum	\$ 31.46	52
6	Dump Trk	\$ 20.10	26	Backhoe/Attach	\$ 3.98	53
7	Dump Trk	\$ 17.00	27	Catch Basin Cleaner	\$ 27.80	55
8	Pick Up	\$ 9.97	28	Snowblower Attach	\$ 18.00	58
9	Pick Up	\$ 9.97	30	Concrete Mixer	\$ 7.85	60
10	Pick Up	\$ 9.97	31	One Way	\$ 20.39	61
11	Dump Trk	\$ 17.00	32	One Way	\$ 20.39	64
12	Dump Trk	\$ 17.00	33	One Way	\$ 20.39	68
13	Loader w/Mobile	\$ 45.31	34	Sand Spreader	\$ 9.21	80
14	Street Sweeper	\$ 94.45	35	Backhoe/Attach	\$ 3.98	
15	Tractor Shovel	\$ 39.05	36	Broom/Attach	\$ 18.88	
16	Tractor	\$ 35.59	37	Sewer Cleaner	\$ 18.87	
17	Dump Trk	\$ 47.51	38	Mower/Attach	\$ 13.46	
18	Tractor	\$ 37.66	39	Fork Lift	\$ 64.39	
19	Bituminous Heater	\$ 11.62	40	Air Compressor	\$ 8.95	
20	Pick Up	\$ 9.97	42	2 Axle Trailer	\$ 16.02	

<b>Type</b>	<b>City Rate</b>
Brush Chipper	\$ 22.70
Loader-Bucket	\$ 3.99
Chain Saw	\$ 3.63
Pick Up	\$ 9.97
Flashing Arrow Board	\$ 5.14
Concrete Saw	\$ 19.76
Plate Compactor	\$ 10.18
Vee Plow	\$ 26.14
Dump Trk	\$ 13.27
Vee Plow	\$ 26.14
Truck	\$ 17.00
Broom/Attach	\$ 18.88
Aerial Bucket	\$ 48.44

Date	Time	Meter No.	Reading	Date	Time	Reading	Usage
<b>Meter in City Hall Parking Lot (Car Charger)</b>							
7/25/2014	11:00	92-025-919	4315	28-Jul	13:00	4763	448
<b>Temporary Meters at Michigan Beach</b>							
1	21-Jul	10:00 24-622-359	6078	28-Jul	8:00	6086	8
2	22-Jul	10:00 57-800-699	13629	28-Jul	8:00	13662	33
3	23-Jul	10:00 38-404-801	82215	28-Jul	8:00	82227	12
4	24-Jul	10:00 56-158-072	85302	28-Jul	8:00	85302	0
5	25-Jul	10:00 32-542-442	66017	28-Jul	8:00	66023	6
<b>TOTAL</b>							<b>507</b>
<b>Unmetered</b>							
<b>Pkg Lot</b>							
Four 200 amp services							
4 4/0's in each							
Assume 150 amps on each of 4 boxes for 12 hr/day wed thru Sat							
4 days x 12 hr/day x 150 a x 120 v x 4 / 1000 =							3456
<b>Boxes along Bridge Street</b>							
Assume 20 amps on each of three boxes for 14 hours/day Tues thru Sat							
5 days x 14 hours/day x 30 a x 120 v x 3 / 1000 =							756
Misc: Ferry Beach, Bridge Park, Lights and outlets:							400
<b>TOTAL EST. VENETIAN ELECT USAGE =</b>							<b>5119</b>

3 4/0's in panel

On Grant behind concession  
center  
RH entrance to water plant pkg lot  
LH entrance to water plant pkg lot  
Light base

KWH metered

KWH unmetered

KWH unmetered

KWH unmetered

**KWH**

## 2014 Venetian Boat Parade Participants

Status	Boat Name	Length	Beam	Fri	Sat	Owner Name	Phone Number	Notes
CONFIRMED	Miss Money Penny	42	12	YES	YES	Bob Parmelee		
CONFIRMED	The Belfry	41	14.6	YES	YES	Fred & Susie Batt	231-631-1441	
CONFIRMED	Diggin' it	45	14.6	YES	YES	Don & Shelly Acker	989-615-1558	
CONFIRMED	Beauty and the Beast	35	11	YES	YES	Mark Mageran	705-779-3106	requested dockage July 24-July 27
CONFIRMED	Korn on the Kon	30	9	NO	NO	Scott Stebe	231-675-5806	have seasonal dock at City marina
DROPPED	21' pontoon	21						Dropped out 7/10/14
DROPPED	Wholly Guacamole	19	7	YES	YES	Bethany Pearson	231-330-3231	Committee Boat
CONFIRMED	Oberon	30	10	YES	YES	John McDonald	810-610-6106	
CONFIRMED	Apothecary	26	8	NO	NO	John Ochs	231-547-4726	
CONFIRMED	Serendipity III	32	12	YES	YES	Matt Lignell	616-648-6822	
CONFIRMED	Summerdaze	26	8.6	NO	NO	Lisa Shadek	847-830-3101	has dock at NW Marina
DROPPED	Our Bubble	40	16	-	-	Mike & Carol Sulliv	231-675-9571	Not sure if they can get dock
CONFIRMED	Salty Pepper			NO	NO	Kris and Barney Way		Queens Boat; waiting for application

67  
~~65~~66  
 72  
 56  
  
 48.00  
 51.00  
 360 x 8  
 = 720

# 2014 Venetian Festival Contribution

Community Economic Development Director

## **MONETARY- Monday Night Venetian Sponsors**

- \$1000.00- Tiki-Tent Performance Fees
- \$350- Tommy Tropic Performance Fees
- \$450- Movie Licensing
- \$150- Sound and Audio Technician
- \$35- Children's Give Aways

Total = \$1985.00

## **TIME- Amount of time spent on preparing, implementing, and post event analysis**

- 10 hours- coordinating, paying, contracting events for Monday night
- 8 hours- sitting in on pre planning, post planning and week of meetings
- 4 hours- clearing out bandshell and moving bandshell equipment back in
- 8 hours- miscellaneous: answering phone calls, passing out brochures, social media promotion, paperwork, accounts payable, etc...

Total = 30 hours

## Event contact Information

Type of Event	Event	Contact	City support Not complete list
Minor	Snowmobile Ride In	Todd Olson	Use of pavilion Porta Johns Trash – extra liners provided event coordinator will take overfill to Street Dept
Minor	Dogman Challenge	Chet Morris	Use of McSauba trails Electric Burn barrels Traffic cones
Minor	Easter Egg Hunt	Chamber Chemical Bank	Use of East Park Block parking adjacent to park
Minor	Sue DeYoung/Judy Edger Breast Cancer Walk, Run Cure	Bettina Barron	Use of East Park Restrooms Pavilion Partial road closure - Belvedere Ave
Minor	Memorial Day Parade	American Legion	MDOT Parade permit Police/Fire Dept assistance
Minor	Petunia Picnic  Petunia Weeding - 2 times	KCB	MDOT permit Use of performance pavilion Electric Block Bridge St parking Extra picnic tables Trash – extra liners  MDOT permit Use of East Park
Minor	Run Charlevoix	Ron Suffolk	Use of Bridge Park Block parking adjacent to Bridge Park Dumpster - paid by marathon MDOT permit to close part of highway Water Electric Porta johns – paid by marathon
Minor	Trout Tournament 4 day event	Chris Mikulski	Use of performance pavilion Use of East Park Trash pick up sat & sun Use of 4 slips in marina 4 picnic tables Additional use of fish cleaning station during event Free launch 3 spaces on Antrim St

