

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, May 20, 2013 - 7:00 p.m.
210 State St, City Hall, Second Floor City Council Chambers, Charlevoix, MI

- I. Invocation or Pledge of Allegiance**
- II. Roll Call of Members Present**
- III. Inquiry Regarding Possible Conflicts of Interest**
- IV. Consent Agenda**
 - A. City Council Meeting Minutes – May 6, 2013 Regular Meeting
 - B. Payroll Check Register PG 1-4
 - C. Accounts Payable Check Register PG 5-9
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Northwest Academy Presentation PG 10-11
 - B. Discussion Regarding Reconsideration to Construct A Natural Gas Fireplace in East Park PG 12-16
 - C. Software Purchase – Civic Systems PG 17-21
 - D. Consideration to Approve Step 3 of the Economic Vitality Incentive Program PG 22-27
 - E. Consideration of Amendment to Employee Handbook PG 28-30
 - F. Appointments PG 31-42
 - G. Appointment of Deputy Mayor PG 43
- VIII. Introduction and Initial Actions Relating to Ordinances or to Resolutions That Require Publication or Hearings Prior to Final or Further Action**
 - A. Consideration to Set a Public Hearing on June 3, 2013 to Discuss Community Fireplace
- IX. Resolutions**
- X. Ordinances**
- XI. Miscellaneous Business**
- XII. Audience – Non-Agenda Input (written requests take precedent)**
- XIII. Adjourn**

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

Posted May 16, 2013 4:00 p.m.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Northwest Academy Presentation

DATE: May 20, 2013

PRESENTED BY: Christina Eanes, Northwest Academy Teacher
Nasstassia Ewurs, Jeremy White, Patty Moore
Northwest Academy Seniors

ATTACHMENTS: E-mail dated May 9, 2013

BACKGROUND INFORMATION: Northwest Academy students wish to address the City Council to make recommendations on city beautification projects.

RECOMMENDATION:

Consideration of Northwest Academy presentation.

Linda Weller

From: Christina Eanes [ceanes@nwa.edu]
Sent: Thursday, May 09, 2013 12:36 PM
To: Rob Straebel
Cc: Linda Weller
Subject: RE: Northwest Academy/City Council

May 20 Presentation Proposal from Northwest Academy

Dear Members of Charlevoix City Council:

On Earth Day, April 22, the students of Northwest Academy participated in a trash clean-up around Charlevoix. We picked up a total of 83.3 lbs of trash, everything from cigarette butts to car bumpers. We then separated and analyzed all the collected trash and based on our findings, we have a few recommendations. We recommend trash/ cigarette butt receptacles at various locations along our routes and we also recommend a community wide "street sweep" clean up prior to Venetian festival. As a long term program addressing the issue, we would like to ask the city council to implement an Adopt-a-Street program, and we have several ideas from other communities who have adopted this type of community driven model. The Adopt-a-Street program will work much like the Adopt-a-Highway program but on a city scale. We are certain that this program would help keep Charlevoix the Beautiful, beautiful! We are grateful for your willingness to consider our ideas. Our presentation will take approximately 10-15 minutes. Please let us know if you have further questions. We look forward to meeting with you!

Sincerely,

Northwest Academy Seniors
Nasstassia Ewurs
Jeremy Whitley
Patty Moore
Christina Eanes
Middle and High School Social Studies Teacher Northwest Academy
(231) 547-9000 ext. 225
ceanes@nwa.edu

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Discussion Regarding Reconsideration to Construct a Natural Gas Fireplace in East Park

DATE: May 20, 2013

PRESENTED BY: Norman Carlson, Jr. Mayor
Robert Straebel, City Manager

ATTACHMENTS: MBA - Invoice dated April, 25, 2013
Hitz Design - Invoice dated April 24, 2013
Emmet Brick & Block – Invoice dated May 14, 2013

BACKGROUND INFORMATION:

In light of the recent recall election results, there needs to be a discussion regarding whether the fireplace proposal should move forward. The day after the recall election, the City Manager directed Richard Hitz to not invest anymore time into the fireplace design until the City Council can decide whether the project should move forward.

To date, the City has paid \$\$13,494.40 for the partial design. There is also an invoice of \$5,882.50 from MBA Architects (Mark Buday) and Hitz Design, Inc. and an invoice of \$1,495.08 from Emmet Brick & Block that is in your council packet. If the project is voted down by council, these costs will not be reimbursed.

If the City Council decides to reconsider the August 9, 2012 vote to construct the fireplace, the following steps will need to be taken:

IF COUNCIL WISHES TO CHANGE ITS MIND REGARDING THE GAS FIREPLACE, THE FOLLOWING STEPS MUST BE TAKEN:

1. **MOVE TO SUSPEND RULE 13(k).** Rule 13(k) of the *Rules of Procedure for City Council* states that reconsideration of a prior Council decision on a question must be taken either at the meeting when the decision was made or at the next meeting. If the reconsideration takes place at a later date (such as reconsideration of the Proposal to Construct a Gas Fireplace in East Park item decided which took place at

the August 9, 2012 Special Council Meeting), then Rule 13(k) must be suspended. Rule 13(l) authorizes the suspension of Rule 13(k) by a 2/3 vote of all Council members. This means ALL elected Council members and not just the members who are present. A sample Motion to Suspend Rule 13(k) is: Moved that Rule 13(k) be suspended as permitted in the Rules of Procedure for City Council.

2. **MOVE TO RECONSIDER PAST ACTION.** If the Motion to Suspend Rule 13(k) passes, then the Council may entertain a formal Motion to Reconsider. If the Motion to Reconsider passes, then the item is open for discussion and is discussed in step 3 below. A Motion to Reconsider does **not** negate the action being reconsidered (such as the action taken at the Aug 9 meeting). Such a motion merely opens the past action for reevaluation. A sample Motion to Reconsider the Gas Fireplace question is: Moved that the motion, which approved the Proposal to Construct a Gas Fireplace in East Park item and which was decided at the August 9, 2012 Special Council Meeting, be reconsidered.

3. **MOVE TO RESCIND PAST ACTION, IF DESIRED.** If the motion to reconsider the Gas Fireplace question passes, then actual reconsideration of Council's prior motion can take place. If a Council member wishes to rescind the motion from the August 9, 2012 Special Council Meeting, then a Motion to Rescind is needed. As related to the Gas Fireplace question, a sample Motion to Rescind is: Moved that the City Council's motion at the Special Council Meeting on August 9, 2012, which approved Attachment A, Scope of Work – Community Fireplace [pp. 3-4 of the Council packet], with the condition that the fireplace be centered in Plaza B and the tree be removed, be rescinded and no longer have any force or effect.

