

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, February 17, 2014 - 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 – February 3, 2014 Regular Meeting PG 1-9
 - B. Payroll Check Register PG 10-13
 - C. Accounts Payable Check Register PG 14-17
- V. **Public Hearings**
 - A. Public Hearing for Budget Amendment #1 for 2013-14 PG 18-20
 - B. Public Hearing for 2014-15 Budget Ordinance PG 21-52
- VI. **Reports**
- VII. **Requests, Petitions and Communications and Actions Thereon**
 - A. Resolution to Adopt Rates & Fees Associated with the 2014-15 Budget PG 53-70
 - B. Consideration of Kayak/Paddleboard Rentals at Depot and Ferry Beach PG 71-77
 - C. Discussion and Consideration to Set a Public Hearing for Expansion to the City Marina on Dock A PG 78-83
 - D. Consideration to Approve Contract for Two Phases of the Apron Rehabilitation Project PG 84-92
 - E. Discussion on US Department of Agriculture (USDA) Grant Application for a Fiber Optic Loop in the Ance Industrial Park and the required Local Match PG 93-95
 - F. General Discussion on the City Nuisance Ordinance and Blight PG 96-107
 - G. Consideration to Approve Request for Proposal for City Attorney/Legal Services and Set Up of an Interview Committee PG 108-111
- 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. Resolution to Adopt Rates & Fees Associated with the 2014-15 Budget PG 54
- X. **Ordinances**
 - A. Budget Amendment #1 for 2013-14 PG 20
 - B. 2014-15 Budget Ordinance PG 24-26
- XI. **Miscellaneous Business**
- XII. **Audience – Non-Agenda Input (written requests take precedent)**
- XIII. **Adjourn**

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

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, February 3, 2014 – 7:00 p. m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

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

I. Pledge of Allegiance

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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 Lyle Gennett, Shirley Gibson, Leon Perron, Jeff Porter, and Shane Cole
Absent: None

III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – January 20, 2014 Regular Meeting Minutes
- B. Accounts Payable Check Register – January 22, 2014
- C. Accounts Payable Check Register – February 4, 2014, except check #108778, payable to Young, Graham, Eisenheimer & Wendling
- D. ACH Payments – January 21, 2014 – January 31, 2014
- E. Tax Disbursement – February 4, 2014
- F. Payroll Check Register – January 31, 2014
- G. Payroll Transmittal – January 31, 2014

V. Public Hearings

None.

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VI. Reports

City Manager Straebel reported that the Human Resources Assistant, Jennifer Nash, has submitted a letter of resignation. It is her intent to stay with the City until a replacement is hired, or early May 2014. Manager Straebel noted that Ms. Nash has been an important part of the team, working closely with staff in filling seasonal and permanent positions and in union negotiations, and thanked Ms. Nash for her service to the City of Charlevoix.

City Manager Straebel reminded Council that their proposed Charter revisions are due to his office by February 17, 2014, in writing.

VII. Requests, Petitions and Communications and Actions Thereon

- A. Consideration to Fill Second Ward City Council Vacancy
Due to the recent resignation of Greg Stevens, Council needs to appoint a Second Ward resident to fill the vacant City Council seat. This appointment will be for the remaining portion of the term, which expires in November 2014.

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

Motion by Councilmember Perron, second by Councilmember Gibson, to appoint Peggy Brennan to fill the Second Ward [City Council] vacancy, to fill the remainder of the term expiring in November 2014.

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

At the Mayor's request, Ms. Brennan took the Oath of Office and then joined Council on the dais.

- B. Redevelopment Liquor License Application, 202 Bridge Street
Phil Parr, Aaron Hagen, Adam Engleman, and Rich Bergman, all partners of The Round Lake Group LLC, presented the item and answered questions from Council. The Round Lake Group is proposing to open the Bridge Street Tap Room at 202 Bridge Street. The restaurant will be year round business featuring more than 30 microbrews and serving small plates and locally sourced gourmet offerings. The Round Lake Group has submitted paperwork and is eligible for a redevelopment liquor license from the State of Michigan, pending Council approval.

Upon questioning, Mr. Parr stated that the budgeted improvement to install a ramp would meet any American with Disabilities Act (ADA) requirement. The ramp will be built if it is required. Mayor Carlson stated that if any part of the ramp were to be built on City

property, the Group would be required to return to Council for permission to construct. Mr. Parr also stated that they would like to expand their license for take-out at some point in the future, but that is not being requested now.

CED Director Pearson reported that the DDA had reviewed this application, and unanimously supports it. The Group is working toward a May 2014 opening date. Mayor Carlson briefly reviewed the Liquor Control Commission's process for approving liquor license applications.

Mayor Carlson opened the item to public comment.

County Commissioner Sullivan asked about the number of restrooms and the lack of a building permit. Mayor Carlson assured Mr. Sullivan that, if the Liquor License is approved, the Round Lake Group will be applying for a building permit and meet any requirements of the permit, including the number of available restrooms.

Mayor Carlson closed the item to public comment.

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Council generally agreed to not set a public hearing. Action by resolution.

C. Liquor License Application, 100 Belvedere

Deputy Clerk Stephanie Brown presented the item and answered questions from Council. Julia, Inc. is requesting Council approval for the transfer of an existing liquor license at 100 Belvedere (formerly 7-Eleven) from Garb-ko Inc. to Julia Inc. The proposed business is a party store, with offerings similar to the former 7-Eleven.

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

Council generally agreed to not set a public hearing. Action by resolution.

D. Consideration of Contributing to Additional Petunia Baskets

Aaron Wilkin of Keep Charlevoix Beautiful (KCB) presented the item and answered questions from Council. Keep Charlevoix Beautiful has been approached by a generous donor who wishes to place additional petunia baskets in the downtown area. The baskets would be added to the light posts in the four block area of State Street from Antrim to Park, as well as the first blocks of Antrim, Mason, Clinton, and Park west of Bridge Street. The donor will pay for the necessary baskets and installation hardware along with the petunias to fill the baskets. The donor has also offered to pay for one half of the additional expenses related to watering costs, estimated at \$5,566 for staff time and fringes. Keep Charlevoix Beautiful would like the City of Charlevoix to pay the other half of these annual costs. If, at any point in the future, KCB is unable to fund its portion of the watering expense, the City can choose to remove the baskets; the baskets are not a permanent fixture.

Mayor Carlson noted that this would not be an addition to the budget, and that KCB would reimburse the City for one half of the related watering expenses.

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

Motion by Councilmember Brennan, second by Councilmember Gibson, to support the Keep Charlevoix Beautiful's additional petunia basket displays with half of the watering expenses, estimated at \$2,783.

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

E. Discussion Regarding Filling Vacant City Clerk Position

Mayor Carlson presented the item and answered questions from Council. Due to Mr. Sullivan's decision to not accept his elected position of City Clerk, there is a vacancy. Even when appointing a person to this position, because the City Clerk is an elected office, the appointee must be a City resident. Staff recommends soliciting applications for the position over the next few weeks and creating an interview committee to make a recommendation to Council. Although Council is considering ballot language to change the position from elected to appointed, the position should be filled until that change is made.

The Charlevoix Compensation Commission met on January 23, setting a salary of \$37,888, which is 90% of the previously elected Clerk's salary, and recommending approval of the job description, which was drafted in 2013. If Council wishes to accept the salary recommendation, no action is necessary. If Council chooses to reject the salary recommendation, the salary will revert to \$41,542.

Councilmember Brennan does not believe that the salary is appropriate, considering the cut in hours from 1,664 to 1,500 annually, and noted that the Human Resources Assistant had done a survey and recommended that the wage be set at \$21.48 per hour. If the salary were to be compared to an hourly rate, the wage of \$37,888 for 1,500 hours would be a rate of \$24.96 per hour. Councilmember Brennan believes that, if the City has a Human Resources Assistant, that her recommendations should be given

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more weight. For these reasons, Councilmember Brennan would like to send the item back to the Compensation Commission for additional consideration.

Attorney Graham reiterated that, if Council rejects the recommendation made by the Compensation Commission, the salary would revert to the original salary of \$41,542.

On further questioning, the Mayor stated that hours worked, accountability, and work performed are specified in the Charter. Neither the Compensation Commission nor City Council has the authority to make requirements that are not specified in the Charter. This is one reason that Council is asking the public to consider a Charter amendment, changing the Clerk's position from elected to appointed.

Motion by Councilmember Cole, second by Councilmember Perron, to accept the City Clerk's job [description] as outlined in the agenda packet.

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

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F. Discussion Regarding 100LL Fuel Truck Surcharge Proposal

Airport Manager Scott Woody presented the item and answered questions from Council. The City receives grants to help the airport in various areas; these grants require the City to make the airport as self-sufficient as possible. The estimated annual cost of the 100LL aviation fuel truck is \$15,000. In an attempt to defer some of this cost, staff proposes a \$0.25 surcharge for all users, which would generate approximately \$6,000 annually. This type of fuel is also available 24/7 at the self-serve cabinet, where no surcharge would be imposed. Fresh Air is contesting the fee, stating it is illegal. Staff is checking on the legality of the fee with the airport consultant and the Federal Aviation Administration (FAA).

Mayor Carlson opened the item to public comment.

Rachel Teague of Fresh Air Aviation read a prepared statement, noting multiple avenues from which the City receives revenue from Fresh Air. Given their location on the airfield, and the fact that there is not space in the terminal, Fresh Air believes that the proposed surcharge is a discriminatory charge. Ms. Teague suggested that, with further discussion and cooperation, there are ways to resolve the issue at hand without imposing the \$0.25 surcharge. One idea from Ms. Teague was to turn over the fuel truck to Fresh Air for their sole use and operation during the seven months that they are the only user. This would eliminate the expense for the City if there are no other users during those months.

The item was closed to public comment.

Council requested that the Airport Manager work with Fresh Air Aviation to find an equitable solution.

G. Airport Consultant Selection Process

Airport Manager Scott Woody presented the item and answered questions from Council. The FAA requires airport sponsors to go through a Consultant Selection every five years. Charlevoix's last selection was 2006. The Airport Advisory Committee met on January 28 to discuss the process and voted unanimously to approve proceeding with a Request for Qualification advertisement. Mayor Carlson opened the item to public comment. There was no public comment, and the item was closed to public comment.

Motion by Councilmember Porter, second by Councilmember Brennan, to approve advertising of a Request for Qualifications for an airport consultant.

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

H. Authorized Bank Signatures

City Manager Straebel presented the item and answered questions from Council. Due to the retirement of City Treasurer Rick Brandi, effective February 14, his name will need to be removed as an approved signatory on our bank accounts. The banks we use require a City Council resolution to approve the staff allowed to be on signature cards and write checks on City accounts.

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

Action by resolution.

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I. Request to Apply for Michigan Department of Transportation Permits

City Manager Straebel presented the item and answered questions from Council. The State of Michigan Department of Transportation (MDOT) requires various permits during the year for work performed in the US 31 right-of-way. The proposed resolution would allow City Manager Straebel, DPW Superintendent Elliott, and Electric Superintendent Swem to apply for the necessary permits during the year.

Mayor Carlson opened the item to public comment. There was no public comment, and 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.

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IX. **Resolutions**

A. Redevelopment Liquor License Application, 202 Bridge Street

Motion by Councilmember Brennan, seconded by Councilmember Cole, to approve Resolution 2014-02-01, Local Governing Body Approval of Redevelopment Liquor License Application at 202 Bridge Street, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-02-01
LOCAL GOVERNING BODY APPROVAL OF REDEVELOPMENT LIQUOR LICENSE APPLICATION
(Authorized by MCL 436.1501)**

At a REGULAR meeting of the City of Charlevoix City Council called to order by Mayor Norman L. Carlson, Jr., on February 3, 2014 at 7:00 p.m., the following resolution was offered:

Moved by Councilmember Brennan and supported by Councilmember Cole that the application from Round Lake Development LLC, d/b/a/ Bridge Street Tap Room for the following license(s): On Premise Redevelopment Liquor License with Sunday sales, to be located at 202 Bridge St., Charlevoix, MI 49720

and the following permit, if applied for: ___ Banquet Facility Address of Banquet Facility: N/A

be considered for approval by the Michigan Liquor Control Commission.

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

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

B. Liquor License Application, 100 Belvedere

Motion by Councilmember Cole, seconded by Councilmember Gennett, to approve Resolution 2014-02-02, Local Governing Body Approval of Liquor License Application at 100 Belvedere, as follows:

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**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-02-02
LOCAL GOVERNING BODY APPROVAL OF LIQUOR LICENSE APPLICATION
(Authorized by MCL 436.1501)**

At a REGULAR meeting of the City of Charlevoix City Council called to order by Mayor Norman L. Carlson, Jr., on February 3, 2014 at 7:00 p.m., the following resolution was offered:

Moved by Councilmember Cole and supported by Councilmember Gennett that the application from Julia Inc. for the following license(s): SDM and SDD Liquor License with Sunday sales, to be located at 100 Belvedere Avenue, Charlevoix, MI 49720

and the following permit, if applied for: ___ Banquet Facility Address of Banquet Facility: N/A

be considered for approval by the Michigan Liquor Control Commission.

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

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

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C. Authorization of Bank Signature Card

Motion by Councilmember Gennett, seconded by Councilmember Gibson, to approve Resolution 2014-02-03, Authorized Bank Signatories, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-02-03
AUTHORIZED BANK SIGNATORIES**

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

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

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

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

- Joseph A. Zielinski, City Treasurer
- Robert Straebel, City Manager
- Alida K. Klooster, Payroll Administrator
- Stephanie C. Brown, Deputy Clerk

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

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

D. Performance Resolution for Governmental Agencies

Motion by Councilmember Brennan, seconded by Councilmember Gibson, to approve Resolution 2014-02-04, Performance Resolution for Governmental Agencies

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**CITY OF CHARLEVOIX
RESOLUTION NO. 2014-02-04
PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES**

This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way" (form 2205), or an "Annual Application and Permit for Miscellaneous Operations Within State Highway Right of Way" (form 2205B)

RESOLVED WHEREAS, the City of Charlevoix hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utility or other facilities, or to conduct other activities, on, over, and under State Highway right of way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any

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- other person not a party to the PERMIT without its specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
3. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
 4. The GOVERNMENTAL AGENCY It will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
 5. With respect to any activities authorized by PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
 6. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
 7. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Name	and/or	Title
Robert Straebel		City Manager
Patrick Elliott		DPW Superintendent
Don Swem		Electric Superintendent

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

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

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X. Ordinances
None.

XI. Miscellaneous Business

Councilmember Porter discussed the payment which was pulled from the consent agenda. This payment was to be made to Young, Graham, Elsenheimer & Wendling. Councilmember Porter argued that our legal firm has billed over \$14,000, approximately 105 hours, and that it is unreasonable to expect that this amount of time was spent on the issues in question. Mayor Carlson noted that the work was done over eight months.

Attorney Graham reminded Council that there were two issues: the Incompatibility of Offices Act, and the City Charter. The cost of legal research on the Incompatibility of Offices Act will be shared with Charlevoix County; however, the cost of research on the City Charter is the sole responsibility of the City.

Mayor Carlson noted that the Attorney General's office ruled on both issues, and agreed with the City's legal counsel on both counts.

Motion by Councilmember Gennett, second by Councilmember Cole, to approve the Young, Graham, Elsenheimer & Wendling invoice# 17349 [check #108778] for payment.

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

MICHIGAN SCIENTIFIC CORPORATION	1,420.44	SIMMONS, RICHARD	60.33
MID STATES BOLT & SCREW CO	266.37	SPENCER, MICHAEL	41.00
MONTIETH, DANIEL	20.00	STATE OF MICHIGAN	407.59
NASH, JENNIFER	41.00	STEVENS, BRANDON	28.00
NETSOURCE ONE INC.	207.16	STRAEBEL, ROBERT J.	41.00
NFPA	165.00	SWEM, DONALD L.	41.00
NORTH COAST FASTENERS LLC	36.19	TANK, JAMES	12.27
NORTH COUNTRY POWER GENERATION	1,722.50	TERMINAL SUPPLY CO	292.97
NORTHERN MICHIGAN JANITORIAL	113.55	TEUNIS, STEVEN	41.00
NYE UNIFORM CO	126.12	TRUCK & TRAILER SPECIALTIES	1,932.65
OTEC	203.00	USA BLUE BOOK	135.24
PEARSON, BETHANY	41.00	WELLER, LINDA	59.59
PERFORMANCE ENGINEERS INC	8,987.50	WHITLEY, ANDREW	28.00
PLUNKETT & COONEY	160.00	WILKIN, AMANDA	41.00
POWER LINE SUPPLY	3,420.05	WINDER POLICE EQUIPMENT	541.28
PREIN & NEWHOF	45,414.90	WOODY, SCOTT	41.00
RELIABLE OFFICE SUPPLIES	321.37	YOUNG GRAHAM	6,443.50
RIZE, KEVIN	225.00	ZIELINSKI, JOSEPH A.	41.00
SCHMUCKAL OIL CO	1,335.15		
SEIDEL, AMANDA	34.31	TOTAL	117,387.58

Tax Disbursement – 02/04/2014

CHARLEVOIX COUNTY TREASURER	84,932.12	CHARLEVOIX PUBLIC SCHOOLS	15.30
CHARLEVOIX DISTRICT LIBRARY	34,000.83	CITY OF CHARLEVOIX - TAXES DUE	20,134.22
CHARLEVOIX PUBLIC SCHOOLS	226.82	RECREATIONAL AUTHORITY	6,050.85
CHARLEVOIX PUBLIC SCHOOLS	31.45		
CHARLEVOIX PUBLIC SCHOOLS	1.48	TOTAL	145,393.07

ACH Payments – 01/06/2013 – 01/17/2014

MI PUBLIC POWER AGENCY	22,378.74	VANTAGEPOINT (401 ICMA Plan)	728.06
MI PUBLIC POWER AGENCY	272,066.68	VANTAGEPOINT (457 ICMA Plan)	12,837.92
IRS (Payroll Tax Deposit)	30,804.80	MERS (Defined Benefit Plan)	38,921.56
ALERUS FINANCIAL (HCSP)	380.00		
STATE OF MI (Withholding Tax)	4,376.16	TOTAL	382,493.92

PAYROLL: NET PAY

Pay Period Ending 01/25/2014 – Paid 01/31/2014

STEVENS, GREGORY L	182.30	NISWANDER, JOSEPH F.	1,383.66
WELLER, LINDA JO	1,339.67	BLANCHARD, SCOTT W.	1,671.79
STRAEBEL, ROBERT J.	2,186.47	FRYE, EDWARD J.	936.79
BRANDI, RICHARD M.	1,797.20	JONES, TERRI L.	1,011.70
LOY, EVELYN R.	997.09	SWEM, DONALD L.	1,628.63
KLOOSTER, ALIDA K.	1,290.45	EATON, BRAD A.	1,700.03
BROWN, STEPHANIE C.	1,386.66	WILSON, TIMOTHY J.	1,928.15
SPENCER, MICHAEL D.	1,518.04	LAVOIE, RICHARD L.	1,225.35
NASH, JENNIFER B.	501.47	STEVENS, BRANDON C.	1,173.88
PANOFF, ZACHARY R.	820.00	WHITLEY, ANDREW T.	1,175.07
MILLER, FAITH G.	15.38	ELLIOTT, PATRICK M.	1,587.16
PEARSON, BETHANY S.	1,224.96	MORRISON, KEVIN P.	1,647.88
ZIELINSKI, JOSEPH A.	1,586.39	HODGE, MICHAEL J.	1,188.54
DOAN, GERARD P.	1,211.68	WELLS JR., DONALD E.	1,234.89
SHRIFT, PETER R.	1,141.71	BRADLEY, KELLY R.	1,309.00
SCHLAPPI, JAMES L.	1,256.58	WILSON, RICHARD J.	1,503.20
UMULIS, MATTHEW T.	1,287.03	JONES, ROBERT F.	1,558.84
HANKINS, SCOTT A.	1,443.21	DORAN, JUSTIN J.	1,591.52
ORBAN, BARBARA K.	1,244.31	WILKIN, AMANDA J.	734.22
TRAEGER, JASON A.	1,223.27	BOSS JR, DALE E.	1,114.57
WARNER, JANINE M.	939.21	BOSS, JAMES W.	919.97
IVAN, PAUL M.	1,693.56	STEBE JR, JOHN M.	399.16
SCHWARTZFISHER, JOSEPH L.	1,027.79	BOSS, SHERRY M.	329.11
ROLOFF, ROBERT P.	1,121.71	MURPHY IV, MICHAEL J.	227.33
BRODIN, WILLIAM C.	1,348.27	BEHAN, DEAN T.	217.83
RILEY, DENISE M.	320.61	BEHAN, HALEY C.	203.89
TEUNIS, STEVEN L.	1,772.79	RAMSEY, MADISON L.	305.43
MAYER, SHELLEY L.	1,234.31	BERTINELLI, DAVID P.	461.61
HILLING, NICHOLAS A.	1,109.76	STEBE, CATHERINE M.	310.54
MEIER III, CHARLES A.	1,946.19	STEVENS, RODNEY M.	277.51
ZACHARIAS, STEVEN B.	1,239.59	ARNOLD, HAILEE M.	261.57

WITTHOEFT, MARVIN J.	166.23	TABER, HOLLY S.	598.42
HAGEN, AARON W.	147.50	CROFT, JAMES E.	111.05
HOLM, ARTHUR R.	576.53	WYMAN, MATTHEW A.	794.61
HEID, THOMAS J.	1,248.98	STEVENS, JEFFREY W.	235.10
STEIN, DONNA E.	112.14	WURST, RANDALL W.	1,293.57
WOODY, SCOTT R.	1,523.84	SPENCLEY, PATRICIA L.	1,077.77
VANLOO, JOSEPH G.	261.04	JOHNSON, STEVEN P.	1,596.45
LUNDHOLM, ROBERT A.	305.04	DRAVES, MARTIN J.	294.48
HAND, HEATHER K.	841.78	TOTAL	79,811.01

PAYROLL: TRANSMITTAL
01/31/2014

AMERICAN FAMILY LIFE	182.40	MI STATE DISBURSEMENT UNIT	596.19
AMERICAN FAMILY LIFE	269.17	NORTHWESTERN BANK	150.00
BAY WINDS FEDERAL CREDIT UNION	200.00	PRIORITY HEALTH	942.91
CHAR EM UNITED WAY	84.54	TENHOUTEN RINGSTROM, PLLC	86.98
CHARLEVOIX STATE BANK	1,016.16	TOTAL	4,094.88
COMMUNICATION WORKERS OF AMER	566.53		



Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/08/2014	02/14/2014	108798	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	182.40
02/08/2014	02/14/2014	108798	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	269.17
02/08/2014	02/14/2014	108799	BAY WINDS FEDERAL C	9024	HSA-EMPLOYEE CONTRIB-BAY	200.00
02/08/2014	02/14/2014	108800	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 2/8/20	84.54
02/08/2014	02/14/2014	108801	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,016.16
02/08/2014	02/14/2014	108802	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	626.48
02/08/2014	02/14/2014	108803	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	596.19
02/08/2014	02/14/2014	108804	NORTHWESTERN BANK	9018	HSA - EMPLOYEE CONTRIB - N	150.00
02/08/2014	02/14/2014	108805	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 2	382.00
02/08/2014	02/14/2014	108806	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,052.77
02/08/2014	02/14/2014	108807	TENHOUTEN RINGSTRO	9019	GARNISHMENT PER 90TH DIST	185.83
Grand Totals:						4,745.54

