

AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

Monday, May 6, 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 – April 15, 2013 Regular Meeting PG 1-8
 - B. City Council Special Work Session Minutes – April 22, 2013 PG 9
 - C. City Council Special Meeting Minutes – April 22, 2013 PG 9-11
 - D. Accounts Payable Check Register PG 12-17
 - E. Payroll Check Register PG 18-20
- V. Public Hearings**
- VI. Reports**
- VII. Requests, Petitions and Communications and Actions Thereon**
 - A. Consideration to Approve a Resolution Waiving Parking Fees at Ferry Beach Boat Launch for Lake Charlevoix Area Trout Tournament PG 21-24
 - B. Consideration to Approve 2013 Pavement Marking Contract PG 25-26
 - C. Consideration of Rate Change for Camp McSauba PG 27-29
 - D. Discussion Regarding Street Infrastructure Projects for West Garfield Avenue and Lewis Street PG 30-42
 - E. Approval of Job Descriptions PG 43-46
 - F. Appointments PG 47-58
 - G. Appointment of On-Call Deputy Clerk PG 59
- 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 for June 3, 2013 to Discuss Wastewater Plant Plan Documents PG 60-61
- IX. Resolutions**
 - A. Consideration to Approve a Resolution Waiving Parking Fees at Ferry Beach Boat Launch for Lake Charlevoix Area Trout Tournament PG 24
 - B. Consideration of Rate Change for Camp McSauba PG 29
- 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.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to Approve a Resolution Waiving Parking Fees at Ferry Beach Boat Launch for Lake Charlevoix Area Trout Tournament

DATE: May 6, 2013

PRESENTED BY: Kent Seymour
Lake Charlevoix Area Trout Tournament

ATTACHMENTS: April 22, 2013 Letter from Lake Charlevoix Trout Tournament Resolution

BACKGROUND INFORMATION:

The Charlevoix Area Trout Tournament wishes to host a fishing tournament from June 7 to June 9, 2013. They are asking the City Council to waive the parking fees for a practice fishing day on June 6th and for the tournament on June 7-9, 2013.

Section 10.84 of Chapter 148 of the City Code permits the City Council to waive the fees:

“Any person launching a boat from the Ferry Beach boat launch; or parking a vehicle with or without trailer or parking a single trailer shall be required to obtain a permit from the city and display the permit on their vehicle. Charges for the permit shall be set by resolution of the city council. The city council, by resolution, may revise or waive fees for special or public events. The term "special or public events" shall mean a tournament, festival or other type of event, whether or not open to public participation or observation, the occurrence of which will, in the judgment of the city council, benefit the city economically or by virtue of the publicity surrounding the event.”

The Charlevoix Area Trout Tournament wish to hold their event in East Park. They will be using the Odmark Pavilion for fish displays and registration. The Tournament also wishes to display their sponsor’s boats, trucks, ATV’s in the park during the event. There will be a food concession stand in the park too.

The Trout Tournament wishes to have a Kid's Fishing Pond again this year. The trout tournament will purchase additional fish for the trout stream and then whatever fish is left over will be kept in the trout stream for the remainder of the summer. DPW Superintendent Pat Elliott plans to supervise the placement of the fish in the trout stream. Mr. Elliott will also be working with Tournament representatives to ensure that children do not climb on the stream's rocks and landscaping. The children will be permitted to fish only on the brick paver areas. The stream has a maximum density of 200 fish for a short period of time

RECOMMENDATION:

Request Council to pass a motion to approve the draft resolution waiving parking fees for Lake Charlevoix Area Trout Tournament from June 6-9, 2013 and to allow children to fish in the trout stream on June 8th.

CHARLEVOIX AREA TROUT TOURNAMENT

PO BOX 616 CHARLEVOIX, MI 49720

April 22, 2013

Rob Straebel, City Manager
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Dear Rob,

The Charlevoix Area Trout Tournament will take place June 7th, 8th and 9th, 2013. The tournament is once again requesting the launch fees to be waived the dates of the tournament and also on June 6th for a practice fishing day.

Thank you for your consideration on this matter and please feel free to contact me if you have any questions regarding the tournament.

Sincerely,

A handwritten signature in black ink, appearing to read "Kent Seymour". The signature is fluid and cursive, with a prominent loop at the end.

Charlevoix Area Trout Tournament
Kent Seymour, President

CITY OF CHARLEVOIX
RESOLUTION 2013-05-xx
WAIVE PARKING FEES FOR TROUT TOURNAMENT

WHEREAS, the Lake Charlevoix Area Trout Tournament will be held on June 7, 8, and 9, 2013; and

WHEREAS, the Lake Charlevoix Area Trout Tournament is requesting that parking fees be waived for the tournament; and

WHEREAS, the Charlevoix Area Trout Tournament is requesting parking fees to be waived for a practice fishing day on June 6, 2013.

WHEREAS, the City Code permits the City Council to waive parking fees for special or public events;

BE IT RESOLVED, THAT THE CITY COUNCIL OF THE CITY OF CHARLEVOIX, hereby waives parking fees for the Lake Charlevoix Area Trout Tournament from June 6 to June 9, 2013.

RESOLVED, this ____ day of _____, 2013, A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration to approve 2013 pavement marking contract

DATE: May 6, 2013

PRESENTED BY: Patrick Elliott

ATTACHMENTS: Bid tab from M&M Pavement Marking

BACKGROUND INFORMATION: Every year the City of Charlevoix contracts for the service of pavement marking. In general this work includes the delineation of all cross-walks, parking spaces, directional arrows, center lines etc.

Typically we bid this work out with Boyne City. On Friday, April 19, 2013 we opened one bid from M&M Pavement Marking (see attachment) for a total of \$10,581.00

RECOMMENDATION: It is my recommendation that we accept the proposal from M&M Pavement Marking for \$10,581.00 and enter into an agreement with them to complete our pavement marking.

Company: M + M PAVEMENT MARKING
 Address: P. O. BOX 530 GRAND BLANC, MI 48880
 Phone: 810-695-4833 FAX 810-695-4684
 Authorized Agent: DAVID A. LAWLER
 Signature: David A. Lawler CEC 810-691-7686
 Title: VICE PRESIDENT
 Date: 4/17/13

Pavement Marking Cost

Item	Boyne City	Charlevoix	Total
	Cost	Cost	
4" Yellow Line Painting	4604.00	558.00	4562.00
4" White Line Painting	2908.40	558.00	3460.40
6" Cross Walk	1175.00	495.00	1670.00
24" Stop Bar	1230.00	357.00	1587.00
12" Stop Bar	—	129.00	129.00
Left Turn Arrow	945.00	152.00	1097.00
Right Turn Arrow	210.00	152.00	362.00
Combination Arrow	540.00	400.00	940.00
"Only"	390.00	140.00	530.00
Parking T's and L's	660.00	810.00	1470.00
Re-stripe Stalls	1890.00	—	1890.00
* 24" x 8" Crosswalk Bars	4800.00	—	4800.00
* 12" x 6" Crosswalk Bars	—	2940.00	2940.00
* 12" x 8" Crosswalk Bars	—	960.00	960.00
* 12" x 9" Crosswalk Bars	—	1440.00	1440.00
6" Yellow Line	75.00	—	75.00
Curb Painting	589.50	1140.00	1729.50
12" Yellow Line	700.00	—	700.00
Handicap Symbol - Blue	170.00	256.00	426.00
* Layout & Paint Stalls	4.00	4.00	8.00
4" Blue Line	79.50	—	79.50
Stop - 8"	—	90.00	90.00
Totals	20,320.40	19,581.00	30,901.40

* 24" x 8"
 * 12" x 6"
 * 12" x 8"
 * 12" x 9"
 } LENGTH IN FEET NOT INCHES

* NO QUANTITIES GIVEN
 USED 1 STALL FOR COMPARISON
 \$ 4.00 EA OR 1.20 FT

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Consideration of rate change for Camp McSauba

DATE: May 6, 2013

PRESENTED BY: Amanda Wilkin

ATTACHMENTS: Northern Kid's Club (extended hours) and Camp McSauba registration forms

BACKGROUND INFORMATION: There has been overwhelming concern from many parents of Camp McSauba campers about no before and after care for the 2013 season. The reasons for discontinuing the care was for the safety of the children when parents dropped off or picked up without declaring so to the counselors, the lack of participation during certain weeks, and the funding brought in from the program not balancing with the expenses.

