

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, November 3, 2014 - 7:00 p.m.
210 State Street, City Hall, Second Floor City Council Chambers, Charlevoix, Michigan

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
 - A. City Council Meeting Minutes – October 20, 2014 PG 1-6
 - B. Accounts Payable Check Registers & Payroll Check Registers PG 7-19
 - C. Certification of Appreciation - Joe Zielinski
 - D. Certification of Appreciation - Robert Heath
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Consideration of Approval for Main Street Program - Select Level PG 20-22
 - B. Consideration to Approve a Five-Year Lease with Keweenaw Excursions PG 23-30
 - C. Amended Rates and Fees for Mt. McSauba Ski Hill/Skating Rink Area PG 31-32
 - D. Charlevoix Convention & Visitors Bureau Seeking Nonprofit Status Statement PG 33-34
 - E. Consideration to Approve the Purchase of MERS Service Credit for Thomas J. Heid by the City of Charlevoix PG 35-37
 - F. Authorization of Bank Signature Cards PG 38-39
 - G. Consideration to Approve a Central Reservation System Contract with the Michigan Department of Natural Resources PG 40-48
- 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 and Outdoor Dining Program PG 49-54
- IX. Resolutions**
 - A. Amended Rates and Fees for Mt. McSauba Ski Hill/Skating Rink Area PG 32
 - B. Resolution - Charlevoix Convention & Visitors Bureau Seeking Nonprofit Status PG 34
 - C. Consideration to Approve the Purchase of MERS Service Credit for Thomas J. Heid by the City of Charlevoix PG 37
 - D. Authorization of Bank Signature Cards PG 39
- 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, October 20, 2014 – 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 7:00 p.m. by Deputy Mayor Lyle Gennett.

I. Pledge of Allegiance

II. Roll Call of Members Present

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

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – October 6, 2014 Regular Meeting Minutes
- B. Special Accounts Payable Check Register – October 3, 2014
- C. Accounts Payable Check Register – October 21, 2014
 - 1. Councilmember Brennan questioned whether any portion of the \$5,010.50 payment to the City Attorney was for the Alice Street easement. Treasurer Zielinski stated that approximately \$2,500 was for the Alice Street easement.
 - 2. Councilmember Brennan also questioned whether compensation for four Councilmembers included stipends for special meetings regarding the Alice Street easement. City Clerk Golding confirmed.
- D. ACH Payments – October 6, 2014 – October 13, 2014
- E. Tax Disbursement – October 21, 2014
- F. Payroll Check Register – October 10, 2014
- G. Payroll Transmittal – October 10, 2014
- H. City Treasurer Resignation – Joe Zielinski
Treasurer Zielinski's resignation letter was accepted by Council. Treasurer Zielinski expressed his appreciation to the City Manager and City Staff for providing support during his tenure. He stated that Council is very fortunate to have a knowledgeable, dedicated and professional City Manager along with Staff working for the City.

V. Public Hearings

A. Public Hearing on the Amendment to Airport Layout Plan (ALP)

The City of Charlevoix Municipal Airport is seeing an increasing number of category C aircraft operations. Once the threshold of 500 operations in a calendar year is met, the FAA will mandate that the City follow the current Airport Layout Plan (ALP). This, in turn, will cause unheeded challenges for the City of Charlevoix: a number of private homes, businesses, as well as a portion of State Street will have to be condemned, resulting in the loss of tax revenue to the City and an increase in the number of unemployed. The Airport Advisory committee voted unanimously to recommend that City Council consider removing pages 4 of 15 and 5 of 15 of the Charlevoix ALP.

Councilmember Gibson stated that she questioned pages 4 and 5 when the ALP was approved last summer. Acting Airport Manager Wyman stated that he has begun dialog with St. Mary's and the potential of expanding to the west will be discussed. Acting Manager Wyman confirmed that language is needed to replace pages 4 and 5 in order to be in compliance with the FAA.

Deputy Mayor Gennett opened the item to public comment.

Don Seelye, 3rd Ward, opposed the ALP back when he was a member of the advisory committee. He stated that there was never a vote of the committee, but rather a consensus according to the engineers running the meeting. Mr. Seely indicated that a temporary solution would be to establish displace thresholds of 500 feet, which would allow planes to roll off an additional 500 feet after landing on the 4,500 foot runway.

The item was closed to the public.

Motion by Councilmember Perron, second by Councilmember Gibson, to remove pages 4 of 15 and 5 of 15 of the Charlevoix Airport Layout Plan.

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

VI. Reports

City Manager Straebel stated that recruitment has begun for the Treasurer's position. An interview committee will be established with Councilmember participants. In the interim, former Treasurer Rick Brandi is willing to assist with the upcoming 2015-16 budget preparations.

VII. Requests, Petitions and Communications and Actions Thereon

A. Consideration of Approval for Groundhog Shadow Fest

Local resident Tim Fore is organizing a new Groundhog Shadow Fest event for downtown Charlevoix that will take place on February 6-8, 2015. The event will offer a direct economic benefit to community businesses by offering enjoyable family activities in the downtown area. The schedule of events includes a beer tent. Mr. Fore stated that there would be no live animals.

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

Motion by Councilmember Brennan, second by Councilmember Perron, authorizing the City Manager to waive alcohol restrictions as outlined in the City of Charlevoix City Code, Title III, Chapter 31, Section 3.14 [for the Groundhog Shadow Fest on February 6-8, 2015].

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

B. Consideration of Approval for the 3rd Annual Bridge Drop

The 3rd Annual Bridge Drop will take place December 31, 2014. The goal of the organizational committee is to create an exciting event that will spur economic traffic for Charlevoix businesses during the off season. The committee is proposing to close a portion of Park Avenue for 24 hours, close US 31 for 15 minutes, and provide alcohol sales during the event.

Councilmember Porter questioned who would receive the revenue from the beer tent. Rick Randall, Bridge Drop Committee member, stated that revenue will help pay for the event. The committee's goal is to increase participation with event-goers spilling over to downtown restaurants and bars. Mr. Randall stated that there are no administrative salaries paid, but rather the event is run by volunteers. He confirmed to Councilmember Porter that there will be no camels at this year's event.

Deputy Mayor Gennett 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 Brennan, to:

1. Support the 2014 Charlevoix Bridge Drop event; and
2. Revoke the noise ordinance for December 31st from 11:00 p.m. to January 1st at 12:05 a.m.; and
3. Allow the City Manager to grant permission for alcohol sales within 1,000 feet of US-31; and
4. Allow the City Manager's office to file a permit with MDOT for the closure of US-31 from 11:50 p.m. – 12:05 a.m.; and
5. Close Park Avenue from 6:00 a.m. on December 31 until 7:00 a.m. on January 1, from Bridge Street to the west side of Hoffmann Park.

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

C. New Year's Eve Bridge Drop Fireworks

The Charlevoix Area Convention and Visitors Bureau is requesting to sponsor the second annual New Year's Eve fireworks display, located on the south pier of the Pine River Channel and conducted by Colonial Fireworks Company. Chief Doan stated that NFPA standards will be used to determine the proper setbacks to insure spectator safety. These setbacks will be enforced by the Charlevoix Fire and Police Departments.

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

Motion by Councilmember Brennan, second by Councilmember Gibson, to authorize the City Clerk to issue the fireworks permit for the 2014 Bridge Drop fireworks display.

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

Motion by Councilmember Brennan, second by Councilmember Perron, to authorize the Deputy Mayor to sign the hold harmless agreement with Colonial Fireworks Company.

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

D. Keweenaw Star Dock Lease

The two year dock lease between the City and Keweenaw Excursions is set to expire on November 5, 2014. Staff has met with the owners of the company to negotiate a fair and equitable agreement. Considering the outstanding issues of the proposed dock expansion project, City officials and Keweenaw Excursions have agreed upon a one year lease starting November 2014 with a 2% increase in dockage fees from \$10,500 to \$10,710. Craig Funkey, owner of Keweenaw Excursions, stated that he preferred to have a longer term lease.

Councilmember Gibson stated that according to the Charter, the City can enter into a five year lease. She feels Council should be supportive of the business that Keweenaw Excursions brings to the City and create a five year lease. City Manager Straebel stated that a one year lease was recommended by City Attorney Howard due to the fact that several variables regarding the proposed marina expansion exist.

Councilmember Brennan stated the permitting process for the proposed marina expansion is scheduled to take 90 days to six months. She suggested signing a five year lease that could be renegotiated if the marina expansion project is approved. Councilmember Gennett agreed.

Councilmember Porter stated a one year lease would be fine or a renegotiable five year lease.

Councilmember Perron asked Mr. Funkey if he would be willing to let the current lease expire and wait until after the election to negotiate a new lease. Mr. Funkey stated that his company will not have representation after the election as the owners will be out of town for an extended period. Councilmember Perron feels that the lease should be tabled until after the election.

City Manager Straebel will bring back a five year lease agreement with a renegotiation clause to the November 3rd Council meeting.

E. General Liability & Property Insurance 2014-15

The City has received a renewal quote of \$88,519 (2.9% increase) from Michigan Township Participating Plan (PAR Plan) for its general liability and property insurance policy. The City has been with the PAR Plan for the last four years.

Councilmember Gibson stated she was impressed with the savings.

Treasurer Zielinski explained that the PAR Plan is a municipal group insurance plan and the City will be receiving dividends.

Deputy Mayor Gennett 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 Brennan, to approve the renewal of the City's general liability and property insurance policy with the Michigan Township Participating Plan [for \$88,519] for one year.

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

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

None.

IX. Resolutions

None.

X. Ordinances

None.

XI. Miscellaneous Business

Deputy Mayor Gennett read a thank you card from City employee Patti Spencley.

Councilmember Brennan responded to the October 17, 2014 article in the Charlevoix Courier regarding allegations as to the legality of the marina expansion vote and protocol violation. She requested the following clarification in writing from Councilmember Gibson and Planning Commission Member Novolny within 72 hours: a) cite Code of Ethics paragraph and exact wording that allegedly was not

adhered to, b) cite City Charter paragraph and exact wording of City Charter rules that allegedly were broken. Councilmember Brennan stated the response should be directed to the City Manager.

XII. Audience - Non-agenda Input (written requests take precedent)
 None.

XIII. Adjourn
 The Deputy Mayor stated if there were no objections, the meeting would adjourn.
 There were no objections.
 Meeting adjourned at 7:55 p.m.