If the Council's motion of August 9, 2012 is rescinded, then that motion is no longer effective. Thus, Council is free to make another motion about whether or not to construct a fireplace or to take no action at all. CAUTION: As a result of the passage of the August 9 motion, if the City has any contractually binding commitments regarding the Gas Fireplace, a Motion to Rescind should not be considered without prior review of any such contracts by the City Attorney.

RECOMMENDATION:

Discussion with direction to Staff.

A R C



Invoice

REC'D

MAY 03 2013

City of Charlevoix

Bill To
 Charlevoix Fire Feature
 City of Charlevoix
 210 State Street
 Charlevoix, MI 49720

Date
 04/25/13

Invoice #
 2013-11

Terms

Item	Qty.	Description	Rate	Amount
MBA - Architect Level I	5.1	ARCHITECTURAL 1: Post Steering Committee Various meetings to design/consult/present fire element	155.00	790.50
Reimb Group		Steering Committe Expense: Graphic Design for presentations	442.00	442.00
		Steering Committe Expense: CAD Services for presentations	112.50	112.50
		Total Reimbursable Expenses		554.50
Landscape Design		Hitz Design (See attached invoice)	4,537.50	4,537.50

Verbal approval from John Wenn on April 29 at 4:45 pm Mayor recommended invoice be paid by City and reimbursed by Wenn when project is approved and contract w/ Wenn is approved by City Council.
 RS

Total	\$5,882.50
Payments/Credits	\$0.00
Balance Due	\$5,882.50

101-751-977

343 State Street

PO Box 322

Harbor Springs, MI 49740



Invoice

Invoice No.

13-10

40 State Street, Harbor Springs, MI 49740

Bill To:

City of Charlevoix
210 State Street
Charlevoix, MI 49720

Project

Invoice Date

04/24/13

Due Date

04/24/13

Description

Quantity

Rate

Amount

Principal Design and Consulting Services: City Fire
Sculpture

25

120.00

3,000.00

CAD Services

11

75.00

825.00

Graphic Design, Administration

9.5

75.00

712.50

Total \$4,537.50

Payments/Credits \$0.00

Balance Due \$4,537.50

Please make your check payable to: HITZ DESIGN INC.

Email billing questions to: lisa@hitzdesign.com

EMMET BRICK & BLOCK co.

INVOICE DATE	INVOICE NO.	PAGE
05/14/13	41140	1

6737 Hwy M-119 • P.O. Box 306 • Petoskey, MI 49770
231.348.5959 • FAX 231.348.5990
www.emmetbrick.com

*** QUOTE ***

invoice

SOLD TO:

CITY OF CHARLEVOIX
210 STATE ST.
CHARLEVOIX, MI 49720

SHIP TO:

EAST PARK FIRE PLACE

ORDER NO.	ORDER DATE	CUSTOMER NO.	SALES PERSON	PURCHASE ORDER NO.	HOLD NO.	SHIP DATE	TERMS
41140	05/14/13	CHA003	GPL			ASAP	NET 10TH

QUANTITY		ITEM NUMBER	ITEM DESCRIPTION	UNIT PRICE	PER UNIT	AMOUNT
ORDERED	SHIPPED					
1	1	MISC435	CUSTOM 4 SIDED GAS LOGSET MOMBO BURNER SYSTEM	2,252.00	EACH	2,252.00
1	1	MISC435	CUSTOM 300KPILOT IGNITION WITH ASSEMBLY BOX	932.00	EACH	932.00
1	1	MISC435	CUSTOM 05 STAINLESS STEEL 4 SIDED GRATE	535.00	EACH	535.00
1	1	MISC435	36" SEE-THRU MOMBO LOGSET WITH TWIGS	1,210.00	EACH	1,210.00
1	1	MISC440	*FREIGHT IF RETURNED AND NOT REORDERED.	255.00	EACH	255.00
1	1	MISC435	CUSTOM BURNER * Return *	2,252.00	EACH	2,252.00-
1	1	MISC435	PILOT IGNITION ASSEMBLY * Return *	932.00	EACH	932.00-
1	1	MISC435	CUSTOM 05 GRATE * Return *	535.00	EACH	535.00-
1	1	MISC435	MOMBO LOGS & TWIGS * Return *	1,210.00	EACH	1,210.00-
1	1	MISC447	20% RESTOCK CHARGES	985.08	EACH	985.08
1	1	MISC440	*FREIGHT TO SHIP BACK	255.00	EACH	255.00

x

*** QUOTE ***

str: 1 Reg: 13 Drw: 13 Usr:GPL 14:42

SALE AMOUNT	1,495.00
MISC CHARGES	.00
FREIGHT	.00
SALES TAX	.00
TOTAL	1,495.00

PAVMENT DEPT

Total P.02

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Software Purchase – Civic Systems

DATE: 5/20/2013

PRESENTED BY: Rick Brandi *RB*

ATTACHMENTS: Purchase Agreement with Civic Systems

BACKGROUND INFORMATION:

We are in the middle of a major upgrade of our business software from Civic Systems. In 2012-13 City Council approved an upgrade of all of our software with payment arrangements over two budget years. We have made one payment, converted all of our data and upgraded our software as of March 31, 2013. This includes general ledger, payroll, utility billing, accounts payable and a new module, service orders which we are in the process of implementing.

This proposal would add project management and materials management modules to our present system. We currently use "home grown" software and Excel spreadsheets to handle these functions. Since we moved the Water Department to the DPW Department, it gave us the opportunity to start a new system for maintaining our inventory and keeping track of fixed assets for the Water Department. This proposal will allow us to start implementation with Water and later use the same software for the Electric Fund, which is larger and presents a bigger challenge to convert our data. The total investment in the software is \$15,900 for license fees, training and setup. Costs will be shared by Water and Electric Funds within their budgets. Annual costs for maintenance is \$1,500 per year.

This system is in use by Harbor Springs and Petoskey and we have visited Petoskey's operation to insure it will be able to handle our needs. The addition of fiber between our buildings enables this to work on our current file server without additional hardware costs. It will improve our efficiency, accuracy and simplify the year end closing procedure. This will enable us to provide more accurate and timely information to staff and our auditors. It adds one concurrent user to our current license with Civic Systems. We are anxious to get started on the implementation so that we can use it for the 2013-14 fiscal year.

RECOMMENDATION:

City Council should pass a resolution to approve the purchase of the materials management (inventory) and the project management software, including training & education, setup and conversion for \$15,900 giving the Mayor approval to sign the attached Software Purchase Agreement.

**Computer Software and
Conversion Services Proposal
City of Charlevoix
Prepared by Civic Systems, LLC**



Civic Systems

STRONG SOFTWARE, STRONG COMMUNITY

A SUBSIDIARY OF BAKER TILLY VIRCHOW KRAUSE, LLP

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398
Phone: 888.241.1517
Fax: 608.249.1050
mlaesch@civicsystems.com
www.civicsystems.com

April 30, 2013

Software Purchase Agreement

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

City of Charlevoix
210 State Street
P.O. Box 550
Charlevoix, MI 49720

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated. Travel Costs are not included in the below quote.** The information provided in this proposal is valid for 90 days.