Type of Event	Event	Contact	City support Not complete list
Minor	Farmer's Market	DDA	Use of East Park every Thursday am Bridge Park during Venetian Electric Block parking spaces adjacent to park
Minor	Craft Brew Fest	Phil Parr	Use of Bridge Park Tent erected in park Electric Beer tent Water Block parking spaces adjacent to park
Minor	Buchanan Tournament 3 day event	Tom Mielke	Use of Carpenter Street ball fields Trash pickup Sat & Sun 4 picnic tables Concession PA system
Major	Summer Solstice 2 day event Setup day	Chamber	Use of East Park Block parking adjacent to park Electricity Additional trash pickup Additional picnic tables Use of marina carts
Minor	4th of July Parade	VFW	MDOT Parade permit Police/Fire Dept assistance
Major	Craft Show 3 day event Set up day	Chamber	Use of East Park Block parking adjacent to park, E Antrim & E Clinton Electricity Water Additional trash pickup Additional picnic tables Use of marina carts
Minor	Boyne Thunder 1 day Set up day (tent)	Hugh Conklin	Use of Bridge Park Use of Marina docks for 3 hours
Major	Street Legends Car Show 2 day event  Cruise in Friday pm with concert  Car show Sat	LuAnn Keinath	Use of East Park Use of performance pavilion Block Bridge Street parking Friday evening and Saturday Mason, E Antrim & E Clinton Electricity Additional trash pickup
Major	Venetian 8 day event	Dan Barron	Ferry Beach

Type of Event	Event	Contact	City support Not complete list
	<p>3 x 3 basketball</p> <p>Aquapalooza Party</p> <p>Rhythms of Venetian Venetian Vision 7 days of concerts</p> <p>Tiki Tent 5 days</p>		<p>Use of 2 Pavilions Electric Water Porta Johns Use of Street Dept parking lot Trash, addition pick up</p> <p>Ferry Beach Electric Porta Johns Trash, additional pick up</p> <p>Use of performance pavilion Michigan Beach (Tuesday) (porta john) Ferry Beach pavilion (Friday) Electric Trash, additional pick up</p> <p>East Park Electric Trash, additional pick up Porta johns</p>
Venetian 8 day event	<p>Carnival 4 day event Set up and take down days</p> <p>Kid's Day 1 day</p> <p>Closure of Bridge Street</p>	Dan Barron	<p>Use of Mason &amp; Erber parking lots, White lot and Mason Street Dumpster Water Electricity Porta johns</p> <p>Lake Michigan Beach Use of Pavilion Bleachers Water Electric – 3 areas Petting zoo – wood chips Porta johns Trash, additional pick up</p> <p>MDOT permit</p> <p>MDOT Permit</p>

Type of Event	Event	Contact	City support Not complete list
	Foot Race 1 day  Parade  Fireworks Friday & Saturday  Boat Parade  Admiral Party  Venetian Games		Use of Lake Michigan Beach Use of Bridge Park Porta johns – Lake Michigan Beach and Water Tower park Electric Water – hydrants  MDOT parade permit Trash, additional pick up Barricades Porta johns at Middle school  Fire & Police Dept extra man power Trash runs in the park  Use of Marina for participants  Use of BIBC dock Water Electric Trash Porta john  Use of Bridge Park - Bingo Golf Course for tournaments Skatepark Volleyball
Major	Art Fair 1 day show Set up day	Mary Beth McGraw	Use of East Park Use of Performance pavilion Block Bridge Street parking Friday evening and Saturday, E Antrim & E Clinton Electric Trash – addition trash pickup on Fri & Sat Remove picnic tables
Minor	Salmon Shootout	Kent Seymour	Use of Ferry Avenue Launch Fish Cleaning Station Use of picnic pavilion for Captain's Meeting
Minor	Sidewalk Sales 3 day event	Chamber	Block Bridge Street parking Extra trash pickup
Minor	Red Fox Regatta	CYC	Use of Ferry Avenue Launch Ramp - Free Launch
Minor	Show Your Colors	Elk's Lodge	Use of East Park

Type of Event	Event	Contact	City support Not complete list
	1 day event		Use of Performance pavilion Block Bridge Street parking next to park Mason Street lot in pm
Major	AppleFest 3 day event Set up day	Chamber	Use of East Park – Mason Street for vendors Bridge Park – Petting Zoo Block parking adjacent to park, E Antrim & E Clinton Electricity Additional trash pickup Additional picnic tables Use of marina carts
Minor	Homecoming Parade	Charlevoix High School	MDOT Parade permit Police & Fire Department assist
Minor	Holiday Parade  Community Christmas Tree Lighting	Chamber 231-547-2101	MDOT Parade permit Police & Fire Department assist  Use of East Park Block parking adjacent to park Electricity Additional trash pickup
Major	Bridge Drop	CVB	Use of Bridge Park Block parking adjacent to park Electricity Additional trash pickup Burning barrels Beer tent

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Appointment to Downtown Development Authority (DDA)  
**DATE:** March 2, 2015  
**PRESENTED BY:** Mayor Gabe Campbell  
**ATTACHMENTS:** Five Applications - Volunteer Boards and Advisory Committees

**BACKGROUND INFORMATION:**

Todd Wyatt has resigned from the Downtown Development Authority Board. Mr. Wyatt's term expires in April 2017.

Attached are five applications submitted to the City Clerk's office from citizens wishing to be considered to serve on the DDA.

**RECOMMENDATION:**

Mayor to appoint someone to fill the vacancy on the Downtown Development Authority.

City of Charlevoix

Application for Volunteer Boards and Advisory Committees

Date: 11/10/2014

- Planning Commission, Board of Review, Zoning Board of Appeals, Housing Commission, Historic District Commission, Downtown Development Authority, Shade Tree Commission, Compensation Commission, Main Street Program, Historic District Study, No Preference

Name: Dianne DuPont

Address: 211 Bridge St. Charlevoix MI 49720

Phone: 231-547-2699 Cell Phone: 231-675-1701 Email: rlboots@roundlakebooks.com

Business Phone: 23-547-2699 May we call you there? yes

Describe the reasons you are interested in this position: I have been a successful business owner in downtown Charlevoix for 6+ years and am interested in serving on the committee that most affects my business and livelihood. My business experience should be an asset to the DDA

Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:

Occupation: Bookstore owner 6+ years in Charlevoix

Education: BA Aquinas College, Grand Rapids MI

Experience: 25yr career @ Anway Corp, Ada MI

(Please attach a detailed resume if desired)

Have you served on any previous boards or in any governmental positions in the past: If yes, please explain: Housing Commission, forced to resign as the meetings were scheduled during my working hours.

Are you available for night meetings? [checked] Daytime meetings? limited

Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed position? If yes, please explain:

If a conflict of interest arose for you, how would you deal with it as an appointed member of this board?