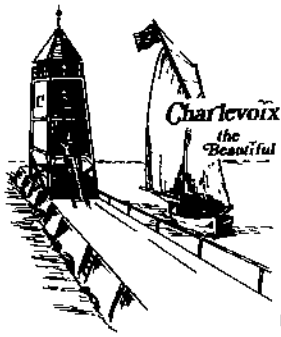
We would like to create a new kid's club program for before and after regular camp hours. The name is Northern Kids Club. The before and after care fees will need to increase for the new program to be solvent.

Northern Kids Club Proposed Rates (both residents/non-residents):

Weekly rates:	\$28 Mornings (7:30-8:30 M-Th)
	\$42 Afternoons (3:30-5:30 M-W)
Daily rates:	\$10 Morning
	\$20 Afternoon
	\$42 Friday (from 11:30 to 5:30)

There will be no price adjustments for picking up or dropping off later than 7:30am or earlier than 5:30pm. There will also be a penalty of \$1 per minute if a parent is late. The weekly rates are figured at \$7 per hour. Our cost to provide care before and after camp is between \$25 and \$30 per hour; figuring staff time with fringes, snacks, additional supplies (crafts, games, utilities, and necessities) and administration costs. We would need an average of four kids during all extended hours in order to break even on this program. Averaging camp hours and extended hours together; the cost is a little over \$3.00 per hour if a child were at camp the maximum hours possible.

RECOMMENDATION: Staff recommends that Council amend resolution 2013-02-04 adopted February 20th, 2013 to change the rates for extended hour care.



NORTHERN KIDS CLUB REGISTRATION 2013

09223 McSauba Rd . 231-547-3253 office or 547-3267 . camp www.cityofcharlevoix.org

Northern Kid's Club will be held in the hours before and after Camp McSauba. To participate in these extended hours your child must attend Camp McSauba during the same weeks. Northern Kids Club is offered as a service to parents and guardians that cannot drop off/ pick up campers for usual camp hours.

Camper's Name _____ Gender _____ Date of Birth ____ / ____ / ____

Parent/Guardian Name _____ Phone # _____

I authorize _____ to pick up my camper.

Initial in "yes" space to authorize your camper to walk or bike home. Yes _____ No _____

Daily Fees: \$10/morning and \$20/afternoon. Daily fees must be paid in advance, and this form must be completed. List days needed:

Weekly Fees	Mornings (7:30am-8:30am)	Afternoons (3:30pm-5:30pm)	Fridays (11:30-5:30)	Total
	Circle your choice	Circle your choice	Circle your choice	
Week 1 June 17 - 21	\$28	\$42	\$42	
Week 2 June 24 - 28	\$28	\$42	\$42	
Week 3 July 1 – July 4 * (W sleepover/Th awards)	\$21	\$28	Thursday (11:30-5:30) \$42	
Week 4 July 8 – July 12	\$28	\$42	\$42	
Week 5 July 15 – July 19	\$28	\$42	\$42	
Week 6 July 22– July 25* (W sleepover/Th awards)	\$21	\$28	Thursday (11:30-5:30) \$42	
Week 7 July 29 – Aug 2	\$28	\$42	\$42	
Week 8 Aug 5 – Aug 9	\$28	\$42	\$42	
Week 9 Aug 12 - Aug 16	\$28	\$42	\$42	
*Weeks are shortened for holidays. Overnight will be Wednesday. Note there will be no Friday care on these shortened weeks.				

Payments will no longer be accepted at the Camp site; instead, fees must be paid to the Receipts Clerk (first floor City Hall) or mailed to Recreation Department 210 State St. Charlevoix, MI 49720.

I am an adult and guardian of this child and wish him/her to participate in the activities. As a condition to being permitted to utilize the facilities, services, and programs of the City of Charlevoix for any purpose, including but not limited to observation or use of the facilities and grounds, or equipment, or participation in any off-site program affiliated with the City of Charlevoix, I understand, acknowledge, agree, and represent that I have inspected and carefully considered the facilities and programs. I understand that even when every reasonable precaution is taken, accidents can happen. As a condition to participation by me or my children in City of Charlevoix activities, on my behalf and behalf of my children, I waive and release any claims or loss of injury incurred or suffered which I or my children might make against the City of Charlevoix, its sponsors, officers, employees, volunteers, or contractors as a result of participating in City of Charlevoix activities or using its facilities. I further agree to indemnify the City of Charlevoix against and hold it harmless from loss incurred as a result of claims against it based upon alleged actions or omissions by me or my children.

I understand that the City of Charlevoix is not responsible for personal property lost, damaged, or stolen, while program participants are using the City of Charlevoix facilities, on City of Charlevoix premises, or involved in City of Charlevoix programs.

I give my permission to the City of Charlevoix to use without limitation or obligation, photographs, film footage, or tape recordings, which may include me or my children's image or voice for the purpose of promotion or interpreting City of Charlevoix programs.

I acknowledge and agree with the waiver agreements set forth above.

SIGNATURE of PARENT/GUARDIAN _____

DATE _____

Camp McSauba accepts all campers without discrimination due to color, race, national origin, gender, or any other basis prohibited by law.

**CITY OF CHARLEVOIX
RESOLUTION No. 2013-05-XX**

**A RESOLUTION TO REVISE ADOPTED RATES & FEES ASSOCIATED WITH CAMP
MCSAUBA BEFORE AND AFTER CARE HOURS (NOW KNOWN AS NORTHERN KIDS CLUB)
2013-2014 BUDGET**

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

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

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

WHEREAS, the City of Charlevoix proposes to make these rate revisions effective for the 2013 season;

NOW, THEREFORE, BE IT RESOLVED that the City of Charlevoix revise all rates included in the 2013-2014 Budget associated with Camp McSauba before and after care hours. The revised rates for residents/non-residents are:

Current rates: \$30 Total

Northern Kid's Club Proposed Rates:

Weekly rates: \$28 Mornings (7:30-8:30 M-Th)
 \$42 Afternoons (3:30-5:30 M-W)

Daily rates: \$10 Morning
 \$20 Afternoon
 \$42 Friday (from 11:30 to 5:30)

RESOLVED this 6th day of May, 2013.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:

Absent:

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Discussion Regarding Street Infrastructure Projects for West Garfield Avenue and Lewis Street

DATE: May 6, 2013

PRESENTED BY: Jim Malewitz

ATTACHMENTS:

1. Bike Route Map and information on Complete Streets from Adopted City Parks and Recreation Plan
2. Memo from Jim Malewitz
3. Plan Sheets

BACKGROUND INFORMATION: Both Garfield Avenue and Lewis Street are slated for street improvements including underground utilities in late summer/early fall of 2013. Additionally, the alleyways in the Lewis Street area will be repaved consistent with the current widths.