Joyce M. Golding City Clerk Lyle Gennett Deputy Mayor

Special Accounts Payable – 10/03/14

DTE ENERGY	400.34		
PRIORITY HEALTH	43,564.22	TOTAL	43,964.56

Accounts Payable – 10/21/2014

ACE HARDWARE	2,451.12	IDEXX DISTRIBUTION INC.	1,149.92
ADVANCED BUILDING	202.50	INDEPENDENT DRAFTING SERVICES	1,344.00
AIRGAS USA LLC	1,113.28	INTERSTATE ALL BATTERY CTRS	294.88
ALL-PHASE ELECTRIC SUPPLY CO.	428.91	J & B MEDICAL SUPPLY INC.	17.50
AMERICAN CEMETERY SUPPLIES INC.	387.80	JACOBSON/MICHIGAN	232.41
AMERICAN WASTE INC.	2,300.60	KIWANIS CLUB OF CHARLEVOIX	39.00
ANYBATTERY INC.	131.97	KLOOSTER, ALIDA K.	327.55
APOLLO FIRE EQUIPMENT	535.89	KORTHASE FLINN	387.05
APX INC.	51.71	KSS ENTERPRISES	458.80
AUTO VALUE	324.21	LAKESHORE TIRE & AUTO SERVICE	25.90
AVFUEL CORPORATION	29,458.36	LANDSCAPE-FORMS INC.	5,890.00
B & L SOUND INC	305.92	LEADERSHIP CHARLEVOIX COUNTY	1,100.00
BEHAN WINDOW CLEANING	245.00	MCVEIGH'S TRUCK SPRINGS INC.	954.90
BERG, REBECCA	64.00	MICHIGAN DOWNTOWN ASSOCIATION	150.00
BEST, MARVIN	72.00	MICHIGAN OFFICEWAYS INC	1,274.70
BRADFORD'S	45.50	MICHIGAN WATER ENV ASSOC	62.00
BRADLEY, KELLY R.	335.28	MIRACLE, JENNIFER	75.00
CARDINAL CARPET CLEANING	437.50	MUNICIPAL UNDERWRITERS OF MICH	88,519.00
CARQUEST OF CHARLEVOIX	1,601.54	NFIRS ONLINE	495.00
CHARLEVOIX CVB BRIDGE DROP	1,000.00	NORTH COUNTRY POWER GENERATION	2,766.50
CHARLEVOIX GLASS INC.	13,497.20	NORTHERN MICHIGAN JANITORIAL	77.95
CHARLEVOIX SCREEN MASTERS INC	177.00	NORTHERN MICHIGAN REVIEW INC.	2,620.33
CHARLEVOIX SEWER & DRAIN	610.00	OMS COMPLIANCE SERVICES INC	202.50
CHARTER COMMUNICATIONS	953.60	OTEC	335.90
CHEMICAL SYSTEMS INC.	1,872.00	PARASTAR INC.	1,226.55
CINTAS CORPORATION	138.26	PERFORMANCE ENGINEERS INC	10,771.50
CIRCLE K SERVICE	1,893.30	PERSONAL GRAPHICS	421.50
CITY OF CHARLEVOIX - MISC	2,585.13	POLLUTION CONTROL SERVICES INC	2,755.72
CITY OF CHARLEVOIX - UTILITIES	38,514.12	POND HILL FARM LLC	189.00
COAST TO COAST COMPUTER	294.97	POWER LINE SUPPLY	431.00
COOK FAMILY FARMS	54.00	PURITY CYLINDER GASES INC	336.58
CORRADI, ROSEMARY	26.97	QUILL CORP	282.78
DHASELEER, CARL	83.00	R & R PRODUCTS INC	730.79
EARTH ART	2,800.00	RAMEY, PAUL	33.00
EJ USA INC.	1,554.70	ROLYAN BUOYS	591.00
ELHORN ENGINEERING COMPANY	1,608.00	ROTARY CLUB OF CHARLEVOIX	75.00
ELLSWORTH FARMER'S EXCHANGE	799.65	RTI LABORATORIES INC.	280.00
FAMILY FARM & HOME	309.60	SAXON INCORPORATED	43.89
FARMER WHITE'S	106.00	SCHMUCKAL OIL CO	677.60
FASTENAL COMPANY	75.31	SECURITY SANITATION INC.	380.00
FREEDOM MAILING SERVICES INC.	2,383.35	SHINDORF BUILDERS	566.00
GRAND TRAVERSE GARAGE DOOR	156.25	SIEGRIST, DAVID	36.00
GUNTZVILLER, RHONDA	51.00	SPARTAN DISTRIBUTORS INC	268.63
HERRIMAN, RANDY	39.94	SPOK INC	70.06
HYDE SERVICES LLC	4,749.00	STANDARD ELECTRIC CO	952.18
HYDRO DESIGNS INC.	515.00	STATE OF MICHIGAN	50.00

STRIKER SUPPLY	140.00	USA BLUE BOOK	171.98
SWIDORSKI, RAYMOND	99.00	VILLAGE GRAPHICS INC.	376.40
TIMMS, ROBERT	200.00	WASHBURNE, BRENDA	33.00
TRI-TURF	264.96	WHITLEY, ANDREW	14.00
UNITED HEALTHCARE SERVICES INC.	1.29	WILBERT BURIAL VAULT CO	157.84
UP NORTH PROPERTY SERVICES LLC	3,500.00	ZIELINSKI, JOSEPH A.	468.57
UPPER CASE PRINTING INK.	1,247.64	TOTAL	253,984.69

Tax Disbursement – 10/21/2014

BUCHMAN, CLIFFORD	122.18	CHARLEVOIX PUBLIC SCHOOLS	271.21
CHARLEVOIX COUNTY TREASURER	20,732.26	CHARLEVOIX PUBLIC SCHOOLS	1,696.11
CHARLEVOIX COUNTY TREASURER	258.90	CITY OF CHARLEVOIX - TAXES DUE	24,393.65
CHARLEVOIX DISTRICT LIBRARY	99.28	NORTHERN QUARTERS LLC	57.68
CHARLEVOIX PUBLIC SCHOOLS	22,327.30	RECREATIONAL AUTHORITY	17.79
CHARLEVOIX PUBLIC SCHOOLS	3,683.09	TOTAL	73,659.45

ACH Payments – 10/06/2014 – 10/13/2014

MI Public Power Agency	14,752.45	State of MI (Withholding Tax)	4,730.73
Payment Service Network	212.90	Vantagepoint (401 ICMA Plan)	728.06
State of MI (Sales Tax)	24,553.57	Vantagepoint (457 ICMA Plan)	13,122.52
IRS (Payroll Tax Deposit)	33,439.30	MI Public Power Agency	12,519.04
Alerus Financial (HCSP)	270.00	TOTAL	104,328.57

PAYROLL: NET PAY

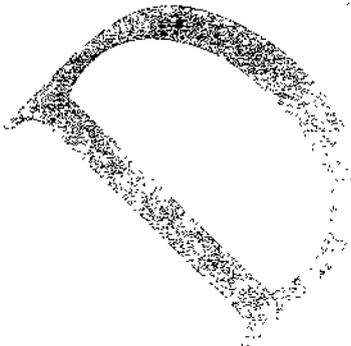
Pay Period Ending 10/04/2014 – Paid 10/10/2014

GIBSON, SHIRLEY J.	858.85	LAVOIE, RICHARD L.	1,426.72
PORTER, JEFFREY L.	378.82	STEVENS, BRANDON C.	1,188.72
PERRON, LEON R.	466.92	DRAVES, MARTIN J.	1,718.31
BRENNAN, PEGGY L.	766.50	ELLIOTT, PATRICK M.	1,732.19
WELLER, LINDA JO	1,278.99	WELLS JR., DONALD E.	1,572.55
STRAEBEL, ROBERT J.	2,528.30	BRADLEY, KELLY R.	1,230.69
GOLDING, JOYCE M.	1,053.34	WILSON, RICHARD J.	1,171.93
DEROSIA, PATRICIA E.	871.03	HART II, DELBERT W.	742.43
LOY, EVELYN R.	1,017.15	JONES, ROBERT F.	1,253.44
KLOOSTER, ALIDA K.	1,632.15	DORAN, JUSTIN J.	1,325.97
BROWN, STEPHANIE C.	1,067.74	MARTINEZ, STANLEY A.	284.99
SPENCER, MICHAEL D.	1,524.76	MANKER JR, DAVID W.	415.59
SPENCLEY, PATRICIA L.	1,063.89	MANKER SR, DAVID W.	700.76
MILLER, FAITH G.	27.96	NEUMANN, DANA L.	508.87
PEARSON, BETHANY S.	1,248.39	BECKER, MICHAEL S.	594.17
ZIELINSKI, JOSEPH A.	1,735.63	NICHOLS, RUSSELL N.	527.15
DOAN, GERARD P.	1,758.02	HAWKINS, JAMES S	359.31
SHRIFT, PETER R.	1,123.38	MCGHEE, ROBERT R.	910.80
SCHLAPPI, JAMES L.	1,124.51	STANTS, JACOB W.	435.78
UMULIS, MATTHEW T.	1,282.84	BLOOMER, GABRIELLE J.	472.22
HANKINS, SCOTT A.	1,490.16	KIRINOVIC, THOMAS F.	644.47
ORBAN, BARBARA K.	1,329.85	HEID, THOMAS J	1,273.19
TRAEGER, JASON A.	1,219.29	STEIN, DONNA E.	18.94
WARNER, JANINE M.	1,188.62	RYPSTRA III, BART	40.03
EVANS JR, HALBERT K.	1,424.26	MACLEOD, SAMUEL R	325.65
LEE, LOREN G.	172.65	STEIN, MARK G.	23.79
Flickema, Andrew M.	499.76	VANLOO, JOSEPH G.	521.45
BINGHAM, LARRY E.	579.07	TABER, HOLLY S.	243.00
BRANDI, MAURA E.	92.35	WYMAN, MATTHEW A.	1,377.55
ACHARYA, VARUN R.K.	86.75	DRAVES, MICHAEL J.	553.47
SCHWARTZFISHER, JOSEPH L.	1,076.91	SCHRADER, LOU ANN	546.25
ROLOFF, ROBERT P.	1,094.84	SCHWAGER, EDWARD J.	1,152.40
BRODIN, WILLIAM C.	2,025.82	RILEY, DANIEL A.	132.68
RILEY, DENISE M.	483.13	CARLSON JR., NORMAN	1,766.39
TEUNIS, STEVEN L.	1,701.00	COLE, SHANE	616.43
WURST, RANDALL W.	1,440.65	GENNETT, LYLE E.	698.19
MAYER, SHELLEY L.	1,210.99	KLOOSTER, PATRICK H.	260.78
HILLING, NICHOLAS A.	1,091.78	BOSS, JOHN M	86.75
MEIER III, CHARLES A.	1,612.15	LABELLE, DAVIS B.	209.53
ZACHARIAS, STEVEN B.	1,357.76	KLINGER, LUCAS D.	88.10
NISWANDER, JOSEPH F.	1,301.28	SPEGELE, GREYSON H.	92.35
Frye, Edward J.	922.44	GLENNY, GRACE A.	86.75
JONES, TERRI L.	749.65	GREYERBIEHL, KELLY M.	600.61
EATON, BRAD A.	1,714.48	SWEM, DONALD L.	1,667.39
WILSON, TIMOTHY J.	2,137.53	WHITLEY, ANDREW T.	1,462.99

MORRISON, KEVIN P.	1,120.81	BOOTHE, STEVEN A.	39.24
HODGE, MICHAEL J.	1,093.83	DAVIS, RONALD L.	8.94
JOHNSON, STEVEN P.	1,120.34	GILL, DAVID R.	877.06
BISHAW, JAMES H.	525.67	TODD, RICHARD D.	228.56
CURTIS, DENNIS E.	906.72	TOTAL:	89,795.23

PAYROLL: TRANSMITTAL
10/10/2014

AMERICAN FAMILY LIFE	182.40	MI STATE DISBURSEMENT UNIT	401.83
AMERICAN FAMILY LIFE	269.17	NORTHWESTERN BANK	150.00
BAY WINDS FEDERAL CREDIT UNION	198.46	POLICE OFFICERS LABOR COUNCIL	382.00
CHAR EM UNITED WAY	65.50	PRIORITY HEALTH	1,778.53
CHARLEVOIX STATE BANK	1,171.16	TOTAL:	5,130.29
COMMUNICATION WORKERS OF AMER	531.24		



Check Number	Payee	Amount
10/21/2014		
111486	AT&T	1,876.95
111487	AT&T MOBILITY	72.39
111488	CHARLEVOIX STATE BANK	4,040.69
111489	DELTA DENTAL	4,693.98
111490	GREAT LAKES ENERGY	241.22
111491	METLIFE SMALL BUSINESS CENTER	770.67
111492	PRIORITY HEALTH	49,279.34
111493	VERIZON WIRELESS	56.72
111494	VISION SERVICE PLAN	558.08
111495	WIELAND, JANNA	4,645.54
Total 10/21/2014:		66,235.58
Grand Totals:		66,235.58

