

**AGENDA**  
CITY OF CHARLEVOIX CITY COUNCIL MEETING

**Monday, December 3, 2012 - 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 19, 2012 Regular Meeting
  - B. Payroll Check Register
  - C. Accounts Payable Check Register

PG 1-3  
PG 4-8
- V. **Public Hearings**
- VI. **Reports**
- VII. **Requests, Petitions and Communications and Actions Thereon**
  - A. Consideration of Charlevoix Bridge Drop – New Year's Eve Celebration
  - B. Tree City USA Proclamation
  - C. Consideration to Approve a Resolution to Allow Credit Card Purchases at the Electric Car Charging Station as Well as Allow Credit Card Purchases at City Hall for Day Camp Registrations
  - D. Purchase LED Streetlights for Clinton
  - E. Discussion Regarding Grand Traverse Band of Ottawa & Chippewa Indians Grant Applications
  - F. Discussion Regarding Succession/Restructuring Plan for Fire/EMS and Police Departments
  - G. Review of Draft 2013-14 Department Head Goals
  - H. Appointments

PG 9-12  
PG 13-15  
PG16-17  
PG 18-21  
PG 22-30  
PG 31  
PG 32-43  
PG 44

  - 1. Charlevoix Area Community Pool Recreation Authority
  - 2. Miscellaneous Appointments
- VIII. **Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. **Resolutions**
  - A. Consideration to Approve a Resolution to Allow Credit Card Purchases at the Electric Car Charging Station and at City Hall for Day Camp Registrations

PG 17
- X. **Ordinances**
- XI. **Miscellaneous Business**
- XII. **Audience – Non-Agenda Input (written requests take precedent)**
- XIII. **Closed Session**
  - A. Pending Litigation
- XIV. **Reconvene, Action to be Taken if Appropriate**
  - A. Designate City Representative for Pending Anderson/Johnson Boathouse Litigation

PG 45
- XV. **Adjourn**

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

Posted: November 29, 2012 5:00 p.m.

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration of Charlevoix Bridge Drop – A New Year’s Celebration

**DATE:** December 3, 2012

**PRESENTED BY:** Dr. Rick Randall and Amanda Wilkin

**ATTACHMENTS:** Memo from Amanda Wilkin and Rick Randall  
Charlevoix Bridge Drop – A New Year’s Celebration

**BACKGROUND INFORMATION:**

The City of Charlevoix has received a request to assist with a Bridge drop celebration on Monday, December 31, 2012.

Rick Randall is encouraging Charlevoix businesses to participate in special events and/or promotions to bring people into downtown Charlevoix New Year’s Eve. His theme is “God Bless America – Pass the Positive”.

Dr. Randall has received verbal permission from MDOT to have the City’s bascule drawbridge raised just before midnight. The bridge operator will slowly close the drawbridge so that it closes at 12 midnight, similar to a ball drop. It is estimated that US 31 traffic will be halted for 6-7 minutes. Participants will have sparklers. **No fireworks are proposed.** Individuals may set off miniature or toy fireworks, which include toy noise makers, flitter sparklers, cone and cylinder fountains, toy snakes and smoke devices. The Fire Department has asked that Chinese or flying sky lanterns not be used by participants, as they are hazardous to our cedar shake shingle roofs.

City staff has not authorized any bonfires or burning barrels. City staff has also requested liability insurance, with the City named as co-insured, from event organizers.

Dr. Randall is asking that the City permit the following items:

- **Use of Park** -- Permission to meet in Robert Bridge Memorial Park for the New Year’s Eve celebration. City staff is seeking Council’s permission to waive our policy. Section 3.6 of the City Code and Resolution 88-6-6 establishes park hours; City parks close at 12 midnight.
- **Music** – Weathervane Restaurant to have a DJ and music on their deck from 11:30 p.m. to 12:30 p.m. The sound system will also be used for announcements and the official

count down. Section 6.21(9) of the City Code does not permit music between the hours of 11:00 p.m. and 7:00 a.m.

- **Siren** -- Fire Department siren to sound at 11:45 p.m. to remind people to come downtown and gather around the drawbridge. Section 6.21(11) of the City Code regulates the use of whistles and sirens. This is a non-emergency use of the siren. City staff does not support this request.
- **Sirens** -- At 12 midnight, Dr. Randall asks that City police cars, fire trucks and the City Hall siren be activated to welcome in the New Year. Section 6.21(11) of the City Code regulates the use of whistles and siren. This is a non-emergency use of the sirens and City staff is seeking Council's permission to waive our policy.
- **21 Gun Salute** -- Dr. Randall has asked the American Legion and VFW to have a 21 gun celebratory salute at midnight. City Code Section 9.2 (1) prohibits the discharge of firearm in the City. As the salute is not part of memorial service/parade, City staff is seeking Council's permission to waive our policy.
- **Procession** -- After the bridge is down, a procession of three vehicles will cross the bridge - a City police car, fire truck and a float,. Dr. Randall has asked Charlevoix High School's class of 2013 to ride on a float which commemorates tomorrow's leaders. He is also asking that the fire and police vehicles use their sirens while crossing the bridge. This is a non-emergency use of the sirens and City staff is seeking Council's permission to waive our policy.
- **Mt. McSauba Ski Hill** - Bo Boss, Manager of Mt. McSauba's ski hill is willing to provide a free group ski lesson to individuals who possess the Bridge Drop wristbands. Participants will be required to purchase a ski pass, if they do not already have a pass at the ski hill.

**RECOMMENDATION:**

Motion by City Council to authorize the use of Robert Bridge Memorial Park for the New Year's Eve Bridge Drop; permit the Weathervane Restaurant to have a DJ and music on their deck; authorize the City Police and Fire Departments to use their car/truck sirens for non-emergency purposes, authorize the siren at City Hall to be activated on December 31st at midnight; permit a 21 gun salute at 12 midnight on New Year's to welcome in 2013 and to permit Mt. McSauba Ski Hill to give free group ski lessons to wristband holders.

# Memo

11/15/12 (amended 11/27/12)

**To:** Rob Straebel, City Manager  
Gerard Doan, Chief of Police  
Paul Ivan, Fire Chief  
Don Swem, Electric & Water Superintendent  
Pat Elliott, Street Superintendent  
Linda Weller, City of Charlevoix  
Keith Carey, DDA



**From:** Amanda Wilkin, Charlevoix Convention & Visitors Bureau (CVB)  
Rick Randall, Randall Chiropractic

**Meeting Date:** TBD

**Name of Event:** Bridge Drop

**Event Dates:** December 31st, 2012

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In hopes to bring people to Charlevoix and keep people in Charlevoix around New Years Eve we would like to celebrate New Years Eve by having the Bridge Drop. The bridge is a focal point of Charlevoix and this celebration will honor our unique community. We are hoping this is a start to beginning to promote more winter time events.

Area businesses are encouraged to participate by having specials and discounts OR having an event during the days before New Years that we can help promote (ie: Community Pool Party, special movie at the theatre, casino bus back and forth, etc). People can buy \$5 wristbands to show their support and band will be used as "coupon".

The bridge opening and closing will be like the "ball drop" at midnight for Charlevoix. Sparklers will be passed out to people surrounding the bridge drop area.

We would like to have city council's permission for police car and fire truck (with sirens) to begin and end a procession of 1 float with the class of 2013 to be the first to cross the bridge after midnight. Also to sound the curfew siren at 11:45 to notify people to be ready.

We would like council's permission to have a DJ on the Weathervane deck to play music (all age appropriate), make announcements, and countdown from 11:30pm to 12:30am.

We have requested the American Legion for a 21 gun salute at midnight.

Event Contact Person (Available the day of the event): Amanda Wilkin 547-2101 or 248-802-9692  
and Rick Randall 810-845-8289

**Event Dates:** December 31<sup>st</sup>, 2012 (community activities all weekend)  
**Times:** Set-up: 11:30 procession (1 float) line up on Pine River Ln. 10:30 DJ set-up.  
Hours: 11:30-12:30  
**Location(s):** Bridge Park – For viewing of the Bridge Drop, Sidewalk areas near bridge.