Garfield Avenue is proposed to be widened to incorporate bike lanes as part of the City's efforts to promote Complete Streets. See Future Bike Map-South Side attached. We are also considering that the south side of Garfield Avenue may be posted sometime in the future as "No Parking", except on Saturdays and Sundays when mass is being held at St. Mary's. We have approached church officials on this and have not heard back from them. Please realize that the "No Parking" signs and marking the bike lanes is only a future consideration and may not be initiated for some time, depending on when the bike trail is considered to be functional.

Lewis Street is proposed to be 35' according to road width standards. This allows for 7' parking areas and 10' driving lanes. See Figure 2-Local Street Cross Section.

Both projects are being proposed to be bid and constructed this summer and fall.

RECOMMENDATION: Discussion with direction to Staff.

City of Charlevoix & Charlevoix Township FUTURE BIKE ROUTE MAP - SOUTH SIDE

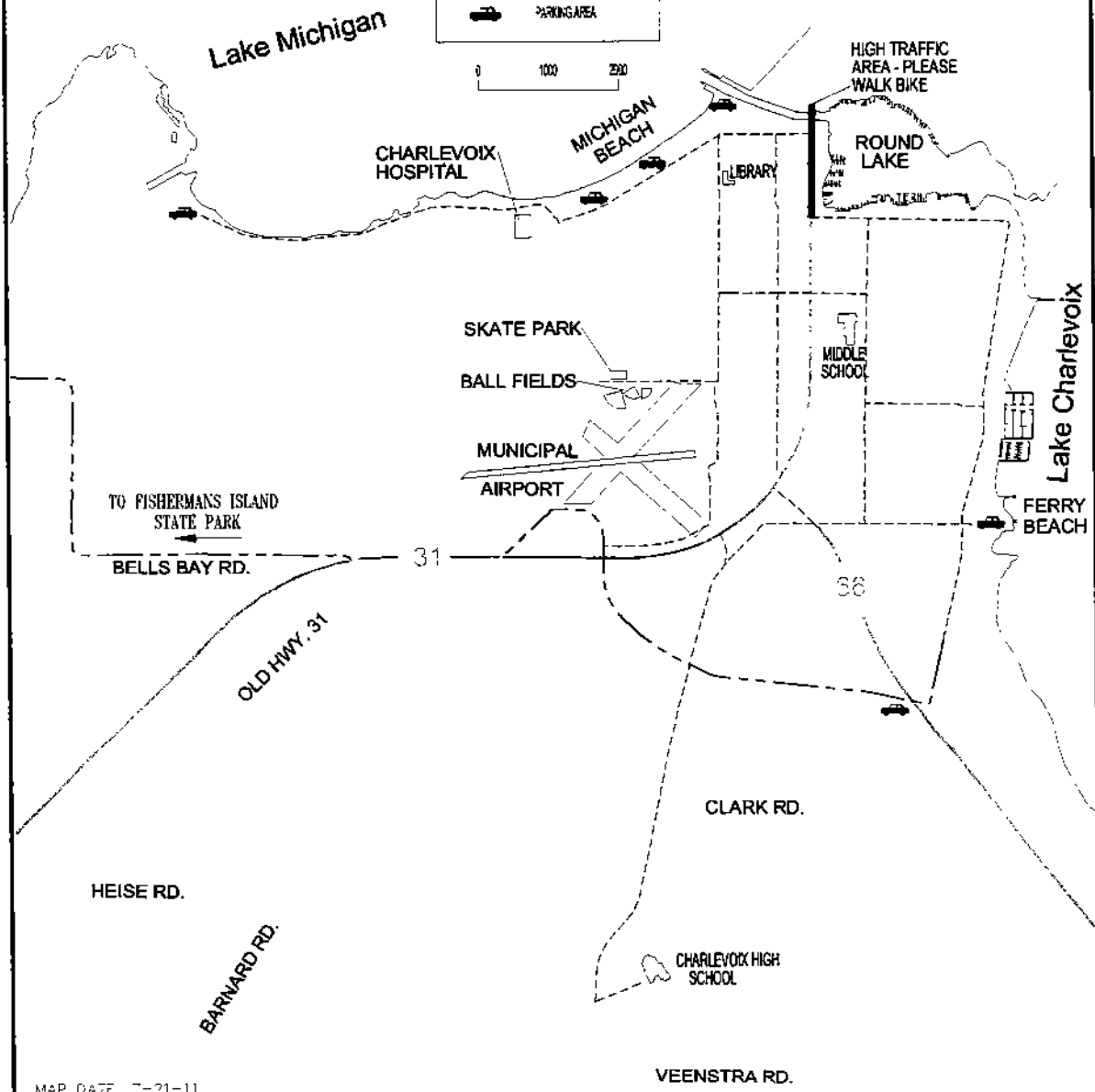


See FUTURE BIKE ROUTE
MAP - NORTH SIDE
map on previous page

LEGEND

- BIKE PATHS ON SHOULDER
- LAKE TO LAKE TRAIL
- PARKING AREA

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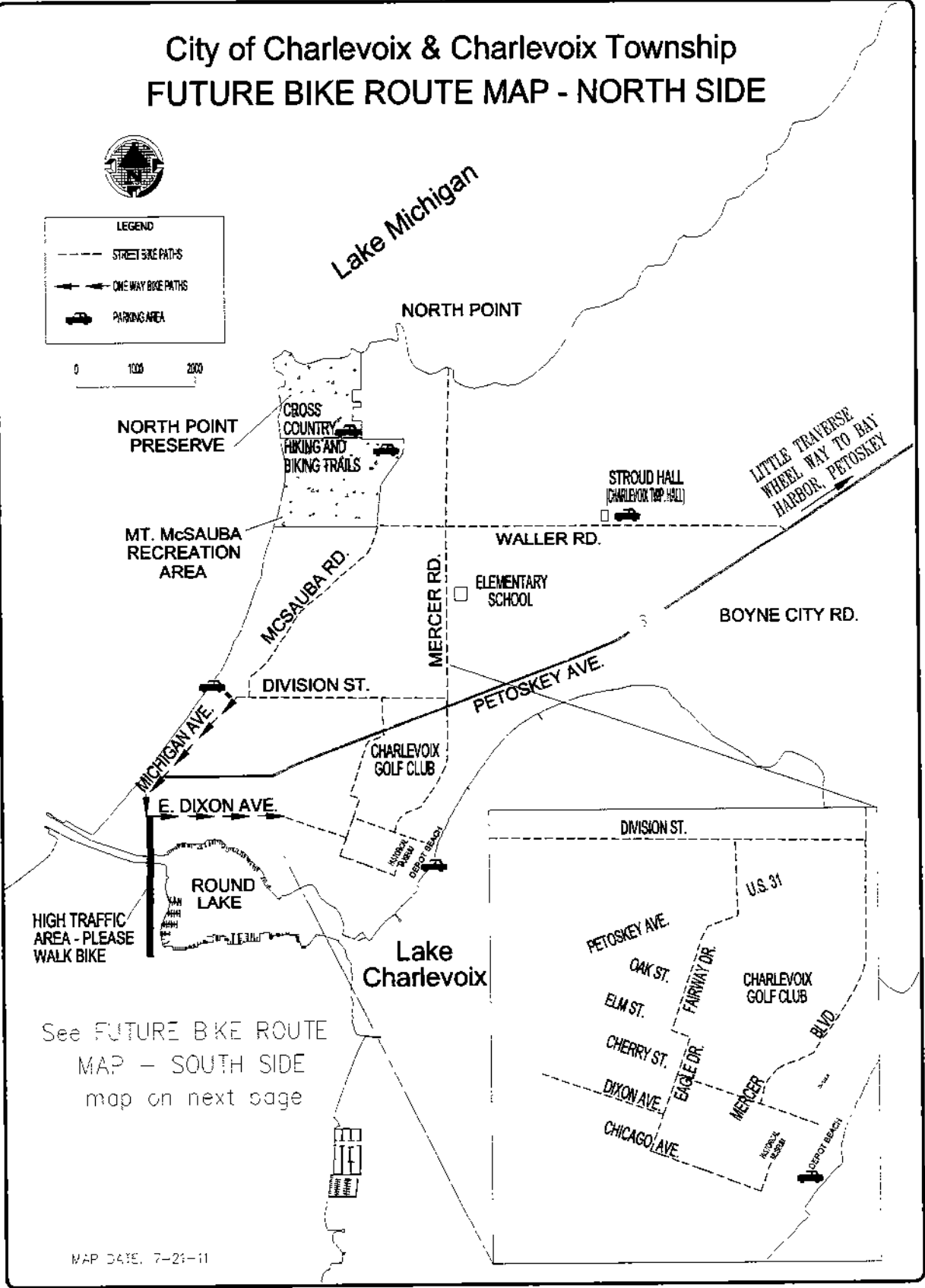
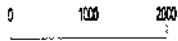
MAP DATE 7-21-11