Summary of Check Registers & ACH Payments

FIRSTMERIT BANK - CHECKS ISSUED

10/21/14 Special Accounts Payable Run	\$	66,235.58
10/24/14 Payroll	\$	86,962.45
10/24/14 Payroll Transmittal Checks	\$	4,794.30
11/04/14 Regular Accounts Payable	\$	177,512.79
Checks Sub-Total:	\$	335,505.12

FIRSTMERIT BANK - ACH PAYMENTS

10/20/14 MI Public Power Agency	\$	16,631.85
10/24/14 IRS (Payroll Tax Deposit)	\$	32,855.18
10/24/14 Alerus Financial (HCSP)	\$	270.00
10/24/14 State of MI (Withholding Tax)	\$	4,733.30
10/24/14 Vantagepoint (401 ICMA Plan)	\$	742.62
10/24/14 Vantagepoint (457 ICMA Plan)	\$	13,135.39
10/24/14 MERS (Defined Benefit Plan)	\$	25,686.94
10/27/14 MI Public Power Agency	\$	9,899.28
10/27/14 MI Public Power Agency	\$	269,150.92
	\$	-
ACH Sub-Total:	\$	373,105.48
First Merit Bank Total:	\$	708,610.60

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

11/04/14 Tax Disbursement	\$	26,601.41
Charlevoix State Bank Total:	\$	26,601.41
Grand Total:	\$	735,212.01

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
10/18/2014	PC	10/24/2014	18550	WELLER, LINDA JO	101		1,278.98
10/18/2014	PC	10/24/2014	18551	STRAEBEL, ROBERT J.	102		2,271.19
10/18/2014	PC	10/24/2014	18552	GOLDING, JOYCE M.	106		1,053.34
10/18/2014	PC	10/24/2014	18553	DEROSIA, PATRICIA E.	107		1,002.26
10/18/2014	PC	10/24/2014	18554	LOY, EVELYN R.	117		1,017.15
10/18/2014	PC	10/24/2014	18555	KLOOSTER, ALIDA K.	121		1,404.08
10/18/2014	PC	10/24/2014	18556	BROWN, STEPHANIE C.	126		1,067.74
10/18/2014	PC	10/24/2014	18557	SPENCER, MICHAEL D.	132		1,296.68
10/18/2014	PC	10/24/2014	18558	SPENCLEY, PATRICIA L.	136		1,019.56
10/18/2014	PC	10/24/2014	18559	PANOFF, ZACHARY R.	141		189.78
10/18/2014	PC	10/24/2014	18560	PEARSON, BETHANY S.	143		1,248.39
10/18/2014	PC	10/24/2014	18561	ZIELINSKI, JOSEPH A.	144		1,735.63
10/18/2014	PC	10/24/2014	18562	DOAN, GERARD P.	201		1,758.02
10/18/2014	PC	10/24/2014	18563	SHRIFT, PETER R.	203		1,171.13
10/18/2014	PC	10/24/2014	18564	SCHLAPPI, JAMES L.	204		1,033.99
10/18/2014	PC	10/24/2014	18565	UMULIS, MATTHEW T.	205		1,284.33
10/18/2014	PC	10/24/2014	18566	HANKINS, SCOTT A.	208		1,490.16
10/18/2014	PC	10/24/2014	18567	ORBAN, BARBARA K.	209		1,219.55
10/18/2014	PC	10/24/2014	18568	TRAEGER, JASON A.	210		1,117.58
10/18/2014	PC	10/24/2014	18569	WARNER, JANINE M.	213		922.53
10/18/2014	PC	10/24/2014	18570	EVANS JR, HALBERT K.	214		1,166.43
10/18/2014	PC	10/24/2014	18571	LEE, LOREN G.	217		133.61
10/18/2014	PC	10/24/2014	18572	FLICKEMA, ANDREW M.	222		700.17
10/18/2014	PC	10/24/2014	18573	BINGHAM, LARRY E.	224		579.07
10/18/2014	PC	10/24/2014	18574	SCHWARTZFISHER, JOS	303		1,366.30
10/18/2014	PC	10/24/2014	18575	ROLOFF, ROBERT P.	304		2,118.34
10/18/2014	PC	10/24/2014	18576	BRODIN, WILLIAM C.	305		1,258.20
10/18/2014	PC	10/24/2014	18577	RILEY, DENISE M.	306		494.89
10/18/2014	PC	10/24/2014	18578	TEUNIS, STEVEN L.	402		1,701.00
10/18/2014	PC	10/24/2014	18579	WURST, RANDALL W.	411		1,352.78
10/18/2014	PC	10/24/2014	18580	MAYER, SHELLEY L.	412		1,503.46
10/18/2014	PC	10/24/2014	18581	HILLING, NICHOLAS A.	413		1,252.82
10/18/2014	PC	10/24/2014	18582	MEIER III, CHARLES A.	421		1,220.07
10/18/2014	PC	10/24/2014	18583	ZACHARIAS, STEVEN B.	422		1,135.42
10/18/2014	PC	10/24/2014	18584	NISWANDER, JOSEPH F.	504		1,282.32
10/18/2014	PC	10/24/2014	18585	FRYE, EDWARD J.	508		922.44
10/18/2014	PC	10/24/2014	18586	JONES, TERRI L.	511		960.01
10/18/2014	PC	10/24/2014	18587	EATON, BRAD A.	515		1,858.69
10/18/2014	PC	10/24/2014	18588	WILSON, TIMOTHY J.	516		1,285.73
10/18/2014	PC	10/24/2014	18589	LAVOIE, RICHARD L.	519		710.13
10/18/2014	PC	10/24/2014	18590	STEVENS, BRANDON C.	521		1,514.48
10/18/2014	PC	10/24/2014	18591	DRAVES, MARTIN J.	523		1,544.96
10/18/2014	PC	10/24/2014	18592	ELLIOTT, PATRICK M.	600		1,732.18
10/18/2014	PC	10/24/2014	18593	WELLS JR., DONALD E.	609		1,293.08
10/18/2014	PC	10/24/2014	18594	BRADLEY, KELLY R.	614		1,232.44
10/18/2014	PC	10/24/2014	18595	WILSON, RICHARD J.	615		1,475.57
10/18/2014	PC	10/24/2014	18596	HART II, DELBERT W.	616		768.20
10/18/2014	PC	10/24/2014	18597	JONES, ROBERT F.	618		1,375.69
10/18/2014	PC	10/24/2014	18598	DORAN, JUSTIN J.	621		1,686.42
10/18/2014	PC	10/24/2014	18599	MANKER JR, DAVID W.	638		463.84
10/18/2014	PC	10/24/2014	18600	MANKER SR, DAVID W.	639		575.80
10/18/2014	PC	10/24/2014	18601	NEUMANN, DANA L.	640		525.96
10/18/2014	PC	10/24/2014	18602	BECKER, MICHAEL S.	641		644.87
10/18/2014	PC	10/24/2014	18603	NICHOLS, RUSSELL N.	661		289.81
10/18/2014	PC	10/24/2014	18604	HAWKINS, JAMES S.	662		387.26
10/18/2014	PC	10/24/2014	18605	MCGHEE, ROBERT R.	663		928.39
10/18/2014	PC	10/24/2014	18606	STANTS, JACOB W.	664		209.67

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/18/2014	PC	10/24/2014	18607	BLOOMER, GABRIELLE J.	665		472.22
10/18/2014	PC	10/24/2014	18608	KIRINOVIC, THOMAS F.	700		690.52
10/18/2014	PC	10/24/2014	18609	HEID, THOMAS J	802		1,273.19
10/18/2014	PC	10/24/2014	18610	WESCOTT, DENNIS M.	828		231.84
10/18/2014	PC	10/24/2014	18611	GRUNCH, RONALD J.	844		45.62
10/18/2014	PC	10/24/2014	18612	RYPSTRA III, BART	852		40.03
10/18/2014	PC	10/24/2014	18613	MACLEOD, SAMUEL R.	857		239.36
10/18/2014	PC	10/24/2014	18614	VANLOO, JOSEPH G.	902		541.77
10/18/2014	PC	10/24/2014	18615	TABER, HOLLY S.	924		461.16
10/18/2014	PC	10/24/2014	18616	WYMAN, MATTHEW A.	927		1,419.69
10/18/2014	PC	10/24/2014	18617	DRAVES, MICHAEL J.	928		509.61
10/18/2014	PC	10/24/2014	18618	SCHRADER, LOU ANN	929		468.94
10/18/2014	PC	10/24/2014	18619	SCHWAGER, EDWARD J.	930		967.93
10/18/2014	PC	10/24/2014	18620	FUNKEY, KRAIG R.	1034		48.48
10/18/2014	PC	10/24/2014	18621	RILEY, TIMOTHY C.	1045		52.86
10/18/2014	PC	10/24/2014	18622	RILEY, CASEY W.	1052		311.47
10/18/2014	PC	10/24/2014	18623	HUNTER, DESMOND J.	1053		26.42
10/18/2014	PC	10/24/2014	18624	THORMAN, MIKAYLA R.	1055		174.91
10/18/2014	PC	10/24/2014	18625	JONES, LARRY M.	1057		569.78
10/18/2014	PC	10/24/2014	18626	OCHS, THOMAS F	1068		55.41
10/18/2014	PC	10/24/2014	18627	TRAVERS, MANUEL J.	1071		229.91
10/18/2014	PC	10/24/2014	18628	COLLINS, CHAD M.	1076		428.67
10/18/2014	PC	10/24/2014	18629	RILEY, DANIEL A.	1079		826.04
10/18/2014	PC	10/24/2014	18630	WHITLEY, ADAM	1089		154.42
10/18/2014	PC	10/24/2014	18631	SCHOOF, WILLIAM R.	1094		543.12
10/18/2014	PC	10/24/2014	18632	WILKIN, AMANDA J.	9992		95.22
10/18/2014	PC	10/24/2014	111456	LALEWICZ, AMELIA	131		46.17
10/18/2014	PC	10/24/2014	111457	KLOOSTER, PATRICK H.	216		111.66
10/18/2014	PC	10/24/2014	111458	LABELLE, DAVIS B.	234		60.21
10/18/2014	PC	10/24/2014	111459	GREYERBIEHL, KELLY M.	260		390.81
10/18/2014	PC	10/24/2014	111460	SWEM, DONALD L.	512		1,667.40
10/18/2014	PC	10/24/2014	111461	WHITLEY, ANDREW T.	522		1,885.07
10/18/2014	PC	10/24/2014	111462	MORRISON, KEVIN P.	601		1,176.09
10/18/2014	PC	10/24/2014	111463	HODGE, MICHAEL J.	606		1,093.83
10/18/2014	PC	10/24/2014	111464	JOHNSON, STEVEN P.	617		1,003.63
10/18/2014	PC	10/24/2014	111465	BISHAW, JAMES H.	633		491.21
10/18/2014	PC	10/24/2014	111466	CURTIS, DENNIS E.	831		844.03
10/18/2014	PC	10/24/2014	111467	BOOTHE, STEVEN A.	832		39.24
10/18/2014	PC	10/24/2014	111468	DAVIS, RONALD L.	853		8.94
10/18/2014	PC	10/24/2014	111469	GILL, DAVID R.	856		864.22
10/18/2014	PC	10/24/2014	111470	TODD, RICHARD D.	859		145.29
10/18/2014	PC	10/24/2014	111471	STEVENS, JEFFREY W.	1028		378.97
10/18/2014	PC	10/24/2014	111472	ROLOFF, AUDREY M.	1037		790.77
10/18/2014	PC	10/24/2014	111473	MATTER, DAWSON K.	1038		740.12
10/18/2014	PC	10/24/2014	111474	BRODIN, DORETTA M.	1039		34.35
10/18/2014	PC	10/24/2014	111475	MCCRANEY, RUSSELL R.	1056		39.65
10/18/2014	PC	10/24/2014	111476	SCOTT JR., WINFIELD	1072		13.21
10/18/2014	PC	10/24/2014	111477	KITELEY, FISHER L.	1074		26.42
Grand Totals:			105				86,962.45

