

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, December 2, 2013 - 7:00 p.m.
210 State St, City Hall, Second Floor City Council Chambers, Charlevoix, MI

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
 - A. City Council Meeting Minutes – November 18, 2013 Regular Meeting PG 1-11
 - B. Accounts Payable Check Register PG 12-19
 - C. Payroll Check Register PG 20-22
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Review of the Fireworks Permit for the New Years Bridge Drop PG 23-36
 - B. Discussion Regarding Grand Traverse Band of Ottawa & Chippewa Indians Grant Applications PG 37-38
 - C. Consideration to Approve a Notice of Intent Resolution Relating to Issuance of Bonds for Wastewater Plant Improvements PG 39-47
 - D. Review of Draft 2014-15 Department Head Goals PG 48-64
 - E. Discussion Regarding Clarification of Airport Committee Members PG 65-67
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
 - A. Consideration to Approve a Notice of Intent Resolution Relating to Issuance of Bonds for Wastewater Plant Improvements PG 43-47
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience - Non-agenda Input (written requests take precedent)**

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

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, November 18, 2013 – 7:00 p. m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

Council members Shirley Gibson, Leon Perron, and Jeff Porter were sworn in to their respective offices prior to the call to order.

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

I. Pledge of Allegiance

II. Roll Call of Members Present

Mayor: Norman L. Carlson, Jr.
City Attorney: Bryan Graham
City Manager: Rob Straebel
City Clerk: Deputy Clerk Stephanie Brown
Members Present: Council members Shane Cole, Lyle Gennett, Shirley Gibson, Greg Stevens, Leon Perron, and Jeff Porter
Absent: None

III. Inquiry Regarding Possible Conflicts of Interest:
None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – November 4, 2013 Regular Meeting Minutes
- B. Accounts Payable Check Register – November 6, 2013
- C. Accounts Payable Check Register – November 19, 2013
- D. ACH Payments – October 30, 2013 – November 12, 2013
- E. Tax Disbursement – November 19, 2013
- F. Payroll Check Register – November 8, 2013
- G. Payroll Transmittal – November 8, 2013

H. Election Results – Board of Canvassers' Report

The canvass results are summarized as follows:

Whole number of votes given for the office of Clerk 566

Persons receiving the votes:

Larry Sullivan 433

Write-in 13

Carol Ochs 120

Larry Sullivan having received a sufficient number of votes is elected for the office of City Clerk.

Whole number of votes given for the office of Ward 1 Council Member 315

Persons receiving the votes:

Dennis Kusina 109

Jeffrey Porter 206

Jeffrey Porter having received a sufficient number of votes is elected for the office of Ward 1 Council Member.

Whole number of votes given for the office of Ward 2 Council Member 115

Persons receiving the votes:

Leon R. Perron 110

Write-in 5

Leon R. Perron having received a sufficient number of votes is elected for the office of Ward 2 Council Member.

Whole number of votes given for the office of Ward 3 Council Member 205

Persons receiving the votes:

Shirley Gibson 126

Jill Picha 78

Write-in 1

Shirley Gibson having received a sufficient number of votes is elected for the office of Ward 3 Council Member.

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- I. City Planning Commission Resignation: Adam Whitley
Motion by Councilmember Cole, second by Councilmember Stevens, to accept the resignation of Adam Whitley from the Planning Commission.

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

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- V. Public Hearings
None.

VI. Reports

City Manager Straebel announced that goals from all City Departments will be compiled and brought forward for discussion with City Council on December 2, 2013. He asked that Councilmembers submit their ideas, comments on City initiatives, and programs for the upcoming budget fiscal year to him.

Manager Straebel thanked those Councilmembers who were able to attend the Economic Development Forum at the Library the previous week. He stated that staff would be compiling all the notes from the meeting and providing that to the Council prior to the next Economic Development Forum meeting, which is scheduled for December 4, from 4:30 to 8:00 p.m.

Manager Straebel reported that plans are underway for the Annual Christmas Party, which is scheduled for Thursday, December 12th. The event is a budgeted item and the Mayor, Councilmembers and all City employees are encouraged to attend.

VII. Requests, Petitions and Communications and Actions Thereon

A. Consideration of Approval for the Second Annual Bridge Drop

Dan Barron and Rick Randall of the Charlevoix Bridge Drop Committee presented the item and answered questions from Council. The Committee is working hard to plan the 2013-14 Charlevoix Bridge Drop and is seeking Council's approval of the event. There will be some family friendly activities during the day on December 31, and restaurants and shops will be encouraged to stay open late, providing entertainment, specials, and late night menus. A select few food trucks will be allowed around Bridge Park to create a fun, festive atmosphere. Ten minutes prior to midnight, the Memorial Bridge will open as a warning to spectators waiting for the fireworks. When the Bridge closes, pedestrians will be allowed on the Bridge to view a spectacular fireworks show down the Pine River Channel, concluding with a grand finale of larger fireworks overlooking the lighthouse at midnight. The Committee has raised the funds to go ahead with the fireworks show, pending approval from City Council.

The Committee will be submitting a completed fireworks application at the Council meeting to be held December 2, 2013. Fire Chief Ivan has been working with the Committee to ensure a high level of safety and security for the show. The US Army Corps of Engineers has been consulted and given permission for the event. The Michigan Department of Transportation has sent a list of conditions for the event, with which the Committee intends to comply. Chief Ivan is communicating with the US Coast Guard.

The Committee is asking City Council to waive the following City Ordinances for the event:

1. Section 3.6 of the City Code and Resolution 88-6-6 established park hours; City parks close at midnight. The Committee is asking permission to use Robert Bridge Memorial Park for the celebration until 12:30 a.m. on January 1, 2014.
2. Section 6.21(9) of the City Code prohibits loud noises and music between 11:00 p.m. and 7:00 a.m. The Committee is would like various downtown restaurants to have live music, and a local radio station to be in Bridge Park, whose speakers will be used for announcements and the official count-down to the New Year.
3. Section 6.21(11) of the City Code regulates the use of sirens and whistles; the Committee would like the Fire Department to sound the siren at 11:50 p.m. to remind people to make their way downtown and gather around the drawbridge.

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

Motion by Councilmember Stevens, second by Councilmember Cole, that City Council authorize the use of the Robert Bridge Memorial Park, revoke the noise ordinance for December 31st from 11 p.m. until January 1st at 1:00 a.m., and allow the use of the City Hall siren to be used at 11:45 p.m.

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

B. Discussion Regarding Draft Public Safety Study

City Manager Straebel and Consultant Lynn Harvey presented the item and answered questions from Council. Dr. Harvey has completed a draft study regarding the development of a Public Safety Department, along with the position of Public Safety Director. The City currently has two departments that encompass what is commonly called "Public Safety": the Police Department and the Fire/EMS Department. The pending retirement of the current Fire Chief makes this an opportune time to consider reorganizing these departments under one director. Both Fire Chief Ivan and Police Chief Doan are supportive of transitioning to a "nominal consolidation", keeping the Fire/EMS and Police Departments separate, but with one person appointed as both the Fire Chief and

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Police Chief. The City Attorney has determined that, while the Charter does not recognize the position of "Public Safety Director", Chief Doan could be appointed to the position of Fire Chief while retaining his position as Police Chief.

Dr. Harvey stated that there is only one city in Michigan that has a full-time Public Safety Director, but still maintains a separate Police Department and Fire Department: the City of Marshall. He reported that most Public Safety Departments have relinquished their medical transport and/or ALS systems to a privatized system or an Authority outside of the Public Safety Department. Charlevoix is unique in that it provides Fire, Police, and EMS services not only for Charlevoix residents but also for the five townships in the area, leading to a high degree of interdependency between the City and the townships for those services.

Dr. Harvey complimented the Fire Chief and Police Chief for the type of system Charlevoix has and the collaboration with units of government surrounding Charlevoix. He reported that the services provided are highly professional and very timely, with well-equipped Departments. Costs are consistent with other departments in the State, both on a per capita basis and as a percent of the budget. He summarized the start-up costs associated with transitioning to a Public Safety Department, including: cross training of employees, overtime expenses, and additional equipment needs. In other cities, the transition period has ranged from 18 months to 2 years.

Councilmember Gennett noted that the Fire Chief currently covers the office for vacations in his Department. Dr. Harvey is recommending that Council create a subcommittee to work with Staff to iron out these issues.

Councilmember Porter noted that, according to Dr. Harvey's study, Charlevoix's Public Safety expenses as a percentage of the General Fund is the lowest of the twelve cities in the survey group. Dr. Harvey reported that he took into account seasonal demand and the revenue Charlevoix receives from selling Public Safety services to the surrounding townships. These things lower the percent cost. Net cost to City residents for Public Safety expenses is 22% of the budget.

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

Council generally agreed to create a "Public Safety Department Consolidation Ad Hoc Committee", and Councilmembers Porter, Gibson, Gennett, and Cole expressed interest in serving on said committee. Mayor Carlson appointed all four members to the ad hoc committee.

C. Discussion Regarding Conceptual Plans to Expand Boat Slips at the City Marina

City Manager Straebel presented the item and answered questions from Council. As requested by Council, staff has gathered further information regarding an expansion of the City Marina to accommodate larger (80') vessels. Other than approving the engineered plans, the Waterway's Commission does not have any requirements for the City. They are supportive of the project, but no funding is available. Financing appears to be the most challenging aspect of the project. Staff does not feel that the project is large enough to sell bonds and also that it would not be appropriate to dip into the General Fund reserves for this project. The expansion needs to take place on Dock A to accommodate 80' vessels, and construction costs are estimated at a minimum of \$363,000. Due to current obligations, there are no bonding options until 2018. Estimated revenues from the new dock are \$101,000 per year, based upon a seasonal lease for an 80' boat at the current season rates. These estimated revenues put the return on investment at 3.5 to 4 years. One financing option is to "pre-lease" slips for a period of three to five years.

As this is a capital project, the Planning Commission will need to review the project and provide comment to Council. Additionally, public hearings need to be held to gauge the public sentiment and amount of support for the project.

Councilmember Porter noted that the General Fund reserve is one million dollars, and that the return on the proposed docks would be much higher than the rate of return in the current market. City Treasurer Brandt reported that, due to the financial forecast for the next few years, one million is not an over-large reserve. In the General Fund, the City needs approximately \$600,000 in reserves for cash flow.

Councilmember Gibson suggested that an environmental impact study be done, and asked about demand for larger boat slips. Harbormaster Evans assured Councilmember Gibson that the City's docks, including the larger ones, were full all summer and that some larger boats were turned away. He stated that the average boat size this past year was 48'.

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

Council directed City staff to do additional research to discover if boat owners might be interested in pre-leasing 80' boat slips, and to pursue the idea of a blended, part pre-lease, part City investment from the General Fund, financing option. Additionally, Council directed staff to send the item to the Planning Commission for their input.

D. Consideration of a Resolution Approving Ballot Language to Change the City Clerk Position from Elected to Appointed

City Manager Straebel presented the item and answered questions from Council. As requested by Council, staff has developed ballot language to change the City Clerk position from elected to appointed. Staff believes that this is professional position that needs a certain administrative skill set for which the City may or may not get a qualified individual with the current elected structure of the position. Staff had prepared two questions for Council to consider. The difference between the two questions is when the appointed Clerk, if approved by the electors, would take office immediately, based upon when the Charter amendment is effective

under law, or after the term expires of the current elected Clerk. Based on previous input by Council, staff and legal counsel have prepared language that would make the change, as specified in the ballot language and if approved by the voters, effective when the Charter amendment is approved, not at the end of the term of the Clerk who is in office at the time. A February 25th election would cost approximately \$4,800; to minimize costs, City Council could place the ballot question in August or November. The Governor's and Attorney General's offices will need to approve ballot language, which may be done in time if Council adopts the resolution at tonight's meeting.

City Manager Straebel stated that the City Attorney, Jim Young, and the County Attorney, Bryan Graham, have agreed that it is an incompatibility of offices' to have one person serve both as County Commissioner and as City Clerk. Commissioner Sullivan has not indicated whether it is his intention to continue to serve as County Commissioner or to accept the position of City Clerk.

Councilmember Porter reported that he was on the Charter Commission in the 70s. He stated that the proposed Charter had gone to the voters twice with an appointed Clerk. The third time it was sent to the voters, the Charter Commission proposed an elected Clerk. There were other changes in those three versions, and it was not clear what the key issue was, but the original intent of the Charter Commission was for an appointed City Clerk with the City Manager form of government.

Councilmember Gennett suggested that, in addition to the methods described by the City Manager to educate electors on this issue, the City consider using the high school auditorium to hold an information session for the electors.

Councilmember Gibson stated that she would prefer a February election. Mayor Carlson asked if there was enough time to get ballot language approved and educate the voters on the intent of the change. Councilmember Gibson believes there is sufficient time. Manager Straebel stated that the City must go through a State process to have the ballot language approved. Once approved by the State, the item could be brought back to City Council to set the election date.

Councilmember Perron reported that, while he likes the idea of making the position appointed, he is uncomfortable with a February election. He believes that the additional cost of a February Special election is unwarranted, and that this item is being "pushed through" too quickly. Councilmember Perron would prefer that the item be placed on the General Election ballot in November. Mayor Carlson stated that this issue was first discussed by City Council in July; the item has not been rushed.

Councilmember Stevens stated that, if the Clerk elected in November accepts the job, he would not be opposed to waiting for a May election date; however, if the elected Clerk chooses not to accept the position, a February election date is preferable.

Mayor Carlson addressed the audience, assuring everyone that the election of a specific candidate had, and has, no bearing on this issue. Council is not taking a stand against Mr. Sullivan, the individual that won the race for Clerk in November. If Mr. Sullivan accepts the position in January, and if the Charter amendment is passed, Council could appoint him to the position and that there would be no reason not to if Mr. Sullivan was doing a good job. Since July, 2013, Council has been considering making the City Clerk position into a Council appointed position, so that they could ensure the quality of the person that holds the position. The Clerk's position is very important, and the Clerk is responsible for protecting Council from making mistakes in parliamentary procedures and the Open Meetings Act. Mayor Carlson emphasized that, while he does not want to rush the process, he doesn't believe the item should wait until the next General Election. Councilmembers Gibson and Gennett stated they would like to see the election in February.

Mayor Carlson opened the item to public comment.

Gabe Campbell reminded Council that the City had just had the election and that the citizen's had elected a qualified candidate. Mr. Campbell acknowledged that Council did discuss this item last spring, but stated that it should have been taken care of before the November election. Mr. Campbell stated that, to be fair, this change should be made effective at the end of the term of the current elected Clerk. Mr. Campbell also suggested that the elected Clerk be brought "on board" immediately, as the office is without a City Clerk at this time.

Mary Eveleigh restated that there was an election, and reported that the public understood that Mr. Sullivan was elected to a two-year term. She believes the process is moving too fast, and the question should be placed on the November ballot.

Councilmember Gibson asked when the most recent Charter Review process was held. Councilmember Porter, who was on the Charter Commission, reported that the review was done in 1975-1976, and the current Charter was adopted in 1976.

Councilmember Gennett noted that Mr. Sullivan was in attendance, and asked him if he had any questions for Council, or could share any information on his acceptance or refusal of his pending term.

Larry Sullivan reported that he originally ran for City Clerk because no one else had filed for the position, and he was concerned about who would be appointed and their qualifications. At that time, he contacted three attorneys and all three concluded that there was no conflict of interest. Mr. Sullivan believes that he has the qualifications to do the job, and noted that he has overseen the generation of minutes for Planning Commissions for the last 35 years and is familiar with the Freedom of Information and Open Meetings Acts. He admitted that he has not conducted elections. When the initial opinion came back from Bryan Graham and Jim Young, he felt comfortable that they did not see a conflict of interest. However, the second opinion from them states that there is an

incompatibility of office. Mr. Sullivan is going back to his original attorneys to see if they concur. He stated that, if it is determined that he can only hold one position, he has not yet made a decision as to which position he would do. Mr. Sullivan also reported that Council's discussions and subsequent action are going to figure significantly into his ultimate decision.

June Cross reported that there are a lot of people who are angry because they feel that, since Mr. Sullivan was elected, he should be allowed to finish his term.