List of items/support needed:

- **Police Dept:** General police presence down town, especially around drawbridge area. Either lead or end the procession across the bridge (with sirens).
- **Fire Dept:** General fire dept presence down town. Sirens at midnight. Curfew siren at 11:45 so people know to come outside to watch the bridge drop. Either lead or end the procession across the bridge (with sirens).
- **Banners:** Request to have banners displayed north and south of town. CVB staff will take banners to the City Planner's office before the event and pick them up immediately following.
- **Restrooms:** Request for all public restrooms to be cleaned and ready for heavy usage. City to check restrooms throughout the event and restock supplies as needed.
- **Mt McSauba:** Offer some type of discount/special for the weekend to promote use of hill, trails and skating rink.
- **Trash Receptacles:** Would like 4 extra trash barrels near the bridge (2) on the north and (2) south side.

Organizations that have committed to hosting weekend events/ discounts/ sponsorships so far:

Elks Club Open House and warming station  
Charlevoix Community Pool  
Charlevoix Cinema  
Mt McSauba  
Weathervane Restaurant  
Odawa Casino  
Paul Bunyan Lanes Bowling  
Fox Motors (end of year sale)  
Randall Chiropractic  
Pass the Positive  
Charlevoix CVB member hotels  
Harborview Café

**CHARLEVOIX CITY COUNCIL  
AGENDA ITEM**

**AGENDA ITEM TITLE:** Tree City USA Proclamation

**DATE:** December 3, 3012

**PRESENTED BY:** Pat Elliott, Public Works Superintendent

**ATTACHMENTS:** Arbor Day Foundation letter naming the Charlevoix as Tree City USA Mayoral Proclamation

**BACKGROUND INFORMATION:**

The City of Charlevoix is a valued member of the Tree City USA program. The Tree City USA award recognizes work completed in the community during the calendar year. In the past year, the City has:

• Tree planting and initial care	\$1,200
• Community Forest Management	11,329
• Tree Removals	22,400
• Leaf Pickup/Composting/Chipping	<u>172,800</u>
Total:	\$207,729

Even though the City has not had the funds to purchase and plant trees along the road right-of-way, the Shade Tree Commission has established guidelines for the purchase and planting of trees adjacent to Charlevoix's streets and parks. Using these guidelines, citizens are purchasing and planting trees.

In order to qualify as a Tree City USA, there are four standards that must be met.

- |   |  |
|---|--|
| • A Tree Board or Department                                  | Shade Tree Commission  |
| • A Tree Care Ordinance                                       | Chapter 43 of the City Code  |
| • Community Program with an Budget of at Least \$2 per Capita | City has a population of 2513, so the City must spend at least \$5,026. This past year the City spent over \$207,000 |
| • Arbor Day Observance & Proclamation                         | Attached is a proposed proclamation  |

**RECOMMENDATION:**

Approve Mayoral proclamation and authorize staff to apply for recertification as a Tree City USA.

# News from Arbor Day Foundation®

For more information,  
contact Randy Gordon,  
Program Manager, at [programs@arborday.org](mailto:programs@arborday.org)  
or call 402-473-9617

FOR IMMEDIATE RELEASE:

## **Charlevoix Named Tree City USA Community by the Arbor Day Foundation**

The Arbor Day Foundation today announced that Charlevoix, MI, was named a Tree City USA community for its commitment to urban forestry.

It is the 20th year Charlevoix has earned this national honor from the Arbor Day Foundation, the nation's largest nonprofit organization dedicated to planting trees.

"We all benefit when communities like Charlevoix place a high priority on planting and caring for trees, one of our nation's most beautiful resources," said John Rosenow, chief executive and founder of the Arbor Day Foundation. "Trees shade our homes and add beauty to our neighborhoods, and they also provide many environmental, economic and social benefits. We applaud Charlevoix's elected officials, volunteers and citizens for providing vital care for its urban forest."

The Tree City USA program is sponsored by the Arbor Day Foundation in cooperation with the National Association of State Foresters and the USDA Forest Service.

Charlevoix has met the four standards to become a Tree City USA community. Tree City USA communities must have a tree board or department, a tree-care ordinance, a community forestry program with annual expenditures of at least \$2 per capita and an Arbor Day observance and proclamation.

Communities that earn Tree City USA recognition not only have taken the time to meet the four standards, they know that trees:

- Promote healthier communities by filtering the air we breathe by removing dust and other particles.
- Moderate climate, conserve water and provide vital habitat for wildlife.
- Reduce the heat island effect in urban areas caused by pavement and buildings.
- Reduce energy use and increase property values.

More information about Tree City USA can be found at [www.arborday.org/TreeCityUSA](http://www.arborday.org/TreeCityUSA).

### **About the Arbor Day Foundation**

The Arbor Day Foundation is a nonprofit, environmental and education organization of more than 1 million members, with a mission to inspire people to plant, nurture, and celebrate trees. More information on the Foundation and its programs can be found at [www.arborday.org](http://www.arborday.org).

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MAR 27 2012

CITY OF CHARLEVOIX

## MAYORAL PROCLAMATION

**WHEREAS,** in 2012, the City promoted the many benefits of trees and how to care for them and its Adopt-A-Tree program; and

**WHEREAS,** in 2012, the City was once again certified as a "Tree City USA\*" for the twentieth time; and

**WHEREAS,** the City has met the four standards necessary to become a Tree City USA Community;

**BE IT SO RESOLVED THAT THE MAYOR OF THE CITY OF CHARLEVOIX,** supports the observance and celebration of National Arbor Day; and

**BE IT FURTHER RESOLVED,** that the City of Charlevoix is taking steps to become a Green Community and supports the City's continuing certification as a Tree City USA; and

**BE IT FURTHER RESOLVED,** residents are encouraged to continue planting and protecting the young City trees adjoining their properties.

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

**Mayor**  
**December 3, 2012**

*\* Tree City USA is a nationwide awards program sponsored by the Arbor Day Foundation, supported by the USDA Forestry Service and the National Association of State Foresters including our own Michigan foresters.*

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Consideration to Approve a Resolution to Allow Credit Card Purchases at the Electric Car Charging Station as Well as Allow Credit Card purchases at City Hall for Day Camp Registrations

**DATE:** December 3, 2012

**PRESENTED BY:** Don Swem

**ATTACHMENTS:** Draft Resolution

**BACKGROUND INFORMATION:** The City currently accepts credit cards for payment at the Airport, the Marina, and at City Recreational Facilities. Each of these uses has been approved at City Council by resolution. In these resolutions it is stated that credit card transactions are not accepted by the City for any other services.

The new Electric Car Charging Station is set up to use credit cards as payment, and a resolution is needed to allow this. There is no other practical way to allow payment without requiring the customer to come to City Hall and pay in advance, which would probably greatly limit any use of the charger by the public. We cannot let the charger be used for free as that would be giving away power which is not allowed by the City Charter.

The charging station is set up to allow charging in one hour increments, and the pricing will cover the cost of the electricity plus a margin to pay for the investment and its depreciation/replacement. At today's prices the Charging Station will use approximately \$0.75 per hour in electricity. To recover the investment costs we are proposing a total charge of \$3.00 per hour. Assuming an average use of 10 hours per week the station would pay itself off in roughly 10 years. This \$3.00 per hour rate will be included in next year's budget. It is asked that Council verbally approve the use of this rate until then.

It is also being requested that Council allow credit card payments to be accepted at City Hall for Day Camp Registrations. This will allow much more efficient operations in the recreation department, and will be improved service for the customers.

**RECOMMENDATION:**

It is recommended that Council approve the use of credit cards for the Electric Car Charging Station and for processing Day Camp Registrations at City Hall. Action shall be by Resolution.

**CITY OF CHARLEVOIX  
RESOLUTION 2012-12-XX  
APPROVE CREDIT CARD PAYMENTS FOR ELECTRIC CAR CHARGING STATION OR DAY CAMP  
RESERVATIONS AT CITY HALL**

- WHEREAS, Act 280 of the Public Acts of Michigan of 1985 authorizes units of local government to accept payments by credit card, or other electronic funds transfer card; and
- WHEREAS, the City has in the past accepted credit card payments at the City Airport, the City Marina, and at City Recreational Facilities to strengthen internal controls and provide improved customer service; and
- WHEREAS, the City currently has an agreement to accept Visa and Mastercard with direct verification and validation of cards at a negotiated rate per transaction;
- WHEREAS, except for the items mentioned in this resolution, the City does not wish to accept credit cards at this time for any additional services provided citizens due to the cost; and
- WHEREAS, the City has internal controls in place to monitor credit card transactions to verify the proper recording of non-cash transactions; and

THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF CHARLEVOIX authorizes staff to provide for acceptance of payments by credit card, debit card or other electronic funds transfer card for use of the Electric Car Charging Station or for Day Camp Registrations at City Hall.