City of Charlevoix & Charlevoix Township FUTURE BIKE ROUTE MAP - NORTH SIDE



LEGEND

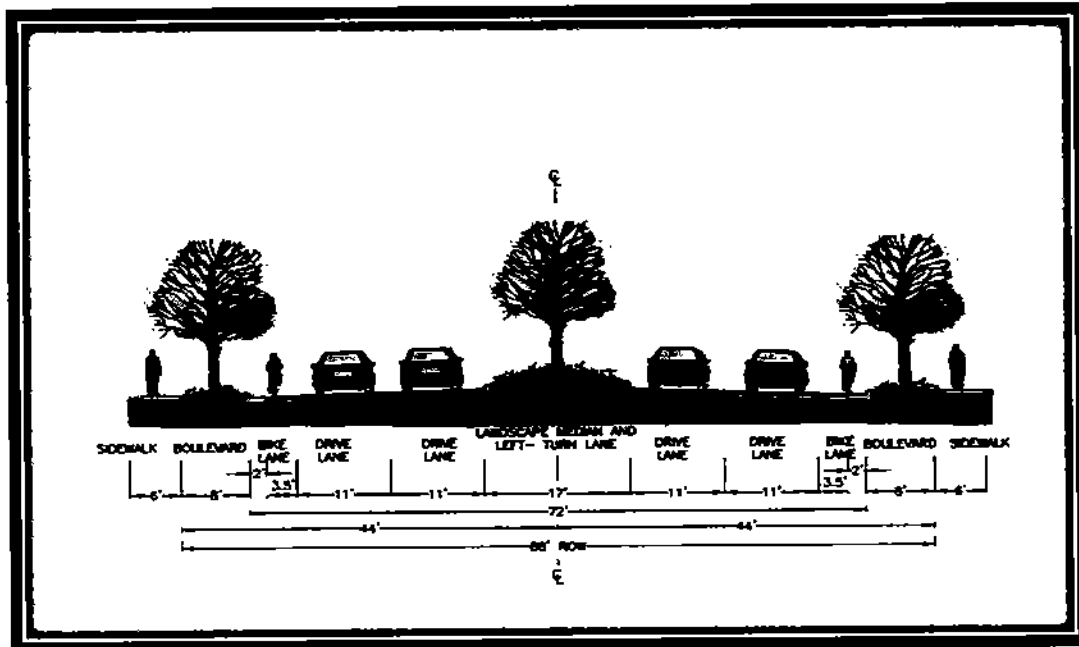
- STREET BIKE PATHS
- ONE-WAY BIKE PATHS
- PARKING AREA



See FUTURE BIKE ROUTE
MAP - SOUTH SIDE
map on next page

MAP DATE: 7-24-11

Chapter 5. Complete Streets and Walkable Communities.



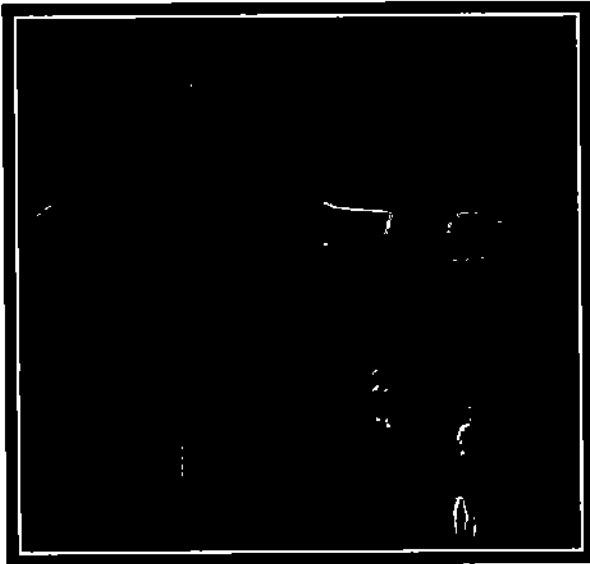
5.1 Description of Complete Streets.

Cities throughout the world, and specifically the United States, are coming to embrace a new transportation and community planning design concept called “Complete Streets.” Complete Streets are designed and operated to enable safe access for all users. Pedestrians, bicyclists, motorists and transit riders of all ages and abilities must be able to safely move along and across a Complete Street. Complete Streets make it easy to cross the street, walk to shops, and bicycle to work. They allow buses to run on time and make it safe for people to walk to and from train stations, trails and other points of interest.

Incomplete streets – those designed with only cars in mind – limit transportation choices by making walking, bicycling, and taking public transportation inconvenient, unattractive, and too often, dangerous. Changing policy so that our transportation system routinely includes the needs of people on foot, public transportation, and bicycles means that walking, riding bikes, and riding buses and trains will be safer and easier. People of all ages and abilities will have more options when traveling to work, to school, to the grocery store and to visit family.

Although alternative forms of transportation such as bus and train networks may never be feasible or part of Charlevoix’s transportation network, the City

can take specific steps to provide safe and accommodating transportation networks for bike and walking paths to access the downtown area, City parks and beaches, schools, the Little Traverse Wheelway, the Lake to Lake Trail and other points of interest.



Complete Streets have a number of recognized benefits including: (Source: National Complete Streets Coalition)

- **Complete Streets improve safety.** A Federal Highways Administration safety review found that streets designed with sidewalks, raised medians, better bus stop placement, traffic-calming measures, and treatments for disabled travelers improve pedestrian safety. Some features, such as medians, improve safety for all users: they enable pedestrians to cross busy roads in two stages, reduce left-turning motorist crashes to zero, and improve bicycle safety.
- **Complete Streets encourage walking and bicycling for health.** The Centers for Disease Control and Prevention recently named adoption of Complete Streets policies as a recommended strategy to prevent obesity. One study found that 43% of people with safe places to walk within 10 minutes of home met recommended activity levels; among individuals without safe place to walk, just 27% were active enough.
- **Complete Streets can lower transportation costs for families.** Americans spent an average of 18 cents of every dollar on transportation, with the poorest fifth of families spending more than double that figure. In fact, most families spend far more on transportation than on food. When residents have the opportunity to walk, bike, or take transit, they have more control over their expenses by replacing car trips with these inexpensive options.
- **Complete Streets foster strong communities.** Complete Streets play an important role in livable communities, where all people – regardless of age, ability or mode of transportation – feel safe and welcome on the roadways. A safe walking and bicycling environment is an essential part of improving public transportation and creating friendly, walkable communities. A recent study found that people who live in walkable communities are more likely to be socially engaged and trusting than residents of less walk-

able neighborhoods. Additionally, they reported being in better health and happier more often.