Jodi Laurent asked if the ballot language states that this appointed position would take effect after the current elected official was no longer seated. Mayor Carlson stated that was something yet to be decided.

The item was closed to public comment.

Mayor Carlson repeated some of his earlier comments, stating that this matter was not something that was sprung up after an election or after a particular person was elected. Council originally directed staff to look into the matter at the July 15, 2013 meeting. At that time, there was insufficient time to get this language on the ballot in November; Council wanted to, but it could not be done. Mayor Carlson noted that Council's problem is "kind of a Catch 22", as Mr. Sullivan has not yet made a decision. The City's legal counsel opined that he cannot hold both offices at the same time. Council has to work under that premise and continue to work on what is best for the City. The question of when an appointed person would take office, if the ballot question is passed, may not affect Mr. Sullivan. If Mr. Sullivan chooses the City Clerk position and is doing an adequate job, Mayor Carlson does not believe that Council would want "to boot him out". If Mr. Sullivan chooses not to take the position, Council needs to be prepared to put someone in the position as soon as possible, and do what's in the best interest of the City of Charlevoix. Without knowing what the future holds, Council must move forward with the decision made in July: to pursue this change on the ballot.
Action by Resolution.

E. Consideration to Approve Two Resolutions in Support of Two SAW Grant Applications

City Manager Straebel presented the item and answered questions from Council. Staff has been working with engineers from Prein and Newhof to submit applications for Storm Water, Asset Management and Wastewater (SAW) grants. The SAW grant program has been developed to create better asset management plans for municipalities as well as promoting high water quality. If awarded grant funding, the Michigan Department of Environmental Quality (MDEQ) will send the City a grant agreement stipulating amounts and requirements; however, the City is not obligated to the terms unless it accepts the grants. The total Wastewater Asset Management Plan project cost is \$662,048, with a 10% match of \$66,205 that would be spread over three years, and a grant amount of \$595,843. The total Storm Water Asset Management Plan project cost is \$352,616, with a 10% match of \$35,262 that would be spread over three years, and a grant amount of \$317,354. Applications are due to the MDEQ by December 2, 2013, and final determination of grant awards will be made in March, 2014.

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

Action by Resolution.

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

None.

IX. **Resolutions**

- A. Consideration of a Resolution Approving Ballot Language to Change the City Clerk Position from Elected to Appointed
Motion by Councilmember Gibson, second by Councilmember Porter, to adopt Resolution 2013-11-01 as follows:

RESOLUTION 2013-11-01

RESOLUTION TO PROPOSE AMENDMENT TO THE CITY CHARTER SECTION 3.8

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

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

WHEREAS, the City determined that such confusion should be avoided; and

WHEREAS, the City has determined that the electors of the City should determine whether the City Clerk should be appointed in the same manner as the City Treasurer, Police Chief, Fire Chief and other important city positions and that this charter amendment question should be submitted to the electors in February of 2014, which will be the first election after November of 2013;

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NOW, THEREFORE, BE IT RESOLVED THAT:

1. The electors of the City be asked whether the current City Clerk provisions of Article III, Section 3.8 CITY CLERK - ELECTION - DUTIES of the City Charter be amended to allow the City Council to appoint the City Clerk in the same manner as the City Treasurer is appointed and if the proposed Charter Amendment is approved by the electors, to allow the City Council to make an appointment which will become effective when the Charter Amendment goes into effect under Michigan law;
2. The amendment is being proposed for the following reason(s): currently, the City Clerk is an elected position and there are no minimum job skills to assume this position; the City Clerk is an integral part of city government with numerous legal and administrative duties and is a component of a financial "checks and balances" system with the City Treasurer; the City Treasurer is appointed by the City Council as provided in the City Charter and it is in the best interests of the City to appoint the City Clerk in an identical manner; and if the proposed Charter amendment is approved by the electors, a vacancy in the office can be avoided by authorizing the City Council to select a City Clerk, who would assume that position only when the Charter amendment becomes effective as provided in Michigan law.
3. The proposed amendment (including the Statement of Purpose) be submitted to the City's electors at the election to be held on February 25, 2014 pursuant to the following ballot language:

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

Section 3.8 CITY CLERK - APPOINTED - DUTIES

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

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

STATEMENT OF PURPOSE

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

YES: _____

NO: _____

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

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

RESOLVED, this 18th day of October, A.D. 2013.

Resolution was adopted by the following yea and nay vote:

Yeas: Cole, Gennett, Gibson, Stevens, Porter

Nays: Perron

Absent: None

B. Consideration to Approve Two Resolutions in Support of Two SAW Grant Applications

Motion by Councilmember Stevens, second by Councilmember Cole to adopt Resolution 2013-11-02 as follows:

RESOLUTION 2013-11-02
RESOLUTION AUTHORIZING THE SAW GRANT AGREEMENT

- WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended ("Part 52"), provides at MCL 324.5204e that the Michigan Finance Authority (the "MFA") in consultation with the Michigan Department of Environmental Quality (the "DEQ") shall establish a strategic water quality initiatives grant program; and
- WHEREAS, in accordance with the provisions of 2012 PA 511, which provides grants to municipalities for sewage collection and treatment systems or storm water or nonpoint source pollution control; and
- WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other applicable provisions of law, the MFA, the DEQ, and the Municipality that is a grant recipient shall enter into a grant agreement (the "SAW Grant Agreement") that requires the Municipality to repay the grant under certain conditions as set forth in MCL 324.5204e, as amended; and
- WHEREAS, the Municipality does hereby determine it necessary to (select one or more)
 establish an asset management plan, establish a stormwater management plan, establish a plan for wastewater/stormwater, establish a design of wastewater/stormwater, pursue innovative technology, or initiate construction activities (up to \$500,000 for disadvantaged community).
- WHEREAS, it is the determination of the Municipality that at this time, a grant in the aggregate principal amount not to exceed \$595,843 ("Grant") be requested from the MFA and the DEQ to pay for the above-mentioned undertaking(s); and
- WHEREAS, the Municipality shall obtain this Grant by entering into the SAW Grant Agreement with the MFA and the DEQ.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. City Manager (title of the designee's position), a position currently held by Robert Straebel (name of the designee), is designated as the Authorized Representative for purposes of the SAW Grant Agreement.
2. The proposed form of the SAW Grant Agreement between the Municipality, the MFA and DEQ (attached Sample Grant Agreement) is hereby approved and the Authorized Representative is authorized and directed to execute the SAW Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.
3. The Municipality shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if the Municipality is unable to, or decides not to, proceed with constructing the project or implementing the asset management program for which the funding is provided within 3 years of the Grant award.
4. The Grant, if repayable, shall be a first budget obligation of the Municipality, and the Municipality is required, if necessary, to levy ad valorem taxes on all taxable property in the Municipality for the payment thereof, subject to applicable constitutional, statutory and Municipality tax rate limitations.
5. The Municipality shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general local government administration activities or activities performed by municipal employees that are unrelated to the project.
6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.
7. The Municipality acknowledges that the SAW Grant Agreement is a contract between the Municipality, the MFA and the DEQ.
8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

RESOLVED, this 18th day of October, A.D. 2013.

Resolution was adopted by the following yeas and nays vote:

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

Nays: None

Absent: None

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Motion by Councilmember Stevens, second by Councilmember Gennett, to adopt Resolution 2013-11-02 as follows:

RESOLUTION 2013-11-03
RESOLUTION AUTHORIZING THE SAW GRANT AGREEMENT

- WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended ("Part 52"), provides at MCL 324.5204e that the Michigan Finance Authority (the "MFA") in consultation with the Michigan Department of Environmental Quality (the "DEQ") shall establish a strategic water quality initiatives grant program; and
- WHEREAS, in accordance with the provisions of 2012 PA 511, which provides grants to municipalities for sewage collection and treatment systems or storm water or nonpoint source pollution control; and
- WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other applicable provisions of law, the MFA, the DEQ, and the Municipality that is a grant recipient shall enter into a grant agreement (the "SAW Grant Agreement") that requires the Municipality to repay the grant under certain conditions as set forth in MCL 324.5204e, as amended; and
- WHEREAS, the Municipality does hereby determine it necessary to (select one or more)
 establish an asset management plan, establish a stormwater management plan, establish a plan for wastewater/stormwater, establish a design of wastewater/stormwater, pursue innovative technology, or initiate construction activities (up to \$500,000 for disadvantaged community).
- WHEREAS, it is the determination of the Municipality that at this time, a grant in the aggregate principal amount not to exceed \$317,354 ("Grant") be requested from the MFA and the DEQ to pay for the above-mentioned undertaking(s); and
- WHEREAS, the Municipality shall obtain this Grant by entering into the SAW Grant Agreement with the MFA and the DEQ.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. City Manager (*title of the designee's position*), a position currently held by Robert Straebel (*name of the designee*), is designated as the Authorized Representative for purposes of the SAW Grant Agreement.
2. The proposed form of the SAW Grant Agreement between the Municipality, the MFA and DEQ (attached Sample Grant Agreement) is hereby approved and the Authorized Representative is authorized and directed to execute the SAW Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.
3. The Municipality shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if the Municipality is unable to, or decides not to, proceed with constructing the project or implementing the asset management program for which the funding is provided within 3 years of the Grant award.
4. The Grant, if repayable, shall be a first budget obligation of the Municipality, and the Municipality is required, if necessary, to levy ad valorem taxes on all taxable property in the Municipality for the payment thereof, subject to applicable constitutional, statutory and Municipality tax rate limitations.
5. The Municipality shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general local government administration activities or activities performed by municipal employees that are unrelated to the project.
6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other

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contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.

- 7. The Municipality acknowledges that the SAW Grant Agreement is a contract between the Municipality, the MFA and the DEQ.
- 8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

RESOLVED, this 18th day of October, A.D. 2013.

Resolution was adopted by the following yeas and nays vote:

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

X. Ordinances

None.

XI. Miscellaneous Business

None.

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

None.

XIV. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn.

There were no objections.

Meeting adjourned at 8:44 p. m.

~~DRAFT~~
Stephanie Brown

Deputy City Clerk

~~DRAFT~~
Norman L. Carlson, Jr.

Mayor

Accounts Payable - 11/06/2013

MUNICIPAL UNDERWRITERS OF MICH

86,004.00

TOTAL

86,004.00

Accounts Payable - 11/19/2013

ACE HARDWARE	2,082.18	DSS CORPORATION	700.00
ADVANCED BUILDING	319.50	DURABLE ROOFING SYSTEMS	4,500.00
ALL-PHASE ELECTRIC SUPPLY CO.	102.00	EJ USA INC.	1,172.15
APOLLO FIRE EQUIPMENT	93.37	ELLSWORTH FARMER'S EXCHANGE	181.81
ARROW UNIFORM-TAYLOR L.L.C.	1,290.29	FAMILY FARM & HOME	354.15
ASPLUNDH TREE EXPERT CO	8,261.76	FASTENAL COMPANY	8.03
AT&T	4,705.18	FEATHERLY'S AUTO & TRUCK SERVICE	70.00
AUTO VALUE	107.19	FISHER SCIENTIFIC	662.27
AVFUEL CORPORATION	14,685.72	FRONT LINE SERVICES INC.	2,355.95
BAKER COLLEGE OF CADILLAC	228.00	GALLS AN ARAMARK COMPANY	83.48
BARUZZINI GENERAL CONTRACTORS	2,550.00	GEMPLER'S	82.95
BATTERY TECH STORE	256.50	GRAINGER	326.00
BELL EQUIPMENT COMPANY	49.10	GRAPHIC CONTROLS LLC	280.22
BELLEROC TIRE/GAYLORD	6,000.00	HACH COMPANY	790.70
BRADFORD'S	81.25	HENDERSON, KEVIN	17.68
BS& A SOFTWARE	1,090.00	HI-LINE	241.41
BULBS.COM	134.85	HYDRO DESIGNS INC.	515.00
CARQUEST OF CHARLEVOIX	960.77	IDEXX DISTRIBUTION INC.	990.07
CHARLEVOIX COTTAGE CARE INC.	700.00	INDEPENDENT DRAFTING SERVICES	1,472.00
CHARLEVOIX SCREEN MASTERS INC	100.00	J & B MEDICAL SUPPLY INC.	35.40
CHARLEVOIX SEWER & DRAIN	90.00	KIWANIS CLUB OF CHARLEVOIX	39.00
CHARTER COMMUNICATIONS	1,276.65	KMart	118.97
CITY OF CHARLEVOIX - UTILITIES	32,197.93	KSS ENTERPRISES	223.94
CITY OF CHARLEVOIX-PETTY CASH	401.09	MDC CONTRACTING LLC	198,682.08

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MICHIGAN MUNICIPAL LEAGUE	11,164.00	SEELEY'S PRINTING SERVICE	856.92
MICHIGAN OFFICEWAYS INC	1,443.07	SHORELINE POWER SERVICES INC.	672.75
MICHIGAN STATE FIREMEN'S ASSN	75.00	SIMPSON ELECTRIC INC.	703.20
MILLER, RAYDEN	43.62	SPENCLEY, PATTI	95.60
MUNICIPAL UNDERWRITERS OF MICH	420.00	SPRINGFIELD INC.	865.00
NEOPOST INC	50.00	STATE OF MICHIGAN	1,224.94
NORTHERN CREDIT BUREAU	40.41	SUPERIOR MECHANICAL	280.00
NORTHERN MICHIGAN JANITORIAL	30.95	T & R ELECTRIC	7,113.00
NORTHERN MICHIGAN REVIEW INC.	646.16	T & R SERVICE INC	15.00
NORTHERN PUMP SERVICE INC.	9,335.57	TOBY'S INSTRUMENT SHOP	320.75
OLESON'S FOOD STORES	24.75	TRAVERSE REPRODUCTION	20.35
OTEC	1,122.00	U S BANK	112.50
PEARSON, BETHANY	289.79	VANTAUURA ENERGY SERVICES	1,364.03
PERFORMANCE ENGINEERS INC	6,156.50	VILLAGE GRAPHICS INC.	178.50
PICTURE THIS	420.00	VOSS LIGHTING	317.61
PREIN & NEWHOF	14,936.49	WACHS WATER SERVICES	4,685.20
PRIEST, ELIZABETH	35.66	WHITELOON, MARCIE	34.00
PRO WEB MARKETING LLC	240.00	WHITLEY, LUKAS	39.92
PTM DOCUMENT SYSTEMS	171.78	WILBERT BURIAL VAULT CO	206.08
SALESIN, HEATHER	208.00	WILKIN, AMANDA	15.70
SCHMUCKAL OIL CO	498.40	WORK & PLAY SHOP	382.24
SECURITY SANITATION INC.	228.04	TOTAL	358,750.07

Tax Disbursement - 11/19/2013

BRYAN, GREG & BRENDA	575.84	CHARLEVOIX PUBLIC SCHOOLS	8,366.89
CHARLEVOIX COUNTY TREASURER	353.20	CHARLEVOIX PUBLIC SCHOOLS	388.91
CHARLEVOIX COUNTY TREASURER	46,238.62	CHARLEVOIX PUBLIC SCHOOLS	4,055.09
CHARLEVOIX COUNTY TREASURER	159.79	CITY OF CHARLEVOIX - TAXES DUE	52,844.17
CHARLEVOIX DISTRICT LIBRARY	64.08	RECREATIONAL AUTHORITY	11.52
CHARLEVOIX PUBLIC SCHOOLS	73,001.25	TOTAL	186,059.36

ACH Payments - 10/30/2013 - 11/12/2013

Neopost (postage refill)	5,000.00	State of MI (Withholding Tax)	4,564.78
MI Public Power Agency	12,419.98	Vantagepoint (401 ICMA Plan)	728.06
State of MI (Sales Tax)	18,977.52	Vantagepoint (457 ICMA Plan)	12,557.38
IRS (Payroll Tax Deposit)	32,346.68	MI Public Power Agency	12,880.92
Alerus Financial (HCSP)	380.00	TOTAL	99,855.32