Summary of Check Registers & ACH Payments

FIRST MERIT BANK - CHECKS ISSUED

02/14/14 Payroll	\$	86,232.53
02/14/14 Payroll Transmittal Checks	\$	4,745.54
02/18/14 Regular Accounts Payable	\$	132,037.10

Checks Sub-Total: \$ 223,015.17

FIRST MERIT BANK - ACH PAYMENTS

02/03/14 MI Public Power Agency	\$	25,583.37
02/07/14 FirstMerit Bank	\$	48.37
02/10/14 MI Public Power Agency	\$	23,772.91
02/14/14 IRS (Payroll Tax Deposit)	\$	34,182.90
02/14/14 Alerus Financial (HCSP)	\$	380.00
02/14/14 State of MI (Withholding Tax)	\$	4,780.74
02/14/14 Vantagepoint (401 ICMA Plan)	\$	728.06
02/14/14 Vantagepoint (457 ICMA Plan)	\$	13,244.10
ACH Sub-Total:	\$	102,720.45

First Merit Bank Total: \$ 325,735.62

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

02/18/14 Tax Disbursement	\$	370,307.79
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Charlevoix State Bank Total: \$ 370,307.79

Grand Total: \$ 696,043.41

APPROVED:


CITY MANAGER


CITY TREASURER


DEPUTY CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/08/2014	PC	02/14/2014	17044	WELLER, LINDA JO	101		2,456.41
02/08/2014	PC	02/14/2014	17045	STRAEBEL, ROBERT J.	102		2,496.76
02/08/2014	PC	02/14/2014	17046	BRANDI, RICHARD M.	110		1,797.20
02/08/2014	PC	02/14/2014	17047	LOY, EVELYN R.	117		997.09
02/08/2014	PC	02/14/2014	17048	KLOOSTER, ALIDA K.	121		1,489.11
02/08/2014	PC	02/14/2014	17049	BROWN, STEPHANIE C.	126		1,567.85
02/08/2014	PC	02/14/2014	17050	SPENCER, MICHAEL D.	132		2,836.00
02/08/2014	PC	02/14/2014	17051	SPENCLEY, PATRICIA L.	136		1,029.49
02/08/2014	PC	02/14/2014	17052	NASH, JENNIFER B.	138		382.38
02/08/2014	PC	02/14/2014	17053	PANOFF, ZACHARY R.	141		820.00
02/08/2014	PC	02/14/2014	17054	MILLER, FAITH G.	142		18.45
02/08/2014	PC	02/14/2014	17055	PEARSON, BETHANY S.	143		1,224.96
02/08/2014	PC	02/14/2014	17056	ZIELINSKI, JOSEPH A.	144		1,586.39
02/08/2014	PC	02/14/2014	17057	DOAN, GERARD P.	201		1,211.69
02/08/2014	PC	02/14/2014	17058	SHRIFT, PETER R.	203		1,133.21
02/08/2014	PC	02/14/2014	17059	SCHLAPPI, JAMES L.	204		1,003.59
02/08/2014	PC	02/14/2014	17060	UMULIS, MATTHEW T.	205		1,331.59
02/08/2014	PC	02/14/2014	17061	HANKINS, SCOTT A.	208		1,443.21
02/08/2014	PC	02/14/2014	17062	ORBAN, BARBARA K.	209		1,698.26
02/08/2014	PC	02/14/2014	17063	TRAEGER, JASON A.	210		1,346.46
02/08/2014	PC	02/14/2014	17064	WARNER, JANINE M.	213		1,167.28
02/08/2014	PC	02/14/2014	17065	IVAN, PAUL M.	301		1,693.56
02/08/2014	PC	02/14/2014	17066	SCHWARTZFISHER, JOS	303		980.04
02/08/2014	PC	02/14/2014	17067	ROLOFF, ROBERT P.	304		1,121.44
02/08/2014	PC	02/14/2014	17068	BRODIN, WILLIAM C.	305		1,011.20
02/08/2014	PC	02/14/2014	17069	RILEY, DENISE M.	306		320.61
02/08/2014	PC	02/14/2014	17070	TEUNIS, STEVEN L.	402		1,772.79
02/08/2014	PC	02/14/2014	17071	WURST, RANDALL W.	411		1,634.44
02/08/2014	PC	02/14/2014	17072	MAYER, SHELLEY L.	412		1,344.48
02/08/2014	PC	02/14/2014	17073	HILLING, NICHOLAS A.	413		1,124.34
02/08/2014	PC	02/14/2014	17074	MEIER III, CHARLES A.	421		1,569.23
02/08/2014	PC	02/14/2014	17075	ZACHARIAS, STEVEN B.	422		1,186.30
02/08/2014	PC	02/14/2014	17076	NISWANDER, JOSEPH F.	504		1,262.08
02/08/2014	PC	02/14/2014	17077	FRYE, EDWARD J.	508		936.79
02/08/2014	PC	02/14/2014	17078	JONES, TERRI L.	511		931.39
02/08/2014	PC	02/14/2014	17079	EATON, BRAD A.	515		1,572.19
02/08/2014	PC	02/14/2014	17080	WILSON, TIMOTHY J.	516		2,151.69
02/08/2014	PC	02/14/2014	17081	LAVOIE, RICHARD L.	519		1,261.08
02/08/2014	PC	02/14/2014	17082	STEVENS, BRANDON C.	521		1,256.28
02/08/2014	PC	02/14/2014	17083	DRAVES, MARTIN J.	523		1,923.64
02/08/2014	PC	02/14/2014	17084	ELLIOTT, PATRICK M.	600		2,824.46
02/08/2014	PC	02/14/2014	17085	WELLS JR., DONALD E.	609		1,590.33
02/08/2014	PC	02/14/2014	17086	BRADLEY, KELLY R.	614		1,276.33
02/08/2014	PC	02/14/2014	17087	WILSON, RICHARD J.	615		1,341.61
02/08/2014	PC	02/14/2014	17088	JONES, ROBERT F.	618		1,525.53
02/08/2014	PC	02/14/2014	17089	DORAN, JUSTIN J.	621		1,739.48
02/08/2014	PC	02/14/2014	17090	WILKIN, AMANDA J.	700		800.02
02/08/2014	PC	02/14/2014	17091	MURPHY IV, MICHAEL J.	732		86.75
02/08/2014	PC	02/14/2014	17092	BEHAN, HALEY C.	734		149.23
02/08/2014	PC	02/14/2014	17093	RAMSEY, MADISON L.	752		352.07
02/08/2014	PC	02/14/2014	17094	BERTINELLI, DAVID P.	764		469.43
02/08/2014	PC	02/14/2014	17095	ARNOLD, HAILEE M.	768		317.79
02/08/2014	PC	02/14/2014	17096	WITTHOEFT, MARVIN J.	769		147.76
02/08/2014	PC	02/14/2014	17097	HAGEN, AARON W.	770		129.29
02/08/2014	PC	02/14/2014	17098	HEID, THOMAS J	802		1,248.98
02/08/2014	PC	02/14/2014	17099	STEIN, DONNA E.	830		112.14
02/08/2014	PC	02/14/2014	17100	WOODY, SCOTT R.	900		1,523.84

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/08/2014	PC	02/14/2014	17101	VANLOO, JOSEPH G.	902		557.48
02/08/2014	PC	02/14/2014	17102	LUNDHOLM, ROBERT A.	911		103.16
02/08/2014	PC	02/14/2014	17103	HAND, HEATHER K.	913		841.78
02/08/2014	PC	02/14/2014	17104	TABER, HOLLY S.	924		632.96
02/08/2014	PC	02/14/2014	17105	CROFT, JAMES E.	926		201.25
02/08/2014	PC	02/14/2014	17106	WYMAN, MATTHEW A.	927		616.55
02/08/2014	PC	02/14/2014	108781	Void			
02/08/2014	PC	02/14/2014	108782	SWEM, DONALD L.	512		1,628.63
02/08/2014	PC	02/14/2014	108783	WHITLEY, ANDREW T.	522		1,548.16
02/08/2014	PC	02/14/2014	108784	MORRISON, KEVIN P.	601		983.39
02/08/2014	PC	02/14/2014	108785	HODGE, MICHAEL J.	606		1,504.49
02/08/2014	PC	02/14/2014	108786	JOHNSON, STEVEN P.	617		1,335.40
02/08/2014	PC	02/14/2014	108787	BOSS JR, DALE E.	701		1,114.57
02/08/2014	PC	02/14/2014	108788	BOSS, JAMES W.	719		919.97
02/08/2014	PC	02/14/2014	108789	STEBE JR, JOHN M.	729		428.00
02/08/2014	PC	02/14/2014	108790	BOSS, SHERRY M.	730		362.32
02/08/2014	PC	02/14/2014	108791	BEHAN, DEAN T.	733		342.79
02/08/2014	PC	02/14/2014	108792	STEBE, CATHERINE M.	765		319.90
02/08/2014	PC	02/14/2014	108793	STEVENS, RODNEY M.	766		317.16
02/08/2014	PC	02/14/2014	108794	HOLM, ARTHUR R.	791		696.78
02/08/2014	PC	02/14/2014	108795	SCHNEIDER, DENNIS R.	916		303.08
02/08/2014	PC	02/14/2014	108796	STEVENS, JEFFREY W.	1028		187.49
02/08/2014	PC	02/14/2014	108797	BLANCHARD, SCOTT W.	505		1,561.23
Grand Totals:			80				86,232.53

Report Criteria:

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

Check Issue Date	Check Number	Payee	Amount
21414001			
02/14/2014	21414001	**EFTPS* Payroll Taxes	8,264.25
02/14/2014	21414001	**EFTPS* Payroll Taxes	8,264.25
02/14/2014	21414001	**EFTPS* Payroll Taxes	1,932.79
02/14/2014	21414001	**EFTPS* Payroll Taxes	1,932.79
02/14/2014	21414001	**EFTPS* Payroll Taxes	13,788.82
Total 21414001:			
	5		34,182.90
21414002			
02/14/2014	21414002	Alerus Financial	380.00
Total 21414002:			
	1		380.00
21414003			
02/14/2014	21414003	STATE OF MICHIGAN	4,780.74
Total 21414003:			
	1		4,780.74
21414004			
02/14/2014	21414004	Vantagepoint - 401 Plan 109153	728.06
Total 21414004:			
	1		728.06
21414005			
02/14/2014	21414005	Vantagepoint - 457 Plan 300959	5,053.64
02/14/2014	21414005	Vantagepoint - 457 Plan 300959	43.88
02/14/2014	21414005	Vantagepoint - 457 Plan 300959	1,798.57
02/14/2014	21414005	Vantagepoint - 457 Plan 300959	6,348.01
Total 21414005:			
	4		13,244.10
Grand Totals:			
	12		53,315.80

Check Number	Payee	Amount
02/18/2014		
108808	ACCESS LOCKSMITHING INC	155.00
108809	ACE HARDWARE	699.77
108810	AIRGAS USA LLC	924.10
108811	AIS CONSTRUCTION EQUIPMENT	207.50
108812	ALL-PHASE ELECTRIC SUPPLY CO.	1,852.60
108813	AMERICAN PUBLIC WORKS ASSN	342.00
108814	AMERICAN WASTE INC.	2,156.00
108815	ASPLUNDH TREE EXPERT CO	9,724.05
108816	AT&T	5,221.24
108817	AUTO VALUE	882.23
108818	AVFUEL CORPORATION	19,885.69
108819	B & L SOUND INC	118.95
108820	BLARNEY CASTLE OIL CO	1,940.71
108821	BRADFORD'S	35.75
108822	CHARLEVOIX AREA	60.00
108823	CHARLEVOIX COUNTY TREASURER	13.65
108824	CHARLEVOIX SCREEN MASTERS INC	283.00
108825	CHARLEVOIX STATE BANK	75.00
108826	CHARTER COMMUNICATIONS	1,125.15
108827	CITY OF CHARLEVOIX - UTILITIES	36,834.30
108828	CITY OF HARBOR SPRINGS	500.00
108829	DOAN, GERARD	124.00
108830	DORNBOS SIGN INC.	192.19
108831	DTE ENERGY	11,292.66
108832	EJ USA INC.	286.43
108833	ELLIOTT, PATRICK M.	352.56
108834	ELLSWORTH FARMER'S EXCHANGE	260.00
108835	FAMILY FARM & HOME	477.37
108836	FREIGHTLINER OF GRAND RAPIDS	197.05
108837	GALLS AN ARAMARK COMPANY	129.76
108838	GARAGE DOOR SERVICES INC.	992.79
108839	GINOP SALES INC	1,024.88
108840	GRAY MANUFACTURING CO. INC.	98.72
108841	GREAT LAKES PIPE & SUPPLY	612.29
108842	HACH COMPANY	1,592.04
108843	HOLIDAY COMPANIES	368.04
108844	IDEXX DISTRIBUTION INC.	990.96
108845	INDEPENDENT DRAFTING SERVICES	1,792.00
108846	JERRY'S TIRE	1,492.74
108847	KSS ENTERPRISES	2.92
108848	MAFC	90.00
108849	MD SOLUTIONS	69.99
108850	MICHIGAN ASSN/CHIEFS OF POLICE	115.00
108851	MID STATES BOLT & SCREW CO	59.93
108852	MORROW, TARA	47.87
108853	N M A C P	50.00
108854	NATIONAL SAFETY COUNCIL	346.63
108855	NETSOURCE ONE INC.	102.00

Check Number	Payee	Amount
108856	NORTH COUNTRY POWER GENERATI	2,821.50
108857	NORTHERN CREDIT BUREAU	69.52
108858	NORTHERN FIRE & SAFETY INC.	144.00
108859	NORTHERN MICHIGAN REVIEW INC.	1,190.80
108860	NORTHERN PUMP SERVICE INC.	409.70
108861	NYE UNIFORM CO	110.12
108862	OLESON'S FOOD STORES	11.77
108863	ORBAN, BARBARA	106.00
108864	OTEC	1,400.00
108865	PEARSON, BETHANY	319.20
108866	PERFORMANCE ENGINEERS INC	10,604.00
108867	PETOSKEY NEWS-REVIEW	173.45
108868	POWER LINE SUPPLY	4,705.23
108869	PRESIDENT FORD FIELD SERVICE C	190.00
108870	PRO WEB MARKETING LLC	60.00
108871	QoE CONSULTING PLC	450.00
108872	QUILL CORP	109.95
108873	RTI LABORATORIES INC.	93.00
108874	SEELEY'S PRINTING SERVICE	236.00
108875	SIGMA-ALDRICH RTC	305.50
108876	SPARTAN DISTRIBUTORS INC	138.51
108877	STRAEBEL, ROBERT J.	353.20
108878	SUPERIOR MECHANICAL	543.97
108879	T & R SERVICE INC	15.00
108880	TRUCK & TRAILER SPECIALTIES	559.82
108881	VILLAGE GRAPHICS INC.	166.04
108882	VISION MARKETING	42.75
108883	WELLS JR., DONALD E.	354.80
108884	WILKIN, AMANDA	100.58
108885	WORK & PLAY SHOP	55.18
Total 02/18/2014:		132,037.10
Grand Totals:		132,037.10

Check Number	Payee	Amount
02/03/2014		
20314001	MICHIGAN PUBLIC POWER AGENCY	25,583.37
Total 02/03/2014:		25,583.37
Grand Totals:		25,583.37

Check Number	Payee	Amount
02/07/2014		
21714001	FIRSTMERIT BANK N.A.	48.37
Total 02/07/2014:		48.37
Grand Totals:		48.37

Check Number	Payee	Amount
02/10/2014		
21014001	MICHIGAN PUBLIC POWER AGENCY	23,772.91
Total 02/10/2014:		23,772.91
Grand Totals:		23,772.91

Check Number	Payee	Amount
02/18/2014		
2305	CHARLEVOIX COUNTY TREASURER	214,788.78
2306	CHARLEVOIX COUNTY TREASURER	32.36
2307	CHARLEVOIX DISTRICT LIBRARY	84,976.12
2308	CHARLEVOIX PUBLIC SCHOOLS	21.13
2309	CHARLEVOIX PUBLIC SCHOOLS	529.58
2310	CHARLEVOIX PUBLIC SCHOOLS	24.94
2311	CHARLEVOIX PUBLIC SCHOOLS	259.33
2312	CITY OF CHARLEVOIX - TAXES DUE	53,201.56
2313	HECKENDORN, KIRK & KATHRYN	1,351.15
2314	RECREATIONAL AUTHORITY	15,122.84
Total 02/18/2014:		370,307.79
Grand Totals:		370,307.79

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Budget Amendment #1 for 2013-14
DATE: February 17, 2014
PRESENTED BY: Joe Zielinski, City Treasurer
ATTACHMENTS: 2013-14 Budget Amendment Detail and 2013-14 Budget Amendment Ordinance

BACKGROUND INFORMATION: The proposed budget amendment will keep the City's budget process in compliance with Public Act 202 and update the estimated year end budget for 2013-14 to our best estimate. The changes are outlined in the ordinance and the main reasons for the proposed changes are:

- Water revenue was lower than budgeted due to lower customer usage
- Federal grants for the Airport were not pursued due to not going forward with the terminal upgrade project
- Expenses for infrastructure projects were higher than budgeted
- Expenses related to the Wastewater Treatment Plant upgrade were higher than budgeted
- Wages for part-time Marina employees were higher than budgeted
- Hired new Community Economic Development Director and City Treasurer
- City Attorney legal fees were higher than budgeted
- DDA purchase of tree lights, holiday decorations and donated park benches
- The budget amendment includes the write off of bad debts during the year of \$44,683. (See the attached sheet for all the details.)

RECOMMENDATION: City Council needs to approve the 2013-14 Budget Amendment Ordinance to stay in compliance with P.A. 202. It takes 30 days for the ordinance to take effect and our year end is March 31st.

Original Budget	Amended Budget	Net Change
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General Fund

EX Legislative	47,600	46,984	(616) Conference & travel and Fees & per diem lower
EX General Government	538,800	574,798	35,998 CEDD hired. May recall election, Attorney fees, OT for deputy clerk, 2 treasurers & Telephone
EX Public Safety	1,189,200	1,169,863	(19,337) Police -21k, Fire -5.9k & Planning +7.6k (GIS Intern)
EX Public Works	237,600	232,011	(5,589) Brush pickup -11k & Leaf pickup +5.3k
EX Health & Welfare	392,500	407,895	15,395 Ambulance: Bad debt +11.4k & M&E +2.1k
EX Recreation & Culture	917,300	905,286	(12,014) Beaches (lifeguards) -12.2k, Parks -8.3k, Rec Admin +2.4k & Mt. McSauba +5.6K
EX Other	56,200	16,076	(38,124) Refunds & rebates -32k & Contingency -6k
EX Fund Transfers	45,000	50,200	5,200 DDA tree lights +5k
EX Fund Transfers	45,000	50,200	5,200 DDA tree lights +5k
Total Change in Expenses - General Fund:	3,424,200	3,405,081	(19,119)

Local Street Fund

EX Total	492,400	506,742	14,342 Clinton & Lewis Streets construction & engineering
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DDA Fund

EX Total	746,600	753,488	6,888 Tree lights, holiday decorations & donated park benches
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PI#5 - Sewer Capital Fund - North Side/South Side

RV Total	4,400	57	(4,343) Collection & Construction Fees -4k
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PI#9 - Infrastructure Improvements Fund

EX Total	431,100	503,495	72,395 Transfers to Local (Clinton & Lewis) +71k & Major (Garfield) +15k
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PI#9 - Industrial Park Fund

EX Total	5,000	6,000	1,000 Fiber broadband consulting +1k
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PI#12 - Mt. McSauba Recreation Improvement Fund

RV Total	16,500	5,878	(10,622) Tower leases -1,762, Contributions -9,861
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Airport Fund

RV Total	1,602,900	1,443,915	(458,985) Federal grants -450k, Fuel fees (retail) -114k (contract & retail fuel sales combined are on budget)
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Sewer Fund

RV Total	1,348,500	1,329,984	(16,516) PI#6 transfer -8.4k, State grants (\$-2) -7.8k
EX Total	1,485,000	1,589,168	94,168 Capital Improvements (WWTP) +114k & Admin salaries & benefits +10k, WWTP -38k

Water Fund

RV Total	1,035,900	989,370	(46,530) Water sales -74k & Groomer repay from Motor Pool +32k
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Marina Fund

EX Total	1,329,700	1,353,864	24,264 Part-time wages +13.7k, Contractual services +8.2k & Depreciation +7.5k
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Employee Fringe Benefit Fund

RV Total	2,260,600	2,251,307	(9,293) Electric -57k
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DPW Site Fund

RV Total	178,000	177,300	(700) Interest earnings -700
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ORDINANCE #

The Budget for the fiscal year beginning April 1, 2013 shall be amended for operating the City of Charlevoix.
Ordinance # 760-2013, the Budget Appropriation Act of 2013-2014 is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund				
	EX General Government	538,800	574,798	35,998
	EX Health & Welfare	392,500	407,865	15,365
	EX Fund Transfers	45,000	50,200	5,200
Local Street Fund	EX Total	492,400	506,742	14,342
DDA Fund	EX Total	746,600	753,468	6,868
PI#5 - Sewer Capital Fund - North Side/South Side	RV Total	4,400	57	(4,343)
PI#6 - Infrastructure Improvements Fund	EX Total	431,100	503,495	72,395
PI#9 - Industrial Park Fund	EX Total	5,000	6,000	1,000
PI#12 - Mt. McSauba Recreation Improvement Fund	RV Total	16,500	5,878	(10,622)
Airport Fund	RV Total	1,902,900	1,443,915	(458,985)
Sewer Fund	RV Total	1,346,500	1,329,984	(16,516)
	EX Total	1,485,000	1,569,168	84,168
Water Fund	RV Total	1,035,900	989,370	(46,530)
Marina Fund	EX Total	1,329,700	1,353,964	24,264
Employee Fringe Benefit Fund	RV Total	2,260,600	2,251,307	(9,293)
DPW Site Fund	RV Total	178,000	177,300	(700)

Bad Debt Write-Offs

General Fund	24,809	ambulance
Motor Pool Fund	980	
Electric Fund	15,065	
Water Fund	2,479	
Sewer Fund	2,330	
2013-2014 TOTAL:	\$45,663	
2012-13:	\$76,613	
2011-12:	\$31,720	
2010-11:	\$36,536	

) ss

City of Charlevoix)

Stephanie Brown, Deputy Clerk

Norman Carlson Jr., Mayor

I hereby certify that Ordinance #xxx-2014 was adopted by the City Council of the City of Charlevoix on February 17, 2014 and was published in the Charlevoix Courier on February xx, 2014.

Stephanie Brown, Deputy Clerk

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Public Hearing and Consideration to Adopt Budget Ordinance for the 2014-15 Budget

DATE: February 17, 2014

PRESENTED BY: Joe Zielinski, City Treasurer

ATTACHMENTS: Proposed 2014-15 Budget Ordinance with minor changes since the introduction

BACKGROUND INFORMATION: City Council needs to have the public hearing for the 2014-15 Budget, which also sets the tax millage rates to support the budget. The budget needs to be in place prior to the start of the City's new fiscal year beginning on April 1, 2014. It takes 30 days for an ordinance to take effect.

