

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, April 7, 2014 - 7:00 p.m.
210 State Street, City Hall, Second Floor City Council Chambers,
Charlevoix, Michigan 231-547-3270

- 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 – March 17, 2014 Regular Meeting PG 1-11
 - B. City Council Meeting Minutes – March 24, 2014 Special Meeting PG 12
 - C. Payroll Check Register PG 13-19
 - D. Accounts Payable Check Register PG 20-24
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Discussion on Retirees' Access to City Life & Health Insurance Plans PG 25-29
 - B. Consideration to Approve a Resolution for the Lake to Lake Multi-Use Trail PG 30-34
 - C. Consideration of Approval for the Michigan Regional Prosperity Initiative 2014 Community Growth Grants Program PG 35-40
 - D. Overview of the City Economic Development Forum Goals PG 41-57
 - E. DDA Main Street Steering Committee Volunteer PG 58-59
 - F. Consideration to Approve a Resolution Approving Ballot Language for a Charter Amendment Regarding City Clerk's Position PG 60-62
 - G. City Council Appointments PG 63-64
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
- IX. Resolutions**
 - A. Consideration to Approve a Resolution for the Lake to Lake Multi-Use Trail PG 31
 - B. Consideration to Approve a Resolution Approving Ballot Language for a Charter Amendment Regarding City Clerk's Position PG 61-62
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience – Non-Agenda Input (written requests take precedent)**
- XIII. Closed Session**
 - A. POLC Negotiations
- XIV. 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, March 17, 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

II. Roll Call of Members Present

Mayor:	Norman L. Carlson, Jr.
Assistant City Attorney:	Bryan Graham
City Manager:	Rob Straebel
City Clerk:	Deputy Clerk Stephanie Brown
Members Present:	Council members Jeff Porter, Peggy Brennan, Shane Cole, Shirley Gibson, and Leon Perron
Absent:	Lyle Gennett

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III. Inquiry Regarding Possible Conflicts of Interest

None.

IV. Consent Agenda

The following items were approved and filed:

- A. Approval of Minutes – March 3, 2014 Regular Meeting Minutes
- B. Accounts Payable Check Register – March 6, 2014
- C. Accounts Payable Check Register – March 18, 2014
- D. ACH Payments – March 3, 2014 – March 14, 2014
- E. Tax Disbursement – March 6, 2014
- F. Payroll Check Register – March 14, 2014
- G. Payroll Transmittal – March 14, 2014

V. Public Hearings

A. Public Hearing on a Proposed Ordinance to Change Planning Commission Membership Requirements

City Planner Mike Spencer provided a brief review of the proposed ordinance and answered questions from Council, stating that, if enacted, the change would expand the pool of individuals qualified to serve on the Planning Commission. This can be beneficial for a city the size of Charlevoix.

Mayor Carlson opened the public hearing at 7:05 p.m. There was no public comment, and Mayor Carlson closed the public hearing at 7:05 p.m.

Councilmember Brennan addressed Council and the audience, reviewing the process that other communities use regarding the number of members, qualifications of members, and how vacancies are filled. She believes that the Planning Commission's integrity is at stake, stating that the Commission would no longer be a City Planning Commission, but a City and Township Planning Commission. Councilmember Brennan asked that City staff work harder to fill the vacant positions with qualified voters, noting that City residents have a different perspective regarding issues unique to city living versus township living.

Councilmember Porter suggested that City taxpayers who live most months outside of Michigan may be more qualified to serve than township residents. Planner Spencer stated that a primary concern is whether or not individuals can attend monthly meetings on a year-round basis.

Councilmember Brennan responded that she would prefer to see a "part-time resident" than someone from the township on the Planning Commission.

Mayor Carlson noted that an individual could own one or more properties in the City but live just outside the City limits, making him/her unable to serve on the Planning Commission.

Council discussed the pros and cons of membership consisting of qualified electors, township resident/city taxpayers, out of state residents/city taxpayers.

Councilmember Gibson requested details on how vacancies are filled and how they are noticed. She further stated that she believes that membership should be limited to registered voters in the City of Charlevoix. Both she and Councilmember Perron asked that the City advertise vacancies in the newspaper and make stronger efforts to fill them.

Councilmembers Perron and Cole suggested that vacancies be more visible on the website.

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VI. Reports

City Manager Rob Straebel reported that ten proposals for legal services have been received by the City Manager's office. The deadline for proposals was today, March 17, 2014. Interviews for the position of City Clerk will take place this week, and the process for filling the position of Human Resources Assistant have begun.

Manager Straebel reported that there are upcoming trainings available to City Council, including Northern Lakes Economic Alliance annual luncheon on April 11, and the Chamber Expo on March 22, and encouraged members to consider attending.

Manager Straebel reported that Journeyman/Lineman Scott Blanchard, a 37 year employee, will soon be retiring and asked Council to acknowledge his hard work if they happen to meet Mr. Blanchard around town.

Mayor Carlson reported that Roger Westenbroek, who was a Councilmember in the 1970's, recently passed away. Flags were flown at half-mast today in his honor. Mayor Carlson suggested that it is unfair to require an employee to use personal time to attend a funeral of a former elected City official; if the employee chose to attend such a funeral that he/she could take the time off without pay rather than using personal leave time to attend the event. Council generally agreed that this type of situation would be at the discretion of the City Manager.

VII. Requests, Petitions and Communications and Actions Thereon

A. Liquor License Application, 308 Belvedere Avenue

Deputy Clerk Stephanie Brown presented the item and answered questions from Council. Grey Gables Restaurant recently underwent a routine audit by the Michigan Liquor Control Commission. At that time, the Commission discovered that the restaurant is serving liquor under a Class B (attached hotel) license. The Commission has asked that the owners take appropriate steps to change this license to a Class C license.

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

Action by Resolution.

B. Presentation and Discussion Regarding Conceptual Land Swap at Fisherman's Island State Park

Dirk Cox, Operations Manager at St. Mary's Cement, gave a PowerPoint presentation addressing details of the conceptual land swap of property at the Fisherman's Island State Park. He stated that the cement plant property encompasses 1,402 acres, employs 130 individuals, and is physically located in Norwood and Charlevoix Townships. Mr. Cox gave specific reasons for the land swap while asking Council and the community to take part in a meaningful conversation to identify and discuss real issues. Mr. Cox reported that, if the land swap takes place, the State Park would get larger by about 43 acres, the cement plant property would get smaller, and the park shoreline would remain the same. Cement plant operations will still be guaranteed for 90-95 years, an economic benefit for the area.

Janine Gregory questioned the reference to a lake at the end of this process. Mr. Cox stated that when the mining is done, remedial steps are taken to return the land to a "natural" state; in this case, they would "pull the plug on the pumps and let the water level come up."

Ann Zukowski, representing Friends of Fisherman's Island, addressed City Council, reading a prepared statement that detailed reasons why the land swap is not good for the community or the park. She requested that St. Mary's withdraw their plan and not pursue the land swap.

Mayor Carlson opened the item to public comment.

Luanne Kozma, Hayes Township resident, described her education, history with Charlevoix, and experience with national, local, and threatened park lands. She explained her reasons for believing that the land swap is not good for those who use the park, and stated that the land swap should not take place,

Lauren Carey, Charlevoix Township resident, encouraged Council to view this from the perspective of what draws people to Charlevoix, stressed what she believed were the negative aspects of this plan, and stated that she is adamantly against the proposed land swap.

Joanne Beemon stated that the land swap is on a fast-track for approval, that the land swap is still in the conceptual stages, and that it is very difficult for opponents of the land swap to fight a concept. She reported that the Department of Natural Resources (DNR) has made up talking points regarding the land swap, and that those comments state that local residents like the idea of a possible road improvement.

Bill Henne, Vice President of Water and Air Team Charlevoix (WATCH), read a letter from Jerry Puhl (Charlevoix Township resident), in support of Fisherman's Island, against any changes to the entrance to the park, and against the conceptual land swap. Mr. Henne also referenced his letter to Council, which states that WATCH is strongly opposed to the land swap, but is supportive of dialogue between his agency and St. Mary's, "as long as we don't give up existing park property or Bell's Bay Road."

Scott Way, Charlevoix Township resident, stated he has worked on the Lake to Lake Trail from the beginning and noted that St. Mary's donated property for the Trail. Mr. Way suggested that the lines of communication need to remain open on this proposal.

Nick Swanson, Charlevoix Township resident, stated that he was interested in the potential improvements of the addition of a bathhouse or shower house.

Judy Cunningham stated that she liked the park the way it currently is and wants it to remain rustic.

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David Skeel, Marion Township resident, stated that he is an avid outdoorsman. He is in support of making improvements to the park while keeping it rustic, specifically adding improvements to allow more campers and improved amenities. He disagreed with an earlier comment that the south end of the property is scrub land and noted that the proposed swap may provide an opportunity that the community should consider.

Ed Engstrom stated that Fisherman's Island is one of the best campgrounds in the State and suggested that there be a site visit with residents and St. Mary's staff to show what's being proposed.

Richard Seibert, Nonwood Township resident, stated that the entrance to the park is an issue that needs to be addressed. He asked that someone find out what the DNR's future plans were for the park and the entrance ways, noting that the entrance may be moved in the future anyway.

Carol Hellstrom, Bay Township resident, stated that she is adamantly opposed to further development.

Rick Beemon asked that, if a proposal to close the Bells Bay Road entrance were to come before the City, Council turn it down. He also asked that St. Mary's withdraw their conceptual land swap plan.

David Nedwick, City of Charlevoix resident, stated that he is opposed to the proposed land swap and that everyone should consider their responsibility to future generations.

David Juilleret, Marion Township resident, stated that he wanted to compliment St. Mary's on presenting the concept to the public first. He suggested that the park could use a launch ramp and that modern campsites would bring more campers to the park. He also stated that St. Mary's has been a good neighbor.

Mayor Carlson closed the item to public comment at 8:44 p.m.

Councilmember Porter stated that the City has 205 acres of property adjacent to St. Mary's at the Charlevoix Airport, and he asked if St. Mary's had ever considered the City Airport property for mining. Mr. Cox responded that they had not, and asked if the property is for sale. Councilmember Porter believes that the Airport poses several problems for the City, including: noise, pollution, and safety concerns. He personally believes that the Airport should be moved and he wonders if St. Mary's would be interested in helping to make that happen.

Councilmember Gibson questioned how an objective, working committee would be appointed. Mr. Cox responded that there should be representation from Norwood and Charlevoix Townships, the City of Charlevoix, environmental groups, the Watershed Council, and the Trail Committee to create a good cross section of people. Meetings would be set up with a professional mediator. Mr. Cox will not choose committee members. Councilmember Gibson does not feel the land swap is a comparable trade and noted some of the changes in her lifetime due to expansion by St. Mary's. She is opposed to the concept.

Councilmember Perron stated that the 200 acres in question is standing hardwoods and pines, that once it's gone, it's gone forever, and that the property is extremely valuable.

Upon questioning, Mr. Cox indicated that if the land swap did not go through, Bell's Bay Road would probably be affected: the area could be mined through, under, or over the road with heavy truck traffic up and down it. Additionally, he stated that he hoped to have a final proposal within six (6) months.

Mayor Carlson called for a break at 8:50 p.m. The meeting resumed at 9:00 p.m.

- C. Consideration to Approve an Application to the Recreation Passport Grant Program for Michigan Beach Park Playground
Recreation Director Amanda Wilkin presented the item and answered questions from Council. Michigan Beach is one of the most highly visible and most trafficked areas in Charlevoix, and the playground equipment has become outdated and less safe. The Recreation Passport Grant Program, administered by the Michigan Department of Natural Resources (DNR), can provide funds for improving park equipment. The maximum request is \$45,000 with a 25% match. Due to estimated expenses, staff recommends applying for a grant of \$22,500 with a 50% match by the City.

Councilmember Porter asked to see other options for the playground design, and Director Wilkins agreed to provide same.

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Councilmember Gibson referenced Whiting Park and its handicap accessibility and asked staff to consider similar amenities for one of Charlevoix's beaches.

Mayor Carlson opened the item to public comment.

Ingrid Nedwick stated that her grandchildren loved the old fashioned swing, slide and merry-go-round; and asked if the old playground equipment could be maintained in addition to the new playground. Director Wilkin explained that the existing equipment is very old, and parts are not available for service and maintenance.

The item was closed to the public.

Action by Resolution.

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D. Wastewater Biosolids Contract Renewal

WTP/WWTP Superintendent Steve Teunis presented the item and answered questions from Council. The City of Charlevoix has worked with Biotech Agronomics since 2006 for Biosolids land application, sampling and analysis, fecal coliform testing, and digester and tank cleaning. Both the City and Biotech are interested in extending this contract an additional two years with 2% increases.

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 approve the extension of the agreement with Biotech Agronomics for sludge (Biosolids) hauling for the years 2014 and 2015 with a 2% increase.

Yeas: Porter, Brennan, Cole, Gibson, Perron

Nays: None

Absent: Gennett

E. Mutual Aid Agreements

Electric Department Superintendent Don Swem presented the item and answered questions from Council. The Michigan Municipal Electric Association (MMEA) is asking that all cities consider signing Mutual Aid Agreements, which outline what would be expected if electric utilities help each other in emergencies.

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

Motion by Councilmember Cole, second by Councilmember Perron, to approve the APPA/NRECA/FEMA Mutual Aid Agreement and authorize the Electric Department Superintendent to sign the agreement on behalf of the City.

Yeas: Porter, Brennan, Cole, Gibson, Perron

Nays: None

Absent: Gennett

Additional Action by Resolution.

F. Consideration to Approve a Resolution to Set a Surcharge for the Airport's 100LL Fuel Truck

Airport Manager Scott Woody presented the item and answered questions from Council. In an effort to recover costs associated with the operation of the 100LL fuel truck, a surcharge of \$0.25 per gallon is being proposed for all users. On February 28, 2014, the Airport Advisory Committee voted in favor of this surcharge, effective June 1, 2014. Rachel Teague of Fresh Air Aviation has stated that they would not contest this fee and that they would be buying their own fueling equipment.

Councilmember Brennan questioned why the fees were going into effect June 1 instead of April 1. Mayor Carlson stated that the effective date of June 1 is a compromise to allow Fresh Air to find an alternative solution.

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

Action by Resolution.

G. Poverty Exemption Resolution and Application

Deputy Clerk Brown presented the item and answered questions from Council. In 2009, the City adopted a Hardship Exemption Policy to comply with MCL 211.7u. Due to recent case law, the applicant is no longer required to count equity in the person's principal residence as an asset. Our current policy requires any equity over 20% to be counted as an asset that could be used to pay taxes. The only change in the proposed resolution is to delete principal residence equity from the policy's "asset test".