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
10/18/2014	10/24/2014	111478	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	182.40
10/18/2014	10/24/2014	111478	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	269.17
10/18/2014	10/24/2014	111479	BAY WINDS FEDERAL C	9024	HSA-EMPLOYEE CONTRIB-BAY	198.46
10/18/2014	10/24/2014	111480	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 10/18/	70.50
10/18/2014	10/24/2014	111481	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,171.16
10/18/2014	10/24/2014	111482	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	531.24
10/18/2014	10/24/2014	111483	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	401.83
10/18/2014	10/24/2014	111484	NORTHWESTERN BANK	9018	HSA - EMPLOYEE CONTRIB - N	150.00
10/18/2014	10/24/2014	111485	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,819.54
Grand Totals:		9				4,794.30



Check Number	Payee	Amount
11/04/2014		
111496	AIRGAS USA LLC	172.58
111497	APOLLO FIRE	768.64
111498	ARROW UNIFORM-TAYLOR L.L.C.	1,192.39
111499	ARTFORM FABRICATING &	625.00
111500	AVFUEL CORPORATION	20,204.42
111501	B & L SOUND INC	127.95
111502	BCBS MEDICARE PLUS BLUE	301.96
111503	BLOXSOM ROOFING & SIDING CO.	875.00
111504	CENTRAL DRUG STORE	53.94
111505	CHARLEVOIX AREA	62.50
111506	CHARLEVOIX DISTRICT LIBRARY	250.00
111507	CHARLEVOIX TOWNSHIP	15.23
111508	CITY OF CHARLEVOIX - UTILITIES	31,537.12
111509	CLARK, CHELSEA	27.43
111510	CLEAR WATER PLUMBING & HEATIN	105.22
111511	COAST TO COAST COMPUTER	56.99
111512	COATES, CHERYL	107.50
111513	COX-FOX, JUANITA	78.78
111514	CUMMINS BRIDGEWAY LLC	3,357.60
111515	DCASSESSING SERVICES	4,371.08
111516	DeROSIA, PATTY	41.00
111517	DITCH WITCH SALES OF MICHIGAN	693.43
111518	DOAN, GERARD	41.00
111519	DORAN, JUSTIN J.	60.00
111520	DORNBOSS SIGN INC.	111.28
111521	DSS CORPORATION	950.00
111522	DTE ENERGY	3,324.51
111523	EARTH ART	2,800.00
111524	EJ USA INC.	287.82
111525	ELLIOTT, PATRICK M.	41.00
111526	ELLSWORTH FARMER'S EXCHANGE	81.40
111527	ETNA SUPPLY	928.76
111528	EVANS, HAL	41.00
111529	FASTENAL COMPANY	8.34
111530	FORCE, DAVID	2.20
111531	FOREMOST PROMOTIONS	279.47
111532	GOLDING, JOYCE	41.00
111533	GORDON FOOD SERVICE	160.30
111534	GRAINGER	190.30
111535	GREAT LAKES ELEVATOR LLC	304.29
111536	GRIFFIN BEVERAGE CO	62.00
111537	GUTTER PROS	150.00
111538	HANKINS, SCOTT	41.00
111539	HEID, THOMAS J.	94.76
111540	HODGSON, RICHARD	30.00
111541	HOLIDAY COMPANIES	8,206.76
111542	INDEPENDENT DRAFTING SERVICES	1,216.00
111543	J & B MEDICAL SUPPLY INC.	201.79

Check Number	Payee	Amount
111544	KEVIN'S METER TESTING	1,487.10
111545	KIRINOVIC, THOMAS	41.00
111546	KLOOSTER, ALIDA K.	41.00
111547	KMart	26.96
111548	KORTHASE FLINN	12.75
111549	KSS ENTERPRISES	208.24
111550	LARSON, KATHERINE	5,000.00
111551	MCMASTER-CARR	40.68
111552	MDC CONTRACTING LLC	25,228.00
111553	MICHIGAN DOWNTOWN ASSOCIATIO	400.00
111554	MICHIGAN ELECTRIC	15,610.00
111555	MICHIGAN MUNICIPAL LEAGUE	13,298.00
111556	MICHIGAN RURAL WATER ASSN	320.00
111557	MLIVE MEDIA GROUP	145.00
111558	NORTHERN CREDIT BUREAU	97.89
111559	NORTHERN FIRE & SAFETY INC.	325.00
111560	NORTHERN MICHIGAN JANITORIAL	145.45
111561	OLESON'S FOOD STORES	175.52
111562	OLSON BZDOK & HOWARD	1,170.46
111563	OTEC	322.00
111564	PEARSON, BETHANY	41.00
111565	PHYSICIANS CLINIC OF CHARLEVOIX	100.00
111566	POWER LINE SUPPLY	3,874.54
111567	PREFERRED WASTE 2 LLC	635.00
111568	PREIN & NEWHOF	7,519.60
111569	PRIORITY HEALTH	1,307.00
111570	PRIORITY HEALTH	361.50
111571	RECDESK LLC	1,960.00
111572	ROTARY CLUB OF CHARLEVOIX	37.50
111573	S&W HEALTHCARE CORPORATION	126.48
111574	SCHWAGER, EDWARD J.	276.20
111575	SEANEY, DOUG	2.01
111576	SEELEY'S PRINTING SERVICE	180.00
111577	SMITH, MICHAEL	8.09
111578	SOUND ENVIRONMENTS	425.50
111579	SPENCER, MICHAEL	41.00
111580	STATE OF MICHIGAN	588.57
111581	STRAEBEL, ROBERT J.	41.00
111582	SWEM, DONALD L.	41.00
111583	TEUNIS, STEVEN	41.00
111584	TRI-TURF	711.92
111585	UNITED DESIGN ASSOCIATES	6,550.00
111586	UP NORTH PROPERTY SERVICES LL	2,807.00
111587	USA BLUE BOOK	371.86
111588	VILLAGE GRAPHICS INC.	364.00
111589	WALTERS SHARPENING SVC. INC.	72.00
111590	WELLER, LINDA	41.00
111591	WHITLEY, ANDREW	8.47
111592	WINN, JOHN	80.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
111593	WORK & PLAY SHOP	41.76
111594	WYMAN, MATTHEW A.	41.00
111595	ZIELINSKI, JOSEPH A.	41.00
Total 11/04/2014:		177,512.79
Grand Totals:		177,512.79

Check Number	Payee	Amount
10/20/2014		
102014001	MICHIGAN PUBLIC POWER AGENCY	16,631.85
Total 10/20/2014:		16,631.85
Grand Totals:		16,631.85

Check Issue Date	Check Number	Payee	Amount
102414001			
10/24/2014	10241400	**EFTPS* Payroll Taxes	8,163.69
10/24/2014	10241400	**EFTPS* Payroll Taxes	8,163.69
10/24/2014	10241400	**EFTPS* Payroll Taxes	1,909.26
10/24/2014	10241400	**EFTPS* Payroll Taxes	1,909.26
10/24/2014	10241400	**EFTPS* Payroll Taxes	12,709.28
Total 102414001:			
	5		32,855.18
102414002			
10/24/2014	10241400	Alerus Financial	270.00
Total 102414002:			
	1		270.00
102414003			
10/24/2014	10241400	STATE OF MICHIGAN	4,733.30
Total 102414003:			
	1		4,733.30
102414004			
10/24/2014	10241400	Vantagepoint - 401 Plan 109153	742.62
Total 102414004:			
	1		742.62
102414005			
10/24/2014	10241400	Vantagepoint - 457 Plan 300959	5,520.67
10/24/2014	10241400	Vantagepoint - 457 Plan 300959	205.39
10/24/2014	10241400	Vantagepoint - 457 Plan 300959	1,684.40
10/24/2014	10241400	Vantagepoint - 457 Plan 300959	5,724.93
Total 102414005:			
	4		13,135.39
Grand Totals:			
	12		51,736.49

JS

Check Number	Payee	Amount
10/24/2014		
102414006	MERS	25,686.94
Total 10/24/2014:		25,686.94
Grand Totals:		25,686.94

Check Number	Payee	Amount
10/27/2014		
102714001	MICHIGAN PUBLIC POWER AGENCY	9,899.28
Total 10/27/2014:		9,899.28
Grand Totals:		9,899.28

Check Number	Payee	Amount
10/27/2014		
102714002	MICHIGAN PUBLIC POWER AGENCY	269,150.92
Total 10/27/2014:		269,150.92
Grand Totals:		269,150.92

Check Number	Payee	Amount
11/04/2014		
2430	CHARLEVOIX COUNTY TREASURER	8,280.12
2431	CHARLEVOIX PUBLIC SCHOOLS	6,583.60
2432	CHARLEVOIX PUBLIC SCHOOLS	1,470.26
2433	CHARLEVOIX PUBLIC SCHOOLS	108.30
2434	CHARLEVOIX PUBLIC SCHOOLS	677.06
2435	CITY OF CHARLEVOIX - MISC	15.29
2436	CITY OF CHARLEVOIX - TAXES DUE	9,466.78
Total 11/04/2014:		26,601.41
Grand Totals:		26,601.41

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration of a financial pledge to the Main Street Program

DATE: November 3, 2014

PRESENTED BY: Bethany Pearson

ATTACHMENTS: 1. Charlevoix Main Street Pledge Form

BACKGROUND INFORMATION: In the fall of 2013, the Charlevoix DDA started exploring the application process and community assistances of the Michigan Main Street Program.

Since then, the DDA has invested a significant amount of time and resources into exploring the benefits of the Main Street Program to Downtown Charlevoix and the greater Charlevoix area, attending required trainings, gaining public endorsements, creating a steering committee and collecting financial and volunteer pledges.

At the August meeting of the DDA Board of Directors, the decision was made to apply for the next level of the program- the Select Level.

In addition to the extensive application, the DDA must also demonstrate to the State of Michigan that we have support (both financially and through volunteers) from all sectors in our community including but not limited to the municipality, area residents, businesses, organizations and individuals.

The Main Street Program is a comprehensive, grassroots, and volunteer led strategy. It is not a grant, but rather a program on how to run the best and most effective downtown possible. Applicants who are chosen to be in the Select level receive more than \$250,000 worth of assistance from the State, and also receive first priority on grant funding from any State run agency and most national granting agencies (MDOT, MEDC, DEQ, DNR, MISHDA, etc...).

Even though the Charlevoix DDA already captures TIF funding that makes up the majority of our revenue. It is a requirement from the Main Street Center to fundraise and collect financial pledges in order to be considered for the program. This is a requirement because of the current legislative being proposed under HB 5856 which would change or possibly eliminate TIF funding for DDA's in Michigan.

Michigan is one of the few states that allow TIF funding and the executives at the Michigan Main Street Center do not want to invest in communities that rely solely on TIF for their revenue stream. If TIF does go away in coming years they only want to invest their resources on DDA's who will be able to sustain themselves without that revenue. Of our budgeted revenue for the 2014 -2015 fiscal year 376,000 out of the total 508,000 is from TIF (74%).

As of October 28 the DDA has collected more than \$24,000 towards our goal.

We are asking the City to also make a monetary pledge to the program to help leverage our chances of receiving the \$250,000 in state aid. The City currently spends almost \$30,000 in their community promotions budget, allocating \$12,000 to the Venetian Festival and \$6,700 to the Chamber of Commerce alone. Donating to the Main Street Program would be a smart investment on behalf of the City because it will increase our chances of bringing more state aid to our community, helps spur private investment in Downtown, and increases property values in the DDA District. All of the money pledged on behalf of the City would continue to help enhance the downtown and benefit the city and its residents.