5.2 Changes in State Legislation.

The State of Michigan also recently acknowledged the importance and value of Complete Streets. In 2010, the State of Michigan passed Complete Streets Legislation that amends both the Michigan Transportation Fund Law (Act 51) and the Michigan Planning Enabling Act (Act 33).

Under this new legislation, the Michigan Department of Transportation will be required to consider all users of roads in all phases of road project planning and during construction. The new legislation also encourages local units of government to consider Complete Streets principles when updating their master plans.

The Complete Streets Advisory Council was also established to provide education and advice to the State Transportation Commission, county road commissions, municipalities, interest groups, and the public on the development, implementation, and coordination of Complete Streets policies.

5.3 Safe Routes to School. (SR2S)

State and national efforts are also being made to promote and establish “Safe

Routes to School” which is another transportation planning initiative with an obvious purpose. Safe Routes to School (SR2S) is an international movement—and now a federal program—to make it safe, convenient and fun for children to bicycle and walk to school. When routes are safe, walking or biking to and from school is an easy way to get the regular physical activity children need for good health. Safe Routes to School initiatives also help ease traffic jams and air pollution, unite neighborhoods and contribute to students’ readiness to learn in school. SR2S efforts must involve coordination between the schools, the general public, and local and state government.

There are state and federal grants available to help accomplish SR2S goals. Listed below are examples of infrastructure and non-infrastructure projects and programs that are eligible for federal Safe Routes to School funding:

- Sidewalks
- Traffic calming and speed reduction
- Pedestrian and bicycle crossing improvements
- On-street and off-street bicycle facilities
- Off-street pedestrian facilities
- Traffic diversion improvements in the vicinity of schools
- Activities to encourage walking and bicycling to school
- Public awareness campaign, community outreach

- Traffic enforcement operations in the vicinity of schools
- Traffic education
- Student training sessions (bicycle and pedestrian safety)
- Funding for training volunteers and managers of Safe Routes to School programs



The need for pursuing SR2S in transportation planning for Charlevoix came to the forefront in 2010 when two Charlevoix Middle School students were struck by a car at the intersection of Bridge Street and Garfield Avenue. This accident spurred an effort to be more proactive in preventing future accidents and finding solutions to transportation problems faced by students who walk or bike to school. As a result, the CMS Principal engaged students to perform a study that included finding out how many students walk or bike to school, the routes they travel, how many cars go by at specific intersections, and evaluate drivers level of concentration or activities they are doing while driving

by. A committee is also being formed of community leaders and citizens to study these transportation issues faced by students and find solutions. Specific goals and objectives on Safe Routes to School initiatives in Charlevoix can be found in Chapter 7.

5.4 Limitation and Challenges facing Charlevoix.

A number of challenges and limitations face all communities when seeking to incorporate Complete Streets and pursue walkable communities. Charlevoix is no different and must identify these challenges, then actively seek solutions by working with the public and coordinating with state government and local organizations.

One of the major challenges facing Charlevoix is budgeting and securing funding to incorporate Complete Streets infrastructure. Careful capital planning, grant funding, and public support are necessary to help deal with the funding limitations that will be faced in the future. The City also recognizes the inherent problem of having a major US highway, US 31, bisecting the City and the bridge over the Pine River Channel, both of which can limit achieving complete streets goals. The highway and bridge create obvious problems when crossing from the east and west, and from accessing the north and south sides of the City. In addition to the highway, the lakes and channels limit

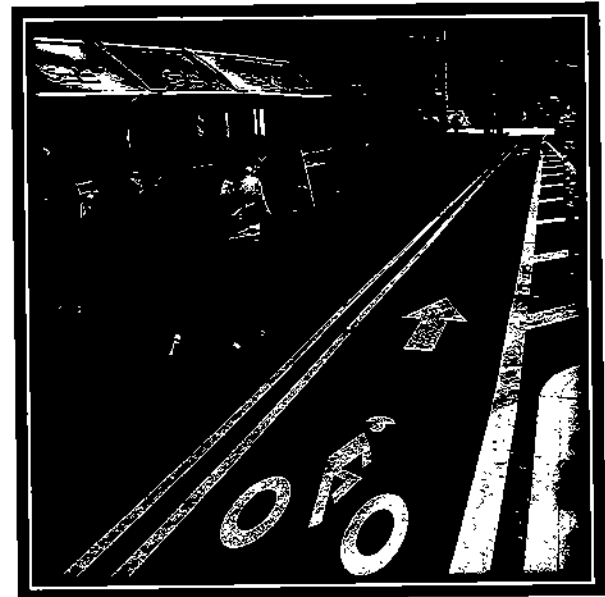
the City to only one available crossing for vehicular and pedestrian traffic to the north and south. Topographic conditions, such as hills and valleys, can create safety problems for both vehicular and bike traffic. Weather conditions can affect road and bike surfaces and limit the times of year when Complete Streets can be used. Busy summer traffic conditions can prevent new crossings from being established and affect pedestrian safety of bikers and people walking. Physical structures, such as the buildings being too close to the road downtown, can prevent bike lanes from being included. Telephone poles and trees can affect the placement and width of sidewalks or bike lanes. Limited number of streets in our small community and one way streets can complicate overall transportation routes.

Despite all of these challenges, the benefits of walkable communities and Complete Streets far outweigh the costs. The City of Charlevoix recognizes these obstacles and outlines specific goals and objectives in Chapter 6.

5.5 Creating a Bike Friendly Charlevoix.

The major benefits of creating a bike friendly Charlevoix include the following:

- Improved public health from exercising and reducing fumes from vehicles.
- Reduction in traffic flows and congestion, which improves traffic safety.
- Cost savings as a result of not spending money on fuel and maintenance.
- Environmental benefits by not using fossil fuels, and reducing emissions.
- Helping to reduce the U.S. reliance on foreign oil.
- Economic benefits.



Through careful study and planning, the City of Charlevoix has created the following maps as a starting point and guide for future bike transportation networks. The bike routes were determined by carefully considering the limitations described in Section 5.4, and connecting relevant points of interests, parks, schools, and other bike routes.

INTRODUCTION OF LEWIS STREET AND GARFIELD STREET RECONSTRUCTION

Late this summer/early fall we are planning for the construction of Lewis Street and connected back alleys and Garfield Street from Bridge to State Street.

Lewis Street is being designed according to our street standards of 35' road width from back of curb to back of curb. (Please realize that this is the same standard that the City of Chicago has implemented in their residential streets, see attached design standards). This allows for parking widths of 7' on both sides of the road with two 10' driving lanes. Attached to this counsel packet is the preliminary drawing for this street construction for your consideration.

Garfield Street is being designed for a future bike path through Charlevoix with the route of May Street to Garfield to State Street and then to Park Avenue. In order to save trees and allow for adequate biking lanes it is planned that parking will not be on the south side of Garfield Street. We did discuss with the church the possibility of allowing parking on Saturday and Sunday services only. We are awaiting response from their councils. The future bike lanes are shown in orange.