INVESTMENT SUMMARY

License Fees	\$ 12,000
Training	2,400
Setup	<u>1,500</u>
TOTAL INVESTMENT	<u>\$ 15,900</u>
ANNUAL SUPPORT	<u>\$ 1,500</u>

* Above amounts do not include travel expenses.
**6 Total Concurrent Users in the Clarity Suite. If additional concurrent user are needed they can be purchased for \$2,000 each.

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

CITY OF CHARLEVOIX

Signature: _____
Title: _____
Date: _____

CIVIC SYSTEMS, LLC

Signature: _____
Title: _____
Date: _____



STRONG SOFTWARE, STRONG COMMUNITY

A SUBSIDIARY OF BAKER TILLY
VIRCHOW KRAUSE, LLP

Software Purchase Agreement

LICENSE FEES (6 CONCURRENT USERS)

Module	Price
Additional Concurrent User	\$ 2,000
Project Management	5,000
Materials Management (Inventory)	5,000
Total	\$ 12,000

SETUP

Setup costs estimated at **12 hours @ \$125 per hour.**

Total estimated cost **\$ 1,500.**

Conversion costs include, but are not limited to:

- Pre-conversion working session to identify key individuals, discuss current processes and procedures, evaluate potential challenges and establish a project timeline.
- Existing data will be extracted, converted, transferred, tested, adjusted and finalized prior to your arrival for training
- Form and customized report set-up (if necessary)

TRAINING

Module	Classroom	Investment
Project Management	1	\$ 1,200
Materials Management	1	1,200
Total	2	\$ 2,400

* Above amounts do not include travel expenses.



STRONG SOFTWARE, STRONG COMMUNITY

A SUBSIDIARY OF BAKER TILLY
VIRCHOW KRAUSE, LLP

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Approve Step 3 of the Economic Vitality Incentive Program

DATE: May 20, 2013

PRESENTED BY: Rob Straebel

ATTACHMENTS: Draft Employee Compensation Plan for Step 3

BACKGROUND INFORMATION: Step 3 of the State of Michigan Economic Vitality Incentive Program (EVIP) is due on June 1, 2013.

The EVIP program is required if communities want to receive their full allotment of statutory revenue sharing. For the City, statutory revenue sharing amounts to approximately \$21,000, or about \$7,000 per step. Revenue sharing amounts are still in question so there are no guarantees that we will be compensated this amount.

The City has complied with Step 1 and Step 2 of the program. Step 1 included the development of a Citizen's Guide and Dashboard for citizens. Both of these documents are on the City's website. Step 2 included a Collaboration/Cooperation/Consolidation Plan that Council approved.

The attached Employee Compensation Plan has four bullet points and an option to qualify using PA 152 of 2011. Since the City received an overall increase in health care costs of 17.6% and the State of Michigan is allowing an increase of 3.5% for these costs, we no longer fall under the the cost competitive clause of the act. (Our costs are now higher than the State's PPO Plan which we must stay under to qualify.)

- ❖ The first bullet point addresses placing a maximum contribution percentage of 10% on the City's annual contribution to retirement plans for new hires. This should be attainable for the City but will be influenced by future performance of MERS investments. The City will also have to negotiate the 10% cap in the Police and Fire labor contract which expires March 31, 2014.
- ❖ The second bullet point the City will comply with based upon the two existing labor contracts (POLC & CWA) and the non-union personnel policy, since all employees

eligible for the defined benefit pension plan will use the 1.5% factor to calculate their pension in the future.

- ❖ The third bullet point the City would comply with because we are more stringent using a 5-year average for Final Average Compensation (FAC) rather than a three year average.
- ❖ The fourth bullet the City no longer complies with due to our large increase in health care costs and the small increase allowed by the State of 3.5% for 2013. Thus the only way for the City to comply with the EVIP requirements is to opt out of the PA 152 requirements.

RECOMMENDATION: 1) Motion to opt out of PA 152 (requires a 2/3 vote of City Council on an annual basis) and 2) Motion to Approve the City of Charlevoix's Economic Vitality Incentive Program- Step 3 Employee Compensation Plan.

City of Charlevoix-Economic Vitality Incentive Program Step 3-Employee Compensation Plan

In order to meet the requirements of the State of Michigan Public Act 63 of 2011 and qualify for payment under the Economic Vitality Incentive Program established by the Act, the City of Charlevoix has developed this Employee Compensation Plan. The City intends to implement the following employee compensation measures:

- ❖ New hires that are eligible for the City's retirement plan will be placed on retirement plans that cap annual city contributions at 10% of base salary.
- ❖ For the City's defined benefit pension plans, the maximum multiplier is 1.5% for all employees who are eligible for social security benefits.
- ❖ Final Average Compensation (FAC) for all employees will continue to be calculated using a minimum of 5 years of compensation and shall not include more than a total of 240 hours of paid leave.
- ❖ City Council has chosen the Annual Exemption for the Calendar Year of 2013 allowed by PA 152 by a 2/3 vote of the governing body for the medical plan coverage year.



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Employee Compensation

Two Options to qualify for EVIP/CIP – Employee Compensation Category:

1. Employee Compensation Plan Option – see requirements below
2. 2011 Public Act 152 Option – see requirements below

Employee Compensation FAQ's

Employee Compensation Plan Option

If electing to qualify using the Employee Compensation Plan Option, eligible local units must:

- Certify to the Michigan Department of Treasury (using [form #4888](#)) that by June 1, 2013, they have developed an employee compensation plan, which they intend to implement, with any new, modified, or extended contract or employment agreement, for employees not covered under contract or employment agreement; and that the plan has been made available for public viewing in the clerk's office or posted on a publicly accessible Internet site.
- Submit a copy of their employee compensation plan to the Michigan Department of Treasury.

At a minimum the employee compensation plan shall include the following:

- New hires who are eligible for retirement plans are placed on retirement plans that cap annual employer contributions at 10% of base salary for employees who are eligible for social security benefits. For employees who are not eligible for social security benefits, the annual employer contribution is capped at 16.2% of base salary.
- For defined benefit pension plans, a maximum multiplier of 1.5% for all employees who are eligible for social security benefits, except, where postemployment health care is not provided, the maximum multiplier shall be 2.25%. For all employees who are not eligible for social security benefits, a maximum multiplier of 2.25%, except, where postemployment health care is not provided, the maximum multiplier shall be 3.0%.
- For defined benefit pension plans, final average compensation for all employees is calculated using a minimum of 3 years of compensation and shall not include more than a total of 240 hours of paid leave. Overtime hours shall not be used in computing the final average compensation for an employee.
- Health care premium costs for new hires shall include a minimum employee share of 20%; or, an employer's share of the local health care plan costs shall be cost competitive with the [new state preferred provider organization health plan](#), on a per employee basis.