It is important to note that the DDA will only be collecting this money if we are accepted into the Select level of the program, if we are not the City is under no obligation to fulfill their pledge amount.

At this point it is impossible to say with certainty what the money would be used for besides being able to tell you that it will be used to improve the Downtown District. Under the Main Street Four Point Approach, four committees will be organized and will be allotted funds to fulfill their program of work for the year. The four committees will be promotion (events, advertising), Economic Restructuring (business recruiting and expansion, taxes, education) Design (streetscapes, art, building facades) and Organization (communication, fundraising, volunteer management, database building).

The Main Street Steering Committee would like Council to consider making a \$2,500 pledge every year for the next five years towards our goal of making it into the Main Street Program. Council did pass a unanimous resolution of support for this program at the October 2013 City Council meeting.

RECOMMENDATION: Make a motion to pledge \$2500/year for five years to the Charlevoix Main Street Program upon acceptance into the Select Level.



Financial Pledge to Charlevoix Main Street

We support the Charlevoix Main Street/DDA! We are committed to contributing to the financial stability of the program. Please accept financial commitment, as outlined below.

**We understand that our pledge will only be effective if Charlevoix is chosen by Michigan Main Street to become a Select Level community. If Charlevoix is not selected, we are under no financial obligation.*

- I/We will provide a one-time monetary gift in the amount of: _____.
- I/We will provide a yearly contribution in the amount of _____ each year, for the next 5 years.
- I/We will provide a yearly contribution in the amount of _____ each year, for the next 3 years.
- I/We will provide an in-kind donation of: _____.

Name: _____

Business/Organization: _____

Address: _____

Phone: _____ E-Mail: _____

Signature: _____

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve a Five-Year Lease with Keweenaw Excursions

DATE: November 3, 2014

PRESENTED BY: Rob Straebel
Craig Funkey, Keweenaw Excursions

ATTACHMENTS: 1. Second Draft Commercial Dock Lease
2. Memo from Bethany Pearson on Office Lease Agreement

BACKGROUND INFORMATION: Per City Council's direction at the October 20, 2014 City Council meeting, City Staff has revised the docking agreement. The agreement now calls for a five-year lease with a 2% increase in docking fees each year. The City Attorney has added language on the bottom of Page 1 and top of Page 2 giving the City the option of renegotiating the dockage fees with Keweenaw Excursions if the new dock is constructed on the northside of the marina. This is an option and City Council may decide in the future to not charge Keweenaw Excursions extra fees if the new dock is constructed.

FYI- the DDA has opted to approve a one-year office lease with an option to renew the lease for a second year with Keweenaw Excursions. See attached memo form Bethany Pearson dated October 30, 2014.

RECOMMENDATION: Motion to approve a five-year docking lease with Keweenaw Excursions.

City of Charlevoix

Commercial Agreement/Seasonal Slip

Amount Due \$10,710 2015
\$10,924 2016
\$11,142 2017
\$11,365 2018
\$11,592 2019

Name (owner) Jason Funkey	Slip Acacia Dock
Address, City, State, Zip P. O. Box 370, Charlevoix, MI 49720	Telephone Home: (231) 237-9365 Cell: (231) 715-6622
Boat Name: Keweenaw Star	Boat Make/Year/Registration Number/Length (include accessories) 1981 Camcraft 98'
Power Yes	Sail Beam/Draft
Insurance Company Name Great American (Insurance certificate to be given to City)	Policy Number OMH 349-23-02-07

This permit agreement, entered into this 3rd day of November, 2014 between the City of Charlevoix, and Keweenaw Excursions, Inc., a Michigan corporation (PERMITTEE), is subject to the following terms and conditions:

Grant of Permit: PERMITTEE is hereby granted rental of a boat slip for the 2015-2019 boating season starting November 3, 2014 and ending November 3, 2019. Said boat slip shall be docked initially at the "Acacia Slip", and shall include the provision of electric and water.

The City is currently working with the MDEQ and Army Corps of Engineers to obtain all necessary permits to construct a new dock on the north side of the City Marina. If approved by City Council, the new dock would be located in the same general area where the Keweenaw Star is currently moored. During the construction period of the aforementioned proposed new dock, the City will allow the PERMITTEE to dock their vessel at the end of Dock A at the City Marina that shall include the provision of water and electric. PERMITTEE shall move their vessel upon written notice by the City specifying when the move must occur. The City's notice shall allow at least 10 days for the PERMITTEE to move the vessel.

It is further agreed that if the Charlevoix City Council votes to construct a new dock as mentioned above, the City may change the location where PERMITTEE's vessel is docked and may

increase the yearly amount due for the right of dockage as a result of the project. The City may also require PERMITTEE to pay for additional infrastructure necessary to allow PERMITTEE's vessel to continue dockage, including but not limited to the cost of potential pilings that may be necessary to dock the vessel. Prior to any change in location of dockage, increasing payment amounts due under this agreement, or assessing costs associated with the new dock project, the City shall notify PERMITTEE of the change or assessment at least 30 days in advance of the City Council's consideration of the exercise of its rights under this paragraph.

Assignment: This permit is granted to a specific PERMITTEE, owner of the specific boat described above, and is not assignable to any other person, entity, or boat without the advance written consent of the City of Charlevoix. Partial disposition of ownership by the PERMITTEE must be reported to and accepted in writing by the City of Charlevoix to continue the grant of this Permit in full force and effect.

1. **Limited Use of Permit.** It is agreed that the purpose of this Permit is to allow the PERMITTEE to moor the boat described herein at the subject harbor for the purpose of charter boat tour/cruises.
2. **Payment of Dockage Fees.** The PERMITTEE shall pay to the City of Charlevoix dockage fee payments according to the following payment schedule for 2015-2019:

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
June 1 st	\$2,677	\$2,731	\$2,785	\$2,841	\$2,898
July 1 st	\$2,677	\$2,731	\$2,785	\$2,841	\$2,898
August 1 st	\$2,678	\$2,731	\$2,786	\$2,841	\$2,898
September 1 st	\$2,678	\$2,731	\$2,786	\$2,842	\$2,898

3. **Auxiliary Craft.** Dinghies or other auxiliary craft of a size suitable to be carried on board the boat may be water-stored in the slip so long as this storage does not extend beyond the limits of the assigned slip, and providing the dinghy is removed from the slip when the boat is out of the subject harbor for more than one day.
4. **Rental to Transients.** To maximize public utilization of the boating facility, PERMITTEE agrees to notify the Harbormaster of PERMITTEE planned departure and return dates whenever a boat trip will result in a slip vacancy of 48 hours or more. The City reserves the right to rent the slip described to transient users during slip vacancy with no remuneration to the PERMITTEE. PERMITTEE shall provide Harbormaster 48 hours advance notice prior to return to slip from such vacancy.
5. **Limitation of Liability.** PERMITTEE covenants not to sue the City of Charlevoix, or any of its departments, boards, commissions, officers, employees or agents for any claims whether legal or equitable, arising under, or in a manner related, to the privileges granted in this Permit. PERMITTEE hereby releases, waives and discharges the City of Charlevoix and all its departments, boards, commissions, officers, employees, and agents from any and all liability to PERMITTEE, its officers, employees, and agents, for all losses, injury damage to person or property, or death, and any claims or demands therefore, arising under, or in any manner related

to, the privileges granted in this permit, except for and to the extent that all or some portion of such damages or liability is adjudged to have arisen from the acts or omissions of the City, its agents or employees.

6. **Indemnification.** PERMITTEE covenants and agrees to defend, indemnify and save harmless the City of Charlevoix, and all of their departments, agencies, boards, commissions, officers, employees, and agents from any and all claims, demands, judgments, and expenses, including attorney fees, for any and all losses, damages, or injuries to person(s) or property, or death arising under, or in any manner related to (a) this permit, (b) the activities authorized by this permit, or (c) the use or occupancy of the premises that are the subject of this permit, as well as any other City owned lands. This indemnification and save harmless agreement is intended to and shall extend to all loss, damage, injury to person or property, or death, for and to the extent that all or some portion of such damages or liability is adjudged to have arisen from the acts or omissions of the City, its agents or employees.
7. **Insurance.** PERMITTEE agrees to arrange for the boat to be covered by a marine insurance policy (hull coverage and protection and indemnity liability coverage) to identify PERMITTEE insurance company and the relevant policy number on the first page of this Permit, and to provide the City of Charlevoix with a proof of insurance certificates on demand.
8. **Default.** In the event of any failure to perform by either party hereto, the injured party shall promptly and in writing, notify the other of any real or alleged default and specify a period of time, or not less than 15 days, to cure the same. The parties hereto shall otherwise possess all legal and equitable remedies available in the event of any such default. If either party must commence litigation to enforce its respective rights under this Agreement as owner or tenant or for any other reason related to this Agreement then the prevailing party shall be entitled to collect reasonable attorney fees plus all costs related to the litigation.
9. **Termination by PERMITTEE.** The PERMITTEE shall have the right to terminate this Permit by giving notice to the City of Charlevoix at least 72 hours in advance of such termination. PERMITTEE shall not be entitled to any refunds pertaining to the payment schedule in Part 2 of this agreement.
10. **Removal of Vessel.** Upon Termination of Permit. PERMITTEE agrees to remove or cause the boat and equipment thereon to be removed within ten (10) days after the expiration of this Permit. If the PERMITTEE fails to remove the vessel, the City of Charlevoix shall have the option of:
 - a. Charging PERMITTEE daily rent upon a prorated basis for the space occupied; or
 - b. Pursuing any other remedy available under the law.
11. **Possessory Lien.** The City of Charlevoix shall be entitled to a possessory lien on said boat for any and all monies owed by the PERMITTEE to the City of Charlevoix for said slip, storage, work performed, services rendered and materials furnished to the PERMITTEE or his/her boat.
12. **Compliance with Local Ordinances.** PERMITTEE agrees to comply with all laws and with all police, fire and sanitary regulations and all other Ordinances of the Municipality, the County, the

State of Michigan, and any other governmental authority having jurisdiction over the City of Charlevoix premises.

13. **Waiver.** Waiver of a violation of any of the foregoing terms and provisions shall not be construed as a waiver of any subsequent violation or violations.
14. **Severability.** It is mutually understood and agreed that all terms and provisions contained in this Permit are severable, and that in the event any provision shall be held invalid by a competent court, this Permit shall be interpreted as if such invalid term or provision were not contained in this Permit.
15. **Construction.** This permit shall be construed and interpreted according to the federal, state and local laws and regulations.
16. **Rules and Regulations.** The PERMITTEE agrees to comply with the terms and conditions of this Permit, and the rules and regulations governing use of the City of Charlevoix facilities and such other reasonable regulations as the City of Charlevoix may publish, post, and/or distribute from time to time.
17. **License.** The PERMITTEE is required to present to the City of Charlevoix a copy of his/her Charter Passenger License with this signed lease and to provide copies of required inspections.
18. **Parking.** PERMITTEE will be allowed one parking space in the existing parking lot. Additional parking for staff and customers will be allowed in general public parking areas designated for general public. Parking rules and regulations apply.
19. **Advertisement.** PERMITTEE may not advertise (except by brochure in the harbormaster building) on the docks or other marina property. PERMITTEE will be allowed to display one (1) advertising sign on the charter vessel no larger than 30 square feet.
20. **Equipment.** All equipment related to the charter tour business must be stored on the vessel. No storage of equipment will be allowed on the dock.
21. **Noise.** PERMITTEE will conduct business in such a fashion as to not disrupt occupants in adjacent slips.
24. **The Michigan Clean Marina program promotes and celebrates voluntary adoption of measures to prevent and reduce pollution from marinas and the surrounding areas. As a pledging partner, PERMITTEE pledges to do my part to improve and maintain Michigan's waterways by reducing and eliminating releases and discharges of harmful pollutants, sediments, nutrients, general refuse and anything else that may negatively impact aquatic environments. PERMITTEE also pledges to strive for continuous improvement in daily environmental stewardship practices.**

Specific Harbor Instructions to Boaters



Memo

To: Members, Charlevoix City Council
From: Bethany Pearson, Community Economic Development Director
Date: October 30, 2014
Re: Keweenaw Excursions Lease Agreement

At the October 27th meeting of the Charlevoix Downtown Development Authority Board of Directors we discussed the Keweenaw Excursions contract to lease office space at 103 Bridge Park Drive Unit C.