Jim Malewitz, Performance Engineers

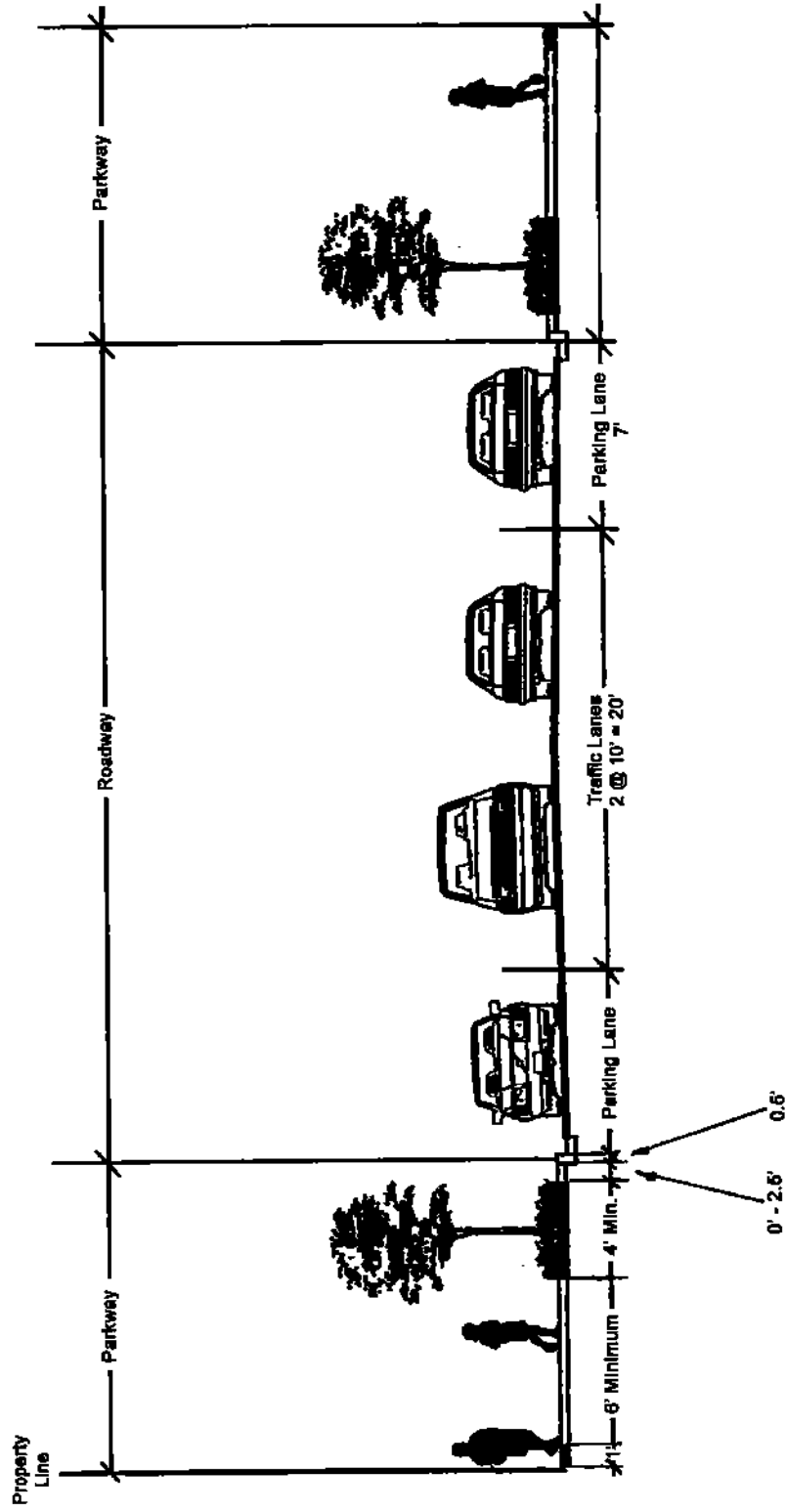
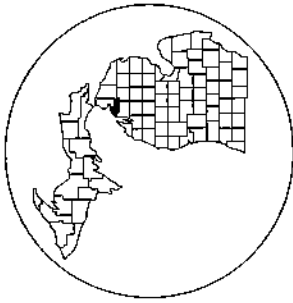
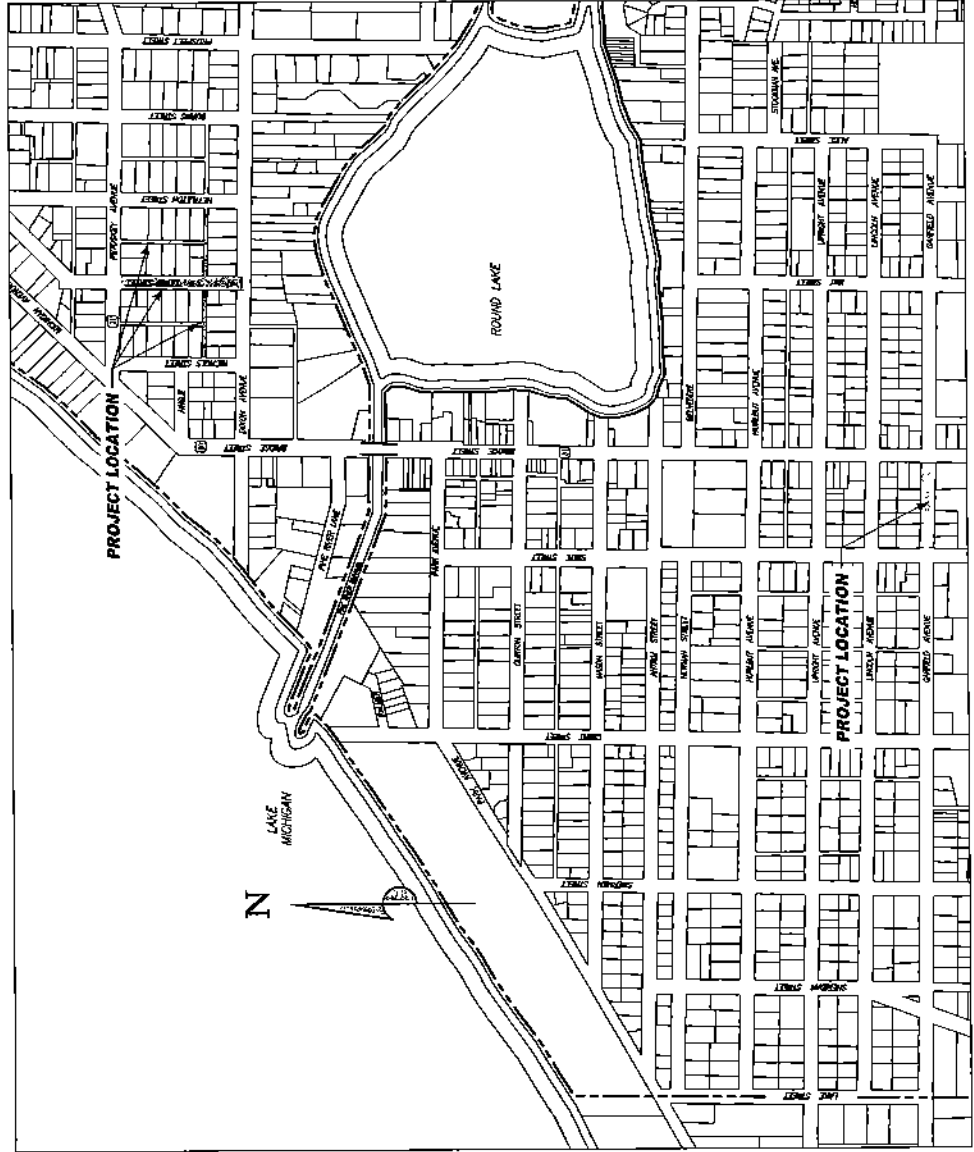


FIGURE 2
LOCAL STREET CROSS-SECTION
TWO-WAY / PARKING BOTH SIDES

THE CITY OF
Charlevoix

2013 INFRASTRUCTURE IMPROVEMENTS

- TITLE SHEET LEGEND
- PROPOSED PROJECT
 - EXISTING ROADS
 - CITY STREET
 - STATE ROUTES
 - FEDERAL ROUTES
 - SECTION LINE
 - CITY VILLAGE LIMITS
 - TOWNSHIP LIMITS



COUNTY KEY



Know what's below,
Call before you dig.