PAYROLL: NET PAY

Pay Period Ending 11/02/2013 - Paid 11/08/2013

WELLER, LINDA JO	1,338.23	HILLING, NICHOLAS A.	1,106.50
STRAEBEL, ROBERT J.	2,489.18	MEIER III, CHARLES A.	1,208.25
BRANDI, RICHARD M.	1,795.75	ZACHARIAS, STEVEN B.	1,190.31
LOY, EVELYN R.	996.51	NISWANDER, JOSEPH F.	1,429.33
KLOOSTER, ALIDA K.	1,507.28	BLANCHARD, SCOTT W.	1,830.41
BROWN, STEPHANIE C.	1,491.22	FRYE, EDWARD J.	960.28
SPENCER, MICHAEL D.	1,711.07	JONES, TERRI L.	1,013.38
SPENCLEY, PATRICIA L.	1,119.40	SWEM, DONALD L.	1,626.83
NASH, JENNIFER B.	893.84	EATON, BRAD A.	1,698.59
PANOFF, ZACHARY R.	766.79	WILSON, TIMOTHY J.	2,233.65
MILLER, FAITH G.	707.28	LAVOIE, RICHARD L.	1,331.56
PEARSON, BETHANY S.	1,229.02	WHITLEY, ANDREW T.	1,173.63
ZIELINSKI, JOSEPH A.	1,582.00	DRAVES, MARTIN J.	1,516.43
DOAN, GERARD P.	1,210.87	ELLIOTT, PATRICK M.	1,583.33
SHRIFT, PETER R.	1,105.03	MORRISON, KEVIN P.	1,002.97
SCHLAPPI, JAMES L.	958.12	HODGE, MICHAEL J.	1,309.72
UMULIS, MATTHEW T.	1,261.78	WELLS JR., DONALD E.	1,464.33
HANKINS, SCOTT A.	1,450.48	BRADLEY, KELLY R.	1,233.39
ORBAN, BARBARA K.	1,628.83	WILSON, RICHARD J.	1,164.69
TRAEGER, JASON A.	1,265.96	HART II, DELBERT W.	781.68
WARNER, JANINE M.	1,192.89	JONES, ROBERT F.	1,087.33
IVAN, PAUL M.	1,749.84	DORAN, JUSTIN J.	1,579.20
SCHWARTZFISHER, JOSEPH L.	1,242.06	BISHAW, JAMES H.	462.64
ROLOFF, ROBERT P.	881.91	TOWSLEY, CALVIN J.	434.47
BRODIN, WILLIAM C.	1,514.57	MANKER JR, DAVID W.	457.63
RILEY, DENISE M.	381.05	MANKER SR, DAVID W.	668.39
TEUNIS, STEVEN L.	1,774.51	NEUMANN, DANA L.	357.34
WURST, RANDALL W.	1,382.34	BECKER, MICHAEL S.	528.98
MAYER, SHELLEY L.	1,447.21	COLE, STEVEN D.	342.32

MCGHEE, ROBERT R.	1,020.81	VANLOO, JOSEPH G.	499.49
WILKIN, AMANDA J.	669.20	HAND, HEATHER K.	834.81
HEID, THOMAS J	1,245.15	TABER, HOLLY S.	517.24
CURTIS, DENNIS E.	840.90	CROFT, JAMES E.	267.01
DOAN JR, RALPH W.	28.08	WYMAN, MATTHEW A.	714.10
GILL, DAVID R.	857.64	STEVENS, BRANDON C.	1,232.20
MACLEOD, SAMUEL R.	242.48	LUNDHOLM, ROBERT A.	596.38
WOODY, SCOTT R.	1,520.01	TOTAL	81,928.08

PAYROLL: TRANSMITTAL
11/05/2013

AMERICAN FAMILY LIFE	158.34	COMMUNICATION WORKERS OF AMER	547.91
AMERICAN FAMILY LIFE	269.17	MI STATE DISBURSEMENT UNIT	674.57
BAY WINDS FEDERAL CREDIT UNION	50.00	NORTHWESTERN BANK	170.00
BAY WINDS FEDERAL CREDIT UNION	250.00	POLICE OFFICERS LABOR COUNCIL	372.00
CHAR EM UNITED WAY	76.54	PRIORITY HEALTH	938.61
CHARLEVOIX STATE BANK	966.16	TOTAL	4,473.30

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Check Number	Payee	Amount
11/21/2013		
108020	AT&T MOBILITY	70.67
108021	CHARLEVOIX STATE BANK	4,058.55
108022	DELTA DENTAL	4,457.33
108023	GREAT LAKES ENERGY	236.03
108024	PRIORITY HEALTH	43,375.06
108025	STANDARD INSURANCE CO	1,409.39
108026	VERIZON WIRELESS	56.72
108027	VISION SERVICE PLAN	504.26
Total 11/21/2013:		54,168.01
Grand Totals:		54,168.01

Summary of Check Registers & ACH Payments

FIRST MERIT BANK - CHECKS ISSUED

11/21/13 Special Accounts Payable Run	\$	54,168.01
11/22/13 Payroll	\$	86,930.40
11/22/13 Payroll Transmittal Checks	\$	4,099.92
12/03/13 Regular Accounts Payable	\$	165,088.44

Checks Sub-Total: \$ 310,286.77

FIRST MERIT BANK - ACH PAYMENTS

11/18/13 MI Public Power Agency	\$	15,388.81
11/22/13 IRS (Payroll Tax Deposit)	\$	32,623.56
11/22/13 Alerus Financial (HCSP)	\$	380.00
11/22/13 State of MI (Withholding Tax)	\$	4,673.23
11/22/13 Vantagepoint (401 ICMA Plan)	\$	728.06
11/22/13 Vantagepoint (457 ICMA Plan)	\$	12,796.27
11/22/13 MERS (Defined Benefit Plan)	\$	24,952.68
11/25/13 MI Public Power Agency	\$	260,618.52
11/25/13 MI Public Power Agency	\$	13,927.47
ACH Sub-Total:	\$	366,088.60

First Merit Bank Total: \$ 676,375.37

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

12/03/13 Tax Disbursement	\$	5,957.64
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Charlevoix State Bank Total: \$ 5,957.64

Grand Total: \$ 682,333.01

APPROVED:


CITY MANAGER


CITY TREASURER

DEPUTY CITY CLERK

M = Manual Check, V = Void Check

Check Number	Payee	Amount
12/03/2013		
108028	ACAT GLOBAL	3,187.80
108029	AIRGAS USA LLC	1,016.37
108030	ALTEC INDUSTRIES INC	159.85
108031	AMERICAN WASTE INC.	2,260.40
108032	ARTFORM FABRICATING &	250.00
108033	ASPLUNDH TREE EXPERT CO	7,038.36
108034	AT&T LONG DISTANCE	514.55
108035	AVFUEL CORPORATION	18,885.23
108036	BC/BS OF MI REFUNDS	138.10
108037	BERGMANN MARINE	205.92
108038	BRANDI, RICHARD	41.00
108039	CENTRAL DRUG STORE	126.27
108040	CHARLEVOIX CONVENTION &	5,000.00
108041	CHARLEVOIX COUNTY CLERK	2,235.00
108042	CHARLEVOIX SCREEN MASTERS INC	198.00
108043	CITY OF CHARLEVOIX TREASURER	3,350.00
108044	CRA Payment Center	370.83
108045	CUTLER, AMY	75.00
108046	DCASSESSING SERVICES	4,291.92
108047	DOAN, GERARD	41.00
108048	DORNBOS SIGN INC.	328.10
108049	EJ USA INC.	671.75
108050	ELLIOTT, PATRICK M.	41.00
108051	ELLSWORTH FARMER'S EXCHANGE	1,264.29
108052	EMERGENCY MEDICAL PRODUCTS I	332.13
108053	ENERCO CORPORATION	700.00
108054	EVANS, HAL	41.00
108055	FISHER SCIENTIFIC	159.74
108056	FOX CHARLEVOIX FORD	25,604.25
108057	GALLS AN ARAMARK COMPANY	20.00
108058	GEMPLER'S	275.85
108059	GORDON FOOD SERVICE	23.98
108060	GRAINGER	152.10
108061	GREAT LAKES ELEVATOR LLC	289.80
108062	GREAT LAKES ENVIRONMENTAL	600.00
108063	GREAT LAKES PIPE & SUPPLY	612.29
108064	GRP ENGINEERING INC.	1,690.33
108065	HAND, HEATHER	41.00
108066	HANKINS, SCOTT	41.00
108067	HARVEY PHD., LYNN R.	3,155.05
108068	HEID, THOMAS J.	41.00
108069	HOLIDAY COMPANIES	9,438.63
108070	HOLIDAY LIGHTING SERVICES INC.	9,325.00
108071	ICMA	852.00
108072	ISLAND AIRWAYS	9.66
108073	IVAN, PAUL	41.00
108074	J & B MEDICAL SUPPLY INC.	453.10
108075	KSS ENTERPRISES	102.99

Check Number	Payee	Amount
108076	LAKESHORE TIRE & AUTO SERVICE	90.45
108077	LOUIS A. HOFFMAN NURSERY INC	9,750.00
108078	LSL PLANNING INC.	32.50
108079	MDC CONTRACTING LLC	11,062.62
108080	MEDICARE REFUNDS	303.30
108081	MICH DEPT OF COMMUNITY HEALTH	25.00
108082	MICHIGAN CAT	642.71
108083	MICHIGAN LOCAL GOVERNMENT	110.00
108084	MISS DIG SYSTEM INC	438.79
108085	MURRAY'S CREATIONS	40.00
108086	NASH, JENNIFER	41.00
108087	NATIONAL CRIME PREVENTION	316.05
108088	NEOPOST INC	1,454.90
108089	NORTH COUNTRY POWER GENERATI	2,825.00
108090	NORTHERN MICHIGAN JANITORIAL	113.70
108091	OTEC	625.25
108092	PARASTAR INC.	1,293.95
108093	PEARSON, BETHANY	41.00
108094	POLLARDWATER.COM - EAST	176.93
108095	POWER LINE SUPPLY	1,634.18
108096	PREIN & NEWHOF	1,970.00
108097	RELIABLE OFFICE SUPPLIES	155.89
108098	RGM SERVICES	65.16
108099	ROBINSON, STEVEN	22.93
108100	RUPERT, BARRIE & VICKIE	75.00
108101	SECURITY SANITATION INC.	190.00
108102	SPENCER, MICHAEL	41.00
108103	STATE INDUSTRIAL PRODUCTS	524.01
108104	STRAEBEL, ROBERT J.	41.00
108105	SUPERIOR MECHANICAL	391.84
108106	SWEM, DONALD L.	41.00
108107	T & R ELECTRIC	13,927.00
108108	TERMINAL SUPPLY CO	138.55
108109	TEUNIS, STEVEN	41.00
108110	TURNOUT RENTAL	950.00
108111	TUV RHEINLAND INDUSTRIAL	928.50
108112	UP NORTH PROPERTY SERVICES LL	1,316.00
108113	USA BLUE BOOK	904.61
108114	VOSS LIGHTING	379.05
108115	WELLER, LINDA	41.00
108116	WILKIN, AMANDA	41.00
108117	WOODY, SCOTT	580.99
108118	WORK & PLAY SHOP	120.44
108119	YOUNG GRAHAM	5,451.50
108120	ZIELINSKI, JOSEPH A.	41.00
Total 12/03/2013:		165,088.44

Check Number	Payee	Amount
11/18/2013		
111813001	MICHIGAN PUBLIC POWER AGENCY	15,388.81
Total 11/18/2013:		15,388.81
Grand Totals:		15,388.81

Check Issue Date	Check Number	Payee	Amount
112213001			
11/22/2013	11221300	**EFTPS* Payroll Taxes	8,052.85
11/22/2013	11221300	**EFTPS* Payroll Taxes	8,052.85
11/22/2013	11221300	**EFTPS* Payroll Taxes	1,883.34
11/22/2013	11221300	**EFTPS* Payroll Taxes	1,883.34
11/22/2013	11221300	**EFTPS* Payroll Taxes	12,751.18
Total 112213001:			
	5		32,623.56
112213002			
11/22/2013	11221300	Alerus Financial	380.00
Total 112213002:			
	1		380.00
112213003			
11/22/2013	11221300	STATE OF MICHIGAN	4,673.23
Total 112213003:			
	1		4,673.23
112213004			
11/22/2013	11221300	Vantagepoint - 401 Plan 109153	728.06
Total 112213004:			
	1		728.06
112213005			
11/22/2013	11221300	Vantagepoint - 457 Plan 300959	5,053.64
11/22/2013	11221300	Vantagepoint - 457 Plan 300959	1,785.91
11/22/2013	11221300	Vantagepoint - 457 Plan 300959	5,956.72
Total 112213005:			
	3		12,796.27
Grand Totals:			
	11		51,201.12

Check Number	Payee	Amount
11/22/2013		
112213006	MERS	24,952.68
Total 11/22/2013:		24,952.68
Grand Totals:		24,952.68

Check Number	Payee	Amount
11/25/2013		
112513001	MICHIGAN PUBLIC POWER AGENCY	260,618.52
112513002	MICHIGAN PUBLIC POWER AGENCY	13,927.47
Total 11/25/2013:		<u>274,545.99</u>
Grand Totals:		<u><u>274,545.99</u></u>

Check Number	Payee	Amount
12/03/2013		
2245	CHARLEVOIX COUNTY TREASURER	59.93
2246	CHARLEVOIX COUNTY TREASURER	1,649.81
2247	CHARLEVOIX PUBLIC SCHOOLS	1,214.75
2248	CHARLEVOIX PUBLIC SCHOOLS	339.84
2249	CHARLEVOIX PUBLIC SCHOOLS	14.83
2250	CHARLEVOIX PUBLIC SCHOOLS	162.36
2251	CITY OF CHARLEVOIX - TAXES DUE	2,133.60
2252	STATE OF MICHIGAN	382.52
Total 12/03/2013:		5,957.64
Grand Totals:		5,957.64