I would recuse myself from input & voting on the issue

Please return this application to the City of Charlevoix Offices. It can be returned by mail to 210 State Street, Charlevoix, MI 49720, by fax to 231.547.3617 or by email to mgr@cityofcharlevoix.org

RECEIVED

NOV 18 2014

CITY OF CHARLEVOIX

NOV 13 2014

City of Charlevoix

Application for Volunteer Boards and Advisory Committees City of Charlevoix

Date: 11/13/2014

- Planning Commission
- Board of Review
- Zoning Board of Appeals
- Housing Commission
- Historic District Commission
- Downtown Development Authority
- Shade Tree Commission
- Compensation Commission
- Liquor Redevelopment District
- Historic District Study
- No Preference

Name: AARON WILLIAM HAGEN

Address: 304 MASON ST, CHARLEVOIX, MI

Phone: → Cell Phone: 231-675-0518 Email: Aaron@bridgestreetcvx.com

Business Phone: 231-437-3466 May we call you there? YES

Describe the reasons you are interested in this position: Having had the opportunity to grow up in Charlevoix, I'm very passionate for our community. That is why I chose to build my home, family and business here. As I am now more invested in Charlevoix, I want to do my part to keep our town and community moving forward in the right direction.

Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment: Round Lake Group, LLC dba  
Occupation: Partner - Bridge Street Tap Room  
Education: B.S. Grand Valley State University in Hospitality Management  
Experience: Active in DDA; City Council Meetings; Small business entrepreneur S.P.  
(Please attach a detailed resume if desired)

Have you served on any previous boards or in any governmental positions in the past: If yes, please explain: Charlevoix MAIN STREET STEERING COMMITTEE

Are you available for night meetings? YES Daytime meetings? YES

Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed position? If yes, please explain: NO

If a conflict of interest arose for you, how would you deal with it as an appointed member of this board?  
I would request to refrain myself from taking part in the issue at hand, and further trust and respect the decision made by my fellow board members.

Please return this application to the City of Charlevoix Offices. It can be returned in person, by mail to 210 State Street, Charlevoix, MI 49720, by fax to 231.547.3617 or by email to mgr@cityofcharlevoix.org

City of Charlevoix

Application for Volunteer Boards and Advisory Committees

Date: Dec 3 2019

- Planning Commission
- Board of Review
- Zoning Board of Appeals
- Housing Commission
- Historic District Commission
- Downtown Development Authority
- Shade Tree Commission
- Compensation Commission
- Main Street Program
- Historic District Study
- No Preference

Name: John KURTZ

Address: 712 E Dixon CHX MI 49720

Phone: 231-549-2418 Cell Phone: 231-620-5147 Email: jek@csbchx.com

Business Phone: NA May we call you there?

Describe the reasons you are interested in this position: I have served on the DDA before. I am Director of BIBCO and they have requested that I represent them on the DDA

Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:

Occupation: Retired Banker
Education: BOFS in Business
Experience: served on many city committees including the DDA
(Please attach a detailed resume if desired)

Have you served on any previous boards or in any governmental positions in the past: If yes, please explain: DDA, compensation commission

Are you available for night meetings? yes Daytime meetings? yes

Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed position? If yes, please explain: Possible conflicts when discussing BIBCO.

If a conflict of interest arose for you, how would you deal with it as an appointed member of this board?

I would discuss the situation but I would not vote

Please return this application to the City of Charlevoix Offices. It can be returned in person, by mail to 210 State Street, Charlevoix, MI 49720, by fax to 231.547.3617 or by email to mgr@cityofcharlevoix.org

City of Charlevoix

210 01 399

Application for Volunteer Boards and Advisory Committees

Date: 12/2/14

City of Charlevoix

- Planning Commission
- Board of Review
- Zoning Board of Appeals
- Housing Commission
- Historic District Commission
- Downtown Development Authority
- Shade Tree Commission
- Compensation Commission
- Main Street Program
- Historic District Study
- No Preference

Name: Julie Mann, Smoke On The Water

Address: 309 W Upright St

Phone: 231-373-2554 Cell Phone: 231-373-2554 Email: candymann@yahoo.com

Business Phone: 231-373-9604 May we call you there? yes

Describe the reasons you are interested in this position: To help Charlevoix's downtown grow & develop that is healthy for the community and businesses. I would bring a fresh perspective as a recent transplant with the advantage of being married to a local.

Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:

Occupation: Business Owner

Education: \_\_\_\_\_

Experience: Events Coordinator of a large church in Grand Rapids, MI. (Please attach a detailed resume if desired)

Have you served on any previous boards or in any governmental positions in the past: If yes, please explain. I formed & chaired the 'Best Practices' Committee at a new company to create 'best practices' in work flow & procedures.

Are you available for night meetings? yes Daytime meetings? yes

Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed position? If yes, please explain: none

If a conflict of interest arose for you, how would you deal with it as an appointed member of this board? I would inform the committee immediately and work with them to rectify and potential issues. I always try to look at thing from all sides even if there is a conflict of interest.

Please return this application to the City of Charlevoix Offices. It can be returned in person, by mail to 210 State Street, Charlevoix, MI 49720, by fax to 231.547.3617 or by email to mgr@cityofcharlevoix.org

City of Charlevoix

Application for Volunteer Boards and Advisory Committees

Date: 2/20/15

- Planning Commission, Board of Review, Zoning Board of Appeals, Housing Commission, Historic District Commission, Downtown Development Authority, Shade Tree Commission, Compensation Commission, Main Street Program, Historic District Study, No Preference

Name: Philip Parr

Address: 212 Mason St. Apt. 1 Charlevoix, MI 49720 (will be moving within the city)

Phone: N/A Cell Phone: (517) 282-1091 Email: phil@bridgestructure.com

Business Phone: (517) 282-3466 May we call you there? Yes

Describe the reasons you are interested in this position: I want to help improve the quality of life and business downtown Charlevoix. I want to see the Main Street program succeed and benefit the entire community. Assist other business owners improve their businesses.

Describe any background, experience and interests that you have which may assist you in performing the responsibilities of this appointment:

Occupation: See attached document
Education:
Experience:

Please attach a detailed resume if desired

Have you served on any previous boards or in any governmental positions in the past: If yes, please explain. No

Are you available for night meetings? Yes Daytime meetings? Yes

Do you foresee any potential conflicts of interest that you might have in executing the duties of this appointed position? If yes, please explain: Voting on issues related to the business with the Round Lake Group LLC (part owner)

If a conflict of interest arose for you, how would you deal with it as an appointed member of this board? I would abstain from any conversation or official motion. I would also ask the Chairman if I could step off the stage during the presentation and return when the discussion is finished

Please return this application to the City of Charlevoix Offices. It can be returned in person, by mail to 210 State Street, Charlevoix, MI 49720, by fax to 231.547.3617 or by email to mgr@cityofcharlevoix.org

# PHILIP M. PARR

Personal 1101 Charlo St. Charlevoix, MI 49720 | 517.282.1091 [parrphil14@gmail.com](mailto:parrphil14@gmail.com)

Business 202 Bridge St. Charlevoix, MI 49720 | 231.437.3466 [phil@bridgestreetcvx.com](mailto:phil@bridgestreetcvx.com)

## SUMMARY

My goal is to improve the hospitality business climate in Northern Michigan by provide great product and service through our two businesses. Also, I want to see a stronger downtown Charlevoix with a successful community as a whole.

## SKILLS

### Computer

- Proficient in Microsoft programs (Word, Excel, Powerpoint, etc.), knowledgeable about QuickBooks, Proficient in setting up inventories and income statements in Excel, Proficient in SmartDraw for floor plans and building illustrations

### Construction & Music

- Past experience with construction and music. I can run light machinery and power equipment. Also, I play guitar, trumpet, and sing.