CONTRACT NO. THE CONSTRUCTION OF 450 FEET OF CITY STREET WITH CONCRETE CURBS AND SIDEWALKS AND THE RECONSTRUCTION OF 12' SIDEWALKS RECONSTRUCTION OF 2000' OF 12' SIDEWALKS EAST AND WEST OF LEVY STREET

APPROVALS

RECOMMENDED FOR APPROVAL _____ DATE _____
 RECOMMENDED FOR APPROVAL _____ DATE _____
 APPROVED _____ DATE _____

PROJECT ENGINEER _____
 MARKET ENGINEER _____
 CITY MANAGER _____

Seal: **Performance Engineers, Inc.**
 Civil Engineering
 407 Perry Street
 Charlevoix, MI 49720
 Tel: 815.484.1111
 Fax: 815.484.1111

EDUCED SECTION JOB NUMBER: 14-004-1
 SHEET NO. 7L

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Approval of Job Description

DATE: May 6, 2013

PRESENTED BY: Rob Straebel, City Manager

ATTACHMENTS: Approval of Three Job Descriptions*

BACKGROUND INFORMATION:

Job descriptions for all employees are approved by City Council. A review is done either on a periodic basis or at the time the position becomes vacant. This review helps ensure the descriptions accurately reflect the job duties, skills, knowledge, abilities, and requirements.

The Junior Camp Counselor job description was created to reflect a counselor-in-training type position for youth between ages 14-16. The Parks/Cemetery Maintenance Trainee job description was created to reflect a seasonal maintenance crew member ages 16 & 17. Both of these job descriptions were created with federal and state youth law employment restrictions in mind. It is our belief that these training positions allow the City to potentially rehire an excellent seasonal employee for several years, thereby lowering recruiting and training costs.

The Recreation Instructor job description was created should the need arise for a tennis instructor, or other activity instructor where lessons take place using City facilities.

We are not actively recruiting for these positions at the present time; however, approval of the job descriptions allow the City to respond as needs arise.

RECOMMENDATION: To adopt the three job description as written.

*Seasonal – DPW – Parks/Cemetery Maintenance Crew Trainee
Seasonal – Recreation – Junior Camp Counselor
Seasonal – Recreation – Recreation Instructor

CITY OF CHARLEVOIX

Title: Parks/Cemetery Maintenance Trainee **FLSA:** Non-exempt
STATUS: Seasonal
Department: Department Public Works
Reports to: Superintendent, Department Public Works
Date: March 4, 2013

Position Purpose and Objectives

Works as part of a crew that is responsible for the overall upkeep of the downtown area of Charlevoix, as well as all city parks, streets, and cemeteries.

Essential Job Functions

- Perform spring and fall clean up of the parks, turf and ornamental beds.
- Care for ornamental plants including, but not limited to, weeding, watering, and dead heading of annuals and perennials.
- Perform general parks/yard maintenance including mowing.
- Pick up and dispose of town's garbage.
- Chipping of brush and vacuuming of leaves and grass clippings.
- Perform brick paver repair work.
- Paint handrails, light poles, etc.

Knowledge, Skills, and Abilities required

- Valid driver's license.
- 16 years old or older.
- Ability to work with little supervision.
- Ability to operate light duty equipment, i.e. mowers, blowers, weed whips, etc. safely.
- Ability to work outside in all conditions.
- Positive attitude; demonstrates initiative
- Flexibility regarding work hours.
- Able to communicate effectively with staff and general public.
- Ability to project a positive public image of the City of Charlevoix.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval:

CITY OF CHARLEVOIX

Title: Mt. McSauba Junior Camp Counselor **FLSA:** Non-exempt
STATUS: Seasonal Summer

Department: Recreation

Reports To: McSauba Camp Director

Date: April 24, 2013

Position Purpose and Objectives

Assist in the supervision of groups of children during their participation in day camp activities.

Scope and Environment

Works in all types of summer weather. Works under the direct supervision of the camp director. Work schedule is based on camp enrollment demand and varies throughout the camp duration. Supervises small group(s) of 10-15 local and non-local children ages 5-13. Activities include swimming, field sports, arts and crafts, and a weekly campfire overnight on the 80+ acre lakefront property.

Essential Job Functions

- Assists camp counselors in supervising children during day camp activities.
- Enforce camp safety standards.
- Resolve problems and keep superiors apprised of incidents, etc.

Knowledge, Skills and Abilities Required

- Able to work outdoors in all types of summer weather.
- Able to withstand activities in the water for up to one hour at a time.
- Creative and resourceful.
- Positive attitude.
- Excellent interpersonal and public relations skills with parents and campers.
- Patience working with people of all ages and abilities.
- Ability to build camaraderie/work in team environment.
- Flexibility regarding work hours.
- Ability to project a courteous and positive public image of the City of Charlevoix.

Certifications

- Current Red Cross Certification or equivalent to Community First Aid and Safety (training available)
- One year experience working with young children preferred.
- Must be 14 years of age or older.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the City. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is an at-will position.

City Council Approval:

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Appointments

DATE: May 6, 2013

PRESENTED BY: Carol Ochs

ATTACHMENTS: Appointment listing

BACKGROUND INFORMATION:

The following appointments are expired/expiring:

<u>Planning Commission</u> (First Monday in April, or until successor is appointed) John Elzinga John Hess	Mayoral Appt – 3 yr. term
--	---------------------------

<u>Housing Commission</u> (Third Monday in April) Joanie Olach	Mayoral Appt – 5 yr term
---	--------------------------

The following vacancies exist:

Planning Commission, term expiring 04/14
Shade Tree Commission, term expiring 12/31/15

The following appointments will expire in June 2013:

Linda Mason, Historic District Commission
Rick Brandi, District Library Board

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 <small>(Please use sparingly)</small>	City Hall Fax Home
<u>First Ward</u>			
Dennis Kusina (Peggy) 205 Elm St.	11/2011 (11/2007)	547-4844 231-590-5290	Home Cell
Lyle Gennett (Gayle) 217 Clinton St	11/2012 (11/2006)	547-5598 675-5398	Home Cell
<u>Second Ward</u>			
Bryan Vollmer (Jenn) 405 W. Lincoln	11/2011 (11/2009)	237-9493 675-4699	Home Cell
Greg Stevens (Ginger) 200 Sheridan PO BOX 174	11/2012 (11/2006)	330-1429	Cell
<u>Third Ward</u>			
Jill Picha, Deputy Mayor (Nov 08-10)(John) 122 Belvedere Ave.	11/2011 (11/2007)	547-4169 675-8069	Home Cell
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 Gomey 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 Yaroeh
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
VACANCY	00-00-00 (00-00-00)	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)	08-15-11 (08-15-11)	4-13
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	04-19-10 (03-01-04)	4-13

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
---	------------------------	----------

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
---	--------------------------	----------

Arlene Staley 401 Antrim St. 547-2985-H	01-03-2012 (07-06-04)	12-31-14
---	--------------------------	----------