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/16/2013	PC	11/22/2013	16658	WELLER, LINDA JO	101		1,338.23
11/16/2013	PC	11/22/2013	16659	STRAEBEL, ROBERT J.	102		2,184.66
11/16/2013	PC	11/22/2013	16660	BRANDI, RICHARD M.	110		1,795.76
11/16/2013	PC	11/22/2013	16661	LOY, EVELYN R.	117		996.51
11/16/2013	PC	11/22/2013	16662	KLOOSTER, ALIDA K.	121		1,215.44
11/16/2013	PC	11/22/2013	16663	BROWN, STEPHANIE C.	126		1,336.69
11/16/2013	PC	11/22/2013	16664	SPENCER, MICHAEL D.	132		1,514.20
11/16/2013	PC	11/22/2013	16665	SPENCLEY, PATRICIA L.	136		1,051.81
11/16/2013	PC	11/22/2013	16666	NASH, JENNIFER B.	138		838.10
11/16/2013	PC	11/22/2013	16667	PANOFF, ZACHARY R.	141		781.04
11/16/2013	PC	11/22/2013	16668	MILLER, FAITH G.	142		622.32
11/16/2013	PC	11/22/2013	16669	PEARSON, BETHANY S.	143		1,229.02
11/16/2013	PC	11/22/2013	16670	ZIELINSKI, JOSEPH A.	144		1,582.00
11/16/2013	PC	11/22/2013	16671	DOAN, GERARD P.	201		1,210.88
11/16/2013	PC	11/22/2013	16672	SHRIFT, PETER R.	203		1,187.50
11/16/2013	PC	11/22/2013	16673	SCHLAPPI, JAMES L.	204		1,273.21
11/16/2013	PC	11/22/2013	16674	UMULIS, MATTHEW T.	205		1,239.05
11/16/2013	PC	11/22/2013	16675	HANKINS, SCOTT A.	208		1,624.85
11/16/2013	PC	11/22/2013	16676	ORBAN, BARBARA K.	209		1,381.34
11/16/2013	PC	11/22/2013	16677	TRAEGER, JASON A.	210		1,154.57
11/16/2013	PC	11/22/2013	16678	WARNER, JANINE M.	213		810.93
11/16/2013	PC	11/22/2013	16679	IVAN, PAUL M.	301		1,689.17
11/16/2013	PC	11/22/2013	16680	SCHWARTZFISHER, JOS	303		1,246.92
11/16/2013	PC	11/22/2013	16681	ROLOFF, ROBERT P.	304		1,870.07
11/16/2013	PC	11/22/2013	16682	BRODIN, WILLIAM C.	305		1,082.20
11/16/2013	PC	11/22/2013	16683	RILEY, DENISE M.	306		382.97
11/16/2013	PC	11/22/2013	16684	TEUNIS, STEVEN L.	402		1,774.51
11/16/2013	PC	11/22/2013	16685	WURST, RANDALL W.	411		1,264.47
11/16/2013	PC	11/22/2013	16686	MAYER, SHELLEY L.	412		1,226.52
11/16/2013	PC	11/22/2013	16687	HILLING, NICHOLAS A.	413		1,488.76
11/16/2013	PC	11/22/2013	16688	MEIER III, CHARLES A.	421		1,231.73
11/16/2013	PC	11/22/2013	16689	ZACHARIAS, STEVEN B.	422		1,445.23
11/16/2013	PC	11/22/2013	16690	NISWANDER, JOSEPH F.	504		1,251.38
11/16/2013	PC	11/22/2013	16691	FRYE, EDWARD J.	508		960.28
11/16/2013	PC	11/22/2013	16692	JONES, TERRI L.	511		971.69
11/16/2013	PC	11/22/2013	16693	EATON, BRAD A.	515		1,570.75
11/16/2013	PC	11/22/2013	16694	WILSON, TIMOTHY J.	516		1,926.34
11/16/2013	PC	11/22/2013	16695	LAVOIE, RICHARD L.	519		1,096.68
11/16/2013	PC	11/22/2013	16696	STEVENS, BRANDON C.	521		1,274.65
11/16/2013	PC	11/22/2013	16697	DRAVES, MARTIN J.	523		1,722.42
11/16/2013	PC	11/22/2013	16698	ELLIOTT, PATRICK M.	600		1,583.33
11/16/2013	PC	11/22/2013	16699	WELLS JR., DONALD E.	609		1,326.17
11/16/2013	PC	11/22/2013	16700	BRADLEY, KELLY R.	614		1,221.99
11/16/2013	PC	11/22/2013	16701	WILSON, RICHARD J.	615		1,085.30
11/16/2013	PC	11/22/2013	16702	HART II, DELBERT W.	616		706.70
11/16/2013	PC	11/22/2013	16703	JONES, ROBERT F.	618		1,061.43
11/16/2013	PC	11/22/2013	16704	DORAN, JUSTIN J.	621		1,205.43
11/16/2013	PC	11/22/2013	16705	MANKER JR, DAVID W.	638		460.61
11/16/2013	PC	11/22/2013	16706	MANKER SR, DAVID W.	639		583.07
11/16/2013	PC	11/22/2013	16707	BECKER, MICHAEL S.	641		528.98
11/16/2013	PC	11/22/2013	16708	MCGHEE, ROBERT R.	663		1,020.81
11/16/2013	PC	11/22/2013	16709	WILKIN, AMANDA J.	700		669.20
11/16/2013	PC	11/22/2013	16710	HEID, THOMAS J	802		1,245.15
11/16/2013	PC	11/22/2013	16711	WOODY, SCOTT R.	900		1,520.01
11/16/2013	PC	11/22/2013	16712	VANLOO, JOSEPH G.	902		467.62
11/16/2013	PC	11/22/2013	16713	LUNDHOLM, ROBERT A.	911		588.70
11/16/2013	PC	11/22/2013	16714	HAND, HEATHER K.	913		791.21

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/16/2013	PC	11/22/2013	16715	TABER, HOLLY S.	924		532.60
11/16/2013	PC	11/22/2013	16716	CROFT, JAMES E.	926		281.34
11/16/2013	PC	11/22/2013	16717	WYMAN, MATTHEW A.	927		671.94
11/16/2013	PC	11/22/2013	16718	RILEY, TIMOTHY C.	1045		38.16
11/16/2013	PC	11/22/2013	16719	RAMSEY, KYLE J.	1051		52.86
11/16/2013	PC	11/22/2013	16720	RILEY, CASEY W.	1052		27.70
11/16/2013	PC	11/22/2013	16721	THORMAN, MIKAYLA R.	1055		39.12
11/16/2013	PC	11/22/2013	16722	JONES, LARRY M.	1057		805.33
11/16/2013	PC	11/22/2013	16723	TRAVERS, MANUEL J.	1071		91.02
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11/16/2013	PC	11/22/2013	16725	RILEY, DANIEL A.	1079		668.11
11/16/2013	PC	11/22/2013	16726	SCHOOOF, WILLIAM R.	1094		549.91
11/16/2013	PC	11/22/2013	16727	DROST, PATRICIA A.	2002		57.50
11/16/2013	PC	11/22/2013	16728	CARLSON, JOANNE E.	2007		80.00
11/16/2013	PC	11/22/2013	16729	COLT, JUDITH C.	2018		82.50
11/16/2013	PC	11/22/2013	107977	LALEWICZ, AMELIA	131		46.17
11/16/2013	PC	11/22/2013	107978	BLANCHARD, SCOTT W.	505		1,596.85
11/16/2013	PC	11/22/2013	107979	SWEM, DONALD L.	512		1,626.83
11/16/2013	PC	11/22/2013	107980	WHITLEY, ANDREW T.	522		1,173.63
11/16/2013	PC	11/22/2013	107981	MORRISON, KEVIN P.	601		1,129.57
11/16/2013	PC	11/22/2013	107982	HODGE, MICHAEL J.	606		1,064.07
11/16/2013	PC	11/22/2013	107983	JOHNSON, STEVEN P.	617		1,101.86
11/16/2013	PC	11/22/2013	107984	BISHAW, JAMES H.	633		665.08
11/16/2013	PC	11/22/2013	107985	TOWSLEY, CALVIN J.	635		535.52
11/16/2013	PC	11/22/2013	107986	NEUMANN, DANA L.	640		258.38
11/16/2013	PC	11/22/2013	107987	COLE, STEVEN D.	657		429.80
11/16/2013	PC	11/22/2013	107988	CURTIS, DENNIS E.	831		672.03
11/16/2013	PC	11/22/2013	107989	GILL, DAVID R.	856		903.85
11/16/2013	PC	11/22/2013	107990	STEVENS, JEFFREY W.	1028		145.40
11/16/2013	PC	11/22/2013	107991	ROLOFF, AUDREY M.	1037		849.69
11/16/2013	PC	11/22/2013	107992	MATTER, DAWSON K.	1038		598.81
11/16/2013	PC	11/22/2013	107993	MARSH JR., JAMES D.	1043		31.40
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11/16/2013	PC	11/22/2013	107995	COLLINS, CHAD M.	1076		614.40
11/16/2013	PC	11/22/2013	107996	BERGMANN, DOUGLAS	1087		52.86
11/16/2013	PC	11/22/2013	107997	BRENNAN, PEGGY L.	2000		195.50
11/16/2013	PC	11/22/2013	107998	STALEY, ARLENE L.	2005		80.00
11/16/2013	PC	11/22/2013	107999	DZIEDZIC, MARY ALICE	2006		80.00
11/16/2013	PC	11/22/2013	108000	VON HELLENS, BENNIE L	2009		5.00
11/16/2013	PC	11/22/2013	108001	LEFT, LILLIAN M.	2010		165.00
11/16/2013	PC	11/22/2013	108002	BUDAY, JOAN E.	2011		173.25
11/16/2013	PC	11/22/2013	108003	STEPHAN, MARY ANN	2012		30.00
11/16/2013	PC	11/22/2013	108004	CAMPBELL, KAREN L.	2013		95.00
11/16/2013	PC	11/22/2013	108005	LEWIS, LOIS E.	2014		90.00
11/16/2013	PC	11/22/2013	108006	PICOTTE, DIANE M.	2016		195.50
11/16/2013	PC	11/22/2013	108007	DOAN, CECELIA E.	2017		85.00
11/16/2013	PC	11/22/2013	108008	FIEDLER, ANNE J.	2019		85.00
11/16/2013	PC	11/22/2013	108009	LEWIS, LORNA MAE	2025		65.00
11/16/2013	PC	11/22/2013	108010	TRIMPER, MARCIA L.	2026		85.00
Grand Totals:			106				86,930.40

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
11/16/2013	11/22/2013	108011	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	158.34
11/16/2013	11/22/2013	108011	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	269.17
11/16/2013	11/22/2013	108012	BAY WINDS FEDERAL C	9023	Garnishment per 90th District Cou	50.00
11/16/2013	11/22/2013	108013	BAY WINDS FEDERAL C	9024	HSA-EMPLOYEE CONTRIB-BAY	200.00
11/16/2013	11/22/2013	108014	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 11/16/	76.54
11/16/2013	11/22/2013	108015	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,016.16
11/16/2013	11/22/2013	108016	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	566.53
11/16/2013	11/22/2013	108017	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	674.57
11/16/2013	11/22/2013	108018	NORTHWESTERN BANK	9018	HSA - EMPLOYEE CONTRIB - N	150.00
11/16/2013	11/22/2013	108019	PRIORITY HEALTH	392358	PRIOR HEALTH DEDUCTION P	938.61
Grand Totals:		10				4,099.92

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Review of the Fireworks Permit for the New Years Bridge Drop

DATE: December 2, 2013

PRESENTED BY: Paul Ivan (reviewer), Dan Barron, Amanda Wilkin, & Rick Randall (requesting parties)

ATTACHMENTS: Fireworks Permit and Accompanying Documents

BACKGROUND INFORMATION: Last year, representatives from the New Years Bridge Drop requested information regarding having a fireworks display as part of the Bridge Drop celebration. They realized there were too many items that needed to be addressed to include fireworks in last year's celebration.

This year, the Bridge Drop committee consulted with Dan Barron of the Charlevoix Venetian Festival to include fireworks in this celebration. Barron brought in Frank Loffredo of Colonial Fireworks, and came up with a plan to use either indoor or stadium fireworks along the North side of the Pine River Channel, so people standing on the Bridge would see fireworks arching over the channel (facing west), then larger fireworks (comparable to the in-harbor display fireworks during the Venetian Festival) from the South pier aimed out over the lighthouse. The initial plan was discussed with me on October 18th during a conference call. This is a scaled down version of that plan.

There were several different logistical items that needed to be addressed, including MDOT and U.S. Army Corp of Engineers permission, and buy-in from the U.S. Coast Guard Sector Sault. Most of those issues have been addressed.

RECOMMENDATION: The plans presented today accommodate bystander, fireworks crew, and emergency personnel safety. Also, with the type of fireworks display planned for this event, two (rather than one) NFPA standards (NFPA 1123 and NFPA 1126) will be used to insure the safety of this fireworks display.

The plans and setbacks proposed in this fireworks display, although the first "land shoot" in Charlevoix in many years, meet all current NFPA standards. The Police and Fire Departments will need to have a more "robust" presence at this event than in years past. Private security will also be used to establish adequate safety setbacks.

As with any fireworks shoot, weather will be a major factor as to whether the shoot is allowed to occur. That will need to be a decision that is made on the day of the proposed fireworks shoot, by Frank Loffredo and me.

Pending approval by the U.S. Coast Guard Sector Sault (Captain of the Port,) I recommend that this permit be authorized.

BARRON & ENGSTROM, P.L.C.
ATTORNEYS AND COUNSELORS AT LAW

309 PETOSKEY AVENUE
P.O. BOX 309
CHARLEVOIX, MICHIGAN 49720
beplc@barronengstrom.com

DANIEL B. BARRON
EDWARD F. ENGSTROM

TELEPHONE: (231) 547-9950
TELEFAX: (231) 547-2977

November 25, 2013
"HAND DELIVERED"

Fire Chief Paul Ivan
Charlevoix Fire Department
210 State Street
Charlevoix, Michigan 49720

RE: Bridge Drop Fireworks Display

Dear Chief Ivan:

The Charlevoix Area Convention & Visitors Bureau is acting as the sponsoring organization for the proposed Bridge Drop/New Year's Eve fireworks display. I have enclosed the following materials in such regards:

- Application for Fireworks (Michigan Licensing & Regulatory Affairs form)
- Application for Marine Event (Department of Homeland Security form)
- Correspondence to USCG Commander
- Fireworks Site Plan
- Certificate of Liability Insurance
- Hold Harmless Agreement
- Lead Pyrotechnician References

Pursuant to our discussions, the proposed display will comprise arena/stadium style fireworks lining approximately 400 feet of the pedestrian walkway along the northern bank of the Pine River Channel. Aerial display shells (2.5") will also be fired to the west of the stadium style fireworks, south of the Channel, arching over the Channel towards Lake Michigan. The display would commence approximately 20 seconds prior to midnight on New Year's Eve, and conclude approximately 4-5 minutes later. The ability to conduct the display as contemplated at any of the proposed firing sites will, of course, be weather dependent.

The master pyrotechnician overseeing the displays is Frank Loffredo, Jr., the same individual who has overseen the Venetian fireworks displays since 1999. Mr. Loffredo is the owner and master pyrotechnician of Colonial Fireworks Company. I have enclosed a Summary of Experience, to confirm references which you already possess relative to Mr. Loffredo.

In addition to the foregoing, I would like to confirm the following matters relating to the proposed fireworks display:

1. The maximum shell size at Firing Site "G" is 2.5", requiring a clear zone radius of 175 pursuant to NFPA standards.
2. Colonial technicians will help maintain and enforce the clear zone perimeter. Additional security personnel will be mobilized at your discretion.
3. The set-up for the display will commence on Tuesday morning, December 31, 2013. Equipment and materials will be removed at the conclusion of the display.
4. There will be no manual ignition of fireworks. Such ignition shall be effected via computer and/or electronically.
5. In addition to cell phone communication, radio communication will be effected with the pyrotechnicians, at your discretion.
6. We will promptly provide to you an original copy of the Hold Harmless Agreement which has been executed on behalf of Colonial Fireworks Company.

Please feel free to contact me with any questions or comments.

Sincerely,

BARRON & ENGSTROM, PLC



Daniel B. Barron

DBB/jlm

Enclosures

xc: USCG Commander (Marine Events)
USCG BMC John Tribfelter
Frank Loffredo, Jr.
Jason Lynch
Robert Straebel
Amanda Wilkin
Bethany Pearson
Rick Randall

2013

Application for Fireworks Other Than Consumer or Low Impact
 Michigan Department of Licensing & Regulatory Affairs
 Bureau of Fire Services
 P.O. Box 30700
 Lansing MI 48909
 (517) 241-8847

Authority Compliance Penalty	2011 PA 258 Voluntary Permit will not be issued	The Department of Licensing & Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.	
<input type="checkbox"/> Agricultural or wildlife fireworks <input type="checkbox"/> Special effects manufactured for outdoor pest control or agricultural purposes		<input type="checkbox"/> Articles Pyrotechnic <input checked="" type="checkbox"/> Public Display <input type="checkbox"/> Display Fireworks <input type="checkbox"/> Private Display	
NAME OF APPLICANT Charlevoix Area Convention & Visitors Bureau, Inc. Charlevoix,		ADDRESS 109 Mason Street MI 49720	AGE (18 or over) 28
IF A CORPORATION, NAME OF PRESIDENT Amanda Wilkin, Executive Director		ADDRESS	
IF A NON-RESIDENT APPLICANT, NAME OF MICHIGAN ATTORNEY OR RESIDENT AGENT		ADDRESS	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Frank Loffredo, Jr.		ADDRESS 25 Marlindale, Boardman, OH 44572	AGE (18 or over) 53
NO YEARS EXPERIENCE 36+	NO. DISPLAYS 1,000+	WHERE	
NAME OF ASSISTANT Ken Linton		ADDRESS 5225 Telegraph Rd, Toledo, OH 43612	AGE 69
NAME OF OTHER ASSISTANT		ADDRESS	AGE
EXACT LOCATION OF PROPOSED DISPLAY Pine River Channel, Charlevoix, MI			
DATE OF PROPOSED DISPLAY December 31, 2013		TIME OF PROPOSED DISPLAY midnight	
MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT Colonial Fireworks Company vehicle			
AMOUNT OF BOND OR INSURANCE (To be set by local government) \$11,000,000.00		NAME OF BONDING CORPORATION OR INSURANCE COMPANY Britton-Gallagher & Associates	
ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY 6240 SOM Center Road, Cleveland, OH 44139			
NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED		
TBD	Candles, max. height of 80', Firing Sites A through F.		
TBD	Mines and Comets, max. height of 80', includes both 1.3 G and 1.4 G, Firing Site A through F.		
TBD	Multi-shot barrage items (cakes), up to 2.5", 1.3 G and 1.4 G break now product, max. height of 165', Firing Site G.		
SIGNATURE OF APPLICANT 		NAME OF APPLICANT Amanda Wilkin, Executive Director Charlevoix Area Convention & Visitors Bureau, Inc.	
		DATE 11/25/2013	

ORIGINAL



DEPARTMENT OF HOMELAND SECURITY
APPLICATION FOR MARINE EVENT

OMB Number: 1625-0008
 Expires: 06/30/2014

Date Submitted: 11/25/2013

FORM INSTRUCTIONS

1. Please, complete on a computer, a typewriter, or print in black ink to permit reproduction. You may also submit online at: <http://homeport.uscg.mil>.
2. This application must reach the appropriate USCG Sector at least 135 days prior to the event. A list of sectors may be found here: <http://www.uscg.mil/top/units/>.
3. Attach a section of a chart or a scale drawing showing boundaries and/or courses and markers contemplated.
4. Submit a copy of your entry requirements and any special rules pertaining to equipment, rigs, or procedures.