RESOLVED, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2012.

Resolution was adopted by the following yea and nay vote:

Yeas:  
Nays:  
Absent:

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Purchase LED Streetlights for Clinton

**DATE:** December 3, 2012

**PRESENTED BY:** Don Swem

**ATTACHMENTS:** Quotes

**BACKGROUND INFORMATION:**

It was felt that the construction on Clinton from Bridge to State would be a good opportunity to try out some decorative LED Streetlights to see how they compare to the rest of the downtown lights. We started back in June to approach vendors as to what would be available in an LED fixture. It took more than two months for them to start to respond. As it turned out, although LED's are becoming much more common they still are not readily available in all forms, especially in a style that matches our existing downtown decorative lights.

After months of trying we were able to find one vendor that was able to quote an LED fixture that was a close enough match to our lights. By this time construction was well under way, and when we received the quote the new light foundations on Clinton were already being built with 12" bolt circles to anchor the light poles. The quoted poles required a 14" bolt circle so I asked the manufacturer to match their LED fixture up with a pole that would fit a 12" circle and they were unable to do so. Instead they quoted adapter plates to put the two together, but at a significant added cost.

In the meantime we obtained a quote for the correct style of pole and fixture but with a Metal-Halide ballast and bulb (which is what is used in the existing lights) instead of an LED bulb. The manufacturer in this case refuses to sell us the package without the metal-halide fixture and they do not make a similar LED fixture. To be able to use this we found a manufacturer that supplies retrofit bulbs that match up to our existing fixtures very well. Therefore to compare quotes two of the following quotes include a retrofit LED bulb and will require that we remove the Metal-Halide ballast and replace the brand new bulb with the retrofit LED bulb. In other words two of the quotes are adjusted to add the LED bulbs and the other quote is adjusted for the adapter plate.

In my career I have never bought streetlights and did not know that our lights are so unique, nor that it takes 6 to 8 weeks to purchase almost any kind of streetlight, nor did I know that 12"

bolt circles were not standard. To complicate matters we committed to purchasing LED fixtures without knowing that they would be so hard to find. So I apologize to Council that these lights have not already been purchased and installed. The plan now is to install them 6 to 8 weeks from now after receiving and painting them.

These three quotes were eventually received:

<b>Standard Electric Co.</b>	Original Quote:	\$24,062.29
	LED Retrofit Bulbs:	\$ 1,575.00
	<b>Total Cost:</b>	<b>\$25,637.29</b>

<b>Kendall Electric</b>	Original Quote:	\$27,415.29
	LED Retrofit Bulbs:	\$ 1,575.00
	<b>Total Cost:</b>	<b>\$28,990.29</b>

<b>Michigan Lighting Systems West</b>	Original Quote:	\$21,619.64
	Adaptor Plate:	\$ 9,450.00
	<b>Total Cost:</b>	<b>\$31,069.64</b>

The quote from Standard Electric is the lowest and we have never had problems with this vendor. The budget included \$30,000 for streetlights this year, so that should be adequate.

**RECOMMENDATION:**

It is recommended that Council approve the purchase of streetlights from Standard Electric for \$24,062.29 in accordance with the attached quote.

**Don Swem**

**From:** Don Swem <dons@cityofcharlevoix.org>  
**Sent:** Tuesday, November 20, 2012 6:52 AM  
**To:** Charlevoix Electric/Water Dept  
**Subject:** FW: Street Lighting

**From:** Phil Lowe [mailto:Phil.Lowe@kendallelectric.com]  
**Sent:** Monday, November 19, 2012 2:32 PM  
**To:** Don Swem  
**Cc:** Scott Gusler  
**Subject:** Street Lighting

Don,

Here are the numbers on the street lights per your request:

7	ABL-Antique Street Lamps	PZ NY17 20 LAB 3T12 ANPP-OD XXXX	\$2,282.29	\$15,976.03
7	ABL-Antique Street Lamps	NY17 AB3/12	\$29.53	\$206.71
7	ABL-Antique Street Lamps	FGIUS-5 ANBK	\$84.24	\$589.68
7	ABL-Antique Street Lamps	CVC27/1 ANBK	\$322.29	\$2,256.03
7	ABL-Antique Street Lamps	BH27S30 175M MOG ARF VLR3 TB ANBK	\$1,196.12	\$8,386.84

**7-8 WEEK LEAD TIME**

**Grand Total: \$27,415.29**

Let me know if I can get you any more information on this.

Thank you,

**Phillip Lowe**  
Kendall Electric  
1915 Fochrnan Industrial Park Drive  
Petoskey, MI 49770  
Phone: 231-347-2646

Date: Oct 24, 2012

Quote: MLS12-36209-1

# Quote



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Michigan Lighting Systems West  
2918 North Ridge NW  
Grand Rapids MI 49544  
Phone: (616) 785-1415  
Fax: (616) 785-1282  
**From: Rick VMM**  
**Quoter Ph:**  
**email:**

**Project City of Charlevoix Streetscape - 10 24**  
**Revised**

**Location** Charlevoix Mi

**Quote** MLS12-36209-1

**To:**

City of Charlevoix  
210 State St.  
Charlevoix MI 49720  
Phone: (231) 547-3273

**For**

**Bid Date** Oct 24, 2012  
**Expires** Nov 23, 2012  
**VMM:** City of Charlevoix

QTY	Type	MFG	Part	ExtPrice
7		AAL	DECORATIVE SINGLE HEAD STREETSCAPE POLE ASSEMBLY CONSISTING OF THE FOLLOWING:	\$0.14
7		AAL	PRMD-T5-60LED-WW-VSR-TRAS-UND_COLOR-WIRED-120 OR 277	\$13,477.94
7		AAL	60 LED Head DB124F16-188-PTA-UND COLOR -ABT pole assembly	\$8,141.56
7		AAL	12A-1600-CUSTOM STEEL ADAPTOR PLATE Made to accomodate 12" bolt circle	\$9,450.00
<b>Total:</b>				<b>\$31,069.64</b>

**Notes:**

Please note that the custom adaptor ring needed to accomodate a 12" bolt circle is a seperate line item.

## CHARLEVOIX CITY COUNCIL

### AGENDA ITEM

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

**DATE:** December 3, 2012

**PRESENTED BY:** Rob Straebel

Rev. Virginia (Ginger) Stevens

**ATTACHMENTS:**

1. Playground Equipment Site Plan
2. Information on Terrain Park Features

**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.

With input from Staff, we have come up with two ideas for grant proposals:

1. \$10,000 grant to upgrade playground equipment at Rotary Park on Carpenter Avenue. Proposal would include Overhead Trekking Ladder, Climbing Wall, Swiggle Stix Bridge and other assorted playground features. See attachment. The proposal would also include installation of rubber chips which greatly enhance safety for children in the play area. The Rotary Club would contribute at least \$5,000 towards the project. City participation would be to write grant and obtain grant funding.
2. \$15,000 for a preliminary engineering study to look at feasibility of constructing an underpass under Petoskey Avenue near the golf course. Future underpass would link City's trail system with regional trail network while also being used by golfers, bicyclists, pedestrians and possibly cross country skiers. Constructing an underpass would greatly enhance safety along this busy section of highway. Engineered plans would be used to pursue further grant funding and to initiate discussions with MDOT.
3. \$15,175 for terrain park features at Mt. McSauba. See attachment. A common demographic at the ski hill is young kids that greatly enjoy the terrain park on back side of ski hill. New terrain park features would create a new attraction which would bring in more skiers/snowboarders leading to an increase in revenue.

On November 28, Rev. Virginia (Ginger) Stevens also submitted two possible grant applications for City Council's consideration:

1. \$20,000 for the Joppa House for teaching materials, soft goods, food, equipment, utilities, salaries, etc.
2. \$20,000 for Third Day to purchases necessary equipment, furnishings, and curriculum needs for the community.

Last year the City submitted four grants with three grants being awarded funding.