Public Act 152 of 2011 Option

If electing to qualify using 2011 PA 152 option, eligible local units must:

- Certify to the Michigan Department of Treasury (using [form #4978](#)) that by June 1, 2013, they are in compliance with 2011 PA 152; or certify they do not offer medical benefits to their employees or elected public officials.
- Submit required supporting documentation to demonstrate compliance with 2011 PA 152, to the Michigan Department of Treasury.
 - For 80/20, attach ANNUAL board resolution/meeting minutes showing majority vote of governing body for the medical benefit plan coverage year.
 - For Annual Exemption for Calendar Year, attach ANNUAL board resolution/meeting minutes showing 2/3 vote of governing body for the medical benefit plan coverage year.

[Link to PA 152 Medical Benefit Limits for CY 2013](#)

[Link to Public Act 152](#)

[Link to Public Act 152 FAQ's](#)

Contact Information

Office of Revenue and Tax Analysis
 Phone: (517) 373-2697
 Fax: (517) 335-3298
 Email: TreasRevenueSharing@michigan.gov

<http://www.michigan.gov/revenuesharing>

- Related Content**
- [Accountability & Transparency](#)
 - [Consolidation of Services](#)

Economic Vitality Incentive Program/County Incentive Program Certification of 2011 Public Act 152 Compliance

Issued under authority of 2012 Public Act 200. Filing of this form or Form 4888 Certification of Employee Compensation is mandatory to qualify for payments.

Each city/village/township/county applying for Employee Compensation payments under the 2011 Public Act 152 compliance option must:

1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below provides medical benefits for its employees and elected public officials in compliance with 2011 Public Act 152 or certify that the local unit does not provide medical benefits to its employees and elected public officials.
2. Submit to Treasury any required board resolutions/meeting minutes.

City/village/township: This certification, along with any required board resolutions/meeting minutes, **must be received by June 1, 2013** to receive the June and August payments or on or before July 31, 2013 to receive the August payment. Post mark dates will not be considered. For questions, call (517) 373-2697.

County: This certification, along with any required board resolutions/meeting minutes, **must be received by June 1, 2013** (or the first day of a payment month) in order to qualify for that month's payment. Post mark dates will not be considered. For questions, call (517) 373-2697.

PART 1: LOCAL UNIT INFORMATION		
Local Unit Name City of Charlevoix		Local Unit County Name Charlevoix
Local Unit Code 15-050		Contact E-Mail Address rstraebel@cityofcharlevoix.org
Contact Name Robert Straebel	Contact Title City Manager	Contact Telephone Number (231) 547-3270
PART 2: 2011 PUBLIC ACT 152 COMPLIANCE		
Indicate the option the local unit has selected to comply with 2011 Public Act 152:		
<input type="checkbox"/> 1. Hard Caps (MCL 15.563) (no attachment required) A public employer shall pay no more of the annual costs or illustrative rate and any payments for reimbursements of co-pays, deductibles, or payments to health savings accounts, flexible spending accounts, or similar accounts used for health care costs, than a total amount equal to \$5,692.50 times the number of employees with single person coverage, \$11,385.00 times the number of employees with individual and spouse coverage, plus \$15,525.00 times the number of employees with family coverage, for all medical benefit plan coverage years beginning on or after January 1, 2013.		
<input type="checkbox"/> 2. Annual 80/20 (attach board resolution/meeting minutes showing annual majority vote of governing body) (MCL 15.564) A public employer shall pay not more than 80% of the total annual costs of all the medical benefit plans it offers or contributes to for its employees and elected public officials, for a medical benefit plan coverage year beginning on or after January 1, 2012.		
<input checked="" type="checkbox"/> 3. Annual Exemption for Calendar Year 2013 (attach board resolution/meeting minutes showing annual 2/3 vote of governing body) (MCL 15.568) A local unit of government may annually exempt itself from options 1 and 2 above, by a 2/3 vote of the governing body.		
<input checked="" type="checkbox"/> 4. Employee Contract/Work Agreement Still in Effect The local unit's contract/employee work agreements entered into prior to September 15, 2011 do not expire until <u>3/31/2014</u> .		
<input type="checkbox"/> 5. N/A The local unit does not provide medical benefits to its employees or elected public officials.		
PART 3: CERTIFICATION		
<i>In accordance with 2012 Public Act 200, the undersigned hereby certifies to Treasury that the above mentioned local unit has complied with the publicly funded health insurance contribution act, 2011 Public Act 152, or does not provide medical benefits to employees and elected public officials. Any required board resolutions/meeting minutes are attached to this signed certification.</i>		
Printed Name of Chief Administrative Officer (as defined in MCL 141.422b) Robert Straebel		Title City Manager
Chief Administrative Officer Signature (as defined in MCL 141.422b)		Date

Completed and signed form (including required attachment, if elected option 2 or 3) should be e-mailed to: TreasRevenueSharing@michigan.gov.

If you are unable to submit via e-mail, mail the completed form and required attachment (if elected option 2 or 3) to:

Michigan Department of Treasury
Office of Revenue and Tax Analysis
PO Box 30722
Lansing, MI 48909

TREASURY USE ONLY		
EVIP/CIP Eligible Y N	Certification Received	EVIP/CIP Notes
Final Certification	Resolution Received	