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

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. Consideration to Approve an Application to the Recreation Passport Grant Program for Michigan Beach Park Playground
Motion by Councilmember Gibson, seconded by Councilmember Brennan, to approve Resolution 2014-03-01, Resolution of Support for a Grant Application to the Recreation Passport Grant Program for Michigan Beach Park Playground, as follows:

RESOLUTION NO. 2014-03-01
RESOLUTION OF SUPPORT FOR A GRANT APPLICATION TO THE RECREATION PASSPORT GRANT PROGRAM FOR MICHIGAN BEACH PARK PLAYGROUND

WHEREAS, the City Council of the City of Charlevoix is supportive of the Charlevoix Recreation Department's grant application to the Recreation Passport Grant Program for the development of new playground equipment at Michigan Beach Park; and

WHEREAS, the proposed application is supported by the City of Charlevoix's approved 5 year Parks and Recreation Master Plan; and

WHEREAS, if the grant is awarded, the City of Charlevoix will be responsible to commit to at least \$22,500 in matching funds in cash and/or labor during the 2015-2016 fiscal year.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CHARLEVOIX, is supportive of the grant application to the Recreation Passport Grant Program for a new playground at Michigan Beach Park and authorizes City staff to sign the grant application.

RESOLVED this 17th day of March, A.D. 2014.

Resolution adopted by the following yea and nay votes:

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

- B. Mutual Aid Agreements Resolution
Motion by Councilmember Cole, seconded by Councilmember Gibson, to approve Resolution 2014-03-02, Resolution to Enter into Michigan Municipal Electric Association (MMEA) Mutual Aid Agreement (Revised 04/30/01) and Designate Persons Authorized to Request or Approve Requests for Assistance Thereunder.

RESOLUTION NO. 2014-03-02
RESOLUTION TO ENTER INTO MICHIGAN MUNICIPAL ELECTRIC ASSOCIATION ("MMEA") MUTUAL AID AGREEMENT AND DESIGNATE PERSONS AUTHORIZED TO REQUEST OR APPROVE REQUESTS FOR ASSISTANCE THEREUNDER.

WHEREAS, the City is a member of the Michigan Municipal Electric Association (MMEA); and

WHEREAS, from time to time it becomes necessary for members of MMEA to request emergency assistance in the form of equipment and personnel from other MMEA members in connection with the operation of their respective electric utilities; and

WHEREAS, MMEA has prepared a standardized written agreement entitled the "MMEA Mutual Aid Agreement", which sets forth requirements and conditions regarding the furnishing of emergency assistance by MMEA members to one another; and

WHEREAS, it is advisable and in the best interests of the City to have standardized requirements, obligations, and conditions under which emergency assistance will be furnished to, or may be requested by, the City; and

WHEREAS, all of the terms of the MMEA Mutual Aid Agreement are acceptable to the City and protective of the City's best interests; and

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WHEREAS, the City desires to designate the persons authorized on its behalf to request emergency assistance or to act on the City's behalf in response to requests for emergency assistance, as set forth in paragraph 3 of the MMEA Mutual Aid Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Clerk are hereby authorized on behalf of the City to sign and enter into the MMEA Mutual Aid Agreement, and

The following persons are hereby designated and authorized to request emergency assistance on behalf of the City under the MMEA Mutual Aid Agreement and to approve requests made to the City for emergency assistance under that agreement. These persons are listed in the specific descending order in which they are authorized on behalf of the City to request emergency assistance or, alternatively, in which they are to be contacted by another signatory to the agreement, if the person at the top of the list is not timely available under the applicable circumstances.

1. Don Swem
2. Brad Eaton
3. T. John Wilson

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The preceding list may from time to time be amended by the City Manager of Charlevoix as determined necessary by the City Manager by the preparation of a replacement list which shall be dated and which shall become effective upon its being filed with the City Clerk.

RESOLVED this 17th day of March, A.D. 2014.

Resolution adopted by the following yea and nay votes:

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

- C. Consideration to Approve a Resolution to Set a Surcharge for the Airport's 100LL Fuel Truck
Motion by Councilmember Gibson, seconded by Councilmember Perron, to approve Resolution 2014-03-03, 100 Fuel Truck Surcharge, revised as follows:

[NOTE: .25 cents was changed to \$0.25]

RESOLUTION NO. 2014-03-03
100 LL FUEL TRUCK SURCHARGE

WHEREAS, the City of Charlevoix desires the Municipal Airport to be financially solvent and have airport users pay for the costs of providing airport services; and

WHEREAS, the Charlevoix Municipal Airport does not currently impose a surcharge for its 100 LL fuel truck delivery; and

WHEREAS, the surcharge will be for all users of the 100LL fuel truck; and

WHEREAS, the surcharge will be \$0.25 per gallon for fuel dispensed from the 100LL fuel truck;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF CHARLEVOIX CITY COUNCIL adopt a surcharge of \$0.25 per gallon effective June 1, 2014 for all users utilizing delivery from the 100LL fuel truck.

RESOLVED this 17th day of March, A.D. 2014.

Resolution adopted by the following yea and nay votes:

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

D. Poverty Exemption Resolution

Motion by Councilmember Cole, seconded by Councilmember Brennan, to approve Resolution 2014-03-04, A Resolution to Establish Policy and Guidelines for Use by the Board of Review for Granting Poverty Exemptions, as follows:

RESOLUTION NO. 2014-03-04
A RESOLUTION TO ESTABLISH POLICY AND GUIDELINES FOR USE BY THE BOARD OF REVIEW FOR GRANTING
POVERTY EXEMPTIONS

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WHEREAS, Section 7(u) of Act 206 of Michigan Public Acts of 1893, as amended by Act 390 of Michigan Public Acts of 1994 ("Section 7(u) of the General Property Tax Act"), requires the governing body of the local assessment unit to determine the policy and guidelines for granting exemptions from property taxes for principal residences of persons in poverty ("poverty exemptions"); and

WHEREAS, the State Tax Commission has interpreted Section 7(u) of the General Property Tax Act and provided guidance as to the contents of the policy and guidelines applicable to a poverty exemption; and

WHEREAS, the City desires to comply with Section 7(u) of the General Property Tax Act and the guidance of the State Tax Commission; and

WHEREAS, this Resolution will supersede Resolution No. 2010-03-01 adopted on March 1, 2010.

NOW, THEREFORE, IT IS RESOLVED THAT the following policy and guidelines are hereby adopted and shall be followed by the City's Board of Review in granting poverty exemptions:

POVERTY INCOME GUIDELINES

The total annual income for all members of the taxpayer's family unit shall not exceed the federal poverty income standards established annually by the U.S. Department of Health and Human Services.

ASSET TEST (if the applicant meets the poverty income guidelines)

Things of value that a person can own and are exempt from consideration in determining eligibility for a hardship exemption:

- The applicant's principal residence
- One motor vehicle per working adult
- Essential household goods
- Personal assets of any nature with a total value up to one-half the annual federal poverty income standards established annually by the U.S. Department of Health and Human Services. (reference aspe.hhs.gov/poverty for current figures)

Things of Value that the Board of Review CAN consider in determining what percent exemption to grant:

- real estate other than principal residence,
- motor vehicles other than one vehicle per working adult,
- recreational vehicles and equipment,
- certificates of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, and retirement funds, etc.

For purposes of this paragraph, the Board of Review shall consider the value of the assets, or indebtedness otherwise owed by the applicant(s). Assets, (except those exempt from consideration as listed above), shall not exceed one-half the annual federal poverty income standards established annually by the U.S. Department of Health and Human Services.

In addition to the requirements set forth above, to be eligible for a whole or partial exemption for the poverty exemption, a person shall do all of the following on an annual basis:

- (a) Own and occupy as a principal residence the property for which the exemption is requested;
- (b) File a claim with the Board of Review after January 1st, but before the day prior to the last day of the Board of Review on an application form provided by the Treasurer's Office, accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns, filed in the immediately preceding year or in the current year;
- (c) Produce a valid driver's license or other form of identification, if required by the Board of Review; and
- (d) Produce a deed, land contract or other evidence of ownership of the property for which an exemption is requested, if required by the Board of Review.

BE IT FURTHER RESOLVED THAT:

1. The Board of Review shall follow the policy and guidelines set forth above when granting and denying poverty exemptions. The same standards shall apply to each taxpayer within the City claiming the poverty exemption for the assessment year. However, if the Board of Review determines that there are substantial and compelling reasons that impose serious hardship upon the taxpayer, such as financial hardship imposed by serious medical conditions, which

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warrant a deviation from the policy and guidelines, and these reasons are communicated in writing to the taxpayer claiming the exemption, such reasons constitute sufficient grounds upon which to grant a poverty exemption to a taxpayer even when the taxpayer does not satisfy the federal poverty income standards and/or the asset level established by the City in accordance with Section 7u(5) of the General Property Tax Act.

2. For purposes of determining eligibility for a poverty exemption, the term "principal residence" of the taxpayer shall mean the principal residence as the term is defined in Section 7(d) of the General Property Tax Act.
3. The policy and guidelines for granting poverty exemptions and the application form to apply for such exemptions shall be made available to the public by the City Treasurer's Office.
4. Except as otherwise provided above, taxpayers applying for a poverty exemption shall satisfy all requirements of Section 7(u) of the General Property Tax Act and State Tax Commission Bulletin No. 5 of 1995.

RESOLVED this 17th day of March, A.D. 2014.

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Resolution adopted by the following yea and nay votes:

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

E. Liquor License Application, 308 Belvedere

Motion by Councilmember Gibson, seconded by Councilmember Brennan, to approve Resolution 2014-03-05, Local Governing Body Approval of Liquor License Application at 308 Belvedere (Grey Gables), as follows:

CITY OF CHARLEVOIX
RESOLUTION NO. 2014-03-04
 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 March 17, 2014 at 7:00 p.m., the following resolution was offered:

Moved by Councilmember Gibson and supported by Councilmember Brennan that the application from Grey Gables Inn Restaurant for the following license(s): Class C Liquor License, to be located at 308 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 17th day of March, A.D. 2014.

Resolution adopted by the following yea and nay votes:

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

X. **Ordinances**

A. Proposed Ordinance to Change Planning Commission Membership

Mayor Carlson acknowledged that, during earlier discussion, Council indicated that they are not in support of this Ordinance.

No action was taken.

XI. **Miscellaneous Business**

Councilmember Gibson questioned why Department Heads are always last ones on the agenda, and noted that after working all day they have to stay until their item comes up on the agenda. Manager Straebel replied that a lot of consideration goes into developing the agenda and that he believes first priority should be to those items that the public is interested in; however, he will look at balancing the agenda to get the "quick" items done at the beginning of the meeting.

Councilmember Cole commended Pat Elliott, Don Kelly, and Don Hart for doing an awesome job with the water situation.

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

Larry Sullivan addressed Council, stating that he had served on the Zoning Board of Appeals for many years. Mr. Sullivan noted that some communities pay their Planning Board members a per diem rate.

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XIII. Adjourn

The Mayor stated if there were no objections, the meeting would adjourn.
 There were no objections.
 Meeting adjourned at 9:34 p.m.

Stephanie Brown **DRAFT** Deputy City Clerk

Norman L. Carlson, Jr. **DRAFT** Mayor

	Accounts Payable – 03/06/2014		
TAYLOR, MARCIA L.	1,200.00		
		TOTAL	1,200.00

	Accounts Payable – 03/18/2014		
ACCESS LOCKSMITHING INC	275.00	KORTHASE FLINN	542.38
ACE HARDWARE	3,402.20	KSS ENTERPRISES	142.33
ALL-PHASE ELECTRIC SUPPLY CO.	812.59	LAKESHORE TIRE & AUTO SERVICE	28.50
AMERICAN WASTE INC.	2,332.00	LAKESIDE TOWING	85.00
AMES, ROBYN	23.80	LAVOIE, RICHARD	14.00
ARROW UNIFORM-TAYLOR L.L.C.	1,047.92	MAYER, SHELLEY L.	100.00
ASPLUNDH TREE EXPERT CO	5,812.95	MDC CONTRACTING LLC	1,300.00
AT&T	531.49	METAL HEAD WELDING LLC	315.78
AT&T LONG DISTANCE	739.47	MICHIGAN CAT	954.05
AUTO VALUE	872.35	MICHIGAN OFFICEWAYS INC	590.85
AVFUEL CORPORATION	29,120.86	MICHIGAN RURAL WATER ASSN	95.00
BARRAW, HANNAH	10.71	MOORE, WILLIAM	100.00
BEAVER RESEARCH COMPANY	98.89	NETSOURCE ONE INC.	1,356.00
BIOMEDICAL SOLUTIONS	1,437.50	NORTHERN CREDIT BUREAU	97.65
BLARNEY CASTLE OIL CO	1,733.30	NORTHERN FIRE & SAFETY INC.	185.00
BOB MATHERS FORD	282.00	NORTHERN LIGHTS FAMILY	118.50
BRADFORD'S	84.50	NORTHERN MICHIGAN JANITORIAL	56.38
BRADLEY, JOHN	442.17	NORTHERN MICHIGAN REVIEW INC.	1,524.17
BRESSER, MARY	25.00	NORTHERN PUMP SERVICE INC.	795.51
BROWN, STEPHANIE	319.60	NOVOTNY'S REPAIR LLC	782.23
CARQUEST OF CHARLEVOIX	1,022.81	NYE UNIFORM CO	156.62
CHARLEVOIX AREA	60.00	OLESON'S FOOD STORES	7.92
CHARLEVOIX AREA HOSPITAL	158.40	OTEC	202.00
CHARLEVOIX DISTRICT LIBRARY	7.50	PERFORMANCE ENGINEERS INC	17,066.50
CITY OF CHARLEVOIX - UTILITIES	36,107.96	POSTMASTER - CHARLEVOIX	4,000.00
CIVIC SYSTEMS	9,698.32	POWER LINE SUPPLY	4,905.30
CROSS CUT CONCRETE CUTTING	200.00	PRO WEB MARKETING LLC	150.00
DTE ENERGY	14,585.26	RELIABLE OFFICE SUPPLIES	542.80
EMERGENCY MEDICAL PRODUCTS INC	951.70	RTI LABORATORIES INC.	114.00
FAMILY FARM & HOME	501.16	SAM MASSA WINTER ENTERPRISES LLC	414.91
FARM BUREAU INSURANCE	207.67	SCIENTIFIC BRAKE & EQUIP CO	316.30
FASTENAL COMPANY	2.40	SPAULDING MFG. INC.	958.37
FERGUSON & CHAMBERLAIN	1,552.00	ST. MARY SCHOOL	500.00
FISHER SCIENTIFIC	1,445.92	STATE OF MICHIGAN	32.00
FREIGHTLINER OF GRAND RAPIDS	494.67	STATE OF MICHIGAN	200.00
GALLS AN ARAMARK COMPANY	136.00	STATE OF MICHIGAN	400.00
GEMPLER'S	50.45	STEVENS, BRANDON	14.00
GORDON FOOD SERVICE	27.98	SUPERIOR MECHANICAL	160.00
GRAINGER	164.30	SWANSON K & D INC	212.50
GREAT LAKES PIPE & SUPPLY	612.29	SYN-TECH SYSTEMS INC.	183.60
GRULER'S FARM SUPPLY INC	369.60	TERMINAL SUPPLY CO	584.16
HACH COMPANY	896.09	US BANK	97,997.50
HARTFORD, THE	594.34	USA BLUE BOOK	107.09
HOLIDAY COMPANIES	220.84	VANMETER-SANDERSON, KIMBERLY	53.76
HYDRO DESIGNS INC.	515.00	VILLAGE GRAPHICS INC.	82.97
HYDRO DYNAMICS	3,842.90	WHITLEY, ANDREW	14.00
INDEPENDENT DRAFTING SERVICES	1,952.00	WILSON, RICHARD J.	25.00
ISLAND AIRWAYS	15.74	WORK & PLAY SHOP	4,704.79
J & B MEDICAL SUPPLY INC.	192.00	YOUNG GRAHAM	4,864.50
JACK DOHENY SUPPLIES INC	385.32		
KMart	15.98	TOTAL	276,544.82