## EXPERIENCE

January 2014-  
Present

### Partner/General Manager, *Round Lake Group LLC*

- The Round Lake Group LLC owns and operates two businesses within the City of Charlevoix. The Bridge Street Tap Room is at 202 Bridge St. and Lake Charlevoix Brewing Company is located at 109 Bridge Park Drive. We are a hospitality business company that provides great Michigan products and service to the guests of Charlevoix

May 2008-  
December 2013

### Director of Food & Beverage, *Boyne Resorts/Inn at Bay Harbor*

- Responsible for the food and beverage operations of the resort and two golf courses (4 restaurants, 2 banquet facilities, and 2 golf grill operations). The Inn at Bay Harbor is a Marriott Renaissance property that is owned and operated by Boyne Resorts (based in Boyne Falls, MI). I started while in college at Michigan State and worked my way up to the position listed on this resume

## EDUCATION

August 2005-May  
2010

Bachelor of Arts in Communications, *Michigan State University, East Lansing, MI*

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Resolution for Application to FEMA, Staffing for Adequate Fire and Emergency Response (SAFER)

**DATE:** March 2, 2015

**PRESENTED BY:** Chief Gerard Doan

**ATTACHMENTS:** Resolution

**BACKGROUND INFORMATION:**

The Charlevoix City Emergency Medical Service Department is experiencing a shortage of trained personnel to equip the department. This is mainly due to our neighboring EMS providers (Boyne City, East Jordan, and Emmet County) paying their personnel more than we offer. Therefore, some of our volunteers have sought employment in other communities as they have remained competitive and offer higher wages.

The department is in need of additional paid on-call volunteers in order to provide immediate and professional services to the communities which we service.

Therefore, Charlevoix City Fire Department is submitting a grant application to FEMA, Staffing for Adequate Fire and Emergency Response (SAFER). In the grant application, we are asking for \$584,000 to assist with recruitment and retention of paid on-call Fire and EMS personnel.

Deadline for the application process is March 6, 2015

**RECOMMENDATION:**

To support the submission of the application to FEMA's SAFER grant.

**CITY OF CHARLEVOIX**  
**RESOLUTION NO. 2015-03-XX**  
APPROVAL TO SUBMIT APPLICATION TO FEMA  
STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANT PROGRAM

- WHEREAS,** the Staffing for Adequate Fire and Emergency Response (SAFER) grant program intends to improve or restore local fire departments' staffing and deployment capabilities so they may more effectively respond to emergencies; and
- WHEREAS,** with the enhanced or restored staffing, a SAFER grantee's response time will be reduced sufficiently and an appropriate number of trained personnel will be assembled at the incident scene; and
- WHEREAS,** the Charlevoix City Fire Department needs to be competitive for paid on-call staffing in order to maintain/increase the level of service to the communities that are served; and
- WHEREAS,** the Charlevoix City Fire Department, is registered and active in SAM.gov (Systems for Award Management), which is a federal government owned and operated free website that consolidates the capabilities in Central Contractor Registration, Online Representation & Certifications Application and Excluded Parties List System; and
- WHEREAS,** the Charlevoix City Fire Department is requesting funds in the amount of \$584,000 to assist with the recruitment and retention of paid on-call staff and to be financially competitive with surrounding communities; and
- WHEREAS,** the funds being requested will cover a four year time frame with 100% of salaries being distributed from the SAFER grant over the first two years and decrease to 50% and 25%, respectively, over the next two years.
- NOW THEREFORE, BE IT RESOLVED,** that the City of Charlevoix authorizes the submission of the SAFER Grant application to assist with the recruitment and retention of paid on-call volunteers and to be financially competitive with surrounding communities.

RESOLVED this 2nd day of March, A.D. 2015.

Yeas:  
Nays:  
Absent:

## CHARLEVOIX CITY COUNCIL

### AGENDA ITEM

**AGENDA ITEM TITLE:** Discussion Regarding City Manager Recruitment Process

**DATE:** March 2, 2015

**PRESENTED BY:** Rob Straebel

**ATTACHMENTS:**

1. Job Description
2. Summary of 2007 Recruitment Process

**BACKGROUND INFORMATION:** The City is currently recruiting for the City Manager position with all applications due by March 6. City Council stated their intentions to review each application. The following process is Staff's recommendation for recruitment of the new manager:

1. Copy and distribute all applications/resumes to City Council on the week of March 9<sup>th</sup> for City Council's review.
2. Using a yes/no/maybe rating system, have City Council determine top 5-10 semifinalists at the March 16 City Council meeting. Candidates requesting confidentiality will need to be discussed in closed session. Other candidates not requesting confidentiality will need to be discussed in an open session.
3. Have semi-finalists answer several questions in writing pertaining to local government management and submit back to Staff by the week of March 23.
4. Based upon qualifications and written responses, Council can choose to interview any number of semi-finalists. We believe these interviews should be in-person if at all possible. If candidates are from another state, we could use Skype for an interview over the internet at City Hall.
5. Determine finalists for interviews. City Council may also choose to call stakeholders or visit the community that the city manager is currently working for a better grasp of the candidate's management style and accomplishments. Have HR Assistant check references for all the finalists.
6. Before the interviews, have Department Heads give a tour of the City. Hold public interview(s). Select the top candidate.

7. Negotiate a contract, salary and start date. Have City Council approve contract soon thereafter.

There has been discussion amongst Staff members to have the Human Resource Assistant and two Department Heads on the interview panel as non-voting members. We would like Council's perspective on this.

**RECOMMENDATION:** Discussion with direction to Staff.

## **2007 City Manager Recruitment Process**

March 2007: It was recommended that the Acting City Manager, with the assistance of a professional committee, review all applications and make a recommendation of who should be interviewed. The committee was comprised of the Acting City Manager, Mayor, Petoskey City Manager, and two citizens.

April 25, 2007: Conference Call with four (4) Candidates

May 21, 2007: The Mayor had Council review all applications and indicate with a Yes/No/Maybe if they should be interviewed. The mayor then reviewed the professional committee recommendations. Both were in agreement with the top 4 candidates. It was decided that we would not reimburse anyone for travel expenses to interview.

*(Three of the top four were still confidential but the names would be released after they agreed to interviews.)*

The Mayor recommended, and the Council generally agreed, that the Council set aside time for the candidates to meet with Department Heads and allow them to offer input to Council before they made their final selection. *(I am not sure if this was done)*

It was determined that four candidates would be interviewed at a work session but public comments would not be taken. *(Background Checks and references were already checked at this point)*

June 15, 2007: Council reviewed and made some adjustments to interview questions provided by city staff just prior to the interviews. One candidate was interviewed and taken on a tour.

June 16, 2007: Two candidates were interviewed and taken on a tour.

June 18, 2007: Candidates were discussed and narrowed down to two top candidates. Mayor was to contact both candidates to discuss salary requirements.

June 27, 2007: Both candidates had same salary requirements and a final candidate was selected. Fringe benefits and generally agreed upon terms were to be negotiated between the Acting City Manager and the selected candidate with the Mayor present to represent the Council.