80/20 Contribution Approach

State Cap Limit

	PA 152 Monthly Health Premium	Monthly Dental Premium	Monthly Vision Premium	Monthly Total Premium	Monthly Employee Contribution	Monthly Employer Contribution	PA 152 Annual "H S A" Employer	PA 152 Monthly Opt Out Employer	PA 152 To Comply w/Section 3 Employ Contrib Per Pay	City Annual Cost	PA 152 State Section 3 Maximum	Total Cost Section 4(2)	80/20 To Comply Per Pay
Blanchard	895.31			895.31		3,000.00	3,000.00		13,743.72	11,385.00	13,743.72	105.72	
Bradley	1,119.13			1,119.13		3,000.00	3,000.00		15,429.56	15,525.00	15,429.56	126.38	
Breadi	1,119.13			1,119.13		2,000.00	2,000.00		15,429.56	15,525.00	15,429.56	118.69	
Brodin	1,119.13			1,119.13		2,000.00	2,000.00		15,429.56	15,525.00	15,429.56	118.69	
Brown	1,119.13			1,119.13		2,000.00	2,000.00		15,429.56	15,525.00	15,429.56	118.69	
Carey	560.91			560.91	81.42	3,000.00	3,000.00		16,429.56	15,525.00	16,429.56	126.38	
Copcock	1,119.13			1,119.13	21.00	3,000.00	3,000.00	312.00	17,429.56	15,525.00	17,429.56	134.07	
Doran	1,119.13			1,119.13		4,000.00	4,000.00		17,429.56	15,525.00	17,429.56	134.07	
Dreves	1,119.13			1,119.13		4,000.00	4,000.00		17,429.56	15,525.00	17,429.56	134.07	
Eaton	406.96			406.96		1,200.00	1,200.00		6,083.52	5,692.50	6,083.52	46.80	
Elliot	1,234.02			1,234.02	81.71	2,000.00	2,000.00		13,827.72	11,385.00	14,808.24	113.91	
Frye	1,119.13			1,119.13		4,000.00	4,000.00		17,429.56	15,525.00	17,429.56	134.07	
Henkins	1,119.13			1,119.13		2,000.00	2,000.00		13,743.72	11,385.00	13,743.72	105.72	
Head	895.31			895.31	37.58	3,000.00	3,000.00	312.00	6,279.96	5,692.50	6,279.96	51.78	
Hilling	560.91			560.91		3,000.00	3,000.00		3,744.00	3,744.00	3,744.00	118.69	
Hodge	1,119.13			1,119.13		2,000.00	2,000.00		15,429.56	15,525.00	15,429.56	118.69	
Ivan	1,119.13			1,119.13		2,000.00	2,000.00		15,429.56	15,525.00	15,429.56	118.69	
Johnson	1,119.13			1,119.13		2,000.00	2,000.00		15,429.56	15,525.00	15,429.56	118.69	
Jones	1,119.13			1,119.13		2,000.00	2,000.00		15,429.56	15,525.00	15,429.56	118.69	
Jones, T													
Kloster	1,119.13			1,119.13		3,000.00	3,000.00		16,429.56	15,525.00	16,429.56	126.38	
Lavigne	406.96			406.96		1,200.00	1,200.00		6,083.52	5,692.50	6,083.52	46.80	
Loy	895.31			895.31		3,000.00	3,000.00		13,743.72	11,385.00	13,743.72	105.72	
Mayer	895.31			895.31		3,000.00	3,000.00		13,743.72	11,385.00	13,743.72	105.72	
Meyer	1,542.52			1,542.52	103.12	3,000.00	3,000.00		17,272.00	15,525.00	18,510.24	142.39	
Meyer	1,542.52			1,542.52	81.71	3,000.00	3,000.00		16,429.56	15,525.00	16,429.56	126.38	
Morrison	1,234.02			1,234.02		3,000.00	3,000.00		17,016.04	11,385.00	18,510.24	113.91	
Niswander	1,119.13			1,119.13		3,000.00	3,000.00	291.67	3,500.04	15,525.00	16,429.56	126.38	
Orban	895.31			895.31		3,000.00	3,000.00		13,743.72	11,385.00	13,743.72	105.72	
Rohlf	895.31			895.31		2,000.00	2,000.00		12,743.72	11,385.00	12,743.72	98.03	
Schapp	1,119.13			1,119.13		3,000.00	3,000.00		16,429.56	15,525.00	16,429.56	126.38	
Schwarzfisher	1,542.52			1,542.52	124.35	3,000.00	3,000.00		17,016.04	15,525.00	18,510.24	142.39	
Shirt	1,542.52			1,542.52		3,000.00	3,000.00		16,429.56	15,525.00	16,429.56	126.38	
Spencer	1,119.13			1,119.13		3,000.00	3,000.00		16,429.56	15,525.00	16,429.56	126.38	
Spencer	406.96			406.96		1,200.00	1,200.00		6,083.52	5,692.50	6,083.52	46.80	
Stevens	895.31			895.31		2,000.00	2,000.00		12,743.72	11,385.00	12,743.72	98.03	
Stevens	895.31			895.31		2,000.00	2,000.00		12,743.72	11,385.00	12,743.72	98.03	
Strabel	895.31			895.31		2,000.00	2,000.00		12,743.72	11,385.00	12,743.72	98.03	
Sween	895.31			895.31		2,000.00	2,000.00		12,743.72	11,385.00	12,743.72	98.03	
Trasger	1,119.13			1,119.13	37.65	3,000.00	3,000.00	291.67	16,429.56	15,525.00	16,429.56	126.38	
Umulis	1,119.13			1,119.13	37.65	3,000.00	3,000.00	312.00	16,429.56	15,525.00	16,429.56	126.38	
Wanner	1,119.13			1,119.13		3,000.00	3,000.00		16,429.56	15,525.00	16,429.56	126.38	
Weiler	560.91			560.91	37.58	3,000.00	3,000.00		6,279.96	5,692.50	6,279.96	51.78	
Wells	1,119.13			1,119.13		3,000.00	3,000.00		16,429.56	15,525.00	16,429.56	126.38	
Whitley	560.91			560.91	37.58	3,000.00	3,000.00		6,279.96	5,692.50	6,279.96	51.78	
Wilson, R	1,119.13			1,119.13		3,000.00	3,000.00		16,429.56	15,525.00	16,429.56	126.38	
Wilson, T	1,119.13			1,119.13		3,000.00	3,000.00		16,429.56	15,525.00	16,429.56	126.38	
Woody	1,542.52			1,542.52	103.12	3,000.00	3,000.00		17,272.00	15,525.00	18,510.24	142.39	
Wurst	1,542.52			1,542.52		3,000.00	3,000.00		17,272.00	15,525.00	18,510.24	142.39	
6 S													
8 D													
23 F													
0 F+													
37 TOTAL	37,529.85			37,529.85	747.31	75,361.54	75,361.54	3,391.34	559,606.70	482,310.00	559,606.70	4,044.00	105,140.95

* factor to get contribution up to compliance

red.f. denotes cost of dental/vision not included in healthcare cost

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration of Employee Handbook Change

DATE: May 20, 2013

PRESENTED BY: Rob Straebel, City Manager

ATTACHMENTS: Employee Handbook - Additional Language

BACKGROUND INFORMATION:

The City of Charlevoix Employee Handbook was approved by City Council on November 19, 2012. Language was not included in Section 4.1 (d) that described how sick leave days are handled for new hires (or employees returning from a leave of absence) based on the hire or return date. The new additional sentence is consistent with how personal leave days are pro-rated. Please see the attachment – Section 4.1 (d) in its entirety with the new language noted in bold

The handling of sick leave is specified in both union contracts. This additional language only affects non-union full-time employees.

RECOMMENDATION: To adopt the additional language as written.

May 13, 2013

Proposed additional language (bolded) to address prorated amounts for new hires or returning employees (similar to the Section 4.1(b) Personal Leave proration statement).