RECOMMENDATION: The Mayor and City Council need to hold the public hearing for the proposed millage rates and the proposed 2014-15 Budget as advertised. It is then up to City Council to decide if it is ready to adopt the budget, using the proposed language:

Motion to approve 2014-15 Budget Ordinance # _____, including the changes listed in the City Council agenda.

CHANGES: The following changes have been made since the original budget documents were provided:

Budget Summary

- 1) Highlights & Changes of Note (S-5 & S-6) was updated for revised major capital spending, golf rates and marina dock fees as well as corrected minor typos.
- 2) Corrected minor typos and added the appropriate name for the Deputy Clerk for the Budget Ordinance (S-11 – S-13).
- 3) Revised the Resolution to Adopt Rates & Fees Associated with the 2014-15 Budget (S-14) by including electric rates and fees for ambulance and marina to the resolution.

Capital Summary

- 4) Revised 2014-15 Capital Budget Summary (C-1) for capital spending that was being accounted for in multiple funds and added Major Streets capital spending for the State Street project.
- 5) Revised 2014-15 Budget Capital Spending pie chart (C-2) to reflect the updated capital spending numbers.
- 6) Revised the P#1 Capital Plan (C-5) so the years shown are correct.
- 7) Updated the Sewer Fund Capital Plan (C-11) and Water Fund Capital Plan (C-12) to include the engineering costs for the State Street project.

Budget Details

- 8) Corrected the expected loss of revenue from Personal Property Taxes to ~\$20,000 in the General Fund proposed budget revenues write up (D-14).
- 9) Corrected minor typos in the General Fund fund balance and future projections write up (D-17).
- 10) Revised the Revenue & Expense Comparison (D-26 & D-27) to show the correct revenue numbers and revenue sources for each activity.
- 11) Corrected the 2013-2014 estimated actual numbers in the Community Promotion Budget (D-28).
- 12) Added the BIBCo net lease payment schedule to the DDA Fund section.
- 13) Revised the wording in the PI #9 Industrial Park Fund current budget expenses write up (D-61) for fiber broadband consulting expenses and updated the projected fund balance to \$95,000 to reflect these expenses.
- 14) Updated the PI #9 Industrial Park Fund estimated actual 2013-2014 expenses (D-62) for the consulting expenses related to the fiber broadband network.
- 15) Updated the average number of electric customers bar chart (D-78) to include 2013.
- 16) Revised the wording in the Marina Fund proposed budget revenues write up (D-92) for the new daily fee schedule received from Waterways.
- 17) Updated Ambulance rates (D-118) to \$525 from \$500 for non-resident base rate – basic life support (BLS) and transfers – basic life support (BLS).

- 18) Corrected Airport rate wording (D-122) from "Self-fueling Operators flowage fee/fuel" to 100LL Contract Fuel into plane fee."
- 19) Updated the Marina dock rates (D-124) per Waterways 11/25/13 and 12/16/13 letters.
- 20) Added 100 Watt in City security lights rate to the Electric rates (D-132).
- 21) Added the proposed service charges for meter size and proposed commodity factor/rate to the Sewer rates and combined the Water and Sewer in City and rural rates onto one page (D-133 and eliminated D-134).

**CITY OF CHARLEVOIX
ORDINANCE NO.
BUDGET APPROPRIATION ACT**

THE CITY OF CHARLEVOIX ORDAINS:

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

THEREFORE, BE IT RESOLVED, That the revenues and expenditures for the fiscal year commencing on April 1, 2014 and ending March 31, 2015 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

GENERAL FUND

REVENUE:

TOTAL REVENUES:	\$3,807,500
	=====

EXPENSE:

TOTAL EXPENSE:	\$3,807,500
	=====

BE IT FURTHER RESOLVED, That the City Council of the City of Charlevoix does hereby levy a tax of 11.1093 mills (9.05 mills operating and 2.0593 mills infrastructure) for the period of April 1, 2014 through March 31, 2015 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, That the City Council does hereby levy a tax not to exceed 1.3631 mills for the period April 1, 2014 through March 31, 2015 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, That the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2014 through March 31, 2015 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, That the City Council does hereby approve the following budgets for the period April 1, 2014 through March 31, 2015 in the amounts set forth below by fund:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
Major Street Fund	\$837,500	\$ 837,500
Local Street Fund	175,700	175,700
Electric Fund	7,914,200	7,914,200
Sewer Fund	5,355,700	5,008,500
Water Fund	1,305,600	1,305,600
Marina Fund	1,366,700	1,366,700
Airport Fund	1,704,600	1,704,600
Downtown Development Auth	508,200	492,700
Employee Fringe Benefit	2,132,500	2,116,200
Motor Vehicle Fund	948,400	948,400
Perpetual Care Trust Fund	10,000	10,000
Fire/Ambulance Fund	140,000	140,000
Sewer Tap-in Fund*	235,000	235,000
Northside/Southside Sewer Fund*	100	0
Infrastructure Improvement	457,500	434,000
Road Improvements	248,150	216,000
Public Works Site Fund	182,600	12,000
Industrial Park Fund	5,000	5,000
Mt. McSauba Recreation Fund	5,700	0

* These funds are part of the Sewer Fund.

Ordinance # was adopted by the Charlevoix City Council at a regular meeting held on February 17, 2014 with the following yeas and nays vote:

YEAS: Council members

NAYS:

State of Michigan)
) ss
City of Charlevoix)

Stephanie Brown, Deputy Clerk

Norman L. Carlson Jr., Mayor

I hereby certify that Ordinance # was adopted by the City Council of the City of Charlevoix on February 17, 2014 and was published in the Charlevoix Courier on

Stephanie Brown, Deputy Clerk

Highlights & Changes of Note: 2014-2015 Budget

BUDGET:

- Property tax values - estimated flat, no final numbers available, they could go up some but we will lose TV from the loss of all Personal Property under \$40,000 TV. This loss will occur regardless of the vote in August 2014 to approve the State Use Tax "reimbursement". Since we receive less than 2.3% of our tax revenue from Personal Property Tax, we do not expect any reimbursement for lost revenues. We hope that losses will be offset by a few improvements and new construction in the City.

- The General Fund balance maintains our target of \$1 million, although our expenditures exceed our revenues and our percentage of fund balance dips below 30%.

TAXES:

- Millage rate is proposed .1 mill higher at 12.1093 mills.
 Operating millage is 9.05 mills - unchanged
 Infrastructure mills 2.0593 - unchanged
 Millage for trash & rubbish pickup proposed at 1 mill (up .1 mill to cover costs of spring cleanup, leaf pickup and brush pickup)
- Taxable value (TV) inflation increase of 1.6% (last year +2.4%)
- No additional TV added for new construction, the budget uses the same TV as last year
- DDA capture is reduced to most taxing entities since they cannot capture school taxes and since the Refuse millage increased slightly. School taxes = local schools, debt, SET, ISD, sinking funds

STATE OF MICHIGAN:

- State Revenue - The budget assumes no change in State Revenues in the General Fund, Major & Local Street Funds. This assumes we will meet the State's EVIP criteria to keep our legislative portion of these revenues. The budget also includes \$248,000 in State funding for the construction of the Lake to Lake Trail in the General Fund Parks division.

GENERAL FUND:

- \$383,300 increase in Proposed Budget revenue vs 2013-14 Estimated Revenue (11.49% increase)
 This increase is from the \$248,000 State grant for the Lake to Lake Trail and a \$55,000 transfer from Infrastructure to fund the City's share of that construction. Additional revenue is provided by increases expected from Day Camp, Ski Hill, Parking revenue and Property Taxes, due to changes in the DDA capture formula and a .1 mill increase in the refuse millage levy.
- +11.19% in General Fund Expense (+\$402,600) (Proposed Budget compared to 13-14 Budget)
- Main areas of increased spending are from: Parks (Lake to Lake Trail), Day Camp, City Hall, City Manager (for Econ Development Director).

OTHER CHANGES:

- Fringe benefit rates for permanent, full time employees was decreased by 1% to 78%.
 The Fringe Benefit Fund is well funded and could sustain a lower contribution to cover lower costs in the future for the MERS Pension benefits.
- Projects were still deferred to future years because of the lack of growth in tax revenue. A list of projects which need to be completed but that have been deferred are included in the detail budget book on page 32.

DEBT REDUCTION:

- DDA bonds for Bridge Park were paid off.
- DDA East Park bonds are to be paid off in 2026-27.
- Act 99 Airport terminal loan to be paid off in 2015, while the State airport loan has one payment to go.
- LTGO Marina Bonds are a 20 year issue through 2026 and have a call provision in 2018.
- Water fund loan for groomer purchase was paid off in the 2013-14 Budget.
- Interest and \$3,500 in principal is proposed to be paid on the Electric fund advance to Marina Fund for \$700,000 used to complete East Park & the Marina Project.
- Interest and \$50,000 in principal is proposed to be paid on the Electric fund advance to the Airport Fund for \$200,000 used to purchase fuel and take over operations at the Airport.

MAJOR CAPITAL SPENDING:

- Total major capital expenditures for the following projects:
 (Projects Over \$50,000)

Wastewater Treatment Plant improvements (total estimated project cost)	\$11,000,000
Infrastructure projects (State Street, Lewis Street carryover & Engineering)	1,004,400
Lake to Lake Trail inspection and construction	359,000
Motor Pool major capital purchases	296,600
New ambulance purchase	140,000
12 kv 3 phase construction - Electric	120,000
Park Ave decorative street lights	105,600
Engineering for capital projects - Electric	50,000
LED street light upgrades and replacements	50,000

Total Major Capital Projects:

\$13,115,600

- Wage/Benefit changes 4/1/2014

Unit	Salary increase	Notes
Police/Fire	0.00%	in negotiations
Non-union Full-time	0.00%	
Non-union Part-time	0.00%	
Communication Workers	2.00%	per CWA contract (Effective 6/1/2014)

EFB rate reduced to .78 for full time	lower costs in EFB Fund, this lowers costs to all funds Effective 4/1/14 - was .79 last year
---------------------------------------	---

Change in Health Care Caps

Current caps on health care costs: <i>(per CWA Contract)</i> Effective 10/1/12 to 5/31/15	\$525/month	Single contract
	\$1,139/month	Double contract
	\$1,470/month	Family contract
	\$312/month	Opt out - CWA

Current cap on health care costs: <i>(POLC Contract)</i> Effective 12/1/11 to 3/31/14	\$509/month	Single contract
	\$1,119/month	Double contract
	\$1,424/month	Family contract
	\$291.67/month	Opt out - POLC

Current cap on health care costs: <i>(non-union)</i> All effective 10/1/13	\$509/month	Single contract
	\$1,119/month	Double contract
	\$1,424/month	Family contract
	\$312.00/month	Opt out - non-union

**Proposed
Rate changes 4/1/2014**

Sewer	24.50%	Ave City residential user rate increase = \$9.57/month or \$114.84/year
Water	5.00%	Ave City residential user rate increase = \$1.61/month or \$19.32/year
Electric	0.00%	
Total Increase		In City residential rate ave user = \$11.18/month , \$134.16/year

Golf - season passes increased	~2%	
Dock Fees	No increase	Per Waterways, fees changed to be based on slip size, not boat size Harbormaster has discretion to adjust fees if necessary
Mileage rate for travel costs	.56/mile	IRS rate changes with their rate, current was effective 1/1/14 down \$.005/mile

- Personnel Changes

Fire/Ambulance (Chief)		Possible reduction in cost from Public Safety change
Add Farmer's Market manager		DDA took over this operation from the Chamber of Commerce

**CITY OF CHARLEVOIX
ORDINANCE NO.
BUDGET APPROPRIATION ACT**

THE CITY OF CHARLEVOIX ORDAINS:

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

THEREFORE, BE IT RESOLVED, That the revenues and expenditures for the fiscal year commencing on April 1, 2014 and ending March 31, 2015 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

GENERAL FUND

REVENUE:

TOTAL REVENUES:	\$3,807,500 =====
-----------------	----------------------

EXPENSE:

TOTAL EXPENSE:	\$3,807,500 =====
----------------	----------------------

BE IT FURTHER RESOLVED, That the City Council of the City of Charlevoix does hereby levy a tax of 11.1093 mills (9.05 mills operating and 2.0593 mills infrastructure) for the period of April 1, 2014 through March 31, 2015 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, That the City Council does hereby levy a tax not to exceed 1.3631 mills for the period April 1, 2014 through March 31, 2015 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, That the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2014 through March 31, 2015 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, That the City Council does hereby approve the following budgets for the period April 1, 2014 through March 31, 2015 in the amounts set forth below by fund:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
Major Street Fund	\$837,500	\$ 837,500
Local Street Fund	175,700	175,700
Electric Fund	7,914,200	7,914,200
Sewer Fund	5,355,700	5,008,500
Water Fund	1,305,600	1,305,600
Marina Fund	1,366,700	1,366,700
Airport Fund	1,704,600	1,704,600
Downtown Development Auth	508,200	492,700
Employee Fringe Benefit	2,132,500	2,116,200
Motor Vehicle Fund	948,400	948,400
Perpetual Care Trust Fund	10,000	10,000
Fire/Ambulance Fund	140,000	140,000
Sewer Tap-in Fund*	235,000	235,000
Northside/Southside Sewer Fund*	100	0
Infrastructure Improvement	457,500	434,000
Road Improvements	248,150	216,000
Public Works Site Fund	182,600	12,000
Industrial Park Fund	5,000	5,000
Mt. McSauba Recreation Fund	5,700	0

* These funds are part of the Sewer Fund.

**CITY OF CHARLEVOIX
RESOLUTION NO.**

RESOLUTION TO ADOPT RATES & FEES ASSOCIATED WITH THE 2014-15 BUDGET

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

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

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

WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on April 1, 2014; and

NOW, THEREFORE, IT IS RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2014-15 Proposed Budget with changes to the rates and fees for the following areas: Utility rates for electric security lights, sewer and water rates, and fees for the following services: airport, ambulance, golf, marina, parking spaces and FOIA Requests.

RESOLVED, this 17th day of February, 2014.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:

Absent:

CITY OF CHAREVOIX
 2014-2015 CAPITAL BUDGET SUMMARY
 February 10, 2014

FUND	2014-2015 Budget	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Future
General Fund	363,000								
Electric Fund	441,600	245,000	255,000	255,000	355,000	305,000	305,000	165,000	7,165,000
Sewer Fund	3,721,300	7,596,900	31,100	25,000	25,000	25,000	31,100	25,000	764,000
Water Fund	179,900		35,000						
Public Works Site Fund									3,500,000
Motor Pool Fund	296,600	270,000	226,100	291,600	567,000	198,000			849,400
PWS Fire / Ambulance Replacement	140,000				35,000	400,000			
PWS Infrastructure	94,200	331,200	256,100	260,000	10,000				11,905,800
PWS Road Improvements	216,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,000,000
Major Streets (State Street Project)	429,600								
TOTAL:	\$5,902,200	\$9,643,100	\$1,003,300	\$1,031,600	\$1,392,000	\$1,125,000	\$536,100	\$390,000	\$25,284,200

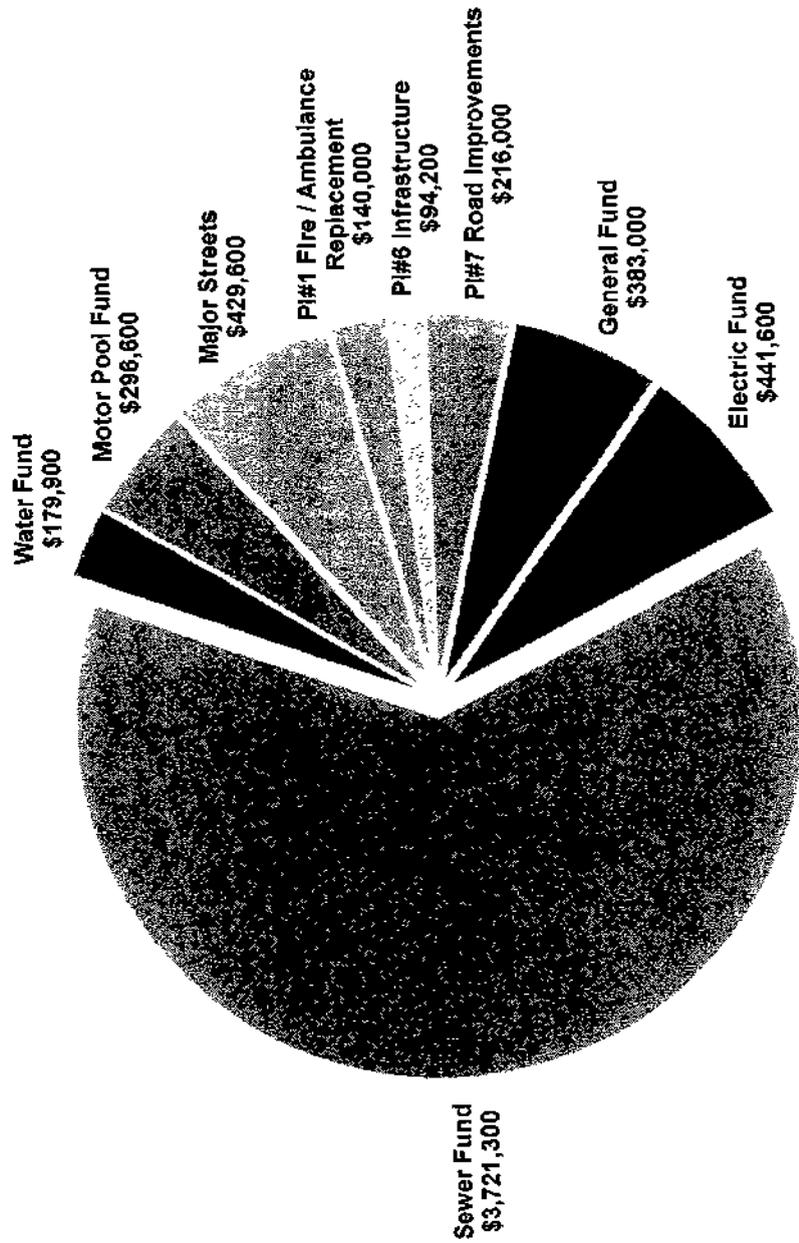
Next year's budgeted capital spending: 2,078,400

Note: This overall list of capital expenditures includes committed fund transfers in future years for all funds.

Total - All Capital Needs Estimate: \$45,107,700

Capital Spending 2014-2015 Budget

Total Capital Spending \$5,902,200



PM#1, Fire & Ambulance Capital Plan
 January 9, 2014
 (All cost estimates in 2014 dollars)

Item	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Beyond
Ford Expedition (2004)					35,000				
New Tender Truck T-12 (1988)									
Aerial Ladder Truck Stephen (1984)							400,000		
Engine #2 (1985) 2000 gpm engine									
Rescue #21 (1990) rescue truck									
Tanker #11 (1974) 3500 gallons									
Ambulance A2 (2004)									
Ambulance A3 Ford (2002)									
Engine #1 (1994) 3D E-1	140,000								
Ambulance A1 Chevy (1984)									
TOTALS - EXPENSE:	140,000	0	0	0	35,000	0	400,000	0	0
Fund balance previous year	77,128	12,064	89,564	166,564	248,164	292,364	375,164	59,664	
Motor Pool contribution + inflation ***	75,000	76,500	78,000	79,600	81,200	82,800	84,500	86,200	
Total funds available	152,128	88,564	166,564	246,164	327,364	375,164	459,664	145,864	
CASH BALANCE	12,064	88,564	166,564	248,164	292,364	375,164	459,664	145,864	

*** assumes 2% increase in contributions each year

Sewer Fund Capital Plan
 January 13, 2014
 (All cost estimates in 2014 dollars)

Sewer Fund Projects	Item	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Future
	WWTP Improvements	\$3,500,000	\$7,500,000							
	State Street Sewer Construction & Engineering Infrastructure	142,400								
	Engineering study for ammonia & plant improvements	40,000								
	Contribution - Public Works Site DPW	36,200	36,200	36,200	36,200	36,200	36,200	36,200	36,200	
	SAW Grants - Wastewater Collection System	21,900	21,900	6,100						
	TV sewer lines and E1 pump repairs	9,000	50,000							
	GIS system improvements **	8,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
	Normal Capital Expenditures							6,100		
	Replace lawn tractor									
	Sewer line oversizing Airport Lift Station to WWTP									764,000
	TOTALS:	3,757,500	7,633,100	67,300	61,200	61,200	61,200	67,300	61,200	764,000

Northside Sewer Projects (P1#5)

	Gravity Sewer - US-31 to Weller									272,500
	Depot pump station - Chicago Club									901,200
	TOTALS:	0	0	0	0	0	0	0	0	1,173,700
	GRAND TOTALS - Sewer Fund:	3,757,500	7,633,100	67,300	61,200	61,200	61,200	67,300	61,200	1,937,700

** Carry over

Water Fund Capital Plan
 January 21, 2014
 (All cost estimates in 2014 dollars)

Item	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Future
Infrastructure water mains - State Street	142,400								
Reliability study	20,000								
Replace 2 trucks (w/used trucks)	7,500								
Intruder alarms at WTP	5,000								
GIS Improvements	5,000			24,400	24,400	24,400	24,400	24,400	
Contribution to Public Works Site			35,000						
Replace plant roof									
TOTALS:	179,900	0	35,000	24,400	24,400	24,400	24,400	24,400	0

REVENUES: PROPOSED BUDGET

TAX revenues were budgeted flat due to the expected increase in taxable value (TV) due to inflation (1.6%), decisions made by the Michigan Tax Tribunal, which reduced values for current and prior years and the expected loss of revenue from Personal Property Taxes (~\$20,000). Revenue from the REFUSE TAX is projected to increase almost \$23,000. We are proposing to increase the millage for refuse pickup to 1.0 mill from 0.9 mills to cover the increasing cost of the refuse pickup program. Should tax revenue increase more than we anticipate, we can add back items from a priority list after taxable value is determined at the end of May 2014.

STATE AND LOCAL GRANTS are up about \$292,000 due to the State grant of \$248,000 and the Charlevoix Township share of the matching contribution of \$55,000 for the construction of the Lake to Lake Trail. The State is again requiring us to meet 3 criteria to "keep" about \$24,000 in Revenue Sharing (now called EVIP). We have met the first requirement for this year and are working on the next two. The budget assumes we will receive the full \$24,000 from the State.

CHARGES FOR SERVICES are up about \$8,000 from the current year estimated actual. As we raise rates, we have reached the breaking point and cannot increase revenue without creative marketing. We are hoping for more revenue from the Day Camp and Ski Hill and just about the same revenue as this year from everything else.

We are projecting FINES AND FORFEITS at a higher level of revenue than our year end estimated revenue, but at the same level as the past year's budget.

INTEREST & RENTS are projected slightly higher due to the continuation of extremely low interest rates and a small increase in boat launch revenue.

OTHER is projected lower, as we expect donations from private sources for the Adopt-a-Brick program to be lower. We are not planning a sale of fixed assets in 2014-15.

CASH BALANCE AT YEAR END is estimated at approximately \$942,000, which is adequate for cash flows. It is extremely important to maintain this cash balance with our economic uncertainty and possible future losses in taxable value (TV). This balance is \$15,000 more than last year's proposed budget.