**Title:** City Manager

**Department:** City Manager's Office

**Reports To:** City Council

**Date:** January 21, 2007

### **Position Purpose and Objectives**

The City Manager shall be the chief administrative official of the City, and shall be responsible to the Council for the administration of all City affairs designated to his office by the Charlevoix City Charter.

The job functions below are not all-inclusive and other responsibilities and functions may be assigned as needed in the City's sole discretion.

### **Essential Job Functions**

- The City Manager shall appoint and, when deemed necessary for the good of the City, suspend or remove any City employee, except as otherwise provided by law, the City Charter, or personnel rules. The City Manager may authorize any department head who is subject to the City Manager's direction and supervision to exercise these powers with respect to subordinates in that official's department, office, or agency
- The City Manager shall direct and supervise the administration of all departments, offices, and agencies of the City, except as otherwise provided by law or the City Charter.
- The City Manager shall attend all Council meetings, except as prescribed by Section 3.6 of the City Charter (temporary absence) and shall have the right to take part in discussion, but may not vote
- The City Manager shall see that all laws, provisions of the City Charter, and acts of the Council, subject to enforcement by the City Manager, or by officials subject to direction and supervision by the City Manager, are faithfully executed
- The City Manager shall prepare and submit the Annual Operating Budget and Capital programs to the Council.

- The City Manager shall submit to the Council and make available to the public a complete report on the finances and administrative activities of the City for the past year, on or before May 1<sup>st</sup> of each year.
- The City Manager shall make such other reports as the Council may require concerning the operations of City departments, offices and agencies.
- The City Manager shall keep the Council fully advised as to the financial condition and future needs of the City, and make such recommendations to the Council concerning the affairs of the City as deemed desirable.
- The City Manager shall perform such other duties as are specified by law, the City Charter, or the Council.

### **Other Essential Job Functions**

Administer and monitor regulated activities to interpret and clarify laws and ensure compliance with laws

Administer, interpret, and explain policies, rules, regulation and laws to organizations and individuals

Analyzing Data or Information — Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Coaching and Developing Others – Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

Communicating with Persons Outside Organization — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Coordinate the activities of the City Council including agenda preparation and distribution. Prepare agendas and make arrangements for miscellaneous committee, board, and other meetings, as appropriate. Attend meetings of miscellaneous committee, board, and other meetings, as appropriate

Coordinate the administration of all personnel hiring and if appropriate pre-employment testing of candidates. Maintain all employee records

Coordinating the Work and Activities of Others — Getting members of a group to work together to accomplish tasks.

Developing and Building Teams – Encouraging and building mutual trust, respect, and cooperation among team members.

Developing Objectives and Strategies – Establishing long-range objectives and specifying the strategies and actions to achieve them.

Establishing and Maintaining Interpersonal Relationships — Developing constructive and cooperative working relationships with others, and maintaining them over time.

Estimating the Quantifiable Characteristics of Products, Events, or Information — Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

Evaluating Information to Determine Compliance with Standards — Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Guiding, Directing, and Motivating Subordinates — Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.

Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Interacting With Computers — Using computers and computer systems (including hardware and software) enter data, process information and use the tools it provides.

Judging the Qualities of Things, Services, or People — Assessing the value, importance, or quality of things or people.

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Monitor Processes, Materials, or Surroundings — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

**Monitoring and Controlling Resources** — Monitoring and controlling resources and overseeing the spending of money.

**Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.

**Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public.

**Provide Consultation and Advice to Others** – Providing guidance and expert advice to management or other groups on technical, systems, or process-related topics.

**Resolving Conflicts and Negotiating with Others** — Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

**Scheduling Work and Activities** — Scheduling events, programs, and activities, as well as the work of others.

**Staffing Organization Units** – Recruiting, interviewing, selecting, hiring, and promoting employees in an organization.

**Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.

### **Knowledge Required**

**Administration and Management** – Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.

**Building and construction** - Knowledge of materials, methods, and the tools involved in the construction or repair of buildings, or other structures such as signways and roads.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Economics and Accounting** – Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

**Engineering and Technology** – Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

Labor Relations and Human Resources — Knowledge and application of management rights and other provisions of collective bargaining agreement and City's employment policies, rules and procedures

Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Mathematics — Knowledge of arithmetic and their applications.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Operate computers, typewriters, adding machines, photocopiers, scanners, facsimile machines, voice mail systems, and other office equipment

### **Skills Required**

Active Learning – Understanding the implications of new information for both current and future problem-solving and decision making.

Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting as inappropriate times.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Instructing — Teaching others how to do something.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Management of Financial Resources – Determining how money will be spent to get the work done, and accounting for these expenditures.

Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.

Mathematics – Using mathematics to solve problems.

Monitoring – Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.

Negotiation – Bringing others together and trying to reconcile differences.

Persuasion – Persuading others to change their minds or behavior.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Service Orientation — Actively looking for ways to help people.

Speaking — Talking to others to convey information effectively.

Systems Analysis – Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

Systems Evaluation – Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Time Management — Managing one's own time and the time of others.

Troubleshooting — Determining causes of operating errors and deciding what to do about it.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

## **Abilities Required**

**Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.

**Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.

**Fluency of Ideas** – The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity)

**Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

**Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

**Mathematical Reasoning** – The ability to choose the right mathematical methods or formulas to solve a problem.

**Near Vision** — The ability to see details at close range (within a few feet of the observer with corrective lenses or other aids as required).

**Number Facility** — The ability to use calculators or other aids to add, subtract, multiply, or divide correctly.

**Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.

**Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Speech Clarity** — The ability to speak clearly so others can understand you.

**Speech Recognition** — The ability to identify and understand the speech of another person.

**Time Sharing** — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

Visualization – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

### **Supervisory Responsibility**

City Manager shall oversee staff and coordinate office services, such as personnel, budget preparation and control, special management studies and reports, and by acting as liaison for community promotional activities

### **Minimum Qualifications**

Require bachelor's degree in public administration/related field; 5 years experience in general administration, government and resort community experience a plus.

Prefer strong communications (written & oral) , grant writing, project management, human resources, public relations, financial management and budget preparation skills, infrastructure, employee relations, information technology, citizen satisfaction focus and progressive management techniques.

Seeking creative and strategic thinking individual with proven interpersonal skills, effective team-building, analytical and negotiating skills, listening, delegation, public relations, good morale-builder, who is proactive and decisive with high integrity.

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration of Supporting Funding for Graduate Medical Education and Obstetrical Funding

**DATE:** March 2, 2015

**PRESENTED BY:** Mayor Gabe Campbell

**ATTACHMENTS:** News Articles on Proposed Budget Cuts  
Proposed Letter to Retain Graduate Medical Education Funds

**BACKGROUND INFORMATION:** The State of Michigan is proposing budget cuts to rural hospital's access pool and the State's Graduate Medical Education Fund. The Governor's 2015-16 budget calls for the elimination of State funding for graduate medical education, financial support for small and rural hospitals, and obstetrical programs at rural hospitals. These budget cuts would have a negative impact on Charlevoix Area Hospital. Charlevoix Area Hospital could lose over \$542,000 annually if these cuts are made. The Governor is also considering an Executive Order to cut more than \$325,000,000 from this year's budget to address a funding shortfall. These cuts include about \$7,000,000 from the Graduate Medical Education Fund and small and rural hospitals. The reduction of these State funds also affects additional federal matching monies for small and rural hospitals. Charlevoix Area Hospital accepts medical students so they can experience rural health care practices. This is also extremely helpful for recruiting physicians to rural practices.