**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:

- ❖ New Playground Equipment for Rotary Park
- ❖ Engineering Study for U.S. 31 Underpass
- ❖ New terrain park features for Mt. McSauba
- ❖ Funding for the Joppa House
- ❖ Funding for Third Day

# Charlevoix Rotary Park



*Slu*  
landscape  
structures



**Better playgrounds.  
Better world.™**  
playlsi.com



Proudly presented by:  
Deig Smith



**FallLine Ski Area Products**

**Item#**

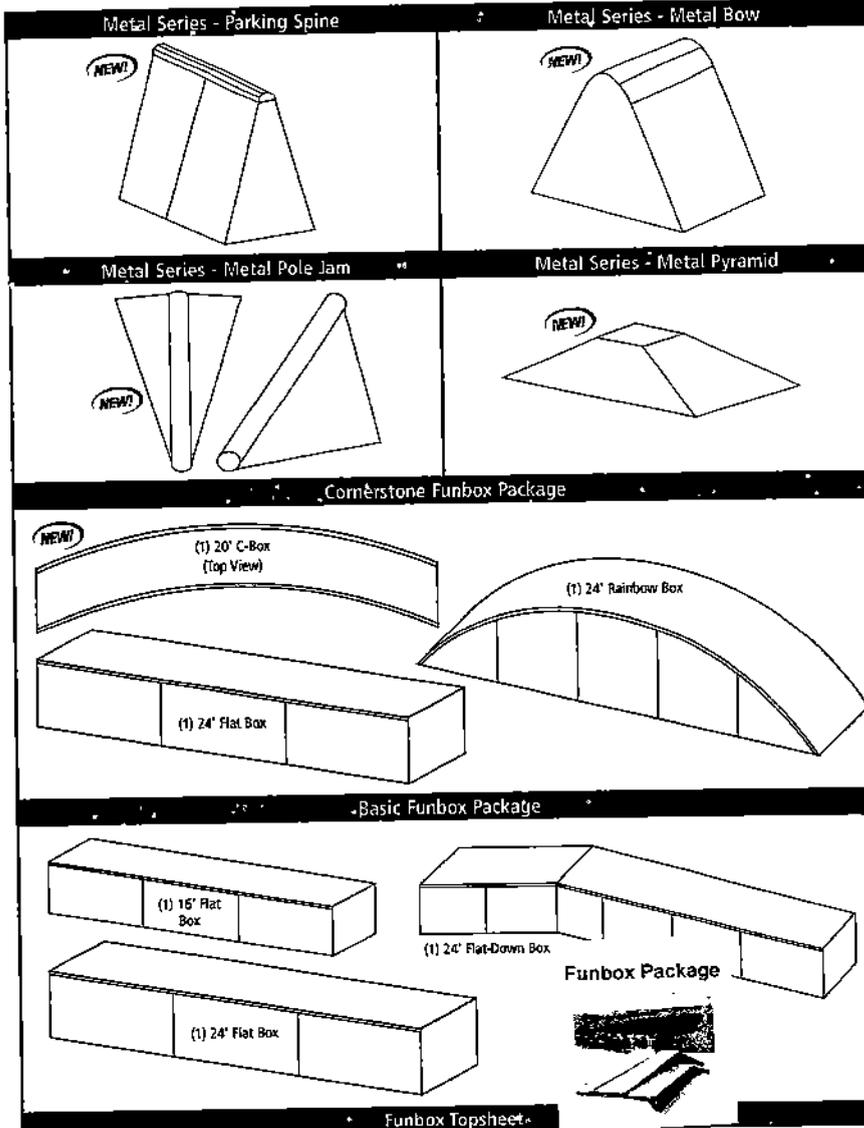
1860-600-200	Basic Funbox Package	\$ 4,100.
1860-700-200	Cornerstone Funbox Package	\$ 5,300.
1864-245-000	24" Battleship Box	\$ 2,025.
1860-200-200	Basic 6-pack	<u>\$ 3,750.</u>
	<b>TOTAL</b>	<b>\$ 15,175.</b>

The above package allows for 11 new features.



**SKI AREA PRODUCTS**  
2012:2013 SEASON





### Individual Funboxes

All of our boxes feature the most durable and safety minded construction available, for years of carefree use. Please note that prices listed below do not include skirting, however poly, aluminum or plywood skirting may be purchased separately (see page 20 for details on skirting packages).

Most flat features are 2' tall and most curved features are 3'-4' tall. If you want to offer a more challenging 4' version of one of our stock funboxes, we would be happy to accommodate you, please call your FallLine Sales Representative for details.

### Standard Funbox Features:

- 1" Steel tube frame with reinforced anti-sag cross members
- Standard Funbox Topsheet included. Poly Topsheet available. Call your FallLine representative for details.
- 1" steel tubing coping with capped ends for added safety.
- Boxes can be manufactured for Piston Bully Switchblade compatibility. Call your FallLine representative for details.

### Metal Series Box Features:

- All of the features of our Standard Funboxes except sliding surfaces are sheet metal instead of poly.

ITEM#	PRODUCT	COST
1864-162-000	16' Flat Box	\$1,025.00
1864-242-000	24' Flat Box	\$1,750.00
1864-205-000	20' Dual Level Box	\$2,500.00
1864-165-000	16' Jersey Barrier Box	\$1,350.00
1864-168-000	16' Urban Flat Box	\$875.00
1864-203-000	20' Wall/Lip Slide Box	\$2,400.00
1864-200-000	20' House Box	\$2,500.00
1864-202-000	20' Slant Box	\$2,025.00
1864-243-000	24' Flat Down Box	\$1,875.00
1864-169-000	16' Urban Kink Box	\$975.00
1864-244-000	24' Down Flat Down Box	\$2,025.00
1864-167-000	16' Rainbow Box	\$1,600.00
1864-247-000	24' Rainbow Box	\$1,975.00
1864-248-000	24' Rainbow to Kicker Box	\$2,850.00
1864-208-000	20' C-Box	\$2,925.00
1864-245-000	24' Battleship Box	\$2,025.00
1860-802-000	24' M.F.M. (The Block) Box	\$1,825.00
1864-249-000	24' C-Bow Box	\$3,500.00
1864-246-000	24' Combo Box	\$2,900.00
1864-124-000	12' Wall Ride Box	\$3,700.00
1860-804-000	24' Lane Knaack (Volcano) Box	\$3,325.00
1864-204-000	20' Unbow Box	\$2,900.00
1864-240-000	24' Kicker to Down Box	\$3,525.00
1864-040-000	4' Cone Jib	\$1,350.00
1864-041-000	4' Super Bow Box	\$1,350.00

1864-060-000	6' Metal Parking Spine	\$3,000.00
1864-042-000	4' Metal Bow	\$1,000.00
1864-082-000	8' Metal Pole Jam	\$2,000.00
1864-080-000	8' Metal Pyramid	\$1,950.00

### Funbox Packages

Our Funbox Pack is a great way to get started on boxes and makes a great addition to our packages. The Funbox package will satisfy all levels of riders from beginner to pro.

ITEM#	PRODUCT	COST
1860-600-200	Basic Funbox Package	\$4,100.00
1860-700-200	Cornerstone Funbox Package	\$5,300.00

### Terrain Park Design & Consultation

Planning on starting a Terrain Park, or looking to take your park to the next level? Railbuilders.com offers complete terrain park design and consultation, to insure that your park not only offers innovative features, but is also laid out safely and efficiently.

Railbuilders.com has over 15-years of experience designing, building and maintaining terrain parks and terrain park features for resorts worldwide. Contact railbuilders.com at [info@railbuilders.com](mailto:info@railbuilders.com) to see how they can help take your park design to the next level.

### Funbox Topsheet

FallLine offers two choices for funbox Topsheet in order to meet your requirements. Both offerings are 4'x 8'x 1/2" sheets, and require a backing for proper installation. Please see below for details on the different characteristics of each. Ask your FallLine Sales Representative about quantity discounts.