4.1 (d) SICK LEAVE AND SICKNESS & ACCIDENT BENEFITS

Sick leave is provided to regular full-time employees for actual illness or injury: it should not be used as "personal leave". Sick leave may be taken to care for an ill parent, spouse, or child.

In order to qualify for sick leave or sickness and accident benefits, an employee must report to his/her supervisor as soon as possible prior to the beginning of a work day or scheduled shift. If the circumstances surrounding the absence make the timely reporting extremely difficult, then the employee must notify his/her supervisor as soon as possible.

On January 1 of each year, eligible employees are credited with seven (7) days/fifty-six (56) hours of paid sick leave. ***Sick leave days are prorated for new or returning (from leave of absence) employees on the basis of hire or return date.*** Non-exempt employees may use paid sick leave in half-hour increments. Exempt employees must use sick leave at a minimum in one-half (1/2) day increments. If the number of unused paid sick leave hours available from the previous year exceed 112 hours, then the employee will be paid for half those hours at the employee's regular rate of pay. Unused sick leave hours may be accumulated from year-to-year up to a maximum of 21 days (168 hours) – 14 days/112 hours plus 7days/56 hours.

<i>Hire Date/Date Returned to Work</i>	<i>No. Sick Leave Days</i>
<i>January - February</i>	<i>7</i>
<i>March - April</i>	<i>6</i>
<i>May - June</i>	<i>5</i>

<i>Hire Date/Date Returned to Work</i>	<i>No. Sick Leave Days</i>
<i>July - August</i>	<i>4</i>
<i>Sept. - Oct.</i>	<i>3</i>
<i>Nov. - Dec.</i>	<i>2</i>

To qualify for sickness and accident benefits, a regular full-time non-union employee must be unable to work for more than seven (7) consecutive work days because of accident or illness. The employee will receive regular pay for up to 26 weeks in a rolling 12-month period. For illness, the benefit begins on the eighth day (seven day qualification period). For an accident or hospitalization, the benefit begins on the first day (zero-day qualification period). An accident is an unexpected happening causing loss or injury which is not due to any deliberate misconduct on the part of the person injured and requires immediate medical attention.

Under no circumstances will an employee collect this benefit, sick leave pay and workers' compensation for the same period of time. Employees shall use their sick leave to cover the qualification period.

If the City has reason to believe an employee is misusing paid sick leave or sickness and accident benefits, a statement must be signed by the physician who attended the employee confirming the necessity of absence. The City also reserves the right to require periodic medical reports during leaves under this provision.

When an employee resigns or is discharged, all benefits under this section are null and void and the employee will not be reimbursed for any accumulated sick leave.

No payment for unused sick days is made upon an employee's departure.

NOTE: The 1983 Frozen Bank - Subject to the restrictions specified above for regular sick leave, employees hired before January 1, 1983, have sick leave credits from preceding years in a frozen bank for their use if their annual allotment or accumulation of seven (7) days does not cover an extended illness and their sickness and accident benefit can not be used until the eighth (8th) working day of an illness. Frozen bank hours from 1983 or earlier will be paid to an employee at the hourly rate the employee was earning on January 1, 1983 or the date they became department heads. Upon retirement, an employee with frozen bank hours from 1983 will be paid for half of the hours remaining in the bank at the wage rate the employee was earning on January 1, 1983. Except as provided in this paragraph or as documented in an employee's personnel file, no payment for unused sick leave will be allowed.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Appointments

DATE: May 20, 2013

PRESENTED BY: Carol Ochs

ATTACHMENTS: Appointment listing

BACKGROUND INFORMATION:

The following appointments are expired/expiring:

Shade Tree Commission

Mayoral Appt – 3 yr. term

Ken Polakowski, 12/31/12

The following vacancies exist:

Zoning Board of Appeals, term expiring 12/31/15

Council Appt.

Shade Tree Commission, term expiring 12/31/15

Mayoral Appt.

The following appointments will expire in June 2013:

Linda Mason, Historic District Commission

Rick Brandi, District Library Board

Additionally, Councilmember Picha had served on the following committees, which now creates a vacancy:

Airport Design Development Committee

Airport Policy Advisory Committee

Airport Technical Advisory Committee

RECOMMENDATION:

Motions to appoint/reappoint various members to various boards as needed.

CHARLEVOIX CITY COUNCIL

Norman L. (Boogie) Carlson, Jr. (Lisa) 105 Eaton Ave.	11/2010 (11/2004)	547-1938 547-0152 675-4561	Business Home Cell
Jim Young, City Attorney 104 E. Forest Home, P.O. Box 398 Bellaire, MI 49615		231-288-7700 231-533-6225	Cell Bellaire Fax
<i>If not available, contact Bryan Graham, Assistant City Attorney at Bellaire Office: 231-533-8635</i>			
Carol Ochs, City Clerk 210 State St.	11/2011 (06/2004)	547-3250 547-3617 547-9352 (Please use sparingly)	City Hall Fax Home
<u>First Ward</u>			
Jeffrey L. Porter (Nancy) 109 Prospect	05/08/2013 (05/08/2013)	547-9616 547-9516	Home Workl
Lyle Gennett (Gayle) 217 Clinton St	11/2012 (11/2006)	547-5598 675-5398	Home Cell
<u>Second Ward</u>			
Gabe Campbell 504 Newman	05/08/2013 (05/08/2013)	547-9739	Home
Greg Stevens (Ginger) 200 Sheridan PO BOX 174	11/2012 (11/2006)	330-1429	Cell
<u>Third Ward</u>			
Shirley J. Gibson 209 E. Gibson (Richard Clem)	05/08/2013 (05/08/2013)	547-5463	Home
Shane Cole (Chris) 504 May St	11/2012 (11/2008)	547-4991	Home

APPOINTMENTS

Rob Straebel	City Manager	09-04-07
Richard Brandi	City Treasurer	06-29-87
James Young	City Attorney	04-01-89
Gerard Doan	Chief of Police	01-16-06
Paul Ivan	Fire Chief	03-17-03

ZONING BOARD OF APPEALS

COUNCIL APPOINTMENT - THREE YEAR TERMS - 5 MEMBERS/2 ALTERNATES

(Appointments need to be made within 30 days after expiration)

Patricia Miller 121 Hampton Road 547-5225-H 437-0924 - C	11-07-11 (11-07-11)	12-31-13
Greg Bryan (Alternate) 108 Belvedere Ave. 231-499-7608 (cell)	05-07-12 (05-07-12)	12-31-13
Larry Sullivan (Alternate) 222 Sherman 547-5415, 237-0377 H 547-7234 -W	02-20-12 (11-06-06)	12-31-14
Greg Withrow - CHAIR 202 Elm Street 547-5516-H	02-20-12 (01-4-93)	12-31-14
Ann Gorney 116 E. Hurlbut 547-5315 - H 547-8234 - W (231) 881-5495 - C	03-19-12 (03-19-12)	12-31-14
Gary Anderson 1111 Beacon 237-9307-H 881-5124-C	01-07-13 (09-18-00)	12-31-15
VACANCY	00-00-00 (00-00-00)	12-31-15