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Tax Disbursement – 03/06/2014

ACKERMAN MANAGEMENT LLC	11.85	CHARLEVOIX PUBLIC SCHOOLS	23.34
CHARLEVOIX COUNTY TREASURER	12,685.73	CHARLEVOIX PUBLIC SCHOOLS	250.93
CHARLEVOIX COUNTY TREASURER	484.83	CITY OF CHARLEVOIX - TAXES DUE	6,057.48
CHARLEVOIX DISTRICT LIBRARY	4,093.74	RECREATIONAL AUTHORITY	728.52
CHARLEVOIX PUBLIC SCHOOLS	593.58		
CHARLEVOIX PUBLIC SCHOOLS	513.50	TOTAL	25,443.50

ACH Payments – 03/03/2014 – 03/14/2014

MI Public Power Agency	28,750.46	State of MI (Withholding Tax)	4,502.45
MI Public Power Agency	29,007.75	Vantagepoint (401 ICMA Plan)	728.06
State of Michigan (Sales Tax)	22,535.81	Vantagepoint (457 ICMA Plan)	12,652.73
IRS (Payroll Tax Deposit)	31,887.46		
Alerus Financial (HCSP)	280.00	TOTAL	436,928.04

PAYROLL: NET PAY

Pay Period Ending 02/22/2014 – Paid 02/28/2014

WELLER, LINDA JO	1,339.67	BEHAN, HALEY C.	117.99
STRAEBEL, ROBERT J.	2,186.47	RAMSEY, MADISON L.	447.09
BRANDI, RICHARD M.	1,432.55	BERTINELLI, DAVID P.	255.48
LOY, EVELYN R.	997.09	STEBE, CATHERINE M.	348.02
KLOOSTER, ALIDA K.	1,378.74	STEVENS, RODNEY M.	363.41
BROWN, STEPHANIE C.	1,541.20	ARNOLD, HAILEE M.	324.05
SPENCER, MICHAEL D.	1,589.69	WITTHOEFT, MARVIN J.	129.29
SPENCLEY, PATRICIA L.	1,000.52	HAGEN, AARON W.	217.83
NASH, JENNIFER B.	290.76	HOLM, ARTHUR R.	644.50
MILLER, FAITH G.	25.64	HEID, THOMAS J	1,248.98
PEARSON, BETHANY S.	1,224.97	STEIN, DONNA E.	128.00
ZIELINSKI, JOSEPH A.	1,586.39	WOODY, SCOTT R.	1,523.84
DOAN, GERARD P.	1,193.40	VANLOO, JOSEPH G.	536.56
SHRIFT, PETER R.	1,141.71	HAND, HEATHER K.	841.78
SCHLAPPI, JAMES L.	1,145.82	SCHNEIDER, DENNIS R.	264.90
UMULIS, MATTHEW T.	1,225.48	TABER, HOLLY S.	644.47
HANKINS, SCOTT A.	1,443.21	CROFT, JAMES E.	96.04
ORBAN, BARBARA K.	1,244.31	WYMAN, MATTHEW A.	803.99
TRAEGER, JASON A.	1,170.94	STEVENS, JEFFREY W.	372.93
WARNER, JANINE M.	939.21	ROLOFF, AUDREY M.	1,002.55
IVAN, PAUL M.	1,693.56	MATTER, DAWSON K.	879.42
SCHWARTZFISHER, JOSEPH L.	1,015.80	MARSH JR., JAMES D.	102.05
BRODIN, WILLIAM C.	1,341.43	RILEY, TIMOTHY C.	280.36
RILEY, DENISE M.	320.61	RAMSEY, KYLE J.	26.42
TEUNIS, STEVEN L.	1,772.79	RILEY, CASEY W.	103.89
WURST, RANDALL W.	1,261.50	THORMAN, MIKAYLA R.	100.96
MAYER, SHELLEY L.	1,331.57	JONES, LARRY M.	969.54
HILLING, NICHOLAS A.	1,414.30	OCHS, THOMAS F	96.97
MEIER III, CHARLES A.	1,856.93	TRAVERS, MANUEL J.	269.58
ZACHARIAS, STEVEN B.	1,185.99	SCOTT JR., WINFIELD	66.07
NISWANDER, JOSEPH F.	1,255.82	SILVA, JESSE L.	85.16
BLANCHARD, SCOTT W.	1,584.05	KITELEY, FISHER L.	92.51
FRYE, EDWARD J.	484.38	COLLINS, CHAD M.	930.52
JONES, TERRI L.	931.39	RILEY, DANIEL A.	987.36
SWEM, DONALD L.	1,628.64	BERGMANN, DOUGLAS M.	66.07
EATON, BRAD A.	2,275.66	SCHOOFF, WILLIAM R.	837.21
WILSON, TIMOTHY J.	1,836.84	MORRISON, KEVIN P.	1,190.89
LAVOIE, RICHARD L.	1,299.40	HODGE, MICHAEL J.	1,227.64
STEVENS, BRANDON C.	1,375.87	WELLS JR., DONALD E	1,764.02
WHITLEY, ANDREW T.	1,576.61	BRADLEY, KELLY R.	1,513.83
DRAVES, MARTIN J.	1,767.52	JOHNSON, STEVEN P	1,154.03
ELLIOTT, PATRICK M.	1,587.17	JONES, ROBERT F.	1,190.38
WILKIN, AMANDA J.	803.30	DORAN, JUSTIN J.	1,206.88
BOSS JR, DALE E.	1,114.57	PANOFF, ZACHARY R.	743.98
BOSS, JAMES W.	919.97	ROLOFF, ROBERT P.	2,319.13
STEBE JR, JOHN M.	477.44	WILSON, RICHARD J.	1,297.36
BOSS, SHERRY M.	408.78	FUNKEY, KRAIG R.	96.97
MURPHY IV, MICHAEL J.	102.37		
BEHAN, DEAN T.	280.31	TOTAL:	88,893.23

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PAYROLL: TRANSMITTAL
02/28/2014

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	1,052.77
CHAR EM UNITED WAY	84.54	TENHOUTEN RINGSTROM, PLLC	178.86
CHARLEVOIX STATE BANK	1,041.16		
COMMUNICATION WORKERS OF AMER	627.12	TOTAL:	4,382.21

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CITY OF CHARLEVOIX
SPECIAL CITY COUNCIL MEETING MINUTES
Monday, March 24, 2014 — 5:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 5:00 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: Absent
City Manager: Rob Straebel
City Clerk: Deputy Clerk Stephanie Brown
Members Present: Council members Peggy Brennan, Shane Cole, Shirley Gibson, Leon Perron, and Jeff Porter
Absent: Council member Lyle Gennett

III. Inquiry Regarding Possible Conflicts of Interest:

None

IV. General Business

A. City Clerk Interview

City Manager Rob Straebel introduced the applicant, Joyce Golding, who has been unanimously recommended as the top applicant by the Clerk Interview Committee. Manager Straebel also provided a brief review of the position salary and benefits, which are set by the Compensation Commission and are \$37,388/year, with a 3% contribution to an ICMA 457 retirement plan. There is no sick or vacation time, but the City will work with the Clerk when she wishes to take time off, and the City does not encourage people to come into City Hall when they are ill. Additionally, the Compensation Commission has indicated that the Clerk should average 29 hours per week, or 1500 hours per year, and has indicated that a set schedule of hours would be in order.

Council asked some questions, which were prepared by the Human Resources Assistant.

Mayor Carlson noted that Council would like the position to become an appointed position, which may be on the ballot this fall. Regardless of the outcome of the election, this appointment will be until the end of the current term, which is early January, 2016. Ms. Golding indicated that she had no concerns regarding those plans, and that she hopes to stay in the position until she is ready to retire.

Mayor Carlson also advised Ms. Golding that an important aspect of the job is to keep Council "out of trouble". Ms. Golding acknowledged that she has a lot of experience in that respect, but that she does not know the Open Meetings Act or Parliamentary Procedure. She expects to pursue training in any areas she is lacking.

Motion by Councilmember Brennan, second by Councilmember Cole, to appoint Joyce Golding to the position of City Clerk for the remainder of the current term.

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

A brief discussion took place as to when Ms. Golding would take the Oath of Office, and when she would begin employment with the City. Deputy Clerk Brown reminded Council that as soon as a new Clerk takes the Oath of Office there is no Deputy Clerk. Ms. Golding stated that she needed to give her current employer two weeks notice. Council and Ms. Golding agreed that her start date is April 7, 2014, and she would be sworn into office on that date.

V. Public Comment Not Related to Other Agenda Items

None.

VI. Adjourn

The Mayor stated that if there were no objections, the meeting would adjourn.
There were no objections.
Meeting adjourned at 5:13 p.m.

Stephanie Brown **DRAFT** Deputy City Clerk

Norman L. Carlson, Jr. **DRAFT** Mayor

Check Number	Payee	Amount
03/21/2014		
109148	AT&T	4,483.57
109149	AT&T MOBILITY	72.20
109150	CHARLEVOIX STATE BANK	3,412.40
109151	CHARTER COMMUNICATIONS	1,132.29
109152	DELTA DENTAL	4,588.98
109153	GREAT LAKES ENERGY	252.39
109154	PRIORITY HEALTH	46,641.24
109155	STANDARD INSURANCE CO	1,293.67
109156	VERIZON WIRELESS	56.72
109157	VISION SERVICE PLAN	526.33
Total 03/21/2014:		62,459.79
Grand Totals:		62,459.79

Summary of Check Registers & ACH Payments

FIRST MERIT BANK - CHECKS ISSUED

03/21/14	Special Accounts Payable Run	\$	62,459.79
03/28/14	Payroll	\$	84,681.30
03/28/14	Payroll Transmittal Checks	\$	4,112.18
04/08/14	Regular Accounts Payable	\$	397,658.62
Checks Sub-Total:		\$	548,911.89

FIRST MERIT BANK - ACH PAYMENTS

03/17/14	MI Public Power Agency	\$	69,408.44
03/24/14	MI Public Power Agency	\$	64,164.38
03/25/14	MI Public Power Agency	\$	264,442.03
03/28/14	IRS (Payroll Tax Deposit)	\$	32,602.45
03/28/14	Alerus Financial (HCSP)	\$	280.00
03/28/14	State of MI (Withholding Tax)	\$	4,661.38
03/28/14	Vantagepoint (401 ICMA Plan)	\$	728.06
03/28/14	Vantagepoint (457 ICMA Plan)	\$	12,547.32
03/28/14	MERS (Defined Benefit Plan)	\$	25,333.24
03/31/14	MI Public Power Agency	\$	8,323.44
ACH Sub-Total:		\$	482,490.74

First Merit Bank Total: \$ 1,031,402.63

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

04/08/14	Tax Disbursement	\$	6,725.36
Charlevoix State Bank Total:		\$	6,725.36
Grand Total:		\$	1,038,127.99

APPROVED:

RS

CITY MANAGER

[Signature]

CITY TREASURER

Brown

DEPUTY CITY CLERK

Check Number	Payee	Amount
04/08/2014		
109191	ACCESS LOCKSMITHING INC	195.00
109192	AETNA INSURANCE	77.52
109193	AIRGAS USA LLC	145.90
109194	AMERICAN WATER WORKS ASSN	174.00
109195	ANYBATTERY INC.	107.37
109196	ASPLUNDH TREE EXPERT CO	9,291.75
109197	AT&T LONG DISTANCE	684.38
109198	AVFUEL CORPORATION	1,445.00
109199	AVSURANCE CORPORATION	2,800.00
109200	B & L SOUND INC	405.89
109201	BABEL, BENJAMIN	15.00
109202	BATTERY TECH STORE	157.00
109203	BEAVER ISLAND BOAT CO	8,532.28
109204	BIOMEDICAL SOLUTIONS	1,405.00
109205	BRADLEY, KELLY R.	64.00
109206	BRANDI, RICHARD	21.68
109207	BROWN, STEPHANIE	280.16
109208	BULBS.COM	94.20
109209	CENTRAL DRUG STORE	209.66
109210	CHARLEVOIX COUNTY TREASURER	201.06
109211	CHARLEVOIX SCREEN MASTERS INC	941.00
109212	CHARLEVOIX TENT COMPANY	180.00
109213	CHARLEVOIX TOWNSHIP	15.23
109214	CHEMICAL SYSTEMS INC.	1,872.00
109215	CINTAS CORPORATION	88.09
109216	CITY OF CHARLEVOIX - PETTY CASH	456.41
109217	CITY OF CHARLEVOIX - UTILITIES	30,185.00
109218	CIVIC SYSTEMS	3,225.00
109219	COAST TO COAST COMPUTER	33.24
109220	CUMMINS BRIDGEWAY LLC	74.94
109221	DCASSESSING SERVICES	4,291.92
109222	DETROIT AIR COMPRESSOR	670.13
109223	DICKINSON COUNTY SHERIFF'S DEP	35.00
109224	DOAN, GERARD	41.00
109225	DORAN, JUSTIN J.	50.00
109226	DRAVES, MARTIN J.	50.00
109227	DTE ENERGY	5,657.78
109228	EATON, BRAD A.	50.00
109229	ELLIOTT, PATRICK M.	91.00
109230	ELLSWORTH FARMER'S EXCHANGE	16.50
109231	EMERGENCY MEDICAL PRODUCTS I	61.69
109232	ENMET CORP	98.80
109233	EVANS, HAL	41.00
109234	FARM BUREAU INSURANCE	117.43
109235	FASTENAL COMPANY	11.24
109236	FREIGHTLINER OF GRAND RAPIDS	229.52
109237	FRYE, EDWARD J.	50.00
109238	GARAGE DOOR SERVICES INC.	541.90