#### Standard Topsheet (Standard on our boxes)

##### Pros

- > Consistent sliding surface
- > Does not warp as temperatures rise
- > Requires very little maintenance

##### Cons

- > Requires steel backing
- > Prone to cracking
- > May need replacement before Poly Topsheet

#### Poly Topsheet

##### Pros

- > Very durable
- > High impact strength
- > Long service life

##### Cons

- > Warps when temperatures rise
- > Becomes tacky when temperatures rise
- > Inconsistent sliding surface

ITEM#	PRODUCT	COST
1861-910-000	Standard Topsheet	\$185.00
1861-920-000	Poly Topsheet	\$240.00

# Terrain Park | Standard Boxes

TO ORDER CALL +1.800.325.5463



FallLine has partnered with railbuilders.com to offer the most innovative and well built terrain park features in the industry. Railbuilders.com has over 15-years of experience in the design and maintenance of terrain parks across the USA, and their rails and boxes are designed to provide years of carefree service. To provide the highest level of durability, rideability, and safety, all of our terrain park features are designed and tested by pro riders.

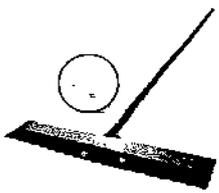
Our wide range of jib features will satisfy everyone from beginners to terrain park pros. With our wide range of stock rails and our ability to manufacture custom rails, FallLine can help insure that your terrain park maintains its innovative edge.

Have your own creation in mind – call us for details on custom rails, because if you can dream it, we can make it!

<b>Flat Box</b> 	<b>Dual Level Box</b> 	<b>Jersey Barrier Box</b> 	
<b>Urban Flat Box</b> 	<b>Wall / Lip Slide Box</b> 	<b>Slant Box</b> 	
<b>House Box</b> 	<b>Flat Down Box</b> 	<b>Urban Kink Box</b> 	
<b>Down Flat Down Box</b> 	<b>Rainbow Box</b> 	<b>Rainbow to Kicker Box</b> 	
<b>C-Box</b> 	<b>Battleship Box</b> 	<b>Mark Frank Montoya's (The Block)</b> 	
<b>Lane Knaack's (Volcano)</b> 	<b>Unbow Box</b> 	<b>Kicker to Down Box</b> 	<b>Combo Box</b> 
<b>C-Bow Box</b> 	<b>Wall Ride Box</b> 	<b>Cone Jib Box</b> 	<b>Super Bow Box</b> 

(Includes Top Sheet Face)

(Includes Sheet Metal Face)



### Telescoping Park Rake

The Telescoping Park Rake's dual-purpose rake/shovel design makes this a versatile tool for lift and terrain park crews. The Park Rake features a removable 31" wide head with end caps for better snow containment, gussets for added strength and rigidity, a high strength aluminum removable/replaceable handle that telescopes from 6'-8", quick release pins for easy telescoping action or breakdown, and a durable powder coated finish.

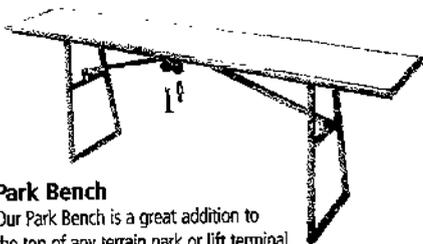


### Park Rake

The Park Rake is identical to our Telescoping Park Rake, except it has a fixed head and 76" handle.

ITEM#	PRODUCT	COST
7705-800-500	Telescoping Park Rake	\$158.00
7705-800-200	Quick Release Pins	\$4.00
7705-800-600	Park Rake	\$118.00

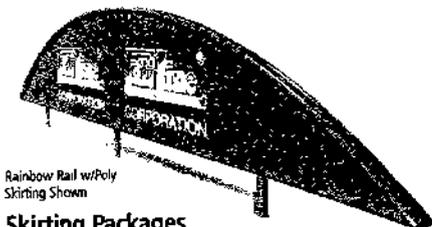
\*See Page-16 for additional rakes.



### Park Bench

Our Park Bench is a great addition to the top of any terrain park or lift terminal, as it is built to accommodate riders strapping in and board repairs. This bench features steel framework construction, folding legs for easy transport and storage, an attached adjustable wrench and #2 Phillips screwdriver for repairs, and steel coping and funbox plastic top-sheeting so it can stand up to the abuse from the random bench slider.

ITEM#	PRODUCT	COST
1860-905-000	Terrain Park Bench	\$300.00



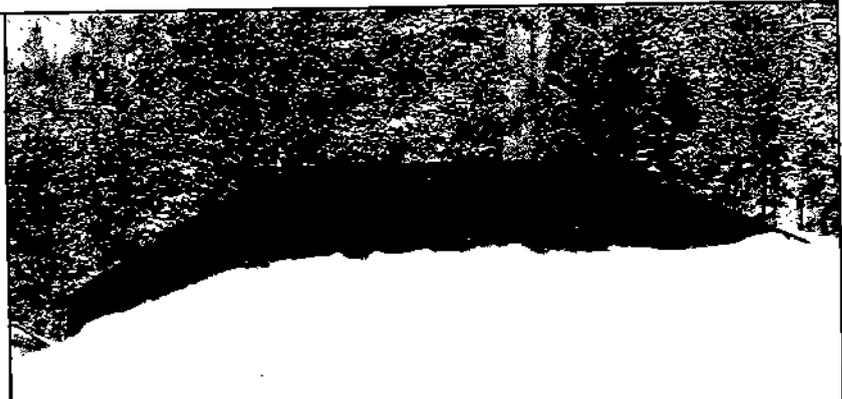
Rainbow Rail w/Poly Skirting Shown

### Skirting Packages

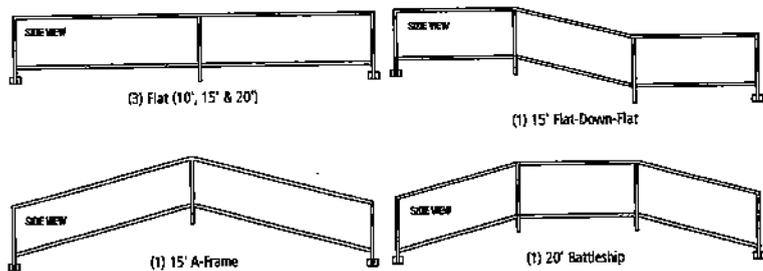
FallLine offers several skirting options for all terrain park Funboxes and Rails that are sure to meet your specific needs. Order your terrain park features ready to go with one of our skirting options below installed, or purchase the raw sheets of skirting and install it yourself. Call your FallLine Sales Representative for details on the skirting packages below, or for pricing on custom printed skirting.

**Plywood** — The most economical skirting option.

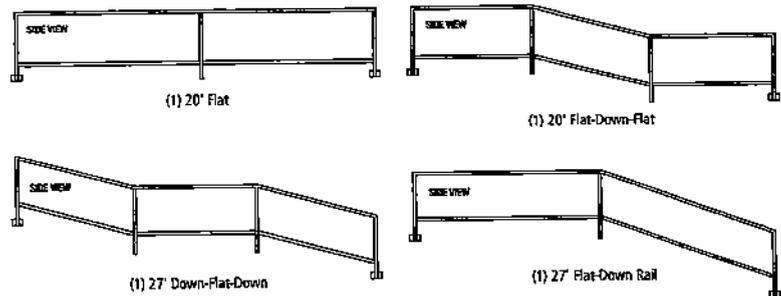
**Poly** — Lightweight, UV resistant (never needs painting!), professional appearance, can be custom printed. Available in Blue or Black.