1. Name of Event	2nd Annual Charlevoix Bridge Drop	2. Date of Event	01/01/2014
3. Location of Event	Pine River Channel, Charlevoix, MI	4. Time: From <u>12:00 am</u> To <u>12:05 am</u>	
5. Name and Address of Sponsoring Organization (Include Zip Code)	Charlevoix Area Convention & Visitors Bureau, Inc. 109 Mason Street Charlevoix, MI 49720	6. No. of Participants	7. Sizes of Boats
8. Types of Boats	N/A	zero vessels	N/A
9. No. of Spectator Craft			Unknown

10. Description of Events

Fireworks display to occur at midnight on New Year's Eve. Arena/stadium style fireworks will line approximately 400 feet of the pedestrian walkway along the northern bank of the Pine River Channel. Aerial display shells (2.5") will also be fired to the west of the stadium style fireworks, south of the Channel, arching over the Channel towards Lake Michigan.

11. Will This Event Interfere or Impede the Natural Flow of Traffic? NO YES

11a. If YES, briefly explain: See Paragraph 10 above.

12. What Extra or Unusual Hazard (to participants or non-participants) Will Be Introduced into the Regatta Area?
 Fireworks display which is described in Paragraph 10.

13. Have any Objections Been Received from Other Interested Parties? NO YES

13a. If YES, briefly explain:
14. Vessels Provided by Sponsoring Organization for Safety Purposes (number and description)
No vessels to be provided by sponsoring organization.

15. Does the Sponsoring Organization Deem their Patrol Adequate for Safety Purposes? * NO YES *unknown

15a. If NO, briefly explain: Safety patrol vessels of USCG are requested.

16. Is a Coast Guard or Coast Guard Auxiliary Patrol Requested for Control of Spectator and/or Commercial Traffic? NO YES

16a. If YES, how many vessels do you recommend and why? Defer to USCG expertise

17. Person In Charge Frank Loffredo, Jr. Master Pyrotechnician	18. Where Will 'Person In Charge' be During the Event? cell phone 419-392-1600	location at display site along Pine River Channel
----------------------------------------------------------------------	-----------------------------------------------------------------------------------	------------------------------------------------------

19. How Can 'Person In Charge' be Contacted During the Event? cell phone 419-392-1600	
20. Person to be Contacted for Further Details (Name, Address, Zip Code) Daniel B. Barron, Esq., PO Box 309, Charlevoix, MI 49720	20a. Area Code and Phone No.: (231) 547-9950
	20b. Email Address: dbarron@barronengstrom.com

The undersigned has full authority to represent the sponsoring organization.

21. Name: Amanda Wilkin

22. Title: Executive Director

23. Address (Include Zip Code) 109 Mason Street
Charlevoix, MI 49720

23a. Area Code and Phone No.: (231) 547-2101

23b. Email Address: info@visitcharlevoix.com

24. Signature: 

PRIVACY ACT STATEMENT

Privacy Act Notice
Authority: 33 U.S.C. §1233 authorizes the collection of this information.
Purpose: The Coast Guard will use this information to determine whether an event poses an extra or unusual hazard to the safety of life and whether or not, and under which conditions, to permit the event on the navigable waters of the United States.
Routine Uses: The information will be used by and disclosed to Coast Guard personnel to evaluate the request. Additionally, the Coast Guard may share the information with facility operators, law enforcement or other government agencies as necessary to promote public safety during the requested marine event.
Disclosure: Furnishing this information is voluntary; however, failure to furnish the requested information may delay or prevent the approval of the requested marine event.
An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 60 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commandant (CG-5521), U.S. Coast Guard, 2100 St., SW, Washington D.C. 20593-0001 or Office of Management and Budget, Paperwork Reduction Project (1625-0008), Washington, DC 20503.

BARRON & ENGSTROM, P.L.C.
ATTORNEYS AND COUNSELORS AT LAW

309 PETOSKEY AVENUE
P.O. BOX 309
CHARLEVOIX, MICHIGAN 49720
beplc@barronengstrom.com

DANIEL B. BARRON
EDWARD F. ENGSTROM

TELEPHONE: (231) 547-9950
TELEFAX: (231) 547-2977

November 25, 2013
VIA UPS NEXT DAY AIR

Commander (Marine Events)
Coast Guard Sector Sault Ste. Marie
337 Water Street
Sault Ste. Marie, Michigan 49783

RE: 2nd Annual Charlevoix Bridge Drop

Dear Commander:

The Charlevoix Area Convention & Visitors Bureau is sponsoring a proposed fireworks display to be held in conjunction with the 2nd Annual Charlevoix Bridge Drop. The proposed display is scheduled for midnight on New Year's Eve, Tuesday, December 31, 2013.

The proposed display will comprise arena/stadium style fireworks lining approximately 400 feet of the pedestrian walkway along the northern bank of the Pine River Channel. Aerial display shells (2.5") will also be fired to the west of the stadium style fireworks, south of the Channel, arching over the Channel towards Lake Michigan. The display would commence approximately 20 seconds prior to midnight on New Year's Eve, and conclude approximately 4-5 minutes later. The ability to conduct the display as contemplated at any of the proposed sites will, of course, be weather dependent.

The display will be conducted by Frank Loffredo, Jr., the owner and master pyrotechnician of Colonial Fireworks Company. Mr. Loffredo has extensive experience with firework displays within our region. Mr. Loffredo and myself, in conjunction with Charlevoix Fire Chief Paul Ivan, have staged and overseen the Venetian Festival marine oriented fireworks displays for the past 14 years. Mr. Loffredo also conducts many other marine oriented fireworks displays within our area, including those staged at Harbor Springs, Bay Harbor and Mackinac Island.

The proposed Bridge Drop fireworks display has received a tentative endorsement from the Charlevoix Fire Chief, Paul Ivan, and we are seeking final approval of the display from Chief Ivan and the City of Charlevoix. We are additionally seeking the approval of and assistance from the United States Coast Guard and have enclosed the following materials in such regards:

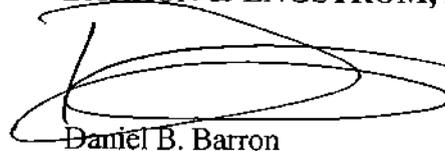
Commander (Marine Events)
Coast Guard Sector Sault Ste. Marie
November 25, 2013
Page 2

- Application for Marine Event (Department of Homeland Security form)
- Application for Fireworks (Michigan Licensing & Regulatory Affairs form)
- Correspondence to Charlevoix Fire Chief Ivan
- Fireworks Site Plan
- Lead Pyrotechnician References

Please feel free to contact me with any questions or comments.

Sincerely,

BARRON & ENGSTROM, PLC



Daniel B. Barron

DBB/jlm

Enclosures

xc: Charlevoix Fire Chief Paul Ivan
U.S.C.G. - BMC John Tribfelter
Frank Loffredo, Jr.
Jason Lynch
Robert Straebel
Amanda Wilkin
Bethany Pearson
Rick Randall

**COLONIAL FIREWORKS
CHARLEVOIX BRIDGE DROP
DECEMBER 31, 2013**

Firing Positions - see Legend on next page



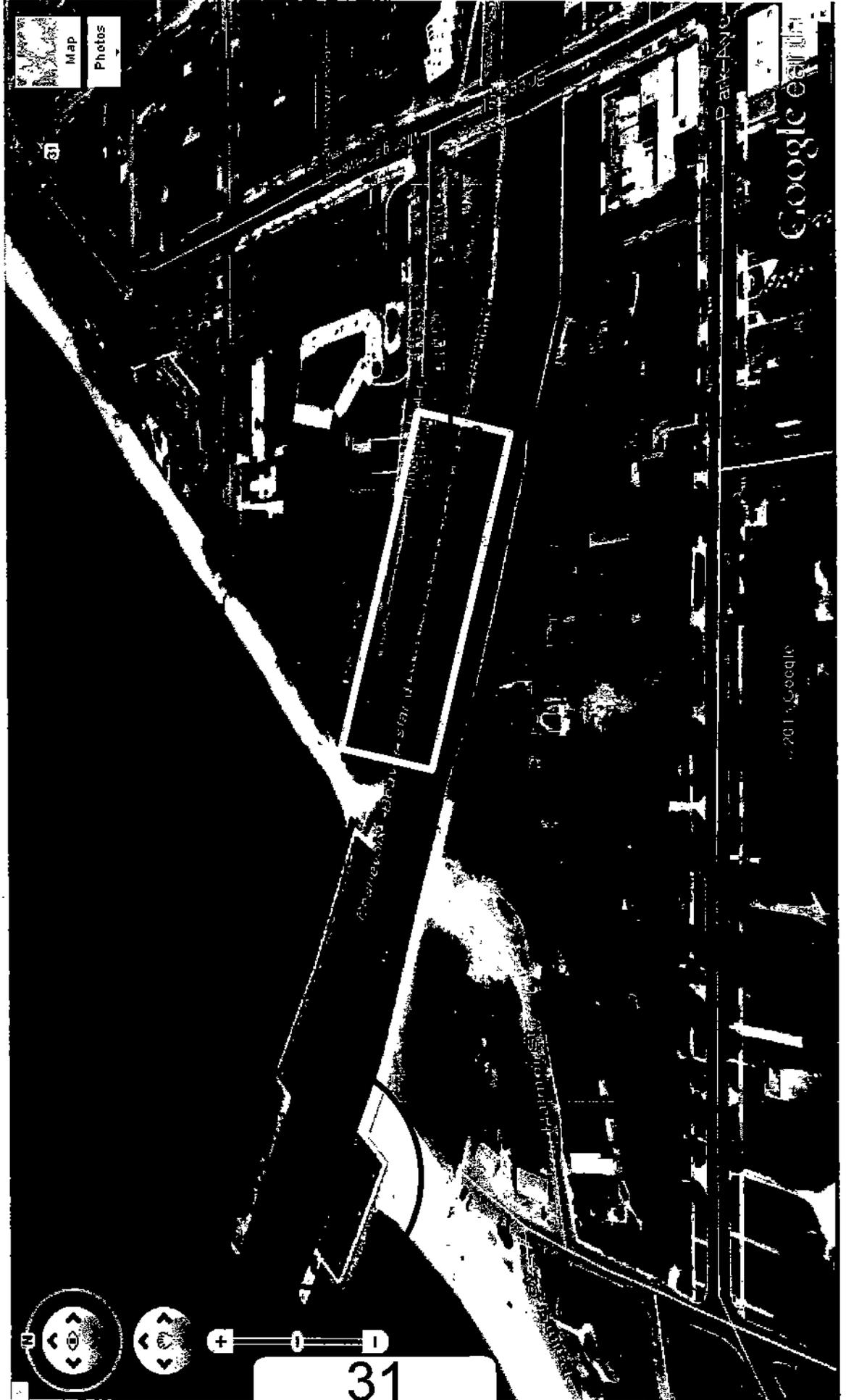
200' distance to Weathervane Restaurant; 400' distance to Michigan Ave

100' drop zone from Firing Positions A-F



350' diameter circle (no unauthorized vehicles or personnel (175' radius))

Statement: Fireworks display to be electrically-fired in accordance with NFPA 1123 and all state and local regulations and ordinances.



**COLONIAL FIREWORKS
CHARLEVOIX BRIDGE DROP
DECEMBER 31, 2013**

Narrative: Following are the tentative firing positions with related product, subject to actual weather conditions and with approval of Authority Having Jurisdiction (AHJ). See below for description of effects.

Firing Positions Legend:

- A** Candles, Mines, Comets (max 80ft high)
- B** Candles, Mines, Comets (max 80ft high)
- C** Candles, Mines, Comets (max 70ft high)
- D** Candles, Mines, Comets (max 70ft high)
- E** Candles, Mines, Comets (max 60ft high)
- F** Candles, Mines, Comets (max 60ft high)
- G** Multi-shot barrage items (cakes) up to 2.5"

All product was selected especially for this venue and event - break-now with no long-lasting effects or duration.

Candles - max height 80', various colors w/noise.

Mines and comets - arena-style product includes both 1.3G and 1.4G, immediate burn up with no fallout; maximum height of 80ft, multi-color design.

Multi-shot barrage items (cakes) - up to 2.5" (1.4G and 1.3G break now product; maximum height 165' ft - **Firing Site G only.**)

Actual product placement at designated firing positions will depend on projected weather conditions and wind speed at launch time.

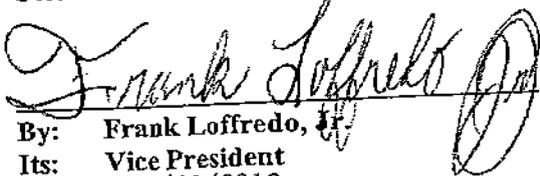
**COLONIAL FIREWORKS COMPANY
HOLD HARMLESS AGREEMENT**

Indemnity Provisions (Re: Bridge Drop - 12/31/13 to 1/1/2014)

Colonial Fireworks Company (hereinafter the "Vendor") agrees to indemnify and save harmless the City of Charlevoix and the Charlevoix Downtown Development Authority (hereinafter collectively the "Indemnitees") and their agents, representatives and employees from any and all charges, claims and causes of action by third persons, including but not limited to, agents, representatives and employees of the Vendor and of the Indemnitees, based upon or arising out of any damages, losses, expenses, charges, cost, injuries or illnesses, including death, sustained or incurred by such person or persons resulting from or in any way, directly or indirectly connected with the performance or non performance of this Agreement, and Vendor's associated services, which includes only the Vendor's setup and exhibiting of fireworks, provided, however, that notwithstanding the foregoing, the Vendor does not agree to indemnify and save harmless the Indemnitees, their agents, representatives and employees from any charges, claims or actions based upon or arising out of any damages, losses, claims, expenses, charges, costs, injuries or illnesses including death, sustained or incurred as a sole result of the negligence of the Indemnitees, their agents, representatives or employees. In the event a claim is filed against the Indemnitees for which the Vendor is to be held liable under the terms of this Agreement, the Indemnitees will promptly notify the Vendor of such claim and will not settle such claim without the prior written consent of the Vendor, which shall not be unreasonably withheld. The obligation of Vendor for reimbursement/indemnification hereunder shall encompass and include all reasonable attorney fees and costs of litigation which may be incurred by the Indemnitees.