Check Number	Payee	Amount
109239	GBS INC.	101.44
109240	GEMPLER'S	37.40
109241	GRP ENGINEERING INC.	1,632.24
109242	HAND, HEATHER	41.00
109243	HANKINS, SCOTT	41.00
109244	HEID, THOMAS J.	91.00
109245	HILLING, NICHOLAS A.	50.00
109246	HODGE, MICHAEL J.	50.00
109247	HOLIDAY COMPANIES	11,696.37
109248	HR SPECIALIST EMPLOYMENT LAAW	97.00
109249	HYDE SERVICES LLC	146.63
109250	IDEXX DISTRIBUTION INC.	1,198.86
109251	INDEPENDENT DRAFTING SERVICES	3,072.00
109252	INTERNATIONAL INSTITUTE	230.00
109253	IVAN, PAUL	41.00
109254	J & B MEDICAL SUPPLY INC.	295.51
109255	JEMS	44.00
109256	JOHN DEERE	1,982.32
109257	JOHNSON, STEVEN P.	50.00
109258	JONES, ROBERT F.	50.00
109259	JOPPA HOUSE TRANSITIONAL PROG	20,916.00
109260	KEEP CHARLEVOIX BEAUTIFUL	300.00
109261	KSS ENTERPRISES	227.01
109262	KUEBLER, ANNA	21.02
109263	LAVOIE, RICHARD	64.00
109264	MAYER, SHELLEY L.	50.00
109265	MEIER III, CHARLES A.	50.00
109266	MICH ASSOC OF MUNICIPAL CLERKS	46.00
109267	MICHIGAN ELECTION RESOURCES	41.00
109268	MICHIGAN MUNICIPAL LEAGUE	142.50
109269	MICHIGAN MUNICIPAL LEAGUE	43,768.68
109270	MICHIGAN SECTION AWWA	285.00
109271	MORRISON, KEVIN P.	50.00
109272	NASH, JENNIFER	239.00
109273	NETSOURCE ONE INC.	36.00
109274	NFPA	165.00
109275	NISWANDER, JOSEPH F.	50.00
109276	NMCAA	6,690.00
109277	NORTHERN LAKES	200.00
109278	NORTHERN PUMP SERVICE INC.	566.93
109279	NYE UNIFORM CO	128.62
109280	OMS COMPLIANCE SERVICES INC	78.75
109281	PARASTAR INC.	1,138.07
109282	PEARSON, BETHANY	345.25
109283	PERFORMANCE ENGINEERS INC	2,399.75
109284	PICTURE THIS	316.00
109285	POLLARDWATER.COM - EAST	184.44
109286	POWER LINE SUPPLY	5,198.72
109287	PREIN & NEWHOF	164,958.33

Check Number	Payee	Amount
109288	PURTEE, JEFF	71.51
109289	QUILL CORP	139.66
109290	RIETH-RILEY CONST CO INC	1,615.00
109291	SEELEY'S PRINTING SERVICE	209.20
109292	SHIVELY, SUSAN	5.98
109293	SPENCER, MICHAEL	41.00
109294	STATE OF MICHIGAN	170.00
109295	STATE OF MICHIGAN	11,000.00
109296	STATE OF MIHCHIGAN	250.00
109297	STEVENS, BRANDON	64.00
109298	STRAEBEL, ROBERT J.	41.00
109299	SUPERIOR MECHANICAL	120.00
109300	SWEM, DONALD L.	91.00
109301	SYN-TECH SYSTEMS INC.	495.00
109302	TELE-RAD INC	5,755.73
109303	TERMINAL SUPPLY CO	87.49
109304	TEUNIS, STEVEN	91.00
109305	THIRD DAY FELLOWSHIP-OUTREACH	15,000.00
109306	TORRE, CHRISTINA	34.23
109307	TRAVERSE MAGAZINE	60.00
109308	TRAVERSE REPRODUCTION	182.96
109309	TRICARE NORTH REGION	421.76
109310	UP NORTH PROPERTY SERVICES LL	504.00
109311	UTILITY FINANCIAL SOLUTIONS	4,498.00
109312	VILLAGE GRAPHICS INC.	33.50
109313	VOICE ENVIRONMENTAL GROUP LLC	1,794.00
109314	WELLER, LINDA	41.00
109315	WELLS JR., DONALD E.	50.00
109316	WHITLEY, ANDREW	64.00
109317	WILKIN, AMANDA	41.00
109318	WILSON, RICHARD J.	50.00
109319	WILSON, TIMOTHY J.	50.00
109320	WL CONSTRUCTION SUPPLY	419.99
109321	WOJAN PLUMBING & HEATING	97.19
109322	WOODY, SCOTT	41.00
109323	WORK & PLAY SHOP	8,762.27
109324	WURST, RANDALL W.	50.00
109325	ZACHARIAS, STEVEN B.	88.64
109326	ZIELINSKI, JOSEPH A.	41.00
Total 04/08/2014:		397,658.62
Grand Totals:		397,658.62

Check Number	Payee	Amount
03/17/2014		
31714001	MICHIGAN PUBLIC POWER AGENCY	69,408.44
Total 03/17/2014:		69,408.44
Grand Totals:		69,408.44

Check Number	Payee	Amount
03/25/2014		
32514001	MICHIGAN PUBLIC POWER AGENCY	264,442.03
Total 03/25/2014:		264,442.03
Grand Totals:		264,442.03

Check Number	Payee	Amount
03/24/2014		
32414001	MICHIGAN PUBLIC POWER AGENCY	64,164.38
Total 03/24/2014:		64,164.38
Grand Totals:		64,164.38

Check Number	Payee	Amount
03/31/2014		
33114001	MICHIGAN PUBLIC POWER AGENCY	8,323.44
Total 03/31/2014:		8,323.44
Grand Totals:		8,323.44

Check Number	Payee	Amount
04/08/2014		
2337	CHARLEVOIX COUNTY TREASURER	761.47
2338	CHARLEVOIX COUNTY TREASURER	402.33
2339	CHARLEVOIX DISTRICT LIBRARY	376.63
2340	CHARLEVOIX PUBLIC SCHOOLS	222.58
2341	CHARLEVOIX PUBLIC SCHOOLS	7.61
2342	CHARLEVOIX PUBLIC SCHOOLS	111.29
2343	CHARLEVOIX-EMMET ISD	325.83
2344	CITY OF CHARLEVOIX - TAXES DUE	1,639.03
2345	RECREATIONAL AUTHORITY	67.02
2346	STATE OF MICHIGAN	2,811.57
Total 04/08/2014:		6,725.36
Grand Totals:		6,725.36

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/22/2014	PC	03/28/2014	17240	WELLER, LINDA JO	101		1,339.67
03/22/2014	PC	03/28/2014	17241	STRAEBEL, ROBERT J.	102		2,186.47
03/22/2014	PC	03/28/2014	17242	LOY, EVELYN R.	117		997.09
03/22/2014	PC	03/28/2014	17243	KLOOSTER, ALIDA K.	121		1,383.64
03/22/2014	PC	03/28/2014	17244	BROWN, STEPHANIE C.	126		1,461.26
03/22/2014	PC	03/28/2014	17245	SPENCER, MICHAEL D.	132		1,589.69
03/22/2014	PC	03/28/2014	17246	SPENCLEY, PATRICIA L.	136		1,000.52
03/22/2014	PC	03/28/2014	17247	NASH, JENNIFER B.	138		942.45
03/22/2014	PC	03/28/2014	17248	PANOFF, ZACHARY R.	141		820.00
03/22/2014	PC	03/28/2014	17249	PEARSON, BETHANY S.	143		1,224.96
03/22/2014	PC	03/28/2014	17250	ZIELINSKI, JOSEPH A.	144		1,706.40
03/22/2014	PC	03/28/2014	17251	DOAN, GERARD P.	201		1,193.40
03/22/2014	PC	03/28/2014	17252	SHRIFT, PETER R.	203		1,190.77
03/22/2014	PC	03/28/2014	17253	SCHLAPPI, JAMES L.	204		1,097.49
03/22/2014	PC	03/28/2014	17254	UMULIS, MATTHEW T.	205		1,240.87
03/22/2014	PC	03/28/2014	17255	HANKINS, SCOTT A.	208		1,613.22
03/22/2014	PC	03/28/2014	17256	ORBAN, BARBARA K.	209		1,313.54
03/22/2014	PC	03/28/2014	17257	TRAEGER, JASON A.	210		1,180.74
03/22/2014	PC	03/28/2014	17258	WARNER, JANINE M.	213		939.21
03/22/2014	PC	03/28/2014	17259	IVAN, PAUL M.	301		1,774.47
03/22/2014	PC	03/28/2014	17260	SCHWARTZFISHER, JOS	303		1,657.22
03/22/2014	PC	03/28/2014	17261	ROLOFF, ROBERT P.	304		2,208.66
03/22/2014	PC	03/28/2014	17262	BRODIN, WILLIAM C.	305		1,121.58
03/22/2014	PC	03/28/2014	17263	RILEY, DENISE M.	306		339.07
03/22/2014	PC	03/28/2014	17264	TEUNIS, STEVEN L.	402		1,772.79
03/22/2014	PC	03/28/2014	17265	WURST, RANDALL W.	411		1,420.03
03/22/2014	PC	03/28/2014	17266	MAYER, SHELLEY L.	412		1,701.27
03/22/2014	PC	03/28/2014	17267	HILLING, NICHOLAS A.	413		1,119.49
03/22/2014	PC	03/28/2014	17268	MEIER III, CHARLES A.	421		1,636.69
03/22/2014	PC	03/28/2014	17269	ZACHARIAS, STEVEN B.	422		1,463.68
03/22/2014	PC	03/28/2014	17270	NISWANDER, JOSEPH F.	504		1,255.82
03/22/2014	PC	03/28/2014	17271	FRYE, EDWARD J.	508		2.46
03/22/2014	PC	03/28/2014	17272	JONES, TERRI L.	511		931.40
03/22/2014	PC	03/28/2014	17273	EATON, BRAD A.	515		2,246.69
03/22/2014	PC	03/28/2014	17274	WILSON, TIMOTHY J.	516		1,836.84
03/22/2014	PC	03/28/2014	17275	LAVOIE, RICHARD L.	519		1,263.41
03/22/2014	PC	03/28/2014	17276	STEVENS, BRANDON C.	521		1,286.32
03/22/2014	PC	03/28/2014	17277	DRAVES, MARTIN J.	523		1,634.61
03/22/2014	PC	03/28/2014	17278	ELLIOTT, PATRICK M.	600		1,587.17
03/22/2014	PC	03/28/2014	17279	WELLS JR., DONALD E.	609		1,557.06
03/22/2014	PC	03/28/2014	17280	BRADLEY, KELLY R.	614		1,136.52
03/22/2014	PC	03/28/2014	17281	WILSON, RICHARD J.	615		1,296.47
03/22/2014	PC	03/28/2014	17282	HART II, DELBERT W.	616		707.28
03/22/2014	PC	03/28/2014	17283	JONES, ROBERT F.	618		1,225.53
03/22/2014	PC	03/28/2014	17284	DORAN, JUSTIN J.	621		1,321.97
03/22/2014	PC	03/28/2014	17285	WILKIN, AMANDA J.	700		704.62
03/22/2014	PC	03/28/2014	17286	MURPHY IV, MICHAEL J.	732		149.23
03/22/2014	PC	03/28/2014	17287	BEHAN, HALEY C.	734		52.86
03/22/2014	PC	03/28/2014	17288	RAMSEY, MADISON L.	752		242.95
03/22/2014	PC	03/28/2014	17289	BERTINELLI, DAVID P.	764		105.72
03/22/2014	PC	03/28/2014	17290	ARNOLD, HAILEE M.	768		161.60
03/22/2014	PC	03/28/2014	17291	WITTHOEFT, MARVIN J.	769		110.82
03/22/2014	PC	03/28/2014	17292	HAGEN, AARON W.	770		55.41
03/22/2014	PC	03/28/2014	17293	HEID, THOMAS J	802		1,248.98
03/22/2014	PC	03/28/2014	17294	STEIN, DONNA E.	830		279.60
03/22/2014	PC	03/28/2014	17295	WOODY, SCOTT R.	900		1,523.84
03/22/2014	PC	03/28/2014	17296	VANLOO, JOSEPH G.	902		435.00

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/22/2014	PC	03/28/2014	17297	HAND, HEATHER K.	913		841.78
03/22/2014	PC	03/28/2014	17298	TABER, HOLLY S.	924		644.47
03/22/2014	PC	03/28/2014	17299	CROFT, JAMES E.	926		175.47
03/22/2014	PC	03/28/2014	17300	WYMAN, MATTHEW A.	927		771.18
03/22/2014	PC	03/28/2014	17301	FUNKEY, KRAIG R.	1034		131.59
03/22/2014	PC	03/28/2014	17302	RILEY, TIMOTHY C.	1045		176.86
03/22/2014	PC	03/28/2014	17303	RAMSEY, KYLE J.	1051		84.80
03/22/2014	PC	03/28/2014	17304	RILEY, CASEY W.	1052		96.97
03/22/2014	PC	03/28/2014	17305	THORMAN, MIKAYLA R.	1055		209.27
03/22/2014	PC	03/28/2014	17306	JONES, LARRY M.	1057		738.13
03/22/2014	PC	03/28/2014	17307	OCHS, THOMAS F	1068		13.85
03/22/2014	PC	03/28/2014	17308	TRAVERS, MANUEL J.	1071		348.57
03/22/2014	PC	03/28/2014	17309	SILVA, JESSE L.	1073		248.88
03/22/2014	PC	03/28/2014	17310	RILEY, DANIEL A.	1079		731.22
03/22/2014	PC	03/28/2014	17311	WHITLEY, ADAM	1089		46.25
03/22/2014	PC	03/28/2014	17312	SCHOOF, WILLIAM R.	1094		425.57
03/22/2014	PC	03/28/2014	109158	BLANCHARD, SCOTT W.	505		1,562.29
03/22/2014	PC	03/28/2014	109159	SWEM, DONALD L.	512		1,628.64
03/22/2014	PC	03/28/2014	109160	WHITLEY, ANDREW T.	522		1,212.05
03/22/2014	PC	03/28/2014	109161	MORRISON, KEVIN P.	601		1,131.03
03/22/2014	PC	03/28/2014	109162	HODGE, MICHAEL J.	606		1,065.51
03/22/2014	PC	03/28/2014	109163	JOHNSON, STEVEN P.	617		1,134.98
03/22/2014	PC	03/28/2014	109164	BOSS JR, DALE E.	701		1,114.57
03/22/2014	PC	03/28/2014	109165	BOSS, JAMES W.	719		919.97
03/22/2014	PC	03/28/2014	109166	STEBE JR, JOHN M.	729		264.90
03/22/2014	PC	03/28/2014	109167	BOSS, SHERRY M.	730		256.10
03/22/2014	PC	03/28/2014	109168	BEHAN, DEAN T.	733		165.12
03/22/2014	PC	03/28/2014	109169	STEBE, CATHERINE M.	765		200.86
03/22/2014	PC	03/28/2014	109170	STEVENS, RODNEY M.	766		39.65
03/22/2014	PC	03/28/2014	109171	HOLM, ARTHUR R.	791		283.71
03/22/2014	PC	03/28/2014	109172	SCHNEIDER, DENNIS R.	916		253.66
03/22/2014	PC	03/28/2014	109173	STEVENS, JEFFREY W.	1028		477.34
03/22/2014	PC	03/28/2014	109174	ROLOFF, AUDREY M.	1037		915.65
03/22/2014	PC	03/28/2014	109175	MATTER, DAWSON K.	1038		665.23
03/22/2014	PC	03/28/2014	109176	MARSH JR., JAMES D.	1043		86.34
03/22/2014	PC	03/28/2014	109177	MCCRANEY, RUSSELL R.	1056		46.25
03/22/2014	PC	03/28/2014	109178	SCOTT JR., WINFIELD	1072		72.67
03/22/2014	PC	03/28/2014	109179	KITELEY, FISHER L.	1074		59.46
03/22/2014	PC	03/28/2014	109180	COLLINS, CHAD M.	1076		344.83
03/22/2014	PC	03/28/2014	109181	BERGMANN, DOUGLAS	1087		99.11
Grand Totals:			97				84,681.30

Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
03/22/2014	03/26/2014	109182	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST	182.40
03/22/2014	03/28/2014	109182	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	269.17
03/22/2014	03/28/2014	109183	BAY WINDS FEDERAL C	9024	HSA-EMPLOYEE CONTRIB-BAY	150.00
03/22/2014	03/28/2014	109184	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 3/22/2	84.54
03/22/2014	03/28/2014	109185	CHARLEVOIX STATE BA	9017	HSA - EMPLOYEE CONTRIB - C	1,041.16
03/22/2014	03/28/2014	109186	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	568.42
03/22/2014	03/28/2014	109187	MI STATE DISBURSEME	9012	FRIEND OF THE COURT Pay P	596.19
03/22/2014	03/28/2014	109188	NORTHWESTERN BANK	9018	HSA - EMPLOYEE CONTRIB - N	150.00
03/22/2014	03/28/2014	109189	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,052.77
03/22/2014	03/28/2014	109190	TENHOUTEN RINGSTRO	9019	GARNISHMENT PER 90TH DIST	17.53
Grand Totals:		10				4,112.18

Check Issue Date	Check Number	Payee	Amount
32814001			
03/28/2014	32814001	**EFTPS* Payroll Taxes	8,002.49
03/28/2014	32814001	**EFTPS* Payroll Taxes	8,002.49
03/28/2014	32814001	**EFTPS* Payroll Taxes	1,871.62
03/28/2014	32814001	**EFTPS* Payroll Taxes	1,871.62
03/28/2014	32814001	**EFTPS* Payroll Taxes	12,854.23
Total 32814001:			
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32814002			
03/28/2014	32814002	Alerus Financial	280.00
Total 32814002:			
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32814003			
03/28/2014	32814003	STATE OF MICHIGAN	4,661.38
Total 32814003:			
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32814004			
03/28/2014	32814004	Vantagepoint - 401 Plan 109153	728.06
Total 32814004:			
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32814005			
03/28/2014	32814005	Vantagepoint - 457 Plan 300959	4,776.33
03/28/2014	32814005	Vantagepoint - 457 Plan 300959	72.69
03/28/2014	32814005	Vantagepoint - 457 Plan 300959	1,691.60
03/28/2014	32814005	Vantagepoint - 457 Plan 300959	6,006.70
Total 32814005:			
	4		12,547.32
Grand Totals:			
	12		50,819.21

Check Number	Payee	Amount
03/28/2014		
32814006	MERS	25,333.24
Total 03/28/2014:		25,333.24
Grand Totals:		25,333.24

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Discussion Regarding Retirees' Access to City Health & Life Insurance Plans

DATE: April 7, 2014

PRESENTED BY: Joe Zielinski, City Treasurer

ATTACHMENTS: Signed Retiree Life Insurance Agreements (3)

BACKGROUND INFORMATION: Currently, retired City employees are allowed access to two of the health insurance plans offered by the City (the 100% and 80% POS plans, but not the HSA plan) and access to the City's life insurance plan. The cost of the premiums for the health insurance and life insurance are paid by the retiree while all administrative duties are handled by the City. Retirees do not contribute any extra to offset the costs of these administrative duties performed by the City. There is no written policy or statement in place regarding retiree access to either benefit. Currently, one retiree is on a City health insurance plan and seven retirees are on the City's life insurance plan.

For health insurance, due to new regulations brought forth by the Affordable Care Act (ACA), the City will be required to contribute to retiree health care plans starting October 1, 2014 (the City's next renewal date) for all retirees under the age of 65 and for all retirees over the age of 65 unless the City offers a specific type of plan. Per the ACA, the City's contribution to retiree health care plans is required to be the same amount it contributes for current employees. As a result, the City will potentially be exposing itself to a large financial liability if it continues to allow retirees to have access to its health insurance plans. Additionally, the primary reason a retiree chose to stay on a City sponsored plan was pre-existing conditions limited the retiree's access to health insurance. These limitations to access due to pre-existing conditions have now been removed with the passage of the ACA. As previously mentioned, there is one retiree currently on a City health insurance plan.

For life insurance, the City periodically shops for economical coverage for current employees. Due to the ages of the retirees on the City's plan, the City only had one carrier willing to underwrite its life insurance coverage the last time it went out to bid. Additionally, the seven retirees on the City's plan are paying the same rate for their life insurance benefit as the City is paying for its current employees. As a result, the City is subsidizing the retirees' premiums by a minimum of \$1,300 annually. Moreover, three retirees signed an agreement with the City that states their request to remain on the City's policy shall stay in effect until they reach the age of

75. All three of these retirees are now over the age of 75 and should be removed from the City's policy per the terms of the signed agreement.

Possible life insurance options for City Council to consider:

- 1) Restrict future retirees from joining the City's plan, but allow the seven retirees currently on the City's plan to remain.
- 2) Restrict future retirees from joining the City's plan and remove the seven retirees currently on the City's plan.
- 3) Restrict future retirees from joining the City's plan, carry out the agreement signed by the three retirees and remove them from the City's plan since they are over the age of 75, and allow the four other retirees on the City's plan to remain until the age of 75.
- 4) Offer current City life insurance options to future retirees.

RECOMMENDATION: Direction to City Staff on policy regarding retiree access to City health and life insurance plans. Based upon Council input, Staff may recommend changes to the employee handbook at the April 21, 2014 Council meeting.

CITY OF CHARLEVOIX
RETIREE'S REQUEST TO REMAIN
ON CITY'S LIFE INSURANCE PLAN

ALFRED E. BERGMANN
(Name)

[REDACTED]
(Soc. Sec. No.)

do hereby

notify the City of Charlevoix, that I am requesting to remain on the City's Life Insurance Policy. I understand that the City will bill me monthly for the cost of the Insurance Policy. This amount will be the same as the City's cost. I also understand that the Insurance Policy amount, at the time of my retirement (\$ 12,500.00) shall not be increased at any time hereafter. I also understand that this request shall stay in effect until I reach the age of 75 or notify the City of any cancellation on my part. The City shall also notify me of any changes that may occur hereafter.

Alfred E. Bergmann 10/21/88
Retiree Date

Judy D. Przybylski 10/21/88
Witness Date

CITY OF CHARLEVOIX
RETIREE'S REQUEST TO REMAIN
ON CITY'S LIFE INSURANCE PLAN

I LEONARD J. DUBEY [REDACTED] do hereby
(Name) (Soc. Sec. No.)

notify the City of Charlevoix, that I am requesting to remain on the City's Life Insurance Policy. I understand that the City will bill me monthly for the cost of the Insurance Policy. This amount will be the same as the City's cost. I also understand that the Insurance Policy amount, at the time of my retirement (\$26,200.) shall not be increased at any time hereafter. I also understand that this request shall stay in effect until I reach the age of 75 or notify the City of any cancellation on my part. The City shall also notify me of any changes that may occur hereafter.

Leonard J. Dubej 12/5/88
Retiree Date

Judy D. Przybylski 12/5/88
Witness Date

CITY OF CHARLEVOIX
RETIREE'S REQUEST TO REMAIN
ON CITY'S LIFE INSURANCE PLAN

I LARRY L. FINCK
(Name)

[REDACTED]
(Soc. Sec. No.)

do hereby

notify the City of Charlevoix, that I am requesting to remain on the City's Life Insurance Policy. I understand that the City will bill me monthly for the cost of the Insurance Policy. This amount will be the same as the City's cost. I also understand that the Insurance Policy amount, at the time of my retirement (\$18,000.00) shall not be increased at any time hereafter. I also understand that this request shall stay in effect until I reach the age of 75 or notify the City of any cancellation on my part. The City shall also notify me of any changes that may occur hereafter.

Larry L. Finck 6-14-99
RETIREE

Judy D. Przybylski
Witness
Payroll Clerk

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve a Resolution for the Lake to Lake Multi-Use Trail

DATE: April 7, 2014

PRESENTED BY: Rob Straebel

ATTACHMENTS:

1. Resolution
2. Intergovernmental Agreement Lake to Lake Multi-Use Agreement

BACKGROUND INFORMATION: MDOT is requiring the City Council pass the attached resolution for the Lake to Lake Multi-Use Trail. The resolution designates the City Manager act as the applicant's agent and to sign project agreement upon receipt of funding award.

As the City is the formal fiscal agent and grant applicant, the City commits to MDOT funding a portion of the project and maintaining the trail after construction is completed. Per the attached Intergovernmental Agreement (IGA) signed by both Charlevoix Township and the City, the Township and City will share all costs associated with construction of the project. This has occurred to date with cost sharing continuing through completion of the project. Additionally, the IGA calls for the Township to maintain their portion of the trail within their boundaries while the City is responsible for maintaining that portion of the trail with the City.

Project is slated to begin July 1, 2014. Project costs are estimated at \$468,080.75. MDOT Enhancement grant funding has been increased to \$314,260.62. Both the City and Township will need to contribute an estimated \$76,910.07 each to complete the project.

Staff is pursuing additional grant funding through the Charlevoix County Community Foundation, Frey Foundation and the Oleson Foundation. Any additional grant monies will reduce the overall project costs that are to be shared between the City and Township.

RECOMMENDATION: Motion to approve Resolution Number 2014-04-XX.

**City of Charlevoix
Resolution 2014-04-XX**

A Resolution to Establish a Request for Funding, Designate an Agent, Attest to the Existence of Funds and Commit to Implementing a Maintenance Program for the Lake to Lake Multi-Use Trail Construction Project Funded by the Transportation Enhancement Program Grant # _____

WHEREAS, the Transportation Enhancement Program is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT); and

WHEREAS, the City of Charlevoix is applying for funds through MDOT from the Transportation Enhancement Program to construct the Lake to Lake Multi-Use Trail; and

WHEREAS, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects.

NOW, THEREFORE, BE IT RESOLVED THAT, the City has authorized City Manager Robert Straebel to request Transportation Enhancement Program funding, to act as the applicant's agent during the project development, and to sign a project agreement upon receipt of a funding award.

BE IT FURTHER RESOLVED THAT, the City attests to the existence of, and commits to, the funds necessary to carry out the project, including engineering for design and construction, permit fees, administration costs, cost overruns, and the required matching funds for the overall project costs.

BE IT FURTHER RESOLVED THAT, the City commits to owning, operating, funding and implementing a maintenance program over the design life of the facilities constructed with Transportation Enhancement Program funding.

RESOLVED, this ____ day of April, 2014.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

INTERGOVERNMENTAL AGREEMENT LAKE TO LAKE MULTI-USE TRAIL

BACKGROUND

The City of Charlevoix (the City) and Charlevoix Township (the Township) believe that it will benefit the greater Charlevoix area, summer residents, and tourists as well as the year round residents of their respective entities to develop a pedestrian, bicycle, equestrian, cross country ski, snowshoe, and snowmobile trail between Lake Michigan and Lake Charlevoix (the Trail). The Trail project includes the development of a parking lot/trailhead on M-66. The State of Michigan is offering a Transportation Enhancement Grant (the Grant) that can be used to construct the Trail. The Michigan Department of Transportation requires the City to be the applicant; however, the Township encourages and supports the City in applying for the grant. To foster intergovernmental cooperation and the efficient use of public resources, this Agreement is intended to describe the rights and obligations of the City and Township regarding applying for the Grant and, if the Grant is awarded to the City, the rights and obligations of the parties regarding the Trail into the future.

AGREEMENT

The parties agree as follows:

Grant application:

1. Grant. The City will apply for the Grant and may disclose this Agreement or any of its provisions to the State of Michigan. The City shall be the fiscal agent for the grant and be responsible for administrative grant submittal requirements.

If the Grant is awarded, the following provisions shall become effective:

2. Matching funds. The City and Township agree to pay twenty-five percent (25%) of all project costs. The City and Township shall each pay ten percent (12.5%) of all project costs. It is understood that project costs are estimated to be \$382,000. However, additional costs, including design, engineering, and inspection fees, and cost overruns are possible. The City and Township hereby agree to all additional costs and cost overruns and any such additional costs or cost overruns shall be paid equally by the parties when such obligations become due.
3. Additional grants. The parties shall work cooperatively to obtain any additional grants that can be used to help reduce the amount of matching funds that the parties must pay. All additional grants shall be shared equally (50%/50%) between the parties even if only one party received the additional grant.
4. Trail construction. The City shall solicit bids for the project on behalf of the City and Township. Each party shall agree upon and approve the same bid. All construction documents shall be signed by both parties as well as the successful bidder. All project payments and other construction contractual provisions that require approval of the

owner shall be reviewed and approved by authorized representatives of each party. The representative of the City shall be the City Manager or such person as the City Manager shall designate. The representative of the Township shall be the Township Supervisor or such person as the Township Supervisor shall designate. The City will hire one inspector whose selection shall be approved by the Township and that the costs shall be part of the project costs and be shall be equally shared between the City and Township.

5. Post-completion activities. Once the Trail has been constructed and accepted by both parties, each party hereby agrees and acknowledges that it shall be solely responsible for inspection, maintenance and repair of the Trail within its own jurisdictional boundaries. Neither the City nor the Township shall be responsible for grooming the trail for snowmobile use as local snowmobile clubs have grooming equipment and have historically completed this task. Each party shall have the sole obligation to keep that portion of the Trail within its jurisdictional boundaries useable and safe for pedestrians and bicycles in the spring, summer and fall, and snowmobile/cross country skiing/snowshoeing use in the winter as weather permits. It is further agreed that both parties will carry general liability insurance for any trail improvements within their jurisdictional boundaries upon completion of the project.
6. Term of Agreement. The term of this Agreement shall be for a maximum period of twelve (12) years commencing on the date of the grant of easement by St. Mary's Cement Company to Charlevoix Township; subject, however, to the following provisions. The initial term of the Agreement shall be for a period of six (6) years from the date of the grant of easement. Thereafter, the Agreement shall be automatically renewed for six (6) successive one (1) year periods unless either party notifies the other that it desires to terminate the Agreement on the sixth anniversary date or any anniversary date thereafter. In such event, a written Notice of Intent to terminate the Agreement shall be delivered to each of the respective signatories, or the successors in office, at the office of the respective signatories, or their successors in office, at the offices of the respective governmental parties no less than sixty (60) days prior to the intended date of termination.
7. Relationship of the parties. This Agreement creates certain rights and obligations between the parties. This Agreement neither creates nor gives any rights or causes of action to a third party. Once the Trail has been accepted by the parties as having been constructed as specified in the construction documents, each party shall perform its obligations related to the Trail independent of the other party.
8. Indemnification. Each party shall indemnify and hold harmless the other party, its public officials, officers, council/board members, successors, assigns, agents, servants, employees, and insurance companies from any damages, legal fees or expenses, awards, demands, rights, and causes of action which arise out of that party's duties and obligations contained in this Agreement.
9. Easement. The project is contingent upon a grant of easement for public access to the Trail from St. Mary Cement Company to Charlevoix Township. If a grant of access easement does not occur with terms acceptable to the City or Township, the City and/or the Township may terminate this Agreement in their sole discretion.