FUND BALANCE AND FUTURE PROJECTIONS:

The budget proposes a fund balance of approximately \$1,058,959, which is about 28.5% of our total budget, within our auditor's recommendation of 15-30%. This is down from the current year's estimated year end, which is at 34.4% (\$1,147,759). Although this represents careful saving and spending to attain this level of savings, we need to be careful to maintain a safe balance and watch tax tribunal cases and our actual taxable value (TV) increase for 2014-15 before we lock into our budget. Note that the proposed budget fund balance is higher than our audited fund balance for 2009-10. This was done by design in hopes that we can maintain our current level of savings until property values move in a positive direction. A look at our two year budget shows approximately the same fund balance levels, but assumes a 2% increase in tax revenues.

The budget reflects an additional levy of 0.1 mils to the City refuse millage rate to cover the increasing costs of the refuse pickup program. No other changes to the City millage rate are reflected in the budget. The remaining millage permitted by the Headlee amendment will be levied by infrastructure.

As in the past, the State Revenue Sharing is projected to fall short of our needs. These reductions may be understated if the legislature eliminates or phases in a reduction in Personal Property Tax revenue without any replacement.

In addition, Major and Local Street Funds recent revenue reductions due to the GAS & WEIGHT TAX are definitely affecting those funds in a negative manner. Unless there is a change in the method of funding roads at the State level, the street funds will require additional contributions from the General Fund in the future. We are not estimating any additional revenue from the State this year in Major and Local Streets. We are projected to lose \$62,000 in Local Street without a General Fund subsidy.

Overall our total revenues increased 11.5% over last year's estimated actual while expenditures increased 11.8% over last year's estimated actual.

Department heads have prepared a list of items both listed in the budget and deferred from the budget, with their priorities so that we can assess any additions should taxable value be more than we anticipate. This sheet can also be used by City Council to recommend any changes of what the budget should include, understanding the need to maintain an adequate fund and cash balance.

**GENERAL FUND
REVENUE & EXPENSE COMPARISON
2014-2015 BUDGET**

		2014-15 Proposed Budget	Net General Fund Expense
LEGISLATIVE			
COUNCIL	\$0	\$43,700	\$43,700
GENERAL GOVERNMENT			
MAYOR	0	9,500	59,500
CITY MANAGER	0	120,500	\$120,500
ELECTIONS	0	17,000	17,000
ASSESSOR	9,250 TAX ADMIN. FEES	57,400	48,150
CITY ATTORNEY	0	80,300	80,300
CITY CLERK	700 CHARGES FOR SERVICES - OTHER	48,000	47,300
CITY TREASURER	9,250 TAX ADMIN. FEES 300 NSF CHECK CHARGES 4,000 INTEREST EARNINGS	64,500	50,950
CITY HALL & GROUNDS	96,400 RENTS & ROYAL.-CITY HALL & BLD	124,600	28,200
CEMETERY	41,600 CEMETERY-LOTS, FOUND.&OPENING	77,200	35,600
Total General Govt:	\$161,500	\$599,000	\$437,500
PUBLIC SAFETY			
POLICE	\$1,300 STATE GRANTS - PUBLIC SAFETY 7,700 STATE SHARED REV. - LIQUOR LIC 5,500 ORDINANCE FINES-COUNTY 18,300 FINES AND FOREFEITS	\$772,600	\$740,000
PARKING LAW ENFORCEMENT	21,200 PARKING FEES	8,400	(12,800)
FIRE	63,400 FIRE RUNS & PROTECTION	324,200	260,800
PLANNING	4,200 LICENSES & PERMITS 100 CIVIL INFRACTION FINES	67,900	63,600
Total Public Safety:	\$121,700	\$1,173,300	\$1,051,600
PUBLIC WORKS			
STREET LIGHTING	0	\$11,700	\$11,700
LEAF PICKUP	129,900 REFUSE TAX	127,800	(2,100)
WASTE COLLECTION	38,600 REFUSE TAX	38,600	0
BRUSH PICKUP	52,000 REFUSE TAX	52,000	0
Total Public Works:	\$220,500	\$230,100	\$9,600

2014-15 Proposed Budget

Net
General Fund
Expense

HEALTH & WELFARE				
AMBULANCE	\$350,100	AMBULANCE RUNS & CONTRACTS	\$485,900	\$55,800
RECREATION & CULTURE				
PARKS	\$308,500	CONTRIB-CHX TWP/STATE GRANT	\$770,000	\$461,500
RECREATION ADMIN	4,800	PAVILLION RESERVATION FEES	41,600	36,800
CITY BEACHES	1,200	USER FEES	19,000	17,800
BALL FIELDS	4,900	USER FEES	14,700	9,800
DAY CAMP	67,400	USER FEES/CONTRIBUTIONS	67,600	200
ICE RINK	700	USER FEES	4,600	3,900
MT MCSAUBA SKI HILL	52,600	USER FEES/CONTRIBUTIONS	111,200	58,600
RECREATIONAL SPORTS	800	USER FEES	2,800	2,000
SKATE PARK	1,700	USER FEES	4,400	2,700
GOLF COURSE	126,500	USER FEES	205,600	79,100
BOAT LAUNCH	21,700	USER FEES	19,200	(2,500)
COMMUNITY PROMOTION	0		8,800	8,800
Total Recreation/Culture:	\$590,800		\$1,269,500	\$678,700
OTHER				
OTHER (Insurance, Contingency, Refunds)	5,000	INSURANCE REFUNDS/MISC	35,300	\$30,300
FUND TRANSFERS				
FUND TRANSFERS	58,000	LOCAL STREET, AIRPORT	50,700	(\$7,300)
* NET GENERAL FUND EXPENSE*			\$3,607,500	\$2,299,900

**CITY OF CHARLEVOIX
COMMUNITY PROMOTION BUDGET
January 14, 2014**

	2010-2011 Actual	2011-2012 Actual	2012-13 Budget	2012-2013 Est Actual	2013-2014 Budget	2013-2014 Est Actual	2014-2015 Proposed
Animal Control	0	431	500	1,700	2,000	2,100	2,000
Chamber Commerce Contract	6,700	0	6,700	13,400	6,700	6,700	0
Venetian	12,000	15,000	12,000	12,000	12,000	12,000	12,000
City Band	4,800	4,800	4,000	4,800	4,000	4,000	3,000
Internet & Website	1,966	1,762	2,000	1,413	2,000	2,573	2,700
B.A.S.E.S.	3,000	0	0	0	0	0	0
Entrance/Sign Refurbish	0	0	3,200	0	6,500	0	0
Children's Literature Walk	0	0	1,200	0	0	0	0
Leadership Chx County Grant	0	0	0	5,000	0	4,000	0
Service Club Signs - Channel	0	0	7,000	7,000	0	0	0
Petunia Weeding	0	0	0	0	0	0	0
Charter Promotions	1,200	0	0	0	0	0	0
Pure Michigan	0	0	0	0	3,000	3,000	3,000
Misc	120	1,670	1,800	160	1,100	3,472	6,700
	29,786	23,663	38,400	46,473	37,300	37,845	29,400

	2010-2011 Actual	2011-12 Actual	2012-13 Budget	2012-2013 Est Actual	2013-2014 Budget	2013-2014 Est Actual	2014-2015 Proposed
General Fund	\$8,936	\$7,100	\$11,500	\$17,142	\$11,200	\$12,750	\$8,700
Electric Fund	16,680	13,251	21,500	22,665	20,900	\$19,873	\$16,500
Sewer Fund	4,100	1,656	2,700	2,833	2,600	\$2,611	\$2,100
Water Fund	4,100	1,656	2,700	2,833	2,600	\$2,611	\$2,100
Totals:	\$33,816	\$23,663	\$38,400	\$46,473	\$37,300	\$37,845	\$29,400

**Net Lease Payment by BIBCo to City
Per Schedule A of Lease
4/1/1998**

Year Ending	Annual Payment
3/31/1999	13,233.66
3/31/2000	13,789.87
3/31/2001	14,365.55
3/31/2002	14,961.38
3/31/2003	15,578.06
3/31/2004	16,216.33
3/31/2005	16,876.93
3/31/2006	17,560.66
3/31/2007	18,268.31
3/31/2008	19,000.74
3/31/2009	19,758.80
3/31/2010	20,543.39
3/31/2011	21,355.45
3/31/2012	22,195.92
3/31/2013	23,065.81
3/31/2014	23,966.15
3/31/2015	24,898.00
3/31/2016	25,862.46
3/31/2017	26,860.68
3/31/2018	27,893.84
3/31/2019	28,963.16
3/31/2020	30,069.90
3/31/2021	31,215.39
3/31/2022	32,400.96
3/31/2023	33,628.15
3/31/2024	41,156.16
3/31/2025	42,470.63
3/31/2026	43,831.10
3/31/2027	45,239.19
3/31/2028	46,696.56
	<u>771,923.19</u>

**PUBLIC IMPROVEMENT FUND
PI #9, INDUSTRIAL PARK FUND**

The Industrial Park Fund is set up to provide for industrial promotion activities and to further the maintenance and expansion of industrial jobs in the community. Revenues for this fund were derived from the sale of industrial lots which have all been sold.

REVENUES: CURRENT BUDGET

The Fund's revenues in the current budget are due to interest earnings.

PROPOSED BUDGET

Revenues are budgeted at the same level to reflect the current low rates of return on investments.

EXPENSES: CURRENT BUDGET

The OTHER FUNCTIONS is for dues to participate in the Northern Lakes Economic Alliance and provide funding for industrial promotion and marketing the City as a great place to start a business. Additionally, \$1,000 was spent on consulting to explore the possibility of building a fiber broadband network in the industrial park.

PROPOSED BUDGET

The budget proposes \$5,000 in OTHER FUNCTIONS for the same types of services purchased in the past year – NLEA and industrial promotion.

FUND BALANCE AND FUTURE FUND PROJECTIONS:

The budget projects a fund balance of approximately \$95,000. Due to our current economics, these funds may be necessary to match grants, create our own "smart park" or use other industrial development ideas to provide jobs for our community. We need to try to refill empty industrial properties and begin to replace lost jobs. This fund is crucial to keep our current employment levels and will advance the possibility that new jobs will be created in our area.

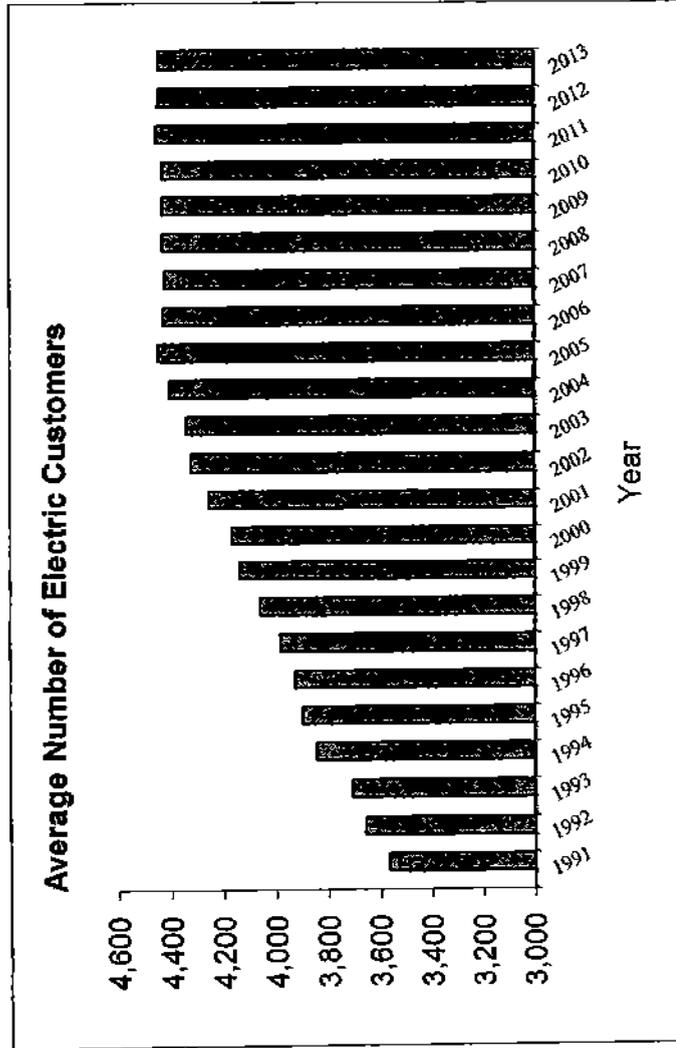
PI#9 INDUSTRIAL PARK FUND
2013-2014 BUDGET
 January 31, 2014

	Actual 2012-2013	Budget 2013-2014	Est Actual 2013-2014	Proposed 2014-2015
REVENUES				
FEDERAL REVENUES	\$0	\$0	\$0	\$0
STATE GRANT	0	0	0	0
INTEREST EARNINGS	5	400	400	400
TAP IN FEES - SS SEWER @ MARION CTR	500	0	0	0
TOTAL REVENUES:	\$505	\$400	\$400	\$400
EXPENSES				
OTHER FUNCTIONS	\$3,500	\$5,000	\$6,000	\$5,000
CAPITAL OUTLAY	0	0	0	0
TRANSFER TO AIRPORT	0	0	0	0
TOTAL EXPENSES:	\$3,500	\$5,000	\$6,000	\$5,000
FUND BALANCE-YEAR END				
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(\$2,995)	(\$4,600)	(\$5,600)	(\$4,600)
FUND BALANCE-PREVIOUS YR	108,200	105,600	105,205	99,605
FUND BALANCE-YEAR END:	\$105,205	\$101,000	\$99,605	\$95,005
CASH BALANCE-END YR:	\$105,205	\$101,000	\$99,605	\$95,005

CUSTOMERS HISTORY

AVERAGE # OF CUSTOMERS

1991	3,565
1992	3,656
1993	3,704
1994	3,844
1995	3,898
1996	3,926
1997	3,982
1998	4,059
1999	4,139
2000	4,167
2001	4,254
2002	4,322
2003	4,340
2004	4,402
2005	4,444
2006	4,427
2007	4,420
2008	4,428
2009	4,428
2010	4,428
2011	4,451
2012	4,444
2013	4,442



Customer total includes 40 demand customers and 72 security lights. (2013)

MARINA FUND

The Marina Fund accounts for revenues and expenses related to the operations of the City Marina. The charges to this fund are for operation and maintenance of the harbormaster building and the floating docks, as well as the adjacent areas. The fund is responsible for the debt service on the Marina/East Park project, partnering with the Downtown Development Authority. \$5.5 Million in bonds were sold in 2006, which mature through 2026 and can be called in 2018. These bonds carry an interest rate of approximately 4%.

REVENUES: CURRENT BUDGET

RENTS AND ROYALTIES – DOCKING was budgeted at \$385,900 and came in at approximately \$397,279 for the fourth full season of operations in the new facility. This includes seasonals, the reservation system and transient revenues. For the second year in a row, revenue from docking fees hit new highs.

INTEREST INCOME was much lower than budget due to low interest rates which appear to be something we need to expect for more than another year.

PROPOSED BUDGET

The RENTS & ROYALTIES-DOCKING is estimated flat at \$397,300. This is a "best guess" with the economy. Additionally, Waterways has changed daily fees for transient boaters to be based on slip size instead of boat size. However, Waterways is giving the Harbormaster discretion to adjust fees if slip size is different than boat size.

FUND TRANSFERS FROM DDA are proposed at \$325,000 for the DDA share of the debt service.

EXPENSES: CURRENT BUDGET

SALARIES & WAGES- FULL TIME were under budget. These wages are for support staff (payroll services, administration and the DPW Supervisor).

SALARIES & WAGES-PART TIME is over budget. The staffing and budget was reduced here last year and hopefully we can keep this account under the budgeted amount next year. Wages over budget puts the FRINGE BENEFIT account over budget as well.

Ambulance Rates

	Current Resident	Current Non- Resident
Base Rate – Basic Life Support (BLS)	\$425.00	\$525.00
Base Rate – Advanced Life Support (ALS)	500.00	600.00
Note: Additional unit time may be added to base rate	55.00	75.00
Intercepts (ALS)	600.00	700.00
Mileage Rate/ Loaded Mile	11.50	11.50
Transfers – Basic Life Support (BLS)	425.00	525.00
Transfers – Advanced Life Support (ALS)	500.00	600.00
Response fee: Treatment/No transport	400.00	450.00
JAWS charge	500.00	750.00
Lift Assist only	100.00	150.00
Last Rate change	04/01/12	04/01/12

Charlevoix Municipal Airport (CVX) Schedule of Rates and Charges
(continued)

	<u>Current</u>	<u>Proposed</u>
Hangar Rental Rates (per month):		
Units 1, 2, 3, 8, 9, and 10	\$145.00	Same
Units 4, 5, and 7	150.00	Same
Unit 6	210.00	Same
Box B	220.00	Same
Box C	415.00	Same
Box D	175.00	Same
* Updated rates not effective until current lease expires. These rates are effective through March 31, 2015.		
Land Lease Rates (per month, per square foot)	0.30	Same
Access Rate for Through-the-Fence Operations (per sq. ft.)	0.35	Same
100LL Contract Fuel into plane fee (per gallon)	0.35	Same
After Hours Call Out Fee for Aircraft fueling, plowing and services (first hour)	120.00	Same
Additional hours	100.00	Same

Charlevoix Municipal Marina Dock Rates

<u>Proposed</u> <u>4/1/2014</u>	<u>Proposed</u> <u>4/1/2014</u>
<u>May</u> <u>Tier D</u> <u>Rate/Night</u>	<u>June – October 12th</u> <u>Tier E</u> <u>Rate/Night</u>
32.00	40.00
36.00	45.00
37.00	46.00
43.00	53.00
52.00	61.00
58.00	62.00
59.00	64.00
65.00	70.00
67.00	72.00
74.00	80.00
83.00	90.00
96.00	104.00
118.40	128.00

Daily Fee Schedule – Transient Boaters
Slip size per Waterways 11/25/13 & 12/16/13 letters

25'
28'
29'
33'
38'
39'
40'
44'
45'
50'
56'
65'
80'

(May = Tier D - \$1.48/ft) (June – Oct = Tier E - \$1.60/ft)

Harbormaster can adjust fees if slip size is different than boat size per Waterways 12/16/13 letter

Daily dingy fee

Seasonal Fee Schedule

Waterways daily transient slip rate Schedule "B" times 164 days.

Dingy – Individuals (price per year)	500.00
Dingy – Commercial (price per year)	600.00
Burns Street dockage (price per foot)	37.94

CITY OF CHARLEVOIX
ELECTRIC UTILITY RATE
1/30/2014

ELECTRIC RATES

Electric Rates - 2014-15 Budget

	Rate/KWh	Adopted 4/1/09 Customer Charge	Current PCA [1]	Rate/KWh	Adopted 4/1/12 Customer Charge	Current PCA [1]
Residential - In City	\$	0.0785	\$ 4.25	\$ 0.0788	\$ 5.25	\$ 0.02137
Residential - In Senior		0.0715	4.25	0.0715	5.25	0.02137
Residential - Rural		0.0910	4.75	0.0910	6.00	0.02137
Residential - Rural Senior		0.0891	4.75	0.0890	6.00	0.02137
Commercial - In City (GS-C)		0.0872	10.50	0.0890	12.00	0.02137
Commercial - Out (GS-R)		0.0895	10.50	0.1008	12.00	0.02137
Commercial - Demand		0.0605	42.00	0.0505	42.00	0.02137
Industrial & Charity Demand		0.0397	235.70	0.0400	235.70	0.02137
Demand KW	\$10.50/KW			\$10.80/KW		

[1] PCA changes 2x per year (April and October)

PCA = current Power Cost Adjustment

trenching for all underground residential services 200 amps and under

Seasonal Disconnect/reconnect **

Seasonal Disconnect/reconnect after hrs **

** (Disconnected from the system for longer than one billing cycle)

After hours disconnect/reconnect

Regular disconnect w/o 24 hr notice

Regular disconnect/reconnect

Non payment - reconnect

After hrs non payment reconnect

Security Lights

250 Watt in City - rate 601

250 Watt rural - rate 602

150 Watt in City - rate 701

150 Watt rural - rate 702

70 Watt in City - rate 703

70 Watt rural - rate 704

400 Watt in City - rate 801

400 Watt rural - rate 802

1000 Watt in City - rate 901

1000 Watt rural - rate 902

100 Watt in City - rate 1001

Adopted Effective 4/1/2013

Current

\$3.00 /foot

115.00

167.00

60.00

30.00

30.00

80.00

\$9.21 per month

11.06 per month

5.71 per month

6.72 per month

4.83 per month

5.80 per month

13.06 per month

15.85 per month

15.79 per month

35.32 per month

2.50 per month

Adopted Effective 4/1/2013

same

same

same

same

same

same

same

Proposed Effective 4/1/2014

\$11.66 per month

13.18 per month

7.12 per month

7.98 per month

4.96 per month

5.60 per month

16.93 per month

19.23 per month

31.68 per month

43.61 per month

4.87 per month

27%

19%

25%

19%

7%

0%

30%

21%

100%

23%

83%

**CITY OF CHARLEVOIX
WATER & SEWER RATES
2014-2015 Budget**

	WATER RATES - In City		WATER RATES - Rural	
	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
Water Service Charge	5.00%		5.00%	
Meter Size	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
3/4" or smaller	\$12.30	\$13.91	\$24.60	\$27.82
1"	15.50	17.11	31.00	34.22
1 1/2"	26.00	27.61	52.00	55.22
2"	37.25	38.86	74.50	77.72
3"	67.00	69.61	134.00	137.22
4"	123.00	124.61	246.00	249.22
6"	242.00	243.61	N/A	N/A
Sprinkling Meter	1.50	1.50	3.00	3.00
Commodity Charge	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
1st 2,000 gallons	3.30	3.30	6.60	6.60
3rd-50th 1,000 gallons	2.55	2.55	5.00	5.00
51st 1,000 gallons and over	2.10	2.10	4.00	4.00
Water minimum charge:	15.60	17.21	31.20	34.42
Privilege Fees	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
New uses cost per REU prepaid	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00
Turn on Fee - Water only	150.00	150.00	150.00	150.00
Turn on Fee - Sprinkler	20.00	20.00	20.00	20.00

	SEWER RATES - In City		SEWER RATES - Rural	
	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
Sewer Service Charge	24.50%		24.50%	
Meter Size	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
3/4" or smaller	\$19.60	\$23.40	\$29.25	\$36.10
1"	26.75	32.60	40.13	48.90
1 1/2"	42.50	52.40	63.75	76.60
2"	62.50	75.60	93.75	113.25
3"	119.00	146.60	178.50	218.25
4"	200.00	246.00	300.00	369.00
6"	N/A	N/A	305.00	375.00
Commodity Charge	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
Factor Multiplied by the Water Commodity Charge	1.45	1.80	1.08	1.34
Commodity Rate per 1,000 gallons *	3.83	5.00	4.97	6.36
Sewer Minimum Charge:	24.29	29.34	36.38	43.94
Summer Sprinkling Rate:	1.09	1.36	0.80	1.00
* Estimated rate if new rate structure is in place				
Privilege Fees	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
New users cost per REU, prepaid	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00
Water & Sewer turn on fee	210.00	210.00	210.00	210.00

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Resolution to Adopt Rates & Fees Associated with the 2014-15 Budget

DATE: February 17, 2014

PRESENTED BY: Joe Zielinski, City Treasurer

ATTACHMENTS: (1) Proposed 2014-15 Budget Resolution to Adopt Rates & Fees
(2) Proposed Rates & Fees

BACKGROUND INFORMATION: City Council needs to adopt the rates and fees to support the 2014-15 Budget. The rates and fees would be effective on April 1, 2014 and include all rates and fees in the budget documents. Rate and fee changes are noted in the resolution. Please note that the service charges for meter size and commodity factor/rate associated with the 24.5% increase have been added to the Sewer rates.