### Basic 6-Pack Rail Package



### Cornerstone 4-Pack Rail Package



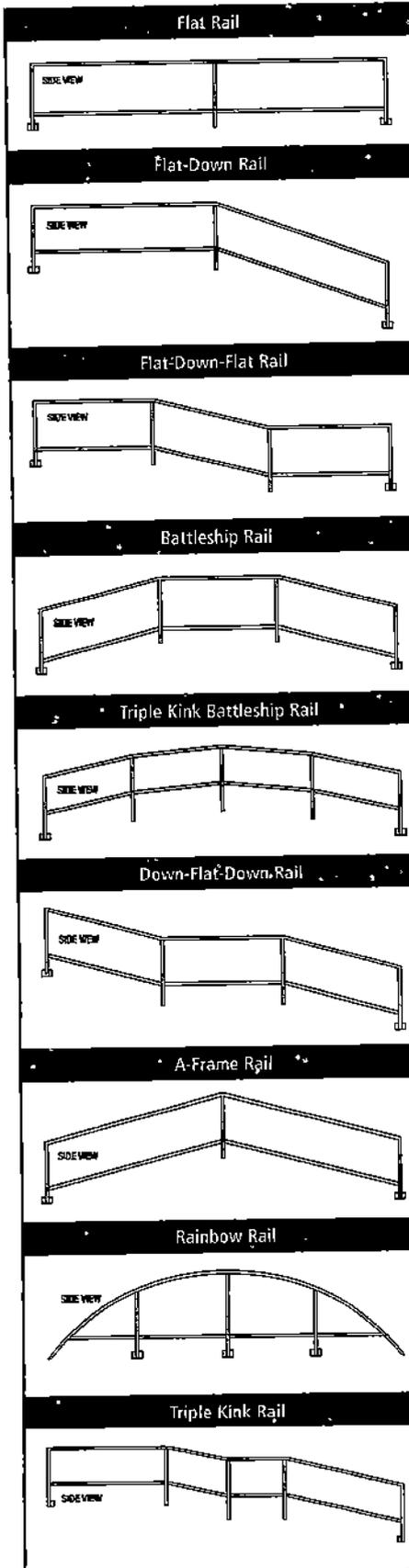
### Rail Packages

We have assembled some packages to suit various levels of riders, while helping you get your terrain park up to speed. Our packages are great for areas just starting to add jib features to their park, as the packages offer some variety for riders and provide you with some savings over buying individual rails.

Our Basic 6-Pack is great for areas just starting out on rails, as it offers everything a beginner to intermediate rider can want, all in one easy to order package.

Our Cornerstone Pack offers more technical rails than our Basic Pack, and is a great option for those looking to provide something for intermediate and expert riders.

ITEM#	PRODUCT	HEIGHT	COST
1860-200-200	Basic 6-Pack	2' tall	\$3,750.00
1860-200-400	Basic 6-Pack	4' tall	\$4,050.00
1860-400-200	Cornerstone 4-Pack	2' tall	\$3,750.00
1860-400-400	Cornerstone 4-Pack	4' tall	\$4,050.00



**Individual Rails**

All of our rails feature heavy-duty, safety minded construction, for years of carefree service. Our rails were designed to be operator friendly, and can be moved with all skirting attached, saving you valuable setup time. Please note that prices listed below do not include skirting, however, aluminum, poly or plywood skirting may be purchased separately. (See Page-24 for details on skirting packages.)

**Rail Features:**

- 2" x 4" rectangular steel construction — except the Rainbow Rail, which features 2" steel tubing. The Rainbow Rail features double tube, shotgun design.
- 1-1/2" angle iron bottom braces.
- 3" steel channel legs in lengths of 3' or 5' (2' or 4' when rail is in the snow). Snow fins are attached to the bottom of the legs for added stability.
- Tabs for bolting on skirting.
- All ends are capped for added safety.

ITEM#	PRODUCT	HEIGHT	COST
1862-152-200	15' Flat	2' tall	\$625.00
1862-152-400	15' Flat	4' tall	\$750.00
1862-202-200	20' Flat	2' tall	\$825.00
1862-202-400	20' Flat	4' tall	\$925.00
1862-302-200	27' Flat	2' tall	\$1,300.00
1862-302-400	27' Flat	4' tall	\$1,400.00
1862-153-200	15' Flat-Down	2' tall	\$675.00
1862-153-400	15' Flat-Down	4' tall	\$800.00
1862-203-200	20' Flat-Down	2' tall	\$825.00
1862-203-400	20' Flat-Down	4' tall	\$975.00
1862-303-200	27' Flat-Down	2' tall	\$1,400.00
1862-303-400	27' Flat-Down	4' tall	\$1,450.00
1862-154-200	15' Flat-Down-Flat	2' tall	\$725.00
1862-154-400	15' Flat-Down-Flat	4' tall	\$825.00
1862-204-200	20' Flat-Down-Flat	2' tall	\$925.00
1862-204-400	20' Flat-Down-Flat	4' tall	\$1,050.00
1862-304-200	27' Flat-Down-Flat	2' tall	\$1,450.00
1862-304-400	27' Flat-Down-Flat	4' tall	\$1,600.00
1862-205-200	20' Battleship	2' tall	\$825.00
1862-205-400	20' Battleship	4' tall	\$975.00
1862-282-200	27' Triple-Kink Battleship	2' tall	\$2,075.00
1862-282-400	27' Triple-Kink Battleship	4' tall	\$2,500.00
1862-306-200	27' Down-Flat-Down	2' tall	\$1,450.00
1862-306-400	27' Down-Flat-Down	4' tall	\$1,600.00
1862-158-200	15' A-Frame	2' tall	\$725.00
1862-158-400	15' A-Frame	4' tall	\$825.00
1862-307-400	27' Rainbow	4' tall	\$1,650.00
1862-242-200	24' Triple-Kink Rail	2' tall	\$2,100.00
1862-242-400	24' Triple-Kink Rail	4' tall	\$2,400.00

**Snowskate Features**

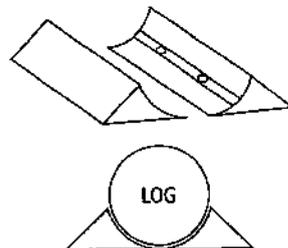
All of our snowskate features offer the same construction as our standard rails and boxes, except that all Snowskate Features are 1' tall, except for the Rainbow Rail.

Rails ITEM#	PRODUCT	COST
1862-102-100	10' Flat Rail	1' tall \$500.00
1862-103-100	10' Flat-Down Rail	1' tall \$560.00
1862-104-100	10' Rainbow Rail	1' tall \$575.00

Funboxes ITEM#	PRODUCT	COST
1864-082-100	8' Flat Box	1' tall \$550.00
1864-162-100	16' Flat Box	1' tall \$825.00
1864-163-100	16' Flat-Down Box	1' tall \$975.00

**NEW! "Log Jam" Log Anchor**

The Log Jam log anchor will make using logs in your parks safer and keep them from melting out and rolling. It gives the log a solid base that makes it easier to work with and transport.



ITEM#	PRODUCT	COST
1864-043-000	4' Log Jam	\$450.00
1864-083-000	8' Log Jam	\$850.00

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Discussion Regarding Succession/Restructuring Plan for Fire/EMS and Police Departments

**DATE:** December 3, 2012

**PRESENTED BY:** Rob Straebel

**ATTACHMENTS:**

**BACKGROUND INFORMATION:** At the November 19, 2012 Council meeting, the City Manager handed out a memo regarding a succession and/or restructuring plan of the Fire/EMS and Police Departments. As this is a policy decision, Staff would like Council's initial direction and support to initiate researching options for such a change.

Many municipalities are moving to a Public Safety Department whereby there is one department head overseeing both departments-Police and Fire/EMS. Generally, the most opportune time to make such organizational changes is through attrition. Because Chief Ivan will be retiring in the next 1-2 years, Staff thinks it is a great time to research and possibly implement changes to our public safety departments. Ultimately, there may be potential savings to the City that would need to be balanced with no reductions in service levels for Police and Fire/EMS.

If Council is agreeable to looking into the feasibility of restructuring, Staff would like to include \$4,000 in the 2013-14 Budget to hire a consultant to explore several different options.

The Police Chief, Fire Chief and City Manager are all supportive of exploring options through a feasibility study.

**RECOMMENDATION:** Discussion with direction from City Council. If Council supports the idea, a motion can be made to earmark \$4,000 in the 2013-14 Budget to commission a study regarding feasibility of developing a Public Safety Department.

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Review of Draft 2013-14 Department Head Goals

**DATE:** December 3, 2012

**PRESENTED BY:** Rob Straebel

**ATTACHMENTS:** Draft 2013-14 Goals

**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 2013-14 budget year. We are open to any suggestions.

**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 2013.

### **Municipal Airport**

Complete Terminal Apron Reconstruction and Expansion Construction Project with FAA grant funds.

Complete final phase of terminal design using FAA grant funds. Put project out to bid, award bid and begin construction in early 2014.

Execute lease agreement with Fresh Air for new terminal space.

Research costs and feasibility of moving fuel station off of terminal apron area.

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.

Continue to build a well-trained, motivated and conscientious airport staff.

Continue to foster strong working relationships with all airport businesses and airport users.

Execute an agreement with FAA regarding ballfields encroaching on airport property.