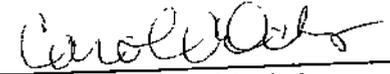
IN ACKNOWLEDGMENT of this Agreement authorized representatives of the parties have executed this document.

CITY OF CHARLEVOIX

Dated: 12-5-11

By: 
Norman L. Carlson, Jr.
Its: Mayor

Dated: 12-5-11

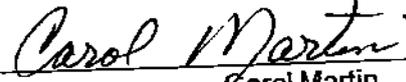
By: 
Carol A. Ochs
Its: Clerk

CHARLEVOIX TOWNSHIP

Dated: 11-23-11

By: 
H. Dale Glass
Its: Supervisor

Dated: 11-23-11

By: 
Carol Martin
Its: Clerk

November 21, 2011

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration of approval for the Michigan Regional Prosperity Initiative: 2014 Community Growth Grants Program

DATE: April 7, 2014

PRESENTED BY: Bethany Pearson

ATTACHMENTS: Grant Application

BACKGROUND INFORMATION: The Regional Prosperity Initiative Community Growth Grants Program is intended to strengthen our region by removing barriers and creating incentives for greater public and private sector investment in our region. Successful projects create the conditions for sustainable and efficient growth and development by implementing strategies that are consistent with local values and community goals. Successful applications must also demonstrate linkages to principles within the Grand Vision (www.thegrandvision.org) and/ or New Designs for Growth (www.newdesignsforgrowth.org).

After reviewing the principles in the Grand Vision and New Designs for Growth, City staff feels that an engineering study to accommodate Great Lakes cruise ships would likely be the most successful project to meet the criteria for this grant.

City Staff have identified two possible locations that a qualified consultant would look at should the grant be awarded, one being the currently decommissioned pier that bisects Ferry Beach, and the other being Round Lake. While staff believes that the area adjacent to Ferry beach is the more likely location, we did not want to limit our possible grant funding by not including the *possibility* of linkage to the downtown district.

As stated in the grant application, this project falls in lines with the recommendation made to us in a 2013 study by the Michigan Coastal Community Working Waterfronts to “explore the potential for a larger dock in East Park” and “accommodate more boaters visiting by a ferry or other transit service.” This project also supports Governor Snyder’s new plan for Michigan’s Blue Economy and many of Charlevoix’s own citizens and businesses owners who provided feedback to City officials at the Charlevoix Est Dynamique Community Forum.

RECOMMENDATION: Make a motion to submit the Cruise Ship Docking Study to the Michigan Regional Prosperity Community Growth Grants Program.

Michigan Regional Prosperity Initiative: Community Growth Grants Program



City of Charlevoix Grant Application
Cruise Ship Docking Study
2014

Purpose Statement

The City of Charlevoix is seeking a \$7,500 grant from the Community Growth Grants Program to hire an engineer or qualified consultant to evaluate various locations where a dock for smaller scale Great Lakes cruise ships could be constructed.

Background and Needs

Charlevoix is on the west side of Charlevoix County, along the northeastern side of Lake Michigan and the western edge of Lake Charlevoix. Charlevoix is the county seat of Charlevoix County and is one of three urban centers in the county. Charlevoix has approximately 7 miles of frontage on Lake Michigan, Round Lake and Lake Charlevoix. Round Lake and the Pine River Channel, which bisect the community, provide an important connection between Lake Michigan and Lake Charlevoix, providing boaters access to Boyne City and East Jordan.

Charlevoix developed as a lumber and fishing community in the early 1800s and grew into a popular resort destination. Today more than half of the city's residents are seasonal and the economy is strongly influenced by the tourism and hospitality industry which is prominently due to our proximity to water and recreational boating. Charlevoix lost multiple manufacturing facilities in the last decade resulting in a population decline of 16 percent between 2000 and 2010.

The City of Charlevoix is home to one of the busiest harbors in Michigan, Round Lake. The harbor is a federally authorized deep draft harbor with project depths of 18 feet. The harbor is comprised of approximately one mile of maintained channel and over 4,100 feet of structures including piers and revetments.

Charlevoix's protected waters, natural beauty, charming downtown, and access to Lake Charlevoix and Lake Michigan make it a highly sought after destination for boaters and boating tourism. In Charlevoix County, Great Lakes related jobs provided employment for more than 382 people, \$7 million in wages and \$13 million in goods and services. The Charlevoix harbor specifically generates \$38 million in direct revenue, \$15 million in personal income and more than 330 jobs annually.

Charlevoix is already home to two year round large vessels, the sightseeing ship- Keweenaw Star at 110 feet, and the Beaver Island Boat Company's Emerald Isle at 130 feet. During the busy summer months the harbor attracts a number of large cruise ships which often stop for daytrips, overnight shelter, and fuel. The Yorktown, a 257 foot vessel makes port in Charlevoix an average of three-and-a-half times per year for the past three years. While visiting, passengers also make trips to Harbor Springs, and Bay Harbor. Additionally, Charlevoix plays host to a number of educational tall ships every year which range in size.

In 2013 the Michigan Coastal Community Working Waterfronts did a case study on the City of Charlevoix they stated that one of the main challenges "is the demand for additional slips as well as accommodations for larger vessels." They also identify two potential opportunities as (1) "explore the potential for a larger dock in East Park" and (2) "accommodate more boaters visiting with ferry or other transit service." This study is included in your packet as Attachment 1 for your reference.

With two new cruise ships coming to the Great Lakes in 2014 the need for additional docking facilities will continue to increase. A dock of proper length, structure, and forethought could impact all communities in the county and surrounding area by providing a well equipped point of access for exploring Lake Charlevoix.

Project Goals and Activities

The goal of this project is to hire an engineer to study repurposing existing docking facilities or building new docking facilities in the City of Charlevoix for large cruise vessels.

The City's economy is strongly tied to the seasonal tourism industry. In the past decade the City has faced some notable hardships with the closing of manufacturing facilities, vacancies in the downtown district and reducing size to a two school public education system. The City has identified this project as a strong way to help revitalize downtown and bring more commerce and access to the region, especially in the shoulder season.

Charlevoix staff have been incorporating Governor Snyder's Blue Economy concept toward renewed economic stability. We know that water based jobs and recreation account for more than \$1.9 billion in statewide economic impact. The City of Charlevoix is in the fortunate position to capitalize on the abundance of water surrounding our City and use it as leverage to boost jobs and our economy. Two new cruise ships are expected to launch on the Great Lakes in 2014 and we would like to see them visit Northwest Michigan.

If the City of Charlevoix were to receive this grant, the project would be put out to bid and a qualified marine engineer would be selected to complete the work. The City's Community Economic Development Director would oversee the project with assistance from other City staff.

Participant Information

The City of Charlevoix is made up of three wards and is governed by a Mayor and six person City Council. The City of Charlevoix is overseen by a City Manager. An estimated 2,600 people occupy the City year round, but that number swells during the summer season with an estimated 20,000 people. The City of Charlevoix employs more than 60 people year round in addition to the significant number of seasonal employees. The City of Charlevoix is the county seat for Charlevoix County.

The project would be overseen by the City's Community Economic Development Director, Bethany Pearson. Bethany is a Charlevoix native with a bachelor's degree in public relations and communications from Northern Michigan University. Bethany has five year of experience in project management and community development as well as significant time spent in the boating industry.

Other City Staff involved would include City Planner Mike Spencer, City Recreation Director Amanda Wilkin and the City Public Works Director Pat Elliott.

The City would be working with the Michigan Waterways Commission, the Department of Environmental Quality, and Army Corps of Engineers, to ensure that state and federal requirements are being met. Locally, the City will be working with the Charlevoix Area Chamber of Commerce, Charlevoix Convention and Visitors Bureau, Charlevoix Downtown Development Authority and the Northern Lakes Economic Alliance. All of these parties have been debriefed about the project and all have provided letters of support evidenced in Attachment 2.

Project Area

The City has currently identified two potential locations where a cruise ship dock could be located. Both locations are owned by the City of Charlevoix

Area A is at the City owned public beach adjacent to Lake Charlevoix off of Ferry Avenue. Area A will be referred to as Ferry Beach. Ferry Beach is located between Irish Boat Shop and Northwestern Marina and adjacent to the City's public boat launch. The area currently has an unused pier that divides the beach into two halves. This pier has been decommissioned for a number of years and is an eyesore to the park, redeveloping it into a useful dock would be a great asset to the community. City staff feel that this is the preliminary primary site for this type of development.

Area B is located along the west banks of Round Lake, just to the North of the City of Charlevoix Marina's Dock A. This area will be referred to as the City Marina. The City Marina is located in the heart of downtown and is considered Charlevoix's marine district. The City staff thinks that there may be room to accommodate a cruise ship dock that could also permanently house the Keweenaw Excursion vessel as well as accommodate future cruise ships. Adequate space in Round Lake and protecting view corridors is a priority for the City, making this a secondary location.

Both areas are outlined in Attachments 3 and 4.

Project Commitment

The City of Charlevoix will provide support for this project; including but not limited to staff time, GIS and mapping information, removal of barricades, and any other support required by the engineer.

The City of Charlevoix will be responsible for any and all costs and fees associated with the engineering study that are above \$7,500.

If the study comes back favorable both technically and financially, then the City would invest the time and the money to seek permits and funding to complete the construction for the project. The City would like to see this project completed in 2015, however a more accurate timeline will be determined after the study is complete.

The City of Charlevoix will also commit to participate in the Northwest Prosperity Region's Growth and Investment Working Group.

Innovation

Charlevoix's Round Lake has always faced issues with dockage and heavy traffic congesting the marina. The City marina is popular not only because of the natural beauty, but also because of the protection it provides; it is the last harbor of refuge for boaters leaving Grand Traverse Bay and heading to the Straits of Mackinac.

Recent accolades such as the American Planning Association's "Best Public Spaces" designation in 2009, and more recently USA Today naming Lake Charlevoix as the second best Lake in the US, Yachting Magazine dubbing Charlevoix the second best yachting town in the world and Forbes calling us "America's Prettiest Town" has led to a dramatic spike in large ships from around the US and Europe, further congesting our small harbor.

Previously, our large boats and cruise ships have managed to dock at the end of the City Marina's floating docks. However, in the past couple of years this has created issues with navigation, limited view corridors and damage to the City's docks. Because we are not properly equipped to handle such large vessels, most cruise ships are using Charlevoix as a point of refuge for day time stops rather than overnight docking sites.

Building a dock or designing a pier intended specifically for the use of boats over 100 feet will help manage and greatly reduce some of these issues. The pier can be built to withstand greater weight without sustaining damage, and can be strategically placed to help reduce congestion and provide better viewing corridors. Having a sight specific docking area for large vessels can also decrease the environmental and visual impact on Round Lake making for more pleasant views of the marina and harbor from the downtown area.

Community Impact

This project has great community impact in three distinct areas. It provides another dimension of planning for a regional multi-modal transportation hub; it would be a unique feature in our City that contributes to the vibrancy while helping to strengthen our local economy; and the study would look at reducing the impact to the environment, while protecting the viewing corridors and natural beauty of Round Lake.

This project provides a number of important connections to both the Grand Vision and New Designs for Growth by meeting the following objectives:

The Grand Vision

- Developing a regional multi-modal transportation system;
- Creating a unique and vibrant community that strengthens the local and regional economy;
- Encouraging protected, and preserved water, forests and natural scenic areas;

New Designs for Growth

- Protecting the region's natural landscape character;
- Demonstrating how development can complement the natural landscape and scenic views;
- Providing economically and environmentally sustainable alternatives to conventional development practices;
- Promoting the renovation, remediation and adaptive reuse of existing sites;
- Encouraging the preservation and enhancement of communities;

More than 20 businesses in Charlevoix would have a direct financial impact if this project is completed, these include marine and boat based businesses such as Ward Brothers, Irish Boat Shop, and Northwest Marine. Additionally more than 75 retail, restaurant and hospitality based business would have an indirect impact if this project were completed. From the downtown businesses and restaurants, to outlying companies like Castle Farms and Friske Orchards to non profits like the Charlevoix Public Library and Circle of Arts, all would see an increase in business from the thousands of additional visitors frequenting the shoulder

seasons. In fact the Michigan Waterways Commission produced a study stating that each boater spends a minimum of \$250 each day in the local community.

The City has initiated conversations with Pearl Seas Cruises, Blount Small Ship Adventures and Travel Dynamics which represent the large ships cruising on the Great Lakes today. All three organizations were very favorable towards the project and agreed that a dock built specifically to handle the size of their vessels would make Charlevoix the most desirable cruise port in Michigan. Building a long lasting relationship with these Cruise Ship vendors is critical to maintaining a thriving marine district.

This project could also have a possible regional effect with cruise ships taking port in Charlevoix but exploring the cities of Boyne City, East Jordan, Bay Harbor, Harbor Springs, and Beaver Island either by ship or bus.

A purpose built dock could also help enhance the appearance and lessen the environmental impact on Round Lake by either moving cruise ships completely out of the area and docking them at Ferry Beach, or engineering a pier that would make them less of a burden to the visual impacts and maneuverability of Round Lake.

Performance Measures

We know this project will be successful if the engineering plans come back as technically and financially feasible. The City will then begin the bidding and financing process of the actual construction.

In the next 2-5 years we will know that the project will be successful if the number of cruise ships docking in Charlevoix increases.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Overview of the City Economic Development Forum Goals

DATE: April 7, 2014

PRESENTED BY: Bethany Pearson

ATTACHMENTS: Charlevoix Est Dynamique- Final Goals
Charlevoix Est Dynamique- Session 2

BACKGROUND INFORMATION: In the fall of 2013 the City of Charlevoix participated in a joint economic development forum called “Charlevoix est Dynamique” where they developed priorities for keeping, retaining and recruiting businesses based on prior public input. Those goals can be summarized in the document ending in Session 2.

Since that process, City staff has discussed what we believe to be the top goals in each category that are accomplishable in the next fiscal year. Staff focused on tasks that could be completed with the allotted amount of time and goals that focused on forming a collaborative spirit among the participating organizations.

If City Council agrees with these goals, the City Staff will adopt the plan and will work with the other participating organizations to accomplish these tasks. The plan will also be sent out to all members of the public who participated in the forum so that they can see how the City of Charlevoix and other organizations are using their feedback in a productive way.

RECOMMENDATION: Discuss the goals. If satisfied with the goals make a motion to adopt them as working strategic plan for the 2014-2015 fiscal year.

Charlevoix est Dynamique

How Do We Keep Businesses?

Convention and Visitors Bureau

- **Education:** Charlevoix Certified
- **Shop Local:** Visitor packages with local coupons/discounts; year round

Downtown Development Authority

- **Housing & Healthcare:** Encourage mixed use development and a variety of downtown housing options.
- **Shop Local:** Encourage consistent business hours for downtown retailers
- **Shop Local:** Bring more cruise ships/tour groups to town and keep them downtown.
- **Shop Local:** Update, maintain, and add informational kiosks and signage.
- **Pursue the Michigan Main Street Program**

Charlevoix Public Schools

Chamber of Commerce

- **Education:** Host a Charlevoix First! Customer Service Seminar
- **Healthcare & Housing:** Promote Charlevoix Hospital corporate wellness programs and health focused events
- **Shop Local:** Charlevoix First! Community branding program
- **Shop Local:** Constitute Retailer "Think Tank"
- **Shop Local:** Promote Chamber Check program

City of Charlevoix

- **Education:** Support a joint community college program
- **Education:** Support the Charlevoix Promise Program
- **Health Care & Housing:** Identify downtown housing options
- **Health Care & Housing:** Encourage mixed use developments
- **Shop Local:** Pay City holiday bonuses in Chamber Checks

How Do We Grow/Retain Business?