RECOMMENDATION: The City Council needs to adopt the rates and fees associated with the proposed 2014-15 Budget. The budget is dependent on these rates and fees to maintain the proposed financial positions presented in the various budget documents. By passing the proposed resolution, rates and fees will become effective on April 1, 2014 which is the start of the City's new fiscal year.

**CITY OF CHARLEVOIX
RESOLUTION NO.**

RESOLUTION TO ADOPT RATES & FEES ASSOCIATED WITH THE 2014-15 BUDGET

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

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

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

WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on April 1, 2014; and

NOW, THEREFORE, IT IS RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2014-15 Proposed Budget with changes to the rates and fees for the following areas: Utility rates for electric security lights, sewer and water rates, and fees for the following services: airport, ambulance, golf, marina, parking spaces and FOIA Requests.

RESOLVED, this 17th day of February, 2014.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:

Absent:

Ambulance Rates

	Current Resident	Current Non-Resident
Base Rate – Basic Life Support (BLS)	\$425.00	\$525.00
Base Rate – Advanced Life Support (ALS)	500.00	600.00
Note: Additional unit time may be added to base rate	55.00	75.00
Intercepts (ALS)	600.00	700.00
Mileage Rate/ Loaded Mile	11.50	11.50
Transfers – Basic Life Support (BLS)	425.00	525.00
Transfers – Advanced Life Support (ALS)	500.00	600.00
Response fee: Treatment/No transport	400.00	450.00
JAWS charge	500.00	750.00
Lift Assist only	100.00	150.00
Last Rate change	04/01/12	04/01/12

Cemetery Rates

	Current <u>Resident</u>	Current Non- <u>Resident</u>
Adult Lots	\$400.00	\$600.00
Baby Lots	200.00	300.00
Adult Opening	300.00	450.00
Baby Opening	150.00	225.00
Winter Opening	600.00	900.00
Adult Exhumation	600.00	900.00
Cremation Opening	175.00	275.00
Cremation Exhumation	200.00	300.00
Winter Storage: City Cemetery	100.00	100.00
Winter Storage: Other Cemetery	150.00	150.00
Monument Foundation: single or double (price per sq. inch)	0.25	0.25
Replacement Deed	10.00	10.00
Deed transfers: One to four (1-4) (price each)	20.00	20.00
Deed transfers: more than four (4+)	At cost	At cost
Perpetual Care	175.00	275.00
Seeding/topdressing/leveling	Cost	Cost
Full setup	100.00	100.00
Partial setup	50.00	50.00
Saturday/Sunday/Holiday	Double	Double
Rates effective	04/01/2012	04/01/2012

Charlevoix Municipal Airport (CVX) Schedule of Rates and Charges

	<u>Current</u>	<u>Proposed</u>	Minimum fuel purchase
Aircraft Landing & Ramp Fees *			
Single Engine:			
Landing Fee	\$0.00	\$0.00	n/a
Ramp Fee (overnight)	5.00	3.00	
Weekly Pass	25.00	15.00	
Monthly Pass	75.00	50.00	
Yearly Pass	350.00	250.00	
Piston Twin:			
Landing Fee	\$30.00	\$20.00	50 gallons
Ramp Fee (overnight)	20.00	10.00	
Weekly Pass	100.00	50.00	
Monthly Pass	250.00	150.00	
Yearly Pass	600.00	450.00	
Single Turbo Prop (Meridian, TBM & including Eclipse Jet):			
Landing Fee		\$45.00	75 gallons
Ramp Fee (overnight)		25.00	
Weekly Pass		125.00	
Monthly Pass		300.00	
Yearly Pass		600.00	
Twin Turbo Prop (including Pilatus & Caravan singles):			
Landing Fee	\$60.00	\$60.00	100 gallons
Ramp Fee (overnight)	30.00	30.00	
Weekly Pass	150.00	150.00	
Monthly Pass	400.00	400.00	
Yearly Pass	800.00	800.00	

Charlevoix Municipal Airport (CVX) Schedule of Rates and Charges
(continued)

	<u>Current</u>	<u>Proposed</u>	
Aircraft Landing & Ramp Fees *			Minimum fuel purchase
Type I Jet (up to 20,000 lbs):			
Landing Fee	\$100.00	\$75.00	150 gallons
Ramp Fee (overnight)	50.00	40.00	
Weekly Pass	200.00	150.00	
Monthly Pass	500.00	400.00	
Yearly Pass	1,000.00	900.00	
Type II Jet (20,000 – 40,000 lbs):			
Landing Fee		\$100.00	200 gallons
Ramp Fee (overnight)		50.00	
Weekly Pass		200.00	
Monthly Pass		500.00	
Yearly Pass		1,000.00	
Type III Jet (40,000 lbs and above):			
Landing Fee		\$125.00	250 gallons
Ramp Fee (overnight)		70.00	
Weekly Pass		250.00	
Monthly Pass		700.00	
Yearly Pass		1,200.00	

NOTES: 1) Landing fee or ramp fee waived for one day with a qualifying minimum purchase of fuel.
 2) Only one fee to be charged per day, either ramp or landing fee.
 3) Yearly pass covers all landing and ramp fees for one year.
 4) Landing fees are waived for aircraft that land as a result of an in-flight emergency, doing touch-and-goes, are based at Charlevoix Airport, or are owned by the military, state or federal government. Medical flights are not exempt from Landing fees.

Charlevoix Municipal Airport (CVX) Schedule of Rates and Charges
(continued)

	<u>Current</u>	<u>Proposed</u>
Hangar Rental Rates (per month):		
Units 1, 2, 3, 8, 9, and 10	\$145.00	Same
Units 4, 5, and 7	150.00	Same
Unit 6	210.00	Same
Box B	220.00	Same
Box C	415.00	Same
Box D	175.00	Same
<p>* Updated rates not effective until current lease expires. These rates are effective through March 31, 2015.</p>		
Land Lease Rates (per month, per square foot)	0.30	Same
Access Rate for Through-the-Fence Operations (per sq. ft.)	0.35	Same
100LL Contract Fuel into plane fee (per gallon)	0.35	Same
After Hours Call Out Fee for Aircraft fueling, plowing and services (first hour)	120.00	Same
Additional hours	100.00	Same

Charlevoix Municipal Airport (CVX) Schedule of Rates and Charges
(continued)

	<u>Current</u>	<u>Proposed</u>
Vehicle Parking Fees: Daily	\$3.00	Same
Overnight	\$5.00	Same
Weekly	20.00	Same
Monthly	60.00	Same
Six (6) Months	110.00	Same
Six (6) Months – Premium	200.00	Same
Annual	200.00	Same
Annual – Premium	365.00	Same
Commercial Operations:		
On-Airport Rental Car Service (per year)	Set by contract	Same
Aircraft Servicing, Maintaining & Repair (per year)	500.00	Same
Catering Service		100.00
On-Airport Part 135 Operator (per year)	3,600.00	Same
Off-Airport Part 135 Operator (per year)	10,000.00	Same
*Fee will be the same as On-Airport Part 135 Operator until sufficient terminal space is available.		
Parachuting and Jump Schools (per year)	2,500.00	Same

Charlevoix Municipal Marina Dock Rates

	<u>Proposed</u> <u>4/1/2014</u>	<u>Proposed</u> <u>4/1/2014</u>
	<u>May</u> <u>Tier D</u>	<u>June - October 12th</u> <u>Tier E</u>
	<u>Rate/Night</u>	<u>Rate/Night</u>
25'	32.00	40.00
28'	36.00	45.00
29'	37.00	46.00
33'	43.00	53.00
38'	52.00	61.00
39'	58.00	62.00
40'	59.00	64.00
44'	65.00	70.00
45'	67.00	72.00
50'	74.00	80.00
56'	83.00	90.00
65'	96.00	104.00
80'	118.40	128.00

Daily Fee Schedule – Transient Boaters
Slip size per Waterways 11/25/13 & 12/16/13 letters

(May = Tier D - \$1.48/ft) (June – Oct = Tier E - \$1.60/ft)

Harbormaster can adjust fees if slip size is different than boat size per Waterways 12/16/13 letter

Daily dingy fee

Seasonal Fee Schedule

Waterways daily transient slip rate Schedule "B" times 164 days.

Dingy – Individuals (price per year) 500.00
 Dingy – Commercial (price per year) 600.00
 Burns Street dockage (price per foot) 37.94

Ferry Boat Launch Ramp Parking Fees

	<u>Current Resident</u>	<u>Current Non-Resident</u>
Seasonal	\$15.00	\$30.00
Daily: Car and/or Car with Trailer	5.00	8.00
Commercial	750.00	750.00
10-punch (any commercial, limit one)	100.00	100.00

Parking Fines & Fees

Current **Proposed 4/1/14**

Non-metered		
All violations, paid within 72 hours	\$15.00	
All violations, paid after 72 hours	30.00	
Metered parking, Signed 10 minute or 2 hour limit parking		
Expired meter: paid within 24 hours	10.00	
Expired meter: paid within 24 to 72 hours	20.00	
Expired meter: paid after 72 hours	30.00	
PEP Charging Station Fee (Vehicle charging station)		
(price per hour)	3.00	

Reserved Parking – Acacia Lot		Add 4
(19 spaces May 1st through October 15 th)	250.00	additional spaces to 19
	350.00	

Miscellaneous Fees

	<u>Current</u>
Copies:	
City Charter (free on website)	\$10.00
City Zoning Code (free on website)	10.00
Code Book (free on website)	30.00
City Budget – loose leaf	15.00
City Budget – in binder w/tabs (3 documents)	50.00
City Council Rule & Procedures	2.00
General copies (per copy)	0.25
Accident report (per report)	2.00
Liquor License Transfer fee	100.00
Trash License (annual fee)	10.00
Temporary/Seasonal Business fees	
Solicitor's license: 1 st Day, One person	50.00
- Additional person on license (per person)	25.00
Auctioneer license (per auction)	15.00
Roadside stand/temporary business (per application)	100.00
Transient Merchant	50.00
Street performer	50.00
Mass gathering permit	100.00
IFT Tax Reduction Request	500.00
Stand by for Fireworks (Equipment & Personnel) (per hour)	500.00
Police escort fee (per occurrence)	100.00
Police bad check processing fee (per request)	45.00
City Flag	35.00
Facsimile (send or receive a fax) (per page)	1.00
Garden plots (per plot)	25.00
NSF/returned check charge (per occurrence)	45.00
ACH NSF charge (per occurrence)	35.00

Miscellaneous Rates

	<u>Current</u>
Election Inspectors (per hour)	10.00
Election chairperson (per hour)	10.50
Election Receiving Board member (per hour)	11.50
Board of Review member (per day)	50.00
Mileage	IRS rate per mile
Per diem – Council/Mayor (per day)	50.00
(set by Compensation Commission) more than 25 miles	75.00

Freedom of Information Act (FOIA) Request

	<u>Current</u>	<u>Proposed 4/1/14</u>
Copies (per page)	\$0.10	Minimum \$3
Blueprints	Actual cost	or cost
CDs (each)	3.00	
Videos (each)	3.00	
Election reports (per page)	.10	
Election report – labels (per page/labels provided by customer)	.10	
Mailing containers	Actual cost	
Postage	Actual cost	
Cost of labor incurred in duplication and mailing	Hourly wage of Deputy Clerk:	
	Cost of labor incurred in searching for, examining, and reviewing a requested public record and for the deletion and separation of exempt from nonexempt information as required by the FOIA (when time spent exceeds two (2) hours).	

Golf Course Rates

	Summer 2013		Summer 2014		Proposed 4/1/2014	
	Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
	Season Pass					
Single	\$298.00	\$417.00	\$304.00	\$426.00		
Double	448.00	567.00	457.00	579.00		
Family	477.00	596.00	487.00	608.00		
Student	172.00	180.00	176.00	184.00		
Senior Citizen – Single	238.00	358.00	243.00	366.00		
Senior Citizen – Double	358.00	477.00	365.00	487.00		
Senior Citizen – Blended	404.00	523.00	412.00	534.00		

Daily Rates*

	Current		Proposed	
	Prior to Memorial Day	Summer	Prior to Memorial Day	Summer
9 Holes Mon-Fri	\$14.00	\$15.00		
9 Holes Sat-Sun/Holiday	14.00	16.00		
18 Holes Mon-Fri	19.00	23.00		
18 Holes Sat-Sun/Holiday	19.00	25.00		
Resident: 5 play punch card	50.00	50.00		55.00
Non-Resident: 5 play punch card	55.00	55.00		60.00

*NEW: Management may change rates during the season to meet completion for special events and weekly special to stimulate play.

Current

Pull cart rental	\$3.00
Club rental	12.00
Locker Rental	20.00 – 30.00

	Current: Per Hour	Current: Per ¼ Hour	Current: Playing Lesson**
Golf Lessons			
Adult	30.00	20.00	60.00
Two Adults	40.00	30.00	90.00
Junior – 17 and under	20.00	15.00	40.00

**Greens fees waived for playing lesson.

Senior Citizen: Age 55 and over.

Student: Under age 18 AND parent's homestead address must be in the Charlevoix School District.

Resident: Must meet one of the following criteria: 1) Taxpayer in the City of Charlevoix (including business or personal property), 2) Renter in the City of Charlevoix AND a registered voter within the City of Charlevoix, or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent AND under the age of 18. Senior Citizen – Blended: A couple applying for a double membership where only one is a senior citizen.

Planning Fees

	<u>Current</u>
Alley Abandonment	\$250.00
Board of Appeals/Variance Application	350.00
Development Plan Review	275.00
Parcel Division	125.00
Rezoning Application	325.00
Sign Permit Application	25.00
Sign Variance	225.00
Special Use Permit Application	300.00
Zoning Appeals	300.00
Zoning Permit Application	40.00

NOTE: If City's cost exceeds fee by more than 20%, an additional fee will be charged.

Recreation Rates

	<u>Current Resident</u>	<u>Current Non-Resident</u>	<u>Proposed Resident</u>	<u>Proposed Non-Resident</u>
<u>Picnic Pavilion Reservation</u>				
Performance Pavilion Rental - weekday	\$30.00	\$50.00		
Performance Pavilion Rental - weekend or holiday	50.00	75.00		
Performance Pavilion Rental - non profit	0	0		
Performance Pavilion Rental (case by case)	50.00	100.00		
Use of Public Property (case by case basis – must be approved)	50.00	100.00		
Wedding on Public Property (must be approved)	150.00	250.00		
<u>Sports Fees</u>				
Teams Fees (Basketball, volleyball, softball) (per team)	125.00	125.00		
Youth sport (per person)	20.00	25.00		
<u>Day Camp</u>				
Mount McSauba Day Camp (per person, per week)	95.00	110.00		
<u>Northern Kids Club</u>				
Mount McSauba - mornings M-F inclusive (per person)	15.00	15.00		
Mount McSauba – afternoons M-Wed inclusive (per person)	25.00	25.00		
Mount McSauba – Friday afternoon	30.00	30.00		
<u>Skate Park – Carpenter Ave.</u>				
Daily Pass	5.00	5.00		
Seven Day Punch Card	25.00	25.00		

Recreation Rates

	<u>Current Resident</u>	<u>Current Non-Resident</u>	<u>Proposed Resident</u>	<u>Proposed Non-Resident</u>
--	-----------------------------	---------------------------------	------------------------------	----------------------------------

Mt. McSaba Winter Recreation

Weeknight daily	10.00	15.00		
Weekend daily	13.00	18.00		
Season Pass: 1 Person	110.00	165.00		
Each additional family member add \$60	60.00	60.00		
Ski team pass	50.00	60.00		
Daily Ice Rink Fee	1.00	2.00		
Ice Skating season pass	10.00	15.00		
Equipment Rental:				
Cross Country or Snowshoe 8 Hour Rentals	5.00	8.00		
Cross Country or Snowshoe 24 Hour Rentals	10.00	12.00		
Ice Skates	2.00	3.00		

Lessons:

Group Ski or Snow Board Lessons (per person)	40.00	45.00		
Individual Ski or Snow board Lessons, ½ hr. includes equip	25.00	30.00		
Individual Ski or Snow board Lessons, 1 hour includes equip	35.00	40.00		

CITY OF CHARLEVOIX
ELECTRIC UTILITY RATE
2/11/2014

ELECTRIC RATES

Electric Rates - 2014-15 Budget

	Adopted 4/1/09	Adopted 4/1/12	Current	Current
	Rate/kWh	Customer Charge	PCA [1]	PCA [1]
Residential - In City	0.0765	4.25	0.01608	0.0786
Residential - In Senior	0.0715	4.25	0.01608	0.0715
Residential - Rural	0.0910	4.75	0.01608	0.0910
Residential - Rural Senior	0.0881	4.75	0.01608	0.0886
Commercial - In City (GS-C)	0.0872	10.50	0.01608	0.0890
Commercial - Out (GS-R)	0.0995	10.50	0.01608	0.1008
Commercial - Demand	0.0505	42.00	0.01608	0.0505
Industrial & Charity Demand	0.0397	235.70	0.01608	0.0400
Demand KW				\$10.90/KW

[1] PCA changes 2x per year (April and October)

PCA = current Power Cost Adjustment

trenching for all underground residential services 200 amps and under

Seasonal Disconnect/reconnect **

Seasonal Disconnect/reconnect after hrs **

** (Disconnected from the system for longer than one billing cycle)

After hours disconnect/reconnect

Regular disconnect w/ 24 hr notice

Regular disconnect/reconnect

Non payment - reconnect

After hrs non payment reconnect

Security Lights

250 Watt in City - rate 801

250 Watt rural - rate 802

150 Watt in City - rate 701

150 Watt rural - rate 702

70 Watt in City - rate 703

70 Watt rural - rate 704

400 Watt in City - rate 801

400 Watt rural - rate 802

1000 Watt in City - rate 901

1000 Watt rural - rate 902

100 Watt in City - rate 1001

Adopted Effective 4/1/2013

Current \$3.00 /foot

same

115.00

same

167.00

same

80.00

same

80.00

same

30.00

same

80.00

same

Proposed Effective 4/1/2014

\$9.21 per month

11.06 per month

5.71 per month

6.72 per month

4.63 per month

5.60 per month

13.09 per month

15.85 per month

15.78 per month

35.32 per month

2.50 per month

\$11.86 per month

13.15 per month

7.12 per month

7.88 per month

4.88 per month

5.60 per month

16.93 per month

19.23 per month

31.58 per month

43.61 per month

4.57 per month

27%

19%

28%

19%

7%

0%

30%

21%

100%

23%

33%

**CITY OF CHARLEVOIX
WATER & SEWER RATES
2014-2015 Budget**

	WATER RATES - In City		WATER RATES - Rural	
	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
Water Service Charge		6.00%		5.0%
Meter Size	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
3/4" or smaller	\$12.30	\$13.91	\$24.60	\$27.82
1"	15.50	17.11	31.00	34.22
1 1/2"	26.00	27.61	52.00	55.22
2"	37.25	38.86	74.50	77.72
3"	67.00	68.61	134.00	137.22
4"	123.00	124.61	246.00	249.22
5"	242.00	243.61	N/A	N/A
Sprinkling Meter	1.50	1.50	3.00	3.00
Commodity Charge	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
1st 2,000 gallons	3.30	3.30	6.60	6.60
3rd-50th 1,000 gallons	2.55	2.55	5.00	5.00
51st 1,000 gallons and over	2.10	2.10	4.00	4.00
Water minimum charge:	15.60	17.21	31.20	34.42
Privilege Fees	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
New uses cost per REU prepaid	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00
Turn on Fee - Water only	150.00	150.00	150.00	150.00
Turn on Fee - Sprinkler	20.00	20.00	20.00	20.00

	SEWER RATES - In City		SEWER RATES - Rural	
	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
Sewer Service Charge		24.60%		24.60%
Meter Size	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
3/4" or smaller	\$19.50	\$23.40	\$29.25	\$35.10
1"	26.75	32.60	40.13	48.90
1 1/2"	42.50	52.40	63.75	78.60
2"	62.50	75.50	93.75	113.25
3"	119.00	145.50	178.50	218.25
4"	200.00	245.00	300.00	369.00
5"	N/A	N/A	305.00	375.00
6"				
Commodity Charge	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
Factor Multiplied by the Water Commodity Charge	1.45	1.80	1.08	1.34
Commodity Rate per 1,000 gallons *	3.83	5.00	4.87	6.35
Sewer Minimum Charge:	24.29	29.34	36.38	43.94
Summer Sprinkling Rate:	1.09	1.35	0.80	1.00
* Estimated rate if new rate structure is in place				
Privilege Fees	PRESENT	Proposed 4/1/2014	PRESENT	Proposed 4/1/2014
New user's cost per REU, prepaid	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00
Water & Sewer turn on fee	210.00	210.00	210.00	210.00

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to Approve Kayak/Paddleboard Rentals at Depot and Ferry Beach

DATE: February 17th, 2014

PRESENTED BY: Amanda Wilkin, Recreation Director

ATTACHMENTS:

1. Council minutes from February 4, 2013 Approving Paddleworks' 2013 Request
2. Business Proposal from Schulman Paddleworks (including aerial map)
3. Business Proposal from Irish Boat Shop (including aerial map)

BACKGROUND INFORMATION:

Stand up paddleboards and kayaks provide unparalleled summer recreational opportunities. The ability to rent kayaks and paddleboards from the beaches allow the public to be more active and get out on the water at relatively low costs.

Schulman Paddleworks is proposing a similar agreement to 2013 with a few changes and additions. They would like to erect a 10' x 10' pop-up tent staked in at the south end of Depot Beach for the summer season. The trailer with kayaks and paddleboards would be parked next to the tent and removed every evening. They would put a visible flag up that would be removed every evening.

Irish Boat Shop is proposing to have a 10' x 10 pop-up tent on the north end of Ferry Beach staked into the grass near the edge of the sand for the summer season. When the weather is conducive to the sport, they would staff the tent and if staff is not in the tent they would have a sign to tell customers to call and staff would be in the tent within a few minutes. They would like to construct a locking rack on their break wall adjacent to Ferry Beach.

Both operations would stress the importance of staying out of the swim areas while paddling. Both operations would need to pay for a business license to operate on city property as well as provide liability insurance naming the City as coinsured.

The City Planning Commission is not supportive of erecting the tents and leaving them for the summer season.

The City Council needs to consider the precedence that will be set regarding commercial operation in city parks. Although staff is supportive of the expanding recreational opportunities for residents and visitors, we are concerned about commercial operations in parks.

RECOMMENDATION:

If the City Council is supportive of the proposals, a motion can be made to authorize both Schulman Paddleworks and Irish Boat Shop to rent kayaks and paddleboard from city beaches, with the conditions that they (1) they name the City of Charlevoix as a coinsured on liability insurance policy of at least one million dollars; (2) have all patrons sign a release of liability form including the City prior to rental; (3) acquire all necessary licenses from the Clerk's office and; (4) conform to all City zoning ordinances and sign regulations.