The DDA determined that they would like to offer the Keweenaw a one year contract with the option to renew or terminate that contract in June of 2015. The rental rate will increase by \$100/month or a total of \$625/month bringing their current yearly cost to \$3125/year.

The DDA has been renting to Keweenaw at this location since 2009. In those five years, we have only increased Keweenaw's rental rate once by \$25/month. They currently pay \$525/month for five months, or \$2625/year. The DDA pays for all utilities and property taxes on the building.

In discussions with co-owner Kraig Funkey prior to the DDA meeting, Kraig voiced concerns about a rental rate increase stating that he didn't believe that the space was worth much more to them and that if rent rates increased substantially they may consider operating out of a kiosk similar to Sunshine Charters in the future.

After much discussion and deliberation, the DDA came to their verdict based on their responsibility to make the DDA fiscally sound. Uncertainty in future budget years and possible state reform on TIF funding means that the DDA needs to start looking at diversifying our revenue stream. It is no longer financially feasible for us to offer this space to Keweenaw at the current rate (more than half of the potential market value). We also studied the utility costs for the building and determined that the low rent rate, plus the added cost of utilities and the lost opportunity costs actually means we are losing money renting this space at the current rate.

Upon discussing this with the co-owners, the idea of building a custom kiosk near the waterfront in the early spring of 2015 seems to be a viable option. However, this project would need to be approved by the Planning Commission, City Council, DDA and any other permitting processes that are deemed relevant and necessary.

This would provide a space that could accommodate all of Keweenaw's needs, reduce their operating costs, and free up their current space for a potential year round renter- bringing more revenue to the DDA.

The idea of building a kiosk is still being vetted out by both the DDA and by Keweenaw Excursions. At this point Keweenaw will be signing a one year contract for their space to secure it for 2015 with the understanding that if a kiosk is financially and technically feasible, their current contract will be terminated and a new contract drawn up to reflect their change in venue.

Keweenaw Excursions will be making a decision by mid-November regarding if they would like to peruse the kiosk idea or if they would like to stay in their current location with the increased rent rate.

Please let me know if you have any questions or comments concerning this matter or any future concerns with the construction of a kiosk in downtown to house their operation.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Amended rates and fees for Mt. McSauba Ski Hill/Skating Rink area

DATE: November 3, 2014

PRESENTED BY: Tom Kirinovic

ATTACHMENTS: Resolution

BACKGROUND INFORMATION:

Annually in the budget process Council adopts rates for the Mt. McSauba Recreational Area. This was done on December 16, 2013 for the 2013/14 winter season. It is now time for Council to review and consider for approval rates that will be used for the winter season of 2014/15.

Council's evaluation should please consider the following factors:

1. The rates were developed in consultation with Mt. McSauba Manager Bo Boss.
2. Adjustments have been made in the majority of rate categories in an attempt to increase revenues at the Recreational Area for the 2014/15 season.
3. Rates were adjusted to fees that are comparable to other local competitors.
4. Rates were adjusted to encourage local customers to purchase a season pass rather than pay on a daily basis.
5. In some categories, rates had not been adjusted in many years.

RECOMMENDATION:

Motion to approve Resolution 2014-11-xx

**CITY OF CHARLEVOIX
RESOLUTION 2014-11-xx**

RESOLUTION TO AMEND MT. MCSAUBA RATES AND FEES ASSOCIATED WITH THE 2014-15 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.

THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF CHARLEVOIX amends the rates and fees included in the 2014-15 Budget with changes to the rates and fees for the Mt. McSauba Ski Hill/Skating Rink areas, effective November 15, 2014:

	<u>CURRENT</u>		<u>PROPOSED</u>	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
<u>Mt. McSauba Winter Recreation Area</u>				
Weeknight Daily	\$ 10.00	\$ 15.00	\$ 10.00	\$ 15.00
Weekend Daily	13.00	18.00	13.00	18.00
Season Pass: 1 Person	110.00	165.00	130.00	199.00
Each additional family member add	60.00	60.00	70.00	80.00
Ski Team Pass	50.00	60.00	60.00	60.00
Daily Ice Rink Fee	1.00	2.00	5.00	5.00
Ice Skating Season Pass	10.00	15.00	50.00	50.00
<u>Equipment Rental</u>				
Skis or Snowboard	10.00	12.00	10.00	12.00
Cross Country or Snowshoe (8 Hour Rental)	5.00	8.00	5.00	8.00
Cross Country or Snowshoe (24 Hour Rental)	10.00	12.00	10.00	12.00
Ice Skates	2.00	3.00	5.00	5.00
<u>Lessons</u>				
Group Ski/Snowboard Lessons (per person)	40.00	45.00	45.00	50.00
Group Ski/Snowboard Lessons With Rental (per person)	50.00	55.00	55.00	60.00
Individual Ski/Snowboard Lessons (1/2 hr. with equip.)	25.00	30.00	25.00	30.00
Individual Ski/Snowboard Lessons (1 hr. with equip.)	35.00	40.00	35.00	40.00

RESOLVED this 3rd day of November, A.D. 2014

Resolution was adopted by the following yea and nay vote:

Yeas:
Nays:
Absent:

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Charlevoix Convention & Visitors Bureau seeking nonprofit status statement

DATE: November 3, 2014

PRESENTED BY: Amanda Wilkin, Charlevoix Convention & Visitors Bureau

ATTACHMENTS: Resolution for Charitable Gaming License

BACKGROUND INFORMATION:

The Charlevoix Convention & Visitors Bureau (CCVB) plans to hold a raffle to help pay for the fireworks for Charlevoix's Bridge Drop on December 31st, 2014. In order to receive a raffle license from the State of Michigan, the CCVB must be deemed a nonprofit organization within the community by resolution from City Council.

RECOMMENDATION:

Action by Resolution.

CITY OF CHARLEVOIX
RESOLUTION NO. 2014-11-XX
LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

WHEREAS, the City of Charlevoix recognizes the Charlevoix Convention & Visitors Bureau as a registered nonprofit organization; and

WHEREAS, the Charlevoix Convention & Visitors Bureau is located in the City of Charlevoix within Charlevoix County; and

WHEREAS, the Charlevoix Convention & Visitors Bureau's mission is to positively impact the area's economy by marketing Charlevoix as a travel destination.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix recognizes the Charlevoix Convention & Visitors Bureau as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses.

RESOLVED this 3rd day of November, A.D. 2014.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to Approve the Purchase of MERS Service Credit for Thomas J. Heid by the City of Charlevoix
DATE: November 3, 2014
PRESENTED BY: Patty DeRosia, Human Resource Assistant
ATTACHMENT: Application for Additional Credited Service Resolution

BACKGROUND INFORMATION: Due to administrative error from 1998 through 2009, eight (8) months of MERS Service Credit was removed from Thomas J. Heid's (City Employee). Because this adjustment has negatively impacted the Employee's future retirement benefit, staff is recommending that the City purchase eight (8) month of service credit as a resolution to this issue.

The cost to purchase this credit is \$ 5118.00

RECOMMENDATION: Motion to Approve eight (8) month MERS Service Credit Purchase for Thomas J. Heid.

RECOMMENDATION: Motion to Approve this non precedent setting Resolution.



APPLICATION FOR ADDITIONAL CREDITED SERVICE
Cost Estimate, Member Certification and Governing Body Resolution

MEMBER

Name: Thomas J. Heid
 SSN: [REDACTED]
 DOB: [REDACTED]
 Age: [REDACTED]

CALCULATION DATE - 11/1/2014

(Estimate Not Valid After 2 Months)

BENEFIT PROGRAMS

Benefit C-1 (New)
 Bridged Benefit B-4 (80% max) with Frozen FAC as of 03/31/2012
 Benefit F55 (With 25 Years of Service)
 Benefit FAC-5 (5 Year Final Average Compensation)
 10 Year Vesting

EMPLOYER

Name: Charlevoix, City of
 Number/Div: 1505 / 10

ESTIMATED FAC ON CALCULATION DATE: \$50,435.28**CREDITED SERVICE**

Member's Service Credit as of Calculation Date:

16 years, 4 months

Type of Credited Service to be Granted:

Generic (Plan Section 7)

Amount of Credited Service to be Granted:

0 years, 8 months

Total Estimated Actuarial Cost of Additional Credited Service:**\$5,118.00** [Payment Options on Reverse]**BENEFIT CALCULATION ASSUMPTIONS**

1. It is assumed that the Member will continue working until the earliest date for unreduced retirement benefits. If the Member terminates prior to becoming eligible for unreduced benefits, the Employer understands and accepts that the actuarial cost will be different from the actuarial cost shown above.
2. The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
3. The Plan's Investment Return is projected to be 7% annually.

THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	10/1/2017	60 yrs., 0 mths.	9/30/2017	19 yrs., 3 mths.	\$57,344.30	\$21,954.24
After Purchase	10/1/2017	60 yrs., 0 mths.	9/30/2017	19 yrs., 11 mths.	\$57,344.30	\$22,527.72

Note: MERS is not responsible for any Member or Employer supplied information, or any losses which may result if actual experience differs from actuarial assumptions. The Member and Employer are responsible for reviewing the information contained herein for accuracy, and assuming the risk that actual experience results in liability different than that estimated.

MEMBER CERTIFICATION

I certify that the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify that the service has not and will not be recognized for the purpose of obtaining or increasing a pension under another defined benefit retirement plan.

 Signature of Member

 Date

City of Charlevoix
Resolution No. 2014-11-XX

- WHEREAS,** from 1998 through 2009, eight (8) months of MERS Service Credit was inappropriately credited to Thomas J. Heid (employee); and
- WHEREAS,** this was an administrative error; and
- WHEREAS** the removal of this MERS Service Credit has negatively impacted the Employee's future retirement benefit; and
- WHEREAS,** staff is recommending that the City of Charlevoix purchase eight (8) months of MERS Service Credit for the Employee; and
- WHEREAS,** that it should be recognized that this purchase of MERS Service Credit is a unique situation; and therefore, should be considered non precedent setting.

NOW THEREFORE, BE IT RESOLVED, as provided by the MERS Plan Document, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of the City of Charlevoix at its meeting on November 3, 2014.

BE IT FURTHER RESOLVED, the City of Charlevoix understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with "better" benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus actual future events and experience may result in changes different than those assumed, and liability different than that estimated.

BE IT FURTHER RESOLVED, the City of Charlevoix understands and agrees that it is accountable for any difference between estimated and actual costs.