Attached is a draft letter, for your consideration, asking that these budget cuts not take place.

**RECOMMENDATION:** Council to make a motion to authorize the attached letter be sent to Governor Snyder and our State representatives.

**From:** Spencer Johnson [mailto:mhaceo@mha.org]  
**Sent:** Wednesday, February 18, 2015 2:36 PM  
**To:** ljenks@cah.org  
**Subject:** [MHA] Action Needed: Urge Legislature to Reject Healthcare Cuts



## ADVOCACY ALERT

Dear Colleague:

As you know, last Wednesday Gov. Rick Snyder proposed eliminating funding for graduate medical education (GME), the small and rural access pool and the obstetrics (OB) stabilization fund in his executive budget proposal for fiscal year (FY) 2016. The MHA issued a media statement in response to the budget, and it was widely covered by state media. We would like to take advantage of that momentum.

The next step in this budget process is to make it clear to legislative and administrative officials that the hospital community and the patients it serves find this proposal unacceptable, and educate legislators, media and the public about why these programs are critical to Michigan's future. To ensure this message gets across, **we need you to take action**.

In particular, we need your assistance in debunking myths surrounding GME and the Healthy Michigan Plan "hospital windfall," and disseminating knowledge about the critical access and care that small/rural hospitals provide, especially OB services. The budget proposal and its proposed healthcare funding solutions are complex, and with a new and inexperienced Legislature before us, we need your assistance in sending simple, straightforward messages.

To assist you with these efforts, we've prepared the following tools:

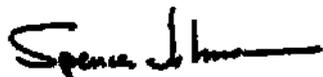
- Talking points
- Customizable sample letter to be used by hospital executives, caregivers, resident physicians and others and shared with state legislators
- Sample GME and small/rural hospital social media posts (please use these posts with your own organization's social media sites and also share/repost the MHA's social media posts)

Additionally, our Policy division is analyzing the financial impact of the governor's budget recommendations, and we will share those details as they develop. Hospitals are encouraged to share with their legislators the specific impact these cuts will have on their facilities and the patient care they deliver.

Members should note that this marks the beginning of the state's budget process, and that the next several months will require your continued engagement as we work to reject the proposed healthcare cuts and identify all our options moving forward. At this time, **please use the tools provided to call or email your legislator today and urge them to reject these cuts.**

Members with questions may contact David Finkbeiner at the MHA at (517) 703-8601.

Sincerely,



Spencer Johnson  
President

Follow the MHA on Twitter: [@MIHospitalAssoc](https://twitter.com/MIHospitalAssoc)

Like and follow the MHA on Facebook: [www.facebook.com/michiganhospitals](https://www.facebook.com/michiganhospitals)

Michigan Health & Hospital Association  
2112 University Park Drive, Okemos, MI 48864  
(517) 323-3443 | [www.mha.org](http://www.mha.org)



## Talking Points – FY 2016 State Budget

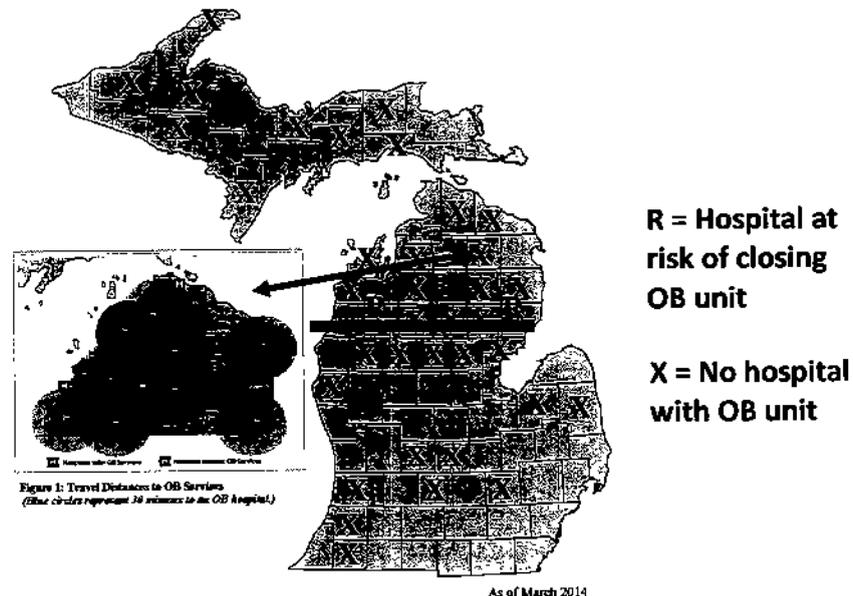
### Background

The fiscal year (FY) 2016 executive budget proposal eliminates state funding for graduate medical education (GME) (\$163 million), small and rural hospitals (\$36 million) and obstetrical (OB) care (\$11 million) at rural hospitals. The only relief offered to restore these programs is to increase hospital provider taxes by \$110 million.

### Talking Points

#### General:

- **The executive budget proposal is unacceptable.** It eliminates Medicaid funding for three critical programs with demonstrated success that provide access to care for millions of residents, many of whom are uninsured and/or live in rural areas where there is no other source of care.
- The proposed budget hinges on the Legislature increasing the health insurance claims assessment (HICA) from .75 to 1.3 percent. Should it fail, the FY 2016 budget deficit may increase by an additional \$500 million.
- **GME funding supports direct patient care – it is not medical school tuition money.** This funding ensures access to care for our most vulnerable citizens and supports advanced training for physicians in outpatient clinics for family practice, pediatrics and OB in addition to hospital inpatient/emergency care.
- This budget proposed a broad increased investment in education (K-12 schools, universities and community colleges) and skilled trade development totaling \$244 million in new money – yet eliminates GME funding, which creates highly skilled workers with good wages.
- In the last year, more than 830,000 Michigan residents became newly insured either via the insurance exchange or Healthy Michigan Plan, and they need access to primary care. Now is not the time to threaten our future physician workforce so that they leave Michigan.
- The rural and OB stabilization funds are critical to maintaining services in Michigan’s most remote areas. Without these funds, small hospitals cannot afford to maintain expensive services like delivering babies.
- In the face of a \$550 million budget deficit, the budget proposal puts \$95 million in the Rainy Day Fund while proposing to cut vital healthcare programs.
- Residency programs are three to five years. Absent adequate funding, hospitals may consider curtailing their training programs, reducing the opportunity to train the future physician workforce.
- Northern Lower Michigan has already reached a critical junction when it comes to OB care. Without the OB stabilization funds, it’s likely that additional hospital OB units will close (*see chart*):



To respond to the administration's claims regarding higher enrollment in the Healthy Michigan Plan, provider taxes, etc.:

- **Claim: Hospitals are receiving an extra \$80 million due to a larger-than-expected Healthy Michigan Plan caseload. They can afford to fill healthcare holes in the FY 2016 budget.**
  - **Response:** The goal of the Healthy Michigan Plan – which the hospital community supports vigorously – was to cover the uninsured, improve access to care and reduce uncompensated care, and therefore reduce the burden of the cost shift to Michigan businesses. This budget proposal does the opposite. It penalizes hospitals for the larger-than-expected caseload by taking the very funds that should be going toward reducing uncompensated care (hospitals have *already* been cut by the federal government to help fund coverage expansion). As a result, hospitals' uncompensated care savings will be reduced, and the reduction in the cost shift to business will be less.
  