EXCERPT

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, February 4, 2013 -- 7:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

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

I. **Pledge of Allegiance**

II. **Roll Call of Members Present**

Mayor: Norman L. Carlson, Jr.
City Attorney: Bryan Graham
City Manager: Rob Straebel
City Clerk: Carol A. Ochs
Members Present: Council members Jill Picha, Greg Stevens, Bryan Vollmer, Shane Cole, Dennis Kusina
Absent: Councilmember Lyle Gennett

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

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

Bill Schulman reviewed his request to rent kayaks and paddleboards at Depot and/or Ferry Beach. The Manager said that staff has reviewed the request and ironed out some of the details. The Manager answered various questions regarding the location of the operations. Staff has addressed possible conflicts with the sailing school. Council expressed concerns that the Chicago Club might object to that location. The Manager stated that he thought there would be minimal conflicts with the Chicago Club as the business will be a day operation only. The Clerk said that The location at the south end of Depot beach had been used for the sailing school in the past.

The Mayor called for public comment at 7:09 p.m.

Jeff Porter stated that the sailing school is a non-profit operation. This would be a for profit operation. The Clerk clarified that Paddleworks would be operating as a roadside stand, and would be required to pay for the appropriate licenses. Staff had felt this business offers the types of amenities the City wishes to provide. The Mayor stated that Paddleworks is also required to provide proof of insurance and liability.

The Mayor closed public comment at 7:10 p.m.

Council asked additional questions. The rentals will operate outside the swimming area. The permit is for one season, and if it doesn't work out the City does not have to continue it. Staff will bring the item back to Council after the season is over to review and get their input before continuing the operation

Motion by Councilmember Dennis Kusina, seconded by Councilmember Shane Cole, to authorize Schulman Paddleworks to use the south end of Depot Beach and the north end of Ferry Beach to rent kayaks and paddleboards to beach patrons, with the condition that they (1) provide the City with liability insurance, which names the City as co-insured; (2) has its patrons sign a Release of Liability prior to renting the kayaks/paddleboards; (3) acquire all necessary licenses from the Clerk's office; and (4) the mobile rental must conform with the City's zoning ordinance and its sign regulations.

Yeas: Picha, Stevens, Vollmer, Cole, Kusina
Nays: None
Absent: Gennett

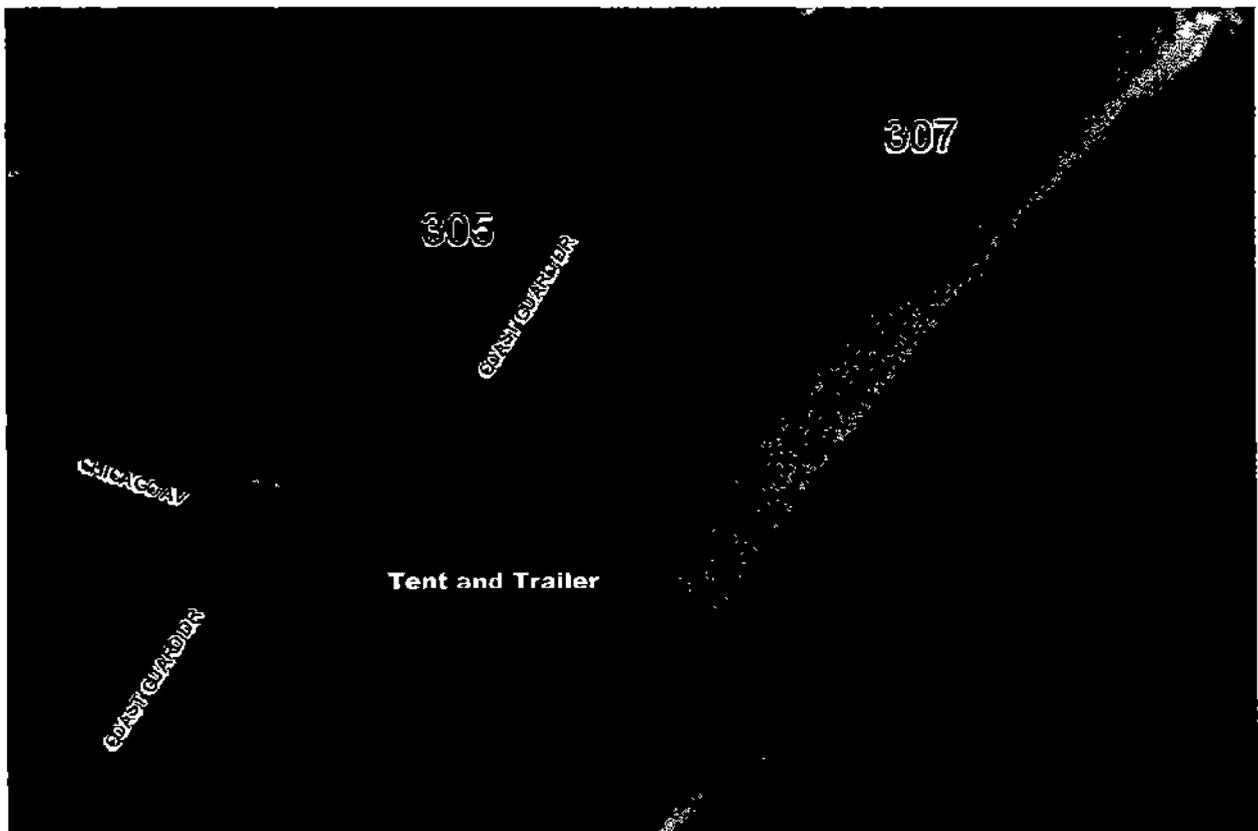
Business Proposal

Schulman Paddle Works Proposal - Depot Beach

Jack and Bill Schulman, of Schulman Paddleworks (204 Bridge Street)

Wish to make the following changes/additions to the 2013 business plan that was approved by City Council February 4, 2014:

1. A 10 x 10 ft canopy---staked down for sun protection--prefer to leave up during summer months
2. 2 folding chairs---remove end of day
3. sign---some type of visible flag near canopy--remove each day
4. trailer with boats parked near canopy--remove each evening
5. truck--will be parked in lot after unhooking trailer



BUSINESS PROPOSAL

SCHULMAN PADDLEWORKS-MOBILE RENTALS

RECEIVED

JAN 18 2013

CITY OF CHARLEVOIX

Who we are: Jack and Bill Schulman, former owners/operators of Camp Sea-Gull, Charlevoix; current owners/operators of Schulman Paddleworks, a retail business.

The goal is to encourage Charlevoix area residents and visiting tourists to make use of the magnificent waters surrounding our city in non-motorized watercraft. Our mobile rental business would enable customers to easily rent kayaks (including fishing kayaks) and stand-up paddleboards (a popular way to enjoy the water) at local beaches. This kind of equipment is not for rent anywhere in the immediate Charlevoix area.

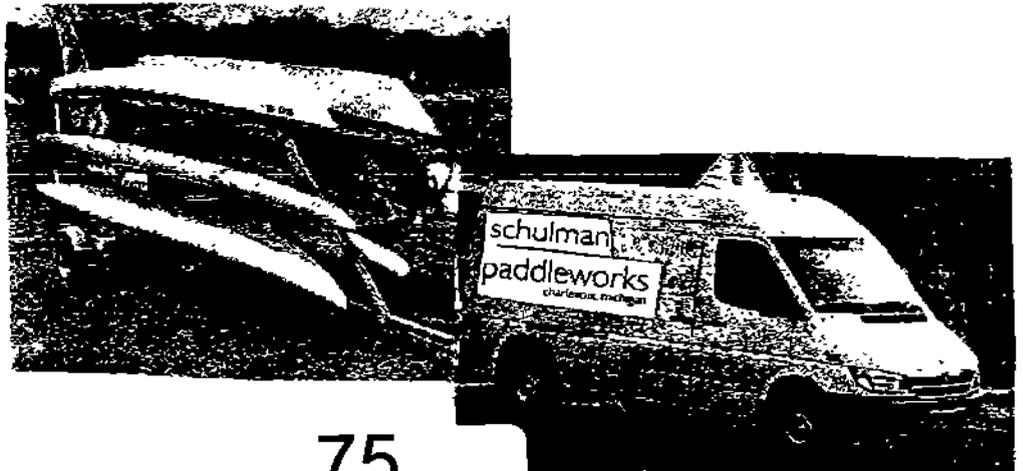
PROPOSAL FOR MOBILE RENTAL BUSINESS:

1. Paddleworks would use a van (or small step truck) and kayak trailer in a designated parking spot, during specific times of the day, in order to facilitate quick and easy rentals. (see below for proposed set-up).
2. Between Memorial Day and Labor Day, rentals would serve both Ferry and Depot beaches.
3. All necessary insurance, permits, licenses, etc., will be in place. Renters must complete release of liability/hold harmless agreements prior to rental. (see pg. 2).
4. Equipment rentals include lifejackets, paddles, as well as a quick orientation and safety guidelines.
5. Paddle-related items (i.e. waterproof bags/phone cases, sun hats, sunscreen, paddles and some Paddleworks clothing) will be available for sale in the van.
6. Our business would also like permission to set up van in town for sales, during Sidewalk Sale Days, if possible.

This service could be a great addition to the recreational activities available in Charlevoix.

It would be appreciated if a timely decision could be made, in order for proper equipment to be secured and in place for the 2013 summer season.

Thank you in advance.....Jack and Bill Schulman



schulman paddleworks
RELEASE OF LIABILITY-READ BEFORE SIGNING

In consideration of the services of paddleworks, their officers, agents, employees, stockholders and all other persons or entities with this business I, _____, the undersigned, acknowledge, appreciate and agree as follows:

The risk of injury from any outdoor activities have inherent, both known and unknown, risks, dangers and hazards and can be significant, including the potential for permanent paralysis and death, and while particular skills, equipment and personal discipline may reduce this risk, the risk of serious injury does exist in the use of water craft; and,

I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my participation; and

I will agree to comply with the stated and customary terms and conditions for participation. If, however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of an officer, agent or employee of paddleworks immediately; and

I, do myself and on behalf of my heirs, assigns, personal representatives and the next of kin, HEREBY RELEASE, INDEMNIFY, AND HOLD HARMLESS paddleworks, their officers, officials, agents and/or employees, and other participants, sponsoring agencies, sponsors, advertisers, and owners and lessors of permits used for the activity (Releasees), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property associated with my presence or participation, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law, and

I acknowledge that paddleworks will supply me with a Personal Floatation Device (P.F.D.) and that it is my responsibility to use it properly.

I agree that any photographs, video or other medium made of me during my time spent on the premises, during transport or at any other time by paddleworks or a party of paddleworks are the sole properties of paddleworks and can be used in advertising, promotion or any way paddleworks sees fit, and

I agree that if I do file suit against paddleworks, it will be filed in Charlevoix County, Michigan, under Michigan law.

I have read this release of liability and assumption of risk agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

X _____ Age _____ Date _____

FOR PARENTS/GUARDIANS OF PARTICIPANTS OF MINORITY AGE
(UNDER AGE 18 AT TIME OF REGISTRATION)

This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above of all the releasees, and, for myself, my child and our heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless the Releasees from any and all liabilities incident to my minor child's involvement or participation in these programs as provided above, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES, to the fullest extent permitted by law.

X _____ Date _____
Parent/Guardian's Signature & Printed name

X _____ Date _____
Child's Signature & Printed name



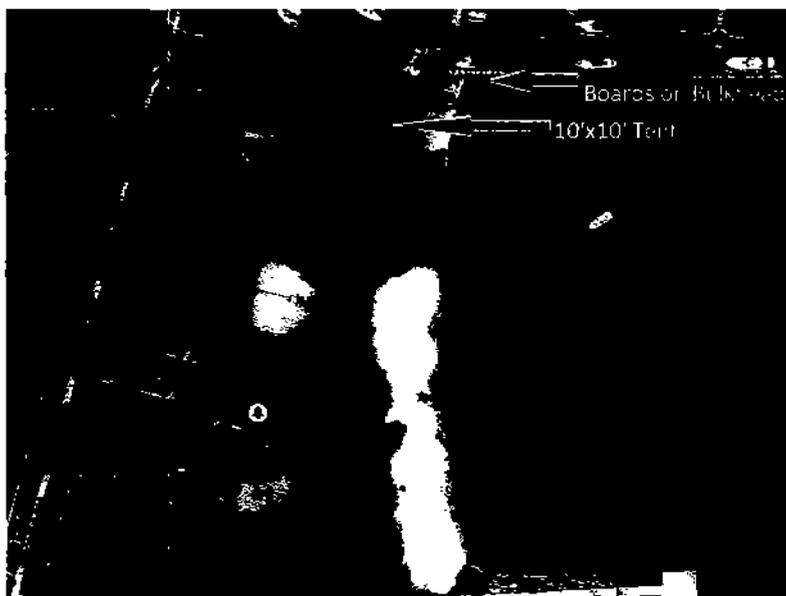
Wednesday, November 27, 2013

To: Amanda Wilkin
Of: Charlevoix Recreation Department

Irish Boat Shop would like to begin a Stand Up Paddleboard rental at the North end of Ferry Beach near the water. We propose to place a 10x10 pop up tent that would be staked down on the grass near the edge of the sand. We would staff the tent during weather that is conducive to rentals. When we could not be in the tent, we would have signage that directs a customer to call our dedicated cell phone rental number and we would have someone down in just a few moments.

We would need to construct a locking rack to hold approximately 8 rental boards. The rack would be attached directly to our Ferry Avenue breakwall and would not protrude more than 2 feet so it shouldn't interfere with anyone.

We would have customers enter the water on the north side of the swim buoys alongside our break wall and specifically instruct them to stay out of the swim area. We would do our best to enforce the swim area as well up to and including retracting their rental privileges if they do not stay out of the designated swim area.



If you have any questions, please let me know.

A handwritten signature in black ink, appearing to read "J. Hodge".

Jack Hodge
Vice President & General Manager

13000 Stover Rd.
Charlevoix, MI 49720

231-547-9967
jrhodge@irishboatshop.com

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CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Discussion and Consideration to Set a Public Hearing for Expansion to the City Marina on Dock A

DATE: February 17, 2014

PRESENTED BY: Rob Straebel

ATTACHMENTS:

1. City Council Minutes November 18, 2013
2. East Park A Pier Expansion
3. Exhibit 2 and 3

BACKGROUND INFORMATION: According to the attached meeting minutes of November 18, 2013, City Council directed Staff to further research the feasibility of expanding Dock A for larger boats in the 60'- 80' range. There appears to be some interest in "pre-leasing" some of the slips in conversations that both the Harbormaster and City Manager have had over the last 2-3 months with interested boaters. The project could be funded by a combination of "pre-leasing" revenues as well as City funds.

On February 10, 2014 the Planning Commission voted unanimously to recommend to the City Council approval of the preliminary plans for expansion of Dock A. The DDA has also recommended City Council approve the dock expansion.

In the November 18, 2013 meeting minutes, there was mention of holding a Public Hearing to solicit input from the community. This is recommended by Staff with a Public Hearing to be scheduled at the next meeting on March 3, 2014.

RECOMMENDATION: Motion to set a Public Hearing for March 3, 2014 to solicit input on Dock A expansion proposal.

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

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.

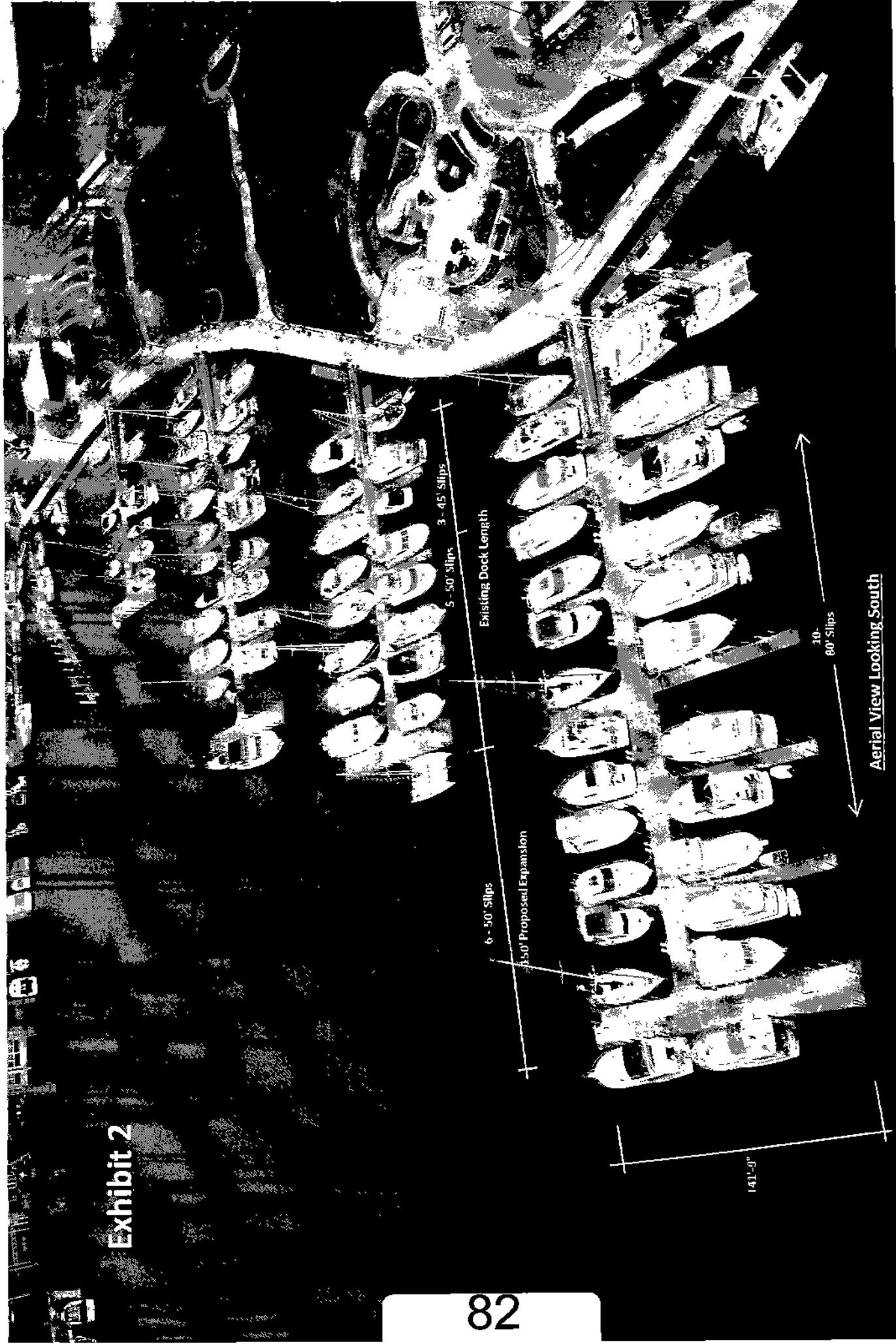
Councilmember Porter noted that the General Fund reserve is one million dollars, and that the return on the proposed docks would be much higher than the rate of return in the current market. City Treasurer Brandi reported that, due to the financial forecast for the next few years, one million is not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

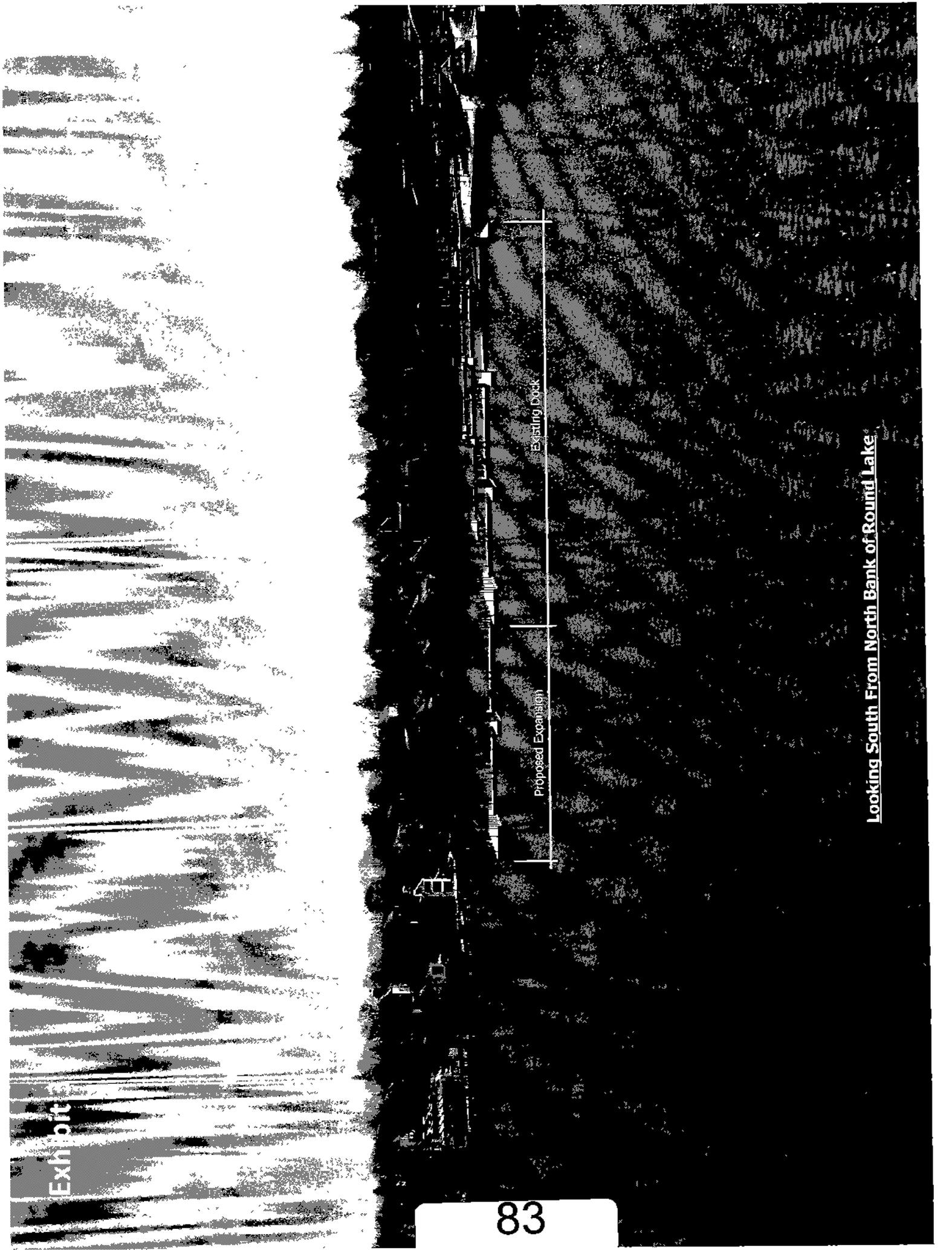
Councilmember Gibson suggested that an environmental impact study be done, and asked about demand for larger boat slips. Harbormaster Evans assured Councilmember Gibson that the City's docks, including the larger ones, were full all summer and that some larger boats were turned away. He stated that the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

Exhibit 2





Existing Dock

Proposed Expansion

Looking South From North Bank of Round Lake

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve an Engineering Contract for remaining two phases of the Apron Rehabilitation Project

DATE: February 17, 2014

PRESENTED BY: Scott Woody

ATTACHMENTS: Engineering Contract for two phases of the Apron rehabilitation project

BACKGROUND INFORMATION: The original ramp rehabilitation project was one engineering contract. This contract is to cover the cost of splitting the remaining engineering into two phases. These services are covered under the FAA Grant approved by council on September 3rd 2013. This project is necessary due to the deterioration of the current asphalt surfaces as reflected in an MDOT pavement report. Phase I construction was completed in November of 2013. Phase II (FAA Phase 1a) is scheduled to start April– May, 2014 and all contracts have been approved and awarded. Phase III (FAA Phase II) have not been bid at this time but we anticipate this project to commence in the Fall of 2014. This project funding is 90% Federal, 5% State and a 5% Local match. Local match has been already been paid so no further match will be needed. The City Attorney is currently reviewing these contracts.