"VENDOR"

Colonial Fireworks Company



By: Frank Loffredo,

Its: Vice President

Date: 11/21/2013

"INDEMNITEES"

City of Charlevoix

By: _____

Its: _____

Date: _____

"INDEMNITEES"

Charlevoix Downtown Development Authority

By: _____

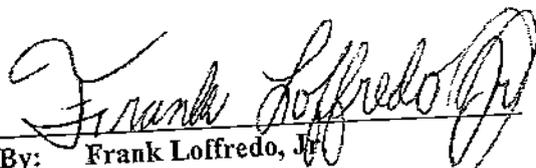
Its: _____

**COLONIAL FIREWORKS COMPANY
HOLD HARMLESS AGREEMENT**

Indemnity Provisions (Re: Bridge Drop - 12/31/13 to 1/1/2014)

Colonial Fireworks Company (hereinafter the "Vendor") agrees to indemnify and save harmless the Charlevoix Area Convention and Visitors Bureau, Inc. and the Charlevoix Area Chamber of Commerce (hereinafter collectively the "Indemnitees") and their agents, representatives and employees from any and all charges, claims and causes of action by third persons, including but not limited to, agents, representatives and employees of the Vendor and of the Indemnitees, based upon or arising out of any damages, losses, expenses, charges, cost, injuries or illnesses, including death, sustained or incurred by such person or persons resulting from or in any way, directly or indirectly connected with the performance or non performance of this Agreement, and Vendor's associated services, which includes only the Vendor's setup and exhibiting of the fireworks, provided, however, that notwithstanding the foregoing, the Vendor does not agree to indemnify and save harmless the Indemnitees, their agents, representatives and employees from any charges, claims or actions based upon or arising out of any damages, losses, claims, expenses, charges, costs, injuries or illnesses including death, sustained or incurred as a sole result of the negligence of the Indemnitees, their agents, representatives or employees. In the event a claim is filed against the Indemnitees for which the Vendor is to be held liable under the terms of this Agreement, the Indemnitees will promptly notify the Vendor of such claim and will not settle such claim without the prior written consent of the Vendor, which shall not be unreasonably withheld. The obligation of Vendor for reimbursement/indemnification hereunder shall encompass and include all reasonable attorney fees and costs of litigation which may be incurred by the Indemnitees.

"VENDOR"
Colonial Fireworks Company


By: Frank Loffredo, Jr.
Its: Vice President
Date: 11/21/2013

"INDEMNITEES"
Charlevoix Area Convention and Visitors
Bureau, Inc.

By: _____
Its: _____
Date: _____

"INDEMNITEES"
Charlevoix Area Chamber of Commerce

By: _____
Its: _____



November 21, 2013

LEAD PYROTECHNICIAN

FRANK LOFFREDO, JR.
25 MARLINDALE AVENUE
BOARDMAN, OH 44512

Mr. Loffredo has 34 years experience as a pyrotechnician. He has experience in electronic and manual firing. Mr. Loffredo has worked on numerous barge shows as well as roof top firings.

Some of the shows Mr. Loffredo has been involved with include: Charlevoix Venetian Festival, City of Harbor Springs, Bay Harbor, Sommerset Pointe, City of Saginaw, First Night Providence; Governor's Conference/Providence; Air and Sea Show in Fort Lauderdale and Thunder Over Louisville which is the kick off for the Kentucky Derby Festival. "Thunder" is fired from 6 barges and a 3,000 foot bridge that crosses the Ohio River and is one of the largest fireworks displays produced annually in the United States,

Mr. Loffredo has fired over 1000 outdoor and indoor displays throughout the United States and has an excellent safety record.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Discussion Regarding Grand Traverse Band of Ottawa and Chippewa Indians Grant Applications

DATE: December 2, 2013

PRESENTED BY: Rob Straebel

ATTACHMENTS:

BACKGROUND INFORMATION: Over the last 5-6 years the City has submitted numerous grant applications to the Grand Traverse Band of Ottawa and Chippewa Indians. In the past, the City has been successful in receiving grant dollars through this organization. Grant applications are due by late December.

All grant applications must be approved by the local governing body before they are submitted to the Tribe. The City has received the following grant applications:

1. Colorado Challenge- \$10,000 in grant funds requested for Colorado Challenge, an 8-day outdoor adventure camp created to benefit teens from under-privileged homes.
2. Third Day Fellowship and Outreach-\$15,000 in grant funding to offset annual operating costs of Third Day Fellowship and Outreach.
3. Joppa House- \$20,916 requested in grant funding to pay for non-personnel costs including insurance, utilities, maintenance and educational materials for the Joppa House.
4. St. Mary School- Requesting \$2,500 in grant funding to offset costs of purchasing 10 iPad minis and software.

In addition, the City would like to submit our own application for \$15,000 in grant funding to upgrade playground equipment and basketball courts at Rotary Park on Carpenter Avenue. New equipment to include: playbooster; two swings sets with toddler add-on; saddle spinner; two T-Rex tuff riders; surfacing (colored rubber chips) and new basketball backboards and rims.

Last year the City submitted five grants, three of which were awarded grant funding (Third Day Adventist, Joppa House and Mt. McSauba Terrain Park Features).

RECOMMENDATION: All five of the proposed grants have a public benefit for the community. If Council is supportive, a motion could be made to submit grant applications to the Grand Traverse Band of Ottawa and Chippewa Indians for the following:

- ❖ Funding for Colorado Challenge
- ❖ Funding for the Joppa House
- ❖ Funding for Third Day
- ❖ Funding for St. Mary School
- ❖ Funding for New Playground Equipment for Rotary Park

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve a Notice of Intent Resolution Relating to Issuance of Bonds for Wastewater Treatment Plant Improvements

DATE: December 2, 2013

PRESENTED BY: Rob Straebel

ATTACHMENTS: 1. November 21, 2013 letter from Patrick McGow
2. Notice of Intent Resolution

BACKGROUND INFORMATION: City Council needs to pass the attached Notice of Intent Resolution related to the issuance of bonds through the Michigan Finance Authority State Revolving Fund Program. The resolution is the first step in solidifying financing for the Wastewater Treatment Plant.

Exhibit A includes language that will be published in the Charlevoix Courier informing residents of the City's intention to issue and sell revenue bonds for the project. Within 45 days of publishing the notice, the community has the right to request that a referendum be placed on the ballot to approve bonding for the project. At least 10% of registered electors of the City will need to sign a petition placing the issue on the ballot.

Project costs are estimated to not exceed \$12 million. This is a high estimate and gives the City the option of reducing the debt service based upon the actual project costs. The City cannot increase this \$12 million level and would have to start the whole process over again. Consequently, we have used the \$12 million figure. Term is twenty years with a 2.5% interest rate.

We are currently working with project engineers and are finalizing the scope of work as well as rate increases needed to cover costs of debt service. We will have an in-depth discussion with City Council on both the project scope and rates on December 18, 2013.

RECOMMENDATION: Motion to Approve Resolution No. 2013-12-____, A Resolution Establishing a Notice of Intent to Issue Bonds for the Wastewater Treatment Plant Improvements.

Founded in 1852
by Sidney Davy Miller

MILLER CANFIELD

PATRICK F. MCGOW
TEL (313) 496-7684
FAX (313) 496-8450
E-MAIL: mcgow@millercanfield.com

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MEXICO: Monterrey
POLAND: Gdynia
Warsaw • Wrocław

November 21, 2013

Mr. Robert Straebel
City Manager
City of Charlevoix
210 State Street
P.O. Box 550
Charlevoix MI 49720-0550

Re: City of Charlevoix SRF Bonds for Wastewater Treatment Plant Project

Dear Mr. Straebel:

I have enclosed a Notice of Intent Resolution for consideration by the City Council at its meeting on December 2nd. This Resolution authorizes the publication of a Notice of Intent relating to the City's bonds to be issued through the Michigan Finance Authority's ("MFA") State Revolving Fund Program. The bonds will be sold to the MFA and issued in 20 principal installments at an interest rate of 2.50%.

The enclosed Resolution and Notice indicates the City's intent to issue Sewer System Revenue Bonds in an amount not to exceed \$12,000,000 to pay the cost to acquire, construct, furnish and equip improvements to the City's Sewage Disposal System including improvements to the Charlevoix Wastewater Treatment Plant, together with all related appurtenances and attachments (the "Project").

The proceeds of the Bonds may be used to pay for the construction of the Project as well as reimburse the City for the engineering, design and other preliminary costs related to the Project. The Bonds will also be used to pay issuance costs related to the Bonds. The Notice provides that the City will pledge the net revenues of the Sewage Disposal System as security for the Bonds. In addition, the City has the ability to pledge its limited tax full faith and credit as security for the Bonds or pledge its state revenue sharing, if necessary, in order to satisfy MFA's investment grade credit requirements. The City intends to pay the debt service solely from the user charges of the City's Sewage Disposal System.

The size of the Bond issue will be reduced at the time of issuance to the amount that is required based on the actual bids and final costs. The City can reduce the amount of the Bonds for this project from the amount indicated in the notice, but the City would not be able to increase the size of the Bonds for this project over the amount in the notice without republishing

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Robert Straebel

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November 21, 2013

a new notice for the increased amount. The MDEQ will require the bonds to be sized based on the actual bids and costs after the bids have been received.

The Revenue Bond Act requires the City to notify the electors of the City of its intent to issue the bonds by publishing a notice which gives the voters a referendum right on the issuance of the bonds. The bonds can be issued without a vote of the City electors unless a petition is filed with the City Clerk within 45 days of publication of the notice signed by at least 10% of the registered electors of the City. The form of Notice of Intent is included in the Resolution as Exhibit A. The Notice of Intent must be published as a display advertisement at least one-quarter (1/4) page in size in a newspaper of general circulation in the City.

Paragraph 4 of the Resolution contains language which authorizes the City to reimburse itself from bond proceeds for certain costs relating to the project incurred prior to issuance of the bonds, including costs for engineering and design. The language of the Resolution is taken from the IRS regulations and, not surprisingly, it therefore reads as tax jargon. This is intended to provide you with flexibility relating to the use of the Bond proceeds if you spend money on project costs before the bond closing.

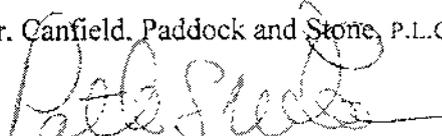
If approved by Council and the Notice of Intent is published shortly thereafter, the 45 day referendum period will expire in mid-January. The City is currently included in the SRF 4th Quarter Financing Pool which requires construction bids to be received in July in anticipation of MDEQ approval in August with the loan closing in September. The City Council would be asked to approve a bond authorizing ordinance in late July or early August around the time of the receipt of bids for the Project.

We would appreciate receiving three (3) certified copies of the Resolution upon adoption by the City Council as well as three (3) Affidavits of Publication from the newspaper in which the Notice of Intent is published. **Please remind the newspaper that the Notice must be a quarter-page ad.**

If you have any questions, please do not hesitate to contact me.

Very truly yours,

Miller, Canfield, Paddock and Stone, P.L.C.

By: 

Patrick F. McGow

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Mr. Robert Straebel

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November 21, 2013

Enclosure

Cc: Rick Brandi, City Treasurer
Joseph Zielinski
Warren Creamer

217289|4.140|5681-00013

RESOLUTION NO. 2013-12-XX

**City of Charlevoix
County of Charlevoix, State of Michigan**

NOTICE OF INTENT RESOLUTION

Minutes of a regular meeting of the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, held on the 2nd day of December, 2013, at 7:00 o'clock p.m. Eastern Time.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by Member _____ and supported by Member _____:

WHEREAS, the City of Charlevoix, County of Charlevoix, State of Michigan (the "City"), has determined that it is necessary for the public health, safety and welfare of the City to acquire, construct, furnish and equip improvements to the City's Sewage Disposal System (the "System") including improvements to the Charlevoix Wastewater Treatment Plan, together with all related appurtenances and attachments (the "Project"); and

WHEREAS, the City has been advised by the Michigan Department of Environmental Quality ("MDEQ") that financial assistance to accomplish the acquisition and construction of the Project is available through the State Revolving Fund ("SRF") Loan Program administered by the Michigan Department of Environmental Quality (the "MDEQ") and the Michigan Finance Authority (the "MFA"); and

WHEREAS, the Revenue Bond Act, Act 94, Public Acts of Michigan, 1933, as amended ("Act 94"), provides a means for financing the purchase, acquisition, construction, improvement, enlargement, extension, and repair of public improvements such as the Project through the issuance of revenue bonds; and

WHEREAS, the issuance of bonds payable from revenues of the System under Act 94 in a total amount not to exceed Twelve Million Dollars (\$12,000,000) (the "Bonds") for the purpose of financing all or part of the Project represents the most practical means to that end; and

WHEREAS, the City has made application for participation in the SRF loan program; and

WHEREAS, a notice of intent to issue revenue bonds must be published before the issuance of the Bonds in order to comply with the requirements of Section 33 of Act 94; and

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

WHEREAS, the City intends at this time to state its intentions to be reimbursed from proceeds of the Bonds for any expenditures undertaken by the City for the Project prior to issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Clerk is hereby authorized and directed to publish a notice of intent to issue the Bonds in the *Charlevoix Courier*, a newspaper of general circulation in the City.

2. The notice of intent shall be published as a display advertisement not less than one-quarter (1/4) page in size in substantially the form attached to this resolution as Exhibit A.

3. The City Council does hereby determine that the foregoing form of Notice of Intent to Issue Bonds, and the manner of publication directed, is adequate notice to the electors of the City and users of the System, and is the method best calculated to give them notice of the City's intent to issue the Bonds, the purpose of the Bonds, the security for the Bonds, and the right of referendum of the electors with respect thereto, and that the provision of forty-five (45) days within which to file a referendum petition is adequate to insure that the City's electors may exercise their legal rights of referendum, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.

4. The City makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

- a) As of the date hereof, the City reasonably expects to reimburse the City for the expenditures described in (b) below with proceeds of debt to be incurred by the City.
- b) The expenditures described in this paragraph (b) are for the costs of acquiring and constructing the Project which were or will be paid subsequent to sixty (60) days prior to the date hereof.
- c) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$12,000,000.
- d) A reimbursement allocation of the expenditures described in b) above with the proceeds of the borrowing described herein will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Project is placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the City's use of the proceeds of the debt to be issued for the Project to reimburse the City for a capital expenditure made pursuant to this resolution.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members _____

NAYS: Members _____

RESOLUTION DECLARED ADOPTED.

Stephanie Brown
Deputy City Clerk

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on December 2, 2013, and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of the meeting were kept and will be or have been made available as required by the Open Meetings Act.

Stephanie Brown
Deputy City Clerk

EXHIBIT A

NOTICE TO TAXPAYERS AND ELECTORS OF THE
CITY OF CHARLEVOIX AND TO USERS OF THE
CITY'S SEWER SYSTEM
OF INTENT TO ISSUE REVENUE BONDS AND THE
RIGHT OF REFERENDUM RELATING THERETO

PLEASE TAKE NOTICE that the City Council of the City of Charlevoix, Charlevoix County, Michigan, intends to issue and sell revenue bonds pursuant to Act 94, Public Acts of Michigan, 1933, as amended, in one or more series in a total amount not to exceed Twelve Million Dollars (\$12,000,000), for the purpose of paying all or part of the cost to acquire, construct, furnish and equip improvements to the City's Sewage Disposal System (the "System"), including improvements to the Charlevoix Wastewater Treatment Plant, together with all related appurtenances and attachments.

SOURCE OF PAYMENT OF REVENUE BONDS

THE PRINCIPAL OF AND INTEREST ON THE REVENUE BONDS SHALL BE PAYABLE from the revenues received by the City from the operations of the Water and Sewer system except as provided below in the case of bonds sold to the Michigan Finance Authority in connection with the State of Michigan's State Revolving Fund program. The revenues will consist of rates and charges billed to the users of the system, a schedule of which is presently on file in the office of the City Clerk. The rates and charges may from time to time be revised to provide sufficient revenues to provide for the expenses of operating and maintaining the system, to pay the principal of and interest on the bonds and to pay other obligations of the system.

BOND DETAILS

THE REVENUE BONDS will be payable in annual installments not to exceed twenty (20) in number and will bear interest at the rate or rates to be determined at public or private sale but in no event to exceed such rates as may be permitted by law on the unpaid balance from time to time remaining outstanding on said bonds.