Convention and Visitors Bureau

- **Events/Recreation/Culture:** Create events for 20's-30's, especially in the off season

- **Infrastructure/Manufacturing:** Encourage green programs at lodging properties
- **Business Education & Customer Service:** Customer service training for front house employees.

Downtown Development Authority

- **Events, Recreation & Culture:** Extend Bike Path into downtown
- **Events, Recreation & Culture:** Bring in new shoulder season or off season event
- **Events, Recreation & Culture:** more public art in the DDA District
- **Infrastructure:** Invest in downtown Wi-Fi
- **Business Education:** Create a customer service program for businesses
- **Business Education:** Create a DDA newsletter
- **Business Education:** Provide a mystery shopping program for DDA Businesses

Charlevoix Public Schools

Chamber of Commerce

- **Events, Recreation & Culture:** Grow our arts community by promoting Circle of Arts Initiatives
- **Events, Recreation & Culture:** Collaborate on major winter events
- **Infrastructure/Manufacturing:** Promote Manufacturing WINS in the Biz Blast
- **Infrastructure/Manufacturing:** Support downtown Wi-Fi study
- **Business Education:** Develop Charlevoix First! Landing Page
- **Business Education:** Combine Chamber/DDA website for ease of search access
- **Business Education:** Continue Annual Award for Quality Service

City of Charlevoix

- **Events, Culture & Recreation:** Use City facilities to host off-season events (McSauba disc golf, bike races, ball fields, beaches, etc..)
- **Events, Culture, Recreation:** Adopt Trail Town Master Plan
- **Events, Culture, & Recreation:** Encourage cruise ships to stay overnight, research Ferry Beach dock options.
- **Infrastructure/Manufacturing:** Get fiber optic high speed internet installed in Industrial Park
- **Infrastructure/Manufacturing:** Pursue expansion of Wi-Fi in downtown area
- **Infrastructure/Manufacturing:** Expand City marina, upgrade pier at Ferry Beach, create a mooring grid for Round Lake

How Do We Recruit New Business?

Convention and Visitors Bureau

- **Quality of Life:** Showcase/Promote/Market lifestyle in Charlevoix

Downtown Development Authority

- **Quality of Life:** Recruit travel writers to showcase quality of life
- **Quality of Life:** Recruit small meetings and conferences to town, especially in the shoulder season
- **Quality of Life:** Be pro youth, provide opportunities for young people
- **Education:** Support school enrollment programs and education incentives
- **Recruiting Techniques:** Form a team of people to recruit new regional businesses
- **Recruiting Techniques:** work with organizations to create a multi-tiered incentive package for recruiting new business. Make sure all organizations have access to that document.
- **Recruiting Techniques:** Complete a market study for the DDA District

Charlevoix Public Schools

Chamber of Commerce

- **Quality of Life:** Market and Promote Charlevoix First! As the total package.
- **Quality of Life:** Develop Charlevoix First! Videos
- **Education:** Support development of CVX Promise Program
- **Education:** Promote Charlevoix First! Boomerang Marketing to all CPS students
- **Education:** Charlevoix First! Placemaking study
- **Recruiting Business:** Focus on Charlevoix First! Marketing plan to external audiences.
- **Recruiting Business:** Promote Charlevoix First! Boomerang marketing to external audiences

City of Charlevoix

- **Quality of Life:** Promote and market to businesses associated with “Michigan’s Blue Economy”
- **Quality of Life:** Create a marketing plan for airport and recreation
- **Education:** Promote and actively participate in Charlevoix Promise program to finance secondary education for Charlevoix graduates
- **Recruiting Business:** Help finance and pursue market study to determine which businesses the City should recruit to our community
- **Recruiting Business:** Recruit business owners that vacation here

Charlevoix est Dynamique

Forum Results- December 4th, 2013
Session #2- Elected/Appointed Officials

How Do We Keep Businesses?

1. Education

- **Convention and Visitors Bureau:**
 - Train our employees to have exceptional customer service
 - Work with the schools to do a marketing training internship
 - Charlevoix pride curriculum
 - Charlevoix High School Tourism Videos

- **Downtown Development Authority**
 - Encourage hospitality internships
 - Provide support for Leadership Charlevoix County
 - Work with schools to set up an entrepreneurship program or class
 - Create a mandatory volunteer requirement for all graduating students so that they have experience working with a business/ nonprofit upon graduation.
 - Provide support to create an enrollment incentive program (Promise)

- **Charlevoix Public Schools**
 - Create a 5th year high school program where students graduate with an associates
 - Increase vocational offerings; welding, culinary, technology
 - Create a local internship program
 - Host evening adult education services; technology
 - Student discount cards at local businesses
 - Student run cafeteria
 - Increase direct credit offerings

- **Chamber of Commerce**
 - Create an internship program for students
 - Host a customer service seminar
 - Develop a mystery shopping program
 - Cradle to Career Center
 - Bring a college to Charlevoix

- **City of Charlevoix**
 - Support a joint community college program
 - Ballot proposal to support local students attending NCMC
 - Support the Charlevoix Promise Program
 - Hire student interns in City Departments

- **Citizens**
 - Survey businesses for skill set needs and then create training programs to fill those needs
 - More community participating at school board meetings
 - Citizen- Student mentoring program
 - Career day participation
 - Better PTO

- **Leadership Charlevoix County & Youth**
 - Integrate students with the community
 - Encourage businesses internship programs
 - More awareness to college dual enrollment for high school students
 - Start a student run business

2. Health Care and Housing

- **Convention and Visitors Bureau:**
 - Create affordable housing opportunities in member properties
 - Member insurance opportunities- group discounts
 - Health education for employees (cleaning practices, wash hands, exams)
 - Discount fitness programs

- **Downtown Development Authority**
 - Create a residential parking improvement plan for downtown
 - Encourage development of non-traditional housing in downtown; mini home subdivision, townhomes, mixed use development
 - Work with the City to determine if there are any barriers prohibiting high density residential development in the downtown
 - Promote the hospital in recruiting and quality of life packets/media

- **Charlevoix Public Schools**
 - Expand health care education partnership with Charlevoix Area Hospital
 - Building trades classes build more affordable housing

- Computer technology students fix www.healthcare.gov
- Student gardens for senior citizens
- **Chamber of Commerce**
 - Promote and support a corporate wellness program
 - Develop more health focused events
 - Wellness expo
 - Promote/Advertise Facility/ Programs
 - Makeover clinic/program
- **City of Charlevoix**
 - Businesses within the City limits can buy into a City health care system
 - Identify downtown housing options
 - Work with the housing authority to create affordable housing and single family homes
 - Encourage mixed use developments
- **Citizens**
 - Utilize local health care services first (shop local)
 - Support an expansion plan
 - Promote high risk activities
 - Rent out underutilized private space
 - Identify deficiency and create developments to meet that deficiency
 - Tax breaks for rental space on existing dwellings
- **Leadership Charlevoix County & Youth**
 - Support our local hospital/pharmacy
 - Use Farmers Market as a platform for healthier living
 - Encourage daytime care for dependent adults
 - Free community health center
 - Encourage a hospital quick care (open longer hours)

3. Shop Local

- **Convention and Visitors Bureau**
 - Offer discounts to locals to stay at lodging facilities
 - Visitor packages with local coupons/discounts; year round
 - Encourage members to use local goods and products

- Geocaching Trail: Completion gets CVB prize, each geo point at different shop
- **Downtown Development Authority**
 - Continue to update/maintain downtown directories/maps/kiosks
 - Advertise local businesses on website
 - Organize and promote downtown events
 - Encourage consistent business hours
 - Recognize and promote business excellence
 - Work with cruise/tour groups on staying downtown
 - Promote small group meetings year round
- **Charlevoix Public Schools**
 - Partner with local businesses on: student discounts, Rayder wear, food services
 - Education for students about why it is important to shop locally (BAT classes?)
 - Improve job fair to connect local businesses and students
 - November 15th off school to hunt or shop local
- **Chamber of Commerce**
 - Secret marketing program
 - Bring back retail committee
 - Continue local receipt program
 - Promote Chamber Checks
 - Better member to member discounts
 - Charlevoix internet store
- **City of Charlevoix**
 - Local resident discount program
 - Create incentives for shop local programs
 - Pay City bonuses in Chamber Checks
 - Reduce rents for startup companies
- **Citizens**
 - Try Charlevoix first!
 - Discount card for locals
 - Promote local business to your family, friends, and tourists
 - Focused coordinated shopping events
 - Close US 31 to Traverse City

- **Leadership Charlevoix County & Youth**
 - Shop-till-you-drop event
 - Promote one stop online shopping for all downtown/local businesses
 - Encourage volunteerism for keeping sidewalks clean
 - Discounts for year round locals

How Do We Grow/Retain Business?

1. Events/Recreation/Culture

- **Convention and Visitors Bureau**
 - Create events for 20's-30's
 - More athletic competitions- Tough Mudder
 - Lodging shuttle service to events
 - More culture opportunities
 - Off-season events and year round weekday events
 - Year round sculptures (sand, snow, leaves)

- **Downtown Development Authority**
 - Extend the bike paths to come all the way into downtown
 - Historical kiosks throughout town (100 yr photos)
 - Public murals on DDA properties
 - Shoulder season events; lumberjack show, tug-o-war, SUP races, Bridge Drop, food festival (chef's challenge)
 - Continue Art in the Park program
 - Address water access issues in the downtown

- **Charlevoix Public Schools**
 - Increase auditorium usage for community groups
 - Bring in artists for outdoor concert at high school
 - Tennis courts at high school
 - Host more regional athletic/performing arts competitions
 - Partner with local non-profits to creat community based art work with art students
 - Host special events like Iron Chef, Venetian Queen

- **Chamber of Commerce**

- Expand marketing of the Arts by working with the Circle of Arts
 - Art walk
 - Diversified events
 - Collaborate with recreation department on big winter event
 - Winter triathlon
 - Craft brew/wine/music event
 - Dragonboat races
- **City of Charlevoix**
 - Create a regional recreation authority with area townships
 - Use City facilities to host off season events (McSauba: disc golf, bike races; ball fields, beaches)
 - Winter film festival
 - Music themed weekend events (jazz, classical)
 - Trail Town master plan and implementation (water trails and land trails)
 - Encourage cruise ships to stay overnight, look at Ferry beach dock options
- **Citizens**
 - Volunteer for events
 - Attend and promote existing events
 - Public transportation to regional recreation areas
- **Leadership Charlevoix County & Youth**
 - Create an annual events directory
 - Ice skating rink downtown
 - Promote more winter events at McSauba
 - Annual event brochures in each store downtown
 - Grease pole event
 - Store crawl event
 - Local dog park

2. Infrastructure/Manufacturing

- **Convention and Visitors Bureau**
 - Encourage members to offer corporate programs (existing businesses) and sponsor programs (new/potential businesses)
 - Educate on energy usage, green programs

- Speak to members and waste companies about encouraging curbside recycling
- Educate visitors on ways to get around (alternate transportation)
- High speed tram from one end of town to the other
- **Downtown Development Authority**
 - Create downtown WIFI study/plan
 - Help fund marina expansion
 - Address water access issues downtown
 - Look at possible locations for a parking structure
 - Look at possible locations for a conference center
 - Replace Community Christmas Tree
 - Develop plans for a possible mooring plan in Round Lake
- **Charlevoix Public Schools**
 - Implement evening college classes- CNC etc..
 - Grow fiber optic network usage
 - Promote use of infrastructure already existing to high school for development of new industrial park
 - Student designed and constructed tunnel connecting schools
- **Chamber of Commerce**
 - Manufacturing incentive program
 - Facilitate communication with City for manufacturing/infrastructure needs
 - Institute Industrial Council
 - Feature a manufacturing company in the Biz Blast
 - Industrial Guide
- **City of Charlevoix**
 - Get fiber optic and high speed internet installed in industrial park and downtown
 - Consider utility hook up waivers or reduced rates
 - Free WIFI downtown
 - Expand marina, upgrade pier at Ferry Beach and create a mooring grid
 - Look at development options for property adjacent to Coast Guard Station
- **Citizens**
 - Support broadband expansion
 - Public shaming of litterbugs
 - Participate in beautification projects (weeding, planting, trash pick up)

- More garbage receptacles
- Adopt a block
- **Leadership Charlevoix County & Youth**
 - Encourage volunteerism for maintenance
 - Encourage social volunteering events
 - Educate community on what manufacturers are in Charlevoix
 - Take students on a manufacturing tour

3. Business Education and Customer Service

- **Convention and Visitors Bureau**
 - Provide business incubator training, brain trust, mentors, development partners
 - Provide training to members to be more tech savvy- back and front of house
 - Offer customer service training programs
 - Recognize "Charlevoix Certified" member employees
- **Downtown Development Authority**
 - Create a customer service/hospitality program
 - Provide a mystery shopping service to DDA businesses
 - Distribute "Charlevoix guide" to downtown employees with frequently asked questions
 - Create and distribute a "Best Practices" manual for downtown businesses.
 - Develop a business mentor program to help new business owners
 - Create a monthly DDA Newsletter for downtown businesses
- **Charlevoix Public Schools**
 - Provide facilities for "incubator" program
 - Provide training for students and adults in areas relevant to local business; customer service
 - Implement "Disney model" school wide
 - Partner with business owners for student-led training in technology
 - Student store to learn customer service
- **Chamber of Commerce**
 - "Disney" quality customer service program
 - Mystery Shopping program to improve service
 - Merchant walk
 - Youth focused customer service training
 - Youth seminar series (work ethic, manners, presentation)

- Customer service award-business
- **City of Charlevoix**
 - Partner with business community to sponsor customer service trainings (speakers, webinars)
 - Develop diverse business training committee
 - Provide business incubator training
- **Citizens**
 - Mentoring services through Charlevoix Public Schools
 - Give feedback to local businesses in regards to customer service
 - Visitor ambassadors
- **Leadership Charlevoix County & Youth**
 - Business sharing and technology success ideas
 - Promote more business learning workshops
 - Business blog
 - Teach youth customer service through job shadowing
 - Encourage a “take your child to work” day
 - Acknowledge publically businesses who have great customer service and business practices

How Do We Recruit New Business?