RECOMMENDATION: Pending the City Attorney's approval, a motion can be made as follows: "City Council approves this engineering contract document to QOE Consulting in the amounts of \$32,885.00 for the apron rehabilitation projects."



January 16, 2014

Mr. Scott Woody
Airport Manager
City of Charlevoix
210 State St.
Charlevoix, MI 49270

Re: Charlevoix Municipal Airport
Charlevoix, MI
Rehabilitate Apron Phase II (IA) & III (2)

Dear Mr. Woody,

QoE Consulting is pleased to submit the attached Amendment for the above referenced projects. This amendment includes services and fees for the development of the biddable plan set 1a and 2 for the apron reconstruction and expansion.

I have provided three (3) copies of Amendment 2, to you for City execution. Please sign all three copies and return two (2) for processing.

If you have any questions regarding the proposed agreement, please give me a call or e-mail.

QoE Consulting looks forward to continuing to serve the airport engineering and development needs of Charlevoix Municipal Airport.

Sincerely,

QoE Consulting

Paul D. Shapter, P.E.
Project Manager

AMENDMENT No. 03
TO AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

THIS AMENDMENT, made the _____ day of _____, 2014 by and between the City of Charlevoix, hereinafter referred to as the "Sponsor", and the consulting engineering firm of QoE Consulting, PLC hereinafter referred to as "Consultant" is being executed by Sponsor and Consultant in order to modify the Agreement between them, dated the 20th day of August, 2012.

CHANGE IN SCOPE: The Consultant shall provide design revisions and plan sets for the Apron Expansion and Reconstruction - Phase II (FAA Phase IA) and Phase III (FAA Phase II).

REASON FOR CHANGE: The original agreement was to provide one biddable set of plans and engineering services for the full apron rehabilitation/expansion. Funding constraints necessitated re-phasing the apron program into three projects. This Amendment establishes the preparation of two additional biddable plans sets and estimates. Services shall be as defined in Attachments A (Phase II) and C (Phase III) to this Amendment.

CHANGE IN FEE: The Sponsor agrees to pay the Consultant as compensation for the above mentioned services a firm fixed fee thirty two thousand eight hundred eighty five and no/100 dollars (\$32,885.00). Fee determinations for both Phases (Attachment B and D) are attached. The fee shall be invoiced in accordance with percent of services completed.

CHANGE IN CONTRACT TIME: Contract time shall be as specified in the original Agreement, Element 2.22 – Time for Completion.

WITNESS WHEREOF, the parties hereto have executed this Amendment to Agreement of the day and year first written above and such amendment is hereby effected.

ACCEPTED BY THE SPONSOR

Witness: _____

City of Charlevoix
210 State Street
Charlevoix, MI 49720

BY: _____
Norman Carlson, Mayor

.....
ACCEPTED BY THE CONSULTANT

Witness: 
Kathryn Phillips
Administrative Assistant

QoE Consulting, PLC
4100 Capital City Blvd., Floor 2
Lansing, MI 48906

BY: 
Michael L. Borta, P.E.
Manager

ATTACHMENT "A" – Phase II

Scope of Work/Services

Design Services

This Charlevoix Municipal Airport project includes final design for phase II (FAA Phase IA), reconstruction and expansion of the apron -

QoE Consulting shall provide **DESIGN ENGINEERING** consisting of the services enumerated in Elements 1.11 through 1.19 of the base Agreement dated August 20, 2012 between the City of Charlevoix and QoE Consulting (on-site meetings shall be limited to those identified in the following described services) and the following:

1. Conduct a pre-design meeting to review the proposed phase II project, determine layout and establish the project schedule and budget.
2. Prepare construction plans for bidding phase II, total design completed under base agreement dated August 20, 2012, (approximately 26 sheets):
 - Safety Phasing Plan
 - Soil erosion control plan
 - Earthwork – cut and fill
 - Storm drainage
 - Pavement removal
 - Pavement area
 - Pavement sections and grades
 - Pavement marking
 - Underground electrical
 - Fencing
3. Conduct an on-site plan review meeting.
4. Prepare and submit FAA 7460 coordinates for safety phasing plan.
5. Conduct Pre-bid Meeting at the site, answer contractor inquiries.
6. Prepare and submit quarterly FAA grant reports.



GoE Consulting
 4100 CAPITAL CITY BLVD., FLOOR 2
 LANSING, MI 48906
 P: (517) 327-1980
 F: (517) 327-1982

Airport:	Charlevoix Municipal Airport
Location:	Charlevoix, Michigan
Project No.:	3-28-0017-1713
Contract No.:	FM15-1-C47
GoE Job No.:	131511
Date:	June 28, 2013
Revised:	

ATTACHMENT B - DESIGN ENGINEERING - FEE DETERMINATION
 Apron Reconstruction and Expansion - Phase II (FAA Phase A)

PERSONNEL CLASSIFICATION	RATE	MONTHS												TOTAL				
		1	2	3	4	5	6	7	8	9	10	11	12					
St. Project Manager	49.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Project Manager	46.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electrical Engineer	49.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civil Engineer	31.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Civil Technician	29.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Africa Technician	23.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
JD Technician	16.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Intern	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ical	16.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ECT COSTS:																		
Mileage	0.655																	
Per Diem	31.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Printing	0.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Printing	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Phone	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Room	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Survey Equipment	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DIRECT COST TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

LABOR:	4,982.27
OVERHEAD (2.008)	9,964.24
TOTAL:	14,926.51
FIXED FEE (0.11):	1,641.92
DIRECT COSTS:	1,016.60
TOTAL:	17,586.92
SUBCONSULTANT:	
SUBCONSULTANT:	
GRAND TOTAL:	17,586.92

USE \$7,565.00

ATTACHMENT "C" – Phase III

Scope of Work/Services

Design Services

This Charlevoix Municipal Airport project includes final design for phase III (FAA Phase II), reconstruction and expansion of the apron -

QoE Consulting shall provide **DESIGN ENGINEERING** consisting of the services enumerated in Elements 1.11 through 1.19 of the base Agreement dated August 20, 2012 between the City of Charlevoix and QoE Consulting (No on-site meetings described services) and the following:

1. Conduct a pre-design meeting to review the proposed phase III project, determine layout and establish the project schedule and budget.
2. Prepare construction plans for bidding phase II, total design completed under base agreement dated August 20, 2012, (approximately 36 sheets):
 - Safety Phasing Plan
 - Soil erosion control plan
 - Earthwork – cut and fill
 - Drainage
 - Pavement removal
 - Pavement area
 - Pavement sections and grades
 - Pavement marking
 - Underground electrical
3. Review meeting at QoE office in Lansing.
4. Prepare and submit FAA 7460 coordinates for safety phasing plan.
5. Conduct Pre-bid Meeting at the site, answer contractor inquiries.
6. Prepare and submit quarterly FAA grant reports.

After completion of the Design Engineering and establishment of construction funding, **CONSTRUCTION ENGINEERING** services and fee shall be defined.



GoE Consulting
 4100 CAPITAL CITY BLVD., FLOOR 2
 LANSING, MI 48906
 P: (517) 327-1980
 F: (517) 327-1982

Airport:	Charlevoix Municipal Airport
Location:	Charlevoix, Michigan
Project No.:	3-26-0017-1814
Contract No.:	FM15-1-C48
GoE Job No.:	141511
Date:	October 31, 2013
Revised:	January 2, 2014

ATTACHMENT D - DESIGN ENGINEERING - FEE DETERMINATION

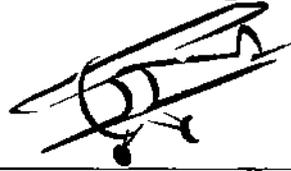
Apron Reconstruction and Expansion - Phase III (FAA PHASE II)

PERSONNEL CLASSIFICATION	Design		Construction		Construction		Construction		Construction		Construction		Construction		Construction		Construction			
	HRS	TOTAL	HRS	TOTAL	HRS	TOTAL	HRS	TOTAL	HRS	TOTAL	HRS	TOTAL	HRS	TOTAL	HRS	TOTAL	HRS	TOTAL		
Sr. Project Manager	48.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Project Manager	48.15	0.00	0.00	0.00	2	82.30	0.00	0.00	4	184.60	0.00	0.00	2	92.30	0.00	0.00	1	46.15	0.00	
Electrical Engineer	48.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Civil Engineer	31.05	486.80	0.00	0.00	10	310.50	40	1,242.00	6	186.30	0.00	0.00	6	186.30	0.00	0.00	16	486.80	0.00	
IT Technician	23.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Technical Technician	23.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2D Technician	18.75	0.00	0.00	0.00	8	158.00	40	790.00	4	78.00	0.00	0.00	4	78.00	0.00	0.00	2	39.50	0.00	
Intern	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total	18.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2	37.25	0.00	
TOTAL	6	486.80	0.00	0.00	20	560.80	80	2,032.00	14	448.80	16	276.80	2	92.30	0.00	0.00	2	81.71	0.00	
NET COSTS:																				
Mileage	0.555	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Per Diem	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Printing	0.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Printing	3.00	0.00	0.00	0.00	10	30.00	30	90.00	10	30.00	0.00	0.00	10	30.00	0.00	0.00	10	30.00	0.00	0.00
Phone	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Room	80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Survey Equipment	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DIRECT COST TOTAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OVERHEAD (2.00%)		4.437.61																		
TOTAL		8,911.12																		
FIXED FEE (0.11%)		1,485.38																		
DIRECT COSTS		520.00																		
TOTAL		15,337.32																		
SUBCONSULTANT:																				
SUBCONSULTANT:																				
GRAND TOTAL		16,337.32																		

90

USE \$ 15,300.00

MEMO



TO : SCOTT WOODY, AIRPORT MANAGER	FROM : KELLY L. CRANNELL, P.E.
AIRPORT : Charlevoix Municipal Airport	DATE : 1-13-14 1-16-14
FAX# : Transmit via e-mail	REGARDING : Rehab & Expand Apron-Design Amendment Project No. 3-26-0017-1612 Contract No. FM 15-01-C46

COMMENTS:

Attached is the signed MDOT Professional Services Approval for the design amendment. AERO has found the scope and fee to be reasonable. Please have an authorized official review and sign the referenced agreement, sent to you under separate cover by QoE. One contract with original signature should be submitted to my attention.

As a reminder, CVX's last consultant procurement was in 2006. Currently it appears CVX is out of compliance per the advisory circular. To ensure compliance a procurement action should be performed in the very near future.

If you have any questions, or require additional information, please do not hesitate to contact me.

Sincerely,

Kelly L. Crannell, P.E., MBA
Project Manager
MDOT - AERO
Telephone: (517)335-9570

cc: Paul Shapter, QoE

**MICHIGAN DEPARTMENT OF TRANSPORTATION
OFFICE OF AERONAUTICS**

PROFESSIONAL SERVICES AGREEMENT APPROVAL

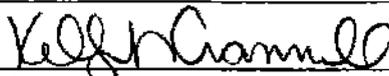
Date: 1-13-14	Airport: Charlevoix Municipal Airport
To: Scott Woody, Airport Manager	Location: Charlevoix, MI
From: Kelly L. Crannell, Project Manager	Project No.: 3-26-0017-1612
Contract No.: FM 15-01-C46	Item No.: AL2022
Job Number: 117503C	Amendment No.: #3
Subject: Approval of consultant agreement	
Work Description: Apron Rehabilitation/Expansion - additional fee for splitting full project into three bidding packages (Phase I, IA and II) instead of single package.	

Consultant: QoE	
Agreement Amount: \$ \$32,885.00	Estimated Construction Cost: \$ \$3,100,000.00

PHASE	COST	L.S. OR COST	PROGRAM
Preliminary	\$	\$ <input type="checkbox"/> <input type="checkbox"/>	AIP <input checked="" type="checkbox"/>
Design	\$ 32,885.00	\$ <input checked="" type="checkbox"/> <input type="checkbox"/>	S/L <input type="checkbox"/>
Construction	\$	\$ <input type="checkbox"/> <input type="checkbox"/>	
Property Survey	\$	\$ <input type="checkbox"/> <input type="checkbox"/>	

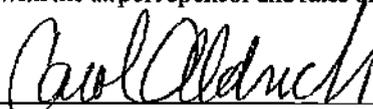
The referenced agreement includes all mandatory clauses per FAA APP-510 Contract Writing Program through Version 2, dated 04/23/90. An independent cost analysis has been performed. The cost was found to be reasonable for the services to be provided.

This agreement is recommended to be approved for state and federal participation subject to the following conditions.


Project Manager, Project Management Unit

The referenced agreement is approved for state participation when a sponsor contract has been executed by the sponsor and MDOT and the Federal grant has been executed. This agreement is recommended for federal participation at such time as appropriate grants are executed with the airport sponsor and rates of participation established.

0%
DBE Liaison


Supervisor, Project Management Unit

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Discussion on US Department of Agriculture (USDA) grant application for a fiber optic loop in the Ance Industrial Park and the required local match.

DATE: February 17, 2014

PRESENTED BY: Mike Spencer, City Planner

ATTACHMENTS: Map of proposed fiber optic network

BACKGROUND INFORMATION:

Several years ago Michigan received approximately \$33 million in federal grants to create a 1000 plus mile fiber optic "backbone" throughout the state for future high speed internet capabilities. More and more companies are doing business on the internet and requiring more bandwidth for video conferencing, file transfers, online sales, etc. Universities, K-12 schools, law enforcement, and rural residents are also benefiting from this new network.

When the fiber optic network was installed City staff advocated for the location of the backbone to extend through part of the Ance Industrial Park going from US 31 north on Mercer to Taylor Road. The fiber then extends east on Taylor and then south on Ance Road back to US 31. (See attached Map) The remainder of the Industrial Park on Gibbons Drive, portions of Ance Road, Martin Road, and a portion of US 31 do not have fiber optic capabilities and we feel it is important to complete this network. Having a "looped" fiber optic network would allow for continuous internet service even if one portion of the loop went down. There are existing companies interested in connecting to the fiber now to help grow their business and we feel this infrastructure will be an important tool to attract new business. The only grant opportunities available for this type of investment is through the USDA. We have been working with the Northern Lakes Economic Alliance on this potential grant which is up to \$100,000 with a 50% local match. The City has roughly \$100,000 in an Industrial Park fund that we believe is left over from when the Industrial Park was subdivided and lots were sold. With adequate road, water, and sewer infrastructure already in the Park, we feel this is an important investment and we have the funds available to cover the local match. Based on our discussions with John Childs Consulting we expect the total costs to be between \$60,000 to \$90,000 depending on the price of the cabling, labor and other variables. There are number of businesses and individuals who have already written letters of support for the grant. The city would be required to cover 50% of the final cost. If the grant is received and the fiber optic network is installed, there would be "splice points" at specific locations where companies could

run the cabling from that point into their building. The splice points are located in areas where both existing buildings/companies are located and potential undeveloped lots for new companies.

RECOMMENDATION:

Motion to approve Staff to work the Northern Lakes Economic Alliance to finalize a grant application to the USDA and if received, authorize payment of the local match, not to exceed \$50,000.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

- AGENDA ITEM TITLE:** General Discussion on the City Nuisance Ordinance and Blight
- DATE:** February 17, 2014
- PRESENTED BY:** Mike Spencer, City Planner
- ATTACHMENTS:**
1. Report on Nuisance Ordinance procedures and violations.
 2. Copy of the City Nuisance Ordinance. Title VI, Chapter 61.

BACKGROUND INFORMATION:

My understanding is that Jeff Porter spoke to the City Manager and requested a public discussion on the City's Nuisance Ordinance and specifically the old Phillips Service Station at 743 Petoskey Avenue.

Charlevoix, like most cities, has a Nuisance Ordinance (separate code outside of zoning) that is a police power ordinance used to reduce community blight such as tall grass, junk vehicles, trash, old building materials, junk, rubbish, etc. The ordinance also addresses excessive noise, odors, and dust from construction sites. This code was changed by City Council in 2010 to strengthen and clarify definitions and add missing language to better address boat, trailers, and RVs.

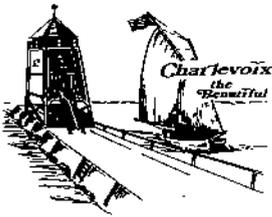
In my six years of employment with the City we have made progress on numerous blight properties, including having to take two property owners to court. On both occasions the City was successful in court.

The difficult question that cities have to face is what standard should be applied to private property maintenance? At what point should people be allowed to use and enjoy their property without government intrusion? What specific items does the public consider to be offensive or public blight if it can be seen by neighbors or from the street? These issues can be very subjective and difficult to define.

This agenda item includes a basic report outlining progress we have made, citing specific before and after photographs, and some specific issues we run into with enforcement.

RECOMMENDATION:

No specific recommendation requested. Direction to staff.



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

Office of Planning and Zoning
Mike Spencer, City Planner/Zoning Administrator
210 State Street Charlevoix, MI. 49720
[mspencer@cityofcharlevoix.org](mailto:m Spencer@cityofcharlevoix.org)
(231) 547-3265

NUISANCE ORDINANCE ENFORCEMENT

The City of Charlevoix, like most cities and townships, has a nuisance ordinance that covers blight problems including long grass and weeds, junk vehicles, trash, vermin, excessive noise, dust and odors.

The City's enforcement efforts have resulted in the cleanup of a number of junk, abandoned automobiles, recreational vehicles, snowmobiles, boats, outdoor clutter, and rubbish. Many of these have been nuisance problems for years; however, the City has stepped up enforcement efforts over the past 6 years which has resulted in improved neighborhood appearance. Clean up of these properties is appreciated by a vast majority of our residents and visitors. Well-kept properties and neighborhoods result in higher property values and allow owners to sell real estate more effectively. There are still some members of the public who would like the city to establish a property maintenance code to deal with dilapidated buildings, broken windows, siding problems, etc. This is again something not common in a vast majority of cities and can be difficult to administer and enforce.

The Office of Planning and Zoning has been committed to working with property owners in order to clean up blighted properties. Reports of nuisance violations come from citizens and many are discovered on routine inspections and neighborhood canvassing by the Planning and Zoning Office. Once a violation is documented, the Planning Office establishes contact with the property owner, and from that point, attempts to work with the owner in order to resolve the violation. If the property owner is not willing to comply or is taking too long to clean up the property, the City will issue tickets or take the property owner to court seeking a court order bring the property into compliance.

We have taken two property owners to court because of lack of progress in our efforts to get their properties in compliance with the nuisance ordinance. In both instances the City was successful in receiving court orders that mandated cleanup by specific dates. This can be time consuming and more costly to the City for legal fees so we make every effort to avoid going to court.

The following photos show before and after photos of specific properties, starting with the two locations where we had to take the property owner to court. Following that are some other examples. Please be aware this is not an all-inclusive list. There are numerous other properties not shown in this report. This report also does not include violations of the weed ordinance. Typically we send out between 20-30 letters per summer for weed ordinance violations.

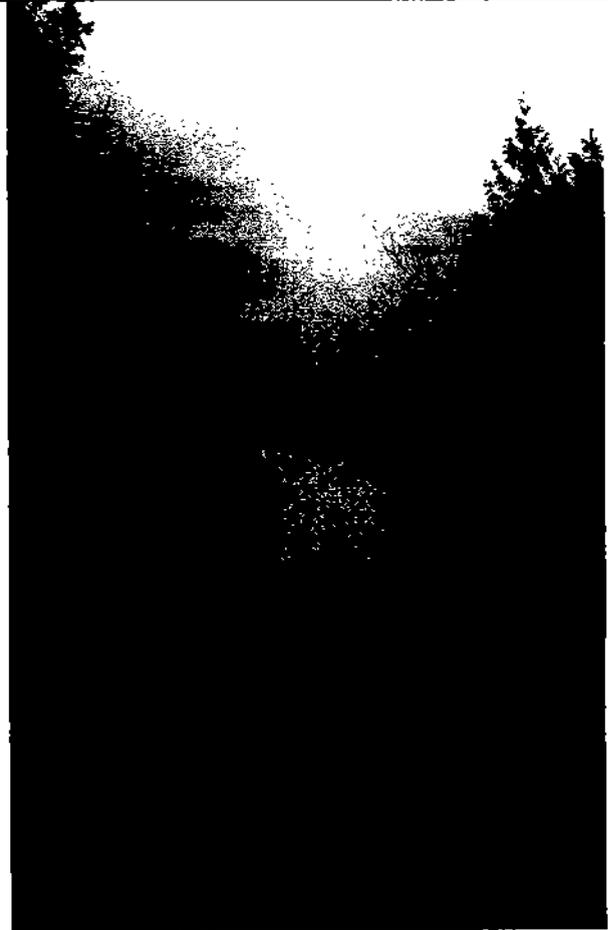
210A W. Carpenter

BEFORE



Junk vehicles, boats, scrap iron, wood, etc.

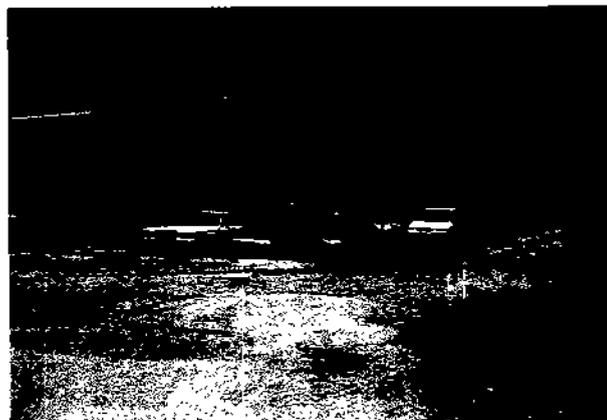
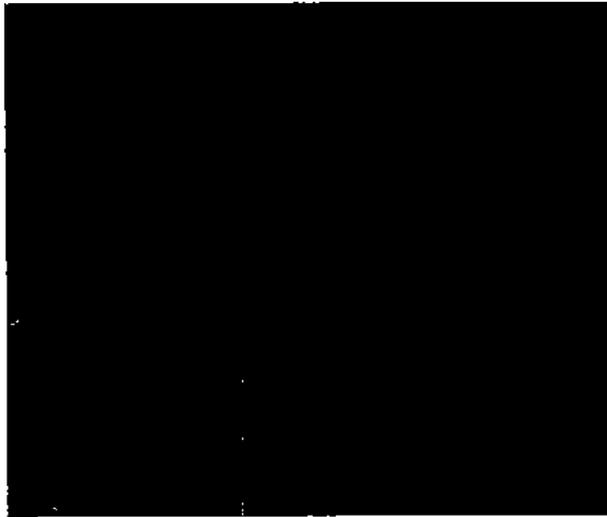
AFTER



All vehicles, boats, tents, scrap, wood and other junk removed. Trailers are licensed and operable.