Implement ways to track after-hour landings to increase landing fee revenues.

Establish ancillary cost estimates associated with terminal expansion such as furnishings and other costs not covered by FAA funding.

Research and set all fees (landing, ramp, parking, etc.) competitively to encourage more users to visit the airport while optimizing revenues for the airport.

Develop community airport events to better promote Charlevoix Municipal Airport.

Estimate overall annual economic impact of Charlevoix Municipal Airport on City and surrounding areas.

### **Clerk's Office**

Continue implementation of Records Management Software and Transfer records.

Continue cemetery record software verification.

Continue working on revisions/updates to code book one title at a time.

Work at formatting/indexing Code book, modeling after new zoning ordinance.

## **Computer Network**

Install and implement "Dashboard Software" to provide easier access to financial data to department heads.

Put sites connected with fiber on the City Hall file server, install necessary hardware and software.

Use the network storage capabilities as a library for employees to access employee benefits data, City Code, policy and procedure manuals and continue to grow our knowledge base. This could also include or link to our website.

Evaluate the current file servers (2) and upgrade storage space, the number of anti-virus licenses, the number of Civic licenses and other software and hardware expansion needs. This should include the old GIS server (2004). This will require consideration for our 1TB backup system, should more storage in hard drives be necessary.

Develop a better system for budgeting and put the entire budget on the website.

Expand wireless Internet access in City Hall (for employees) and at the Marina for our customers

Consider website payment options for recreation activities (pavilion and day camp registration, utility & property tax credit card payments, using a 3<sup>rd</sup> party)

## **Downtown Development Authority**

Continue to retain and recruit desired business types in downtown.

Enhance non-motorized uses of downtown through wayfinding signage and possible small infrastructure upgrades.

Continue offering unique entertainment programming (concerts, outdoor movies, etc.) in downtown.

Identify and pursue possible grant and sponsorship revenues.

Work to offer additional downtown events and/or activities with particular attention to enhancing the shoulder seasons.

Continue to pursue and promote the City's participation in the Green Communities Challenge initiative with an eye towards promoting eco-tourism.

Assist in coordinating the maintenance and repair of DDA-owned properties.

Investigate state-offered DDA-specific programs intended to promote current and new business ventures.

Maintain our commitment to capital improvements which support the infrastructure and enhance the atmosphere of downtown.

Continue to work collaboratively with other entities tasked with promoting tourism and commerce in our community.

Evolve the delivery of the Downtown Charlevoix Shop Directory via our smartphone application and wayfinding kiosks.

Continue to utilize appropriate technology (Facebook, Twitter, etc.) to communicate downtown-specific information like event details, construction projects and other real-time developments.

Investigate non-traditional funding sources including possible advertising revenues.

Assist in the development and refinement of ordinances, codes and policies that impact the downtown.

### **Electric**

Budget and hire a contractor for major power line trimming.

Arrange substation maintenance and training.

Upgrade primary wires and transformers at Foster Boat Works, including removal of existing transformer under roof.

Upgrade primary wires and transformers feeding Pine Lake Club and neighboring properties.

Upgrade primary wires and transformers in Hampton Road area.

If not completed, finalize plans and develop financing mechanism to replace antiquated electric and water meters.

### **Finance**

Additional budget planning, providing new ideas to deal with reduction in property values and falling revenue streams.

Collaborate with other governments, non-profits and the schools to provide more efficient services for the taxpayer.

Reduce the number of year end journal entries done by the auditors.

Complete the Disaster Recovery Plan.

Improve and streamline the capitalization process in Water and Electric Funds.

Train staff to learn more about the budget process and participate in its creation.

Evaluate banking costs for services with consideration for the end of FDIC coverage for non-interest bearing accounts on December 31, 2012.

Get the fixed asset data from Electric and Water and inventory counts prior to May 1, 2013.

Use the new software from Civic - mi Excel and miViewPoint after the user group conference in Petoskey to better report and provide access to department specific financial information.

### **Fire and EMS/City Hall & Grounds**

Continue to maintain both Fire and EMS training at the highest level possible.

Continue to maintain department equipment so it is dependable and reliable.

Put forth a concerted effort to get our advanced EMS providers as much "hands on" experience as possible.

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.

Explore efficiencies, particularly in heating, cooling, and solar options to offset energy costs.

Continue to explore efficiencies in City Hall cleaning and maintenance.

Explore ways of putting into place a City Hall decoration/art work plan, so things are uniform throughout City Hall, with a common theme.

Continue to research succession/restructuring plan for Fire/EMS and Police Departments working with City Staff and consultants to develop a plan for City Council to consider. Any overall cost savings should be balanced with little or no deterioration of public safety.

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 Fire Department personnel where appropriate.

Continue to chart and map frequency, type and location of emergency calls to optimize workload and staffing demands.

### **Municipal Golf Course**

Explore the 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-usage structure connecting with City and County bike trails used by cross country skiers, pedestrians and golfers and bicyclists.

Continue to explore and implement marketing measures in promoting the Charlevoix Golf Club.

Continue efforts to reduce expenditures and increase revenues to minimize transfers to the golf club.

Develop more golfing events such as tournaments, women's and men's league night, etc. to increase overall rounds of golf.

Evaluate all building structures on the of course property and determine short-term and long-term improvement requirements including an assessment on utility usage and energy efficiency opportunities.

Continue supporting the junior golf program in promoting and establishing a new core of golfers through education, training, and family involvement.

Explore and implement measures to minimize fuel costs at the golf course.

Quantify overall economic impact of Charlevoix Golf Course on the City and surrounding areas.

### **Human Resources**

Through various methods (e.g. training) create an atmosphere of individual accountability and responsibility among all City employees.

Ensure City's compliance with state and federal HR laws including recordkeeping, policies and employee handbooks. Provide ongoing training on new employee handbook. Update labor law posters. Complete annual MDOT Title VI Plan review and submission including implementation of project checklist.

Ensure proper year-round and seasonal organization structure and staffing levels including hiring/termination processes, job descriptions, and classification. Ensure processes followed and performance evaluation completed for all employees. Endeavor to complete exit interviews for all full/part-time departing employees as well as of seasonal employees. Create job description periodic review process.

Continue to provide ongoing support and assistance to department heads and employees with regard to human resource matters. Work with three new department heads regarding the staffing, recruiting, and hiring process. Provide training and HR assistance where needed to acclimate to position quickly.

Continue the development of a cost-effective benefit package for employees. Research alternative(s) to HSA Incentive program that is more cost effective. Research an employee assistance program to see if valuable/cost effective. Create a more cohesive approach between health benefit programs and our wellness offerings. Revamp Wellness Committee to better engage employees with results-based programs.

Using the 2012 MML wage survey results and other sources, complete staff wage comparisons for City positions.

Continue to research and develop cost effective improvements as relates to human resource functions and services.

### **Marina**

Work with project engineers in the development of plans for a new dock on northside of marina.

Complete formal hiring process by working with Human Resource Department.

Minimize personnel costs by revising staffing levels according to boat traffic and need for personnel.

Promote the marina through various events.

Check electric services to docks in early, mid and late boating season.

Work with USCG and DNR to educate boaters on environmental regulations.

Work with local authorities and US Border patrol to keep harbor safe and secure.

Identify a depreciation schedule with associated costs of capital depreciation projects at the marina.

Maintain certification and comply with all requirements of the State of Michigan Clean Marina Program.

Extend season realizing additional revenues for the marina.

### **Planning/Zoning/Code Enforcement**

Budget for, install and utilize GIS server with new fiber optic network. Work with staff and outside consultants to determine best software to use (ESRI or AutoMap). Create GIS work plan that formalizes goals and establishes priorities.

Once this is completed, begin process of scanning in documents to integrate into GIS system for staff use at City buildings and in the field. Consider GIS intern to help build the system in summer of 2013.

Work with City staff on the development of a right-of-way improvement ordinance that defines acceptable uses in right-of-way for landscaping, rocks, walls, hedging, etc. Formalize review and decision process and recording requirements with Register of Deeds. Establish template for license agreements to use.

Work with Planning Commission, DDA and the public to create a draft policy on donations, memorials, etc specifically to address future requests. Establish formal review process. Identify and prioritize community supported features or improvements donors could help fund.

Adopt new Planning Commission bylaws.