RESOLVED this 3rd day of November, A.D. 2014

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Authorization of Bank Signature Cards

DATE: November 3, 2014

PRESENTED BY: Robert Straebel, City Manager

ATTACHMENTS: Resolution

BACKGROUND INFORMATION: Due to the resignation of Joe Zielinski as City Treasurer, the banks the City uses for its business accounts require a City Council resolution for staff allowed to be on signature cards to deposit funds and write checks on City accounts. In order to pay our bills and pay our employees, staff has proposed to include the following signatures:

Check signors: Joyce M. Golding, City Clerk

Robert J. Straebel, City Manager

Account Signature Cards at Banks:

Robert J. Straebel
Alida K. Klooster
Joyce M. Golding

RECOMMENDATION: Motion to pass Resolution No. 2014-11-## to allow Mr. Straebel, the City Manager, to be a check signor on City accounts at the City's two designated banks.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-11-##
AUTHORIZED BANK SIGNATORIES**

WHEREAS, City Council has approved the Charlevoix State Bank and FirstMerit Bank (formerly Citizens Bank) as depositories for the City business accounts during the City Council meeting of February 4, 2013; and

WHEREAS, these banks are required to comply with Michigan P.A. 20 and have agreed to follow our adopted investment policy; and

WHEREAS, the resignation of the City Treasurer has required changes be made to the staff which are allowed to authorize receipts and payments to these banks.

THEREFORE BE IT RESOLVED, that any and all funds standing to the credit of the City of Charlevoix with these banks in their main checking and/or sweep accounts may be withdrawn with checks, drafts, notices for the payment of money, when signed by any of the following:

Robert J. Straebel, City Manager
Alida K. Klooster, Assistant Treasurer
Joyce M. Golding, City Clerk

RESOLVED this XX day of November , A.D. 2014.

Yeas:

Nays:

Absent:

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve a Central Reservation System Contract with the Michigan Department of Natural Resources

DATE: November 3, 2014

PRESENTED BY: Rob Straebel

ATTACHMENTS: Draft Agreement

BACKGROUND INFORMATION: Per requirements of the DNR grant the City received for marina improvements, the City was required to execute an agreement with the DNR to become part of the State's Central Reservation System. The current contract is expiring on October 31, 2014 and the City needs to approve a new agreement.

The agreement spells out the responsibilities of both the Department and the City. The City may choose the rate schedule for transient slip rates on an annual basis which is decided upon during the City's budget process. The agreement also describes how the DNR calculates the payment to the City on a monthly basis. City Staff has formally vetted the formula in Part 5 which is consistent with how revenues were paid in the past. The contract term is for four years with an expiration date of October 31, 2018. The contract may be extended for another three years if it is mutually agreed upon between the DNR and City.

Staff has fully reviewed the agreement and is comfortable with agreement provisions.

RECOMMENDATION: Motion to approve the Michigan Department of Natural Resources Contract for Use of the Central Reservation System.

CONTRACT

Between the
**Michigan Department of Natural Resources
Parks and Recreation Division**
and the
Charlevoix Marina
Regarding the
Participation In and Use of the Central Reservation System

I. Purpose

The purpose of this Contract is to document the understanding between the **Michigan Department of Natural Resources (DNR)**, Parks and Recreation Division (PRD) and the **Charlevoix Marina**, hereafter known as the Community, regarding the participation in and use of the Central Reservation System (CRS).

II. Statutory Considerations

The Natural Resources and Environmental Protection Act (the NREPA, 1994 PA 451, as amended: MCL 324.101 *et seq*) reestablished Michigan's system of waterways. In section 78105 of the NREPA (MCL 324.78105), the Legislature found and declared that the duty of the Department was to acquire, construct, and maintain harbors, channels, and facilities for vessels in the navigable waters lying within the boundaries of the state of Michigan. Section 78105 of the NEPRA further indicates that the department, in implementing its responsibilities under the NREPA, may enter into contracts and other necessary agreements.

III. CRS Operation

The CRS provides a user-friendly boat slip reservation system with convenient access through multiple sales channels. Core business rules of the harbor CRS are:

- a) Reservations can be created, modified or canceled using a single Toll Free number, 1-800-44PARKS (Accessible from anywhere in North America) or by going on line to www.midnrreservations.com.
- b) The CRS call center is available for reservations 363 days out of the year excluding Christmas Day and New Year's Day. While the website is available 7x24x365.

- c) Acceptable forms of payment for reservations include Department of Treasury-approved credit cards (Visa, MasterCard and Discover) as well as eCheck. All reservations are paid in full at the time a reservation is made.
- d) Harbor reservations do not guarantee a specific slip. To make the most efficient use of the slip space available in a harbor, slip assignment will be made by the Harbormaster, or harbor staff person, on the day of arrival.
- e) The number of slips and the configuration of that reservable quantity (by slip size) will be determined by the Harbormaster as approved by PRD.
- f) Reservations will be accepted up to six (6) months (to the date) in advance of the arrival date. (For example, on December 1st a customer could book for an arrival of June 1st.)
- g) There will be no pay-upon-arrival reservations placed.
- h) Reservations will be assessed a non-refundable Reservation Fee of \$8 if made on line or \$10 if made through the call center. There is no Reservation fee if a boat is a "float-in."
- i) All system users will receive confirmation of their reservation.
- j) Confirmed reservations will be held until 5:00 PM on the date of arrival. If a boater will be arriving after 5:00 PM, the boater must contact the Harbormaster to notify staff of late arrival. Confirmed reservations that fail to arrive or call by 5:00 PM will be no-showed and forfeit all fees.
- k) Reservation cancellations received before the day of arrival will forfeit the \$8 or \$10 non-refundable Reservation Fee.
- l) Cancellations received on the day of arrival or later will forfeit the \$8 or \$10 non-refundable Reservation Fee and lose one (1) nights fee for each night that has passed, except where weather conditions existed which prevented watercraft from arriving at the harbor or the inability to leave the harbor of refuge for another reservation. In this case only the reservation fee is assessed for a cancellation. The harbormaster should consult the National Oceanic and Atmospheric Administration for final determination when judging the waiver of cancellation fees based on weather conditions. The harbormaster should consult the reservation system Last Minute Update Report or the Arrival Report on a regular basis to determine whether a slip has been cancelled and can be re-booked locally to another occupant.
- m) All slips will be rented using the fee schedule titled "Michigan State Waterways Commission Transient Rate Schedule For Reservations". This rate schedule will be applied to BOTH reserved slip nights as well as float-in use.

- n) The system will allow for the “double-booking” of slips by the Harbormaster only. This will allow for “rafting” and double-use of slips not fully utilized by a single craft.
- o) Information needed when placing a reservation: Harbor Name, Arrival Date, Departure Date, Boat Size (length, width, draft), Boat Type (power or sail), Name, Customer Full Address and Phone Number; Boat Registration Number (MC or other) and Payment Method.

IV. Community Responsibilities

- a) It is the responsibility of the Community to operate its Harbor/Marina in accordance with the reservation system described above.
- b) Refunds for float-ins that pay cash or check will be paid by the Harbormaster.
- c) Cash and checks received at the harbor will be retained by the Community.
- d) Float-ins or reservations created at the harbor will incur a Commission Fee for each slip/night and will be a reduction of the harbor payment sent at least monthly by the DNR.

V. Department Responsibilities

- a) The CRS Contractor will provide, install, and support all hardware, software and telecommunication equipment necessary to communicate with the centralized database and run the slip rental operation.
- b) The CRS Contractor will pay all Telecommunication Fees and maintain and repair all systems.
- c) The Community shall have access to the CRS Contractor’s toll-free help desk and call center as a formalized method for reporting reservation system problems. Additionally, they will be provided with updated system user guides that will list the most current DNR contacts for the contract.
- d) Payments
 - 1) DNR/PRD agrees to pay the community for slip reservations, minus any contractor fees.
 - 2) Payments will be made at least monthly.
 - 3) Payments will be based on the prior month’s or week’s activity.

- 4) Monthly or weekly reports will be generated from the CRS Contractor and submitted to DNR/PRD. In turn, these reports will also be submitted to the Community's designated representative, electronically.

The report will identify the following items:

Number of slip/nights paid
Gross amount collected by all sales channels
Number of and Dollar Amount of Credit Card and eCheck Transactions
Cancellation Fees
Refunds Paid
Dollar Amount of forfeited nights
Cash/Check amount collected at facility location
Net amount collected per month by all sales channels
(Net amount = Gross - cancellations, refunds paid and dollar amount of forfeited nights)

- 5) PRD will use the amounts identified by the report to calculate the amount to be repaid to the community using the following formula:

Net Amount of Revenue Collected for Location

MINUS - Cash/checks collected at facility

MINUS - \$2.50 X number of slip/nights paid for reservations made through the call center or \$2.30 x number of slip/nights paid for reservations through the web and for float-ins

MINUS - \$10 reservation fee for reservations made at the call center or \$8 reservation fee for reservations made on the web or at the harbor.

MINUS - Credit Card Fees currently at 2% of net Credit Card sales as of December 2002. This may be adjusted at the end of a season.

Equals - Amount to be repaid to the community for the reported time period. Credit Card Fees may be adjusted at the end of the season.

These are pass-through costs based on an average percentage of costs for the previous season. The Community will be charged only for the actual cost to the State.

- Financial reconciliation for each boating season will be concluded no later than thirty (30) days after the close of the season. Close of season will be September 30th of each year. PRD agrees to forward final payments (including any adjustments) to the Community within thirty (30) days of the close of season. In the event of an overpayment, the Community agrees to return any overpayment to PRD within thirty (30) days of notification of overpayment. The Community must identify the return payment for "CRS Harbors".
- PRD may assess the Community a \$10 per day Late Fee for every day beyond the designated due date that the overpayment is not returned.

Failure to return the over-payment on time will be grounds for PRD to terminate the Contract.

- Payments made to the State will be made out to:
State of Michigan
- Payments shall be sent to:
Cashier's Office
Michigan Dept of Transportation
Accounting Services Center
Van Wagoner Bldg 1st floor
425 W. Ottawa
Lansing, MI 48933

Payments made to the "Charlevoix Marina" will be made out to:
The City of Charlevoix

and sent to:
Joe Zielinski
210 State Street
Charlevoix, MI 49720
Attn: Joe Zielinski, Treasurer

For communication purposes the "Charlevoix Marina" email address is:
mgr@cityofcharlevoix.org

e) Training

1. The CRS Contractor will provide training manuals.
2. Annual training in the use of the workstation application(s).

VI. Effect and Termination

This Contract is effective immediately after both parties have signed this Contract and shall remain in effect until **October 31, 2018**. The Contract may be extended for an additional three(3) years. Extension options will be exercised only upon mutual consent and the state shall notify the Community ninety (90) days prior to the expiration of the Contract regarding the decision to extend.

VII. Ownership

The CRS Contractor shall own all hardware, software or products provided to the Community for the intent to operate the CRS. DNR/PRD shall own all data relating to the CRS.

VIII. Terms and Conditions

a) Indemnification:

Each party to this Contract must seek its own legal representative and bear its own costs; including judgments, in any litigation which may arise from performance of this Contract. It is specifically understood and agreed that neither party will indemnify the other party in such litigation.

The Community hereby releases, waives, discharges and covenants not to sue the State of Michigan, its departments, officers, employees and agents, from any and all liability to Community, its officers, employees and agents, for all losses, injury, death or damage, and any claims or demands thereto, on account of injury to person or property, or resulting in death of officers, employees, or agents of the Community, in reference to the activities authorized by this Contract.

b) Closeout:

When this Contract is concluded or terminated, within thirty (30) calendar days, the Community shall provide the State with all hardware and software made available and required as a condition to do business with the CRS Contractor.

Both parties agree to settle any under/overages immediately and process payment to the State or Community within thirty (30) calendar days from the date the Contract is concluded or terminated.

c) Modification of Contract:

This Contract may be modified at any time as long as both parties are in agreement. Such amendments shall be in writing and signed by a representative with authority.