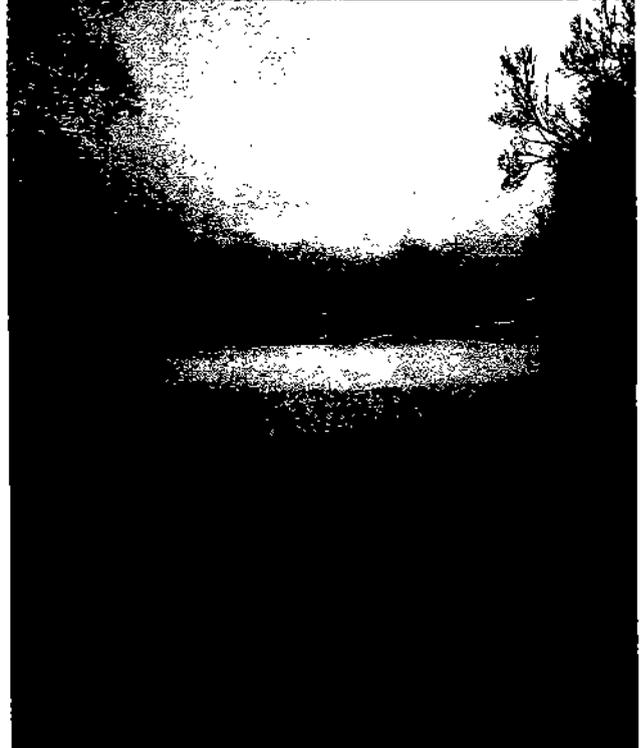
743 Petoskey Ave.

BEFORE (2004)



30 vehicles on the property plus junk, scrap, etc.

AFTER



Two vehicles to be removed this spring and no other junk, scap iron, tires, etc.

BEFORE



AFTER



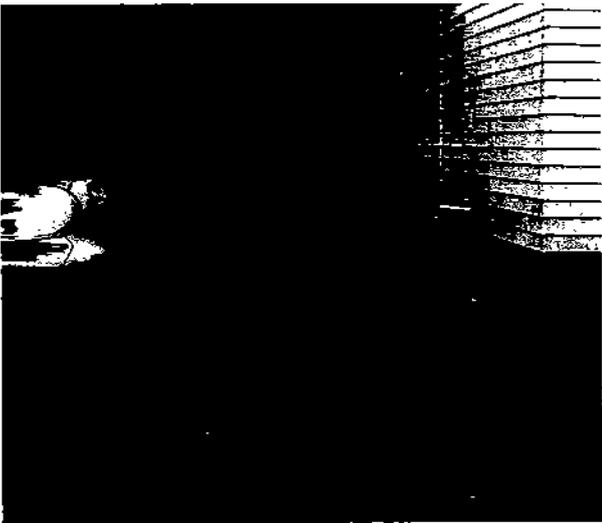
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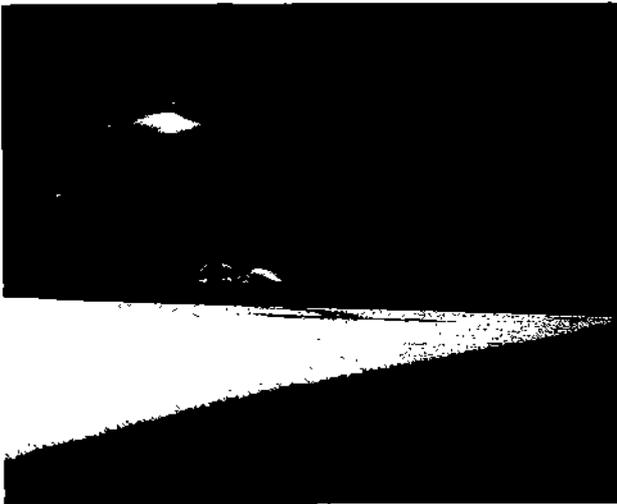
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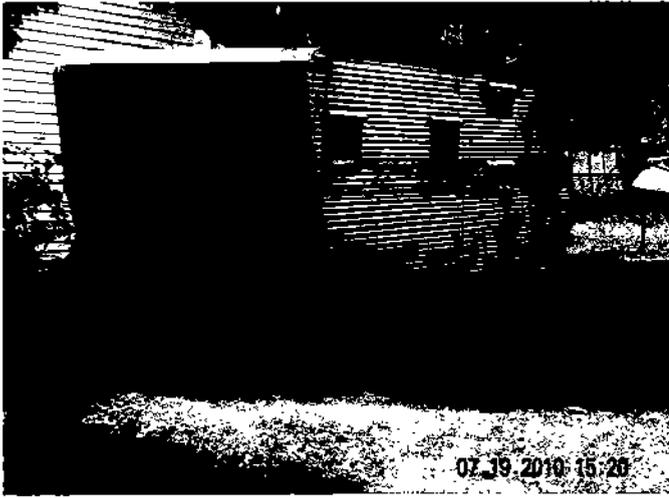
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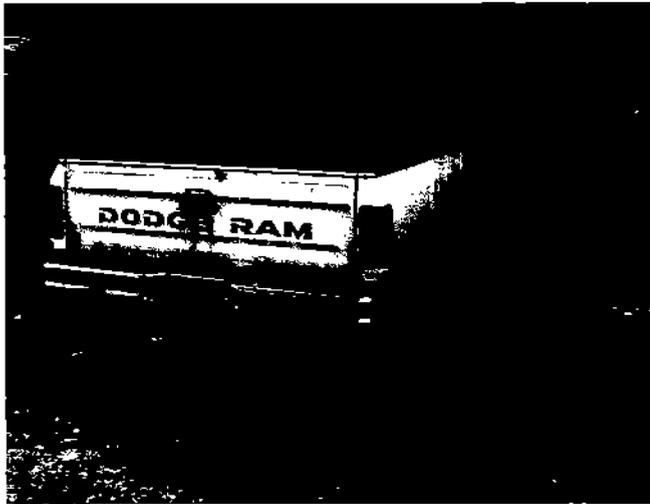
BEFORE



AFTER



BEFORE



AFTER



ATTACHMENT

TITLE VI – HEALTH REGULATION

CHAPTER 61 NUISANCES ARTICLE I. IN GENERAL

Purpose	6.1
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TITLE VI - HEALTH REGULATIONS
CHAPTER 61
NUISANCES

ARTICLE I. IN GENERAL
(Ord. No. 744, 04/19/10)

6.1 Purpose.

It is hereby found and declared that the purposes of this Article are to eliminate public nuisances within all areas of the City of Charlevoix for the protection of the health, safety, morals and general welfare of its residents; to preserve existing values of other properties within or adjacent to such areas and all other areas of the City; and to preserve the taxable value of the property within such areas and all other areas of the City.

6.2. Definitions. As used in this Article.

"Boat" means every description of watercraft used or capable of being used as a means of transportation on water, including personal watercraft and nonmotorized boats such as canoes, rowboats, and sailboats. Boat, however, does not include an air mattress, paddleboard, paddleboat, boogie board, or similar device used by one (1) or two (2) persons for floating or paddling.

"Building materials" mean lumber, bricks, concrete or cinder blocks, plumbing or heating materials, electrical wiring or equipment, shingles, mortar, concrete or cement, nails, screws, windows and window frames, molding, insulation, tyvec or any other materials used in construction of any structure.

"Dismantled" means the state of having a part or parts removed or missing that are integral to the operation of or required by any law or regulation to be present on a motor vehicle, boat, or other item to which it is normally attached.

"Dock" means a pier, platform, or other structure which, if fully operational, is designed to be extended from the shore over water.

"Garbage" means rejected food wastes, including waste accumulation of animal, fruit or vegetable matter used or intended for food or that relate to the preparation, use, cooking, dealing in, or storing of meat, fish, fowl, fruit or vegetables.

"Hoist" means a mechanical device attached permanently or temporarily to the bottomland of a lake or river and used to raise or lift a boat out of the water for the purpose of preventing or restricting the motion of the boat.

"Inoperable" means incapable of being used for the purpose or purposes for which an item is designed or normally used, either physically or by operation of law, due to dismantling, disrepair, or the lack of a currently valid Michigan license or registration. In addition, the following items shall be deemed inoperable: any motor vehicle, trailer, recreational vehicle, or snowmobile which lacks functioning tires or treads that permit motion or movement. In addition, a boat shall be deemed inoperable if there are one or more holes in its hull, it lacks any parts necessary for normal use, or the engine does not start when provided fuel.

"Junk" means items or objects that are old, discarded, or not currently being used for the purpose or purposes for which they are designed or normally used, including but not limited to used or salvaged metals and their compounds or combination; used or salvaged rope; rubber; rotting wood; scrap iron; tires and snowmobile treads; parts for motor vehicles, boats, all terrain vehicles, recreational vehicles, snowmobiles, and/or trailers; inoperable or dismantled refrigerators, stoves, dishwashers, dryers, washing machines, and furniture; and inoperable or dismantled lawn mowers, weed trimmers, snow blowers, snow plows, tractors, and any other machinery used for excavation, maintenance, or snow removal.

"Liquid industrial wastes" means any liquid brine, by-product, industrial wastewater, leachate, off-specification commercial product, sludge, grease-trap clean-out residue, used oil, or other liquid waste produced by, incident to or resulting from industrial or commercial activity except any liquid brine normally used in oil or gas extraction on a site permitted by the Michigan Supervisor of Wells.

"Marine equipment" means any item used or intended for use in conjunction with boats or water related activities, including but not limited to swimming rafts, docks, hoists, dock supports, buoys, outboard motors, ores, boat trailers, sails, rope, masts, anchors, and any other stationary or movable structure intended to support a boat.

"Motor vehicle" means any wheeled vehicle which is self-propelled or intended to be self-propelled regardless of whether the vehicle is designed for off-road use or use on public streets. A motor vehicle includes, but is not limited to cars, trucks, all terrain vehicles, mopeds, motorcycles, scooters, dune buggies and golf carts.

"Person" means an individual, firm, corporation, association, partnership, limited liability company, or other legal entity.

"Recreational Vehicle" means any motor vehicle or trailer capable of being self-propelled or towed that is equipped with living space, sleeping quarters, and associated amenities, including but not limited to motor homes, fifth wheel trailers, pop-up campers, caravans, camper vans, travel trailers, and truck campers.

"Rubbish" means hazardous or non-hazardous, non-putrescible solid wastes, including but not limited to combustible waste such as paper, cardboard, brush, bags, rags, and litter of any kind and non-combustible waste such as metal containers, glass, bedding, crockery, and demolished items, objects, or materials of any kind.

"Sealed container" means a covered, closable container which is fly-proof and watertight such as garbage cans with properly fitting tops or plastic garbage bags which have been closed or twisted shut.

"Snowmobile" means any motor-driven vehicle designed for travel primarily on snow or ice of a type that utilizes sled-type runners or skis, an endless belt tread, or any combination of these or other similar means of contact with the surface upon which it is operated, but is not a vehicle that must be registered under the Michigan vehicle code, being Act No. 300 of the Public Acts of 1949.

"Totally closed structure" means a building capable of being sealed on all sides such as a house, garage or storage shed with a roof, floor and walls or closable doors around its perimeter.

"Trailer" means any wheeled vehicle designed and normally towed behind a motor vehicle which is required to have a currently valid Michigan registration to be lawfully operated on a public highway.

"Vermin" means a noxious or objectionable animal, including but not limited to a mouse, rat, chipmunk, squirrel, skunk, raccoon, or porcupine.

6.3. Nuisances. The following are hereby declared to be nuisances:

- (1) The keeping or storage of building materials outside on private property unless there is in force a valid building permit from the County Building Department for construction on that property and the building materials are for use in such construction.
- (2) The keeping or storage of ashes, junk, garbage or rubbish outside of a totally enclosed structure on private property except in a sealed container designed for the purpose of holding such ashes, junk, garbage, or rubbish.

- (3) The placing of ashes, junk, garbage or rubbish on private property without the owner's permission or on public property. This provision applies regardless of whether the ashes, junk, garbage or rubbish is in a sealed container.
- (4) The keeping or storage of ashes, junk, garbage or rubbish on private property, including inside a building, in such a manner that the items, regardless of the method of containment, have become a breeding ground, food source or habitation of insects or vermin.
- (5) Intentional depositing of liquid petroleum crude oil, liquid petroleum crude oil by-products and derivatives or liquid industrial wastes on the ground.
- (6) The existence of any structure or damaged partial structure which because of fire, wind or other natural disaster or physical deterioration is no longer habitable as a dwelling, nor currently useful for any other purposes for which it may have been intended.
- (7) The existence of any vacant building, garage, house or outbuilding unless such structure is kept secure from entry by the public.
- (8) Except as required by law, the distributing, placing, posting, or affixing of posters, notices, or handbills on private property without consent of the owner or occupant or in a public right-of-way; provided, however, notices which do not cause a visual obstruction to traffic or pedestrians may be placed on public utility poles.
- (9) The existence of any pond, pool of water, or vessel holding stagnant water which serves as a breeding ground for insects.
- (10) The emission of fumes or gas in such quantities as to cause discomfort to a person of normal sensory acuity at an adjoining property or public place.
- (11) Any vehicle used for an illegal purpose.
- (12) Any use of public streets or public sidewalks, or both, which causes a crowd to gather and obstructs the free, lawful movement of people and vehicles along said streets and sidewalks.
- (13) Spitting on any sidewalk or on the floor or seat of any public carrier, or on the floor, wall, seat or equipment of any public place.
- (14) Keeping or housing any animals or domestic fowl within the city other than dogs, cats, birds or animals commonly classified as pets. For the purposes of this subsection the term "dog" shall include the male and female of the dog family or genus canis.
- (15) The keeping of any inoperable or dismantled icebox, refrigerator or similar airtight container having a door or access with a magnetic seal, snap latch or other locking device, in a place accessible by children without first removing the magnetic seal, snap latch or locking device or doors, or securely locking same.
- (16) Except as provided in subsections (16)(a) - (b), the keeping or storage of inoperable or dismantled motor vehicles, boats, all terrain vehicles, recreational vehicles, snowmobiles, and/or trailers outside of a totally enclosed structure on private property.
 - (a) An inoperable or dismantled motor vehicle, boat, all terrain vehicle, recreational vehicle, snowmobile, and/or trailer may be kept outside of a totally enclosed structure on private property for no more than fifteen (15) days for the purpose of being repaired or awaiting repairs. This subsection shall apply to individuals making the repairs and to gas and service stations engaged in the business of making repairs.

- (b) An inoperable or dismantled motor vehicle, boat, all terrain vehicle, recreational vehicle, snowmobile, and/or trailer may be kept outside of a totally enclosed structure on private property for no more than fifteen (15) days for the purpose of being marketed for sale.
 - (c) For purposes of section 6.3(16)(a) & (b), a motor vehicle, boat, all terrain vehicle, recreational vehicle, snowmobile, and/or trailer that is possessed by a business which sells or repairs any of those items shall not be considered inoperable or dismantled solely because the item is unlicensed.
- (17) The keeping or storage of inoperable or dismantled marine equipment outside of a totally enclosed structure on private property.
- (18) Except as provided in subsection (18)(a), the existence of tanks, pumps lifts, jacks, air compressors or similar equipment outside of a totally enclosed structure.
- (a) Service stations, repair shops, gas stations, construction companies, or similar businesses shall be allowed to store or keep tanks, pumps lifts, jacks, air compressors or similar equipment outside of a totally enclosed structure provided that any such item is in operable condition and is actively used for its intended purpose as part of the business.

6.4 Inspection.

City representatives shall have the duty and the right to inspect property or buildings to determine violations of or compliance with this Article. City representatives may exercise this right of inspection by consent of the person having the possession of the property or building or by an administrative search warrant issued by a court of competent jurisdiction.

6.5. Prohibition.

No person shall commit, create, or maintain any nuisance. No person shall knowingly permit the existence of a nuisance on the property owned or possessed by such person.

6.6. Industrial Usage.

The storage or keeping of salvageable metal or wood shall not be prohibited on property on which is located a factory engaged in manufacturing, assembling or machining as long as the salvageable metal or wood is for resale or reuse by the occupant of the property.

6.7. Separate Court Action, Nuisance Per Se.

Nothing in this Ordinance shall prohibit the City or any interested party from seeking such other relief as may be permitted in law or in equity regarding the existence of a nuisance. A violation of this Article is deemed to be a nuisance per se.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve Request for Proposal for City Attorney/Legal Services and Set Up an Interview Committee

DATE: February 17, 2014

PRESENTED BY: Rob Straebel

ATTACHMENTS: Draft RFP City Attorney/Legal Services

BACKGROUND INFORMATION: Staff has developed the attached RFP for City Attorney/Legal Services. Due date for proposals is March 17, 2014. There is a provision in the RFP whereby the City may choose to not require the City Attorney to attend all Council meetings. Separate pricing for this provision is included in the proposal.

City Council should also appoint no more than three (3) Council members to the interview committee. Staff would also like to include Mike Spencer, Jennifer Nash and Rob Straebel on the committee.

RECOMMENDATION: Motion to approve Request for Proposal for City Attorney/Legal Services and to appoint no more than three (3) Council members to the Interview Committee along with Staff members Mike Spencer, Jennifer Nash and Rob Straebel.

City of Charlevoix
Request for Proposals

CITY ATTORNEY/LEGAL SERVICES

Introduction

The City of Charlevoix seeks qualified attorneys or firms to serve as City Attorney and provide other legal services. Pursuant to the Charlevoix City Charter (Section 3.9), the City Attorney shall be appointed by a majority vote of the entire Council for an indefinite term. The City Attorney shall be the legal advisor for the City and for all City officials and departments in all matters relating to their official duties, and shall perform such other duties as the Council may require. The City Attorney may be removed by a majority vote of the entire Council.

Currently, Jim Young, Attorney-at-Law serves as City Attorney. After almost 25 years as City Attorney, Mr. Young will be resigning upon the City executing a contract with a qualified attorney or law firm.

Scope of Work

1. Provides legal advice, counsel, services, training, consultation, and opinions to the City Manager, City Council, Boards and commissions, and all levels of the City government, on a wide variety of civil assignments, including but not limited to land use planning, laws against discrimination, construction of public works, purchasing and procurement, leasing, purchase and sale of property, public disclosure issues, enforcement of nuisance regulations and tort law. The City Attorney's advice includes methods to avoid civil litigation.
2. Furnishes legal representation at all regular City Council meetings, and at other meetings of the City Council or boards and commissions when requested.
3. Appears before courts and administrative agencies to represent the City's interests.
4. Prepares and reviews ordinances and resolutions, contracts and other documents for legal correctness and acceptability.
5. Works cooperatively with special legal counsel retained by the City for special projects.
6. Coordinates with other special counsel, as needed, to assure proper management of legal issues, and proper coordination and transition of legal issues among special counsel.
7. Assists City officials and employees to maintain awareness of ethical standards, to avoid potential conflicts of interest, to avoid prohibited transactions and to avoid even the appearance of impropriety.
8. Assists officials and employees to understand the legal roles and duties of their respective offices and interrelationships with others consistent with the City Charter, City Code and State law.
9. When requested, provides the Mayor and City Council with guidance as to Robert's Rules of Order, Council Rules and Procedures, City Charter and related procedural matters relating to Council meetings.
10. Prepares legal opinions at the request of the City Council or the City Manager.
11. Provides the City Manager, Mayor and City Council, and administration a legal perspective and advice on various governmental issues.
12. Performs other legal services and tasks as assigned by the City Manager.

Specifications

1. The appointed City Attorney attends all regular City Council meetings. These are scheduled for the first and third Monday of every month, from 7:00 p.m. until the completion of the meeting. The City Attorney attends all Council meetings, so that there remains continuity in representation. (This requirement may be waived for cost considerations-see Proposal Section 5 for details).
2. The City Attorney must be available by phone, cell phone, and e-mail.
3. Timeliness of response and accessibility to the City Attorney is an important aspect of the service. Accessibility and responsiveness for the proposed designated City Attorney is of greatest importance, although these elements will also be considered in relation to assistant attorney(s) as well. Accessibility includes the ability to be generally available to attend meetings in person on short notice and the ability to be reached promptly by telephone.
4. Service response is also of high importance. When the City Manager or Council requests draft ordinances or opinions, the City Attorney should provide some estimated time of completion and keep the requesting party apprised of any delays or special considerations.
5. The City does not offer space for offices in a City location.
6. The City Attorney must prioritize the attorney's work load so that City matters are given the highest priority and, therefore, are completed in a timely manner.

Statement of Qualifications

Attorneys or firms wishing to submit proposals should meet the following minimum requirements and provide a statement indicating how they meet these requirements:

- Possess a Juris Doctorate and have graduated from a law school accredited by the American Bar Association
- Be a member in good standing of the State Bar of Michigan
- Experience working with municipal clients

Proposal

Please provide three copies of a written response, responding to each inquiry in the order below. An electronic copy should also be transmitted to the City by email or CD.

1. Statement of qualifications (as described above)
2. Firm Experience
 - Provide a narrative description of the firm.
 - Describe the general experience of the firm.
 - Identify other municipal clients.
 - Identify experience with municipal issues including land use, zoning, growth management, environmental law, complicated agreements including interlocal government agreements (IGAs), public works, and other municipal specialties.
3. Proposed Attorney (and Team, if any)
 - Name and describe the attorney(s) and/or team proposed. Clearly identify the lead City Attorney and name assisting attorney(s), if any.
 - Provide a resume or similar description for each team member, with considerable detail in the experience and qualifications of the lead City Attorney and any significant assisting attorney(s).

- Specify the organization structure applicable to this contract, including who the lead City Attorney is, and the relationship of any assisting attorney(s) to that lead City Attorney.
- If specialty attorney(s) or additional resources are available through your firm (in addition to the named team) to meet special or unusual needs, please identify such individuals and specialties as well.

4. Accessibility and Responsiveness

- Identify the accessibility of the proposed designated City Attorney, and the response time that the individual offers to the City. Specifically identify the lead-time required for attending scheduled or ad-hoc meetings. Identify how quickly the City Attorney can arrive in person to attend an unscheduled, urgent meeting.
- Identify the same for any assisting attorney(s).

5. Proposed Fee Structure and Bid Options

The selected firm or attorney would provide both general counsel activities on behalf of the city (including representing the City in litigation) and provide prosecutorial services for violations of municipal ordinance and other related infractions. The City may consider not requiring the City Attorney to attend all City Council meetings; indicate the firm's price for attending all meetings versus attending meetings upon request.

Propose a compensation package, inclusive of all service costs according to the options described below. The City is open to a variety of approaches, including hourly rates or a flat monthly rate with add-ons. The City will select the finalist by considering the proposed compensation as a "best and final offer," although the City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including cost.

Contract

As an example of work to be performed as City Attorney, firms or attorneys should draft a contract that would govern the relationship between the firm/attorney and the City.

Submission

The entire proposal and other components requested in this document should be received by March 17, 2014 by 4:00pm at the Charlevoix City Manager's Office.

Documents can be mailed or hand-delivered to:

Rob Straebel
 City Manager
 210 State Street
 Charlevoix, MI 49720

Submissions should be contained in a sealed package or envelope. The exterior of the package or envelope should clearly be labeled CITY ATTORNEY PROPOSAL.