Continue to enforce nuisance ordinance. Coordinate with Charlevoix Township on problem areas.

Coordinate with the Chamber of Commerce and other groups or individuals to form a Charlevoix area economic development corporation to help expand and grow the local economy.

### **Police Department**

Work cooperatively with the DDA and MDOT to establish free parking signs in the downtown area.

Update and collect business owners contact information in the event after hours contact is needed.

Continue to analyze central dispatch information, chart and frequency, time and location of emergency calls for the past three years. Disseminate the information on the city web site.

Promote public safety in the "Safe School Zones" by concentrating police patrols in these areas.

Establish and promote disposal program for residential prescriptions and over the counter drug drop off container.

Work cooperatively with the Charlevoix Courier to report weekly police events to the public.

Continue to collaborate with CCE with the installation of traffic cameras in the downtown area of U.S. 31.

Continue a proactive approach toward drug enforcement working in a collaborative effort with other area police departments within Charlevoix County to deter drug activity.

Begin "Teaching Educating and Mentoring" program in the Elementary School as well as continuing the same program in the Middle School and St Mary's School.

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.

Work with School District in the implementation of cross walk/pedestrian safety near intersection of Bridge Street and Garfield Avenue.

Continue to research succession/restructuring plan for Fire/EMS and Police Departments working with City Staff and consultants to develop a plan for City Council to consider. Any overall cost savings should be balanced with little or no deterioration of public safety.

### **Recreation**

Evaluate staffing levels for all recreation activities and search out ways to consolidate staff while maintaining the highest level of customer service and recreation programs.

Explore further staffing efficiencies/synergies throughout entire Recreation Department.

Based upon adopted Parks and Recreation Plan, work closely with the Recreation Advisory Board to prioritize programs, projects, improvements, and implement actions. Update Parks and Recreation Plan on an as-needed basis.

Inventory signage that needs to be updated and/or replaced at all parks and recreation facilities.

Continue to look for opportunities to make appropriate payments on the groomer.

Seek additional funding through grants and other cooperative efforts to subsidize Mt. McSauba Ski Hill.

Plan additional mini-events at Mt. McSauba.

Promote and recruit additional school groups to Mt. McSuaba for ski lessons and other activities.

Make a list and prioritize upgrades needed for playground equipment at parks and beaches. Explore potential volunteer help or grants to bring these improvements to fruition.

Develop online surveys, feedback and input for programming, etc.

### **Public Works Department**

Dependent on budget monies available, reinstate the tree planting program to help offset the amount of trees that have been removed over the last couple of years.

Successfully integrate the current Water and Street Departments into a fully functional, efficient and team-oriented Public Works Department.

Continue to further research and educate employees on regulations and procedures with regards to running the water division.

Sandblast and paint all fire hydrants.

Identify areas for efficiency improvements and implement programs/standards to improve overall safety, efficiency, and the quality of the product being delivered by the DPW.

Continue to provide safe and pleasant drinking water to all citizens of Charlevoix. Calculate the number of annual gallons of water treated vs. how much is metered to determine number of gallons and percentage of gallons lost in water distribution system. Develop a plan

to reduce the amount of water system loss through increasing water meters and utilizing leak detection devices.

For Public Works Superintendent, successfully take and pass the first of two tests required to become the operator in charge of the water distribution system for the City.

Continue to improve the overall preventative maintenance program for the sanitary sewer system to reduce or eliminate backups through maintenance jetting, additional camera work, and continued monitoring and treatments for troubled areas.

Put together a long-term plan for the water division which will include capital improvements, upcoming DEQ mandates and an overall maintenance and monitoring schedule. This plan will also take into consideration fees associated with the water distribution system that need to be addressed in an effort to achieve a reasonable fund balance.

Continue to maintain and upgrade all parks and public places to the satisfaction of the public.

Create a healthy working relationship with the new Recreation Director in an effort to streamline operations between the two departments.

Successfully engineer, bid and construct the approved infrastructure work for the 2013 construction season. Complete these projects on time and within budget.

Continue to complete additional preventative maintenance on local and major streets. This will include additional crack sealing, gravel shoulder work, hot patching and sidewalk removal/repair.

Continue to monitor fuel consumption city-wide and come up with alternative solutions to reduce overall fuel use through purchasing appropriate, fuel-efficient vehicles (including electric vehicles), monitoring idling.

### **Water/Wastewater Treatment Plants**

Work with engineers in the development of plans for wastewater plant improvements and compliance with new NPDES permit.

Install intruder alarms at the water treatment plant as a precautionary measure suggested by the DEQ.

**Purchase and install new fluoride pumps at the water plant to have better control and to be able to feed at a lesser rate.**

**Continue to look for more energy savings within the plants- either replacing older equipment with more energy efficient models or to change the way we operate the plants.**

**Continue to work with engineers to solve ammonia issues that we are faced with at the wastewater plant in the coming years.**

**Inspect the inside one half of the water plant reservoir as required by the DEQ.**

RECEIVED

OCT 22 2012

CITY OF CHARLEVOIX

September 28, 2012

Mayor Norman Carleson Jr.  
City of Charlevoix

Dear Norman,

The purpose of this communication is to request, that in accordance to the bylaws of the Recreation Authority the City of Charlevoix needs three members on its board of directors. One of these members must be a member of the Charlevoix City Council. Dave Garland, and Bruce Herbert have agreed to serve as the other members if you choose to appoint them.

By way of background, the Recreational Authority was formed in 2004 with the purpose of passing a 10 year .33 mills to provide funds for the Charlevoix Area Community Pool to be used for operating, maintaining, and improving the facility. This millage expires at the end of 2013 and it is the intent of the Recreational Authority to place on the August, 2013 ballot a renewal of this 10 year .33 millage.

Over the past 15 years the Pool has introduced more than 30 different programs and welcomed over 450,000 visits from area residents. Since its inception, the Charlevoix Area Community Pool has become a vital community resource. Through partnerships with the Charlevoix Hospital, Bergmann Center, area schools and various other organizations the Pool continues to offer both recreational and therapeutic programs that meet the growing needs of individuals in our community. As a result, the Pool has increased its membership with an average of 2,500 patrons utilizing the Pool on a monthly basis.

The mission of the Pool is to offer a wide range of aquatic programs promoting health, fitness, safety and recreation. The Pool provides an environment that promotes fun, fitness, safety and a sense of community. From the young swimmers who compete on the Stingray Swim Team to the adults who participate in various water fitness programs, the Charlevoix Area Community Pool is a great place at any age and offers something for everyone.

The Charlevoix Area Community Pool was established by the community for the community. It exists because of the local support it has received over the years and continues because of the demand for its programs and services among our residents. Renewal of the Recreational Authority Millage will enable the Pool to continue to meet this demand and offer high quality programming and services to our community. Please contact me directly at 231-547-6707 with any questions pertaining to this request.

Sincerely,



Dave Garland

Chair of the Recreational Authority

**CHARLEVOIX CITY COUNCIL**

**AGENDA ITEM**

**AGENDA ITEM TITLE:** Designate City representative for pending Anderson/Johnson boathouse litigation

**DATE:** December 3, 2012

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

Dan White, Appointed legal counsel for this lawsuit

**BACKGROUND INFORMATION:**

As you are aware the City has been involved in countless appeals and ongoing litigation over the Anderson boathouse project at 300-304 E. Dixon. I have been working with Mr. Dan White, our appointed legal counsel covered by our municipal insurance provider, on the City's response to the most current lawsuit. Mr. White will be in attendance to provide you with an update. We are scheduled to appear with Mr. White the week of December 17<sup>th</sup> in Gaylord to attempt to resolve this issue through facilitative mediation. At mediation the City needs an authorized representative to conditionally agree to any settlement, if such an agreement can be reached. Any settlement reached must be agreed upon by all three parties (Anderson, Johnson, and the City). The following motion only authorizes Rob to make a conditional agreement. Any settlement amount would have to be approved by City Council in the future. We will discuss this in greater detail in closed session.

**RECOMMENDATION:**

**Suggested Motion:**

I move that Rob Straebel be appointed to serve as the City's representative for purposes of facilitative mediation in the matter of Johnson v Anderson and City of Charlevoix and that he be authorized to conditionally approve monetary settlement at the mediation, but subject to final rejection or approval by the City Council.