- **Claim: The Healthy Michigan Plan creates a new source of revenue for hospitals.**
  - **Response:** Compared to traditional Medicaid, Healthy Michigan Plan reimbursement to hospitals comes close to covering the costs of caring for patients. However, those payments do not make up for the underpayment of traditional Medicaid.
  - Hospitals have received additional payments for Healthy Michigan Plan. However, those payments are less than half what would be needed fill the holes created by this budget proposal on a statewide basis.
  
- **Claim: Hospitals can easily fill these budget holes for GME, small and rural hospitals and OB stabilization using their provider tax program.**
  - **Response:** This budget proposes a 10 percent tax increase on hospitals. This is a massive business tax increase that is **unacceptable**.
  - The complexity of increasing the hospital provider tax by 10 percent makes it an unmanageable task, and it is an unsustainable solution.
  - The hospital provider tax is universal; everyone pays into the program. However, the payments to hospitals to support GME, rural access and OB are targeted to a subset of hospitals. Therefore, using this tax program to create the additional \$110 million in funding that is necessary to maintain funding at the continuation level would cause even greater disparity among hospitals, disadvantage most hospitals, and put the provider tax program in jeopardy.

Members with questions may contact David Finkbeiner at the MHA at [dfinkbeiner@mha.org](mailto:dfinkbeiner@mha.org) or (517) 703-8601.

February 25, 2015

Governor Rick Snyder  
P.O. Box 30013  
Lansing, MI 48909

Senator Wayne Schmidt  
PO Box 30036  
Lansing, MI 48909

Representative Tristan Cole  
PO Box 30014  
S-1389 House Office Building  
Lansing, MI 48909

Dear Governor Snyder, Senator Schmidt and Representative Cole:

I am writing to respectfully request in the strongest possible terms that you do not implement proposed budget cuts relative to Graduate Medical Education, the small and rural hospital access pool and the obstetrics stabilization pool.

1. Cutting funds for graduate medical education at the very time when access is being expanded to hundreds of thousands of Michigan residents makes no sense. We need more funding for these programs to assure that Michigan hospitals have access to more and better trained primary care and other physician providers.
2. The small and rural hospital access pool could very well mean the difference between remaining viable and closure for some Michigan hospitals. In the case of Charlevoix Area Hospital, the impact would amount to \$372,000 annually – a figure that represents, on average, our entire margin! Michigan rural hospitals are a vital access point for countless residents. The move to eliminate this support will surely mean less access, more difficulty attaining even basic healthcare services and ultimately, perhaps even deterioration of the health status of rural Michigan residents.
3. Finally, surely you are aware of the plight of rural obstetrics programs across the State. Elimination of the obstetrics uplift (an impact of an additional \$170,000 annually for our hospital) may very well mean that fewer rural hospitals will maintain this vital service – again, making patients travel farther for care and throwing additional roadblocks in front of Michigan women requiring prenatal and delivery services. Research has shown a direct correlation between lack of adequate prenatal care and lower birth weight babies as well as higher infant mortality.

Thank you for your consideration. We would be most pleased to host you for a tour of our Hospital and to discuss this further so that you can better understand the tremendous challenges we face.

Sincerely,

## CHARLEVOIX CITY COUNCIL

### AGENDA ITEM

**AGENDA ITEM TITLE:** Introduction of an Ordinance to amend Title V, Planning and Zoning. Multiple sections.

**DATE:** Monday, March 2, 2014

**PRESENTED BY:** Mike Spencer, City Planner

#### **BACKGROUND INFORMATION:**

Zoning ordinances are fluid documents that are constantly changing to reflect modifications to State laws, correct problems or grey areas that have come up in administration of the code, or to ensure the language is better defined and a reflection of what the community wants. Overall the Planning Commission and Staff feel the new ordinance adopted in 2013 has been very effective and has resulted in high quality developments including several new homes, numerous additions both major and minor, quality commercial development such as Bridge Street Blooms, and the approval of the Charlevoix Point townhome development. There are several changes we would like to make to the ordinance, which are explained below.

The Planning Commission has had two public hearings on these proposed changes and several other public meetings where comments were taken.

I will explain each of the proposed changes in detail for the public so I do not have to take a lot of meeting time to bring you up to speed.

*Section 1. Change in the front yard setback in the R2A zone from 20 to 15 feet. This change we felt was necessary to be consistent with the R-1 and R-2 zones. The R2A zone is the designation for two-family which could be one dwelling unit on each floor of a building or a typical duplex. Typically the lot sizes are the same as in the R-1 and R-2 single family zones and in some cases they are right next to R-1 and R-2 so consistency is important. Also included in this section is a new column for minimum lot width of 16 feet for primary structures. This was in our old zoning ordinance and we would like to keep that standard since narrow structures do not fit well into traditional residential neighborhoods that have more consistent house widths. We also have minimum lot sizes, square footage requirements and maximum structure heights to create consistency among neighborhood design. Consistency among neighborhoods can improve property values.*

Section 2. Change in the front yard setback in the R-4 zone from 25 to 15 feet. *This zone could accommodate a number of different developments including apartment buildings, condos, townhomes, and clustered housing units. In a number of zones, including commercial, we substantially reduced front yard setback which could give the City the ability to require side or rear parking. If the City imposes a large front yard setback in a lot of cases the applicants will place parking lots in that space. This reduction will promote greenspace and landscaping in the front which is often the most public side and encourage side or rear parking behind the building.*

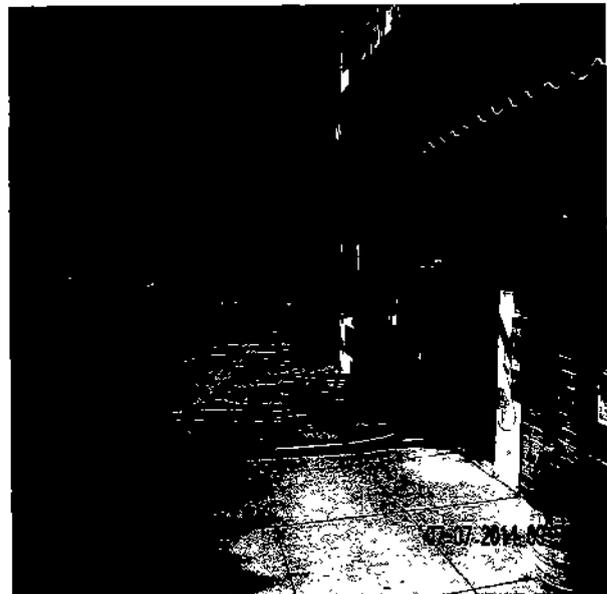
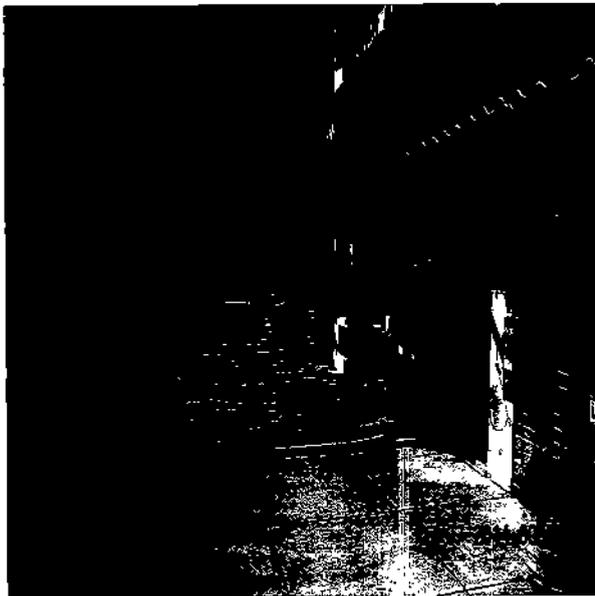
Section 3. Change in lot coverage requirements. *Our old ordinance only counted lot coverage for buildings or structures. We changed that standard to include all impervious surfaces such as sidewalks and driveways. This was done to prevent excessive lot coverage with large amounts of hard space, encourage more greenspace, and help reduce storm water runoff problems especially to neighboring properties and runoff onto city streets. This also a good way to limit excessive home sizes which may be out of character with existing neighborhoods. We would like to change the language to allow for a higher percentage only if engineered surfaces were used that allow storm water filtration. This change will still require at least 40% of the lot open for greenspace and/or landscaping, mulch, pea gravel, etc. For example, if a home and all impervious surfaces were already at the 40% max coverage and they wanted to construct an addition they could have the option of replacing their concrete driveway with a different surface type that filters storm water and the addition would not be denied.*