ADDITIONAL SOURCES OF PAYMENTS FOR BONDS
SOLD TO MICHIGAN FINANCE AUTHORITY

IN THE EVENT THAT THE REVENUE BONDS ARE SOLD TO THE MICHIGAN FINANCE AUTHORITY, THE CITY MAY PLEDGE FOR THE PAYMENT OF THE BONDS MONEY RECEIVED OR TO BE RECEIVED BY THE CITY DERIVED FROM IMPOSITION OF TAXES BY THE STATE AND RETURNED OR TO BE RETURNED TO THE CITY AS PROVIDED BY LAW, except for money the use of which is prohibited for such purposes by the State Constitution. The City may enter into an agreement providing for the payment of taxes, which taxes are collected by the State and returned to the City as provided by law, to the Michigan Finance Authority or a trustee, and such funds may be pledged for the payment of the revenue bonds.

IN THE EVENT THAT THE REVENUE BONDS ARE SOLD TO THE MICHIGAN FINANCE AUTHORITY, THE CITY MAY PLEDGE ITS LIMITED TAX FULL FAITH AND CREDIT AS SECURITY FOR THE REVENUE BONDS, IN WHICH EVENT DEBT

SERVICE ON THE BONDS SHALL BE PAYABLE EITHER FROM REVENUES OF THE SYSTEM OR FROM AD VALOREM TAXES THAT MAY BE LEVIED ON ALL TAXABLE PROPERTY IN THE CITY, SUBJECT HOWEVER, TO CONSTITUTIONAL, STATUTORY AND CHARTER TAX RATE LIMITATIONS.

RIGHT OF REFERENDUM

THE REVENUE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS OF THE CITY IS FILED WITH THE CITY CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS OF THE CITY VOTING THEREON.

THIS NOTICE is given pursuant to the requirements of Section 33, Act 94, Public Acts of Michigan, 1933, as amended.

ADDITIONAL INFORMATION will be furnished at the office of the City Clerk upon request.

Stephanie Brown
Deputy City Clerk
City of Charlevoix

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CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Review of Draft 2014-15 Department Head Goals

DATE: December 2, 2013

PRESENTED BY: Rob Straebel

ATTACHMENTS:

1. Draft 2014-15 Goals
2. City Goals 2014-16 from Councilmember Porter
3. Email from Councilmember Stevens

BACKGROUND INFORMATION: Each year Department Heads and the City Manager develop specific goals for each individual department for the next budgetary year. The goals give Department Heads specific direction on which projects or initiatives are a priority and where they should focus their energy for the upcoming year. There are times when short-term priorities change or unforeseen circumstances arise that divert the time and resources to accomplish some of the goals set forth. Nevertheless, department goals are an important tool to guide performance throughout the year. Employee performance evaluations are in part based upon accomplishment of the adopted goals.

The City Manager would like City Council to closely review the list of goals. This is an opportunity to give input and help set direction for the 2014-15 budget year. We are open to any suggestions.

We have included comments from Council members Porter and Stevens.

RECOMMENDATION: Discussion. Council may choose to add, subtract or revise list of goals. We are looking for feedback at this point and no motion needs to be made as draft goals will be part of budget that will be passed by an ordinance in early 2014.

City of Charlevoix 2014-15 Fiscal Year Goals

Recreation/Mt. McSauba

1. Evaluate all recreation programs and consider options to become more efficient and effective; change current direction of programs where necessary.
2. Continue to work on improvements and projects spelled out in the Parks and Recreation Master Plan.
3. Evaluate and inventory all recreation facilities to determine timeline for upgrades. Work with Public Works Department Supervisor to assess needs of shared recreation/parks facilities.
4. Work with the Recreation Advisory Board to identify priorities for the community. Continue to look for ways to gain community feedback and input.
5. Become more proactive in implementing appropriate technology by using cloud-based recreation software for online registration and facility rental ultimately increasing ease of use for the public and decreasing staff time and possibility of error.
6. Complete a marketing plan for all recreation department programs and activities including but not limited to updated brochures, new website, videos, updated photography, and social media.
7. Develop a community recreation education and awareness campaign including providing additional events to promote recreation in the community.
8. Build an all inclusive recreation calendar including leagues and programs run by other entities. Explore creating a printed recreation resource for the community.
9. Join efforts with MRPA and MDNR to implement statewide recreation programming for Charlevoix.
10. Secure sponsorships for recreation programs by creating a sponsorship program.
11. Work on potential funding ideas for ADA compliant playground and water entry at Michigan Beach.
12. Investigate grants to complete a Master Plan specific to Mt McSauba Recreation area.

13. Continue to seek additional ways to fund Mt McSauba through strategic partnerships.
14. Implement trail signage for hiking trails at Mt McSauba including educational nature signs.
15. Seek financial support from area townships to offset costs for winter operations at Mt. McSauba.
16. Evaluate disc golf course operations regarding any conflicts or safety issues with other user groups. Address changes as needed.
17. Study staffing levels and operational protocols for winter activities at Mt. McSauba. Establish a strategic plan on how to create a more cost-effective ski hill operation.

Human Resources

1. Evaluate potential employee retirements for the next 2-3 years while strategically investigating possible restructuring options through employee attrition.
2. Revamp summer recruiting process for improved results. Create a "HR Task and Project Calendar" providing a timetable of what needs to be done when for HR requirements.
3. Complete training of department heads on hiring practices & procedures. Continue to tie messages and tasks to TACT (Teamwork, Accountability, Customer Service, Transparency) – our Four Key Core Values.
4. Provide HR support for contract negotiations (POLC and CWA). Ensure completion of appropriate training for department heads and employees following successful negotiations.
5. Ensure City's compliance with state and federal HR laws including recordkeeping, policies and employee handbooks. Review employee handbook for revisions. Complete annual MDOT Title VI Plan review and submission including quarterly interviews of relevant department heads. Purge files according to document retention requirements.
6. Analyze unemployment costs incurred by the City for the summer seasonals. Provide results to the City Manager and departments heads along with recommendations for changes; perhaps additional education. Research "Freedom to Work" as it pertains to required training for department heads and/or employees.
7. Continue the development of a cost-effective benefit package for employees. Implement necessary changes to health care benefits due to Affordable Care Act. Review all sick leave and sick & accident benefits to identify how consistency could be applied.

8. Using the 2013 MML wage survey results and other sources, complete staff wage comparisons as required for contract negotiations and open positions.

Municipal Airport

1. Continue to investigate/implement ways to reduce costs and generate additional income for the airport. Long-term goal is to make the airport self-sufficient, create a level playing field for all charter operators and encourage aeronautical development.
2. Research funding and construction of additional hangars at airport.
3. Develop community airport events to better promote Charlevoix Municipal Airport.
4. Complete Phase II and III of Apron Rehabilitation/Expansion Project.
5. Satisfy FAA requirements in regards to consultant selection for engineering services. Implement any engineering contracts.
6. Through Capital Improvement Plan (CIP), identify and pursue FAA funding for a 2015-16 infrastructure project.
7. Research feasibility of revising Airport Layout Plan to include an increase in runway pavement from 4,550 l.f. to 5,000 l.f. on east side. Runway extension would increase landing revenue and safety and would not require condemnation.
8. Revise Airport Layout Plan minimizing any expansion of the Runway Protection Zone on east side of runway.
9. Revise Minimum Standards for Charlevoix Municipal Airport.
10. Work with both charter services solidifying enplanement numbers assisting the City in qualifying for annual FAA funding.
11. Through donations, acquire courtesy car, aircraft tug, ground power unit and de-icing equipment.
12. Research installation of video cameras for ramp and fuel farm security.
13. Continue to create and implement inspection and preventive maintenance policies.
14. Complete Community Benefit Analysis report to educate the community on the economic value of the airport to the community.

17. Research and work with Charlevoix County in establishing appropriate regulations protecting airspace surrounding Municipal Airport including the regulation of wind turbines.
18. Initiate discussions with St. Mary's Cement Company regarding their long-term mining operations plan and potential impacts to the airport.

Police

1. Actively encourage visitors and members in our community to enroll in the "Be Alert" messaging system.
2. Offer woman's self-defense classes to our community by the department's certified female instructor.
3. Establish mentoring program with the Round Lake Educational Center to encourage a positive rapport between the students and the police officers.
4. Continue to research succession/restructuring plan for Fire/EMS and Police Departments working with City Staff to develop a plan for City Council to consider. Any overall cost savings should be balanced with little or no deterioration of public safety.
5. Continue to analyze central dispatch information for use in mapping crime locations and times to optimize officer staffing levels. Piggyback with City Planning Office on the purchase and implementation of GIS Crime Analysis software. Disseminate crime statistics on the City web-site and in the local newspapers.
6. Continue to study vehicle and pedestrian traffic in the downtown area and other selected areas. Continue to implement new strategies for smoother traffic flow and pedestrian movement in conjunction with MDOT.
7. Promote prescription drug disposal program.
8. Evaluate and optimize revenue potential for seasonal parking passes near City Marina.

Planning/Code Enforcement

1. Hold public process and hearings to incorporate updates to the Zoning Ordinance for outdoor displays, and other changes recommended by Jim Young, consistency with City Clerk comments, etc.
2. Work with Charlevoix Township and City Planning Commission to identify parcels that are located in both city and township to correct boundary issues. Hold a public process developing a Master Plan for city and township properties in Industrial Park to encourage

future economic development. Consider zone changes and text amendments to be consistent where appropriate.

3. Continue to build new ESRI system, make available to all staff, identify goals by department and incorporate into work plan. Hire a GIS intern for the summer of 2014 to continue to build system. Scan documents, pictures, and other files to incorporate into system.
4. Depending upon funding, utilize new GPS system to begin mapping specific points to integrate into the GIS system.
5. Work with Clerk's Office to integrate new code format into the rest of the code book.
6. Continue to work on blight enforcement and pursue possible grants for Phillips property redevelopment. Coordinate with Charlevoix Township on blight areas.
7. Initiate discussions with Charlevoix School District regarding long-range plans of Middle School property and buildings.

Electric Department

1. Take any final actions necessary to meet the required State Renewable Energy goal of obtaining at least 10% of our energy from renewable resources by the year 2015.
2. Research the possibility of implementing a community solar project in Charlevoix.
3. Upgrade primary wires and transformers at west end of Pine River Lane in conjunction with new development.
4. Hire a contractor to install conduit runs along beach on Indian Trail. Upgrade primary wires and transformers to properties along Indian Trail.
5. Start conversion of Sugar Bush to 7,200 volts. Move transformers to accessible locations.
6. Partner with Public Works Department in establishing a Request for Proposal for an Advanced Metering Infrastructure (AMI) system to replace water and electric meters throughout the City. Evaluate proposals and select a vendor to implement the preferred results, which may include anything from a pilot program to wholesale meter replacements.
7. In order to become more energy efficient, continue to replace our existing streetlights with more efficient LED fixtures.

8. Further diversify City's portfolio of electric generation sources to comply with State regulations while stabilizing future costs.

Public Works Department

1. Complete Antrim Street/State Street intersection improvements on time and within budget utilizing STP grant funding for the project.
2. Re-evaluate the Motor Pool Capital Plan to accurately reflect current inventory, future equipment needs, and review rental rates to cover future budget requirements.
3. Revise the City's long-term Capital Infrastructure Plan for budgeting and planning purposes in an effort to continue to improve the overall quality of the City's infrastructure system.
4. For Public Work's Superintendent, take and pass the S-3 Water Distribution test becoming the City's Operator-in-Charge for the water distribution system.
5. Re-rate all City streets using the Paser Road Rating System.
6. Continue to provide preventative maintenance measures on the City's sanitary sewer system in an effort to reduce or eliminate sewer backups. This will be accomplished through maintenance jetting, root cutting, videotaping, and chemical applications for grease and roots.
7. Complete all hydrant painting, valve turning and leak detection on the City's water distribution system.
8. Improve overall quality of facilities at City beaches and other City-owned properties through new fixtures, partitions, mirrors, painting etc. Maintain and protect East Park stone work.
9. Continue and expand the existing Tree Planting Program in the City's right-of-way using City and Charlevoix County Community Foundation funds. Remove downed trees and small tree growth to improve the appearance of Michigan Beach Park.
10. Increase staff knowledge with regards to use of the GIS system through training. Gather and input data relative to the City's sanitary system downloading information into portable lap tops.
11. Coordinate crosswalk improvements with sidewalk connections with MDOT and property owners at intersection of M-66 and U.S. 31.

12. Assist in oversight and inspection of the construction of the Lake to Lake Multi-Use Trail.
13. If awarded SAW grant funding, participate in creating Asset Management Plans for stormwater and sanitary sewer collection lines.
14. Partner with Electric Department in establishing a Request for Proposal for an Advanced Metering Infrastructure (AMI) system to replace water and electric meters throughout the City. Evaluate proposals and select a vendor to implement the preferred results, which may include anything from a pilot program to wholesale meter replacements.
15. Explore a more efficient method to collect yard debris placed on City streets.

Marina

1. If approved by City Council, assist City Manager's Office in leasing slips for future dock expansion project.
2. Continue to work on appropriate staffing levels to minimize personnel costs while maintaining the highest levels of customer service.
3. Recruit and promote boating organizations and events to the Charlevoix Marina.
4. Develop a good working relationship with Camis, the new DNR reservation system.
5. Maintain the docks and marina office in a safe and sanitary manner.
6. Work with the Michigan Boating Association to bring the Spring boat show to Charlevoix in the near future.
7. Develop City-owned mooring grid in Round Lake for rental by sailboat owners.

DDA/Community Economic Development Complete

DDA Goals

1. Offer unique entertainment programs in downtown.
2. Work to offer additional downtown events and activities with particular attention to enhancing the shoulder seasons.
3. Assist tenants in coordinating the maintenance and repair of DDA owned properties.
4. Assist in the development and refinement of ordinances, codes, and policies that positively impact businesses.

5. Maintain our commitment to capital improvements which support the infrastructure and enhance the atmosphere of downtown Charlevoix.
6. Attend trainings and gather more information for a possible select level application to the Michigan Main Street Program.
7. Upgrade DDA technology including additional social media use, upgraded website capabilities, database creation, and purchase of a desktop computer.
8. Complete a comprehensive marketing study of the downtown district.
9. Produce tools and provide education to downtown retailers regarding best business practices.
10. Form relationships with property and business owners for continual growth in the DDA district.
11. Identify and manage volunteers as an important tool for the revitalization of downtown.
12. Promote the "Art in Public Spaces" initiative as a viable economic means within the downtown.
13. Increase public perception regarding the mission of the DDA and what we provide for the City.
14. Encourage mixed-use development and redevelopment for downtown parcels.
15. Complete downtown WI-FI feasibility study in partnership with the Chamber of Commerce and other organizations.
16. Research opportunities for high residential downtown housing.

City Goals

1. Partner with the City Planning Department to establish Charlevoix as a "Trails Town." Inventory and possibly expand number of bike racks in the downtown area.
2. Complete a comprehensive marketing study of the industrial park.
3. Work with the industrial park to expand broadband internet capabilities.
4. Work with areas schools to create an incentive program aimed at increasing school enrollment.

5. Work with the Municipal Airport to identify areas of economic development.

Overlapping DDA/City Goals

1. Continue to recruit, retain, and diversify businesses.
2. Market Charlevoix as a leading “blue and green economy community”.
3. Highlight the recreational opportunities and quality of life available in Charlevoix.
4. Seek alternate revenue/funding sources (grants, sponsorships) for programs, projects, and initiatives.
5. Form collaborative relationships that will help to promote tourism, entrepreneurship and vitality.
6. Research expansion of informational kiosks in high traffic areas (library, airport, marina).
7. Create a database of property information (square footage, rental rates, lease information) as a recruitment tool to solicit new business.
8. Create and implement a positive public relations campaign highlighting the success of Charlevoix.
9. Research the idea of creating a business incubator for new startups and entrepreneurs.
10. Implement aspects of the Cool City’s Plan according to DDA and City Council direction.