**DOWNTOWN DEVELOPMENT AUTHORITY
MAYORAL APPOINTMENT**

**FOUR YEAR TERM - EIGHT MEMBERS
(OR UNTIL SUCCESSOR IS APPOINTED)**

MAYOR IS A MEMBER OF THE DDA

Mayor Norman L. (Boogie) Carlson, Jr.
105 Eaton Ave.
675-4561-C
547-0152-H

11-15-04 Term

REGULAR DDA MEMBERS

Dan Barron
309 Petoskey Ave.
P. O. Box 309
547-9950-O 547-2977-FAX
547-4124-H

04-15-13 4-17
(8-2-93)

Todd Wyatt
808 E. Dixon
(248) 352-2454 - (O)
(231)675-4151 - Cell

04-15-13 4-17
(10-03-11)

Kirby Dipert – SEC/TREAS
12480 Country Club Dr.
547-4359-O
547-7007-H

04-19-10 4-14
(05-15-06)

Gina Whitney
304 Meech
547-0818 - O
547-1965 - H

04-19-10 4-14
(04-20-09)

John Yaroch
203 Bridge St.
547-9905-O
547-4580-H 675-2555-Cell

10-03-11 4-15
(02-17-03)

Hugh Mason - CHAIR
300 Clinton St.
547-5152

10-03-11 4-15
(4-4-82)

Fred DiMartino
04003 U S 31, South
547-7511-H

03-19-12 4-16
(11/20/95)

Jeannine Wallace – VICE CHAIR
103 Grant St.
547-2342-H

01-21-13 4-16
(4-12-82 to 4-12-89)
(04-12-92)

DDA Executive Director Keith Carey
Linda Weller, Recording Secretary for DDA

**PLANNING COMMISSION
MAYORAL APPOINTMENT**

THREE YEAR TERMS - NINE MEMBERS

Terms expire the first Monday in April, or until a successor is appointed

Adam Whitley 410 Robinson 675-9988 - H 675-2820 - C	01-21-13 (01-21-13)	04-14
R.J. Waddell 303 Antrim St. 547-2462 – H 231-881-4445 (cell)	05-06-13 (05-06-13)	4-14
Toni Felter 116 E. Hurlbut 547-5315 -H	01-16-12 (11-17-08)	4-14
Dan Buday 305 Burns 237-0218 - H	03-19-12 (01-07-08)	4-15
Becky Doan – Vice Chair 309 Meech St. 547-0838 – H 675-5556	03-19-12 (03-24-10)	4-15
Judy Clock 207 E. Dixon 547-9627 - H	03-19-12 (11-17-08)	4-15
John Elzinga 202 May St. 547-4183 (H)	05-06-13 (08-15-11)	4-16
Sherm Chamberlain 210 E. Lincoln 547-6882 – O 547-7046 - H	04-15-13 (03-07-11)	4-16
John Hess - Chairman 326 Meech St. 547-4245-H	05-06-13 (03-01-04)	4-16

BOARD OF REVIEW**COUNCIL APPOINTMENT****THREE YEAR TERM - FIVE MEMBERS**

Appointment to be made in January of each year. Council members' terms are for 1 year; all other are for 3 years. *(Must take oath within 10 days of appt., per State law.)*

COUNCIL MEMBERS FOR 2013

Greg Stevens 200 Sheridan 330-1429 Cell	01-07-13 (02-07-11)	12-31-13
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Dennis Kusina 205 Elm St. 547-4844 Home	01-07-13 (11-16-09)	12-31-13
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REGULAR MEMBERS - 3 YEAR TERM

Kim VanMeter-Sanderson 1003 State Street 547-1839 (H) (231) 373-0794	02-07-2011 (12-15-08)	12-31-13
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Arlene Staley 401 Antrim St. 547-2985-H	01-03-2012 (07-06-04)	12-31-14
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Bob Timms 303 Clinton St. 547-2918 Home	11-19-12 (11-19-07)	12-31-15
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SHADE TREE COMMISSION**MAYORAL APPOINTMENT****THREE YEAR TERMS - THREE MEMBERS**

VACANCY	00-00-00 (00-00-00)	12-31-13
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John Campbell PO Box 528 547-4429-O 547-2478-H	01-16-12 (04-20-09)	12-31-14
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Ken Polakowski 301 Mason 547-6753-H	12-07-09 (12-15-03)	12-31-12
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**HOUSING COMMISSION
MAYORAL APPOINTMENT**

FIVE YEAR TERM - FIVE MEMBERS

Terms expire on the 3rd Monday in April

		Term
Rob Harrison - Director Charlevoix Housing Commission 210 West Garfield 547-5451 - O		
Jim Jinsky 106 Eaton Ave 547-4195	04-19-10 (04-20-09)	4-15
Lillian Left 407 Prospect St. 547-5412-H	01-16-12 (3-16-98)	4-16
Joan Buday 104 St Mary's Drive 547-2474 -H	01-07-13 (09-04-07)	4-17
Joanie Olach 210 W. Garfield, #208 622-2765	05-06-13 (03-19-12)	4-18
Mary Lee Campbell 309 East Dixon Ave. 547-2478-H	04-20-09 (11-4-99)	4-14

**COMPENSATION COMMISSION
MAYORAL APPOINTMENT**

FIVE YEAR TERM - FIVE MEMBERS

Appointments to be made before October of the year of appointment

John Kurtz 712 E. Dixon 547-2418-H 547-1840 FAX	12-07-09 (02-05-07)	12-31-14
Ken Staley 401 Antrim 547-2985 staley@freeway.net	02-21-11 (08-04-03)	12-31-15
John Campbell PO Box 528 547-4429-O 547-2478-H jwc@siteplanning.com	01-16-12 (11-16-98)	12-31-16
Conrad "Bud" Klooster, Jr. 1010 St. James Pl 547-9884 - H 231-620-5536 - C	01-07-13 (01-07-08)	12-31-17
Dale Meredith 103 Eaton Ct. 547-4705	11-17-08 (07-17-06)	12-31-13

HISTORIC DISTRICT COMMISSION

(Ord. 706-2005; 711-2006)