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
---	------------------------	----------

Ken Polakowski 301 Mason 547-6753-H	12-07-09 (12-15-03)	12-31-12
---	------------------------	----------

**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	03-19-12 (03-19-12)	4-13
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 Cl. 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 308 Clinton St. 547-4911 - Work		
Bob Heath 210 East Hurlbut Avenue 437-3255 - Home	Paul Weston 110 Burns 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 Swem
 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 Jill Picha
 210 State Street
 547-4169-H
 675-8069 –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
 11677 South Wayne Rd., Suite 107
 Romulus, MI 48174
 734-229-2929

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

Jim Young, City Attorney (Bryan Graham, Assistant CA 231-533-8635)
 231-288-7700 – 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 Jill Picha
 210 State Street
 547-4169-H
 675-8069 –C

AIRPORT TECHNIAL ADVISORY COMMITTEE

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

Kevin Clarke
Paul Puckli
RW Armstrong
4080 Lafayette Center Dr., Ste 210 A
Chantilly, VA 20151
703-230-0300

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

Mark Grennell, Project Support Unit Supervisor
Airports Division, MDOT
2700 Port Lansing Rd.
Lansing, MI 48906

CM Lyte 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

Mike Spencer, City Planner
210 State Street
231-547-3265

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

GREEN TEAM AD HOC COMMITTEE

Roger Knutson
408 Burns Street
547-1209

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

Mike Spencer, City Planner
210 State Street
231-547-3265

CM Jill Picha
210 State Street
547-4169-H
675-8069 –C

Dave Guanci, Latitude 45
123 Belvedere Ave.
630-258-5849

Erin Bemis, Director
Charlevoix Area Chamber of Commerce
109 Mason Street
547-2101

Terry Salmonson, Charlevoix Flying Club
215 Antrim Street
547-2601

Paul Welke, Island Airways
111 Airport Dr.
547-2141

Rachel Teague, Fresh Air Aviation
06918 Old Norwood Rd
PO BOX 328
237-9482

NON-MEMBERS

Ron Lebbon
Paul Shapter
RW Armstrong
4100 Capital City Blvd., 2nd Floor
Lansing, MI 48908
231-327-1980

Keith Carey, DDA Director
210 State Street
231-547-3257

Hal Evans, Harbormaster
210 State Street
231-547-3272

Torn Heid, Golf Director
210 State Street
231-547-3269

RECREATION ADVISORY COMMITTEE

Amy Pulman
07103 Lake St.
547-1396

Nick Popoff
314 W. Hurlbut Ave.
547-2914 (H)
231-944-8019 (C)

Matt Peterson
210 W. Hurlbut Ave.
547-3407 (H)
231-675-1746 (C)

VACANCY

Dean Davenport (Twp Rep)
13535 Matthews Lane
547-6433 (H)
712 Cypress
Big Rapids, MI 49307

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Appointment of On-Call Deputy Clerk

DATE: May 6, 2013

PRESENTED BY: Carol Ochs

ATTACHMENTS: None

BACKGROUND INFORMATION:

Over the past year, my office has taken on the addition of Planning, ZBA, and DDA minutes. Additionally, we have also been asked to cover various committee meetings, such as the Liquor Redevelopment License Committee and the Fireplace Steering Committee. Typically, a member of the committee would do these minutes, but we felt that it was important to have good minutes for these particular meetings, so we agreed to take them on. This has increased our typical workload of 25-30 set of minutes a year (not including the Board of Review) to over 50 a year.

Due to Deputy Clerk Stephanie Brown's and my regular work loads, we are having difficulty keeping up with the 8 business day OMA deadline. Additionally, we have asked Stephanie not to incur too much additional overtime. Moreover, Additionally, Deputy Clerk Patti Spencley's workload has been increased over the past couple of years as she has been needed to offer clerical support to the Recreation Department, the Airport, and now the Assessor's Office. This makes her less available to the daily task load of my office.

I was recently introduced to Faith Miller, a retired government official having served as a City Clerk for 20 years and a City Manager for 5 in the State of Florida. Faith would be willing to help us out with minutes as well as occasional other as-needed tasks and projects at a rate of \$15/hr. I have met with Faith, who would be an excellent asset to this office, and I would like to appoint her as an on-call Deputy Clerk. There is also the possibility I could assign her additional tasks to help out staff in times of illness or vacation. After a trial period, Faith would be eligible for the \$500 annual stipend established by the Compensation Commission and also received by Deputy Clerks Brown and Spencley. I have asked Faith to attend Monday's meeting so Council may have an opportunity to ask her questions.

I had presented a similar request several years ago and Council, at that time, was not open to the idea as they thought I would not be able to find anyone willing to be appointed to this type of work situation. Council denied my request.

Per Charter:

Section 3.8 CITY CLERK - ELECTION – DUTIES (Excerpt)

... The City Clerk may, with the approval of the City Council, appoint a Deputy Clerk.

RECOMMENDATION:

Motion to approve the Clerk's appointment of Faith Miller as an on-call deputy clerk.

CHARLEVOIX CITY COUNCIL

AGENDA ITEM

AGENDA ITEM TITLE: Consideration to Set a Public Hearing for June 3, 2013 to Discuss Wastewater Treatment Plant Plan Documents

DATE: May 6, 2013

PRESENTED BY: Mayor Carlson

ATTACHMENTS: Notice of Public Hearing

BACKGROUND INFORMATION: The City Council needs to set a public hearing to review initial wastewater plant plan documents. The Public Hearing will be held on June 3, 2013. Project engineers will also discuss their initial findings and discuss next steps to complete major upgrades to the City's Wastewater Treatment Plant.

RECOMMENDATION: Motion to Set a Public Hearing at 7:00pm at the City Council Chambers for June 3, 2013 to take comments on plan documents associated with Wastewater Treatment Plant improvements.

CITY OF CHARLEVOIX

NOTICE OF PUBLIC HEARING

DATE OF HEARING:

June 3, 2013. A Public hearing of the City of Charlevoix City Council will be held at the City Hall, 210 State Street, Charlevoix, MI 49720, beginning at 7:00PM.

PROJECT SUMMARY:

Wastewater Treatment Plant Improvements – The original WWTP was constructed in 1972. Construction of corrective facilities is necessary to meet the requirements of the new MDEQ NPDES permit and schedule of compliance. Other improvements also are necessary to enable the WWTP to provide the required level of service and meet current design and safety standards, including upgrades or additions to mechanical equipment, control systems, administrative and laboratory facilities, generator, process piping, odor control, electrical and HVAC.

The maximum estimated cost of the proposed project is \$10,895,000. The debt service for the proposed project, in addition to the increase in operation, maintenance and replacement costs, translates to a monthly increase of \$22.22 per Meter Equivalent (REU).

Any interested party may review or examine plan documents at the City of Charlevoix City Hall, 210 State Street, Charlevoix, MI 49720, any weekday, Monday through Friday, from 8:00 AM to 4:00 PM. The plan documents also will be available at Charlevoix Township Hall, 12491 Waller Road, Charlevoix, MI 49720, Marion Township Hall, 03735 Marion Center Rd, Charlevoix, MI 49720, and Hayes Township Hall, 09195 Old US 31 North, Charlevoix, MI 49720, during regular office hours or by appointment only. Also, any interested party may submit to the City of Charlevoix Clerk's Office written comments concerning the proposed projects until the date and time of said hearing. Written comments received before the hearing record is closed will receive responses in the final project plan.

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 week 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 by calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

The City of Charlevoix City Council authorized this notice.

Carol Ochs

City of Charlevoix Clerk