All language included in this Contract is subject to decisions made by the Michigan State Waterways Commission and/or the Department of Natural Resources. The decisions made by these governing bodies supercede the language included in this Contract and are effective as indicated by them.

d) Dispute Resolution:

In the event of a dispute, the Community shall first attempt resolution with the Contract Administrator. If issues cannot be resolved, the Community shall contact the PRD contact identified below.

e) **Non-Discrimination:**

The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant may be regarded as a material breach of this Contract.

f) **Third Party Beneficiaries:**

This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.

The Community shall not have the right to assign the Contract or to assign or delegate any of its duties or obligations under the Contract to any other party (whether by operation of law or otherwise), without the prior written consent of the State. Any purported assignment in violation of this Section shall be null and void. Further, the Community may not assign the right to receive money due under the Contract without the prior written consent of the State Purchasing Director.

IX. Issuing Office and Contract Administration

This Contract is issued by the Michigan Department of Natural Resources (DNR), Parks and Recreation Division (PRD).

PRD is the office authorized to change, modify, amend, alter, clarify, etc., this Contract. All communications concerning this Contract must be addressed to:

Brenda Mikula
DNR, PRD
8717 N. Roscommon Road
Roscommon, MI 48653
mikulab@michigan.gov
989.275.5151
989.275.5167 (fax)

The person named below or in their absence another person so designated shall be authorized to administer the Contract on a day-to-day basis during the term of the Contract. The Contract Administrator for this project is:

Denise Gruben
DNR, MOD
525 W. Allegan St
Lansing, MI 48933

grubend@michigan.gov
517.284.6047

X. Signatory Recognitions

The undersigned signatories are authorized to contractually bind their entity and agree that this Contract constitutes an appropriate recognition of DNR's jurisdiction in recreational and natural resource management and Community's jurisdiction in the sphere of operating a harbor/marina.

COMMUNITY

DNR

Name

Name

Title

Title

Date

Date

Name

Name

Title

Title

Date

Date

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Introduction of an Ordinance and Outdoor Dining Program Regulations

DATE: November 3, 2014

PRESENTED BY: Bethany Pearson

ATTACHMENTS:

1. Draft Outdoor Dining Application
2. Draft Ordinance Change

BACKGROUND INFORMATION: The Charlevoix DDA, this past summer, formed an outdoor dining subcommittee comprised of DDA Board Members Todd Wyett, and Luther Kurtz; City Council members Peggy Brennan, Shirley Gibson, and Jeff Porter; and City staff members Bethany Pearson, Rob Straebel, and Mike Spencer.

The committee, with help from MDOT representatives, prepared the attached outdoor dining program guidelines and application to help incorporate more café style dining in the DDA District.

The DDA district is currently very limited in the outdoor dining options that we can provide for the public. We believe that this trend will not only help our current businesses by enabling them to serve more guest during our busiest months of the year, but will also provide an edge when recruiting new business to the district. This program will provide our residents more dining options to choose from and will help to facilitate a vibrant and innovative downtown district.

Once the public hearing is set, City staff will contact all downtown business owners notifying them of the new program and the date for the public hearing so that they may provide their input.

Some of the most notable guidelines set forth in the proposed program include:

- Applicants must be in the food or beverage industry and the area must be used for the purpose of outdoor seating. No other outdoor merchandise will be allowed.
- Business must maintain a minimum of six feet of unobstructed pedestrian walking space (ADA only requires 4 feet) and a minimum of 1.5 feet of clearance between their barrier and the curb to allow for car doors to open.
- Business must serve within a clearly defined area that is clean, appropriate, safe and incorporate live vegetation.
- Businesses may not operate an outdoor premise between the hours of 11pm and 6am.
- Businesses must have all proper permitting from MDOT, MLCC, and valid insurance

with the City as a named insured.

- Applicants are required to pay a \$250 first time fee and a \$200 renewal fee.
- Business can extend their outdoor dining area up to one store length immediately adjacent to their business in either or both directions with written permission from the property and business owner.
- The complete set of guidelines are included in this packet.

In addition to allowing this program, the Charlevoix City Council must also amend a part of the City Code found in *Title IV: Streets and Sidewalks, section 4.7, subsection 4b*. The code currently reads *"no tables chairs, planters, or news racks shall be placed, installed, used, or maintained...within eight feet of the back of the street curb."* The committee would like to add to the end of that sentence the phrase *"unless approved under the City of Charlevoix Outdoor Dining Program."*

It is important to note that this program is only applicable to businesses that reside in the DDA District and only to those wishing to operate on City property. Businesses with benches and tables that are solely on private property are exempt from the City's application process.

We hope to have this program up and running by April 1, 2015. The outdoor dining program will operate each year between April 1 and October 31 and will be administered by City staff.

RECOMMENDATION: Discuss and provide feedback. Set a date for a public hearing.



City of Charlevoix

Sidewalk Café License Application

SECTION 1: APPLICANT INFORMATION

- This is an application for the renewal of an existing license agreement.
- This is a new application.

Name of Applicant: _____

Name of Business: _____

Business Address: _____

Phone: _____ E-Mail: _____

- By checking this box you acknowledge that you have read the *City of Charlevoix Sidewalk Cafe License Application: Appendix 1- Rules and Regulations* and agree to adhere to all provisions outlined. The City of Charlevoix maintains the right to revoke any license at any time for non-compliant license holders.

Applicant Signature: _____ Date: _____

SECTION 2: PROPERTY OWNER INFORMATION

- Check this box if applicant is also the property owner and move on to Section 3.

Name of Property Owner: _____

Mailing Address: _____

Phone: _____ E-Mail: _____

- I affirm that I am the owner of the property referenced in Section 1, or the owner's authorized representative, and I hereby grant permission for the Applicant names in Section 1 to operate a sidewalk café at the location stated.

Property Owner Signature: _____ Date: _____

SECTION 3: PERMIT FEES

- Application Renewal Annual Fee (\$200)
- New/Revised Application Annual Fee (\$250)

SECTION 4: SUPPORTING DOCUMENTATION

Total Number of Tables Proposed: _____ Total Number of Seats Proposed: _____

Hours of Operation for Outdoor Café Area:

April 1-June 1: _____ June 1-September 1: _____

September 1-October 31: _____

Please Include the Following:

- A drawing or site plan (to scale) showing the proposed layout of the café area. The site plan must:
 - Cover the entire area between the curb and the building.
 - Show all existing and proposed obstructions in the area such as trees, tree grates, benches, parking meters, light poles, planters, railings and tables/seating arrangement.
 - Be drawn with sidewalk chalk with the City Planner present before approved.
- If applicant would like to use the space in front of the store immediately adjacent to their business please include a letter of permission from both the business owner and the property owner.
- Please attach a certificate of insurance documenting coverage in the amount of \$1,000,000.00. The City of Charlevoix shall be named as "additional insured" on the certificate. The certificate must be valid for the duration of the season which is April 1- October 31.
- Please attach a completed Special Conditions for Sidewalk Café Permits form (Form 2433) from the Michigan Department of Transportation (*Only if your business is located on US 31*).
- If you would like to serve alcohol outside, attach a completed copy of your Michigan Liquor Control Commission (MLCC) Request for Outdoor Service. If your current liquor license does not include an Outdoor Service Permit, you must submit a written request with a diagram of the proposed service area and an inspection fee to the MLCC. Your outdoor service permit must be submitted with this application.

SECTION 8: APPROVAL PROCESS

- Completed applications will be processed within a timely manner. *Failure to submit all required items may result in a delay processing your application.*
- Businesses will be notified by City staff of their permit status.
- If your application is denied and you would like to appeal the staff decision, the applying business must write a letter stating why they believe an appeal is necessary and submit it to City Staff within 5 business days of being notified of their permit status.
- A meeting of the Outdoor Dining Committee will then be called within 10 business days of the letter being submitted to determine if the appeal will be granted.

SECTION 9: CONTACT INFORMATION

Ms. Bethany Pearson
Community Economic Development Director
City of Charlevoix & Charlevoix DDA
bpearson@cityofcharlevoix.org
231-547-3257

Mr. Mike Spencer
Planning and Zoning Administrator
City of Charlevoix
[mspencer@cityofcharlevoix.org](mailto:m Spencer@cityofcharlevoix.org)
231-547-3265

City of Charlevoix

Sidewalk Café License Application

Appendix 1: Rules and Regulations

ELIGIBLE APPLICANTS

- Applicants must be within the DDA District.
- Applicants must be in the food or beverage industry and must be operating on City Property, applicants who are operating on private property are not required to have a permit.
- Applicants may only use their permitted area for the purpose of outdoor seating, no other outdoor merchandise or services will be allowed.

PUBLIC RIGHT OF WAY

- Business must maintain a minimum of six (6) feet of unobstructed pedestrian walking space between the outside edge of their sidewalk café and the building or between the outside edge of their sidewalk café and the back of the curb.
- Business must maintain a minimum of one-and-a-half (1.5) feet of clearance between the outside edge of their barrier and the curb.
- Chairs may only be located on the north and south sides of the tables to prevent chairs from being push out into the sidewalk, unless barrier prevents chairs from doing so.

AESTHETICS

- Tables and chairs may not be made of plastic.
- Tables and chairs should be dark in color (black, dark brown, navy, hunter green) and must match.
- Umbrellas will be allowed only in solid colors (hunter green preferred).
- No advertising allowed on tables, chairs, umbrellas.
- Businesses must serve within and maintain a clearly defined area that is clean, appropriate, safe, and incorporates live vegetation. Flowers are preferred.
- Barriers must not contain any 90 degree corners.

ORDINANCES, PERMITS, INSURANCE AND FEES

- Business may not operate a sidewalk café between the hours of 11pm and 6am.
- Business must obtain a valid permit from the Michigan Department of Transportation.
- Business serving alcohol must obtain a valid permit from the Michigan Liquor Control Commission.
- Business must submit proof of insurance of \$1,000,000 with the City as a named insured.
- Applicants are required to pay a \$250 first time fee and a \$200 renewal fee yearly

PERMISSIONS

- Businesses applying must have written permission from the property owner.
- Businesses will be allowed to extend their area up to one store length immediately adjacent to their business in either or both directions with written permission from the property and business owner.

**CITY OF CHARLEVOIX
ORDINANCE NO. 768 of 2014**

AN ORDINANCE TO AMEND TITLE IV, CHAPTER 40, SECTION 4.3 AND SECTION 4.7 (4b) OF THE CHARLEVOIX CITY CODE

THE CITY OF CHARLEVOIX ORDAINS:

SECTION 1. Title IV, Chapter 40, Section 4.3 of the City Code is hereby repealed in its entirety and replaced with the following:

It shall be unlawful for any person, firm or corporation to erect, place, maintain, or operate, on any public street or sidewalk or in any other public way or place, within the city limits, except in the areas designated as the Charlevoix Downtown Development Authority District, any article, object, or any other obstruction except under the conditions and in the manner presented in this chapter. Provided, however, the city manager or his designee may grant, pursuant to the terms of this chapter, licenses for the erection, placement, maintenance or operation of news racks, tables, chairs, and planters on sidewalks within the area mapped as the Downtown Development Authority (DDA) District.

SECTION 2. Title IV, Section 4.7(4b) of the City Code is hereby repealed in its entirety and replaced with the following:

Within eight (8) feet of the back of the street curb unless approved under the City of Charlevoix outdoor dining program.

SECTION 3. Severability.

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

SECTION 4. Effective Date.

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

Ordinance No. 768 was adopted on the X day of month, A.D. 2014, by the Charlevoix City Council as follows:

Motion by: Councilmember
Seconded by: Councilmember

Yeas:
Nays:
Absent:

State of Michigan)
) ss
City of Charlevoix)

Joyce M. Golding

Clerk

Norman L. Carlson, Jr.

Mayor

CERTIFICATION

I, the undersigned, City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 768 of 2014 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on month day, 2014 and published in the *Charlevoix Courier* on month day, 2014, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: _____

Joyce M. Golding, City Clerk