MAYORAL RECOMMENDATION/COUNCIL APPROVAL

3-Year Term/7 Members

Ken Polakowski 301 Mason 547-6753-H	10-01-12 (10-01-12)	06-00-15
Mary Adams 429 Michigan Ave. 547-0348 – Home 237-9773 - Office	03-19-12 (06-05-06)	06-00-15
John Campbell PO Box 528 547-4429-O 547-2478-H	03-19-12 (06-05-06)	06-00-14
Larry Sullivan 222 Sherman St. 547-7234 - Office 547-5415 – Home	03-19-12 (06-05-06)	06-00-14
Jeannine Wallace 103 Grant St. 547-2342 – Home	11-19-12 (06-05-06)	06-00-14
Linda Mason 604 Park Ave. PO BOX 582 547-9953 – Work	03-19-12 (06-05-06)	06-00-13
Hans Wiemer* 514 Michigan Ave. 547-4278 * architect member, per ord.	04-15-13 (06-05-06)	06-00-16

DISTRICT LIBRARY BOARD - CITY REPRESENTATIVE (3-Year Term, Expire June 30)

Mayoral Appointment

Rick Brandi
210 State
547-3251-O

June 30, 2013

BIG ROCK POINT CITIZEN ADVISORY BOARD

COUNCIL APPOINTMENT

Greg Stevens 12.21.09
200 Sheridan 330-1429 Cell
PO BOX 174

CHARLEVOIX COMMUNITY POOL REC AUTHORITY, CITY REPS

MAYORAL APPOINTMENT (2 City residents, one Council member)

Council member Lyle Gennett
Dave Garland
Bruce Herbert

(The following are standing committees. There are no specific terms, and the members are not sworn.)

AIRPORT AD HOC COMMITTEE

Mayor Norman L. (Boogie) Carlson, Jr. 105 Eaton Ave.	675-4561-C 547-0152-H	Edith Dale 1008 Marina Bluff Dr.	547-6839
City Manager Rob Straebel	547-3270	VACANCY	
Airport Manager	547-3270	Don Seelye 1217 State St.	547-2393-H
William (Bill) Bellows 507 State St.	547-6263-H	Shirley Gibson 209 E. Upright Ave.	547-5463 - H
CM Lyle Gennett 217 Clinton St.	547-5598 - H 675-5398 - C		

City Clerk Carol Ochs, Recording Secretary 547-3250

STANDING HISTORIC DISTRICT STUDY COMMITTEE

Ken Polakowski 301 Mason 547-6753-H	Mary Adams 429 Michigan Avenue 547-0348 - Home 237-9773 - Work	12-31-09	Linda Mason PO BOX 582 604 Park Avenue 547-9953 - Work
John Campbell P.O. Box 528 547-4429 - Work 547-2478-H	Amy Lalewicz 1006 St. James Place 547-0474 - Home		Mike Spencer, City Planner City of Charlevoix 210 State Street 547-3265 - Work
Jeannine Wallace 103 Grant Street 547-2342 - Home	Hugh Mason 300 Clinton St. 547-4911 - Work		
Bob Heath 210 East Hurbut Avenue 437-3255 - Home	Paul Weston 110 Bums 547-6603 - Home		

CEMETERY GRAVE MAPPING ADHOC COMMITTEE

Mayor Norman L. (Boogie) Carlson, Jr. 547-0152-Home 675-4561-C	Mary Adams 429 Michigan Avenue 547-0348 Home 237-9773 Work
City Manager Rob Straebel 547-3270 Office	C. Marilyn Gibbons 210 W. Garfield 547-1059 Home
Gabe Campbell 547-9739 Home	John Campbell PO Box 528 309 E. Dixon 547-2478 Home 547-4429 Office
Sherm Chamberlain 547-7046 Home 547-6882 Office	Cynthia Garland 201 E. Dixon 547-6707 Home
Pat Elliot, Street Superintendent 547-3276 Office	

LIGHTING COMMITTEE

Ad Hoc Committee
Don Swern
Electric Superintendent
210 State Street
547-3278-O

Mike Spencer, City Planner
210 State St
547-3265-O

Kathy Reid
1032 May Street
Charlevoix, MI 49720
547-6657-H

Gwen Kramer
LEXALITE INTERNATIONAL
P. O. Box 498
Charlevoix, MI 49720
547-6584-O

Tom Barnes
LEXALITE INTERNATIONAL
P. O. Box 498
Charlevoix, MI 49720
547-6584-O

AIRPORT DESIGN DEVELOPMENT COMMITTEE

Mark Buday, Architect
339 State Street
Harbor Springs, MI 49740
231-526-0223

RW Armstrong
Mike Borta, Paul Shapler, Ron Lebbon
4100 Capital City Blvd., 2nd Floor
Lansing, MI 48906
517-327-1980

FAA Program Manager: Dave Welhouse
FAA Planning Manager: Brad Davidson
11677 South Wayne Rd., Suite 107
Romulus, MI 48174
734-229-2952

MDOT Project Manager: Mark Dontje
2700 East Airport Service Dr.
Lansing, MI 48906
517-335-9712

CM Lyle Gennett
217 Clinton
547-5598 - H

615-5398 - C

Rob Straebel, City Manager
210 State Street
231-547-3270

Scott Woody, Airport Manager
210 State Street
231-547-3605

Mayor Norman L. Carlson, Jr.
210 State Street
547-0152-H
675-4561-C

CM VACANCY
210 State Street
xxx-xxxx-H
xxx-xxxx -C

CM Greg Stevens
200 Sheridan
PO BOX 174
330-1429 - C

AIRPORT POLICY ADVISORY COMMITTEE

RW Armstrong
Mike Borta, Paul Shapler, Ron Lebbon
4100 Capital City Blvd., 2nd Floor
Lansing, MI 48906
517-327-1980

FAA Program Manager: Diane Morse
Detroit Airports District Office, DET-ADO-600
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Mayor Norman L. Carlson, Jr.
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CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Organizational Items: (A) Appointment of Deputy Mayor; (B) Appointment of Councilmember to Board of Review

DATE: May 20, 2013

PRESENTED BY: Carol Ochs

ATTACHMENTS: None.

BACKGROUND INFORMATION:

(A) ITEM 1 – DEPUTY MAYOR

Section 2.9 DEPUTY MAYOR - ELECTION OF

The Council shall elect one (1) of its members to serve as Deputy Mayor at the organizational meeting of the Council. The Deputy Mayor shall serve until the next organizational meeting of the Council or until a successor takes office. If a vacancy occurs in the position of Deputy Mayor, then the Council shall fill the vacancy at the first meeting after the vacancy occurs.

Council may choose to appoint a councilmember to serve as Deputy Mayor for the until the second meeting in November year.

RECOMMENDATION: Motion to appoint Councilmember ----- as Deputy Mayor.

(B) ITEM 2 – Appointment of Councilmember to the Board of Review

Council member to Board of Review – to fill remainder of vacant 1 yr term expiring 12/31/13

(must take oath w/in 10 days of appt)

RECOMMENDATION: Motion to appoint Councilmember ----- to the Board of Review.