Section 4 . Amendments to the prohibition of outdoor displays and merchandise. *Prior to adoption of the new zoning ordinance in 2013 we received a number of complaints regarding outdoor merchandise hanging on buildings and clothing racks outside of one particular store front. In response to these complaints staff provided some options for Council to choose from including prohibiting outdoor displays and merchandise, which is what was ultimately adopted. Some cities allow outdoor merchandise, others do not. At the time the City decided to prohibit the outdoor merchandise but did assure the merchants that we would take another look at this issue. The Planning Commission decided that no merchandise should be hung on the store fronts or building facades but if it was on their private property they should be allowed to have one rack or table not to exceed 8 feet in length and 5 feet in height. (A lot of clothing racks are 48" high).*

Section 5. Amendments clarifying the exemption of portable storage bins or closets. *We have had several questions and one complaint about storage bins and closets being located on decks, front porches, and other areas. A number of people use these in residential areas to store lawn furniture, garden tools, seat covers, etc. We wanted to*

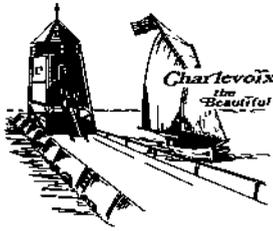
*clarify that they were allowed without a permit and not considered a structure. Please be aware that storage sheds, even if they are plastic, are still considered a structure and therefore require a permit. No other cities we looked at regulate these bins and closets.*

*Section 6. Changes to standards for portable signs. I have received a number of complaints about the plastic sandwich board signs with changeable lettering being used by numerous businesses. This appeared to have a snowball effect where one business put one out and then a number of others followed suit. The consensus was that they were not a good representation for Charlevoix, especially in the downtown. We are aware that this is somewhat subjective but both the DDA and Planning Commission feel that we should allow and promote the use of dry erase and chalk boards rather than the plastic changeable lettering signs. We did some Photoshop images to show the different appearances with each sign type. The vast majority feel the image on the right is more appropriate for Charlevoix so the regulations would prohibit the changeable lettering signs. These regulations would apply city-wide not in just the downtown.*



**RECOMENDATION:**

Motion to set public hearing on multiple amendments to Title V, Planning and Zoning for March 16, 2015 at 7PM in council chambers.



**CITY OF CHARLEVOIX**  
210 STATE ST. CHARLEVOIX, MICH. 49720

**CITY OF CHARLEVOIX**

**Ordinance No. \_\_ of 2015**

AN ORDINANCE TO AMEND TITLE V, PLANNING AND ZONING, CHAPTER 51, ZONING.

MULTIPLE SECTIONS CITED HEREIN.

**THE CITY OF CHARLEVOIX ORDAINS:**

**SECTION 1.** Amendment to Table 5.227(2). Amending the front yard setback in the R-2A Zone from 20 to 15 feet.

**Table 5.27(2) Dimensional Requirements: Single Family and Two Family Residential Districts**

Zoning District	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)	Min. Floor Area (sq. ft.)		Principal Structure Minimum Width (ft)
		Front	Side		Rear		1 story	2 stories	
			Interior	Street Side					
R1	26	15	10	15	25	40	1,040	1,600	16
R2	26	15	8	15	25	40	800	1,200	16
R2A	26	15	10	20	30	40	800	1,200	16
PC	26	0	See	0	0	0	0	0	16

**SECTION 2.** Amendment to Table 5.27(3) Dimensional Requirements: Multiple Family Dwellings in the R4 Zone. The minimum front yard setback requirement for buildings in R4 zones is amended to be 15 feet.

**Table 5.27(3) Dimensional Requirements: Multiple Family Dwellings in the R4 Zone**

Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)	Yard Adjacent to:	Front	Side	Rear	Lot Coverage (%)	Min. Floor Area (sq. ft.), based on number of bedrooms			Distance Between Buildings
							1 bedroom/efficiency	2 bedrooms	3 bedrooms	
35	All districts		15	20	35	50	660	780	900	30

**SECTION 3.** Amendment to lot coverage calculations.

5.72. Lot Coverage Requirements

Lot coverage requirements in all zones shall be calculated by dividing the total area of the lot by the total square footage of all impervious surfaces. Use of materials such as gravel or stone, pavers and similar permeable surfaces shall not count be calculated in lot coverage, however; the use permeable surfaces shall not exceed 60% of the lot area. (See *Figure 5.72*)

**SECTION 4. Amendment to section 5.41(5) Outdoor Displays and Merchandise.**

Section 5.41(5) is hereby amended to read in its entirety as follows:

- (5) Outdoor Displays and Merchandise. Merchandise or similar goods, and associated displays shall not be permitted on the exterior walls or facades of buildings or entryways; however each business shall be permitted one table, clothing rack, or similar feature to display merchandise not to exceed 8 feet in length and 5 feet in height.

**SECTION 5. Amendment to Section 5.79 adding portable storage bins, closets or sheds to the list of items considered landscaping features.**

Section 5.79 is hereby amended to read in its entirety as follows:

**5.79. Landscaping Features and Portable Storage Bins**

Landscaping features including, but not limited to, arbors, gates, pergolas, trellises, latticework, permanent benches/seating, or portable storage closets or bins are not considered structures and are therefore not subject to the requirements of this ordinance regarding structures.

**SECTION 6. Amendment of Section 5.106 Standards for Portable Signs.**

Section 5.106 is hereby amended to read in its entirety as follows:

**5.106. Standards for Portable Signs**

**Portable Signs:**

- (1) Shall be not more than forty-eight (48) inches in height and thirty (30) inches in width, and cannot exceed six (6) square feet in sign face area;
- (2) Shall be located on private property;
- (3) Shall not block pedestrian access;

- (4) Shall be constructed of durable materials and be clearly portable in terms of size, weight and placement; and
- (5) Shall only be displayed between the hours of 7:00 a.m. and 12:00 a.m.
- (6) Shall use chalkboards or whiteboards for their signage area.
- (7) Shall not utilize changeable lettering for their messaging.