Charlevoix Golf Course

1. Explore funding opportunities for an engineering study for the potential development of a tunnel crossing at US-31 and the golf course. The tunnel crossing would be a multi-use structure used by bicyclists, cross country skiers, pedestrians and golfers alike.
2. Continue to explore and implement marketing measures in promoting the Charlevoix Golf Club through social media (ie facebook) in gathering email contacts to build our customer base.
3. Continue efforts to reduce expenditures and increase revenues to minimize transfers to the golf club.
4. Develop more golfing events such as tournaments, women’s and men’s league events etc. to increase overall rounds of golf.

5. Evaluate all building structures on the course property and determine short-term and long-term improvement requirements including an assessment on utility usage and energy efficiency opportunities.
6. Continue supporting the Junior Golf Program in promoting and establishing a new core of golfers through education, training, and family involvement.
7. Quantify the overall economic impact and community benefit of the Charlevoix Golf Club on the City of Charlevoix and surrounding area.

Fire/EMS

1. Continue to chart and map call frequency, type, and location to optimize workload and staffing demands.
2. Put forth a concerted effort to get our advanced EMS providers as much "hands on" experience as possible.
3. Update small equipment that will allow the Fire/EMS staff to be more efficient when working on a scene short-handed, but still conduct operations safely.
4. Explore replacing or updating City Hall's Heating/Cooling system to offset rising energy costs.
5. Continue to explore efficiencies in City Hall cleaning and maintenance.
6. When finances allow, explore ways of putting into place a City Hall decoration/art work plan (possibly through grants or donations) to create a common theme in City Hall.
7. Continue to research succession/restructuring plan for Fire/EMS and Police Departments working with City Staff to develop a plan for City Council to consider. Any overall cost savings should be balanced with little or no deterioration of public safety.
8. Continue to identify and resolve on-going maintenance issues at City Hall, such as paint touch ups, replacement of ceiling tiles, floor waxing/scrubbing, carpet cleaning, window washing, etc. using City personnel where appropriate.
9. Broaden the Department's Fire Prevention and personal safety outreach education to include not just young school age children, but the handicapped and the elderly.

10. Promote and be an advocate for educating as many people as possible in the Charlevoix area in basic CPR.

11. Expand our offering of EMS Continuing Education Credits, so people can stay close to home and re-new their EMS licenses. These credits would also be available to non-staff EMS personnel.

Geographical Information Systems (GIS)/Information Technology

1. Use intern to research GIS activities being pursued by other communities within each department. Look for ideas and work with City departments to identify more specific efficiencies and GIS goals to work toward.

2. Establish a standardized file naming system for scanning pdf, autocad files, etc.

3. Continue to scan in blueprints, engineering plans, etc to link them specific maps.

4. Establish protocol for being able to select specific parcels to export into mailing labels for 300 foot notifications, infrastructure projects, or other mailings.

5. Convert existing street, recreation, and DDA Maps into ESRI maps.

Clerk

1. Continue implementation of Records Management Software, focusing on permanent records.

2. Continue Cemetery Records software transition from hard copy to electronic copy and verification of records.

3. Focus on Clerk's office training, specifically in the areas of elections, FOIA, Open Meetings Act, and Record Retention.

Wastewater Treatment Plant/ Water Treatment Plant

1. Work with engineers to complete design and commence construction of Wastewater Treatment Plant improvements and process changes to comply with new discharge permit by end of 2015.

2. Replace Water Treatment Plant alum feed pumps to improve reliability, efficiency and produce better quality drinking water.

3. Increase employee awareness of safety with monthly meetings covering separate topics and purchase equipment to view DVD safety videos. Initiate combined safety meetings with surrounding utilities to improve employee awareness and networking with similar utilities.
4. Install security equipment per MDEQ recommendation on fencing and install gate operator and video phone to monitor entry.
5. Develop 20-year capital improvement plan for Water Treatment Plant as required by the Act 399.
6. Apply for MDPH fluoride grant to use on installing new peristaltic feed pumps and an online fluoride meter.

Finance

1. Additional budget planning, providing new ideas to deal with reduction in property values and falling revenue streams and loss of Personal Property taxes.
2. Collaborate with other governments, non-profits and the schools to provide more efficient services for the taxpayer.
3. Complete the Disaster Recovery Plan.
4. Continue to consider all options to lower costs of pensions, health care and other employee related legacy costs through labor negotiations.
5. Train staff in the use of Excel on budget worksheets, complete conversion from Access to Excel of the entire budget using mi-Excel.
6. Install and implement "Dashboard Software" to provide easier access to financial data for department heads.
7. Improve and streamline the capitalization process in Water & Electric Funds by installing the Civic materials management & inventory software modules.
8. Review bank fees and compare local banks to reduce our costs. This may include an RFP for banking services.

City Goals 2014-2016

DRAFT

Code: 0\$ (no cost), \$\$\$ (expensive) \$\$\$\$\$\$\$\$ (really expensive)

BUSINESS

1. **Creation of Long Range Plan-**
2. **Mainstreet program. Assemble recruited** volunteers to provide insight, oversight, and guidance to the Mainstreet program, in business/job creation in and around the city. I would expect these individuals would have past business experience, post- graduate education in the fields of finance, public administration, investment banking in addition to having the time to participate. Current members of SCORE might be potential applicants. Ideally these individuals would be from Charlevoix and the surrounding area but also summer residents. The Council, the DDA, etc, determines what business would be needed in Charlevoix. Go to current industry vendors residents that have expanding businesses and physically recruit them. At the same time negotiate with landlords; lower rents tied with tax abatement (guarantee pass through) only for needed businesses that have been recruited. \$ 0\$
3. Implement ideas in Cool Cities study, 2007.
4. Creation of a job incubator. We have the DDA or non-profit purchase a building and equip it with the communication tools that new entrepreneurs would require. Candidates for the incubator would have to submit to this oversight committee (see above) a sophisticate business plan to qualify. Most of these businesses would involve intellectual property with the possibility of constructing future manufacturing facilities Advantages of the location would include, low start-up costs, camaraderie with business peers, and the feeling of support from the committee. This facility pays property tax. Grant money would be available. \$\$\$\$
5. Have the Planning Commission instigate an architectural review policy for the city. 0\$
6. Create a Victorian farmers market site with a canopy over one of the current parking lots. This would solve the problem of parking for farmers/vendors and wasted time unloading and loading produce. \$\$
7. Offer an affordable health insurance plan for business owners possibly adding to the city pool of insured workers. 0\$-\$
8. Computerize the downtown parking, removing meters, limiting parking time based on location, by scanning license plates. \$

PARK PRESERVATION

1. Reinstate Park committee or commission. 0\$
2. Seek conservation easement for city parks creating open spaces that continue to protect the watershed. The parks having the most impact are Michigan Beach and Mt. McSauba. 0\$
3. Develop new park rules to be included in the City Code. 0\$
4. Take back control of parks from Chamber of Commerce. 0\$
5. Enforcement of the city noise ordinance. 0\$

INFRASTRUCTURE

1. Build waste water treatment plant.
2. Develop a relocation program for the airport. A city owned new location that would allow a runway up to 6,500 feet. This would allow larger private jet aircraft to access the facility and at the same time eliminate issues with landing safety and noise to be addressed. \$\$\$\$\$\$\$\$
3. Construct a new city garage allowing for Planned Unit Development of the site. \$\$\$
4. Dock expansion to accommodate large yachts, and mooring grid on Lake Charlevoix. \$\$
5. Have serious discussions with the Charlevoix Public Schools about abandonment of the Charlevoix Middle School property. Develop a new gymnasium/auditorium attached to the elementary school. 0\$

RESIDENTIAL RENEWAL

1. Inclusion of architectural review into the Zoning code.
Hire a designer to make suggestions to businesses about storefront design and develop a pro-active program for homeowners. This design program would be free of charge to city residents, and would have the benefit to the city of boosting home values and create a feeling of interest on the part of the City in the lifestyle of residents and homeowners. Include a plan of **architectural education** for the general public. \$
2. Create an apple and onion award given out monthly by the city for the most improved property, and to the worst looking property in the city. 0\$
3. Work with the Charlevoix Public School system to raze the current Middle School site, solicit PUD proposals for new urban housing. Placing most of this property back on the tax rolls benefits the school and the City and could offer a variety of affordable housing in a planned development centered around a small amount of parkland. 0\$

4. Re-forestation of the city as part of the beautification program. As our shade trees now are coming to the end of their lifespan, we should commit the city to a new highly organized shade tree renewal effort. This would mean expanding the Shade Tree Commission and giving them some real money to spend. Possible bond issue. \$\$
5. Draft, and enforce, new blight regulations. 0\$

CITY RECREATION

1. Build southern bike trail, paint in-town bike lanes, market bike trails. \$
2. Develop a mooring grid in the City's Lake Charlevoix waterfront for sailboats. (They would be able to withstand weather better than powerboats). \$
3. Build a new City gymnasium attached or unattached to the Charlevoix Elementary school to replace the lost gym space. This could be on adjacent city land or part of a recreational bond issue in the recreation district. \$\$
4. Create at Ferry Beach area a yacht club. The ideal site would be the current City garage site or Chelsea B's. Since we have one of the most favorable areas in the nation for sailing (and occasional ice boating) with the right facilities, we could annually attract sailing class championships certainly in the 'shoulder' seasons. These people would spend plenty of time and money in the area. There is already plenty of parking in this area. All residents of the City of Charlevoix would be members and could take advantage of dining and any facilities of the club (Grosse Pointe's have something similar) and would boost the attractiveness of purchasing property in Charlevoix as opposed to the townships at the same time raising property values in the city and increasing tax revenue. \$\$\$
5. Restoration of most of Mt. McSauba to a natural area/ walking trails, removing the disk golf. \$

IMPROVING TRANSPARENCY IN CITY GOVERNMENT

1. Posting official announcements in local newspapers 0\$
2. Continuing and expanding the City Newsletter. 0\$
3. Updating in a timely manner the official city website. \$
4. Live television broadcasts of Council meetings on public access channel. \$

Jeff Porter 11/22/13

Rob Straebel

From: Greg Stevens [skipy_56@hotmail.com]
Sent: Wednesday, November 20, 2013 9:59 PM
To: Rob Straebel
Cc: Richard Brandi; Joseph A. Zielinski; Pat Elliott; b carlson
Subject: Upkeep and repairs

Rob:

You asked me to give you some examples of repairs that I have seen that need to be done.

Salt storage at the DPW, one day the EPA is going to force the city to move this and perhaps clean-up any thing they feel ran into Lake Charlevoix. We need to put a plan in place and ear-marking monies for this project.

There are several small places in the park that need repair. The stone that was used absorbs water then freezes and causes the stone to flake off. It is the most noticeable where the stone was used for wall cap. Also there are some areas of side walk that need to be looked at. While none of this is severe yet it will continue to get worse. Pat and I have looked at some of these areas in the past. The park is the area that concerns me the most because it is the jewel of the city.

There are several areas in the stone walls at the cemetery that need attention. At one of the lower walls at the creek there is a tree growing out of the wall.

The outside of the Electric Dept. could use some power washing and perhaps some paint.

When I toured the water plant Steve was showing me where the plumbing is in place for water coming in from the lake could use a pump installed. While it's not a necessity today it would give some more insurance for incoming water if we were to lose a pump. At one time Jim Caldwell (sp) showed me the same vacant spot for a pump.

The storm drain at the corner of Bridge and Carpenter is a driving hazard. While I know this is on the State Highway and probably a MDOT fix we should keep after them till it is repaired. I know Pat had them look at it a few years ago, it is still a problem.

I know there are other areas in the city that need just some "TLC" to keep them looking good, but these are the areas I remember noticing this past summer.

greg

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Discussion Regarding Clarification of Airport Committee Members

DATE: December 2, 2013

PRESENTED BY: Scott Woody

ATTACHMENTS: October 7th, 2013 Meeting Minutes

BACKGROUND INFORMATION: On October 7th 2013, City Council approved dissolving 3 of the 4 Airport committees and retain the Airport Advisory Committee. This discussion is to clarify the membership on the committee.

At the October 7 meeting, City Council voted to appoint the Community Economic Development Director as a voting member of the Airport Advisory Committee.

There has been some question as to the actual membership of the Airport Advisory Committee. The Airport Manager would like clarification on this and recommends the following members be officially appointed to the Airport Advisory Committee:

1. Mayor Carlson
2. Councilperson Gennett
3. Councilperson Gibson
4. City Manager
5. Airport Manager
6. Community Economic Development Director
7. Community member Don Seelye

The following names would not be part of the committee but could be asked to attend meetings for specific airport issues.

1. City Attorney Jim Young
2. QOE Consultants: Mike Borta, Paul Shapter, Ron Lebbon
3. FAA Program Manager: Alex Erskine
4. MDOT Program Manager: Kelly Crannell

RECOMMENDATION: Motion to approve the following members to the Airport Advisory Committee:

Mayor Carlson

Councilperson Gennett

Councilperson Gibson

City Manager

Airport Manager

Community Economic Development Director

Community member Don Seelye

E. Discussion Regarding the Adopt-A-Brick Program for Plaza B in East Park

City Manager Rob Straebel presented the item and answered questions from Council. Manager Straebel reviewed the proposed application form, proposed cost of the program, uses of prospective revenue, and acceptable/unacceptable language for engraving. Staff proposes that the bricks, which will cost approximately \$25 each to engrave, be sold for \$100 each and the revenue be earmarked for Public Improvement Fund #11, the Recreation Improvement Fund. In response to questioning, Manager Straebel stated that the Interactive Water Fountain could be considered a recreational activity, and these funds could be used for maintenance of the fountain. There are several hundred bricks available for purchase.

The Mayor called for public comments.

Jodi Bingham is not in favor of the program and stated that the plain, unengraved bricks look nice.

Jodi Laurent asked if the City was going to allow memorial language on the bricks. Manager Straebel stated that "in memory of" would be acceptable language and does not think the community would object. He believes that the issue with the fireplace was building it in memory of one person. Ms. Larent stated that she wanted to ensure that no one would be upset with allowing "in memory of" language on the bricks, as there had been comments and concerns in the past, but that she did not have a problem with it personally. Councilmember Porter suggested that Council postpone the decision and seek additional input from the community.

The Mayor closed the item to public comments.

Council agreed that comments of the audience were valid concerns and decided to allow additional input from the community over the next two weeks and address the program at the next meeting.

F. Consideration to Approve Decommissioning the Airport's Non-Directional Beacon

Airport Manager Scott Woody presented the item and answered questions from Council. The Non-Directional Beacon (NDB) is an outdated navigational aid which has been replaced by more modern systems, such as Global Positioning Systems (GPS). There has been significant maintenance costs related to the NDB and to minimize future costs, staff recommends decommissioning the beacon. The FAA has stated that the City can decommission the NDB by a motion of the City Council.

The Mayor called for public comments. There were no comments. The Mayor closed the item to public comments.

Motion by Councilmember Gibson, second by Councilmember Campbell, to approve decommissioning the CVX NDB effective January 1, 2014.

Yeas: Porter, Campbell, Cole, Gennett, Gibson, Stevens
Nays: None
Absent: None

G. Discussion Regarding Airport Committees

Airport Manager Scott Woody presented the item and answered questions from Council. There are currently four airport-related committees: the Airport Ad-Hoc Committee, the Airport Design/Development Committee, the Airport Technical Advisory Committee, and the Airport Advisory Committee. The purpose of the first three committees no longer exists. Staff recommends dissolving the first three committees and expanding membership for the Airport Advisory Committee to include the CED Director. Council may also want to recruit an airport patron to represent the aviation community through membership.

The Mayor called for public comments. There were no comments. The Mayor closed the item to public comments.

Motion by Councilmember Campbell, second by Councilmember Gennett, to dissolve the following Airport Committees: Airport Ad Hoc Committee, Airport Design/Development Committee, and the Airport Technical Advisory Committee.

Yeas: Porter, Campbell, Cole, Gennett, Gibson, Stevens
Nays: None
Absent: None

Mayor Carlson would like to appoint the "CED Director" to the Airport Advisory Committee.

Motion by Councilmember Cole, second by Councilmember Stevens, to affirm the appointment of the CED Director to the Airport Advisory Committee.

Yeas: Porter, Campbell, Cole, Gennett, Gibson, Stevens
Nays: None
Absent: None