1. Quality of Life

- **Convention and Visitors Bureau**
 - Showcase/Promote/Market lifestyle in Charlevoix
 - Create a better year round quality of life through off season events and recreation
 - Consistent branding through all of Charlevoix- one marketing strategy that all organizations adopt.
 - Lip Sync dub to showcase year round quality of life
- **Downtown Development Authority**
 - Develop and distribute advertising materials that showcase quality of life
 - Solicit new businesses using the marina/boat shows/airport or trade shows
 - Promote “famous people” that visit Charlevoix; “Up North Hollywood”

- Bring in travel writers to do editorials on quality of life in Charlevoix
 - Create more reasons to come to Charlevoix in the off-season
 - Be pro-youth and create opportunities/events for youth
- **Charlevoix Public Schools**
 - Improve website to advertise the great things about CPS- use journalism class
 - Promote “green” school activities like recycling
 - Continue/Renew focus on excellence of education at CPS
 - District wide curriculum planning
 - Strengthen diversity of athletic and extra curriculum offerings
 - Improved student self confidence, bullying prevention programs, culture in schools
- **Chamber of Commerce**
 - Downtown banners over street (home town feel)
 - Promote as a safe place to live
 - Better promotion of blue marketing
 - Charlevoix- the total package
 - Charlevoix airline
- **City of Charlevoix**
 - Promote Charlevoix as the “blue economy”
 - Create a marketing video showing amenities, culture, landscape
 - Create a marketing campaign for airport, recreation
 - Charlevoix appreciation picnic- an off season event
- **Citizens**
 - Be vocal about what Charlevoix has to offer
 - Host a family
 - Keep your eyes open when you travel and bring good ideas back to Charlevoix
 - Be seen recreating
 - Blog, post, or share your great Charlevoix stories
 - Always be positive!
- **Leadership Charlevoix County & Youth**
 - Promote Charlevoix's beauty and lifestyle
 - Hospital representation for future expansion
 - Promote and encourage Leadership Charlevoix County

- Promote and encourage Farmers Market
- Promote freshness of Charlevoix (food, water, air, etc..)
- Advertise the family friendliness

2. Education (skills) and Jobs

- **Convention and Visitors Bureau**
 - Highlight our school system and an economic development tool
 - Go to job fairs to try and recruit youth to Charlevoix
 - Customer service training
 - Off season housing discounts for college students
- **Downtown Development Authority**
 - Encourage hospitality internships
 - Support school enrollment incentives (Promise)
 - Encourage/Support/Promote CPS efforts for vocational training
- **Charlevoix Public Schools**
 - Partner with local businesses and colleges for skilled training opportunities
 - Link school website to Chamber, City, etc..
 - Continue to develop additional educational opportunities at old middle school
 - Partner with realtors to promote tours of schools, lunch with superintendent
 - Free weekend stays at BI lighthouse schools for new businesses
- **Chamber of Commerce**
 - Promise Program
 - Cradle to Career
 - Summer job academy
 - Boomerang marketing program for youth
 - Youth job fair
 - Place making program
 - Job sharing program
- **City of Charlevoix**
 - Coordinate incubator program to provide new companies with business space
 - Support vocational training in our schools by working with area companies
 - Hold a public process to explore "promise" program to finance secondary education

- **Citizens**
 - Encourage an industrial fair
 - CPS Promise Program to promote commercial development
 - Support high school training programs
 - Bring culinary school to Charlevoix

3. Techniques for Recruiting Businesses

- **Convention and Visitors Bureau**
 - Go after business owners who vacation here
 - Send local CVX team to wine and dine potential business owners
 - Have our act together with potential businesses visit
 - Zip line over channel

- **Downtown Development Authority**
 - Recruit to neighboring communities with a team of Charlevoix people
 - Contact business owners already succeeding in Charlevoix to open new stores (example: Elizabeth Rich)
 - Work with other organizations or create a multi-tiered incentive package for recruiting news businesses. Make sure all organizations have access to that document
 - Have vacant building open houses
 - Encourage building owners to keep DDA informed about the status of their property

- **Charlevoix Public Schools**
 - Promote/increase business specific training programs; “Incubator” programs
 - Ensure visibility of public school programs and offerings
 - Partner with other organizations for community wise sales pitch to new businesses
 - Utilize/promote school facilities for conventions, meetings, trainings
 - “Where are they now?” program to connect with alumni

- **Chamber of Commerce**
 - Go after business owners who vacation here
 - Focus on marketing plan
 - Go after suppliers
 - Promote natural resources/quality of life
 - Welcome wagon
 - Seek Canadian Businesses
 - Bring back the railroad

- **City of Charlevoix**
 - Help finance and pursue marketing study to determine which businesses we should go after
 - Go after business owners who vacation here
 - Create a Charlevoix team to meet with prospective businesses
 - Inventory of vacant buildings/space for marketing
 - Look at other vacation/tourism towns to try and document/recruit business

- **Citizens**
 - Communicate that we want more business here (newspapers, social media)
 - Compile a list of business owners with property in the area and lobby for their relocation
 - Communicate the quality of life to tech and low impact employers
 - Start smart park next to new Charlevoix expanded airport

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: DDA Main Street Steering Committee Volunteer

DATE: April 7, 2014

PRESENTED BY: Bethany Pearson

ATTACHMENTS: Main Street Steering Committee Participants

BACKGROUND INFORMATION: The City Council has signed a minimum standard of participation agreement for the associate level of the Michigan Main Street Program. Part of that agreement outlines the need for communities to set up a Main Street Steering Committee. While this committee is not Mayoral appointed because they have no legal barring, the CEDD thinks it is important for a City Council member to be active on the committee.

Main Street Steering Committee members will be required to do hands on work both during and outside of meetings; an average of 10-15 hours per month will be spent on this project. Responsibilities of the steering committee include attending trainings, devising and implementing a community outreach/communication plan, assisting the CEDD in the Select level application process, recruiting volunteers, and participating in the Select level formal presentation to the Michigan State Housing Development Authority.

At this point, meetings are slated for the first Monday of every month from 5-6:30pm at City Hall, although an alternative date of April 14th has been set for the first month. This committee will be formed until either Charlevoix is accepted into the Select level of the Michigan Main Street Program or until the Charlevoix DDA decides not to pursue this program further.

A notice did appear in the paper last week and Council Member Gibson has expressed a desire to the CEDD to participate on this committee.

RECOMMENDATION: Name a City Council member to the Main Street Steering Committee.

Main Street Steering Committee Participants

1. Erin Bemis
Bemis Consulting Services
2. Jodi Bingham
Downtown Resident and Business Owner, Ga Ga for Kids
3. Jennifer Haf
Charlevoix Resident and Business Owner, Bloom
4. Amanda Wilkin
Charlevoix Convention and Visitors Bureau
5. Aaron Hagen
Downtown Business Owner, Bridge Street Tap Room
6. Phil Parr
Downtown Business Owner, Bridge Street Tap Room
7. Val Meyerson
Charlevoix Public Library
8. Brenda Bryan
Charlevoix Resident
9. Richard Christner
Charlevoix State Bank
10. Mike Spencer
City of Charlevoix
11. Alison Hubbard
Charlevoix Area Chamber of Commerce
12. Katherine Forrester
Charlevoix Area Hospital
13. John Murray
Downtown Realtor, Berkshire Hathaway
14. Greg Culver
United Methodist Church
15. Carissa Mullaney
Charlevoix Resident and Business Owner, StudioMI
16. Dennis Kusina
Charlevoix Resident
17. Tammi Gillespie
Charlevoix Resident and Business Manager, Cherry Republic
18. Rob Straebel
City of Charlevoix
19. Kris Runblad
Charlevoix Resident and Business Owner, Merrymakers

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve a Resolution Approving Ballot Language for a Charter Amendment Regarding City Clerk Position

DATE: April 7, 2014

PRESENTED BY: Rob Straebel

Bryan Graham

ATTACHMENTS: Proposed Draft Resolution

BACKGROUND INFORMATION: The Attorney General's Office has informally approved the ballot wording for an amendment to the City Charter. See attached resolution. The AG's Office has stated that the City must call a Special Election in August, 2014 to have voters decide.

Upon approval of the attached resolution, the City Clerk's Office will send the signed resolution to the Governor's Office for their review. The Governor's Office will ask the AG's Office for their review of the draft language. If no major changes are made by City Council, the AG's Office should be able to quickly expedite review and approval of the ballot language.

If approved by voters, this Charter change becomes effective on the date that two copies of the amendment are filed with the Secretary of State and County Clerk. The filing must occur no more than 30 days after the election is held.

RECOMMENDATION: Motion to Approve Resolution 2014-04-##, A Resolution to Propose an Amendment to the City Charter making the City Clerk an Appointed Position.

RESOLUTION 2014-04-##
RESOLUTION TO PROPOSE AN AMENDMENT TO THE CITY CHARTER MAKING THE CITY CLERK AN APPOINTED POSITION

WHEREAS, since approximately June 2013, the City has been considering whether to place before the electors of the City the question of amending the City Charter to make the currently vacant City Clerk's position an appointed position and has been gathering public input; and

WHEREAS, the City has determined that the electors of the City should determine whether the City Clerk should be appointed in the same manner as the City Treasurer, Police Chief, Fire Chief and other important city positions, and that this charter amendment question should be submitted to the electors in August of 2014.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The electors of the City be asked whether the City Charter should be amended to make the City Clerk an appointed position using the method of appointment and the method of determining compensation as is currently used with the City Treasurer and other appointed City officials;
2. The sections of the Charter to be amended are 2.11 (which currently allows the Compensation Commission to set the City Clerk's compensation as an elected official); 3.8 (which currently makes the Clerk an elected position); 4.4 (which currently provides for the nomination of the City Clerk as an elected official); and 4.7 (which makes the Clerk an elected position and states when the elected Clerk takes office).
3. The amendment is being proposed for the following reason(s): currently, the City Clerk is an elected position and there are no minimum job skills to assume this position; the City Clerk is an integral part of City government with numerous legal and administrative duties and is a component of a financial "checks and balances" system with the City Treasurer; the City Treasurer is appointed by the City Council as provided in the City Charter and it is in the best interests of the City to appoint the City Clerk in an identical manner; and if the proposed Charter amendment is approved by the electors, a vacancy in the office can be avoided by authorizing the City Council to select a City Clerk who would assume that position only when the Charter amendment becomes effective as provided in Michigan law.
4. This resolution supersedes any prior resolution regarding amending the Charter to make the City Clerk an appointed position.
5. The proposed amendment to be submitted to the City's electors at the election to be held on August 5, 2014 consists of changes to sections 2.11, 3.8, 4.4 and 4.7 of the Charter as set forth herein:

In Section 2.11, the reference to the City Clerk would be eliminated, so that Section 2.11 shall read as follows:

COUNCIL - COMPENSATION

Each Council Member, the Mayor and the Deputy Mayor shall receive as payment for services a sum as determined by the local Compensation Commission, which shall be established in accordance with Public Act 1972, No. 8 as amended.

Such compensation shall be payable bi-weekly or as otherwise determined by the local Compensation Commission, and except as otherwise provided in the Charter, shall constitute the only remuneration which may be paid for services performed by such officers for the discharging of official duties for or on behalf of the City during their term of office.

Section 3.8 shall read as follows:

CITY CLERK - APPOINTMENT - DUTIES

The City Clerk shall be appointed by a majority vote of the entire Council for an indefinite term. The City Clerk may be removed by a majority vote of the entire Council. The first appointed clerk shall be appointed by the Council after the Charter amendment providing for an appointed clerk is approved by the City's voters and filed with the County Clerk and the Secretary of State.

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

In Section 4.4, the reference to the City Clerk would be eliminated, so that Section 4.4 shall read as

follows:

NOMINATION OF MAYOR

Registered electors seeking the office of Mayor shall file nominating petitions bearing the bona fide signatures of no fewer than twenty-five (25) nor more than forty (40) registered voters residing in the City at large. Such petitions shall be filed with the City Clerk's office no later than 4:00 p.m. in the afternoon of the twelfth Tuesday prior to the primary election.

In Section 4.7, the references to the City Clerk and the beginning of the elected Clerk's term would be eliminated, so that Section 4.7 shall read as follows:

ELECTION OF MAYOR

The Mayor shall be elected at the annual election, for a two year term by balloting of the electors of the City at large. The Mayor shall take office at the first regular City Council meeting after the Mayor's election. Names of the nominees shall appear on the ballots and election materials of the primary and of the General Election without reference to ward residence.

6. The ballot language for this proposed amendment shall be as follows:

<p style="text-align: center;">PROPOSED AMENDMENT TO THE CHARLEVOIX CITY CHARTER TO CHANGE THE OFFICE OF CITY CLERK TO AN APPOINTED OFFICE</p> <p>The Charter currently states that the City Clerk is elected for a 2 year term. The proposed amendment would require the City Council to appoint the City Clerk in the same manner as other appointed officials, such as the City Treasurer, and to set the Clerk's compensation.</p> <p>Shall Sections 2.11, 3.8, 4.4 and 4.7 of the City Charter be amended to provide for the appointment of the City Clerk?</p> <p>YES: _____</p> <p>NO: _____</p> <p>A "Yes" vote will be a vote in favor of the proposed amendment.</p> <p>A "No" vote will be a vote against the proposed amendment.</p>

RESOLVED, this _____ day of April, 2014.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Abstain:

Absent:

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Council Appointments
DATE: January 6, 2013
PRESENTED BY: Stephanie Brown, Deputy City Clerk/Treasurer 
ATTACHMENTS: None

BACKGROUND INFORMATION:

The following boards have vacancies at this time:

- Big Rock Point Advisory Board: Due to the resignation of Councilmember Stevens, this position is vacant. I have spoken to a Big Rock representative. The committee is currently inactive, but has not been disbanded.
RECOMMENDATION:
 - Motion to appoint a Councilmember to the Big Rock Point Advisory Board.
- Green Team Ad Hoc Committee: Due to the resignation of DDA Director Carey, there is a vacancy on this board.
RECOMMENDATION:
 - Motion to appoint CED Director Pearson to the Green Team Ad Hoc Committee.
- Deputy Clerk: According to the City Charter, "The City Clerk may, with the approval of City Council, appoint a Deputy Clerk."
RECOMMENDATION:
 - Motion to approve City Clerk Joyce Golding's appointment of Stephanie Brown as Deputy Clerk.
- Zoning Board of Appeals: Due to the resignation of Larry Sullivan, there is an "alternate member" vacancy on this board.
RECOMMENDATION:
 - Discussion.

Memo

To: Mayor and City Council
From: Stephanie Brown, Deputy Clerk/Treasurer 
Date: April 2, 2014
Re: Appointments

Please be advised that the following boards have vacancies as of April, 2014:

- Zoning Board of Appeals: Council appointment, Alternate member, one vacancy.
- Big Rock Point Citizen's Advisory Board: Council appointment, one vacancy.
- Planning Commission: Mayoral appointment, three vacancies. Current members RJ Waddell and Toni Felter have terms which expire this month. Both are willing to continue to serve.
- Housing Commission: Mayoral appointment, two vacancies (resignation of Jim Jinsky). Current Member Mary Lee Campbell's term expires this month.
- Historic District Commission: Mayoral appointment, one vacancy.
- Recreation Advisory Committee: Mayoral appointment. Student member vacancy.
- Green Team Ad Hoc Committee: Council appointment. Vacancy due to resignation of DDA Director Carey.
- Downtown Development Authority: Mayoral appointment. Current members Kirby Dipert and Luther Kurtz have terms which expire this month. Both are willing to continue to serve.

Please call me at 547-3260 if you have any questions.